

RCDSC Board of Directors
EXECUTIVE COMMITTEE MEETING
Friday, December 12, 2025 at 3:00pm

BY ZOOM:

<https://us06web.zoom.us/j/83107273505?pwd=IYK3x5fJlmy0zVcuHbPmFRxKIUd5E.1>

Phone In: 669-900-6833
Meeting ID: 831 0727 3505
Passcode: 141577

MEETING MINUTES

DIRECTORS PRESENT: Mike Sawyer (President), Will Lewis (Vice President), Diane Larson (Treasurer), Tamera Leighton (Secretary)

DIRECTORS ABSENT: Robert Taylor (Client Liaison)

NON-EXECUTIVE COMMITTEE DIRECTORS PRESENT: None

FACILITATORS PRESENT: Mark Konkler (WL)

RCRC STAFF PRESENT: Jonathan Padilla (Interim Executive Director and Director of Client Services), Heather Odle (Director of Community Services), Dr. Jacinthe Roy (Director of Clinical Services), Nichole Haydon (Director of Human Resources), Sedona Bowser (Executive Assistant)

OTHERS PRESENT: Dolores Delgado (Spanish Translator)

AGENDA:

1. **Call to Order/Roll Call/Introductions:** Meeting was called to order by Board President M. Sawyer at 3:02 pm. S. Bowser conducted roll call, and a quorum was present.
2. **CPP/CRDP Contract Changes (Heather Odle):** Heather presented a housing contract between RCDSC and Danco Communities for \$1.3 million that has been negotiated and finalized between Danco and RCRC attorneys. Heather confirmed that there will be 17 specifically designated units for RCRC clients. RCRC's Housing Specialist will be responsible for the intake responsibilities for approving tenants. Danco will be applying for annual tax credits, which will require tenants to provide annual certification paperwork. Housing is available to SLS clients. M. Sawyer called for a board vote, W. Lewis made a motion to approve the Danco contract as written, D. Larson seconded the motion, S. Bowser conducted a roll call vote, the motion passed. Heather will report to the full board in January.
3. **DDS Directive/BOD Review of 2026 Contracts Over \$250K (Heather Odle):** Heather reviewed the May 22, 2025 DDS directive and addressed the change for fiscal year 2026/2027 as follows: "Boards shall only consider and approve contracts that have a stated monetary value, identified in a contract, of \$250,000 or more. WIC Section 4625.5 does NOT apply to vendor approval letters, service provider contracts that may result in payments of \$250,000 or more depending on utilization of services, or individual purchase of service (POS) authorizations where the totality of the POS authorizations for a vendor

may exceed \$250,000. Such transactions are not considered “contracts” specified in WIC Section 4625.5. Regional centers must review, and if necessary, update existing bylaws, policies and procedures to align with this letter.” Tamera requested that the board policy be updated and mirror the clarifying language in the DDS Directive.

4. **Potential New Board Members (Mike Sawyer):** M. Sawyer shared with the committee two potential new board members.
 - a. Samantha Bond (Lake County) – She is the Executive Director for First 5 Lake. She will be presented to the board in January.
 - b. Matt Melvin (Lake County) – He is a Native American and a retired social security manager. He will be presented to the board in March.
5. **Board Meeting Procedures (Mike Sawyer):** Mike shared that ARCA confirms that many boards have turned off the chat feature so we will not turn it back on. Mike updated the rules of order to be more specific and shared with the committee for review.
 - a. **ACTION:** Mike will send the update procedures to Sedona for future board packets.
6. **Board Email Procedures (Mike Sawyer):** Board members are being set up with RCRC email addresses. The committee discussed requiring that all board business shall be communicated using RCRC emails only. Not all board members have an RCRC email set up currently, but they are in process. Mark asked if facilitators need to get an RCRC email as well. Mike will talk with Amy Medina about assigning facilitators an RCRC email. The committee agreed we are not ready to have the board members use RCRC email exclusively yet, and to discuss this with the entire board at the January board meeting with the potential to require use of the RCRC email as early as February 1st. Jonathan explained that since 2022 RCRC has been using Box as the platform for sharing protected documents such as contracts, but they are in process of implementing SharePoint which will replace Box. RCRC will continue to use Box until SharePoint is fully functional.
 - a. **ACTION:** Mike will talk with Amy Medina about setting up RCRC emails for facilitators.
 - b. **ACTION:** Sedona will add “Board Email Procedures” to the next board meeting agenda.
 - c. **ACTION:** Sedona will send calendar invites for future board meetings.
7. **Close the Meeting:** M. Sawyer adjourned the meeting at 4:01 pm

Respectfully submitted by:
Sedona Bowser, RCRC Executive Assistant

Draft Minutes reviewed and approved by:
Mike Sawyer, Board of Directors President 12/15/25

Minutes approved by the Executive Committee on 01/07/26