

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2014-2015 #2
Saturday, Nov. 8, 2014
Lakeport, CA**

DIRECTORS PRESENT

Mary Wheetley

Cathy Seames-Miller

Dorothy Pasch

Pamela Jensen

Beverly Fontaine

Mary Yates

David Matson

DIRECTORS ABSENT

Jason McCuan

Dina Macdonald

Adelia Leonard

Trixie Galletti

Jesus Macias-Baleon

Kelly Livingston

FACILITATORS PRESENT

Wanda Henderson

Dana Vaughn

STAFF PRESENT

Clay Jones

Donna Landry-Rehling

Patrick Okey

OTHERS PRESENT

Jennifer Pittam

Jessica Pasch

Patti O'Brien, State Council-Region 1

Bonnie Thurman, DDS Liaison

Dawn Morley, State Council-Region 1

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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. Wheetley at 9:05 a.m. All persons in attendance introduced themselves. B. Fontaine agreed to be today's timekeeper.
 2. **Reading of Vision** – P. Jensen and B. Fontaine read aloud the Vision of the Redwood Coast Regional Center.
 3. **Community Input**
- D. Morley reported that the Area Board is gathering dentistry information in the form of personal stories about dental experiences and access to dental services. The purpose of this activity is to provide legislators with information in order to advocate for more dental services. A form was made available for gathering the information.
 4. ***Approval of Agenda**
M/S/C – D. Pasch (C. Seames-Miller) moves to approve the agenda.
 5. ***Approval of September 6, 2014, Minutes**
M/S/C – M. Yates (P. Jensen) moves to approve the minutes of the September 6, 2014, meeting.

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- 6. Executive Director's Report** – C. Jones reported the following:
- Strategic Planning - The activities of the Board's 2015-2020 Strategic Planning workshop were noted on a long sheet of paper, known as a 'mind map', and were posted on the wall. Each component that was recorded on the paper was reviewed, along with the outcomes of the small group work and the priorities that were developed. The next step is for pertinent staff to sort through the information and develop the 1, 3, and 5 year goals. The main focus areas that were revealed were client health care, caseload ratios, long term structure of RCRC (internal, partnerships, etc.), and training. Woven throughout all of these areas is the critical importance of advocacy efforts. More info will be available as the process develops.
 - Draft Performance Plan – The 2015 Draft Performance Plan (included in the board packet) was introduced. Following an overview explanation, discussion was opened up for board and public input. There was a comment made about some concerns regarding a recent training provided by the Lake County Office of Education at a Lake County school. The concern was about whether or not RCRC referral information that was provided to the school was correct or not.
ACTION: C. Jones will conduct some follow up with Lake County staff. Several suggestions were offered that may make the information in the next issue of the Plan more useful.

M/S/C – B. Fontaine (M. Yates) moves to approve the Draft 2015 Performance Plan.

- Project planning guides for board committees. The tasks and activities of the various board committees was consolidated on a single sheet. **ACTION: D. Landry-Rehling will update the matrix and distribute it to board members for placement in their binders.**
- Purchase of Services Policy regarding Conservatorship - In response to a previous inquiry about the conservatorship process, C. Jones distributed several documents, including the conservatorship guidelines from the current Purchase of Service Guidelines. He noted that the majority of the language regarding conservatorships for persons with intellectual/developmental disabilities is from the California Probate Code Section 1821(a)(5). He also explained the protections with regard to confidentiality that are already in law. After careful consideration, it was RCRC's conclusion that the current POS Guidelines policy statement accurately reflects the regional center's duties in law and serves to protect individuals from unnecessary restriction of rights. The current policy statement does not reflect a bias for or against conservatorship. RCRC's purchase of service policies are available from any RCRC office and on the RCRC website at www.redwoodcoastrc.org.
- Draft letter to Legislators - With the recent changes in the California legislature, this letter is intended to introduce RCRC to new legislators and begin the process of educating elected officials and their staff about persons served by RCRC. The letter invites the legislators to a board meeting and will be sent to all three

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elected officials in the RCRC catchment area. **ACTION: The final version of the letter will be included in the January board packet.**

M/S/C – C. Seames-Miller (B. Fontaine) moves to send the revised letter to each of the three representatives in the RCRC catchment area.

ACTION: C. Seames-Miller will contact the legislators who were sent the letter to remind them about the January Board meeting in Ukiah.

7. **Administrator's Report** – P. Okey referenced the financial report that was prepared and distributed with the board packet. He explained each component of the report and touched on the highlights of each section.
 - RCRC has received what is reportedly 100% of the FY 2014-15 Operations spending authority and 97% of the Purchase of Service spending authority. It was noted that the DDS may need to 'de-allocate' funds later in the year based on the State's budget and/or RCRC's specific client count.
 - At 25% of the way into the 2014-15 fiscal year, RCRC has expended 24.8% of the expected POS allocation and 24.5% of the OPS allocation. At this time there are no concerns regarding expenditures. The client count appears to be on the rise, which will put pressure on the case load ratios. Case load ratios continue to remain out of compliance with DDS standards.
 - Regarding the Client Benefit Fund, P. Okey requested that the website information regarding accessing the Fund be posted on the RCRC website all year long. **ACTION: D. Landry-Rehling will get the information posted to the RCRC website.**
 - RCRC's annual independent audit is currently taking place, with auditors from Matson and Isom.
 - The draft DDS audit report is expected to be received by the end of November.
 - The follow-up survey of the 2013 Provider Satisfaction Survey (regarding RCRC's payment process) has not received much response. A report from Kinetic Flow is expected for review by the next Board meeting.
8. **Committee Reports – Executive Committee Report** – M. Wheatley announced that Client Board member, Cicely Ames, has resigned from the board effective Oct. 22, 2014.
- 8a. **Vendor Advisory Committee Report** – P. Jensen reported that the Alliance of Service Providers (ASP) met on Oct. 27th. She referenced the notes included in the board packet and highlighted the following:
 - People Services are preparing for their CARF, finishing an audit, revising their website, and participating in the Wellville Project to work toward a more healthy community.

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- UVAH is finalizing an audit, upgrading its website, and preparing for its CARF in December.
- State Council – Region 1 is the new name for the Area 1 Developmental Disabilities Board. A document about new rules for IHSS overtime and other changes is being distributed. A workshop about creating meaningful individualized services that encourage employment is being developed by TransCen, Inc.
- City Ambulance was concerned about negative effects if the minimum wage increase ballot measure was adopted.
- Changing Tides expressed concerns about overtime and sick leave regulations that go into effect in 2015.
- HCAR's audit is complete and revisions to their website are in progress.
- CMS Regulations – It was noted that these regulations will likely have a big effect on the types of services that will be eligible for waiver funding. A draft statewide transition plan is available on the DDS website.

8b. Election Committee – C. Seames-Miller recommended that Elizabeth Kordes be appointed to the seat vacated by Ms. Ames.

M/S/C – P. Jensen (C. Seames-Miller) moves to appoint Ms. Kordes to fill the vacant Position #6 in Humboldt County.

8.c ARCA Report – C. Jones reported that the ARCA finance committee had met with DDS finance staff and learned that remaining prior year funds have been utilized to cover last year's POS deficit. Concerns were expressed about the status of the POS funding and how it can affect regional centers' ability to plan. This year, more than ever, engaging in advocacy to strengthen and build the service system statewide is critical due to its fragile fiscal condition. Part of advocacy is bringing awareness to legislators so that they can make decisions that are needed for necessary changes. The importance of advocacy in the area of Self Determination was also noted.

8d. Client Advisory Committee (ARCA) Report – The report submitted for the board packet by Chris Miller was noted.

9. Old/Tabled/Unfinished Business – None

10. New Business – None.

11. County by County Liaison

- D. Pasch reported that the Crescent City Disability Pride event went well.
- M. Yates handed out a flyer announcing an upcoming sale of her craft work on Dec. 6, 2014, at the Brenda Tuxford Gallery in Eureka.
- M. Wheatley announced that the local Special Olympics soccer team competed in

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Santa Rosa and brought home the 'gold'.

- C. Seames-Miller announced the following:
 - A walk to end domestic violence was held in Lake County recently;
 - IEP training will be provided on Dec. 10, 2014, through the Lake County Office of Education;
 - The State Council on Developmental Disabilities held a telephone meeting and encouraged everyone to keep up their advocacy efforts;
 - At an IHSS meeting in Lower Lake, everyone was encouraged to participate fully as a team; and
 - The Middletown Unified School District schools will have full inclusion of students with disabilities in their high school.
- UVAH will be having their annual Black and White Holiday Ball on Dec. 5, 2014, at the Ukiah Veteran's Hall. Two organizations donated \$500 to help fund this event.

12. Community Input

- J. Pittam reported that she is the coordinator for the TACT team and that it is expanding to include a pharmacy team member. Students at the UCSF medical school may now attend TACT team meetings as part of their education. She also shared that a recent UCSF meeting that she attended was filmed and may appear on You Tube in the future.

13. Adjourn – The meeting was adjourned at 11:59 p.m.

Dorothy Pasch, Secretary
RCDSB Board of Directors

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