

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, March 9, 2022 at 6:00 p.m.

(Closed Session for Board Members at 5:40 p.m.)

#5 FY: 2021-2022

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

Directors Absent: Allison Hillix

Facilitators Present: Mark Konkler

RCRC Staff Present: Sarah Costa: Client Services Manager-Early Start, Dolores Delgado: Diversity Outreach Assistant/Translator, Nichole Haydon: Director of Human Resources, Amy Medina: Director of Administration, Heather Odle: Community Resource Manager, Kim Orsi: Executive Assistant, Jonathan Padilla: Director of Community Services, Dr. Jacinthe Roy: Director of Clinical Services, Dr. Kimberly Smalley: Executive Director,

Others Present: Joe Ayers: Community Member/Parent: Breeanne Burris: 24 Hour Home Care, Julie Eby-McKenzie: Manager of the North Coast Office of the SCDD, Mary Agnes Nolan: SCDD Quality Assessment Coordinator, Melissa Robinson: Regional Center Liaison DDS/Office of Community Operations, Deborah Wyman: 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 6:02 p.m. T. Leighton 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. Leighton shared the eighth paragraph of the Vision, "*We envision all members of the support community having access to adequate resources, including funding, in order to provide desired services and supports.*"
- 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 January 12, 2022 Board Meeting:** T. Leighton called for any changes to the meeting minutes and hearing none the meeting minutes were approved as presented.

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

- **State Council on Developmental Disabilities (SCDD):** Julie Eby-McKenzie, Manager of the SCDD North Coast office shared that sub-minimum wage jobs will be phased out and will be moving to competitive integrated employment. The SCDD is taking the lead with planning for this process and will be holding a series of community conversations. The first of the series will be held on Monday, March 14, 2022. Please email J. Eby-McKenzie at julie.eby-mckenzie@scdd.ca.gov if you are interested in registering to attend.
- **National Social Worker Month:** Breeanne Burriss from 24 Hour Home Care acknowledged the service coordinators at Redwood Coast Regional Center for their hard work for the clients mutually served.
- **Community Member/Parent:** Joe Ayres shared the importance of recognizing and reporting abuse and/or neglect of clients. Mr. Ayres reported that service providers do provide training for new staff members on how to recognize and report abuse; however, ongoing or annual trainings should also be required.
- **National Core Indicators:** Mary Agnes Nolan Quality Assessment Coordinator with the SCDD provided an updated and reported that there is a delay with the mailing of the upcoming surveys and families should begin receiving them soon. There will be a short turnaround time to get the 400 surveys returned for each category. There is a new option to complete the survey online; however, this option is only available in English and it is hoped that the online option will be available in Spanish next year. Ms. Nolan thanked RCRC Director of Client Services, Mary Block and her team for their assistance with the upcoming cycle.

6. Closed Session Update: T. Leighton called on Chair, S. Jackson for an update from the closed session: S. Jackson reported that the Client Benefit Fund Committee met in closed session with the board prior to the regular session and recommended to authorize \$450.15 to be released and distributed among four individuals for the grant cycle ending February 28, 2022. The board motioned and voted to approve the recommended grant awards.

7. Executive Director's Report: T. Leighton called on Dr. Smalley who provided the following updates:

- **COVID Update:** Statistics for RCRC indicate that the number of clients diagnosed with COVID remain low at less than 1%, but unfortunately, RCRC recently lost another client to COVID. Service providers continue with their efforts to assure that the individuals they serve are able to obtain services safely. DDS Dashboard information is available at: <https://www.dds.ca.gov/corona-virus-information-and-resources/data/>
- **COVID Vaccinations/Boosters and Masking Mandates:** RCRC staff are vaccinated and boosted. Regional Centers are considered by Public Health as health care agencies and will continue to require all staff and visitors to wear masks.

- **Staffing Update:** RCRC recently lost our colleague, Jennifer Garcia following an accident. Ms. Garcia held the position of Diversity & Equity Outreach Specialist and was the face of RCRC at weekly community and cultural events including farmers' markets and local food banks. Dr. Smalley thanked Dolores Delgado and Enrique Ulloa for continuing Ms. Garcia's good work within our communities. RCRC's Diversity and Equity Grant for the next cycle was approved by DDS and will begin April 1, 2022. The focus of this grant cycle will be building a linguistic and culturally appropriate work force. During the last cycle, RCRC piloted a program for a BCBA class for Spanish speaking individuals interested in becoming registered behavioral technicians. With the new grant, RCRC will expand this program to include Native American community members as well as both Spanish and English speaking community members. RCRC is currently recruiting for the Diversity and Equity Outreach Specialist position.
- **New Positions at RCRC:** RCRC will be hiring over 20 new position. The following information includes current updates:
 - **Enhanced Caseload Service Coordinators:** Four new positions with three currently filled for Del Norte, Humboldt and Mendocino Counties. These positions will be working with Native American and Latino communities in their represented counties. RCRC is currently recruiting for the Lake County position.
 - **Enhanced Caseload Manager:** This is a new position that RCRC is currently recruiting and will supervise these service coordinators.
 - **Early Start Supervisor:** This is a new position that has been filled.
 - **BCBA for Lake/Mendocino Counties:** This position has been filled.
 - **Autism Specialist for Humboldt/Del Norte Counties:** This position has been filled and will be working with the BCBA to meet the Behavioral Analyst and Autism clinical needs for all four counties.
 - **Psychologist:** RCRC is currently recruiting for this position.
 - **Client Advocate:** This position for Humboldt/Del Norte Counties has been filled. This was a backfilled position.
 - **Deaf/Hearing Specialist:** This is a new position that has been filled for Humboldt/Del Norte Counties and RCRC is currently recruiting for this position for Lake/Mendocino Counties.
 - **Nurse Consultant Positions:** RCRC currently has two Nurse Consultants and is recruiting for two additional Nurse Consultant positions.
- **Reopening RCRC Offices:** RCRC's Executive Team has begun discussions and planning for reopening offices in the near future. Appointments will still be encouraged.
- **Grass Roots Day:** This year's Grass Roots Day will be held virtually on Tuesday, April 5th.
- **Autism and Behavioral Awareness Seminar:** RCRC will host this seminar that will be presented by Dr. Laurie Sperry on Tuesday, April 19th and Thursday, April 21st, for Lake and Mendocino County law enforcement, first responders and community partners at the Ukiah Valley Conference Center.

- **Public Meeting Re: Purchase of Services Expenditures and Disparities:** RCRC will host a public meeting on Wednesday, March 30th at 10:30 a.m. to discuss POS data and request input from the community regarding how RCRC utilized funding and how RCRC can improve disparities in our communities.

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

- **Governor's Budget:** The proposed budget for 2022-2023 will include the following service expansions:
 - Medi-Cal will be expanded for all Californians
 - Behavioral Health needs
 - COVID Pandemic efforts
 - Early Start Program: Strengthening the transition process for 3 year-olds
 - Deaf and Hard of Hearing services will be expanded and improved.
 - Employment Opportunities through a service model pilot will be expanded for clients served.
- **2022-2022 Budget Year:** DDS continues to support initiatives that were passed that includes the Performance Incentive Program, DSP Work Training and Development, Enhanced Services Coordination for individuals with no/low POS, Provisional Eligibility, Specialized Caseload Ratio and complex needs, Emergency Coordination, Service Provider Rate Reform, Social Recreation and START Training.
- **RCRC Salary Scale Updates:** For many years, RCRC had an eight step salary schedule. Effective January 1, 2022, the steps were expanded to add seven additional steps for staff members with over 10 years of longevity with RCRC.
- **Union Bank Merger:** RCRC's banking agency, Union Bank is merging with US Bank in April 2022 with the transition completed in May 2022. This merger should not impact RCRC operation functions.
- **RCRC Staff Vacancy Factors:** As of February 16, 2022, RCRC vacancy factor was 22.8% (36 staff) which includes numerous new positions. As of March 1, 2022 RCRC's vacancy factor has fallen to 19% with 30 positions available, 13 of these positions include several of the new positions reported by Dr. Smalley. The remaining 17 positions do include vacancies due to promotions within the agency that will be backfilled.

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

- Executive Committee:** T. Leighton provided a summary from the Executive Committee meeting that was held on February 11, 2022 to review RCRC's Independent Audit Report and Form 990 Tax Filing. The committee recommended a motion to the board to approve the Independent Audit and Form 990 Tax filing. T. Leighton called for questions and hearing none requested for a motion:

M/S/C: T. Schnacker (W. Lewis) motioned to approve the Independent Audit Report and the Form 990 Tax Filing. T. Leighton called for public comment and hearing none called a vote by roll call and the motion carried.

RCRC Personnel Policies: T. Leighton reported that the changes to RCRC's Personnel Policies include minor technical updates to meet the requirements of law. The Executive Committee reviewed the Policies during the February 11, 2022 meeting and recommended a motion to the board to approve the Personnel Policies. T. Leighton called for any questions and hearing none requested a motion:

M/S/C: W. Lewis (B. Lacy) motioned to approve RCRC's Personnel Policies. T. Leighton called for public comment and hearing none called a vote by roll call and the motion carried.

b) Client Advisory Committee Report: T. Leighton called on W. Lewis who reported that he is working with Alex Bland, RCRC Client Advocate to invite Assembly member Jim Wood (and/or his representative) to the CAC's April 7, 2022 meeting. W. Lewis and A. Bland will also be discussing upcoming opportunities including meeting with directors of local supported living service and work programs.

c) Ad-Hoc Bylaws Committee: T. Leighton provided an update and reported that the Ad-Hoc Bylaws Committee met on February 23, 2022 to review Draft Policy #18, Facilitation for Board Members which is a requirement. The Ad-Hoc Bylaw committee is recommending action by the board to approve Policy #18 T. Leighton called for questions and requested a motion:

M/S/C: B. Lacy (T. Schnacker) motioned to approve Policy #18 Facilitation for Board Members. T. Leighton called for public comment and hearing none called a vote by roll call and the motion carried.

Ad-Hoc Bylaws Committee Chair: In light of the recent resignation of former Chair, S. Valente, M. Sawyer volunteered to chair this committee and T. Leighton called to ratify his appointment:

T. Leighton asked for questions and hearing none called a vote by roll call to ratify M. Sawyer as the chair of the Ad-Hoc Bylaws committee and the ratification of the appointment was approved.

d) Ad Hoc Client Benefit Fund Committee: S. Jackson requested the board to ratify new committee members: W. Lewis, C. May and D. Larson as committee members of the Client Benefit Fund Committee.

T. Leighton asked for questions and hearing none called a vote by roll call to ratify the new committee members and the ratification of the new committee members was approved.

e) Vendor Representative Report: T. Leighton called on S. Jackson who provided the following updates:

- **Service Provider Updates:** Service Providers continue their efforts to assure that clients are receiving services while maintaining their safety and wellbeing during the heightened days of the pandemic and as restrictions begin to subside. Like RCRC, service providers are considered health care agencies and will continue to adhere to Public Health orders.
- **Chase Inc. and Person Centered Training:** James Chase applied for an HCBS grant to provide Person Centered Thinking (PCP) Trainings for the community that will be held virtually. Please email S. Jackson at steven@newdawnss.com if you are interested in receiving a flier for an upcoming training.
- **Burns and Associate Rate Study Implementation April 2022:** The service provider community is hopeful that the upcoming rate increases will provide a positive impact statewide that includes the ability to pay better wages to maintain staff and provide adequate supervision of staff.

9. **ARCA Reports:**

- a) **RCDSC Board Delegate Report:** T. Leighton reported that she attended an ARCA Academy training on March 8th that included reasonable and proactive recommendations regarding how to be a good advocate and communicate with state senators and assemblymembers and to say, “thank you” to our representatives in a way that is meaningful by sharing our own story that includes examples of how the regional center makes our lives better. This topic came at a great time with Grass Roots coming up in April.

ARCA is also hosting a webinar on March 10th at 3 p.m. regarding the regional center Intake Process and will help us all to understand how people apply for services and the eligibility and intake process. K. Orsi will forward an email to board members with a link to register for this webinar.

10. **County Liaison and Connection Reports:** T. Leighton called for updates:

- ❖ **Lake County** – There were no updates reported.
- ❖ **Mendocino County** – There were no updates reported.

11. **Community Input:** T. Leighton called for additional public comment:

- Mr. J. Ayres respectfully made the following recommendations to his earlier comments regarding abuse prevention and training:
 - Follow up regarding abuse prevention training for service provider staff and clients to assure it is being conducted.
 - Follow up abuse prevention and reporting training (annually) for RCRC service coordinators.
 - Consider We Care A Lot Foundation that provides free abuse prevention training. Contact Cindy Freshour at (530)-223-2771 for additional information.
 - Develop and plan for RCRC sponsored abuse prevention trainings in all four counties for clients/families, service providers and community partners.

- Develop a Task Force Committee that includes RCRC and SCDD to address abuse.

Mr. J. Ayres thanked the board, SCDD North Coast Manager, J. Eby-McKenzie and everyone else in attendance for their important work.

12. Close the Meeting: T. Leighton adjourned the meeting 7:17 p.m. The next board meeting will be held on Saturday, May 14, 2022 and will be a blended meeting (Zoom and in-person) in Fort Bragg at the Harbor Lite Lodge conference room.

There will be a board training by Zoom on Wednesday, April 13, 2022 at 6:00 p.m.

Allison Hillix, Secretary
RCDSC Board of Directors'