

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, May 12, 2021 at 6:00 p.m.

#7 FY: 2020-2021

**Directors Present:** Beverly Fontaine, Allison Hillix, Steven Jackson, Bill Lacy, Diane Larson, Tamera Leighton, Will Lewis, Dave Matson, Keith Peeples, Steve Perez, Mike Sawyer

**Directors Absent:** Theresa Schnacker

**Facilitators Present:** Mark Konkler, Electra Gamble

**RCRC Staff Present:** Sierra Braggs, Cindy Claus-John: Interim 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, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley, Executive Director

**Others Present:** Breean Burris: 24 Home Care, Allan Smith: Department of Developmental Services Office of Community Operations Community Programs Specialist and Ami Sullivan, Kinetic Flow

- 1. Call to Order/Roll Call/Introductions** - The meeting of the RCDSC Board of Directors' was called to order by Board President T. Leighton at 6:02p.m. T. Leighton reported that the meeting will be brief as the Board will be attending a training immediately following the meeting. T. Leighton called on 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. T. Leighton reported that a quorum was present. T. Leighton called for introductions. S. Perez shared during introductions that will be resigning his seat on the Board immediately following tonight's meeting and thanked the Board.
- 2. Select Timekeeper/ Sharing the Vision:** T. Leighton called on M. Sawyer to be timekeeper and postponed the sharing of the Vision until the next meeting.
- 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 March 10, 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.
- 5. Community Input:** T. Leighton called for any community input and there was none.

**6. Executive Committee Report from May 3, 2021 Meeting:** T. Leighton provided an update from the Executive Committee who met as planned and reviewed all vendor contracts of \$250,000 or more which is a requirement by DDS.

- a) **FY 2021-2022 RCRC Service Provider Contracts of \$250,000 or more:** The Committee met with members of RCRC staff during the May 3<sup>rd</sup> meeting and made some recommendations before the contracts were posted for Board member review. All recommended changes were made to the posted contracts. The Executive Committee is recommending that the service provider contracts reviewed by the Board of \$250,000 or more be approved by the full Board.

T. Leighton reported that it is important to note that S. Jackson, Board of Directors' Vendor Representative did not review any of the contracts and abstains from voting. Board members, D. Larson and S. Perez both have a conflict of interest as they each have a family member employed by a vendor in one of the contracted service categories and neither one reviewed and will abstain from voting to approve contracts in those categories.

T. Leighton called for any questions or comments and there were none. T. Leighton reported that the information pertaining to the service provider contracts of \$250,000 or more is included in the meeting packet and called for a motion to approve the contracts.

**M/S/C: B. Lacy (M. Sawyer) motioned to approve the FY 2021-2022 RCRC Service Provider Contracts of \$250,000 or more. T. Leighton called for a vote by roll call and the motion carried.**

**7. RCRC Lease Agreement of Sixth Office:** T. Leighton called on Director of Administration, A. Medina for an update regarding property located at 14888 Olympic Blvd., in Clearlake. A. Medina reported that RCRC has been looking to open a sixth office to be located in Lake County, in particular the community of Clearlake to provide better access for clients. A. Medina provided a Lease Proposal to the Board for the commercial property as noted and the Boards' approval to sign the Lease Proposal in order to move forward with lease negotiations that will be brought to the Board for approval at a future date.

T. Leighton reported that the information regarding the Lease Proposal has been included in the meeting packet and called for any additional questions. Hearing none, T. Leighton called for a motion for A. Medina to sign the Lease Proposal and move forward with lease negotiations.

**M/S/C S. Perez (A. Hillix) motioned to approve that A. Medina sign the Lease Proposal and move forward with negotiations for the commercial property located at 14888 Olympic Blvd., in the city of Clearlake. A vote was taken by roll call and the motion carried.**

**8. Adjournment of Meeting:** T. Leighton reported that the next board meeting will be held on Wednesday, June 9, 2021 and the election of officers will be conducted. T. Leighton adjourned the meeting at 6:22 p.m.



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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  
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