Redwood Coast Regional Center

Respecting Choice in the Redwood Community

RCDSC Board of Directors Meeting

Executive Committee Meeting

Saturday, September 12, 2026, at 8:45 am

In-Person: The Light House Inn
681 Highway 101 South, Crescent City, CA 95531

BY ZOOM:
https://us06web.zoom.us/j/84546142191?pwd=TZSJSAlylZDSCXw641ObMRxnuMNjul.1
Meeting ID: 845 4614 2191   Passcode: 888824   Dial by phone: 1-669-900-6833

AGENDA

1. **Call to Order** **(5 min.)**
    a. Approval of Agenda
    b. Approval of the 08/10/2026 Executive Committee Meeting Minutes
2. **ARCA Delegate (Mike)** **(10 min.)**
3. **Close the Meeting**

RCDSC Board of Directors

EXECUTIVE COMMITTEE MEETING

Monday, August 10, 2026
3:45pm
BY ZOOM

MEETING MINUTES

DIRECTORS PRESENT: Mike Sawyer (President), Samantha Bond (Treasurer), Matt Melvin (Secretary), Will Lewis (Client Liaison)

DIRECTORS ABSENT: Robert Taylor (Vice President)

NON-EXECUTIVE COMMITTEE DIRECTORS PRESENT: None

FACILITATORS PRESENT: Mark Konkler (WL)

RCRC STAFF PRESENT: Jonathan Padilla (Executive Director), Amy Medina (Director of Administration), Heather Odle (Director of Community Services), Lori Gutierrez (Director of Client Services), Nichole Haydon (Director of Human Resources), Susan Villa-Alvarez (Interim Executive Assistant)

OTHERS PRESENT: Sarah Costa, Annie Horne (24 Hour Home Care), Alma Ingram

AGENDA:

1. **Call to Order/Roll Call/Introductions:** Meeting was called to order by Board President M. Sawyer at 3:45 pm. S. Villa-Alvarez conducted roll call, and a quorum was present.

2. **Approval of Agenda:** M. Sawyer called to approve the agenda and asked if there were any changes. Hearing none, the agenda was approved as presented.

3. **Approval of 07/08/2026 and 07/23/2026 Executive Committee Meeting Minutes:** M. Sawyer called to approve the meeting minutes and asked if there were any changes. Hearing none, the minutes were approved as presented.

4. **CalPERS/Salary Scale (Nichole):** The CalPERS/Salary Sale was previously reviewed and approved by the Executive Committee however, the minutes do not accurately reflect that decision. No changes were made with the dollar amounts, however, the verbiage above the dollar amounts have been removed and added into an internal process. M. Sawyer called for a board vote to accept and forward to the full board for approval; Will motioned and Matt seconded the motion, S. Villa-Alvarez conducted a roll call vote, and the motion passed.

5. **Annual Personnel Policies (Nichole):** The Annual Personnel Policy was previously approved by the Executive Committee and the BOD however, the minutes do not accurately reflect that decision. Matt would suggest creating an open-door policy for the upcoming year but is okay with approving the policy as is for this year. Samantha asked if the policy was presented to an attorney for review, Nichole confirmed that BBK reviewed and provided suggestions on edits for this policy. M. Sawyer called for a board vote to accept and forward to the full board for approval; Will motioned and Samantha seconded

the motion, S. Villa-Alvarez conducted a roll call vote, and the motion passed.

6. **Strategic Thinking (Mike):** In May of 2026, the team began efforts to increase the collaboration between the BOD and the Directors team. Jonathan and Mike put together a list of ideas to add to the September strategic planning meeting. On a previous agenda, the team was to go through the SWOT analysis. It would be beneficial to review the previous strategic plan and see how the process looked at that point in time and identify the pain points and goals that were sought to be achieved. The previous plan was created with a third-party consulting firm, Kinetic Flow. After the September meeting, Jonathan and Mike will identify a similar cadence as the consulting firm would hold focus groups and provide the BOD with the summaries and key talking points for their consideration. Samantha asked if the team has considered what framework they want to follow, targeted universalism vs theory of change. Will would like to discuss "what we can do better" and "what can we do to help" at the September training and Mike agreed. As a reminder, the BOD will be meeting in person on Friday, September 11th from 2-5pm at the Light House Inn in Crescent City.

7. **Close the Meeting:** M. Sawyer adjourned the meeting at 4:15 pm

Respectfully submitted by:
Susan Villa-Alvarez, RCRC Interim Executive Assistant

Draft Minutes reviewed and approved by:
Mike Sawyer, Board of Directors President 08/26/2026

Minutes approved by the Executive Committee on DATE