

Executive Committee Meeting
Thursday, November 18, 2021 at 1:30 p.m.
By Zoom Video/Teleconference

Present: Tamera Leighton, Mike Sawyer, Beverly Fontaine, Allison Hillix

Absent: Will Lewis

RCRC Present: Kim Orsi, Kim Smalley, Nichole Haydon

Others Present: Enrique Ulloa, Translator

Open Session: 1. Call to Order/Rollcall/introductions
2. Executive Director's Update on Goals and Outcomes

Closed Session: 3. Executive Director Annual Performance Review
4. Executive Director Contract Renewal as Action item for Recommendation to the Board of Directors
5. Close the Meeting

1. Call meeting to Order: T. Leighton called the meeting to order at 1:36 p.m. and called rollcall of committee members followed by introductions.

2. Executive Director's Update on Goals and Outcomes: Dr. Smalley provided the following updates:

Outcome 1: Rebuild and restart RCRC's Strategic Planning Goals: Pending COVID Restrictions

Outcome 2: Re-establishing equanimity internally (post-COVID)

- **Reopening RCRC offices safely:** RCRC continues to assess bi-weekly.
- **Filling vacant roles:** RCRC continues filling service coordinator positions and experiencing difficulties in filling open clinical positions.
- **Build the Management Team:** RCRC has purchased Open Futures Learning which is being utilized by the Management Team to share a collection of vignette videos and training videos/modules with their units. Trainings are geared toward direct support professionals and shares ideology and well as mechanics of our roles.
- **Incorporate and expanded roles:** The positions of Director of Community Services and Director of Clinical Services are now filled and the Executive Team is now complete. Our Clinical Director, Dr. Roy will be able to build relationships with local hospitals and public health providers. RCRC has also hired a new Emergency Management Coordinator who has already made great gains that RCRC has spent years trying to build. RCRC is also recruiting for a Deaf/Hard of Hearing Specialist.

Outcome 3: Build RCRC's Clinical Department:

- **Working with the Department of Developmental services (DDS) to acquire funding for needed positions:** Dr. Smalley has been working with DDS since March 2021 to obtain additional funding exclusively for clinical positions and specific clinical needs in our catchment. There will be an update when a determination is made.
- **Recruitment, hire and training clinicians to fill unmet needs:** RCRC has experienced difficulties in filling the position(s) for Behavioral Psychologist/Autism Clinical Specialist (one in North and South).

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- **Build relationships with other colleagues/counterparts within our community:** Dr. Smalley will be meeting with Humboldt State University (HSU) as they have added a public health component with an internship program. An intern was recently placed with RCRC and RCRC has been invited to sit on the HSU Advisory Committee to help build public health, nursing and the nursing internship program.
- **Establish/re-establish and participate in multi-agency training opportunities across all four counties:** RCRC has maintained training opportunities with our Special Education Roundtable as well as an Autism Roundtable. RCRC is planning to add a Health Roundtable and a Mental Health Roundtable.

Outcome 4: Enhance RCRC's footprint within the community:

- **Actively participate in multi-agency Memorandums of Understanding:** RCRC is currently working to update MOU's with local agencies including mental health, Special Education Local Planning Area (SELPA), and the child welfare system.
- **Join community membership organizations like local Chamber of Commerce and Rotary Clubs, etc.:** This outcome has slowed with COVID. RCRC is participating on two housing committees and looking to join local Chamber of Commerce in our communities. RCRC would like to join six local Chambers and will be seeking RCRC representatives for each.
- **Expand our presence and access in Lake County:** RCRC is currently in the process of opening an office in Clearlake. Opening date has been pushed back as we are waiting for final City and Fire inspections following AT&T's line work.
- **Diversity Outreach:** Four years ago, RCRC applied for a 3-year Diversity Grant that was approved; however, due to COVID, many projects were unable to be accomplished. RCRC requested an extension to utilize the unused funds through July 2021 which was granted and an additional extension was requested and granted through December 2021. Through this grant, RCRC was able to contract with bilingual community members (D. Delgado and E. Ulloa) who provide community outreach as well as providing translation services during board meetings and other community forums. This grant has also allowed RCRC to develop a class that will work with graduating high school seniors to prepare for work in the field of Special Ed and become Registered Behavior Technicians. RCRC has submitted its Diversity Grant proposal to DDS for 2022. RCRC's Diversity Team will be joining an event on December 18th in Crescent City with the Hmong community.

Outcome 5: Build and support client advocacy groups:

- **Support and develop with partnering organizations, multiple forums for client training and Provide support to restart the Client Advisory Committee:** This committee has been meeting monthly with an open forum for all regional center clients that has included trainings.

ACTION:

- **The Outcome accomplishments provided by Dr. Smalley during today's meeting will be included in the January 12, 2022 Board Meeting Packet.**

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3. Closed Session:

Nichole Haydon, RCRC HR Director was invited to provide information to help guide the committee through Dr. Smalley's annual Performance Review process. The following history was noted:

- The previous Executive Director announced his retirement in late 2019 with an exit date of April 1, 2020. Dr. Smalley was appointed as Interim Executive Director effective April 16, 2020. Dr. Smalley was hired as RCRC's Executive Director effective February 1, 2021. Prior to becoming RCRC's Executive Director, Dr. Smalley held the position of Behavioral Psychologist/Autism Clinical Specialist and has been employed in this role by RCRC for 15 years.
- Dr. Smalley's current Employment Agreement term is February 1, 2021 through January 31, 2022.

T. Leighton excused non-committee members at 2:13 p.m. to proceed in closed session with Dr. Smalley.

Respectfully submitted by
Kim Orsi, Executive Assistant