

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

Meeting of the Board of Director by Zoom

Wednesday, July 12, 2023 at 6:00 p.m.

#1 FY: 2023-2024

**Directors Present:** Beverly Fontaine, Bill Lacy, Diane Larson, Tamera Leighton, Will Lewis, Jorge Matias, Dave Matson, Chris Nifong, Mike Sawyer, Teresa Schnacker, Robert Taylor, Debra Zeno

**Directors Absent:** Allison Hillix, Haley French, Cassandra May

**Facilitators Present:** Mark Konkler and Faviola Soto

**RCRC Staff Present:** Nichole Haydon: Director of Human Resources, Alma Ingram: Diversity Outreach Specialist, Amy Medina: Director of Administration, Kim Orsi: Executive Assistant, Jonathan Padilla: Director of Community Services, Dr. Kimberly Smalley: Executive Director

**Others Present:** Jaclyn Balanay: Primary Liaison, DDS Office of Community Operations Community Programs Specialist, Dolores Delgado: Spanish Translator, Julie Eby-McKenzie: Manager of the North Coast Office of the SCDD, Kendra Wiegand Community Member (to be seated as a new board member).

**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 6:00 p.m. K. Orsi conducted roll call and a quorum was present. K. Orsi read the Electronic Recording Disclaimer and RCRC Executive Staff introduced themselves. M. Sawyer read the Points of Order for Board of Directors' Meetings.

**2. Update from Closed Session:** M. Sawyer provided an update from the Closed Meeting Session that was held prior to the regular meeting of the board and reported that the Client Benefit Fund Committee met on July 6, 2023 to review five Grant Requests that were submitted for the cycle ending June 30, 2023. The CBF Committee recommended action by the board to approve three requests totaling \$800 that were approved by the full board. M. Sawyer added that a fourth grant was fulfilled through a different method other than the CBF.

**3. Select Timekeeper/ Sharing the Vision:** M. Sawyer and T. Schnacker were timekeepers and T. Schnacker shared a portion of the Vision: "*We envision all people being empowered to communicate with their own minds and hearts to determine their supports and services.*"

**4. 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.

**5. Approval of Meeting Minutes from May 20, 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.

**6. Community Comment/Input:** M. Sawyer called for community comment/input: J. Eby-McKenzie from the State Council on Developmental Disabilities provided the following announcements:

- Unified Employment First is a big win for Californians with Disabilities which began as a proposal to the legislature and ended in the successful creation of the Employment First Office. For more information, visit the following link: <https://scdd.ca.gov/newsroom>
- SCDD Regional Advisory Committee (RAC) Meeting: July 20, 2023 from 4 to 6 p.m. will be held in person at RCRC's Crescent City office (1301-A Northcrest Dr.), at HCAR (1707 E Street) in Eureka and at the SCDD office (505 S. State St.) in Ukiah or by Zoom. For more information, visit the following link: <https://scddca.gov/northcoast/> Regional Advisory Committee link.
- Summer of Training: Upcoming Best Practices for Employment. Visit the following link for upcoming training sessions: <https://scdd.ca.gov/sb639-ca-neon/>

J. Eby-McKenzie called for questions and it was asked if members of the public were invited to the RAC meetings and confirmed these meetings are public and open to anyone wishing to attend in person or by Zoom.

**7. Board Development/Executive Committee: Recommendation for Action to Seat New Board Members:** M. Sawyer provided an update that the Board Development Committee has been talking with Ms. Kendra Wiegand and recommended action by the board to seat her as a new board member from Lake County.

**M/S/C: T. Leighton (R. Taylor) motioned to seat Kendra Wiegand to the RCDSC Board of Directors. K. Orsi called a vote by roll call and the motion carried.**

M. Sawyer conducted the Oath of Office with Ms. Wiegand and the board welcomed her to the RCDSC Board of Directors'. M. Sawyer reported that there is one unfilled seat remaining and invited anyone interested in joining the RCDSC Board of Directors' to apply.

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

- **40<sup>th</sup> Anniversary Celebrations:** RCRC held celebrations at every RCRC location each Friday during the month of June and thanked all who attended. Attendance was great with more than 100 people attending at most of the celebrations.
- **RCRC Staffing:** There are currently two open positions for Service Coordinators with several additional open positions including a Psychologist. RCRC Emergency Management Coordinator, Fred Keplinger will be leaving RCRC and recruitment began immediately to fill this position. Dr. Smalley was pleased to report that Ronald Lee, who is a Quality Assurance Specialist at RCRC and has previous

experience working with the Office of Emergency Services has accepted this position.

- **Cultural Competency Plan:** RCRC has submitted its Plan to DDS and once approved, will move forward with trainings around cultural humility and competency. RCRC will also be working with the California Tribal Coalition for additional trainings related to Native populations and cultures.
- **RCRC Clinics:** RCRC held its first UCSF High Risk Clinic (for infants) that was put on hold during COVID and will resume the GI Clinics as well.
- **Augmentative Alternative Communication Assistive Technology (AACAT):** Dr. Smalley reported that RCRC is investing in a demonstration library in both the North and South with AACAT. Trainings will be conducted by RCRC's office specialists that includes the Deaf/Hard of Hearing Specialist, IDEA Specialist as well as RCRC's BCBA. Demonstrations will be available for families and community members. RCRC is currently in the beginning stages and updates will be provided.
- **Caseload Ratios:** RCRC did not meet caseload ratios, although RCRC has the best caseload ratios of all regional centers statewide. RCRC is mandated to hold a public meeting and obtain input for a Corrective Action Plan that will be held on August, 10, 2023 by Zoom at 10:30 a.m. Please see the announcement included in the board meeting packet for additional information.
- **Voting Rights for People with Intellectual/Developmental Disabilities:** Mr. Paul Spencer of Disability Rights California recently provided a training in Eureka for RCRC staff and is planning to hold a similar training for clients and family members sometime in August (date has not yet been determined).
- **New Affordable Housing Development Project:** DDS is working with RCRC and will provide \$1 million in funding for a fourth affordable housing project in RCRC's catchment of Lake County and 20 units will be designated for RCRC clients.
- **California State Budget 2023-2024 Trailer Bill Language:** RCRC received the Trailer Bill information that was signed today and currently reviewing the details. Dr. Smalley will provide additional details during the September meeting. It was noted that the Annual Fee/Cost Participation for families (suspended during COVID) will remain on hold through June 2024.

Dr. Smalley asked if there were any questions. R. Taylor thanked RCRC for hosting a 40<sup>th</sup> Anniversary celebration in his hometown of Clearlake which was well attended. R. Taylor also expressed his thanks to DDS and RCRC for more affordable housing in Lake County. In closing, Mr. Taylor asked about the anticipated heatwave this week and potential power outages and battery backups. Dr. Smalley noted that the DDS Battery Program is specifically for identified regional center clients with medical needs; however, PG&E also has resources available. Please contact your RCRC service coordinator if additional assistance is needed.

- 9. Director of Administration's Report:** M. Sawyer called on A. Medina for her report and the following highlights were noted:
- **Additional Funding:** Regional centers will receive additional funding for the age 0 to 5 caseloads for additional staffing. RCRC should have more information related to this funding in September.
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- **Salary Increases for Service Coordination/Managers in May Budget Revise:** This proposal did not pass.
- **Annual Family Program Fee/Participation Share of Cost:** A. Medina indicated that the information in her Report that is included in the board packet reflects that this program is on hold through December 2023. Please note the correction that the program is on hold through June 2024.

A. Medina called for questions and there were none.

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

- **Executive Committee Report:** M. Sawyer provided the following update from the June 12, 2023 Executive Committee Meeting: This was an emergency/urgent meeting related to a contract for FY 2022-2023 over (\$250,000) that required approval/execution before June 30, 2023. The Executive Committee did review and approved this contract on behalf of the full board due to the urgent timeline.
- **Vendor Representative Update:** H. French was unable to attend the meeting and K. Orsi shared that there is information in the board packets under Committee Reports that H. French has provided regarding the upcoming Redwood Summer Games hosted by Community Cornerstone that will be held in August in Redway. The information includes registration information as well as information for anyone wishing to volunteer or donate to this event.
- **Client Advisory Committee:** M. Sawyer called on D. Zeno for an update.  
**Building Attendance for CAC Meetings:** D. Zeno met with RCRC Client Advocate, Elizabeth Hassler to strategize how to get people involved with the CAC and attend their meetings. D. Zeno is hopeful to get client representatives from each day program so they can relay information on behalf of clients served. Additional thoughts to build CAC/client participation:
  - **People First:** Re-establishing/organize People First groups in the North as well as Lake County and the Mendocino Coast. Ukiah has a strong People First group and perhaps would have ideas that would be helpful.
  - **Surveys:** Conduct surveys with clients so that they can get involved and provide helpful information. Some of the survey questions could include whether or not they are satisfied with the regional center and services they receive and if they would like to change anything.

D. Zeno welcomes any additional recommendations to help build attendance and spur interest in attending CAC meetings as well as restarting People First groups.

**11. ARCA Report:** M. Sawyer reported that the past meetings reviewed the proposed 2023-2024 State budget information. Dr. Smalley added that ARCA Group completed the Strategic Plan and that ARCA is providing advocacy for clients and

families to know and understand the Lanterman Act and how important it is to promote and sustain this one-of-a-kind entitlement that does not exist in any other State but California. W. Lewis asked if the Lanterman Act is available for those who may not read. Dr. Smalley reported that there is a client friendly Guide to the Lanterman Act and Dr. Smalley will follow up on a possible audio version of the Guide.

**12. County Liaison and Connection Reports:** M. Sawyer called for updates from board members from Del Norte and Humboldt Counties and there were none. M. Sawyer and R. Taylor reminded those in Lake and Mendocino Counties to prepare for the upcoming heatwave that is anticipated by the end of the week through the upcoming weekend.

**13. Community Comment/Input:** M. Sawyer called for community comment/input:

- Community Member, Juana Santacruz: It is my understanding that when funds come from DDS as reported by Dr. Smalley, that DDS gave \$1 million for housing, wouldn't the board of directors give the report of the funds that DDS gives to the community?

It was reported that some were unable to hear the English translation and the questions was repeated and it was asked if the translator could speak louder and clearly. Clarity to access the translation feature was shared. Dr. Smalley conveyed the boards process regarding Community Comment/Input and that it is not intended as a question/answer session.

**14. Close the Meeting:** M. Sawyer adjourned the meeting at 6:56 p.m. The meeting was not called back to order; however, M. Sawyer took a final comment from a community member who asked how clients and families can be heard: There are monthly meetings scheduled with Dr. Smalley on the first Thursday of each month (next meeting is August 3, 2023 at 5:30 p.m.). Additional details, including Zoom information is posted on RCRC's website, event calendar and service coordinators can also provide this information. [www.redwoodcoastrc.org](http://www.redwoodcoastrc.org)

The next board meeting is Saturday, September 16, 2023 (hybrid) in Eureka or by Zoom at 9:00 a.m. at the Humboldt County Office of Education Annex. A training for the Board of Directors' will immediately follow the meeting.



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Mike Sawyer, President  
RCDSC Board of Directors'