

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

And AT&T Teleconferencing

Saturday, October 9, 2021 at 9:00 a.m.

#2 FY: 2021-2022

**Directors Present:** Beverly Fontaine, Bill Lacy, Diane Larson, Tamera Leighton, Will Lewis, Dave Matson, Cassandra May, Keith Peeples, Mike Sawyer, and Teresa Schnacker

**Directors Absent:** Allison Hillix, Steven Jackson, Chris Nifong

**Facilitators Present:** Mark Konkler

**RCRC Staff Present:** Dolores Delgado: Diversity Outreach Assistant/Translator, Jennifer Garcia: Diversity Outreach Specialist, Nichole Haydon: Director of Human Resources, Fred Keplinger: Emergency Management Coordinator, 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:** Breeanne Burris: 24 Hour Home Care, Pam Jensen: Executive Director UVAH, Melissa Robinson: Primary Liaison, Department of Developmental Services Office of Community Operations Community Programs Specialist, Dorianne Tanaka: Incoming Executive Director UVAH, Shirley Valente, 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 9:02 a.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 and a quorum was present.
- 2. Select Timekeeper/ Sharing the Vision:** T. Leighton called on M. Sawyer to be timekeeper. T. Leighton called on C. May who shared the first two paragraphs of the RCRC Vision Statement.
- 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 August 11, 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:

- Pam Jensen, Executive Director of UVAH reported that she is retiring after 40 years of community services that includes 35 years with UVAH and 5 years with RCRC as the Self Determination Coordinator. P. Jensen also served 6 years as the Vendor Representative of the RCDSC Board of Directors. P. Jensen introduced the incoming Executive Director of UVAH, Dorianne (Dorie) Tanaka. On behalf of the board, B. Fontaine thanked P. Jensen for her years of service to our community. UVAH will be hosting a retirement celebration in honor of P. Jensen at Todd Grove Park in Ukiah on Saturday, October 30, 2021 from 1 to 4 p.m.

**6. Board Development Committee Update:** T. Leighton reported that the Board Development Committee received and reviewed an Application for Appointment to the Board of Directors' from Shirley Valente who is a past member of the board. The committee made a recommendation to seat S. Valente as a representative of Mendocino County. T. Leighton called for questions and hearing none called for a motion.

**M/S/C: B. Fontaine (B. Lacy) motion to accept S. Valente application and seat her to the RCDSC Board of Directors' to represent Mendocino County. T. Leighton called for community input and hearing none called a vote by rollcall and the motion carried.**

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

- **Vaccination Requirement:** California Department of Public Health is requiring all individuals working in human services including regional center employees and vendored service providers and staff to be vaccinated against the virus that causes COVID-19 no later than November 30, 2021. RCRC is currently working with staff regarding their choices and decisions as vaccinations for COVID-19 are now a condition of employment per the mandate. Approximately 77% of RCRC employees are fully vaccinated and there is a possibility that RCRC could lose up to 20% of its workforce due to the mandate. RCRC employees who are not vaccinated have until October 21, 2021 to notify their supervisors of their intentions. RCRC will be required to move forward with posting and recruitment for positions for those who choose to leave their employment with RCRC due to the vaccination mandate.
- **Staffing:** RCRC currently has nine open positions. RCRC's new Director of Clinical Services, Dr. Jacinthe Roy will start on November 1, 2021.
- **Emergency Management Coordinator:** RCRC has a new position and staff member, Fred Keplinger who introduced himself. F. Keplinger was raised in Mendocino County with a career in law enforcement and more recently teaching middle school and he is looking forward to assisting RCRC with building its emergency services connections within our communities.

- **New Positions:** DDS has provided additional funding that is specifically earmarked for the following positions: A Deaf/Hard of Hearing Specialist, a position for the Self Determination Program, several rate reform positions as well as several service coordination positions that will work specifically with linguistically, culturally diverse clients and families.
- **Public Meeting:** RCRC will be hosting a public meeting by Zoom Video/teleconference on Thursday, October 18, 2021 at 2:00 p.m. to ask for assistance from the community to help develop RCRC's Draft 2022 Performance Plan Activity Outcomes.
- **Meeting with Senator McGuire and DDS:** Dr. Smalley, T. Leighton, J. Padilla, A. Medina, C. Miller met with Senator McGuire and N. Bargmann (DDS) by Zoom to discuss and share concerns regarding needs in our community for affordable housing, medical care providers, workforce, and technology (internet in rural settings).
- **Exemptions for COVID-19 Vaccinations:** RCRC is accepting medical and religious exemptions. Employees with approved exemptions will be tested weekly and RCRC is currently pursuing on-site testing to obtain testing kits that include the Antigen (rapid 15-minute tests) and PCR (polymerase chain reaction) test; however, the Antigen kits are on backorder (6 to 8 weeks).
- **Service Providers:** J. Padilla provided an update regarding vendored service providers as the vaccination mandate also applies to vendors and their staff. The ASP met this past week and will continue working with their staff and through the exemption process. The ASP group remains committed to keeping all individuals that we mutually serve safe.
- **DDS Dashboard:** Dr. Smalley shared the following links to the DDS Dashboard: Reported Positive COVID-19 Cases and Deaths:  
[https://www.dds.ca.gov/wp-content/uploads/2021/10/DDS\\_COVID-19\\_demographics-and-residence\\_10072021.pdf](https://www.dds.ca.gov/wp-content/uploads/2021/10/DDS_COVID-19_demographics-and-residence_10072021.pdf)  
 Vaccination Data:  
<https://www.dds.ca.gov/corona-virus-information-and-resources/data/>

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

- **C-1 Contract:** DDS is currently working to update the new contract language in all regional centers C-1 contracts which are anticipated soon.
- **CPA Independent Audit:** RCRC's independent audit began on Monday, October 4, 2021 with numerous documents requested. The audit will take several weeks to complete. The auditing firm is also working on RCRC's 990 Tax Return. Both the Draft Audit and 990 will be presented to the Board during the March 2022 meeting for review and approval.
- **DDS Audit:** DDS will be conducting RCRC's biennial audit review in January 2022.

- **New Positions:** As reported earlier by Dr. Smalley, RCRC has received earmarked funding for additional positions. RCRC is currently developing position descriptions and then will begin advertising.

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

- a) **Executive Committee:** T. Leighton reported that the executive committee met on September 7, 2021 to review the one year goals and outcomes developed for RCRC by Dr. Smalley which will establish a baseline for future measurable outcomes as this year has been challenging due to COVID-19. The next steps will be the development of additional goals with measurable outcomes from the first year and moving forward.

Future topics that the Executive Committee will be reviewing is how the board will be aligning itself with the staff mandates and managing COVID-19 to determine when future in-person board meetings can resume.

- b) **Client Advisory Committee Report:** W. Lewis reported that the CAC voted during their October 7, 2021 meeting to appoint a new committee member to the CAC, Trixie Galletti and requested the ratification of her appointment by the Board.

**T. Leighton called a rollcall vote and the board approved the appointment of T. Galletti to the CAC.**

- c) **Ad-Hoc Bylaws Committee:** T. Leighton called to reinstate this committee and requested committee members followed by ratification of the board to approve the committee members. The following board members volunteered as committee members: T. Leighton, S. Valente (Chair), M. Sawyer, B. Fontaine and W. Lewis.

**T. Leighton called a rollcall vote and the board approved the committee membership as noted.**

- d) **Vendor Representative Report:** S. Jackson was absent and will provide an update during the November meeting.

T. Leighton reminded attendees that all committee meetings are open to the public and agendas/announcements for upcoming meetings will be posted to RCRC's website. T. Leighton called for questions or public comment regarding the Committee Reports and there were none.

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

- a) **Executive Director's ARCA Report:** Dr. Smalley reported that the group continues to meet regularly with DDS and has been reviewing recent directives, requirements and policies including the new C-1 contract language as well as the vaccination mandate.

- b) **RCDSB Board Delegate Report:** T. Leighton reported that there is a new leader of this group who has introduced new ideas and working meetings. One of the work groups pertained to Board member recruitment and policy regarding board members. The RCDSB board policy for membership composition and recruitment does not offer any flexibility which has caused difficulties with meeting board composition compliance with DDS. It is this reason that T. Leighton requested to reinstate the Ad-Hoc Bylaws Committee to begin reviewing this process and board membership requirements.
- c) **ARCA CAC Report:** C. Miller reported that each year, the ARCA CAC reviews new projects and issues that they wish to learn more about and work on. During the last meeting, the CAC discussed affordable housing which is an ongoing issue, especially for individuals with intellectual and developmental disabilities in California. The CAC is currently researching what programs are available throughout the state and what they can do to help make these accommodations more accessible and easier to access for individuals with disabilities. C. Miller attended a local listening session on community housing barriers as well as affordable housing in our local communities.

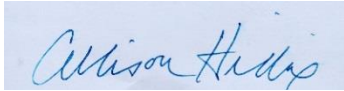
C. Miller called for comments or questions: B. Fontaine recommended connecting with the RCRC Community Services team who may have information regarding affordable housing resources in our area. This should also be shared or provided through training for service coordinators on what is available. D. Larson asked if there are any affordable housing projects planned for Humboldt or Del Norte Counties. Dr. Smalley reported there no current projects for the North; however, RCRC does have several affordable housing projects: The Orr Creek project in Ukiah (Mendocino County) is completed with 10 units specifically for RCRC clients and similar projects are in the beginning stages for Lake County.

## 10. County Liaison and Connection Reports:

- ❖ **Del Norte County:** No reports
- ❖ **Humboldt County:** No reports

**11. Community Input:** T. Leighton called for community input and hearing none moved to close the meeting.

**12. Close the Meeting:** T. Leighton adjourned the meeting at 9:57 a.m. There is training for board members immediately following this meeting. The next board meeting will be held on Wednesday, November 10, 2021 at 6:00 p.m. by Zoom.



---

Allison Hillix, Secretary  
RCDSC Board of Directors'

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