

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, November 10, 2021 at 6:00 p.m.

#3 FY: 2021-2022

**Directors Present:** Beverly Fontaine, Steven Jackson, Bill Lacy, Diane Larson, Tamera Leighton, Will Lewis, Cassandra May, Chris Nifong, Mike Sawyer, Teresa Schnacker, Shirley Valente

**Directors Absent:** Allison Hillix, Dave Matson, Keith Peeples

**Facilitators Present:** Mark Konkler

**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, Tovar Poffenberger: Intake Specialist, Dr. Jacinthe Roy: Director of Clinical Services, Dr. Kimberly Smalley: Executive Director,

**Others Present:** Breeanne Burris: 24 Hour Home Care, Julie Eby-McKenzie: North Coast Office of the SCDD, Kristi Patterson, Mary Agnes Nolan: SCDD, Melissa Robinson: Primary Liaison, DDS/Office of Community Operations Community Programs Specialist, Dorianne Tanaka: Executive Director UVAH

- 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 and a quorum was present.
- 2. Select Timekeeper/ Sharing the Vision:** T. Leighton called on M. Sawyer to be timekeeper and D. Larson who shared a portion of the Vision, “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 October 9, 2021 Board Meeting:** T. Leighton called for any recommended changes to the meeting minutes and hearing none the meeting minutes were approved as presented.

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

- There was no community input.

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

- **COVID-19 Update:** RCRC remains open by appointment only and continues assessing reopening for drop-in visitors bi-weekly. There are links to DDS COVID-19 Data Dashboard included in the meeting packets:  
<https://www.dds.ca.gov/corona-virus-information-and-resources/data/>  
Dr. Smalley reported that 20 RCRC clients have recently tested positive for COVID-19 as we continue to maintain health and safety precautions for all and vaccinations are available to anyone who would like to get vaccinated. Approximately 60 percent of clients have received vaccinations with 12 percent who have declined (some are due to health reasons). Approximately 20 percent have an unknown vaccination status and RCRC continues outreach to determine their status. All RCRC employees including employees of vendored service providers must be vaccinated or proceed through an exemption process.
- **RCRC Open Positions:** RCRC is currently recruiting for nine open positions and recently received additional funding that has been earmarked for seven additional positions by DDS. These positions include an Early Start Supervisor, Deaf/Hard of Hearing Specialist and Linguistically and Culturally appropriate service coordination for a smaller/enhanced caseload to serve the Native American and Latino communities. RCRC will also be recruiting for Participant Directed/Self Determination positions.
- **Chris Miller**, Client Advocate with RCRC for 15 years will be moving on to pursue a new career opportunity, and he will be greatly missed by his colleagues at RCRC.

**a) Introduction of new RCRC Director of Clinical Services, Dr. Jacinthe Roy:**

Dr. Smalley introduced Dr. Roy, Director of Clinical Services. Dr. Roy shared that she is based in the RCRC Eureka office, that she is a family physician, and that her core background has been working with underserved populations working in indigenous health. Dr. Roy has also worked as a University teacher.

**b) Performance Contract Review:**

- **Review of RCRC's Year End 2020 Performance Contract Outcomes with RCRC's DRAFT 2022 Performance Plan:** Dr. Smalley provided background information regarding regional center Performance Plans, noting that each regional center provides data to DDS and each year and based on how the regional center has done drafts plans that are developed for the next year. Dr. Smalley reported that RCRC held a public meeting on October 18, 2021 to request assistance from clients, families, service providers, and community partners with the development of RCRC's DRAFT 2022 Performance Plan. Dr. Smalley shared a PowerPoint presentation of RCRC's DRAFT 2022

Performance Plan that included data from RCRC's 2020 Year End Performance Report that was also shared and included in the meeting packets. Dr. Smalley called for questions and additional public comment/input and hearing none, requested a recommendation by the board to approve RCRC's DRAFT 2022 Performance Plan as presented in order to submit to DDS for review and approval. T. Leighton called for a motion to approve RCRC's DRAFT 2022 Performance Plan.

**M/S/C: B. Lacy (T. Schnacker) motioned to approve RCRC's DRAFT 2022 Performance Plan as presented and T. Leighton called for public input and hearing none called a vote by rollcall and the motion carried.**

**c) Overview of RCRC's National Core Indicators:** Dr. Smalley provided background regarding the National Core Indicator Surveys, reporting that trained interviewers meet and talk with regional center families which is a standardized process that occurs nationwide. The data gathered during the interviews is compared to statewide data. Links to the Final Report are included:

[https://www.dds.ca.gov/wp-content/uploads/2020/09/CFS\\_2018-19\\_FINAL\\_3\\_27\\_2020.pdf](https://www.dds.ca.gov/wp-content/uploads/2020/09/CFS_2018-19_FINAL_3_27_2020.pdf) and the user friendly NCI Results from Families

Across Redwood Coast Regional Center (RCRC) 2018-2019 is included in the meeting packets. Dr. Smalley reviewed the following Report/Results for RCRC:

- Did you get enough information to take part in planning services for your child? *70% surveyed reported yes.*
- Was this information easy to understand? *70% surveyed reported yes.*
- Does the service coordinator respect your choices/opinions? *90% of those surveyed reported yes.*
- Does your service coordinator tell you about other public services like food stamps or SSI? *60% of those surveyed reported yes.*
- Does the IPP/IFSP include all the things your child needs? *80% of those surveyed reported yes.*
- Did someone in your family help make the IPP/IFSP? *80% of those surveyed reported yes.*
- Can you contact support workers when you want to? *70% of those surveyed reported yes.*
- Can you contact your child's service coordinator when you want to? *70% of those surveyed reported yes.*
- Can your family choose or change your child's provider agencies? *80% of those surveyed reported yes.*
- Does your child take part in community activities? *90% of those surveyed reported yes.*
- Are you happy with services and supports your child gets? *70% of those surveyed reported yes.*
- Have services and supports made a positive difference for your family? *90% of those surveyed reported yes.*

Following the presentation, Dr. Smalley called for questions and comments: M. A. Nolan from the SCDD National Core Indicators Quality Assessment reported that there are two different survey types, In Person Survey (IPS or interviews) for those using services that were completed in June 2021 and they are now moving to By-Mail surveys that will be mailed within the next few months. In all, there are three different surveys: Family/Child Survey (families with a child, ages 3 to 17 living within the home), Adult Family (adult child, age 18 or over living in the family home) and Family Guardian Surveys (families with an adult living outside the family home). Additionally, the Indicators are reviewing these key areas: Employment, Rights, Service Planning, Community Inclusion, Choice, and Health and Safety. M.A. Nolan added that she is also available to provide short presentations regarding the NCI Surveys.

- 7. Director of Administration's Report:** T. Leighton reported that A. Medina provides her written report monthly and that it is included in the meeting packet and also posted on RCRC's website at <https://redwoodcoastrc.org/wp-content/uploads/2021/11/BOD-Meeting-Packet-11.10.21.pdf> T. Leighton called for any questions pertaining to A. Medina's written report and hearing none moved to the next topic.
- 8. President's Report:** T. Leighton wished to discuss Roberts' Rules of Order regarding Consent Calendars but in lieu of time requested to table the discussion for a future board meeting.
- 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 a matter of urgency on October 28, 2021 to review and take action on behalf of the board and approved an RCRC Start-Up Contract that was over \$250,000 (per statute) that was effective November 1, 2021. Meeting minutes from this meeting as well as information pertaining to the approved contract are included in the meeting packet.
  - b) Client Advisory Committee Report:** W. Lewis reported that the CAC continues to meet monthly and that he has contacted Radiant Living to discuss how supported living services could be improved.
  - c) Ad-Hoc Bylaws Committee:** S. Valente reported that this committee met on October 21, 2021 to review changes to the RCDSC Bylaws Section 5.03: Number, Composition and Qualifications for Directors. The updated language is based on a recommendation by the DDS that will allow flexibility in the number of directors (a range between 12 to 17 members rather than 17) and composition by County, expertise and diversity. The recommendations are included in the meeting packet and posted to the RCRC website for review and public comment.

**T. Leighton reported that the Ad Hoc Bylaws Committee recommends the proposed changes and called for public comment and hearing none called a vote by rollcall and the recommended changes were approved.**

- d) Vendor Representative Report:** S. Jackson provided the following update: The ASP has a good working relationship with RCRC, SCDD and DDS and we have all endured the COVID-19 pandemic over the past 18 months. During this time, creative ways to provide supports were developed including Health and Safety rates for appreciation pay (similar to hazard pay) that enabled services to keep employment high to continue to provide quality supports for individuals served. The Health and Safety rates did come to an end July 30, 2021 and DDS has indicated that providers can re-apply for this rate. However, the ASP would like DDS to consider permanently implementing the Health and Safety rate for all service providers across the board as it saved many organizations from closure as new requirements and mandates, including the annual minimum wage increases, Electronic Visit Verification (EVV) and the vaccination mandate have and will continue to impact service provider organizations that are shouldering the additional costs and expenses associated with these requirements/mandates.

The ASP does understand that the Burns and Associates rate adjustments will begin implementation April 2022 and conclude in 2025; however, the implementation will only provide rates that are comparable to 2016 and service provider organizations will remain underfunded.

T. Leighton called for questions or comments. There were several comments regarding the mandatory vaccination requirements and concerns regarding the potential staffing shortages that would cause difficulties with providing services.

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

- a) Executive Director's ARCA Report:** Dr. Smalley provides this report during the Executive Director's Report and a separate Executive Director's ARCA Report will be removed from future agendas.
- b) RCDSB Board Delegate Report:** T. Leighton reported that she attended the most recent Board Delegate training regarding Regional Center Services for School Aged Children. T. Leighton noted that one of the presenters shared that school systems/districts in the state have varying thoughts regarding inclusion that can dramatically impact the inclusion of children with I/DD in schools. T. Leighton added that RCRC continues to do wonderful work around inclusion and referred to Dr. Smalley's review of RCRC's NCI Survey that 90% of children participate in community activities.
- c) ARCA CAC Report:** C. Miller reported that he does not have a report this month as the ARCA CAC group will not be meeting until after this meeting. However, C. Miller did share that this is his last ARCA report as an employee of RCRC as he

will be accepting a new position. C. Miller expressed his thanks and gratitude to the board and RCRC and members of the board expressed their thanks to C. Miller.

**10. County Liaison and Connection Reports:**

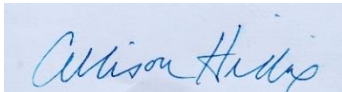
❖ **Mendocino:** No reports

❖ **Lake County:** T. Leighton is working with Lake County to make improvements for ADA compliant sidewalks/walkways, noting that she worked on a similar project in Crescent City along with S. Jackson.

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

- Julie Eby-McKenzie reported that she has finalized arrangements for Spanish language Special Education training following a series of English trainings earlier this year. An announcement will be coming shortly for the trainings that will be held in January/February 2022. Please send J. Eby-McKenzie an email at [julie.eby-mckenzie@scdd.ca.gov](mailto:julie.eby-mckenzie@scdd.ca.gov) if you wish to receive email notification for upcoming trainings and events.

**12. Close the Meeting:** T. Leighton adjourned the meeting at 7:20 p.m. The next board meeting will be held on Wednesday, January 12, 2022 at 6:00 p.m. by Zoom.



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Allison Hillix, Secretary  
RCDSC Board of Directors'

<p><u>Acronyms:</u> Updated 11/10/21</p> <p>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          CARE: 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          EVV: Electronic Visit Verification          HCAR: Humboldt Community Access and Resource Center          HDO: Housing Development Plan          HSU: Humboldt State University          I/DD: Intellectual/Developmental Disability          IEP: Individualized Education Program          IFSP: Individual Family Service Plan</p>	<p>ILS: Independent Living Service          IPP: Individualized Program Plan          LCSW: Licensed Clinical Social Worker          MHSA: Mental Health Services' Act          MSW: Master of Social Work          NCI: National Core Indicator          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          START: Systemic, Therapeutic, Assessment, Resource and Treatment          UVAH: Ukiah Valley Association of Habilitation          WIC: Welfare and Institutions Code</p>
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