

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

Meeting of the Board of Directors – In Person-Fort Bragg and By Zoom

Video/Teleconferencing

Saturday May 14th, 2022 9am.

#6 FY: 2021-2022

Directors Present: Allison Hillix, Beverly Fontaine, Bill Lacy, Cassandra May, Dave Mason, Diane Larson, Keith Peeples, Mike Sawyer, Steven Jackson, Tamera Leighton, Teresa Schnacker, Will Lewis

Directors Absent: Chris Nifong

Facilitators Present: None

RCRC Staff Present: Dr. Kimberly Smalley: Executive Director, Amy Medina: Director of Administration, Jonathan Padilla: Director of Community Services, Mary Block: Director of Client Services, Heather Jenkins: Deaf & Hard of Hearing Specialist, Jacinthe Roy: Director of Clinical Services, Mariana Molina Nava: Diversity Outreach Specialist.

Others Present: Dolores Delgado: Diversity Project Assistant and Translator, Joe Ayers: Community Member/Parent, Amy Wesling: ARCA, Melissa Robinson: Regional Center Liaison DDS/Office of Community Operations, Greg: Community Member, Julian Markussen, and Julie Eby-McKenzie: Manager of the North Coast Office of the SCDD

- 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 9:07a.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. Schnacker shared the third paragraph of the Vision. *“We envision strong, healthy individuals and families whose emotional resources are renewed and supported by community and regional center. We envision full access to a complete array of health services throughout life.”*
- 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 March 9th, 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:

- **Community Member/Parent:** Joe Ayers is very appreciative of the hybrid formula of both in-person and Zoom video access to attend the Board of Directors meetings. Joe read a poem that his son wrote when he was 16 years old called, "Emotions" and a poem that was inspired by a visit to his 100-year-old grandmother called, "Grandma's Last Day". He will be publishing his son's collected poems and is willing to provide a copy to anyone who would like to provide him with their name and mailing address. Joe commended Parent & Friends, Inc. out of Fort Bragg and he thanked every board member for their service.
- **State Council on Developmental Disabilities (SCDD):** Julie Eby-McKenzie, Manager of the SCDD North Coast office shared a statement from her quality assurance coordinator for the National Core Indicators Project of SCDD, Mary Agnes Nolan. The family mail and survey cycle have all been distributed to the families served. There are three different types of surveys; the Adult Family Survey for families with an adult child living in the home; Child Family Survey for children ages 3 to 17; and the Family Guardian Survey, for families with an adult child living in the community. So far there has been a great return on the Adult Family Survey and we are beginning to see the other two pick-up. She encourages families to use this opportunity to complete the survey online by the link and code listed on the front page of the survey. Any questions can be directed to Mary Agnes Nolan.

6. Board Development/Executive Committee: Recommendation for Action to Seat New Board Member: T. Leighton introduced Julian Markussen of Del Norte County. He has 20 years of public service with the Social Security Administration and comes from a large family of nine children, two of which are disabled. The Executive Committee is recommending for action to seat new Board Member which constitutes a motion and a second. T. Leighton asked BOD and committee members if there were any questions, hearing none, a roll call vote was conducted. The full board approved the action to seat J. Markussen. J. Markussen read the oath.

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

- **Reopening of RCRC Offices:** Dr. Smalley reported that all of the RCRC offices, with the exception of the Clearlake office, are open. It is expected that the Clearlake office will open in the coming weeks.
- **IT Information:** Dr. Smalley explained RCRC experienced a hacking incident effecting RCRC staff access to network and email which caused a brief

interruption. It was also noted that no client information was affected as part of the incident.

- **First Responder Training:** There was a presentation to Ukiah Police and Mendocino County Sheriff's departments for working with clients. It has been over 15 years since this has been done. A big thank you to Fred Keplinger, the RCRC Emergency Management Coordinator. This was a two-day training. There were over a 100 first responders in attendance, some even came as far as Lake County. In the future, we would like to be able to provide this training with a focus in Lake County.
- **Staffing Update:** Dr. Smalley noted we have over 26 positions that we are currently recruiting for. Dr. Smalley introduced 2 new RCRC staff: Mariana Molina Nava, Diversity Outreach Specialist and Heather Jenkins, Deaf and Hard of Hearing Specialist.
- **Caseload Ratios:** Mary Block provided a brief background of the Caseload Ratios. RCRC is out of compliance with the DDS defined caseload ratios in almost every category and is required to complete a Corrective Plan of Action, per DDS requirement, to address the disparities between what the caseload ratios should be and what they actually are. DDS is requesting that RCRC look at any additional operational funding that can reduce the caseload disparities. We need five new service coordinators, need to fill any vacancies, and need to retain service coordinator positions. Any suggestions may be sent to either Dr. Smalley or Mary Block.
 - Steven Jackson inquired about creating a path for direct service providers who are going to school to become a service coordinator to be able to work for RCRC.
 - Cassandra May recommended providing trainings to Sociology students at Humboldt State University. Dr. Smalley shared that these trainings have been done many times with a focus on Psychology, Social Welfare, and the BCBA and nursing programs. The trainings have been on hold for the last two years due to Covid. She will be sure to include Sociology in the future.

8. Director of Community Services Report: T. Leighton called on Jonathan Padilla who provided the following updates:

- **Staffing Updates:** J. Padilla shared staffing of the Community Services Department.
- **Social Rec Restored:** J. Padilla worked with Mary Block to update the Purchase of Service Guidelines for the restored services such as camp, social recreation education services for children 3 to 17 years old and non-medical therapies.
- **New Services:** Synthetic Therapeutic Assessment and Treatment (START) services to be implemented as a crisis intervention but more proactive at the frontend to effect a better outcome for individuals.
- **Employment:** We are still in the process of identifying new employment providers for clients.

- **Home and Community Based Service (HCBS) Grant Awarded:** We received a HCBS grant for up to \$284,109 from DDS, by convening a Client Leadership Team that would focus on areas of leadership and advocacy chosen by clients who would ultimately approve services to be funded through this grant. All grant funds must be encumbered by September 30th 2022.
- **CPP/CRP:** Currently in Phase 2 of a housing project through the Rural Housing Development Corporation (RHDC) that is nearing completion that will provide low-income housing opportunities for clients in Lake County.
- **Burns Rate Study:** DDS established new benchmark rates based for some, but not all service codes retroactive back to April 1st, 2022. They anticipated receiving four batches of new rates from DDS, but to date have only received three. The hope is to have it implemented by the May billing cycle.

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

- a) **Executive Committee:** T. Leighton provided a summary from the Executive Committee meeting held on, to review the contracts over \$250,000. The committee recommended motion to the board to approve the contracts over \$250,000 that are effective July 1, 2022. T. Leighton called for questions and hearing none requested a motion.

M/S/C: Mike Sawyer (T. Leighton) motioned to approve the Provider contracts over \$250,000. T. Leighton called for public comment and hearing none called a vote by roll call and the motion carried.

- b) **Urgent Matter of Business Update:** T. Leighton provided a summary of action of the Executive Committee approving the YAI contract as action was required prior to the scheduled BOD meeting. T. Leighton called for questions. Question was asked regarding length of contract. J. Padilla provided that the contract is for three years and is effective May, 1, 2022.

- c) **Purchase of Service Guidelines:** T. Leighton provided a summary for the Executive Committee meeting to review the POS guidelines. The committee motioned and seconded to approve the guidelines Tamera called for questions and hearing none requested a motion.

M/S/C: The Executive Committee motioned to approve RCRC's Purchase of Service Guidelines. T. Leighton called for public comment and hearing none called a vote by roll call and the motion carried.

- d) **Client Advisory Committee Report:** W. Lewis shared that a training was provided.

- e) **Vendor Representative Report:** S. Jackson shared that the New Burns rates is really going to benefit, many vendors that are going to be able to retain more staff. Committee continues to meet bi-weekly. The State Council on Developmental Disabilities (SCDD) work in coordination with them to provide training in the community. The development of a training on abuse recognition

and prevention is also in the works. S. Jackson wanted to give a shout out to the great work that Chase, Inc. is doing. The current mood in the vendor community is optimism.

10. New Business Election of Officer: T. Leighton provided a brief summary of the officer positions and timing when new officers would take office on July 1, 2022. T. Leighton asked for questions and hearing none she asked for nominations. Discussion about the roles and responsibilities followed.

- President: A. Hillix nominated for M. Sawyer was recommended for President.
- Vice-President: A. Hillix nominated J. Markussen for Vice President who accepted.
- Treasurer: A. Hillix nominated T. Leighton for Treasurer.
- Secretary: S Jackson nominated C. May, who accepted.
- Client Liaison: W. Lewis would like to serve another year as Client Liaison.

M/S/C: B. Fontaine (D. Larson) motioned to approve the slate of officers. T. Leighton called for questions and hearing none called a vote by roll call and the motion carried.

11. ARCA Reports:

- a) **RCDSC Board Delegate Report:** T. Leighton reported a summary of the current items of discussion such as conservatorship and housing.

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

- ❖ **Del Norte County** – There were no updates reported.
- ❖ **Humboldt County** – There were no updates reported.

8. Community Input: T. Leighton called for additional public comment:

- Mary Block announced there is a new Client Services Manager, Krisy Fletcher, for the Lake County office.
- Mr. J. Ayres thanked the board for their work.

9. Close the Meeting: T. Leighton adjourned the meeting 10:34am. The next board meeting will be held on Wednesday June 8th, 2022 @ 6pm via zoom.

Allison Hillix, Secretary
RCDSC Board of Directors'