

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2014-2015 #4
Saturday, March 14, 2015
Crescent City, CA**

DIRECTORS PRESENT

Dorothy Pasch	Mary Yates	
Pamela Jensen	David Matson	Cathy Seames-Miller
Beverly Fontaine	Trixie Galletti	Jason McCuan
Elizabeth Kordes	Kelly Livingston	

DIRECTORS ABSENT

Mary Wheatley	Dina Macdonald	Adelia Leonard
Jesus Macias-Baleon		

FACILITATORS PRESENT

Dana Vaughn	Kristi Patterson	
Wanda Henderson	Robert Tippey	Connie Davies

STAFF PRESENT

Clay Jones	Donna Landry-Rehling	Patrick Okey	Kim Nash
Mary Block	Chris Miller	Karen Satern	

OTHERS PRESENT

Brian Nash	Steve Perez (briefly)	Mimi Hill
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- 1. Call to Order/Roll Call/Introductions** - The regular meeting of the RCDSC Board of Directors was called to order by President M. Wheatley at 9:03 a.m. All persons in attendance introduced themselves. P. Jensen agreed to be today's timekeeper.
- 2. Closed session** – A closed session was conducted to allow the Client Benefit Fund Committee to present its grant funding recommendations to the RCDSC Board of Directors.
- 3. Reading of Vision** – B. Fontaine and E. Kordes read aloud the Vision of the Redwood Coast Regional Center.
- 4. Community Input**
 - B. Nash commented about the importance of recognizing the individual being served and staying flexible about the individual's wishes when working with a team.
- 5. *Approval of Agenda**
M/S/C – P. Jensen (J. McCuan) moves to approve the agenda with the following change: Item 9d. to be shared with C. Miller for the ARCA CAC Report.
- 6. *Approval of January 10, 2015, Minutes**
M/S/C – D. Pasch (B. Fontaine) moves to approve the minutes of January 10, 2015, with the following amendment: Add the name 'Connie Davies' as being 'present.'
- 7. Executive Director's Report** – C. Jones reported the following:
 - On the Brink of Collapse – The Consequences of Underfunding California's Developmental Services System” is a report emphasizing the need for advocacy in order to move the system onto a more stable funding and service foundation. Two letters also included in C. Jones' report (from Eileen Richey and Rick Rollens) outline

the shrinking service system, including graphs and charts. Legislative subcommittee hearings have been taking place. The unifying theme by citizen advocates is the restoration of the service system. The specific funding requests of the legislature were outlined and the process of realizing actual changes were described (revision of the core staffing formula, funding structure, and allocation methodology). Legislative recommendations for changes are also being made.

- The final outcome area for the 2009-2014 Strategic Plan, which is employee compensation and benefits, was discussed. A handout of recommendations from the Employers Group was distributed and discussed. C. Jones described the manner in which information gathering was conducted. He explained how the RCRC staffing compensation and benefits package may be improved, and how the agency can develop career paths in certain job categories. This could lead to greater employee retention, among other goals.
- The ARCA Grassroots Day will take place on April 15, 2015. RCRC has identified a group of people who will attend.
- All were reminded of the POS Expenditure Plan public meetings. Information was included in the board packet and is on the RCRC website.

8. Administrator's Report – P. Okey presented the Administrator's report and explained the graphs and data. He commented that the Lanterman Coalition continues to push for a 10% increase for service provider rates and regional center Operations budgets, with 5% increases annually thereafter for both until systems reform is completed. The Governor has referred to a statewide work group the review of the service system's funding methodology. Statewide, Purchase of Service allocations are projected to be underfunded by \$293 million. The DDS has informed RCRC that the January service provider reimbursement claim is expected to be paid 100%, but the percentage of subsequent claims will drop. A line of credit is in place if needed. The DDS budget for next year shows a 4.5% increase in regional center funding; a 9.6% decrease in developmental center funding; and, a 0.2% increase in funding for DDS.

- As follow up to Question 12 on the 2013 Provider Satisfaction Survey, staff have verified that the RCRC service provider payment form cannot be changed to make it more user friendly because the Uniform Fiscal System is used system-wide by all regional centers.

9. Committee Reports – Executive Committee Report

- Audit Report - Mimi Hill, lead auditor with the independent audit firm Matson and Isom reported that there has been a change at the firm and that it is now K-COE and Isom. In addition to the various IRS tax documents and draft financial statement with independent auditors' reports that were included in the Board packet mailing, additional audit documents were distributed and discussed. They included the Draft Management Comments Letter and the Draft Report to the Board of Directors. Ms. Hill pointed out the highlights of the various aspects of the draft audit report and noted that there were no instances of non-compliance found. Improvements to the fixed asset tracking procedure were suggested so that the listing of those assets correctly reflected the location of the assets. The internal control issue that was noted in the previous year's audit report has been remedied by the hiring of the part-time RCRC Controller. It was mentioned that the firm's service contract with RCRC will end this year and that a proposal to continue as RCRC's independent auditor has been prepared. A decision about whether or not RCRC will continue to contract with

K-COE and Isom will be discussed further.

M/S/C – B. Fontaine (No second was offered on the motion.) **moves that RCRC retain the present audit service.**

Upon further discussion, it was agreed that the firm's proposal will first be reviewed by staff and then presented to the Executive Committee for action on behalf of the entire Board of Directors.

ACTION: B. Fontaine withdrew the Motion.

ACTION: A telephone conference between RCRC Directors and the RCDS Executive Committee will take place in approximately three weeks to consider the vote regarding the K-COE and Isom proposal. The firm will tentatively place RCRC on its audit schedule until final proposal approval is obtained.

On behalf of the Board of Directors, RCRC staff were thanked for their good work.

An overview of the IRS Form 990 Return and the California Form 199 Return was provided. Two corrections were noted and the documents were offered for Board approval. Once approved, the documents will be forwarded to the Department of Developmental Services. The Executive Committee recommended that the tax and audit documents be approved.

M/S/C – P. Jensen (D. Pasch) moves that the tax documents and the independent audit report be approved.

- 9a. Vendor Advisory Committee Report** – P. Jensen reported that the Alliance of Service Providers met on Feb. 23. Highlights of that meeting included:
- RCRC Report – Budget status update; activity of the Lanterman Coalition; POS Expenditure data public meetings in March; and, an update about the closure of Sonoma and Fairview developmental centers within the next 10 years.
 - Reaching for Independence – A new center will be opening in Crescent City.
 - Mentor Network – Once the new program opens in Crescent City, there are two clients ready to participate. An annual women's self-defense training will be conducted, as well as a presentation about mandated reporting.
 - Rural Human Services – A new Client Radio show now airs on Thursdays. It is hosted by a person with an intellectual disability and talks about issues relevant to persons with intellectual disabilities.
 - HCAR – Clients may now call 211 for referrals to certified tax preparers.
 - State Council – The National Core Indicator Project is underway and some clients may be contacted for an interview regarding the services they are receiving or need to receive. State Council is also working on its 5-year state plan.
 - People Services – The recent CARF went well; and, over \$2,000 was raised for Special Olympics during the Polar Plunge this year.
 - UVAH – Forensic training has begun; and P. Jensen has met with the new State Assembly member, Jim Wood.
 - Lanterman Coalition 10 for 10 Campaign – Members were encouraged to participate in this campaign to save the community service system.

The next ASP meeting is set for April 27, 2015.

9b. ARCA Report – K. Livingston reported the following on behalf of M. Wheatley:

- At its January 16, 2015, board meeting, the ARCA offered its voting recommendations. A recent report titled On the Brink of Collapse was recommended reading for everyone. Copies were distributed. Various topics that were discussed at the meeting were noted. It was recommended that everyone write letters to their legislators.

ACTION: Sen. McGuire is scheduled to attend the May board meeting in Ft. Bragg, California. Board members can bring their legislator letters with them to this meeting.

9c. Client Benefit Fund – In a closed meeting held earlier, the Client Benefit Fund recommended that three clients be approved as the grant recipients for the February Client Benefit Fund cycle. Two of the clients are from Humboldt County (awarded grants of \$200.00 each) and the other client is from Mendocino County and was awarded a grant in the amount of \$400.00.

M/S/C – D. Pasch (C. Seames-Miller) moves to accept the grant recipient recommendations put forth by the Client Benefit Fund Committee.

ACTION: The Client Benefit Fund Committee will write a letter to each grant recipient and to each client who submitted a request, with a copy to the service coordinator for each of the clients. P. Okey will contact the two foundations on behalf of the Board.

The nature of the requests for which the grants were awarded included a specialty exercise apparatus, a specialized car seat with a 5-point restraint, and the replacement of a particular type of water therapy device.

9d. David A. Isom Award Committee and ARCA CAC

- C. Miller referenced his written ARCA CAC report (included in the board packet) and reiterated how to engage legislators at face-to-face meetings. He also offered to help individuals write a letter to their legislators. Three ARCA CAC members are monitoring their new Facebook page. He also noted that the ARCA office is planning to relocate to a new space in Sacramento. The next CAC meeting is set for April 10, 2015.
- K. Livingston reported that the David A. Isom Award nomination information and form are on the RCRC website. The due date for receiving nominations is April 10, 2015.
- K. Livingston will distribute informational flyers as part of the Board's election recruitment. Board members can hand them to people who they think might make a good board member. It was noted that the RCRC executive director's evaluation process will be conducted annually.

ACTION: An action step guide will be provided to D. Landry-Rehling as an addition to the Board project management packet.

10. Old/Tabled/Unfinished Business

ACTION: P. Okey will provide the Board of Directors a copy of the K-COE and Isom proposal that outlines their bid to continue working with RCRC. The Board will be given three weeks to review the proposal.

M/S/C – B. Fontaine (C. Seames-Miller) moves that the RCDSC grant its Executive Committee permission to approve the K-COE and Isom audit firm’s proposal on its behalf. Following review of the proposal, this action will take place within the next four (4) weeks. 1 Abstention

11. New Business – None

12. County by County Liaison

- K. Livingston reported that the Special Olympics basketball tournament held in Windsor, California, had 40-60 Humboldt County participants.
- C. Seames-Miller announced the following: she attended a training offered by the Lake County Office of Education regarding special education classroom instruction curriculum; in February she attended the Area Board 1 meeting to share some concerns given to her by clients; the status of available appointments at the Native Minds Wellness Center was noted; there are some new women’s health services available; and, she has just completed the Suicide Prevention Training and is now certified.
- M Yates noted she has been learning how to make a book. Her stories are about birds and will include a sketchbook presentation. She explained the process of finalizing the book.

13. Community Input

- K. Nash shared the following:
 - A family residential center will be opening in Crescent City this week;
 - A free training in ‘Kid Communication’ will be offered by Dr. Smalley;
 - Disk golf training for Special Needs individuals will be offered in Crescent City;
 - It is tsunami awareness week in Humboldt County;
 - A Chronic Child Neglect webinar will be held in Lake County;
 - April is Autism Awareness month;
 - Email encryption training will take place in May;
 - In June, Norm Kunc will be conducting trainings in Humboldt County and in Ukiah;
 - CPP funding has been awarded and employment services will start in Del Norte County in the Fall.

14. Adjourn – The meeting was adjourned at 12:43 p.m.

Dorothy Pasch, Secretary
RCDSC Board of Directors

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