

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, November 18, 2020 at 6:00 p.m.

#4 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, Clara Todoroff

**Directors Absent:** Allison Hillix

**Facilitators Present:** Mark Konkler and Kristi Patterson

**RCRC Staff Present:** Mary Block: Director of Client Services, Cindy Claus-John: Acting Director of Community Services, Dolores Delgado: Diversity Outreach Assistant/Translator, 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:** Clifford Black: Disability Rights, California, Alicia Durham: Butler Valley; Sharrae Elston: Ukiah Valley Association for Habilitation (UVAH), Sarah Hankins; Ukiah Valley Association for Habilitation (UVAH), Pam Jensen: Ukiah Valley Association for Habilitation (UVAH), Valerie Keehn: Community Member, Laura Larson: State Council on Developmental Disabilities, Marissa Platt-Horning: Ukiah Valley Association for Habilitation (UVAH), Kerri Richardson: Ukiah Valley Association for Habilitation (UVAH), 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 6:05 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 for volunteers to share a portion of the Vision. S. Jackson shared the following paragraph of the Vision: *“We strive to be accessible, to be knowledgeable, to be accountable, to accomplish tasks in a timely and effective manner, and to offer and receive feedback formally and informally on how we are doing in fulfilling our mission and realizing our vision.”* S. Jackson commented on the importance of accountability. M. Sawyer shared a portion of the last paragraph, *“We promote informed exploration and risk taking with opportunities for feedback.”* M. Sawyer commented that the past eight months have been an exploration of informed risk taking and added that everyone has been very good with feedback during this challenging time.

3. **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.
  4. **Approval of Meeting Minutes from October 14, 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. **Closed Session Updates:** T. Leighton provided an update on the following Closed Session meetings that were held in November:
    - **November 3, 2020: Selection Committee Closed Session** – The Selection Committee met for an informational meeting and no action was requested or taken.
    - **November 18, 2020: Executive Committee Closed Session** – This committee met prior to the regular session regarding a threat of litigation and no action was requested or taken.
  6. **State Council on Developmental Disabilities (SCDD) Update:** L. Larson shared the following updates:
    - **The Season of Thanksgiving:** L. Larson shared a short story, “Jade and the Pink Palace” and dedicated the story to the good people who provide direct services whom she has come to know here in our North state. L. Larson commented that the story is from her colleague in Scotland and describes the work of our direct support professionals (DSP) locally, throughout our country and the world. DSP professionals deserve respect, admiration and continued advocacy for better and living wages. L. Larson closed by thanking everyone as we continue our work together and wished all a wonderful holiday season.
  7. **Community Input:** T. Leighton called for community input:
    - **Thank You:** Pam Jensen from UVAH thanked L. Larson for her kind words. She also thanked the RCRC, the board and employees who have allowed, enabled and assisted direct support providers to do their jobs in the most effective ways possible.
    - **Thank You and UVAH Update:** Sarah Hankins from UVAH thanked everyone and L. Larson for her short story. S. Hankins shared that she has worked for UVAH for a year and a half and that staff at UVAH have been working by remote access (due to COVID19) since April 2020. During this time, it became apparent that there was so much they were able to accomplish through Zoom with individuals they provide services for. Some activities included cooking, music appreciation, archeology, geology, arts and crafts, yoga, games, reading/book groups and someone even started their own bead business.

Staff realized that they had an opportunity to make a big difference as there is so much more that we could do apposed to what we could not do. Zoom has been a wonderful platform and has helped to form new relationships and has kept us positive and resilient. In closing, S. Hankins was thankful and reminded everyone that we can all make a difference, no matter how small it might be.
  8. **Executive Director’s Report:** Dr. Smalley shared information regarding RCRC’s DRAFT 2021 Performance Plan followed by her Executive Directors Report:
    - **DRAFT 2021 Performance Plan:** Each year, RCRC requests public input to assist in the development of its plan and activities for the coming year to meet our contract with the
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Department of Developmental Services. This year, RCRC held a public meeting on Friday, October 23, 2020 to call for community input which was included in a PowerPoint presentation shared by Dr. Smalley. The following details are highlights of RCRC's proposed DRAFT 2021 Performance Plan to review the Measures and proposed Activities for 2021:

- **Number and percent of regional center caseload in Developmental Centers:** It is RCRC and the boards' continued commitment not to support the option/continuance of people residing in developmental centers unless ordered by a court of law. RCRC does provide training for clients living in forensic settings. RCRC does not have any large facilities and most clients live in homes of their choice. Vendored group home providers are small and serve no more than six individuals.
- **Number and percent of minors residing with families:** RCRC's goal is to keep families together. An activity from last year was to start a parent training initiative which did begin in Humboldt County and will be expanded to other Counties. A new activity in 2021 will be to help families develop coops to build natural supports through empowerment groups.
- **Number and percent of adults residing in independent living:** A new activity for 2020 was for training initiatives in each County around abuse prevention and safety, informed decision making, and sexuality. Unfortunately, the trainings related to sexual health, decision making and safety for adults and young adults was delayed due to COVID; however, RCRC was able to conduct a train-the-trainer model on how to conduct these sessions which will be a nice addition to our four County catchment area in 2021.
- **Number and percent of adults residing in supported living:** L. Larson made a recommendation during the public meeting to increase RCRC's representation at local community housing forums. This recommendation has been added to RCRC's planned activities for 2021. The affordable housing project at Orr Creek Project in Ukiah is coming along nicely and a similar project in Lake County will begin soon. RCRC will continue working with Rural Communities Housing Development and the DDS for additional affordable housing units. RCRC will also enhance and expand our training with local law enforcement in all four Counties.
- **Number and percent of adults residing in Adult Family Home Agency homes:** RCRC will continue to monitor and support Family Home Agencies and is currently recruiting for the position of Family Home Agency Specialist.
- **Number and percent of adults residing in family homes (home of parent or guardian):** RCRC's website is currently being upgraded to provide easier access and RCRC has expanded our social media footprint by recently adding Instagram and Twitter platforms along with RCRC's existing Facebook page. All will enhance our outreach and improve communication.
- **Number and percent of minors living in facilities serving less than six:** RCRC will develop a new residential facility for children with complex medical needs.
- **Number and percent of adults living in facilities serving less than six:** RCRC is committed to people living in residence of their choices and is strongly committed to real life, real homes, and real families.

In closing, Dr. Smalley commented that these are all long terms goals and there have not been many changes, in part due to COVID; however, all goals and activities require

perpetual attention and work to move forward at the speed and ability that our communities can manage.

Dr. Smalley called for additional comments and/or input pertaining to the measures and activities that were reviewed.

T. Leighton inquired about RCRC staff permissions and safety protocol to post content on all platforms. Dr. Smalley confirmed that a designated small number of staff have permission to post content and that RCRC is currently recruiting for an additional IT position that will be assisting with the responsibilities of communication and outreach on all social media platforms.

There were no additional comments or input from the board or community members. There was a call for a motion by the board to approval of RCRC's DRAFT 2021 Performance Measures and Activities:

**M/S/C: S. Perez (B. Fontaine) motioned to approve the RCRC DRAFT 2021 Performance Contract Measures and Activities as presented. T. Leighton called on K. Orsi for a vote by roll call and the motion carried.**

**Executive Directors Report Continued:** Dr. Smalley provided the following updates:

- **Caseload Ratio Public Meeting:** RCRC held a public meeting on Thursday, October 29, 2020 to discuss RCRC's non-compliance around Caseload ratios which should be a ratio of 1:66 and currently are 1:70 to 1:80. Additional funding is needed from the DDS in order to hire six additional service coordinators to meet compliance going forward.

S. Perez asked if other regional centers are experiencing similar caseload compliance issues. Dr. Smalley commented that most (if not all) regional centers are experiencing similar difficulties; however, the larger regional centers would need to hire a much greater number of service coordinators to meet compliance.

Dr. Smalley thanked L. Larson and the SCDD for their comments, recommendations and support regarding RCRC's caseload ratio and Plan of Correction around Caseload Ratios. An electronic copy of L. Larson's letter will be forwarded to the board by K. Orsi.

- **COVID Updates:** We are all experiencing the current surge of COVID with each of our Counties raising restrictions to the next tier level. We all need to continue to be very cautious, professionally and personally. RCRC's service provider community continues to excel and RCRC cannot thank them enough for their diligence to keep clients safe. RCRC remains one of the lowest and safest regional centers in the state with less than one percent of clients affected by COVID. The current State of Emergency continues and all Directives have been extended for another month.
- **Personal Protection Equipment (PPE):** RCRC continues to distribute PPE to clients, families and service providers. J. Garcia and D. Delgado recently completed another drive-by PPE distribution to support those who live in our more rural and diverse communities. Now that flu season is also upon us, a shipment N95 masks will be distributed to residential, SLS, ILS and homemaker services.

**9. Administrators Report:** A. Medina provided the following update

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- **California Financial Report:** This report just became available today. Following a brief review, A. Medina noted that there is a projection for a surplus windfall which is good news. The projection for 2021-2022 is much better than previously projected and A. Medina is very optimistic.
- **State Wide Report:** PEP (POS Expenditure Projection) Reporting begins in December through September. Due to COVID, a PEP was submitted in October and it is unclear if a December PEP will be necessary. A. Medina will have additional information for the board in January 2021.
- **FY 2020-2021 Budget:** B2 Allocation is expected in early January. RCRC is currently 25 percent through this fiscal year and should have sufficient funding for POS and OPS and current projections continue to reflect that this will be a very tight year.
- **FY 2019-2020 Budget:** RCRC does not expect to receive any additional POS funding; however, RCRC may receive additional OPS funding as there could be additional COVID funding that will be disbursed between all 21 regional centers.
- **Cash flow:** RCRC's cash on hand remains at 50 days.
- **Questions from T. Leighton:**
  - Increased allocation for Board of Directors Expenses: A. Medina reported that RCRC is receiving reimbursement from DDS for the recruitment of the Executive Director Position.
  - Estimate for number of people who are unemployed due to COVID 19: The acting Director of Community Services noted that DDS may have this information available in the future.
  - Graphs included in Report and currently a dip between September and August 2020. A. Medina reported that the primary reason for this dip is due to the timing of the reports. Each month, RCRC submits a claim to the state of California which produces the reports that are provided with the board report. The remainder of the September report was just submitted to the state and will be available in the January Administrators Report.

M. Sawyer asked why benefits in the Administrators Report seemed higher than usual. A. Medina reported that RCRC paid (in full) the CalPERS unfunded liability rather than making installment payments which will save approximately \$20,000 and this should balance out in the report by mid year.

**10. Standing Committee Reports:** T. Leighton called for reports from committee chairs. T. Leighton reported the following:

- **ARCA Board Delegate:** T. Leighton reported that action is required by the board as S. Perez requested to be switched to the Alternate Delegate and asked that T. Leighton become the ARCA Board Delegate.

**M/S/C: D. Matson (M. Sawyer) motioned that T. Leighton be appointed the ARCA Board Delegate and that S. Perez become the Alternate ARCA Board Delegate. T. Leighton called on K. Orsi for a vote by roll call and the motion carried.**

**11. Ad Hoc Committee Reports:** T. Leighton called for a report from the following committee:

- **Selection Committee:** M. Sawyer provided an update and recommended on behalf of the Selection Committee that the Board Executive Committee proceed with the negotiation of a contract with Dr. Kimberly Smalley for the Executive Director position. T. Leighton

reported that legal council advised that this action be discussed and taken during the open session.

**M/S/C: S. Perez (C. Todoroff) motioned that the Board Executive Committee proceed with the negotiation of a contract with Dr. Kimberly Smalley for the Executive Director position. T. Leighton called on K. Orsi for a vote by roll call and the motion carried.**

Next steps: T. Leighton reported that it is anticipated that during the January 13, 2021 board meeting, there will be an additional recommendation to the board with a proposed contract in the board packet.

**12. ARCA Report:** Before moving on to the ARCA Report, Dr. Smalley noted that the Executive Directors Report included a sampling of wallet cards for clients and families which includes language from an All Facilities letter that people can have their support with them for dental/medical appointments whether routine or in an emergency/hospitalization. The following is an ARCA Report update

- **Statewide Executive Directors Group:** It was reported that the Alternate Services rates and additional information should be available by the end of the week.
- **DDS Family Survey:** RCRC is assisting to get the word out and share links for a survey around COVID and how it has impacted individuals and families served and whether or not their needs have been met. Please take a few moments to take the survey and share with others: [www.surveymonkey.com/r/FamilySurveyYr2020](http://www.surveymonkey.com/r/FamilySurveyYr2020)
- **Self Determination Roll Out:** Client directed services have not being utilized as anticipated as families are choosing not to hire natural supports (friends or family members) and discussions continue with ARCA.
- **Acuity Scale Sub Group:** This group continues to meet regularly to review and insure equity in individual and local levels.

**a) ARCA Delegate Report:** T. Leighton reported that she attended the Board Academy on Saturday along with several other board members. It was interesting and she encouraged all board members to attend upcoming trainings as their schedules allow. T. Leighton will forward information on future Academy sessions to K. Orsi to forward by email to the board.

**13. Vendor Representative Presentation:** T. Leighton called on Vendor Representative S. Jackson for his presentation: S. Jackson commented that the ASP group continues to meet weekly and turned his time over to UVAH for their presentation of how they are providing alternative services.

**Presenters from UVAH:** P. Jensen called on Kerri Richardson who is a Program Manager of the Individual and Family Training Services Program who shared that they are supporting 12 clients. Two clients are attending the program from the UVAH facility, two are served at their home and eight are now being served by Zoom and telephone.

Of the 12 being served, seven have received tablets that were purchased through the grant approved by the board; however, additional tablets/internet service will be needed for the remaining five members in this program.

Zoom meetings are very effective and meaningful. The Zoom sessions include virtual museum and zoo tours, physical activity like Zumba/dancing. Clients are also able to socialize with one another. The program is celebrating weekly themes like butterflies and

birds and most recently the lifecycle of trees which inspired fall themed crafts with leaves. Those in the program also celebrated a recent Halloween costume drive-by parade.

Cultural activities are also being celebrated that included Diwali and Ocean Week which also inspired craft associated with sea life. Thanksgiving and Native American month have also inspired crafts that K. Richardson shared over Zoom video connection.

K. Richardson closed her presentation by sharing that Facebook has a Disability Zoom group that meets weekly and will share the link with K. Orsi to forward to the board.

**14. County by County Liaison Reports:**

- **Lake County:** T. Leighton reported that respite access continues to be a challenge and paperwork is making it difficult. In the Administrators Report it is evident that this service is not being utilized as numbers show that expenditures have dropped.
- **Mendocino County:** There is no report from Mendocino County.

**15. Community Input: T. Leighton called for additional community input:** L. Larson encouraged the board and community members to attend the third and last Festival of Learning on Monday, November 23, 2020 at 3:30 p.m.

**16. Adjournment of Meeting:** T. Leighton called for adjournment of the meeting at 7:35 p.m. and thanked everyone for attending. T. Leighton reported that due to upcoming holidays, the board will reconvene on Wednesday, January 13, 2021.



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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  
DDS: Department of Developmental Services  
DHHS: Department of Health and Human Services  
ILS: Independent Living Service  
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