

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

Meeting of the Board of Directors – By Zoom Video/Teleconferencing

And AT&T Teleconferencing

Wednesday, September 9, 2020 at 6:00 p.m.

#2 FY: 2020-2021

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

Directors Absent: Allison Hillix, Steve Perez,

Facilitators Present: Mark Konkler and Kristi Patterson

RCRC Staff Present: Cindy Claus-John: Acting Director of Community Services, Jennifer Garcia: Diversity Outreach Specialist, Nichole Haydon: Director of Human Resources, Chris Miller: Client Advocate for Humboldt/Del Norte Counties, Jessica Moulton-Hadley: Resource Manager, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley: Interim Executive Director, Gabe Tamayo

Others Present: Clifford Black: Disability Rights, California, Pam Jensen: 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 6:06 p.m. who called to K. Orsi who conducted roll call of the Board and a quorum was reported as present. 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:** B. Fontaine agreed to be timekeeper. T. Leighton called on B. Lacy, C. Todoroff and D. Matson to share a portion of the Vision. B. Lacy asked M. Konkler to comment on his behalf that the second to the last paragraph was the piece he felt was most important to him. There were no additional comments.
- 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 August 12, 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 was unable to attend the board meeting to provide her update.
- 6. Community Input:** T. Leighton called for community input and there was none.

7. **Executive Director's Report:** Dr. Smalley provided the following updates:
- **COVID-19 Data:** DDS analysis of COVID-19 and data provided by state regional centers on newly reported positive COVID-19 cases and deaths of COVID-19 positive clients is included in the board packet. RCRC client cases remain low compared to other geographic areas in the state.
 - **Orr Creek Housing Project:** RCRC is involved in two community living projects along with DDS, Orr Creek in Ukiah (Mendocino County) and a second in Lake County. Ten units in each project are reserved specifically for RCRC clients. Photos of the project are included in the board packet.
 - **MHSA (Mental Health Services' Act) Grant:** RCRC has been awarded the MHSA grant from DDS. This grant will provide supports for families of young children with DD/mental health. The grant will target the expansion of Early Start supports in Lake County followed by expansion to Mendocino for additional Early Start evaluators and ideally, replicating these supports in Humboldt and Del Norte Counties. The grant will also provide enhancements for communication/AAC.
 - **Wildfire Update:** There are currently three active wildfires in RCRC's catchment, impacting Del Norte, Humboldt and Mendocino Counties. All clients and staff are accounted for and safe. K. Smalley thanked RCRC Community Resource Manager, Sheila Keys for her extensive work with notifying clients, families and staff of updates, warnings and evacuations in the affected areas.
 - **Staffing:** Jennifer Garcia recently joined RCRC as the Diversity Outreach Specialist and RCRC is currently conducting interviews for additional contracted positions under the Diversity Outreach grant for a Community Developer and Community Cultural Specialist.
8. **Administrators Report:** T. Leighton reported that A. Medina is unable to attend the board meeting and her full report is included in the board packets. T. Leighton called for any questions regarding the Report and there were none.
9. **Standing Committee Reports:** T. Leighton called for reports from the following Committees:
- **Board Development Committee:** T. Leighton reported that a recent report was filed with DDS regarding the Board Composition and there is work to be done in terms of diversity and building committees. T. Leighton is hoping to recruit additional board members including representation from local Native American communities. Please contact T. Leighton or K. Orsi if you know anyone is interested in serving on the board.
 - **Budget Committee:** T. Leighton appointed Board Treasurer, B. Fontaine as the Chairperson for the Budget Committee.
 - **Vendor Representative:** S. Jackson recognized the vendor community for their consistent low numbers in positive testing for COVID cases. The providers continue their work to keep clients safe as they work with RCRC to develop alternative service models going forward for community based services.

The Alliance of Service Providers (ASP) continues to meet by Zoom weekly with over 50 participants attending each meeting.

10. Ad Hoc Committee Reports:

- **Committee Membership:** T. Leighton reminded board members that if they are interested in participating on a committee to contact her or the committee chairperson. Each chairperson can appoint members to their committee.
- **Client Advisory Committee:** B. Lacy reported Redwood Rural Health Clinic provides services for clients. They are located in the Redway/Garberville area and are currently under advisory evacuation due to the wildfire in the area.
- **Selection Committee:** M. Sawyer provided an update regarding the RCRC Executive Director recruitment and reported that the “soft close” occurred this week and the recruiter is currently analyzing the resumes and backgrounds of applicants. A report from the recruiter is expected following the analysis.

11. ARCA Report: K. Smalley provided an update regarding the ARCA committees that the RCRC directors participate in which is also included in the Executive Director’s Report:

- Human Resource Director, Nichole Haydon is participating on the Safety Net Committee.
- Acting Community Services Director, Cindy Claus-John is participating on the DS Taskforce and DDS Community Resource Workgroup.
- Director of Client Services, Mary Block is participating on the DS Taskforce Subgroups for Oversight Accountability and Transparency Workgroup as well as the DS Task Force System and Fiscal Reform Workgroup.
- Interim Executive Director, K. Smalley is participating in the statewide Executive Directors group twice weekly as well as the Alternative Service Delivery Taskforce and a subcommittee working on acuity scales.

a) **ARCA Delegate Report:** T. Leighton reported that Board Delegate, S. Perez was unable to attend the board meeting. T. Leighton shared that a brief survey was recently sent to the Board Delegates regarding future board trainings and what trainings would be of interest. The results of the survey will be coming forward and S. Perez will provide a full report during an upcoming meeting.

b) **ARCA Client Advisory Committee: C. Miller provided an update and reported** that the committee has been discussing difficulties and mental health issues that people are experiencing which have been exasperated by COVID19 due to the inability to connect with others through their services and the inability be with friends and family. Members of the committee are collectively looking to develop a list of resources that can provide assistance for anyone experiencing mental health issues during these difficult times.

12. County by County Liaison Reports:

- Mendocino County: There were no updates.
- Lake County: T. Leighton reported that RCRC continues to fill the vacant positions in the Lakeport office.

13. Community Input: T. Leighton called for input and P. Jensen from Ukiah Valley Habilitation Association provided the following updates:

- **Wildfires:** Two staff members and one client have been evacuated due to the fires and they are safe.
- **Working by Remote Access:** Some employees are experiencing challenges as they are not only providing services remotely; they are also helping their school age children with their education remotely.
- **Customized Employment:** UVAH has been working with RCRC and the Department of Rehabilitation to continue their efforts to get customized employment services and will be moving forward to building structure and train staff. RCRC is providing trainings and another training on Customized Employment Training is scheduled in October.
- **Kindle Tablets:** UVAH has delivered tablets to clients who are learning how to use them. Connecting with clients with the tablets not only provides supports but also promotes learning as UVAH staff members have developed weekly themes on selected subjects.

M. Sawyer congratulated RCRC staff and vendors on the positive work they are providing and shared comments relayed to him recently by a client.

14. Adjournment of Meeting: T. Leighton called for adjournment of the meeting at 6:37 p.m.



M. Sawyer
RCDSC Board of Directors

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