

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

Wednesday, March 8, 2023 at 6:00 p.m.

#5 FY: 2022-2023

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

Directors Absent: Haley French, Cassandra May and Teresa Schnacker

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

Others Present: Jaclyn Balanay: Primary Liaison, Department of Developmental Services Office of Community Operations Community Programs Specialist, Clifford Black, Office of Clients Rights Advocacy, Dolores Delgado: Spanish Translator, 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 M. Sawyer at 6:01 p.m. K. Orsi conducted rollcall and a quorum was present. K. Orsi read the Electronic Recording Disclaimer. M. Sawyer reiterated points of order for purpose and conduct during board meetings followed by a call for introductions.

Closed Session Update: M. Sawyer provided an update that the Board of Directors met at 5:45 p.m., prior to the regular session of this meeting to discuss the Client Benefit Fund Grant Request received for the cycle ending February 28, 2023. The full Board approved the CBF Committee recommendation to awarding 7 grants that totaled \$823 and requested the release of these funds from the Humboldt Area Foundation.

2. Select Timekeeper/ Sharing the Vision: T. Leighton volunteered as timekeeper and B. Fontaine shared the second paragraph following the preamble of the Vision Statement.

3. Approval of Agenda: M. Sawyer 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 11, 2023 Board Meeting: M. Sawyer called to approve the meeting minutes and asked if there were any changes or corrections and hearing none the meeting minutes were approved as presented.

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

Julie Eby-McKenzie from the SCDD provided the following announcements:

- **National Core Indicators Upcoming Interview Cycle:** Still recruiting for interviewers who can earn \$90 to \$120 per interview. To complete an application or learn more about the QA Project, please visit <https://scdd.ca.gov/gap>. You can also email questions to AQProject@scdd.ca.gov Please feel free to share with others who may be interested.
- **IPP Strategy Training in Spanish:** There will be a training by Zoom March 22, 2023 from 5:00 to 7:00 p.m. for Self Advocates and Family Advocates regarding how to utilize IPP meetings effectively. Please share with those who may be interested in attending. Registration to attend is required. Please visit <https://us02web.zoom.us/meeting/register/tZlucO2hqDliEtAYaFmSRJzhGDPu3Wktbh4O> to register.
- **Regional Advisory Committee (RAC) Meeting:** The next RAC meeting is March 30, 2023 from 4:00 to 6:00 p.m. by Zoom. There are three new members and we will be discussion our focus/priorities for the remainder of 2023. The public is invited to attend and your thoughts would be welcomed.
- **Statewide Self Advocacy Network:** This is an independent network that is supported logistically by the SCDD. There are representatives from each regional centers catchment and we are currently looking for a representative from the RCRC catchment.

Please contact julie.eby-mckenzie@scdd.ca.gov for additional information related her update and K. Orsi will forward materials related to SCDD updates to the board.

T. Leighton asked a question regarding informed consent related to the interviews for the NCI Surveys and expressed concern that those who are unable to provide informed consent will not be represented in the surveys. J. Eby-McKenzie acknowledged the receipt of T. Leighton's concerns and reported that has forwarded on to the QA team to address her concerns.

W. Lewis had questions related to the interviews, interviewers and those being interviewed. J. Eby-McKenzie verified that interviewers are still being recruited and that DDS (not the SCDD) randomly selects regional center clients to be interviewed for the NCI surveys.

6. Executive Director's Report: M. Sawyer called on Executive Director, Dr. Smalley who shared the following highlights:

- **Weather Related Office Closure:** Recent snowstorms, power outages and road closures caused the closure of RCRC's Lake County offices for one day.
- **RCRC Staffing Update:** Currently six open positions at this time and 60 percent of RCRC staff are new employees. RCRC is currently reviewing its onboarding process, revisiting and updating information to provide consistency for all new staff members that includes information pertaining to the Lanterman Act and disability services.

- **Individuals with Disabilities Education Act (IDEA):** This position has been filled by RCRC service coordinator, Anne Bone.
- **Psychologist Position:** RCRC continues its recruitment for this position.
- **Diversity Outreach Specialist:** Announcement that M. Molina-Nava will be leaving RCRC to join the Tribal Coalition. She will be missed and RCRC wishes her the best.
- **IT Update:** RCRC will be updating its aged IT system and has contracted with a Managed IT Service. The onboarding will take place within the next 90 days and should offer staff improvement with latency issues. Thank you to A. Medina for her herculean efforts managing this task for the past year.
- **Diversity Outreach Team:** This team continues to provide educational outreach and social opportunities and this past week, hosted two events for our Latinx communities in Mendocino and Lake Counties with nearly 100 attendees at each event.
- **Politics:** There has been much attention recently our service system (the past two years) has received much needed funding that has been lacking for nearly 20 years. There have been several hearings and advocacy groups meeting around the state; however, there appears to be a lack of understanding related to the developmental disabilities service system. California's service system is the best in the United States as services for individuals with intellectual and developmental disabilities is mandated by the Lanterman Act. There are currently over 400,000 individuals throughout the state of California receiving services.
- **Additional Key Points:** Grassroots Day will be held by Zoom on March 29, 2023. Several additional bills being proposed this year include the overall improvement of the budgets/funding of the regional center service system as well as a bill to monitor the pay for regional center boards which is odd because all regional center boards/board members are all volunteers and are not paid. And lastly, the Provider Rate reforms continues statewide.

7. Director of Administration's Report: M. Sawyer called on Director of Administration, A. Medina who shared the following highlights:

- **IT Update:** A. Medina thanked RCRC Directors and staff, noting that it has been an eventful year of learning. As reported by Dr. Smalley, RCRC has contracted with an IT Management Service that has been utilized by other regional centers. The contract is for a term of one year (can be renewed) and will provide IT services that will include two help-desk staff, network staff and an IT Director.
- **Governor's Budget:** At the beginning of budget year 2022-23, the Governor included (as part of our budget) tuition reimbursement for staff. DDS is currently finalizing guidance and funding. Once guidance is received, RCRC will review IRS Tax Codes and develop Policies to implement tuition reimbursement for staff.
- **Additional Funding for Service Coordination:** RCRC will received additional funding, specifically for service coordination to serve individuals, age 0 to 5.

- **Allocations for FY 2022-23:** No additional allocations have been received since RCRC's preliminary allocation last July/August. It is anticipated that another allocation will be received sometime in March 2023.
- **Cash Flow:** Currently 72 days.
- **Annual Line of Credit:** RCRC is currently in the process of renewing its line of credit with Union Bank that will be effective April 3, 2023 through September 2023. Union Bank is merging with US Bank that will be completed by May 30, 2023. Notices will be sent to all vendored services and staff as old accounts will be closed out as new accounts are issued with US Bank.
- **CPA Audit and 990 Tax Filing:** Both were completed and the Board of Directors Executive Committee have met. A report and a request for action will be provided by the Executive Committee later during this meeting.

8. New Business: March is National Social Worker Month - M. Sawyer read aloud the Proclamation "Social Work Breaks Barriers" in honor of National Social Worker month (March) and to honor the work of RCRC staff. M. Sawyer called for board action to approve the Proclamation to present on behalf of the Board to RCRC:

M/S/C: B. Fontaine (B. Lacy) motioned to approve the Social Work Breaks Barriers Proclamation. K. Orsi called a vote by rollcall and the motion carried.

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

- **Executive Committee Report:** M. Sawyer provided the following updates:
 - The Executive Committee met on February 23, 2023 with the Independent Auditors to review the draft RCRC Independent Audit and 990 Tax Filing. There were no changes to the information presented during this meeting and M. Sawyer called for a recommendation for action by the full board to approve the Independent Audit and 990 Tax Filing.

M/S/C: T. Leighton (W. Lewis) motioned to accept and approve RCRC's Draft Independent Audit and 990 Tax Filing. K. Orsi called a vote by rollcall and the motion carried.

- **RCRC's Personnel Policies:** During the same meeting on February 23, 2023 the Executive Committee also conducted their annual review the RCRC's Personnel Policies and the proposed updates presented by N. Haydon, Director of HR, and requested a recommendation for action by the board to approve.

M/S/C: W. Lewis (D. Larson) motioned to approve RCRC's Personnel Policies and updates. K. Orsi called a vote by rollcall and the motion carried.

- **Ad-Hoc Bylaws/Policies Committee Meeting:** M. Sawyer provided the following update: The Ad-Hoc Bylaws/Policies Committee met on January 20, 2023 and reviewed and finalized updates to the RCDSC Bylaws to remove redundant information and insure consistency throughout. K. Orsi verified that the proposed changes were posted to RCRC's website with a call for public comment and there were no public comments received. M. Sawyer called for a

recommendation for action by the board to approve the updates to the RCDSC Bylaws as submitted by the committee.

M/S/C: B. Fontaine (B. Lacy) motioned to approve the updates to the RCDSC Bylaws as submitted. K. Orsi called a vote by rollcall and the motion carried.

- **RCRC Board of Directors Policy #19, Board Confidentiality, Business Conduct, and Ethics Policy:** M. Sawyer provided an update from the January 20, 2023 Committee meeting as a new Policy #19: Board Confidentiality, Business and Ethics Policy was proposed to coincide with the RCDSC Bylaws, Section 5.09 – Removal of Director for Cause as there was not direct policy for Board members. M. Sawyer requested a recommendation for action by the board to approve Policy #19.

M/S/C: W. Lewis (B. Fontaine) motioned to approve RCRC Board of Directors Policy #19, Board Confidentiality, Business Conduct and Ethics Policy. K. Orsi called a vote by rollcall and the motion carried.

- **Client Benefit Fund (CBF) Committee Meeting:** An update was provided by M. Sawyer at the beginning of the meeting.
- **Vendor Representative Update:** H. French was absent and unable to provide a report.
- **Client Advisory Committee:** Committee Chair, W. Lewis reported that meetings will resume in the near future and that he will continue working with RCRC Client Advocate, Elizabeth Hassler and the RISE Committee.

10. County Liaison and Connection Reports: M. Sawyer called for updates from the following counties - Other than severe winter storms:

- ❖ **Mendocino County:** No additional updates were reported
- ❖ **Lake County:** No additional updates were reported.

11. Community Input: M. Sawyer called for community input: No additional community input was noted.

12. Close the Meeting: M. Sawyer adjourned the meeting at 6:50 p.m. There will be a training for board members only on Wednesday, April 12, 2023 by Zoom and the next board meeting is a blended meeting (in person or by Zoom) that will be held on Saturday, May 20, 2023, at 9:00 a.m. at the Ukiah Hampton Inn large conference room. (Please refer to the Board meeting/Training Schedule under Information of the meeting packets for additional information/scheduling).



M. Sawyer, President for
Cassandra May, Secretary RCDSC Board of Directors'