**Present:** Sierra Braggs, Cindy Claus-John, Beverly Fontaine, Bill Lacy, Tamera Leighton, Amy Medina, Kim Orsi, Steve Perez, Mike Sawyer, and Dr. Kim Smalley

The purpose of today's meeting is to bring any questions and/or corrections to discuss following the Executive Committee review of the FY 2021-2022 RCRC Service Provider Contracts of $250,000 or more. The outcome of this meeting will be to prepare a recommendation to the full board during the May 12, 2021 meeting to approve the contracts.

T. Leighton reported that she did forward questions by email to Dr. Smalley that were answered and asked the Executive Committee members if they had any additional questions.

Several questions were noted that included the following:

* **Fingerprinting and background clearance:** S. Perez asked why all contracts don’t include fingerprint/background clearance requirement? C. Claus-John reported this requirement is included in contracts only when there isn’t another authority that mandates the requirement. Originally, RCRC included this requirement in contracts for Supported Living Services for accountability purposes as there was no regulation in Title 17 requiring SLS to obtain such clearances for their staff members. C. Claus-John added that other services, like Community Care Licensed facilities are required to obtain fingerprint/background clearance (per regulation) in order to obtain/maintain their licensing. Family Home Agencies are also required to do so per Title 17 regulations which are submitted directly to the of Developmental Services. RCRC is notified by CCL and DDS if a provider does not meet/pass fingerprinting/background clearances.
* **Health Insurance:** B. Fontaine asked about language consistency in all contracts regarding a provider's benefits offered for their staff. C. Claus-John explained that rate structure sometimes restricts the ability of some services to offer benefits for their staff. C. Claus-John commented that there was also a question as to why some rates were so much higher than others in the same service category. She explained that some rate structures were locked in prior to when the States establishment of the median rate structure which was implemented in 2011.
* **Minimum Requirement for Liability Insurance:** C. Claus-John reported that Title 17 is silent and does not provide any such requirement; however, RCRC has included some minimum liability requirements in the contracts. T. Leighton reported to Dr. Smalley by email that the language in the 2021-2021 contracts was not consistent with regard to liability insurance. C. Claus-John thanked T. Leighton and noted that the language has been updated and is now consistent in all of the contracts. T. Leighton reported that there are only a few contracts that note “Usual and Customary” and that the other contracts specify liability coverage amounts. S. Perez asked if those contracts could be corrected to reflect the liability coverage amounts. C. Claus-John noted there are four contracts that include Life on the Coast, Parents and Friends, People Services, Inc., and Ukiah Valley Association of Habilitation all of which will be corrected to remove “Usual and Customary” and replaced with Liability coverage amounts (to be consistent with all other contracts).

S. Braggs noted that regulation does require vendored service providers to provide Certificates of Insurance. It is also required for vendors to complete a DS 1890 which is the Vendor Application, a Home and Community Based-Services form, W-9 Tax forms, Independent Contractor form (not an employee of RCRC) and a Business Associate Agreement that covers HIPAA. A DS 1891 form must be completed biennially where all financial stakeholders including board members are listed to identify any potential conflicts of interest. C. Claus-John added that licenses and credentials are also submitted by vendored providers, adding that all of the forms noted are reviewed by RCRC staff as well as DDS during regional centers biennial audits.

It was reported by C. Claus-John and the following questions/concerns noted by T. Leighton have been and/or will be completed:

* Konocti Transportation – Maximum mileage amount has been changed to the dollar amount per mile.
* Chase, Inc. – It was confirmed that the compensation amount is currently included in the contract.
* ADA font changes (ADA Rule) will be updated in all contracts and the watermark removed and reposted. (Sample was provided).
* The four contracts noted will have minimum liability insurance limits included.

T. Leighton called for any additional questions or concerns and hearing none requested the Executive Committee vote on a motion to award the contracts of $250,000 and over as amended to the full board. The amendments will be completed and the Executive Committee will review and verify that the amendments have been completed.

**M/S/C: S. Perez (B. Lacy) motioned that the Executive Committee will recommend a motion to the Board during the May 12, 2021 Board meeting to award the FY: 2021-2022 RCRC Service Provider Contracts of $250,000 or more. T. Leighton called for a vote of the Executive Committee and the motion carried.**

Meeting Adjourned at 3:32 p.m.



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M. Sawyer, Vice President/Secretary

RCDSC Board of Directors

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Acronyms:

ADA: Americans with Disabilities Act

CCL: Community Care Licensing

DDS: Department of Developmental Services

FHA: Family Home Agency

HIPAA: Health Insurance Portability and Accountability Act

HCBS: Home and Community Based-Services Agreement

SLS: Supported Living Service

UVAH: Ukiah Valley Association of Habilitation