

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, July 14, 2021 at 6:00 p.m.

#9 FY: 2020-2021

**Directors Present:** Beverly Fontaine, Allison Hillix, Steven Jackson, Bill Lacy, Diane Larson, Tamera Leighton, Will Lewis, Dave Matson, Mike Sawyer, Teresa Schnacker

**Directors Absent:** Keith Peeples

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

**RCRC Staff Present:** Mary Block, Director of Client Services, Jennifer Garcia: Diversity Outreach Specialist (and Interpreter), Nichole Haydon: Director of Human Resources, Amy Medina, Director of Administration, Jonathan Padilla, Director of Community Services, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley, Executive Director,

**Others Present:** Breean Burris: 24 Hour Home Care, Julie Eby-McKenzie: SCDD, Pam Jensen: UVAH, Melissa Robinson: Primary Liaison, Department of Developmental Services Office of Community Operations Community Programs Specialist

**Board Member Candidates:** Cassandra May, community member from Humboldt County and Chris Nifong, community member from Mendocino County

- 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 6:03 p.m. M. Sawyer called to K. Orsi to read aloud the disclaimer that the audio of the meeting was being recorded for future posting to the RCRC website. T. Leighton conducted rollcall and reminded the board to state their name, county they represent and title (if an officer). K. Orsi reported that a quorum was present.
- 2. Select Timekeeper/ Sharing the Vision:** T. Leighton called on M. Sawyer to be timekeeper. T. Leighton shared the following portion of the Vision Statement: *“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.”*
- 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 June 9, 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:

- Julie Eby-McKenzie, Regional manager from the SCDD shared that the upcoming Regional Advisory Committee (RAC) meeting will be held on Thursday, July 22, 2021 at 4 p.m. by Zoom video and invited board and community members to attend. J. Eby-McKenzie reported that the RAC works with her and the North Coast SCDD staff to discuss upcoming projects, issues, strategies and approaches for dealing with systemic issues for this region. The Deputy for Legislation will be the guest speaker who will be discussing the new state budget and what it means for developmental services and changes to the law that will phase out subminimum wage jobs. J. Eby-McKenzie also reported that the RAC is currently recruiting for new committee members. Visit <https://scdd.ca.gov/wp-content/uploads/sites/33/2021/07/July-2021-RAC-meeting-agenda-NCRO.pdf> for more information regarding the upcoming RAC meeting.

**6. Closed Session Updates:** Client Benefit Fund Grant Awards: T. Leighton called on Committee Chair, S. Jackson who reported that the board met during closed session and discussed five applicants that submitted Client Benefit Fund Grant Requests for the cycle ending June 30, 2021. The committee made their recommendations and the board approved four grants for a total of \$800. S. Jackson will submit this information to Director of Administration, A. Medina to process the grant awards. The awarded grants included funds to purchase computers that will improve access for services and help purchase supplies for a small business.

**7. Executive Committee Update:** T. Leighton provided an update from the July 1, 2021 Executive Committee meeting and reported that the committee reviewed three applications for RCDSC Board of Directors membership.

**a) Board Development Discussion and Action Requested to Seat New Board Members:** T. Leighton shared that she attended local Farmers' Markets in Fort Bragg, Arcata and Willits in June to meet community members and provide information about the RCDSC Board of Directors. Three community members have submitted their applications and the committee requests action by the full board to seat the new members this evening. T. Leighton called on each applicant to introduce themselves and will request a motion to seat each applicant individually. T. Leighton introduced Cassandra May:

C. May shared that she lives in Arcata and attends Humboldt State University, studying Sociology and Native American Studies and is working towards her Master's Degree. C. May has worked for a non-profit organization the Bay Area vendored by North Bay Regional Center and was a client of North Bay and East Bay Regional Centers as a young child in Early Start.

T. Leighton called for a motion to seat C. May to the RCDSC Board of Directors:  
**M/S/C: T. Schnacker (D. Larson) motioned to seat the Cassandra May to the Board of Directors. T. Leighton called a vote by rollcall and the motion carried.**

T. Leighton and the board welcomed C. May to the RCDSC Board of Directors and C. May recited the Oath of Office.

T. Leighton introduced Chris Nifong:

C. Nifong shared that he lives in Fort Bragg and is originally from North Carolina and has been teaching for 29 years. C. Nifong has lived in Fort Bragg the past 7 years and teaches 4<sup>th</sup> and 5<sup>th</sup> grade at Dana Grey Elementary School. C. Nifong reported that he also has past board experience.

T. Leighton called for a motion to seat C. Nifong to the RCDSC Board of Directors:

**M/S/C: M.Sawyer (T. Schnacker) motioned to seat C. Nifong to the Board of Directors. T. Leighton called a vote by rollcall and the motion carried.**

T. Leighton and the board welcomed C. Nifong to the RCDSC Board of Directors and C. Nifong recited the Oath of Office.

It was reported that the third applicant, Oona Deloche was unable to attend the meeting and T. Leighton deferred her seating to the August 11, 2021 meeting.

T. Leighton thanked RCRC Diversity Outreach Specialist, Jennifer Garcia and Outreach Assistant, Dolores Delgado for their partnership while working together at the Farmers' Markets and encouraged other board members in counties that still have vacancies to consider partnering with them at upcoming Farmers' Markets/community events in their counties.

**8. Executive Directors Report:** T. Leighton called on Dr. Smalley who provided the following highlights:

- **COVID Update:** State is reopening and RCRC employees have returned to the offices. COVID numbers are unchanged in RCRC catchment area. The number of RCRC clients that have been vaccinated is approximately 30 percent. RCRC continues to contact clients to update this data and support/assist clients and family members to get vaccinated if they choose to do so.
- **Diversity Outreach Specialist/Assistant:** Thank you to Jennifer Garcia and Dolores Delgado for their continued outreach in our four-county area.
- **RCRC Staffing:** There are currently seven open positions for which RCRC is actively recruiting.
- **New Community Services Department (CSD) Director:** Dr. Smalley introduced Jonathan Padilla. J. Padilla shared that he has a Master's Degree in Social Work and prior to coming to RCRC worked at North Bay Regional Center (NBRC) as a Client Service Manager and supervised the transition of clients who were moved from the Sonoma Development Center. When first considering the position at RCRC, J. Padilla noted that it was the Vision Statement that caught his attention and resonated with him. As stated in the Vision and shared earlier by T. Leighton, J. Padilla is available and accessible and invited feedback from vendors, community partners, clients and family members to let us know how we are doing and how we can improve services and supports and achieve our mission and Vision.

- **Good News for Regional Centers:** May Revise, Legislature's budget and AB129 and SB129 have been signed. The Trailer Bill language is being reviewed and Dr. Smalley will have an update in the future.
- **Additional Service Coordinators Statewide:** Over 900 additional service coordinators across the state may be funded in fiscal year 2022-2023. Dr. Smalley reported that it is still unknown exactly how many new staff RCRC will receive funding for; however, the following new positions will be coming statewide:
  - Service Coordination positions to support reduced caseloads for clients with more complex needs.
  - Service Coordination positions to reduce caseloads for clients where English not the primary language.
  - Emergency Preparedness position (RCRC will receive one full-time position and is currently advertising to fill).
  - Position/Role or funding for a Specialist with expertise in deaf community/culture, ideally an American Sign Language (ASL) speaker.
- **Social Recreation:** This service was suspended for over 10 years and has finally been restored.
- **Abuse Prevention:** Dr. Smalley provided an update on RCRC's Abuse Prevention policy and past trainings:
  - **Vendored Service Providers:** All services vendored by RCRC are required to have Abuse Prevention Policies included in their Service Designs. Abuse Prevention Policies includes trainings on abuse prevention and education for their staff as well as clients.
  - **RCRC Trainings:** RCRC has hosted trainings with world renowned experts to train regional center staff, vendors and their staff, and clients and families. Dr. Smalley has also provided trainings in Humboldt County for first responders and law enforcement.
  - **SCDD Trainings:** SCDD has provided trainings for local first responders and law enforcement including an online training for police officers.
  - **Zero Tolerance:** RCRC is a Zero Tolerance agency.
- **Additional Trainings:**
  - **Planned Parenthood:** Working with RCRC for ongoing training for adult clients on healthy relationships, sexuality and hygiene.
- **New RCRC Website and Upcoming Newsletter:** RCRC's new website has been launched and work continues to re-establish links following the migration from the old website. RCRC will soon publish a newsletter spearheaded by Diversity Outreach Specialist, J. Garcia.

In closing, Dr. Smalley shared that a provisional eligibility category is included in the 2021-2022 budget for children ages 3 and 4, who have aged out of Early Start but not eligible for Lanterman services; however, these children still need and benefit from RCRC services. This provision will allow regional centers to continue to provide services for these children.

**9. Director of Administration's Report:** T. Leighton called on A. Medina who provided the following budget highlights:

- **Budget FY 2021-2022:** Revised SB129 was signed on July 12, 2021. There are eleven Trailer Bills that will go to the Assembly and Senate tomorrow with additional details following soon.
- **Service Provider Rate Increases:** There will be additional funding in the 2021-2022 Budget to implement rate increases for service providers.
- **HCBS Funding:** One time surplus which comes from a temporary increase in federal matching program of HCBS. The state of California has proposed to utilize these funds in different ways that include:
  - Language Access and Cultural Competency Orientations
  - Adult Family Homes for older adults coordinated by family support services.
  - Enhanced Community Integration for children and adolescents.
  - Social Recreation Services
  - Vendor Rate Increases
  - Technical Enhancements that will include updating current fiscal systems used by regional centers statewide.
- **Clearlake Office Update:** RCRC has signed the lease and moving forward with the interior work that includes the installation of partitions, equipment and furnishings. The target opening date is September 1, 2021.
- **DDS Audit:** DDS has requested a postponement of RCRC's biennial audit from October 2021 to January 2022.
- **Independent Audit:** RCRC's independent audit will be scheduled for October 2021.

**10. Standing Committee Reports:** T. Leighton called on committee chairs for their reports:

- a) **Client Advisory Committee Report:** W. Lewis reported that the CAC met on July 8<sup>th</sup> and established committee goals. W. Lewis will be meeting with RCRC Client Advocate, C. Miller to discuss upcoming meetings/trainings.
- b) **Vendor Representative Report:** S. Jackson reported that the ASP group continues to meet semi-monthly and that there has been great success with the opening of day services and clients resuming activities. The ASP group is patiently waiting for the final state budget information.
- c) **Bylaws Committee Meeting:** T. Leighton would like to gather a committee to review the current Bylaws. Board members were asked to contact T. Leighton if they are interested in serving on this committee.

**11. New Business:**

- a) **RCDSB Board of Directors Meeting Schedule FY: 2021-2022.** T. Leighton called for a discussion with an action to approve the proposed meeting schedule (included in board packets) for the next year which will include two "blended meetings" (in person and Zoom video). Board trainings will be included with the blended meetings.

**M/S/C: B. Lacy (B. Fontaine) motioned to approve the proposed 2021-2022 RCDSB Board of Directors meeting schedule as presented. T. Leighton called a vote by rollcall and the motion carried.**



In closing, T. Leighton reported that one of the trainings planned will be “Decoding Regional Center Purchase of Service Data” which was presented by ARCA during a recent Web Academy that T. Leighton attended. Board members are asked to contact T. Leighton or K. Orsi with recommendations for additional board training topics for 2021-2022.

- 12. ARCA Reports:** T. Leighton called on Dr. Smalley for the Executive Director’s ARCA Report: Dr. Smalley reported that the Executive Director’s group has been reviewing the Trailer Bill language and continues to monitor COVID statewide.
- a) RCDSC Board Delegate Report:** T. Leighton reported that she attended the last Web Academy but missed the ARCA Board Delegate meeting due to travel related to board member recruitment.
- b) ARCA CAC Report:** T. Leighton reported that C. Miller will provide his report during the next meeting on August 11, 2021.

**13. County Liaison and Connection Reports:** T. Leighton called for updates from the following counties:

- ❖ **Del Norte County:** There were no updates reported.
- ❖ **Humboldt County:** There were no updates reported.

T. Leighton reminded board members to reach out to her, Dr. Smalley or K. Orsi with information for potential candidates for the board.

**14. Community Input:** T. Leighton called for community input:

- P. Jensen from UVAH noted that the new meeting schedule appears that board meetings will no longer be held every month and going to every-other month. M. Sawyer reported that the board will be meeting eight months out of 12 in the coming year and T. Leighton added that two of those meeting will be in-person meetings.
- Mary Block, RCRC Client Services Director reported that the Self Determination Orientation will be held on Thursday, July 21, 2021 from 1:30 to 4:30 p.m. by webinar. Please contact M. Block [mblock@redwoodcoastrc.org](mailto:mblock@redwoodcoastrc.org) J. Garcia [jgarcia@redwoodcoastrc.org](mailto:jgarcia@redwoodcoastrc.org) or S. Keys [skeys@redwoodcoastrc.org](mailto:skeys@redwoodcoastrc.org) for additional information.
- Julie Eby-McKenzie reported that there will be a Self-Advocacy Conference hosted by Disability Rights California, July 26 through July 30, 2021. On Wednesday, July 28<sup>th</sup> at 10:00 a.m., J. Eby-McKenzie and Clifford Black, Office of Clients Rights’ Advocate will be the speakers on “How to Prepare for an Emergency”. If you attend this portion of the conference, please send J. Eby-McKenzie an email that you attended and she will send you an emergency backpack. Please visit the following link for more information or to register to attend this conference: <http://www.disabilityrightsca.org/post/2021-self-advocacy-conference-your-voice-your-choice> J. Eby-McKenzie’s email is: [julie.eby-mckenzie@scdd.ca.gov](mailto:julie.eby-mckenzie@scdd.ca.gov) K. Orsi will forward this information to the board by email.

**15. Close the Meeting:** T. Leighton adjourned the meeting at 7:09 p.m. and announced that the next meeting will be held by Zoom on Wednesday, August 11, 2021 at 6:00 p.m.



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Allison Hillix, Secretary  
RCDSC Board of Directors  
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Acronyms:

AB: Assembly Bill  
ADA: Americans with Disabilities Act  
ARCA: Association of Regional Center Agencies  
ASD: Autism Spectrum Disorder  
ASP: Alliance of Service Providers  
BCBA: Board Certified Behavioral Analyst  
CAC: Client Advisory Committee  
Cal-ABLE: California Achieving a Better Life Experience  
Cal-OSHA: California Occupational Safety and Health Act  
CARF: Commission on Accreditation of Rehabilitation  
CCL: Community Care Licensing  
CDC: Center for Disease Control  
CDER: Client Development Evaluation Report  
CPP: Community Placement Plan  
CRA: Clients' Rights Advocate  
CRDP: Community Resource and Development Plan  
DDS: Department of Developmental Services  
DHHS: Department of Health and Human Services  
DSP: Direct Support Professionals  
EBSH: Enhanced Behavioral Home  
HDO: Housing Development Plan  
HSU: Humboldt State University  
IEP: Individualized Education Program  
IFSP: Individual Family Service Plan

ILS: Independent Living Service  
IPP: Individualized Program Plan  
LCSW: Licensed Clinical Social Worker  
MHSA: Mental Health Services' Act  
MSW: Master of Social Work  
OCRA: Office of Clients' Rights Advocacy (See CRA)  
OPS: Operations  
PEP: Purchase of Services Expenditure Projection  
PPE: Personal Protection Equipment  
POS: Purchase of Services  
RCDSC: Redwood Coast Developmental Services Corporation  
RCHDC: Rural Communities Housing Development Corporation  
RCRC: Redwood Coast Regional Center  
SCDD: State Council on Developmental Disabilities  
SDP: Self Determination Program  
SLS: Supported Living Service  
SB: Senate Bill  
SELPA: Special Education Local Plan Area  
SSI: Social Security Income  
SSP: State Supplementary Program  
UVAH: Ukiah Valley Association of Habilitation  
WIC: Welfare and Institutions Code