

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

Meeting of the Board of Directors – By Zoom Video/Teleconferencing
And AT&T Teleconferencing

Wednesday, January 13, 2021 at 6:00 p.m.

#5 FY: 2020-2021

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

Directors Absent: Tamera Leighton, Keith Peeples, Clara Todoroff

Facilitators Present: Mark Konkler

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

Others Present: Joe Ayres: Community Member, Clifford Black: Disability Rights, California, Breean Burris: 24 Home Care, James Chase: Chase, Inc., Pam Jensen: UVAH, Sarah May, District Manager for North Coast office of the SCDD, Allan Smith: Department of Developmental Services Office of Community Operations Community Programs Specialist.

1. Call to Order/Roll Call/Introductions - The regular meeting of the RCDSC Board of Directors was called to order by Board Vice President M. Sawyer at 6:01 p.m. and called to K. Orsi to read aloud the disclaimer that the audio of the meeting was being recorded for future posting to the RCRC website and to conduct roll call of the Board and a quorum was reported as present. M. Sawyer called for introductions.

2. Closed Session Updates:

- a) **Executive Committee Closed Session of December 22, 2020:** M. Sawyer reported that the Executive Committee met to discuss the proposed Employment Agreement with Dr. Kimberly Smalley as the Executive Director and voted to proceed and move forward to obtain approval from the full board.
- b) **Board of Directors Closed Session of January 13, 2021:** M. Sawyer reported that the full Board met to finalize and voted to approve the Employment Agreement with Dr. Kimberly Smalley as the Executive Director of Redwood Coast Regional Center.

3. Select Timekeeper/ Sharing the Vision: M. Sawyer volunteered to be timekeeper and called on members of the board to share a portion of the Vision. S. Perez volunteered and shared the sixth paragraph: “*We envision a joyful and supportive environment in which trust is the cornerstone of all interactions, humor is appreciated and everyone participates fully in teamwork. We envision one community. We value diversity and honor individuals.*” S. Perez

commented that we all need to express joy and humor, especially during this time and keep it alive throughout our organization.

4. **Approval of Agenda:** M. Sawyer called to approve the agenda and asked if there were changes and hearing none the agenda was approved as presented.
5. **Approval of Meeting Minutes from November 18, 2020 Board Meeting:** M. Sawyer called for any changes or corrections to the meeting minutes and hearing none the meeting minutes were approved as presented.
6. **Community Input:** M. Sawyer called for community input:
 - P. Jensen from UVAH shared that on December 31, 2020, UVAH learned three staff members at one facility had symptoms of COVID19 and all tested positive. All protocol and procedures were followed including AB685 (new legislation) as well as quarantine guidelines. There were three clients who were potentially exposed, one tested negative and the others did not experience any symptoms. The three staff members have since recovered. The procedures that were followed helped to minimize the exposure of COVID19 to others.
 - B. Burris introduced herself and reported that she is with 24hr. Home Care, a vendored service with RCRC. Ms. Burris shared that she was very impressed with those whom she has worked with and is looking forward to continuing their work together in 2021.

7. **Executive Director's Report:** Dr. Smalley provided the following updates:
 - **COVID Updates:** COVID19 remains in all four of RCRC's catchment Counties; RCRC has experienced outbreaks in all of their offices as well as various vendors. Dr. Smalley expressed her thanks to the efforts of the vendor community whom have helped keep everyone safe. DDS Statistics as of January 5, 2021 can be accessed at: https://www.dds.ca.gov/wp-content/uploads/2021/01/DDS_COVID-19_demographics-and-residence_01052021.pdf

To date, there have been 56 individuals who have tested positive for COVID-19, 4 required hospitalization and, unfortunately, another client passed away. In comparison to other regional centers in the state, RCRC is doing well, thanks again to our vendor community who continue to keep clients safe. Each RCRC office has been closed (at least once) for deep cleaning, all being accomplished expediently and safely.

- **COVID19 Testing and Vaccines:** Regional centers have been invited by DDS and the Valencia Branch Labs (a Southern California organization) to participate as "pop-up" testing sites. Dr. Smalley has submitted a letter of interest to both and is awaiting additional information. The Lab is responsible for coordinating the pop-ups and will provide the staffing to conduct the tests as well as a courier service that will transport tests to the lab. It is hoped that RCRC will be participating in the future as a pop-up testing site for our clients and families.

COVID-19 vaccines have arrived in our communities and are being managed by local Public Health agencies. Each County is developing plans for upcoming vaccinations with Del Norte County beginning vaccinations this week. Humboldt will be rolling out their vaccinations as well. Dr. Smalley reported that she sent position letters in December from RCRC and ARCA to local Public Health Officers advocating that clients and family should receive vaccinations before the general public. RCRC has also followed up with each county and Del Norte County Public Health has been working with RCRC to roll out

vaccinations by the end of this week. In addition, RCRC received letters on January 13, 2021 from DDS that will be forwarded to the vendor community and mailed to families/clients. The letter for families describes that if they are a family caregiver they qualify as a home health worker and can receive a vaccine. The letter for vendors and regional center staff are similar. Individuals can take a copy of the letter with them to verify they are eligible to receive a vaccination.

- **PPE Distribution:** RCRC will be conducting a second mailing of cloth facial coverings to all clients and families in the near future.
- **RCRC Staffing:** Most service coordination positions have been filled and RCRC is currently recruiting for the position of Director of Clinical Services and will soon be recruiting for a Behavioral Psychologist/Analyst/Autism Specialist. A. Medina will provide additional details during her report including minimum wage changes and salary enhancements to meet the minimum wage requirements.
- **Community Outreach:** COVID-19 has made outreach challenging; however, the ability to hold meetings by Zoom has been helpful as the parent support groups continue to meet as well as several support groups in the South for Spanish speaking families. Zoom has also made it possible for groups to meet with other similar groups outside of their area. Jennifer Garcia, RCRC's Diversity Outreach Specialist and Dolores Delgado, Diversity Outreach Assistant, will be hosting a Community Forum by Zoom next month with our Latino population to ask how RCRC can improve and serve our community.
- **MHSA Grant:** The grant got off to a slow start due to COVID-19. Dr. Smalley has met with DDS and they are pleased with us and our project and hopeful that RCRC will meet our quarterly goals with the first report being due shortly.
- **Parent Academy:** There have been several Parent Academies held and one provider academy held. Denise Keller created a padlet of gathered information from both Academies as well as local and general information that can be accessed at the following link: <https://padlet.com/bctservices2/4x94rz0lctzudnae> Please note that this link will not open in the Internet Explorer web browser and recommend opening in Chrome

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

- **Alternative Service Delivery:** Monthly rates established by DDS through Burns and Associates have been received. All information has been sent to providers of what their rates will be. RCRC has updated the service provider e-Billing website and posted information to RCRC's website that now includes instructions from DDS about billing for Alternative Service Delivery and Frequently Asked Questions that DDS has provided. Vendors were asked to reach out to the RCRC fiscal staff with any billing questions and rate questions should be directed to Community Services
- **Cash on Hand:** RCRC currently has 56 days of cash on hand.
- **Line of Credit:** RCRC is in the process of renewing its line of credit for 2021-2022.
- **FY: 2020-2021:** RCRC is currently forty-two percent through the fiscal year.
- **Salary Schedule Adjustment:** RCRC has adjusted the employee salary schedule to account for the minimum wage increases for the next two years. RCRC wanted to take this opportunity while able to do so to make these adjustments for the lowest paid positions; the starting position salary is now \$16.41 per hour, an increase of almost \$3.00 per hour. This increase only impacts the lowest positions on the salary schedule that include RCRC Client Advocates and Support Staff. In addition, adjustments were also made to the salary scale to prevent compression between salary steps going forward.

- **RCRC Staffing:** There are currently eight vacancies or 6.3 percent vacancy factor with more to come as RCRC will work to fill the Behaviorist position as Dr. Smalley will be stepping into her permanent role as Executive Director.
- **FY: 2021-2022 Governor's Budget:** The following information was captured from the proposed Budget:
 - **DDS and Community Navigators:** \$5.3 million has been proposed for DDS to create Community Navigators and will contract with Family Resource Centers to implement a Community Navigator model statewide. The purpose is to utilize parents of individuals in the regional center service system to provide education on resources, advocacy, and mentorship to other parents of individuals being served. It is hoped that this model will help increase authorizations and utilization in diverse communities that will further help the developmental disabilities system.
 - **COVID19 Related:** The budget is proposing \$211.7 million to assist with the impact of COVID19 on our service system.
 - **Emergency Response:** Proposing designated funding for each regional center to hire a position for Emergency Response
 - **Transition of Youth:** Funding is also proposed to help a small number of youth to move back to California.
 - **Supplemental Rate Increase:** Proposed postponement to December 31, 2022
 - **Uniform Holiday Schedule:** Proposed postponement to December 31, 2022
 - **New CPA Firm:** Per legislation, regional centers are required to work with private CPA firms for no more than five out of ten years and RCRC is approaching the end of its last year with AGT who is wrapping up RCRC's final independent audit and tax filing. A Request for Proposals (RFP) was issued and several CPA firms submitted proposals. After review of the proposals, the CPA firm of LVHN was selected and an award letter has been issued. RCRC is currently developing a contract with LVHN as its new CPA Auditing firm for the next five year term.

9. Standing Committee Reports: M. Sawyer called for reports from committee chairs.

- a) **Committee Chairs to Provide Updates:** There were no reports at this time.
- b) **Vendor Representative Report:** M. Sawyer called on S. Jackson for his report. S. Jackson yielded his time to James Chase, Director of Chase, Inc., from Eureka who will provide a presentation about their programs including alternative service models, community habilitation and supported employment services all while keeping clients safe during COVID.

J. Chase thanked the board for the opportunity to share his PowerPoint presentation to share some of the activities Chase, Inc. is providing. The following are highlights from the PowerPoint:

- Chase, Inc. was established in 2006 and provides person centered support to individuals with differing abilities.
- \$1.2 million has been paid to individuals with differing abilities through local contacts over the past 14 years. (Over 200 local contracts)
- 15 individuals are in this program and earning good incomes.
- 4 individuals were able to find and kept community employment
- **Biggest Achievement:** Chase, Inc. bought, reconstructed and sold a modular home, at cost to an individual with developmental disabilities who now lives in his own home.

- Chase, Inc. continues to change and evolve all while meeting requirements of HCBS waiver during the pandemic.
- J. Chase is currently enrolled in the Person Center Mentor program to become a Trainer and just completed 40-hours of training in Community Employment Services with an emphasis on Custom Employment through Griffen-Hammis Associates and is working on stage two Customized Employment Fieldwork curriculum.
- Reopening Plans and Training for staff and individuals was reviewed including how to use Zoom.
- Alternative Service Learning Logs, Staffing Profiles, Matching Profiles, Person Centered Plans were shared
- Your Employment Selection Assessment (work desired) was reviewed
- Delivery of PPE: Working with RCRC to help deliver PPE to other services.
- Helped create Senior Class of 2020 banners that were displayed throughout the city of McKinleyville
- Redesigned Employment Center with 7 individual centers that are now eight feet apart with Plexiglas screens between each center and social distancing reminders, hand sanitizer, etc.
- Examples of those working from home during COVID including restringing values for Wing Inflatables. Chase, Inc. cuts numerous parts for this government contract.
- Delivering projects to individuals who are home and unable to work.
- Mobile Lawn Crew with 90 contracts through Humboldt County.
- Mobile Paper Crew contracted with St. Joseph's hospital. This crew handles and shreds approximately 11,000 pounds of paper per month. Chase, Inc. is also contracted with the Humboldt County Sheriff's Department for shredding.

S. Jackson commented that the presentation from Chase, Inc. is only a snapshot of the work and creativity that the vendors are providing for clients. S. Jackson added that there are several vendors who would like to provide similar presentations to the board during upcoming meetings.

10. ARCA Report: M. Sawyer called on Dr. Smalley who provided the following updates:

- Weekly meetings continue with ARCA and DDS as well as additional emergency meetings that are focused around COVID in our local communities and statewide. There are concerns regarding backup staff for service provider agencies as regular staff continue to become ill from COVID.
- Dr. Smalley continues to serve as a member of the Acuity subcommittee that meets regularly and continues to review equity and diversity across our service system.

a) **ARCA Delegate Report:** T. Leighton is unable to attend this meeting. A report will be provided during the next board meeting.

b) **ARCA CAC Report:** M. Sawyer called on C. Miller who provided the following update:

- The ARCA CAC Group has not met since November 2020 and will meet again on Friday, January 15, 2021. C. Miller will provide an update during the next board meeting.

- The ARCA CAC continues to discuss ways to check in with people within their communities around mental health and wellness during COVID. S. Perez asked C. Miller if there have been discussions regarding service or lack of services. C. Miller commented that people were feeling there was a lack of mental health resources available, including counseling services as many have been isolated and disconnected from services, friends and family during COVID. Groups have been creative with regular touch-in.

11. County by County Liaison Reports: M. Sawyer called for County Updates:

- **Del Norte County:** No updates were reported
- **Humboldt County:** No updates were reported

12. Community Input: M. Sawyer called for additional community input:

Sarah May, Regional Manager for the SCDD provided the following updates:

- SCDD Director, Aaron Crothers is a member of the California Community Vaccine Committee and his advocacy has been instrumental in advocating for the expansion of the definition of health care worker to include in-home service providers (including family members) and regional center vendors and staff. Not only is the SCDD advocating for the expansion of these definitions, they also continue to advocate for individuals with disabilities (intellectual, developmental and other disabilities) to be included in the vaccination priority groups and will continue to work at the state level to help organize these vaccinations within our communities as they begin to roll out. On January 11, 2021, SCDD submitted a letter of support to the state that included signatures from 270 organizations and 500 individuals. The SCDD has shared this letter with the Alliance of Service Providers and encourages others to sign on as well. Ms. May recognized and thanked the service providers in the North Coast community for their advocacy and S. Jackson for his leadership.
- North Coast Office of SCDD: Ms. May is currently covering the North Coast office until a new director is hired.
- PPE: SCDD has additional supplies available and asked that anyone who needs PPE supplies can contact them.
- Upcoming Meeting of the SCDD and Regional Advisory Committees: SCDD next meeting will be held by Zoom on January 26, 2021. Go to www.scdd/ca/gov for more information about this meeting. The next Regional Advisory Committee meeting will be held jointly between the North Coast and North State Regional Advisory Committees on February 12, 2021 from 1:00 to 1:00 p.m. by Zoom and will begin gathering input from committee members and the public to develop the next five-year State Plan that will be rolled out in 2022. In closing, S. May thanked Dr. Smalley for attending and providing regular updates from RCRC.

Joe Ayres, parent and community member from Mendocino County shared following points of concern and recommendations:

- COVID-19 continues to be a big concern and Mr. Ayres reported that he received word today that his son who is a regional center client has been exposed to a worker with possible exposure to COVID-19.
- Mr. Ayres reported that his son has not been getting enough exercise as his workers are not getting him out as often during COVID-19.
- SCDD State Plan and Trainings: Mr. Ayres recommends abuse trainings for clients, staff

managers and vendors that includes abuse prevention, recognizing, and how to report abuse.

- Training for Law Enforcement: Continue training with local law enforcement agencies.

In closing, Mr. Ayres thanked the board for their work and board president, Tamera Leighton for her excellent leadership.

13. Adjournment of Meeting: M. Sawyer reported that the next board meeting will be held on Wednesday, March 10, 2021 as there will be a board training held on Wednesday, February 10, 2021.

M. Sawyer called for adjournment of the meeting at 7:15 p.m.



Mike Sawyer, Secretary
RCDSC Board of Directors
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Acronyms:

ARCA: Association of Regional Center Agencies
ASP: Alliance of Service Providers
DDS: Department of Developmental Services
DHHS: Department of Health and Human Services
ILS: Independent Living Service
MHSA: Mental Health Services' Act
OCRA: Office of Clients' Rights Advocacy
OPS: Operations
PEP: Purchase of Services Expenditure Projection
PPE: Personal Protection Equipment

POS: Purchase of Services
RCRC: Redwood Coast Regional Center
SCDD: State Council on Developmental Disabilities
SLS: Supported Living Service
UVAH: Ukiah Valley Association of Habilitation
W & I Code: Welfare and Institutions