

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, March 10, 2021 at 6:00 p.m.

#6 FY: 2020-2021

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

**Directors Absent:** Allison Hillix

**Facilitators Present:** Mark Konkler, Stephanie Wendt

**RCRC Staff Present:** 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, Amy Medina, Director of Administration, Chris Miller, Client Advocate, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley: Executive Director.

**Others Present:** Clifford Black: Disability Rights, California, Breeann Burris: 24 Home Care, Julie Eby-McKenzie: North Coast office of the SCDD, Pam Jensen: UVAH, Valerie Keen: Community Member, Will Lewis: Community Member, Anh Nguyen: Website Development Consultant, Kristi Patterson: Trajectory, 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 President T. Leighton at 6:01p.m. K. Orsi read aloud the disclaimer that the audio of the meeting was being recorded for future posting to the RCRC website. T. Leighton conducted roll call of the Board and a quorum was reported as present. T. Leighton called for introductions.

#### **2. Closed Session Updates:**

- a) **Executive Committee Closed Session of February 24, 2021:** T. Leighton reported that the Executive Committee met to review RCRC's Annual Independent Audit and 990 Tax Filing for 2019 as well as RCRC's 2021 Updated Personnel Policies. A recommendation to approve these items will be discussed during the Executive Director and Director of Administration Reports.
- b) **Board of Directors Closed Session of March 10, 2021:** T. Leighton reported that the full Board met with members of the Client Benefit Fund Committee to review recommendations for grant awards for the cycle ending February 28, 2021. S. Jackson reported that three awards totaling \$800 were voted on and approved by the Board. The awards were approved: In Mendocino County: \$350 to purchase tools for a startup business; In Mendocino County: \$60 for new shoes; In Del Norte County: \$390 for a laptop computer. S. Jackson asked A. Medina to request these funds be released from the

Humboldt Community Foundation and process the grant awards as approved. T. Leighton called for any questions or comments and there were none.

**3. Select Timekeeper/ Sharing the Vision:** T. Leighton called on M. Sawyer to be timekeeper and called for volunteers from the board to share a portion of the Vision. B. Fontaine shared the first sentence in the last paragraph: “We envision educational efforts which focus on teaching relationships rather than care giving; which teach support rather than control; which teach communication rather than regulation.” B. Fontaine commented that this sentence meant a lot to her, particularly this last month and thinking about the relationships her daughter has formed with her support people at New Dawn Support Services and how much those relationships mean to her.

**4. Approval of Agenda:** T. Leighton 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 January 13, 2021 Board Meeting:** T. Leighton called for any changes or corrections to the meeting minutes and hearing none the meeting minutes were approved as presented.

**6. Board Development Committee:**

- a) **Recommendation to Seat New Board Member:** T. Leighton reported that the Board Development Committee is recommending to the full Board to appoint Will Lewis to the RCDS Board of Directors and invited him to introduce himself. T. Leighton called for any questions or comments to the recommendation by the Committee and there were none.

**M/S/C: T. Leighton (D. Matson) made the recommendation on behalf of the Board Development Committee to seat Will Lewis to the Board of Directors. T. Leighton called a vote by roll call and all members present voted yes.**

T. Leighton conducted the Oath of Office with W. Lewis and welcomed him as an appointed member of the Board and that he will participate in the remainder of the meeting.

**7. Community Input:** T. Leighton called for community input. The following was shared:

- Pam Jenson, Executive Director at UVAH reported that the agency just received their CARF Accreditation Report this week and noted that UVAH earned a 3 year accreditation which was the highest accreditation given. P. Jensen read one of the areas of strength in the Report: “The organization has moved past person centered to a person driven model. The COVID-19 pandemic has reinforced this effort and the organization has delivered. Persons served, time and time again, expressed that their unique needs are being met. Parents, persons served and other stakeholders are grateful to the employees for their unending commitment to the organization's mission and that commitment exists at every level.”
- Julie Eby-McKenzie introduced herself and reported that she has been with the SCDD for 10 years in the Los Angeles area and recently got the promotion as the Regional Manager for the North Coast Area. J. Eby-McKenzie noted that she is originally from Northern California and has family living in the Fortuna area. Overall, J. Eby-McKenzie has had over 30 years experience in the developmental disabilities field, from early intervention

to end of life. J. Eby-McKenzie is looking forward to working with RCRC and community partners. J. Eby-McKenzie can be reached by email at: [julie.eby-mckenzie@scdd.ca.gov](mailto:julie.eby-mckenzie@scdd.ca.gov)

**8. Executive Director's Report:** Dr. Smalley provided the following updates for her first Board meeting as the Executive Director of RCRC (formerly Interim ED). Dr. Smalley directed everyone to her report that is included in the Board packet and noted that the statewide data has been updated regarding COVID-19 since her written report:

[https://www.dds.ca.gov/wp-content/uploads/2021/03/DDS\\_COVID-19\\_demographics-and-residence\\_03092021.pdf](https://www.dds.ca.gov/wp-content/uploads/2021/03/DDS_COVID-19_demographics-and-residence_03092021.pdf)

- **COVID-19 Update:** RCRC has had a total of 85 people who have been exposed to COVID-19 and two deaths since March 2020. RCRC continues to do well.
  - **PPE Distribution:** Diversity Outreach Specialist, J. Garcia and Diversity Outreach Assistant, D. Delgado delivered PPE to 800 families in our culturally diverse communities. Arrangements were made for PPE pick up at local Family Resource Centers, dropping PPE off at family homes as well as organizing numerous drive-through PPE pickups.
  - **Vaccination Update:** All regional center clients, age 16 to 64 will be eligible for vaccinations effective March 15, 2021 and regional centers will be mailing letters to individuals in their catchments. DDS, ARCA and state level CDPH have worked hard to make this happen. The letters mailed will include DDS and RCRC logos and signatures of DDS Director, Nancy Bargmann as well as RCRC Executive Director, Dr. Kimberly Smalley. Should anyone go to the local Public Health vaccination clinic or a local pharmacy, they will not be turned away as they are indeed eligible to receive their vaccination.
  - **Vaccination Sites:** Vaccine distribution began with local Public Health Departments that initiated vaccination clinics. Distribution has now expanded to pharmacies (CVS and Safeway). Adventist Health and St. Joseph's are now receiving vaccine allotments as well and holding vaccination clinics. The federal government allotments provided vaccinations for licensed providers that included adult residential care facilities and skilled nursing facilities with additional vaccine allotments to underrepresented communities through the Healthy Areas Initiative. RCRC nurses are working to determine how to get vaccine to those who cannot and should not travel. RCRC service providers continue to provide outstanding services and care for individuals served.
  - **Staffing:** RCRC currently has 10 open positions and will begin interviews for the position of Director of Clinical Services the week of March 15<sup>th</sup> followed by future interviews for the BCBA position.
  - **MSHA Grant:** Dr. Smalley provided the following link as additional information has been posted to the padlet: <https://padlet.com/bctservices2/4x94rz0lctzudnae>
  - **Purchase of Service Expenditures/Disparities Public Meeting:** RCRC held a public meeting on March 9, 2021 to request public input and additional information will follow when meeting notes are compiled. RCRC did well in our utilization and most dips in services were related to the pandemic.
- a) Dr. Smalley invited and introduced Anh Nguyen, RCRC's Web Design Consultant to provide an update regarding RCRC's new website that will be launched soon. A. Nguyen commented that RCRC's desire is to update its existing website and reintroduce themselves to the community with informative and positive information. A. Nguyen

shared the draft of the new and improved RCRC website. The following include some of the highlights that were reviewed:

- Sitemap: This will provide a menu of items posted to provide easy access to posted information.
- Eligibility: This section includes information regarding the intake process and services provide. A. Nguyen worked with and thanked RCRC Client Services Manager, Dwayne Nelson and Director of Client Services, Mary Block for the information and feedback that they provided for this section.
- Self Determination: Updates and information from local advisory committee meetings including meeting notes and agendas.
- News: Includes tabs that will be categorized by subject as well as agency announcements
- Calendar of Events: Calendar of upcoming monthly events including trainings and meetings.
- Transparency: Information will be easy to find to access agency Policies, Performance Plans, POS Expenditures, etc.
- Board of Directors: Automated system to find Board meeting information, Bylaws, Policies and Committee information
- RCRC Office Directory: Contact information for all five RCRC offices that includes a staff directory and a search bar to find specific staff members.
- Video Gallery: Digital Resources will be featured in English and Spanish.
- Updates: Allows anyone to sign up to receive updates and information from RCRC by email, eliminating the need to visit the website.
- COVID Information: Latest updates will be posted.
- Service Providers: Includes information on the vendorization process to become a vendored Service Provider.
- Resources: General information that could also include service provider resources and DDS directives and definitions.
- Frequently Asked Questions: Section will include information about the regional center, and will provide details of who we are and what we are doing. This section will also include information regarding the Lanterman Act.
- Translation Function: One click function to translate the text to Spanish.

A. Nguyen asked for questions and thanked the Board for their time and the opportunity to share the draft of RCRC's updated website.

Dr. Smalley concluded her Report and noted the following:

- Humboldt State University has restarted their new Nursing Program that is combining nursing with social work and Dr. Smalley is meeting with HSU in hopes to bring public health interns to RCRC.
  - Upcoming meeting with DDS on Monday March 15, 2021 to discuss additional funding for RCRC's needs that includes additional staffing.
- b) **Updates to RCRC Personnel Policies and Request for Approval-Action:** T. Leighton reported that the Executive Committee met to review updates to RCRC's Personnel Policies and the committee is recommending approval by the full board. T. Leighton called on RCRC Director of Human Resources, N. Haydon to determine if there have been any additional changes and she reported there were none. T. Leighton called for questions and there were none. T. Leighton called for a motion to approve RCRC's Personnel Policies as recommended by the Executive Committee.

**M/S/C: M. Sawyer (S.Perez) motioned to approve RCRC's Personnel Policies as recommended by the Executive Committee. T. Leighton called a vote by roll call and all members present voted yes.**

**9. Administrators Report:** T. Leighton reported that A. Medina's full Report is included in the Board meeting packet.

a) **Annual Independent Audit Report and 990 Tax Filing and request for Approval-Action:** T. Leighton reported that the Executive Committee met to review RCRC's Draft Annual Audit Report and 990 Tax Filing and the committee is recommending approval by the full board. T. Leighton called on A. Medina to ask if there was any additional information to share and there was none reported. T. Leighton called for questions from the board and hearing none, T. Leighton called for a motion to approve RCRC's Annual Independent Audit Report and 990 Tax filing as recommended by the Executive Committee.

**M/S/C: S. Perez (D. Larson) motioned to approve RCRC's Annual Independent Audit Report and 990 Tax Filing as recommended by the Executive Committee. T. Leighton called a vote by roll call and all members present voted yes.**

In conclusion of her Report, A. Medina noted that RCRC received the B2 information from DDS and that she will provide an update during the next board meetings.

#### **10. Standing Committee Reports**

a) **Discontinue Executive Director Selection Committee:** T. Leighton requested that this Ad Hoc committee be discontinued as a new Executive Director, Dr. Smalley has been selected. There were no objections from the board and this committee is discontinued.

b) **Committee Chairs to Provide Updates:** There were no additional Committee Reports at this time.

c) **Vendor Representative Report:** T. Leighton called on S. Jackson who provided the following report:

- Vendors, RCRC, SCDD and Disability Rights California have developed a stronger bond and relationship through the COVID-19 pandemic. It is evident that this has contributed to the low numbers of COVID in our catchment through regular participation of the service provider community and the ability to obtain information in a timely manner including DDS directives and sharing information about what's working and what's not working. Working together has provided safe and person centered outcomes for individuals receiving services during the pandemic.

#### **11. ARCA Report:** Dr. Smalley provided the following updates:

- ARCA continues to meet weekly, reviewing drafts and pending directives. There have been approximately 45 DDS directives over the past year.
- DDS, ARCA and regional center Executive Directors continue meeting. During the past month, these meetings focused on vaccine pathways. Information from the Legislative Budget meeting and pending legislation will be forthcoming.
- **ARCA Delegate Report:** T. Leighton reported that Dr. Smalley has presented most of the updates during this meeting and added there are trainings coming up from the Department. T. Leighton commented that it is encouraging that clients ages 16 to 64 will be eligible for vaccinations beginning the week of March 15, 2021.

a) **ARCA CAC Report:** T. Leighton called on C. Miller who provided the following update:

- Grassroots Day is scheduled in April; however, the CAC group did not have enough time to collect information in the timeline ARCA requested for submissions. Instead, the CAC group decided to gather stories from anyone interested in telling their stories about their service coordinator and how much they do above and beyond the call of duty. C. Miller noted the follow examples:
  - How important is service coordination?
  - What do service coordinators do for their clients
  - What are the various duties of a service coordinator
  - List what your service coordinator has done for you this past year

C. Miller commented that this is a way that members of the CAC can do their part to get funding for additional service coordinators. The stories will not include names and will be gathered and transferred to an infographic. Please send stories to Chris Miller within the next month.

- COVID-19: Discussions continue from each region on how everyone is doing during the pandemic. Everyone is anxious for times to return to the former state prior to COVID.

**12. County Liaison and Connection Reports:** To respect the goal of 1 hour meetings, T. Leighton requested this agenda item tabled until the next meeting. T. Leighton reminded the board of the February training regarding board member recruitment. K. Orsi will resend the current board vacancy listing to the full board.

**13. Community Input:** T. Leighton called for additional community input:

- P. Jensen congratulated RCRC and the board on the new web design adding that it looks great and that the community will benefit from the improvements.

**14. Adjournment of Meeting:** T. Leighton adjourned the meeting at 7:10 p.m. and thanked everyone for their attendance.

The next meeting is Wednesday, April 14, 2021 at 6:00 p.m. by Zoom Video/Teleconference




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Mike Sawyer, Secretary  
 RCDSC Board of Directors  
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Acronyms:

ARCA: Association of Regional Center Agencies  
 ASP: Alliance of Service Providers  
 BCBA: Board Certified Behavioral Analyst  
 CARF: Commission on Accreditation of Rehabilitation Facilities  
 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