

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, August 11, 2021 at 6:00 p.m.

#1 FY: 2021-2022

Directors Present: Beverly Fontaine, Allison Hillix, Bill Lacy, Diane Larson, Tamera Leighton, Will Lewis, Dave Matson, Cassandra May, Chris Nifong, Teresa Schnacker, Keith Peeples

Directors Absent: Steven Jackson and Mike Sawyer

Facilitators Present: Mark Konkler, Electra Gimble

RCRC Staff Present: Mary Block: Director of Client Services, Dolores Delgado: Diversity Outreach Assistant/Translator, Jennifer Garcia: Diversity Outreach Specialist, Nichole Haydon: Director of Human Resources, Amy Medina, Director of Administration, Chris Miller: Client Advocate, Jonathan Padilla: Director of Community Services, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley: Executive Director,

Others Present: Julie Eby-McKenzie: SCDD, Melissa Robinson: Primary Liaison, Department of Developmental Services Office of Community Operations Community Programs Specialist, Kevin Schnacker: Community member.

- 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 6:02 p.m. K. Orsi read aloud the disclaimer that the audio of the meeting was being recorded for future posting to the RCRC website. T. Leighton conducted rollcall. K. Orsi reported that a quorum was present.
- 2. Select Timekeeper/ Sharing the Vision:** T. Leighton called on A. Hillix to be timekeeper. T. Leighton asked for volunteers to read a portion of the vision and T. Schnacker shared the following paragraph: *"We envision all people being empowered to communicate with their own minds and hearts to determine their supports and services."*
- 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 July 14, 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 community input:

- J. Eby-McKenzie from the SCDD announced that the Regional Advisory Committee (RAC) will meet on Thursday, September 23, 2021 and will focus on strategic planning. The SCDD will be implementing its five-year State Plan that will begin October 2021. The RAC will review the Plan and make recommendations for activities and what their focus should be for SCDD staff and the RAC for the coming year as well as the next five years. They will also review critical needs for this catchment area and what can be done and discuss partners to work with. Members of the board and community are invited to attend and public participation is encouraged to provide input on the Plan. Please contact J. Eby-McKenzie: julie.eby-mckenzie@scdd.ca.gov if you would like to be added to the distribution list.

SCDD has 100 emergency kits that they would like to distribute to clients and family members; however, they must be paired with an emergency training in order to receive the kits. If anyone would like to host virtual emergency training, please reach out to SCDD.

SCDD also has PPE available to those in the Eureka area. PPE has been bagged into kits that includes two boxes of masks and two hand sanitizers. Please contact J. Eby-McKenzie if you are interested in receiving a kit.

6. Executive Development Committee Update: It was reported that the potential new board member has withdrawn their application. T. Leighton noted that the Mendocino County seat remains vacant and the Board will continue recruitment for all vacancies.

7. Executive Directors Report: T. Leighton called on Dr. Smalley who provided the following updates:

- **COVID Update:** Outbreaks continue in all four counties. Most are staff persons at various agencies that have recently tested positive. Vaccination rates for RCRC clients remain low at 20 percent and RCRC continues outreach to clients and families. Overall, the counties in RCRC's catchment seem to be moving backward as the hospitals in Lake County and Crescent City are at capacity. Community Care Licensed facilities are requiring that staff must be vaccinated or COVID tested weekly.
- **RCRC Staffing Update:** RCRC is actively recruiting for nine open positions of which service coordination is priority.
- **Budget Trailer Bills:** Included in the Executive Director's (ED) report are highlighted portions of the Trailer Bills that include Early Intervention, Social Recreation/Camping Services (no longer suspended services and will be returning), Children ages 3 and 4 without a formal diagnosis can continue to be served by regional center. Please refer to the ED Report for additional details.

- **New Funding for Positions Earmarked by DDS:** There is positive outcome in new positions as DDS will provide funding specifically for a Deaf/Hearing Impaired Specialist, Emergency Coordination Manager, two to three positions to support Self Determination Program (SDP) and three positions for individuals with no or low Purchase of Services.

Dr. Smalley called for questions: T. Leighton asked who can assist clients/families until the positions for SDP are in place? Dr. Smalley reported that clients/families can contact their current service coordinators for assistance regarding SDP.

8. Director of Administration's Report: T. Leighton called on A. Medina who provided the following updates:

- **Correction to Report:** A. Medina noted that there is an error on page 3, item two FY 2020-2021 Spending Authority-Operations: The copy in the board packets reflects \$11.9 million and should reflect \$12.4 million.
- **Remaining Funds for FY 2020-2021:** Any funds remaining have been encumbered for specific projects from the prior year.
- **Governor's Budget:** A. Medina provided the following link which is also included in the Administrator's Report: <https://www.ebudget.ca.gov>. RCRC will receive funding for additional positions as reported by Dr. Smalley. In addition, RCRC will receive additional funding specifically for the vendor rate increase implementation that will take place over the next five years.
- **C-1 Allocation:** RCRC is still awaiting the C-1 (C represents the third year of RCRC's five-year contract with DDS) as DDS is still working through the state budget to determine the allocations for each regional center. The C-1 should be received by September 1st and A. Medina will provide details during the October board meeting.

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

- Client Advisory Committee Report:** W. Lewis reported Julie Eby-McKenzie from the SCDD provided a training for the committee on being a board member. W. Lewis reported that he asked if non-board members can join the CAC and reported that the CAC is not restricted to only board members and can move forward with new members. B. Lacy reported that he has worked with C. Miller to develop a meeting announcement for the next CAC meeting.
- Vendor Representative Report:** S. Jackson was absent and will provide an update during the next meeting.

All committee meetings are open to the public and agendas/announcements for upcoming meetings will be emailed and posted to RCRC's website.

10. New Business:

- a) **RCDSC Board of Directors Training Plan FY: 2021-2022.** T. Leighton called for a discussion with an action to approve the proposed Board Training Plan for 2021-2022. T. Leighton called for questions. D. Matson asked about the proposed October in-person meeting/training. T. Leighton indicated that the board is hopeful that this meeting and training can be held in person; however, if it cannot be in person (due to COVID), everyone will be notified and the meeting/training will instead be held by Zoom Video/Teleconference.

M/S/C: T. Schnacker (D. Larson) motioned to approve the proposed 2021-2022 RCDSC Board of Directors Training Plan for 2021-2022. T. Leighton called for a vote by rollcall. T. Leighton returned to the motion and called for any public comment and hearing none, the motion carried.

11. ARCA Reports: T. Leighton called for the ARCA Reports.

- a) **Executive Director's ARCA Report:** Dr. Smalley reported that the Executive Director's group is reviewing details in the 2021-2022 budget and Trailer Bill language with ARCA and DDS as the Trailer Bill language provides details of how the funding in the budget is to be carried out.
- b) **RCDSC Board Delegate Report:** T. Leighton reported that members have been focused on board member recruitment and more recently how to read the Administrator's Reports which is an upcoming training for board that will be held in May 2022. T. Leighton will be reporting on her recent board recruitment efforts during the upcoming ARCA Board Delegate meeting.
- c) **ARCA CAC Report:** C. Miller reported that he had a schedule conflict and missed the last ARCA CAC meeting and noted that the group continues to meet monthly and is also reviewing the budget and Trailer Bill language.

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

- ❖ **Lake County:** A. Hillix reported that she has been working on outreach for board member recruitment and added that with the opening of the new RCRC office in Clearlake, she is hopeful to recruit a new member from that community.

T. Leighton reported that in her personal career, she has shared responsibilities for communicating with Caltrans-District 1 and that she has advocated for ADA improvements in Del Norte/Crescent City that are currently underway. Lake County is also part of Caltrans District 1 and T. Leighton invited A. Hillix to join her and help to advocate for a similar ADA projects in Lake County.

- ❖ **Mendocino County:** There were no reports.

13. Community Input: T. Leighton called for community input:

- J. Eby-McKenzie requested that T. Leighton let her know if the SDCC could also provide assistance with an ADA project in Lake County.

14. Close the Meeting: T. Leighton adjourned the meeting at 7:00 p.m. The next board meeting will be held on Saturday, October 9, 2021 at 9:00 a.m. in Eureka at the Humboldt County Office of Education. A training for the board will immediately follow the meeting.

As reported earlier, the board is hopeful that the October meeting will be able to proceed in person; however, if that is not possible due to COVID, the meeting and training will instead be held by Zoom Video/Teleconference.



Allison Hillix, Secretary
RCDSC Board of Directors'

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Acronyms: Updated 8/11/21

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
ED: Executive Director
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
RAC: Regional Advisory Committee
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

