

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, July 13, 2022 at 6:00 p.m.

#1 FY: 2022-2023

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

Directors Absent: Steven Jackson,

Facilitators Present: Mark Konkler, Darla Fox

RCRC Staff Present: Nichole Haydon: Director of Human Resources, Amy Medina: Director of Administration, Jonathan Padilla: Director of Community Services, Dr. Jacinthe Roy: Director of Clinical Services, Dr. Kimberly Smalley: Executive Director,

Others Present: Enrique Ulloa: Translator, Communique: Translator 1 and 2, Jaclyn Balany: Primary Liaison, Department of Developmental Services Office of Community Operations Community Programs Specialist, Julie Eby-McKenzie: Manager of the North Coast Office of the SCDD, Mary Agnes Nolan: SCDD

- 1. Call to Order/Roll Call/Introductions:** The regular meeting of the RCDSC Board of Directors was called to order by Board President M. Sawyer at 6:02 p.m. M. Sawyer conducted rollcall and a quorum was present.
- 2. Select Timekeeper/ Sharing the Vision:** M. Sawyer called on C. May to be timekeeper. M. Sawyer read a portion of the vision from paragraph five.
- 3. Approval of Agenda:** M. Sawyer called to approve the agenda and asked if there were changes. There was a change as the closed session meeting was canceled. M. Sawyer called for a motion and a vote by rollcall. The motion carried.
- 4. Approval of Meeting Minutes from May 14th, 2022 Board Meeting:** M. Sawyer called for any changes or corrections to the meeting minutes and hearing none the meeting minutes were approved as presented.
- 5. Community Input:** M. Sawyer called for community input. There was no community input.
- 6. Closed Session Update:** This item was removed from the agenda.

7. Recommendation for Action to Seat New Board Member: M. Sawyer introduced Jorge Matias of Humboldt County. The executive Committee is recommending for action to seat new Board Member which constitutes a motion and a second. M. Sawyer asked if there were any questions, hearing none, a roll call vote was conducted. The full board approved the action to seat J. Matias. J. Matias read the oath.

8. Executive Directors Report: M. Sawyer called on Dr. Smalley who provided the following updates:

- **Governor's budget:** Dr. Smalley reported that the Governor signed the budget and we are still waiting for TBL. Dr. Smalley reported that most of what was asked for was approved. We will receive funding for additional Service Coordinator positions to support case load ratios of 1:66 and support case load ratios for under five of 1:40.
- **Staffing:** RCRC currently has 22 open positions including: psychologist and Deaf and Hard of Hearing Specialist and a nurse for our southern counties, amongst others.
- **New Positions:** RC's will be receiving funding for an IDEA specialist, whose expertise is to be in special education.
- **Pay Increase for staff:** Dr. Smalley noted that we are committed to supporting our staff and will always try to do what we can when we can and RCRC was able to provide a small adjustment to our pay scale.
- **Office Updates:** Offices are open with the exception of Clearlake. RCRC is working with AT&T which has delayed the office from opening fully.
- **Disability Rights Fund:** Dr. Smalley mentioned that we have collaborated with DREDF provide trainings for the community.
- **Network IT Updates:** RCRC had a comprehensive Network Assessment completed. There are several items which will need to be addressed and is the next project.
- **Monthly Connect Group:** This group has been developed by Elizabeth Hassler, RCRC Client Advocate. This is an opportunity for clients to come together to chat, plan, and thought. All RCRC clients are welcome to attend and meeting information is posted on our website and social media pages.
- **Conflict of Interest Forms:** Dr. Smalley reminded the Board that it is time for the annual Conflict of Interest forms to be submitted. It was noted that the information had been sent via email by an RCRC employee S. Bowser.

9. Director of Administration's Report: M. Sawyer called on A. Medina to provide the Administrators Report. A. Medina noted that Dr. Smalley had mentioned the key points from the Administrator report. However reported the Governor's budget has been signed, increase to staff was effective July 1st.

10. Standing Committee Reports: M. Sawyer called on committee chairs for their reports:

- a) **Executive Committee:** M. Sawyer reported ARCA recently updated their By Laws. This will require RCDSC to review our By Laws prior to the next board meetings. M. Sawyer noted many items in the By Laws have been changed however a review will take place to insure consistency.

T. Leighton reported S. Jackson has stepped down as Chairperson for the Client Benefit Fund and a new Chairperson is needed. Additionally, the committee would need to meet as there are requests which have been submitted which need to be reviewed. It was decided the Executive Committee would meet prior to the September meeting so that clients will not have to wait longer for a response.

- b) **Vendor Representative Report:** There was no report.

11. New Business:

- a) **Purchase of Service Guidelines Update:** M. Sawyer noted that this was approved by the board at the last meeting. DDS required some changes to the Guidelines. J. Padilla was called on to summarize the changes. J. Padilla noted there were three changes. 1) Minor formatting so it is in ADA accessible font and layout 2) removed language regarding creation of a committee which was to be created in July 2000, and 3) added language affirming clients and legal or authorized representatives to request an exception regarding Purchase of Service as part of the IPP/IFSP. Additionally, they added language around Social Recreation for 3-17, travel expenses for camping are eligible and appeals subsection was updated.

M/S/C: M. Sawyer asked for questions and a motion. A rollcall vote was conducted and the motion carried.

- b) **RCDSC Board of Directors Meeting Schedule FY 2022-2023:** M. Sawyer reported that the board is trying to get back to having two meetings hybrid/in person meetings. T. Leighton added that the board approved to have two in person meetings a year, the first of which was cancelled due to Covid. Discussion continued about having meetings in person and determined to wait for the return of Executive Assistant K. Orsi before finalizing the schedule.

- c) **Election of Board office for July 1, 2022 to June 30, 2023, Vice President:** M. Sawyer provided a brief summary of the recently vacated position of Vice President as J. Markussen is now an employee of RCRC. M. Sawyer asked for a nominee. T. Schnacker was nominated for Vice President who accepted.

M/S/C: T. Leighton (A. Hillix) motioned to approve the slate of Vice President. M. Sawyer called for questions and hearing none called a vote by roll call and the motion carried.

12. ARCA Reports: M. Sawyer called for ARCA Reports.

- 1) **ARCA Board Delegate Report: M. Sawyer** – M. Sawyer noted that he went to the recent meeting in person ARCA meeting where he found that RCRC is unique in many positive ways. There were several initiatives of interest discussed: tuition assistance, Donate for homes concept, and a discussion on strategic priorities.
- 2) **ARCA CAC Report- W. Lewis** -There were no updates reported. CAC is trying to increase membership and participation.

13. County Liaison and Connection Reports:

- ❖ **Lake County:** There were no updates reported. A. Hillix reported now would be a great time to do events in the south as there is a lot of community events.
- ❖ **Mendocino County:** There were no updates reported.

14. Community Input: M. Sawyer called for community input.

- Mary Agnus, SCDD, provided an update on the NCI surveys which was extended to July 15th. They met their numbers for adults and children who live in the home. They will be moving to the in person cycle soon. There is an opportunity for people to apply to be an interviewer and there is opportunity for Spanish speaking interviewers. Half of the applications received so far have been from the RCRC catchment area.
- B. Fontaine shared an update of an upcoming event. An organization called We Are Up are working on a housing project in McKinleyville for adults with autism. They are hosting an event on Sunday July 24th, 2022 from 2 to 4 p.m. Their website is weareup.org to obtain more information.

15. Close the Meeting: M. Sawyer adjourned the meeting at 7:17 p.m. The next board meeting will be held on Wednesday, September 14th, 2022, at 6:00 p.m. by Zoom.

Cassandra May

Cassandra May, Secretary
RCDSC Board of Directors'