

Meeting Minutes

**REDWOOD COAST DEVELOPMENTAL SERVICES
CORPORATION Meeting of the Board of Directors – By Zoom
Video/Teleconferencing
And AT&T Teleconferencing
Wednesday, October 14, 2020 at 6:00 p.m.**

#3 FY: 2020-2021

Directors Present: Beverly Fontaine, Allison Hillix, Steven Jackson, Bill Lacy, Diane Larson, Tamera Leighton, Dave Matson, Keith Peeples, Steve Perez, Mike Sawyer, Teresa Schnacker,

Directors Absent: Clara Todoroff

Facilitators Present: Mark Konkler and Kristi Patterson

RCRC Staff Present: Mary Block: Director of Client Services, Cindy Claus-John: Acting Director of Community Services, Jennifer Garcia: Diversity Outreach Specialist, Nichole Haydon: Director of Human Resources, Sheila Keys: Community Resource Manager, Chris Miller: Client Advocate for Humboldt/Del Norte Counties, Amy Medina, Director of Administration, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley: Interim Executive Director

Others Present: Joe Ayres: Parent and Community Member, Clifford Black: Disability Rights, California, Dolores Delgado: Translator, Pam Jensen: Ukiah Valley Association for Habilitation (UVAH), Debra Kindley: State Council on Developmental Disabilities, Laura Larson: State Council on Developmental Disabilities, Melissa Robinson: Department of Developmental Services Office of Community Operations Primary Regional Center Liaison.

- 1. Call to Order/Roll Call/Introductions** - The regular meeting of the RCDSC Board of Directors was called to order by Board President T. Leighton at 6:03 p.m. who called to K. Orsi who conducted roll call of the Board and a quorum was reported as present. T. Leighton called for the introduction of guests. K. Orsi read aloud the disclaimer that the audio of the meeting was being recorded for future posting to the RCRC website.
- 2. Select Timekeeper/ Sharing the Vision:** M. Sawyer agreed to be timekeeper. T. Leighton called on C. Miller to share a portion of the Vision. C. Miller shared the first paragraph, *“It is the vision of Redwood Coast Regional Center that all people in our community, including individuals with developmental disabilities, will live, learn, work, travel and play in the best, most inclusive environments.”* C. Miller commented that this paragraph has always been a favorite as it speaks to equality in employment and equity in education. C. Miller added that October is Employees with Disabilities Awareness Month and that we continue to make great strides in the area of employment for individuals with disabilities.
- 3. Approval of Agenda** – T. Leighton called to approve the agenda and asked if there were changes to the agenda and hearing none the agenda was approved as presented.

4. Approval of Meeting Minutes from September 9, 2020 Board Meeting: T. Leighton called for any changes or corrections to the meeting minutes and hearing none the meeting minutes were approved as presented.

5. State Council on Developmental Disabilities (SCDD) Update: L. Larson shared the following updates:

- **Concerns:** SCDD has concerns about families in our area and how they are doing during COVID. Do families have relief from constant caregiving and are they aware that participant directed services have been expanded and additional support from family and friends may be available? SCDD is also concerned about our service providers and their need for a rate model that will keep services flowing to the people we care for until a vaccine is available. SCDD is also concerned about Direct Support Professionals (DSP) who are doing an extraordinary job with delivering services at great risk to themselves. We are hopeful that they are taking care of themselves as well.
- **Personal Protective Equipment (PPE) Drive:** Thank you to Jennifer Garcia and Dolores Delgado who organized a PPE drive on October 3rd and 4th in Lake County for clients and families in need of PPE (masks, gloves, sanitizers and wipes). The North Coast office of the SCDD staff members Debra Kindley and Denise Gorney who continue deliveries of PPE throughout the region.
- **Emergency Preparedness Kits and Training:** SCDD will be receiving 100 basic 3-day Emergency kits from the Red Cross and will provide training for the use of these kits prior to distribution in the next few weeks.
- **Abuse Prevention:** SCDD is impressed with the work of the We Care A Lot Foundation to help reduce the abuse of individuals with developmental disabilities. Their recent courses have been conducted by Zoom video/teleconferencing and we hope to bring trainings to the RCRC region in the near future. K. Smalley reported that information regarding these courses have been shared with RCRC service coordinators and service providers.
- **75th Anniversary Celebration of Employing People with Disabilities in the United States:** Governor Newsom has committed to an initiative to hire individuals with developmental disabilities in all California state offices.

SCDD remains concerned about the people that we serve and how they are doing during this time of COVID. SCDD will continue their outreach to the provider community who are doing a great job keeping clients safe.

6. Community Input: T. Leighton called for community input. Mr. Joe Ayres who is a community member and parent of a regional center client shared that is always grateful to RCRC and vendored providers for their excellent and essential supports and services. Mr. Ayres also commented on the following:

- 2021 Board of Directors Training Plan (included in the meeting packet), page 1, second paragraph, second bullet: Mr. Ayres recommended changing the statement to read, “Individuals and families are safe and secure, strong and healthy, physically and emotionally;”
 - Vision: A too often overlooked aspect of the RCRC mission is protecting clients from abuse. Mr. Ayres hoped that each board member still has a copy of his public comments from the August 2020 board meeting and the following critical needs that he shared: 1) Educate and train clients to recognize abuse, how to report abuse, prevent

- abuse and defend themselves against abuse;
- 2) Educate and train vendors and their staff on a regular basis (due to staff turnover);
- 3) Educate law enforcement about disability prejudice and to recognize it in themselves and to inform them of the existence of regional centers and other resources within the scope of the disabled community and to educate them on how to respond to criminal assaults on disabled victims.

T. Leighton thanked Mr. Ayres and appreciates and understands his request to update the RCRC Vision Statement which is important work that will make its way through committee process.

T. Leighton asked if there was additional Community Input: Pam Jensen, Executive Director of Ukiah Valley Association for Habilitation (UVAH), commented on the Board of Directors Draft 2021 Training Plan and noted that as a past board member, she is pleased with the boards approach for smaller training sessions.

- 7. Executive Director's Report:** Dr. Smalley provided the following updates:
- **RCRC Hours of Operations:** RCRC offices remain open by appointment only and eligibility assessments and clinics are being conducted.
 - **COVID and Vendor Community:** Providers continue to provide services and supports for clients safely. Our numbers remain very low with 10 people who have tested positive and we are waiting for testing results for two additional individuals who may have recently been exposed.
 - **PPE Distribution:** As reported L. Larson, RCRC thanks J. Garcia and D. Delgado who reached out to linguistically and culturally diverse communities that may not otherwise have access to PPE. They organized and conducted a drive-by PPE pickup which was the second held in RCRC's catchment. Similar drive-by pickups will be scheduled in other RCRC counties.
 - **Staffing Updates:** RCRC welcomes Dolores Delgado, who introduced herself earlier as our translator. D. Delgado recently joined RCRC as part of our Diversity Grant in the position of Diversity Outreach Assistant. D. Delgado will be assisting J. Garcia in outreach work for Lake and Mendocino Counties. RCRC continues to recruit for open service coordination positions. There are currently seven open positions.
 - **Mental Health FAST Grant:** RCRC is able to recruit an additional service coordinator in Lake County thanks to this grant. RCRC staff member Deb Jones will administrate this grant.
 - **IT Department Expansion:** Thanks to the past work of Dr. Blumberg and A. Medina, RCRC received additional funding from DDS to expand its IT Department. This funding will allow RCRC to recruit an IT assistant who will work with our current Network Administrator and provide IT support for RCRC Lake and Mendocino County offices.
 - **Voter Registration and Census Workshop:** J. Garcia recently held a workshop by Zoom video/teleconference on Voter Registration and the Census.
 - **Public Meetings:** RCRC will be hosting two public meetings by Zoom. The first will be held on Friday, October 23rd at 10:00 a.m. to discuss and request community input to develop RCRC's Draft 2021 Performance Plan. The second will be held on Thursday, October 29th at 3:00 p.m. regarding RCRC's caseload ratios. Although there have been improvements, RCRC did not meet our required caseload ratios. Announcements for both

meetings are included in the board packets under the Information section and also posted to RCRC's website and Facebook.

- **Planned Parenthood:** Is providing Health/Sex education for RCRC clients. First class was scheduled for October and has been pushed to November 5th to allow additional time to sign up. This training will be held by Zoom.
- **RCRC Staff Training:** Disability Rights will be hosting a training on mandated reporting for RCRC staff in November. RCRC will also provide annual training for staff on HIPAA laws (TBD).
- **Training for Law Enforcement:** This annual training for local police personnel to recognize and help individuals with intellectual/developmental disabilities has been delayed due to COVID and will be rescheduled for a later date.

T. Leighton requested additional information pertaining to RCRC's Diversity Outreach Grant. K. Smalley reported that there are four positions related to this grant: J. Garcia, Diversity Outreach Specialist and D. Delgado, Diversity Outreach Assistant. In addition, there is a position for a Resource Developer that is currently being recruited and Anh Nguyn is currently working to improve outreach communications by updating RCRC's website to be ADA compliant and more accessible for all people including a translation function. Ms. Nguyen is also expanding RCRC's social media platforms to include Instagram and Twitter along with our current Facebook page. K. Smalley reported that she will provide future progress updates to the board.

8. Administrators Report: A. Medina provided the following updates:

- **FY 2020-2021 Budget:** Currently projecting a surplus in Purchase of Services (POS) and a very small surplus in Operations (OPS).
- **FY 2019-2020 Budget:** Statewide \$5.5 million surplus in POS funding throughout the regional centers system which will cover all remaining POS expenditures system wide.
- **Expense Report:** A. Medina explained several high charge amounts under Expenses. The first is under Benefits in which RCRC paid its unfunded liability for CalPERS in full rather than make installment payments as was done in the past. The second charge is under the Board of Directors and is due to the Executive Director search. This amount will be adjusted by DDS in RCRC's upcoming allocation.
- **CARES Funding:** There were some changes to the process with Health and Human Services and RCRC has been asked to reapply. This has become a long process and A. Medina will continue to provide monthly updates to the Board.
- **LaserFiche Project:** RCRC has completed the process for active and historical case files in Lakeport which will be shipped out for digitizing on October 22nd. Digital files for Ukiah and Fort Bragg offices are now available and RCRC held its first training to review the system. RCRC is establishing an internal work group to develop protocol for this process,
- **Alternative Service Delivery:** A. Medina reported that she attended a DDS hosted training yesterday and understands that service providers had a scheduled training today; however, we are still awaiting final details from the DDS in order to move forward and implement this process.

9. Standing Committee Reports: T. Leighton called for a report from the following Committee:

- **Vendor Representative:** S. Jackson provided the following update

- **Alliance of Service Providers (ASP) Group:** The ASP group continues to meet weekly with RCRC Community Services team members and approximately fifty vendors to share perspectives on how to continue and provide the best support and meet the needs of individuals served safely and effectively.
- **Alternative Services:** An ASP work group drafted and sent a letter to DDS, local municipalities and state legislature regarding concerns related to the Alternative Services model as vendors do not have clarity or rates for services they are expected to provide beginning in November 2020. Currently, DDS is sharing information through the regional center and RCRC is providing the updates to the vendor community. It has been challenging for vendors to make decisions going forward without additional information on rate structure. It is hoped that the Alternative Services rate structure will allow vendors to continue to provide services in their communities.

S. Perez asked if it is possible that communities could lose services. S. Jackson reported that many vendors are currently working month-to-month because of funding as it is unclear how the Alternative Service structure might impact their business and without rate information, it is difficult for vendors to budget.

10. Ad Hoc Committee Reports: T. Leighton called for a report from the following committee: **Selection Committee:** M. Sawyer provided an update and reported that the RCRC Executive Director recruitment process is going well and first round interviews have been completed. Data gathered from the interviews will be reviewed to determine next steps. M. Sawyer added that the committee is cautiously optimistic as they continue to move forward in the process.

11. ARCA Report: K. Smalley provided the following update:

- **Statewide Executive Directors Group:** This group continues to meet weekly with DDS and the ARCA who continue to focus on COVID. K. Smalley was pleased to report that there have been no additional client deaths in the state this week. This group has also been discussing the Alternative Service model and how the rates are being determined. It is anticipated that vendors will have a monthly rate based on clients' previous utilization by early next week.
- **Sub-Committees:** Most sub-committees have wrapped up their work; however, the committee for Acuity Scales continues with a small group of regional center directors along with the ARCA who will be reviewing equity, fairness and appropriateness of supports.

a) ARCA Delegate Report: T. Leighton attended the ARCA Delegate meeting on behalf of S. Perez and provided the following update: **ARCA Academy:** Following an extensive survey of board members on training topics, trainings have been developed and will begin with the first Academy on Saturday, November 14th in the afternoon (time to be determined). Additional ARCA Academy trainings will be held on the second Saturday of each month going forward. T. Leighton asked board members to please calendar the trainings accordingly. Details pertaining to upcoming ARCA Academy trainings will be forwarded by email to the board by T. Leighton.

12. New Business: 2021 Board of Directors Training Plan: T. Leighton called for any questions or comments about the 2021 Board Training Plan and none were noted.

13. County by County Liaison Reports:

· **Del Norte County:** S. Jackson thanked Debra Kindley and the SCDD for the additional PPE supplies that were delivered to Del Norte County.

· **Humboldt County:** B. Lacy shared that his art projects are on display in the windows at INK Lab located at 525 7th Street in Eureka. B. Lacy added that he may also be displaying his artwork at the Redwoods Rural Health Center in Redway in the future.

14. Community Input: T. Leighton called for additional community input: · P. Jensen from UVAH asked the Selection Committee to repeat the report on the Executive Director recruitment as the audio was unstable. M. Sawyer repeated his update. · J. Ayres commended P. Jensen for staying on top of issues and thanked both L. Larson from SCDD and K. Smalley on their progress. Mr. Ayres challenged the board of directors to address the details he has reported and hoped to see movement in the coming year. Protecting regional center clients from abuse is primary. Lastly, Mr. Ayres thanked members of the board for their important service.

15. Adjournment of Meeting: T. Leighton called for adjournment of the meeting at 6:57 p.m.



M. Sawyer, Secretary
RCDSC Board of Directors
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