

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

Meeting of the Board of Directors – Hybrid (in Person and Zoom)

Saturday, May 20, 2023 9:00 to 10:30 a.m.

#6 FY: 2022-2023

Directors Present: Haley French, Cassandra May, Bill Lacy, Diane Larson, Tamera Leighton, Will Lewis, Jorge Matias, Dave Matson, Keith Peeples, Mike Sawyer, Teresa Schnacker

Directors Absent: Beverly Fontaine, Allison Hillix, Chris Nifong

Facilitators Present: Pam Jensen, Mark Konkler and Faviola Soto

RCRC Staff Present: Mary Block: Director of Client Services, Annie Bone: IDEA Specialist, Nichole Haydon: Director of Human Resources, Kim Orsi: Executive Assistant, Jonathan Padilla: Director of Community Services, Dr. Jacinthe Roy: Director of Clinical Services, Dr. Kimberly Smalley: Executive Director, Kira Wear: Children's Unit Service Coordinator

Others Present: Yasir Ali: DDS, Jaclyn Balanay: Primary Liaison, DDS Office of Community Operations Community Programs Specialist, Sonia Lopez: Spanish Translator, Julie Eby-McKenzie: Manager of the North Coast Office of the SCDD, Robert Taylor, Community Member (to be seated as a new board member) and Debra Zeno, Community Member (to be seated as a new board member).

- 1. Call to Order/Rollcall/Introductions:** The regular meeting of the RCDSC Board of Directors was called to order by Board President M. Sawyer at 9:06 a.m. K. Orsi conducted rollcall and a quorum was present. RCRC Executive Staff introduced themselves. M. Sawyer read the Points of Order for Board of Directors' Meetings that includes purpose and conduct during board meetings and community input. K. Orsi read the Electronic Recording Disclaimer.
- 2. Select Timekeeper/ Sharing the Vision:** C. May volunteered as timekeeper and M. Sawyer shared the second paragraph the Vision Statement, *"It is the vision of Redwood Coast Regional center that all people in our community, including individuals with developmental disabilities, will live, learn, work, travel, and play in the best, most inclusive environments."*
- 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 March 8, 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:

- There was no community input at this time.

6. Board Development/Executive Committee: Recommendation for Action to Seat New Board Members:

M. Sawyer provided an update from the May 8, 2023 meeting where applications for three, potential board members were reviewed and a recommendation was brought to the full board to seat two new members. Robert Taylor and Debra Zeno were both present.

M/S/C: M. Sawyer (T. Leighton) motioned to seat Robert Taylor from Lake County and Debra Zeno from Humboldt County to the RCDSC Board of Directors. K. Orsi called a vote by rollcall and the motion carried.

Mr. Taylor and D. Zeno recited the Oath of Office and the Board welcomed them both as new board members of RCDSC Board of Directors'.

7. Executive Director's Report: M. Sawyer called on Executive Director, Dr. Smalley and the following highlights were noted:

40th Anniversary- RCRC is celebrating its 40th anniversary with celebrations scheduled throughout the month of June that will be held at each office location. Please refer to the Information section of the Board meeting packet for additional information.

Staffing: RCRC is currently recruiting for 5 service coordination positions, 4 additional positions (other than service coordination) and a licensed Psychologist

Funding for Early Childhood Caseload: Legislation was passed where children under age of six, receiving services will be on early childhood caseloads serving 1:40 ratio or less. Legislation included additional funding for regional centers to hire the additional staff to meet ratio requirements. RCRC did move forward with hiring the needed positions; however, regional centers have not yet received the additional funding which is expected in September 2023.

Diversity outreach: RCRC's Diversity Outreach Specialist position (formerly held by M. Nava-Molina) has been filled by former RCRC contractor, Argie Munoz who has been working with RCRC's Language Access Cultural Competency grant.

Licensed Psychologist: RCRC continues recruitment efforts for a licensed Psychologist. There have been delays with eligibility timelines as there are not enough assessors in our four-county catchment area. RCRC is currently working with two psychologists, one from Long Beach, CA, and the other from the Bay Area who regularly visit our catchment to conduct assessments.

IT: TenisiTech is in the process of updating RCRC's computer system which has been a frustrating journey for staff as well as vendors.

Annual POS Expenditure Meeting: Dr. Roy presented RCRC's POS Expenditure Data during a public meeting that was held by Zoom on March 30, 2023. The data shared during this meeting was provided with great detail. When the statewide numbers were reviewed, it did present large gaps in services but it did not provide details specific to RCRC. It is clear that RCRC does need additional services in our catchment area. The Native American community has the least amount of services

which is why RCRC will be focusing on building better relationships and building services that will specifically meet their needs. Members of the Latino community that attended the public meeting also met with Dr. Smalley during a separate meeting to review the data more closely. Following that meeting, it was reported by those who attended that they felt they had a better understanding of the data statewide as well as the data for RCRC.

In closing, Dr. Smalley invited anyone who has questions regarding RCRC's POS Expenditure Data to contact her for additional information.

Dr. Smalley called for questions regarding her report: R. Taylor asked for additional information for upcoming 40th Anniversary celebrations and N. Haydon provided additional details. R. Taylor congratulated RCRC on their 40th anniversary and thanked RCRC for planning the events on Friday's because public transportation options during weekdays are much better compared to weekends.

- 8. Director of Community Service's Report:** M. Sawyer called on Director of Community Services, Jonathan Padilla for his report and the following highlights were noted:

Department Staffing: RCRC's Community Services Department is fully staffed.

Social Recreation Grants: Thank you to DDS as additional funds (beyond the initial allocation) that went to Redwood Parks Conservancy (RPC) in Humboldt and Del Norte Counties whose focus is getting people outdoors to experience the National and State parks in both counties. RPC is being developing from an existing program, Experience Nature that provides guided tours and support. The funding awarded by DDS will help RPC acquire ADA accessible vans to transport participants, at no cost to the various National/State parks in the area. RPC is in the process of attending outreach events and has been working with RCRC's Diversity Outreach team and RCRC's client advocate for the North, Elizabeth Hassler.

HCBS Realizing Independent Success and Empowerment (RISE): RISE is a group of individuals who are clients that receive RCRC services and their focus is to build advocacy skills. RISE is also working with the DDS to review client advocacy materials to improve content and make materials more accessible and engaging for clients. RISE continues to meet and has held a number of interviews for those who have submitted proposals for their Request for Proposal that is focused on peer lead, self-advocacy training. RISE is in final deliberations for one project and have identified two additional potential projects.

Person Centered Thinking: Trained Person Centered Thinking (PCT) trainers are part of the regional center and vendor incentives by DDS that was created by trailer bill language to increase the capacity for PCT training statewide. An incentive recently announced is encouraging regional centers to obtain and/or train PCT trainers. RCRC has two PCT trainers and three additional staff will be trained as PCT trainers, in part due to RCRC's geographic area and want the trainings to be accessible. Trainings held by Zoom can also be highly effective. Trainings are currently scheduled through July. A number of trainings have already been completed

with internal staff as well as vendors and their staff. Additional information is included with the board meeting packet under the Director of Community Services section.

J. Padilla called for questions regarding his report. J. Matias asked if the PCT training will be bilingual. J. Padilla reported that Spanish translation can be provided. A training can also be scheduled for the Board of Directors. The training is a total of 18 hours and held over several days.

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

- **Executive Committee Report:** M. Sawyer provided the following updates: The Board of Directors' annual requirement to review and approve all regional center contracts of \$250,000 or more and reported that the Executive Committee met on Friday, April 26, 2023 and again on May 8, 2023 to review the RCRC contracts for FY 2023-2024 that are \$250,000 or more. M. Sawyer complemented J. Padilla and his team for the consistency with each contract which made the review easier to conduct. It was reported that J. Padilla joined both meetings to answer questions from the Executive Committee. M. Sawyer added that the full board also received access and instructions to review the contracts and asked board members if they had any questions and there were none.

M/S/C: M. Sawyer reported that the Executive Committee moved to forward the RCRC contracts for FY 2023-2024 that are \$250,000 or more to the full board as presented which acts as a motion and second. M. Sawyer called on K. Orsi to conduct a vote by rollcall and the motion carried.

Notation: New board members, R. Taylor and D. Zeno did not participate in this process and did not vote. Board Vendor Representative, Haley French abstained from this annual process.

Disclosure: D. Larson abstained from voting to approve Supported Living contracts as there is a present conflict of interest as her family member is employed by an SLS provider.

- **Vendor Representative Update:** H. French provided the following Report:
E-billing Issues: In April, RCRC's e-billing website went down (caused by a firewall issue) which led to a delay for service providers with entering their March 2023 billings. The administrative team at RCRC was working with IT as quickly as possible to remedy the issue. Service providers would like to ask RCRC to expand the amount of time for entering e-billing and remind RCRC to be more proactive in communications with service providers as there was no notification during the normal e-billing window and services had to reach out to RCRC regarding the issues that also caused delays with payments. Proactive communication, workaround tips as well as the expected timeline for repair were appreciated but was not received as timely as it should have which impacts clients as well as service providers.
EVV (Electronic Visits Verifications): Service providers have been sharing ongoing difficulties with EVV and understand that the regional center cannot

do anything about this; however, the ASP wants to express their concerns and ongoing difficulties:

- Increase costs: There are increases in costs for providers to purchase, protect/maintain EVV devices in each client's homes as well as additional costs to pay staff (stipends) who use EVV on their cellular phones.
- Difficulties for some services as the EVV devices are accessible to clients to change shift time/locations.
- EVV Website: When the website is down, this causes difficulties with entering data.
- Limited Wi-Fi: Some service areas do not have accessible Wi-Fi available to access and enter data.

Redwood Summer Games: This is an annual event hosted by Community Cornerstone in Southern Humboldt County. The event will be held August 17th through August 20th at Dean Creek campground (near Redway). Cost for participants is \$45 for this 3 day event that includes various activities, events, and entertainment. Community Corner Stone has been reaching out to service providers for volunteers to help with planning and to work during the event. If anyone is interested in supporting or volunteering for this event please contact Community Cornerstone or visit <https://communitycornerstone.org/wp/redwood-summer-games/> for additional information, including how to register to attend or volunteer.

M. Sawyer called for questions related to H. French's report and there were none.

- 10. ARCA Report:** M. Sawyer provided the following update: Discussions continue regarding the State budget that has undergone numerous revisions that include expected deficits. Dr. Smalley added that the May revise reflected that disability services will not anticipate any funding cuts. Two bills are also being closely watch: The first is reviewing and updating how Regional Centers are funded including the Core Staffing formula. The second bill is intended to overhaul and make improvement to our service system by improving responsiveness and shorten timelines that would include completing the intake process in 30 days rather than 90 to 120 days. The second bill also reviews board member composition. Updates will be shared as we learn more.

11. New Business:

- **Recognition of Service on the RCDSC Board of Directors:** The full board and guests recognized Keith Peebles for his service and contributions as a board member for the past 7 years and presented him with a recognition plaque as his term is coming to an end.
- **Recognition of Honorary Doctorate:** M. Sawyer announced that board member, Jorge Matias was given an honorary doctorate in Human Letters from CalPoly University and he was honored by board members and guest and presented with a new name plate, Dr. Jorge Matias.
- **Election of Officers for July 1, 2023 to June 30, 2024.** M. Sawyer reported that that he spoke with current officers and some have reported they would

like to continue serving for the next term of July 1, 2023 through June 30, 2024. Treasurer, T. Leighton will be stepping down as well as W. Lewis as Client Liaison. M. Sawyer nominated D. Larson for Treasurer and Debbie Zeno as Client Liaison. There were no other nominations. The following slate of officers was presented:

President: Mike Sawyer

Vice President: Teresa Schnacker

Treasurer: Diane Larson

Secretary: Cassandra May

Client Liaison: Debra Zeno

M. Sawyer called for a motion to approve the slate of officers as presented.

M/S/C: T. Leighton (T. Schnacker) accept and approve the new slate of officers and K. Orsi conducted a rollcall vote and the motion carried.

12. County Liaison and Connection Reports: M. Sawyer called for updates from board members in all four counties and no updates were reported.

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

- **SCDD:** J. Eby-McKenzie expressed thanks and how wonderful it has been working with RCRC Staff members: IDEA Specialist Annie Bone who has been working and providing training with tribal communities in Humboldt and Del Norte Counties about RCRC services and Special Education; Diversity Outreach Specialist, Alma Ingram who has been working with the SCDD and helping coordinate trainings in Spanish for the Latino community; and Client Advocate, Alex Bland who has been coordinating projects with the SCDD as well as working with SCDD to get things funded that regional center cannot fund. The North Coast office of the SCDD has a great working relationship with RCRC which is not always the case statewide.
- **Technical Training for Employment Services and Best Practices:** SCDD will be providing future trainings for RCRC and all are welcome to attend. J. Eby McKenzie will forward additional information regarding the trainings to K. Orsi to share forward.

14. Close the Meeting: M. Sawyer adjourned the meeting at 10:10 a.m. Board members were asked to return by 10:30 a.m. for the Whistle Blower Training.

Cassandra May

Cassandra May, Secretary
RCDSC Board of Directors'