

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, January 12, 2022 at 6:00 p.m.
(Closed Session for Board Members at 5:45 p.m.)

#4 FY: 2021-2022

Directors Present: Beverly Fontaine, Allison Hillix, Diane Larson, Tamera Leighton, Dave Matson, Cassandra May, Chris Nifong, Keith Peeples, Mike Sawyer, Teresa Schnacker,

Directors Absent: Bill Lacy, Will Lewis, Steven Jackson, Shirley Valente

Facilitators Present: 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, Jonathan Padilla: Director of Community Services, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley: Executive Director,

Others Present: Breeanne Burris: 24 Hour Home Care, Julie Eby-McKenzie: Manager of the North Coast Office of the SCDD, Jorge Matias: Community Member, Mary Agnes Nolan: SCDD Quality Assessment Coordinator, Allan Smith: 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 6:07 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 roll call and a quorum was present.
- 2. Select Timekeeper/ Sharing the Vision:** T. Leighton called on M. Sawyer to be timekeeper and T. Schnacker 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 November 10, 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:

- **Mary Agnes Nolan from SCDD:** Ms. Nolan reported that she is overseeing NCI project for the North Coast Region and that the Family Surveys are currently being prepared for mailing (mid-February and early March, 2022). The age group for the Family cycle includes minor or adult children and family or guardians of persons receiving services. Ms. Nolan explained that the surveys are conducted in-person or by mail. If anyone is interested in learning more about the Family Surveys please contact Ms. Nolan at the North Coast Office of the SCDD at 707-463-4700. A presentation regarding the upcoming Surveys will be shared during the upcoming Regional Advisory Committee meeting on February 12, 2022.
- **Julie Eby-McKenzie from the SCDD North Coast Office provided the following update:** The SCDD will be hosting a Special Education 3-Part Series in Spanish:
 - Monday, January 24, 2022: IEP Strategies: Use the IEP process effectively to get what your child needs
 - Monday, January 31, 2022: Special Education Evaluations: The foundation of Good Goals;
 - Monday, February 7, 2022: State Noncompliance and Due Process Complaints: What to do when you disagree with your school district.

Each session is from 1:00 to 3:00 p.m. and will be held by Zoom. Please click the following link if you'd like to register: <https://us02web.zoom.us/meeting/register/tZwrc-GorD4jG9dMI4aOThMcrV9ev39RRmBu>

Information is also available in the current edition of RCRC's Newsletter: <https://mailchi.mp/a7911ba64d1f/rcrc-newsletter-issue-8716294>

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

- **COVID update:** RCRC is still doing well in the state with 1% infection rate; however, the numbers have been climbing. Several vendors have struggled to maintain adequate staffing and additional clients have recently tested positive for COVID. Vendors are currently strategizing how to share staff to cover potential staffing shortages. The following link to DDS will provide current COVID updates for the State: https://www.dds.ca.gov/wp-content/uploads/2022/01/DDS_COVID-19_demographics-and-residence_12302021.pdf
- **Vaccination and Boosters Requirements:** It is now required by the State of California/DDS that all RCRC and service provider staff are vaccinated for COVID and have received their booster vaccinations as well.
- **Staffing:** RCRC currently has 22 open positions. Some are back filling existing positions while others are new positions that were made possible through additional funding from the DDS. A new BCBA will begin at RCRC on January 18, 2022 and will cover Lake and Mendocino Counties. RCRC is also in the

process of hiring an Autism Specialist and interviews will begin soon for a Behavioral Psychologist and a Deaf and Hard of Hearing Specialist.

- **Current Recruitment:** RCRC is currently recruiting for the following positions:
 - Four Enhanced Caseload positions to serve individuals in the Native/Latino-Latina communities with low or no purchase of services
 - Service Coordination Supervisor specifically for the Enhanced Caseload position.
 - Up to five additional service coordination positions.
- **Governor's Budget:** Expected funding in July 2022 will allow regional centers to build their service coordination staffing to meet caseload ratios. Also in the budget effective July 1, 2022 is a reduction of caseloads for children age 1 to 5 (caseload of 1:40).
- **Diversity Outreach:** A community meeting for Equity and Access to Services was held on December 3, 2021 in Ukiah (in-person and by Zoom) and hosted by RCRC's Diversity Outreach Specialist, Jennifer Garcia, Outreach Assistant Dolores Delgado and with Dr. Rick Blumberg. The meeting was well attended. Thank you to 24 Hour Home Care who also attended and provided Christmas gifts to those who attended. RCRC's Diversity Outreach team also participated in its first Hmong event with additional events planned in 2022.
- **Holiday Parades:** For the first time, RCRC participated in the Ukiah Light Parade as well as the Eureka Truckers Light Parade. Thank you to RCRC's Diversity team and RCRC elves who participated and made both events fun and successful.
- **Thank you:** Dr. Smalley expressed her thanks to DDS and the Governor's budget as the funding will be transformative for our entire service system.

Dr. Kim called for questions or comments: B. Fontaine asked if the funding would provide additional staffing for dental clinics. Dr. Smalley reported that it would not as dental services are contracted services. D. Matson asking about the recent spike in COVID and how is RCRC coping. Dr. Smalley reported that RCRC will continue to practice CDC recommendations for masking, social distancing and washing/sanitizing our hands.

T. Leighton commented that our service system was heard by the State and with the great news of additional statewide funding comes greater oversight and reporting requirements that our service system will embrace.

7. **Director of Community Services Report:** T. Leighton called on J. Padilla who provided the following report:
- **Staffing:** The open position for the Community Resource Manager in Humboldt County has been filled and will begin on February 16, 2022.
 - **Four Growth Positions:** Recruiting for Participant Choice Services positions (Self Determination Program). Two positions will be allocated for Humboldt/Del Norte Counties and two will be allocated for Lake/Mendocino Counties. These

positions will provide outreach, awareness, guidance and support for enrolling individuals who are interested in participating in this program.

- **QA Specialists:** Two new positions will provide enhanced supports and technical assistance for RCRC's vendored service providers. One position will for Humboldt/Del Norte Counties and the other position for Lake/Mendocino Counties.
- **Social and Recreational Services (Social Rec):** These services are being re-established. RCRC will rebuild the infrastructure for these services in local communities. RCRC has an outreach plan that will include meetings (blended in-person/Zoom) over the next year in various counties for targeted outreach with potential community partners to provide information and answer questions for resources. A flier will be going out to families in the near future.
- **Strategic Planning:** Community Services Department is working on a 5 Year Strategic Plan to mobilize and support established resources and to assure future development of resources in the right areas based on supports needs for clients.
- **CPP/Community Resource Development Plan:** State created programs were developed to foster difficult-to-establish resources with funding to prospective providers. Two projects include:
 - Enhanced Behavioral Support Home for Children: RCRC will contract with YAI and has identified a potential home in Humboldt County (McKinleyville).
 - Specialized Residential Facility that provides medical support: This service is in the final stages of development.
- **Multi-Family Housing Projects:** There are currently two projects in Lake County and one proposed for Humboldt County.
- **Rate Increases for Service Providers:** Service providers will see rate increases as a result of the Burns Rate Study (conducted by Burns and Associates and contracted by DDS). Beginning April 1, 2022, there will be new rate increases phased in with full implementation by 2025.

J. Padilla called for questions: J. Eby-McKenzie asked how RCRC will be updating its POS Standards for Social Rec services. J. Padilla noted that RCRC is reviewing on a case-by-case basis and M. Block added that the Directors have reviewed RCRC's current POS Guidelines pertaining to Social Rec and found that updates are not necessary as the HCBS final rule requirements are included. B. Fontaine asked how social rec works for those who are interested. J. Padilla reported that families and individuals will begin discussions with their service coordinator who will determine what is needed. The service coordinator will then contact Community Services to follow up with an identified community partner offering the service.

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

- a) **Executive Committee:** T. Leighton provided a summary from the Closed Session prior to this Board meeting. On November 18, 2021 the Executive

Committee met with Dr. Smalley for her annual performance review. The minutes from this meeting are included in the meeting packet and a copy of the proposed contract for Dr. Smalley was previously forwarded to the full board for their review. The Executive Committee provided their recommendation to extend Dr. Smalley's contract for another year and the board voted and approved Dr. Smalley's contract effective February 1, 2022 through January 31, 2023. It was reported that there were no other changes to the contract other than the contract term and basic formatting.

- b) Client Advisory Committee Report:** W. Lewis was absent and T. Leighton called on K. Orsi to provide an update on behalf of the committee. K. Orsi reported that RCRC Client Services Manager, Dwayne Nelson and Intake Specialist, Alex Chesstell were invited by the CAC meeting to provide details related to RCRC Eligibility and Intake Process during the January 6, 2022 meeting.
- c) Ad-Hoc Bylaws Committee:** S. Valente was absent and T. Leighton reported that S. Valente has been leading this committee in reviewing the RCDSC Bylaws. T. Leighton provided an update from the last committee meeting on November 30, 2021 and the recommended language updates to Section 5.08 Meetings C) Election of Officers, F) Notice of Meeting and Section 5.09 Removal of Director for Cause. The meeting minutes and recommendations are included in the meeting packet and were 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 roll call and the recommended changes were approved.

- d) Vendor Representative Report:** S. Jackson was absent and his report will be provided during the March meeting.

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

- a) RCDSC Board Delegate Report:** T. Leighton reported that both she and B. Fontaine attended the recent ARCA Web Academy. Several topics were discussed including Reporting Requirements that T. Leighton commented on during Dr. Smalley's report. Succession Planning was also discussed. The breakout sessions included having conversations with families during the IPP process. B. Fontaine added that it's very important for families to have these difficult conversations with service coordinators. Dr. Smalley added that RCRC's wellness nurses provide trainings with service coordinators regarding such topics including Do Not Resuscitate Orders (DNR).

J. Matias commented that he works with the Hispanic community for St. Joseph's Hospital Resource Center. For a very long time, the Spanish community waited for core support groups until Dr. Smalley attended one of their meetings and that's when everything started to improve and now there are two support groups.

For many years, families didn't want to talk about autism and within the past five years and with the help Dr. Smalley and J. Garcia, Diversity Outreach Specialist, awareness and participation has improved tremendously. The groups have been participating in many community activities including a recent art activity and an art exhibition by their children. Mr. Matias reminded everyone how important it is to continue supporting these groups and activities for families.

9. New Business

- a) **Proposed 2022 RCDSC Board of Directors' Training Plan/Schedule with recommendation for action to approve.** T. Leighton provided an update that several minor changes have been made to the RCDSC Board Training Plan in order to meet DDS requirements. The Plan and Training schedule is included in the meeting packet. T. Leighton called for a motion to approve the proposed CY 2022 Training Plan and Training Schedule.

M/S/C A. Hillix (T. Schnacker) motioned to approve the RCDSC Board Training Plan and Training Schedule for CY 2022. T. Leighton called a vote by roll call and the motion carried. T. Leighton called for comments or questions and there were none.

- b) **Proposed 2022 RCDSC Board of Directors' Meeting Schedule through CY 2022 with a recommendation for action to approve.** T. Leighton provided an update that the RCDSC Board Meeting Schedule has been updated to include meetings through CY 2022. The Schedule is also included in the meeting packet. T. Leighton called for a motion to approve the Meeting Schedule:

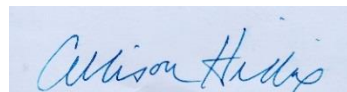
M/S/C: M. Sawyer (A. Hillix) motioned to approve the updated RCDSC Board Meeting Schedule through CY 2022. T. Leighton called a vote by rollcall and the motion carried. T. Leighton called for comments or questions and there were none.

10. County Liaison and Connection Reports: T. Leighton commented that the RCRC Newsletter is included in the meeting packets and that she appreciates the updates included in the edition.

- ❖ **Del Norte – There were no reports**
- ❖ **Humboldt – There were no reports**

11. Community Input: T. Leighton called for public comment and there were no additional comments.

12. Close the Meeting: T. Leighton adjourned the meeting at 7:15 p.m. The next board meeting will be held on Wednesday, March 9, 2022 at 6:00 p.m. by Zoom.



Allison Hillix, Secretary
RCDSC Board of Directors'

<p><u>Acronyms:</u> Updated 1/12/2022</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 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 DNR: Do Not Resuscitate 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 QA: Quality Assurance 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 TA: Technical Assistance UVAH: Ukiah Valley Association of Habilitation WIC: Welfare and Institutions Code YAI: No acronym (long name was dropped years ago by agency)</p>
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