



*Sponsors of the
North Bay Regional Center
and other programs
for persons with developmental disabilities
10 Executive Court
Napa, CA 94558
707-256-1224
Fax: 707-256-1230*

*Promoting Opportunities
Supporting Choices*

MEETING NOTICE

The next meeting of the Board of Directors is the regular business meeting scheduled as follows:

DATE: April 1, 2014
TIME: 5:00 – 7:00 p.m.
PLACE: North Bay Regional Center
10 Executive Court
Napa, CA 94559

Map & Agenda Enclosed

Board Related Meetings: The next meeting of the Vendor Advisory Committee will be April 14, 2015, at North Bay Regional Center Jameson Canyon office conference room (4A&B) from 10:00 to noon.

REMINDER: Please contact Kathy Newman at (707) 256 1224 if you are unable to attend the Board meeting.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, April 1, 2015, 5:00 p.m.
North Bay Regional Center
10 Executive Court, Napa, CA 94558**

AGENDA

- I. **CALL TO ORDER** – President Harry Matthews
- II. **ROLL CALL AND INTRODUCTIONS** – Margi Stern, Secretary (2 minutes for call to order, roll call, and introductions)
- III. **CONSIDERATION OF MINUTES**
Minutes of the Regular Business Meeting of March 4, 2015 be approved as submitted. (Pgs. 1-9) (3 min)
ACTION
- IV. **TREASURER'S REPORT**
Treasurer's Report for the period of Feb 1 - 28, 2015 be approved as submitted. (Pgs. 10-11) (3 min)
ACTION
- V. **ANNOUNCEMENTS** (10 minutes)
- VI. **FEATURE PRESENTATION** – Mortality Review – January Crane, Federal Revenue Manager
- VII. **NEW BUSINESS**
A. Employment Policy Update – Maura McDonough (Pg. 20) ACTION
- VIII. **COMMITTEE REPORTS**
A. Executive Committee - Board Officers – Harry Matthews, President; Walt Spicer, Vice President; Margi Stern, Secretary; Franklin Phillips, Treasurer (3 minutes) ACTION
B. Vendor Advisory Committee – Mike Huckins – (10 minutes) (Pgs. 21-25) ACTION
C. Nominating Committee – Walt Spicer (Chair), Joanne Tsai (10 minutes) ACTION
- IX. **EXECUTIVE DIRECTOR'S REPORT** (30 minutes)
A. Bob Hamilton, Executive Director (10 minutes)
B. Michi Gates, Director Client Services' Report (10 minutes) (Pgs. 15-20)
C. Dave Johnson - Chief Financial Officer (10 minutes) (Pg. 12)
- X. **LIAISON REPORTS**
A. Association of Regional Center Agencies – Harry Matthews (10 min) INFO
B. North Bay Regional Office/Council on Developmental Disabilities – Bob Phillips (Pgs. 27-29)(10 min) INFO
- XI. **GENERAL PUBLIC COMMENT** - Sign-up sheet (2 minutes per person unless otherwise allowed by Board Chairperson). Public invited to comment on any matter. Public comment will also be invited on each Action item after the Board has discussed the item and prior to a motion.
- XII. **GOOD OF THE ORDER** - any other Board business may be brought up at this time. (5 minutes)
- XIII. **ADJOURNMENT**

CLOSED SESSION – The governing board of a regional center may hold a closed meeting to discuss or consider one or more of the following: (1) real estate negotiations, (2) the appointment, employment, evaluation of performance, or dismissal of a regional center employee, (3) employee salaries and benefits, (4) labor contract negotiations, (5) pending litigation – W&I Code 4663(a).

NEXT MEETING ANNOUNCEMENT - The next Board of Directors meeting is scheduled for Wednesday, May 6, 2015, North Bay Regional Center, Napa Office, at 5:00 p.m.
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**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, March, 2015, 5:00 p.m.
North Bay Regional Center
10 Executive Court, Napa, CA 94558**

MINUTES

NBRC BOARD MEMBERS PRESENT:

Walt Spicer, Vice President
Franklin Phillips, Treasurer SEATED HEREIN
Rhonda Foster

Harry Matthews, President/ARCA Rep
Mike Huckins, VAC Rep.
Margi Stern, Secretary

NBRC BOARD MEMBERS ABSENT:

Joanne Tsai (Excused)
Rita Edmonds Norris (Excused) SEATED HEREIN

Barbara Power (Excused)
Angel Gerber (Excused) SEATED HEREIN

STAFF PRESENT:

Dave Johnson, Chief Financial Officer
Thomas Maseda, Director of Administration
Rick Burkett, IT Director
Rafael Hernandez-Perez, SC
Tara Knudson, Community Resource Sup.

Kathy Newman, Exec. Assistant
Bob Hamilton, Executive Director
Courtney Singleton, Assoc. Dir., Client Services
January Crane, Fed Revenue Manager
Deanna Heibel, Assoc. Dir., Client Services

GUESTS PRESENT:

Lauren Meiklejohn, BI
Stan Higgins, Oaks of Hebron
Ellen Weeks, Greenfields ICF DDN
Jasmine Boello, Greenfields ICF DDN
Bonnie Thurman, DDS
Joshua Bongawil, Family Member

Bob Phillips, State Council of Dev. Disabilities
Kelley Hanson, Pace Solano
Ron Hamilton, UCP
Tessa Reyes, Greenfields ICF DDN
Pat Walter, Parent
Emily Davidson, R&D Transportation

CALL TO ORDER – Harry Matthews, President, called the meeting to order at 5:02 p.m. Roll was called and a quorum was present. Board and audience introduced themselves.

CONSIDERATION OF MINUTES

M/S/C (Spicer/Phillips) Move that the minutes of February 4, 2015 regular business meeting be approved as amended. Bob Hamilton made a correction under Bob Phillips report, page five, second bullet, where Sarah Murphy spoke of “braided” services rather than “graded” services. **UNANIMOUS**

TREASURER’S REPORT

M/S/C (Stern/Huckins) Move that the Treasurer’s Report for the period of January 1 – 31, 2015 be approved as submitted. **UNANIMOUS**

ANNOUNCEMENTS:

- Harry noted that he and Franklin attended the NBRC All Staff meeting on February 26, 2016 at the Vets Center in Sonoma with approximately 175 people in attendance. Bob, Dave, Thomas, Franklin, and Harry spoke. Staff members were recognized along with new staff introductions. Bob noted that among many highlights, one in particular was a presentation by a client who works for a bakery in Petaluma. Her supervisor at the bakery spoke as did her Service Coordinator. She began as a “dishwasher” and now makes multiple pies per day. She glowed with happiness and enthusiasm to be able to work and excel at her job. As indicated by her supervisor, she is a huge asset and an integral part of their team.
- Thomas provided an update on the NBRC client embezzlement case. NBRC has received a check from the insurance company. NBRC has been working with Social Security Administration as well as New Leaf

(company NBRC has contracted with to take over payeeship) and has finally received approval from Social Security to transfer funds to client trust accounts within the next few weeks. The reimbursement will not be 100% but approximately 60%. Tom noted that he continues to pursue the remainder of the restitution through JP Morgan Chase Bank. The courts and the Department of Probation are pursuing restitution from the perpetrator. The hardest task has been to get Social Security not to penalize the clients and pay them back. Bob thanked Tom for handling this difficult situation and all the details. Discussion followed.

- Mike Huckins noted the following:
 - Vendor Community has hosted Vendor Fairs following All Staff trainings in the past. It has proven very helpful to becoming acquainted with staff and sharing information regarding vendor services.
 - The ARC Solano “Art on Art” program is celebrating its 20th year. Mike noted that The ARC Solano sold a number of prints from the program. Mike displayed and awarded NBRC with a copy of the most popular piece of art sold. The artist is Victor and the piece is entitled Modern Cave Art.
- Stan Higgins announced that Sonoma County’s 9th Annual Legislative breakfast is scheduled for March 27th. The Vendor community and several clients were successful in inviting local legislators and staff to help advocate for Regional Center services.
- Harry announced that April 15th is Grass Roots Day at the State Capitol in Sacramento. It is an opportunity to meet with legislative representatives and advocate for people with developmental disabilities and needed services.

FEATURE PRESENTATION: Tara Knudson, Community Resource Supervisor, provided a brief overview of nine Requests for Proposal through the Community Placement Plan. They are as follows:

- **Project #1: Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN).**
Provide the following services and supports to individuals with significant health care needs including:
 - Nutritional support, total parenteral feeding, gastrostomy feeding and hydration
 - Cardio-respiratory monitoring
 - Oxygen support, including continuous positive airway pressure and bi-level positive airway pressure, and use of inhalation-assistive devices
 - Nursing interventions for tracheostomy care and suctioning
 - Nursing interventions for colostomy, ileostomy, or other medical/surgical procedures
 - Special medication regimes, including injection and intravenous medications
 - Management of insulin-dependent diabetes
 - Manual fecal impaction, removal, enemas, or suppositories
 - Indwelling urinary catheter
 - Treatment of staphylococcus infection
 - Treatment of wounds or pressure ulcers, stages 1 and 2
 - Postoperative care and rehabilitation
 - Pain management and palliative care
 - Renal dialysis
 - Provide a Licensed Registered Nurse (RN) and/or Licensed Vocational Nurse (LVN), awake and on-duty 24 hours, seven days a week.
 - Provide a Licensed Registered Nurse (RN) on duty at least 8 hours per person, per week.
 - Ensure that clients remain under the care of a primary care physician, and ensure that each consumer is examined at least once every 60 days.
 - Emphasize person-centered planning, community access and normalization.
 - Have knowledge and be able to access generic resources in the community.
 - Provide services for individuals transitioning from Sonoma Developmental Center.
 - Work collaboratively with family members and Sonoma Developmental Center staff in transitioning individuals into the community.
 - Develop positive relationships with NBRC, day programs, and community resources.

- Coordinate and supervise a team of specialized consultants (in addition to nursing) including, but not limited to: a psychologist, nutritionist, recreational therapist, and OT/PT.
- Hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
- Provider to become vendored to provide transportation to and from day program/vocation.
- Meet minimum requirements for an ARFPSHN, defined in Welfare and Institutions Code 4684.50-4684.75.
- Property to be purchased and developed by housing Non-Profit Organization.
- Located at a site approved by NBRC.
- Project 2: Enhanced Behavioral Supports Home (EBSH).
 - Certified by the Department of Developmental Services (DDS) and licensed by the Department of Social Services (DSS) as an Adult Residential Facility (ARF).
 - Provides 24-hour non-medical care to individuals served by the regional center who require intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and supports, who are at risk of:
 - Institutionalization
 - Transitioning to the community from a developmental center
 - Other state-operated residential facility
 - Institution for mental disease
 - Or out-of-state placement
 - Provide additional staffing supervision, facility characteristics, or other services and supports to address a consumer's challenging behaviors, which are beyond what is typically available in other community facilities licensed as an ARF.
 - Emphasize person-centered planning, community access, and normalization.
 - Have the ability to access generic resources in the community.
 - Work collaboratively with family members, Sonoma Developmental Center staff, Regional Center Staff and DDS/ DSS to transition individuals into the community and adhere to forthcoming regulations per the EBSH model.
 - Administrator to coordinate and supervise a team of specialized consultants including but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN), and Licensed Vocational Nurse (LVN).
 - Administrator to hire competent trained staff who can communicate clearly with residents, service professionals and members of the community.
 - Administrator will hire and train staff who are able to carry out expectations guided by EBSH regulations.
 - Licensed by DSS, certified by DDS, and vendored for four individuals.
 - Vendored to provide transportation to and from day program/vocation.
 - Provide services in the site established by the housing Non-Profit Organization (NPO).
- Project 3: Residential Home for Individuals with Behavioral Challenges Chronic Health
 - Have an administrator/ licensee with expertise in working with challenging behaviors, and experience in managing health issues; e.g. diabetes, dementia, including health issues surrounding chronological aging.
 - Provide a highly structured environment to serve individuals with developmental disabilities with challenging behaviors needs; e.g. self- injury, physical aggression, and verbal outbursts.
 - Address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs, and/or have chronic health conditions.
 - Emphasize person-centered planning, community access, and normalization.
 - Access generic resources in the community.
 - Provide services for individuals transitioning from Sonoma Developmental Center and/ or locked facilities.

- Work collaboratively with family members and Sonoma Developmental Center staff to transition individuals into the community.
- Develop positive relationships with NBRC, day programs, and community resources.
- Coordinate and supervise a team of specialized consultants including, but not limited to: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, nutritionist, occupational therapist, physical therapist, Registered Nurse (RN) and Licensed Vocational Nurse (LVN).
- Administrator to hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
- Administrator to hire staff who have experience working with individuals with developmental disabilities who have behavior challenges and/or have chronic health issues.
- Develop and implement a program with services and supports that exceed the Level 4I consultant and staffing hours.
- Provider required to purchase and modify the designated home for non-ambulatory accessibility throughout the home, including a private yard.
- Licensed and vendored for up to four individuals.
- Vendored to provide transportation for residents to and from day program/vocation.
- Located at a site approved by NBRC.
- **Project 4: Behavioral Services Agency**
 - Assist in the transition of individuals moving from or at risk of entering into Developmental Centers (DC) or locked facilities by providing behavioral supports per individual needs.
 - Participate at Transitional Support Meetings (TSM) at Developmental Centers/locked facilities and other meetings as needed.
 - Be available to meet with NBRC service coordinators to discuss cases as needed.
 - Hire or contract with various licensed clinicians and specialized consultants experienced in treating Individuals with developmental disabilities such as: a psychologist, Board Certified Behavioral Analyst (BCBA), psychiatrist, MFT, LCSW.
 - Provide consultation and staff training to identified service providers as needed.
 - Work collaboratively and communicate with family members, Developmental Center staff, service providers and regional center staff.
 - Agency clinicians must be able to travel to see client's state wide as needed.
- **Project 5: Day Program for Individuals with Behavior Challenges**
 - Provide a highly structured environment to serve individuals with behavioral challenges that may include forensic involvement, mental health needs, and substance abuse.
 - Provide services for individuals transitioning from Developmental Centers and/or locked facilities.
 - Provide vocational training and opportunities.
 - Hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
 - Develop positive relationships with NBRC, residential providers, and community resources.
 - Provide licensed behavioral consultation per Individual Service Planning and coordination.
 - Provide enhanced staffing and supervision.
 - Emphasize person-centered planning, community access and normalization.
 - Have the ability to access generic resources in the community.
 - Located at a site approved by NBRC
- **Project 6: Day Program for Individuals who are Medically Fragile**
 - Have an experienced Licensee/ Program Director serving individuals with developmental disabilities and medical needs.
 - Have a full time nurse on site and one to accompany participants on outings.
 - Hire an experienced team of staff and consultants, including, but not limited to: Licensed Registered Nurse, (RN), Licensed Vocational Nurse (LVN), dietician, and occupational therapist.
 - Provide excellent communication to the Inter-disciplinary (ID) Team, including daily communication with the residential service provider.

- Develop care plans for and address the needs of individuals with developmental disabilities who may have sensory impairments and/or are non-ambulatory with self-care needs, and/or have chronic health conditions.
- Have the ability to serve participants residing at ARFPSHNs.
- Emphasize person-centered planning, community access, and normalization.
- Access generic resources in the community.
- Provide services for individuals transitioning from Developmental Centers.
- Develop positive relationships with NBRC, day programs, and community resources.
- Program Director to hire competent, trained staff who can communicate clearly with participants, service professionals and members of the community.
- Provide programming with enhanced staffing and supervision.
- Licensed and vendored for up to 30 individuals. License to accommodate 15 or more individuals who are non-ambulatory.
- Located at a site approved by NBRC.
- **Project 7: Community Crisis Home (CCH)**
Provide a highly structured environment and program to serve individuals with behavioral challenges such as aggression, property destruction, and self-injury.
 - Stabilize individuals in crisis with challenging needs and assist in transitioning to a less restrictive environment.
 - Provide medication management and stabilization.
 - Emphasize person-centered planning, community access and normalization.
 - Address the needs of individuals who may be non-ambulatory and who may have self-care needs.
 - Ability to understand and train staff in the implementation of behavior plans and mental health treatment plans.
 - Provide services for individuals transitioning from and/or at risk of entering into a Developmental Center and/or locked facilities.
 - Develop collaborative relationships with NBRC, day programs, and community resources.
 - Administrator to coordinate and supervise a team of specialized consultants including, but not limited to: psychiatrist, BCBA, psychologist, behavioral specialist, recreational therapist and nutritionist.
 - Administrator to hire competent, trained staff who can communicate clearly with residents, service professionals and members of the community.
 - Developed under existing and forthcoming regulations per DDS requirements.
 - Purchased and developed by a housing Non-Profit Organization (NPO).
 - Licensed and vendored for eight individuals.
 - Vendored to provide transportation to and from a day program/vocation.
 - Access generic resources in the community.
 - Flexible regarding location of site, to be determined within Solano, Napa or Sonoma County.
- **Project 8: Non-Profit Housing Services for Community Crisis Home (CCH)**
 - Purchased and developed by a Non-Profit Housing Organization with experience in developing homes for individuals with physical and intellectual disabilities, including sensory impairment, behavior challenges and mental health issues.
 - Located in an area within Solano, Sonoma, or Napa County. Location to be approved by NBRC.
 - Designed with common areas that promote interaction.
 - Private bedrooms for 8 individuals that allow for storage of personal items and décor.
 - Designed to have kitchen access at all times.
 - Private space to visit with family and friends.
 - Private yard or outdoor space for individuals to safely be outside for relaxing, socializing, and physical fitness.
 - Licensed by Community Care Licensing, be constructed to provide non-ambulatory accessibility.
 - Adhere to forthcoming regulations from DDS.

- Leased to a service provider that has been selected through a separate RFP process to serve individuals referred from the regional center either exiting a developmental center or locked facility or at risk of entering.
- Project 9: Non-Profit Housing Services for Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)
 - Be purchased and developed by a Non-Profit Housing Organization with experience in developing homes for individuals with physical and intellectual disabilities, preferably ARFPSHNs.
 - Be located in an area within Solano, Sonoma, or Napa County. Location to be approved by NBRC.
 - Be designed with common areas that promote interaction.
 - Have private bedrooms for 5 individuals that allow for storage of personal items and décor.
 - Be designed to fulfill regulations per ARFPSHN requirements, e.g. generator, tracking systems, roll in showers.
 - Have private space indoors and out to visit with family and friends.
 - Be licensed by Community Care Licensing, be constructed to provide non-ambulatory accessibility throughout.
 - Be leased to a service provider that has been selected through a separate RFP process to serve individuals referred from the regional center eligible for ARFPHSN services.

Applications are due Friday, March 6, 2015 by 5:00 p.m. Discussion followed

COMMITTEE REPORTS

A. Executive Committee – Harry Matthews – No meeting

M/S/C (Huckins/Foster) Move approval of seating Franklin Phillips as Treasurer.

UNANIMOUS

B. Vendor Advisory Committee (VAC) – Mike Huckins

The VAC met on Tuesday, February 10, 2015. Linda Plourde rejoined VAC and began her role as Chair of the VAC meetings. Please refer to the minutes for the complete report of all agenda items.

- Community Concerns: When a vendor is missing an IPP or needing a revised IPP they should contact Courtney Singleton for a copy or correction if there is a discrepancy with the POS. It was reiterated that when a POS is ending, there should be a new POS in place before a vendor continues providing the service. This may require contacting the Service Coordinator's Supervisor, Officer of the Day or Courtney Singleton. Dave Johnson reiterated the POSs are updated by Fiscal on Tuesday and Thursdays which means Wednesday and Fridays are the best days to check the portal. Unfortunately if it is not there by Friday, the following Wednesday would be the next window for the POS. Courtney confirmed that Vendors can say "no" to Service Coordinator's early request for ISP (prior to a month before the birth month).
- Group reports were given:
 - ✓ The Napa Solano Vendor Group met and had a general discussion about how to effectively recruit new Direct Service Professionals.
 - ✓ The Sonoma Vendor Group discussed their Legislative breakfast on March 27th from 8:00 to 9:30 at the State Building in Santa Rosa.
 - ✓ NBHC: The written report was read by Linda. NBHC is participating in the Vallejo Housing Coalition to purchase 10 units with 2 units being allocated for our Consumers.
 - ✓ Public Relations: Linda suggested we add a recruitment of vendors to this effort and call it PR/Outreach.
 - ✓ Trade Associations: Mike encouraged everyone to attend the Public Policy Conference and do the Legislative Office visit day on March 10th for the 10 Campaign. He also encouraged vendors to bring consumers as well.
 - ✓ Linda provided the update on CSLN meetings and Department of Labor timeframe related to overtime.
 - ✓ Board Report: Mike applauded the Board for voting to support the 10 Campaign. Community Transportation Concerns and Supported Living Concerns were summarized. The Board also approved Linda Plourde's VAC membership.
 - ✓ ARCA/NBRC: Dave Johnson reported that ARCA continues to advocate for the 10 Campaign and recommended that the rate freeze be lifted. Michi and Linda will represent at the ARCA subcommittee on Supported Living on March 19th and 20th.

- ✓ Disaster Preparedness: Regional Meetings continue.
 - ✓ CASACC Vendor Chair Conference Call: Progress with the 10 Campaign was discussed. Employment First: Maura McDonough will spearhead an Employment First Task Force for NBRC.
 - Policy and Procedure Changes: There was discussion about whether it was necessary to have the complete CDER or just the Summary CDER. Courtney Singleton confirmed that full CDERs are preferred and should be sent along by Service Coordinators. The new ILS Procedure was approved to provide ILS in family homes and has been sent on to DDS.
 - Announcements:
 - ✓ Mike announced the Arc-Solano's 19th annual Evening at the Academy Awards simulcast dinner/auction event on Oscar night 2/22/15.
 - ✓ Mike Walling will be presenting on benefits at New Leaf in March.
 - ✓ Courtney reported that nine Request for Proposals will be will be posted on the NBRC website.
 - ✓ Elizabeth reported that the CARF standards group will begin meeting in March. Elizabeth encouraged attendance at regional consortia meetings to help guide the Junior College's priorities related to education to benefit our Consumers.
 - Next VAC Meeting: The next VAC Meeting has been switched to 3/17 due to the Public Policy Conference and legislative office visits scheduled on 3/10/17.
- C. Nominating Committee – Walt Spicer, Chair. Joanne Tsai – Walt Spicer noted that Board members interviewed two Solano County applicants, i.e., Angel Giroux-Gerber and Rita Edmonds Norris. Both applicants come highly qualified for Board membership. Walt strongly recommended that the Board approve seating of these two applicants. The Board thanked Margi Stern for the referrals.
- M/S/C (Spicer/Phillips) Move approval of seating Angel Giroux-Gerber and Rita Edmonds-Norris as Solano County Board members**
- UNANIMOUS**

EXECUTIVE DIRECTOR'S REPORT

Bob Hamilton Executive Directors Report:

Bob addressed the Senate Hearings and noted the following:

- Assemblymember Tony Thurman, a former employee of Golden Gate Regional Center, and Regional Center of the East Bay, Supported Living Services, Mental Health, etc. chaired the meeting. He is very well versed and well spoken.
- Santi Rogers, provided the introduction and always says “we are standing on the shoulders of giants”. Santi mentioned the service system is based on civil rights and has grown from a couple of Centers representing a few thousand clients to a system that not supports 280,000 clients. Out of the 280,000, 279,000 live in the community. 70% of the 279,000 live in their family home. Kudos to families who do the “heavy lifting”.
- NBRC staff testified i.e., Joanne Giardello, Maura McDonough, Seneca St. James, and Tammy Larsen. Michelle Ramirez from On My Own testified, along with two directors. The hearing was very well attended.
- Review of the Developmental Center budget. The Legal Analysts Office recommendation that DDS provide a closure plan, which called for a 10-year plan down to a 2-year plan (AB1405 - Groves).
- Survey conducted by the Department of Public Health gives DDS until April 11th to develop a plan to certify people at SDC. Currently there are four units that DDS voluntarily decided not to certify for ICF, which means they will no longer receive federal funding. There are a total of eleven ICF units which total approximately 160-170 residents. If DDS and SDC don't come up with an agreeable plan they will de-certify all units. Next fiscal year, that equates to \$44M federal funds that will be lost. Chairman Thurman requested that DDS provide more information at which time Santi agreed to have a report ready by the end of the month.
- Dion Aroner, former Assemblymember, testified and questioned a \$66M savings that went back to the General Fund rather than Regional Center Services system. Since 2008, over \$400M in savings has been achieved by moving residents of the Developmental Centers to the community and none of it has gone to the Regional Center system.

- A Provider from Lafayette noted there are new homes in the community specifically for people moving from the SDC where they are thriving and doing well. There was testimony for and against moving people from Developmental Centers into the community but there was one overriding point of agreement and that was “do it right” and “make it person centered”.
- Mr. Kent, Associate Director, Health and Human Services, addressed the Taskforce Committee and indicated focus on four things, i.e., rates, regional center wages, housing, and employment. The Committee will recommend more central rates be provided by DDS and less by the Regional Center system. Bob noted that one of the reasons Regional Centers are in existence is to provide local input as to terms of what kinds of services are needed and what they look like. If the Regional Center system is left out of that formula, there will be standardization.
- Eileen Richey, Executive Director, Association of Regional Center Agencies (ARCA), testified regarding rates and wages for Regional Centers. Since 2011, 437 homes, 57 Day programs, and 15 Supported Living Service homes have closed due to low rates. Caseload ratios are the highest in the nation. Statewide, there are 667 fewer Service Coordinators than is required by law. The residential rate in NYC is 2.5 times the rate it is in California. Requesting a rate reform with 10% now and 5% every year until it is reformed. Chairman Thurman noted that the system is out of compliance with caseload ratios and requested DDS to provide background information and resolution.
- AB1405 (Grove) is forthcoming and will capture money when Developmental Center’s close.
- All 21 Regional Centers are operating outside the caseload ratio guidelines.
- Following the Lanterman Developmental Center closure, all clients are successfully living in the community. There were very few transitional problems.
- Between North Bay Regional Center, Golden Gate Regional Center, Regional Center of the East Bay, there are approximately 450 clients residing at SDC.
- A woman from Valley Mountain Regional Center testified that Stockton State Hospital existed prior to the Center. Prior to its closing, all residents at Stockton attended day programs in the community. The closure was much easier than initially anticipated.
- Discussion followed

Michi Gates, Director, Client Services: No report

Dave Johnson, Financial Report:

- Purchase of Services are growing behind what is allocated. NBRC was scheduled to give a 5.86% rate increase effective January 1st which did not go through. NBRC is awaiting the A3 amendment which may take funds out of POS because overtime for programs did not go through January 1st as anticipated.
- Big Community Placement Plan (CPP) budget has not been expended because of the time involved in completing projects.
- NBRC is on target to reach Operations budget. Last year NBRC received a 4% increase in the Ops budget. New Service Coordinators were hired, staff was given a 3% wage increase, and CALPERS will increase .5% for the next five years. NBRC received 1% increase in Ops this year which has created a challenge.
- Bob noted that it is difficult for State administration to believe you are in crisis if you are doing the same job with less money. NBRC runs the risk of losing the contract with DDS if we are disobedient in any way.

LIAISON REPORTS

A. Association of Regional Center Agencies (ARCA) – Harry Matthews (10 minutes): No Report

B. Area IV Board – Bob Phillips, Chair (10 minutes):

- Stockton closure presented multiple problems and it cannot be compared to the Agnews Developmental Center closure. It is imperative to develop resources prior to people moving from the Developmental Center. At Stockton, an entire program moved to Napa State Hospital, most of another program moved to Camarillo State Hospital, and others moved into the community.

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- Increases in MediCal provider rates.
- Bob distributed program materials on the Self Determination three year pilot project. Approximately 100 people from NBRC are eligible to participate. The amount of eligible clients will be proportionate to the Regional Center population with a total of 2,500 total participating in the program. There will be an advisory committee developed by the State Council Regional Office and Regional Center. Families and people with developmental disabilities will serve on the committee and will be screening applications etc. The State Council will set up a Statewide Self Determination committee that will evaluate the process and report to the Legislature. The program develops an individualized budget. An independent facilitator (who must be someone who does not provide services) will assist in coordinating services. There will be oversight by a vendored financial entity to ensure that a client can get by on their allotted budget. This project is a result of SB468 which passed October 2013. This program is dependent on federal funding. The Department has submitted their waiver request and are awaiting a response.
- Bob Hamilton noted that the local committee developed by the State Council Regional Office and NBRC will select an equal number of participants. The Disability Rights of California will have an appointed person who will be a tie-breaker if agreement is not reached on a particular issue. DDS is working on developing a Self Determination video that will be shared and posted on our website. It is NBRC's responsibility that every client is notified of this opportunity. People will receive some needed services and won't be locked in by regulations that we now must adhere to.

GENERAL PUBLIC COMMENT: None

GOOD OF THE ORDER: Bob Phillips requested an update on the family who presented to the Board on two occasions.

Tara Knudson and the family met with the Mayor of Dixon who is proposing an opportunity for a reduced cost program by providing NBRC free/reduced rent. Dixon has government property that may be available to rent out below market rate for a day program. NBRC will submit a Request for Proposal for a day program. There is no startup funding available from NBRC.

ADJOURNMENT – M/S/C (Phillips/Spicer) Move to adjourn the meeting at 7:03 p.m. UNANIMOUS

NEXT MEETING ANNOUNCEMENT – The next Board meeting is scheduled for March 4, 2015 at North Bay Regional Center, Napa office at 5:00 p.m.

Savings Account - Feb 2015

2/1/2015 through 2/28/2015

3/16/2015

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Date	Account	Description	Amount
BALANCE 1/31/2015			51,156.46
2/2/2015	Savings	Donation	559.31
2/27/2015	Savings	Interest	1.98
2/1/2015 - 2/28/2015			561.29
BALANCE 2/28/2015			51,717.75
TOTAL INFLOWS			561.29
TOTAL OUTFLOWS			0.00
NET TOTAL			561.29

01

Checking Account - Feb 2015

2/1/2015 through 2/28/2015

3/16/2015

Page 1

Date	Account	Num	Description	Amount
BALANCE 1/31/2015				2,065.76
2/10/2015	Checking	2210	Board Supplies	-62.14
2/17/2015	Checking	2209	Eagle Eye Engraving	-22.51
2/1/2015 - 2/28/2015				-84.65
BALANCE 2/28/2015				1,981.11
TOTAL INFLOWS				0.00
TOTAL OUTFLOWS				-84.65
NET TOTAL				-84.65

//

**North Bay Regional Center
Finance Dashboard FY 2013/14**

67% of the year elapsed

As of February 28, 2015

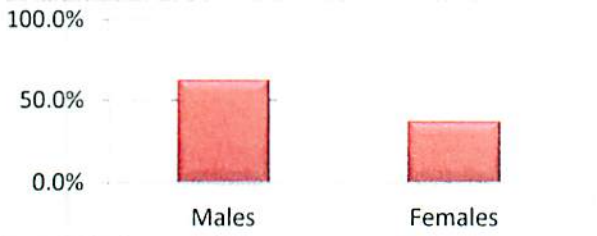
			% Total		Projected		Forecasted
Purchase of Services (POS)	<u>Allocation/A-3</u>	<u>YTD Actual</u>	<u>POS</u>	<u>Var/ Alloc</u>	<u>Spending</u>	<u>YTD Act + Fcst</u>	<u>Surplus (Deficit)</u>
							<u>From Allocation</u>
Supported Living Services	\$ 24,000,000	\$ 23,972,985	26%	\$ 27,015	\$ 12,000,000	\$ 35,972,985	\$ 27,015
Day Programs	23,333,333	23,206,303	25%	127,030	11,400,000	34,606,303	393,697
Community Care Facilities	20,000,000	19,758,701	22%	241,299	9,800,000	29,558,701	441,299
Behavioral Services	12,000,000	11,738,237	13%	261,763	5,900,000	17,638,237	361,763
Transportation Services	5,333,333	5,070,126	6%	263,207	2,600,000	7,670,126	329,874
Other	16,141,172	10,175,933	11%	5,965,239	5,300,000	15,475,933	8,735,825
Total POS services	\$ 100,807,839	\$ 93,922,285	103%	6,885,554	\$ 47,000,000	\$ 140,922,285	\$ 10,289,473
Receipts from ICFs for SPA services	(3,333,333)	(3,250,966)	-4%	(82,367)	(1,600,000)	(4,850,966)	(149,034)
Community Placement Plan (CPP)	5,218,736	413,246	0%	4,805,490	7,400,000	7,813,246	14,858
Total POS & CPP Services	\$ 102,693,241	\$ 91,084,565	100%	\$ 11,608,676	\$ 52,800,000	\$ 143,884,565	\$ 10,155,297
Operations Expense (OPS)							
Personnel	\$ 6,666,667	\$ 6,670,051	59%	(3,384)	\$ 3,375,000	\$ 10,045,051	\$ (45,051)
Benefits	2,433,333	2,464,307	22%	(30,974)	1,200,000	3,664,307	(14,307)
Facilities/Insurance	1,166,667	1,136,404	10%	30,263	600,000	1,736,404	13,596
Equipment	266,667	277,738	2%	(11,071)	120,000	397,738	2,262
Communications	116,667	97,925	1%	18,742	70,000	167,925	7,075
Mileage	146,667	139,486	1%	7,181	80,000	219,486	514
Legal	133,333	91,396	1%	41,937	100,000	191,396	8,604
General Office	150,000	138,173	1%	11,827	80,000	218,173	6,827
Consultants	216,667	232,520	2%	(15,853)	75,000	307,520	17,480
Other Expenses	55,211	24,626	0%	30,585	55,000	79,626	3,190
Total Operations Expense	\$ 11,351,877	\$ 11,272,626	100%	79,251	\$ 5,755,000	\$ 17,027,626	\$ 190
Community Placement Plan (CPP)	599,557	539,794		59,763	359,500	899,294	41
Total OPS & CPP Expenses	\$ 11,951,434	\$ 11,812,420		139,014	\$ 6,114,500	\$ 17,926,920	\$ 231
Total	\$ 114,644,675	\$ 102,896,985		\$ 11,747,690	\$ 58,914,500	\$ 161,811,485	\$ 231

DDS Contract Allocations	<u>Date Received</u>	<u>POS</u>	<u>Operations</u>	<u>CPP</u>	<u>Total</u>
Preliminary Allocation	6/19/2014	\$ 107,389,393	\$ 13,531,046	\$ -	\$ 120,920,439
1st Amendment A-1	8/29/2014	\$ 35,883,825	\$ 3,325,827	\$ -	\$ 39,209,652
1st Amendment A-1 CPP	8/29/2014	-	510,700	\$ 4,959,195	\$ 5,469,895
2nd Amendment A-2 CPP	12/3/2014	-	255,885	\$ 354,844	\$ 610,729
3rd Amendment A-3	12/3/2014	-	170,943	-	\$ 170,943
3rd Amendment A-3 CPP	3/5/2014	2,938,540	132,750	2,514,065	5,585,355
Total Allocation		\$ 146,211,758	\$ 17,927,151	\$ 7,828,104	\$ 171,967,013

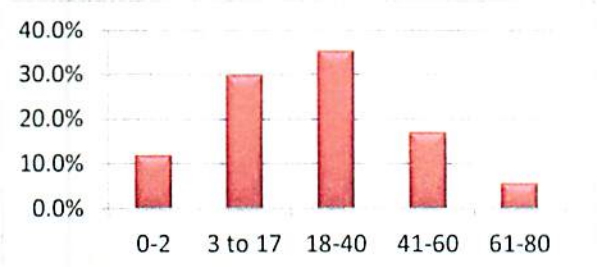
e/



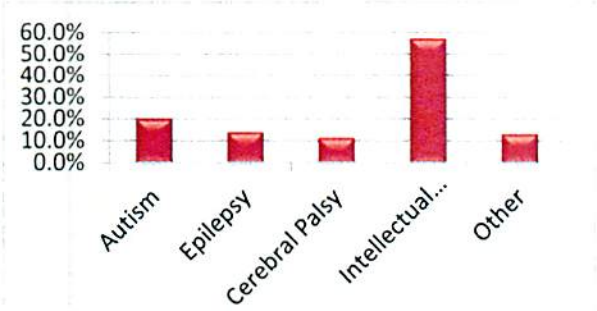
NBRC Case Management Report
NBRC Total Clients: 8,363



Males	5,244
Females	3,119

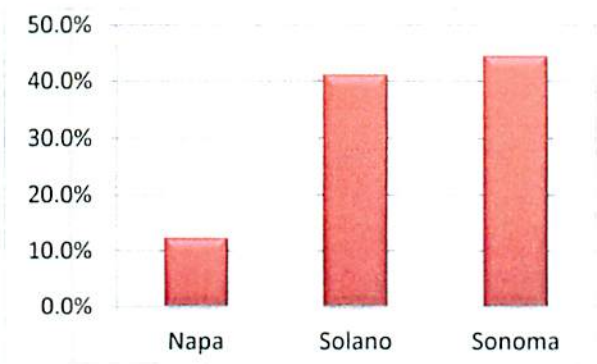


Age Range	
0-2	1,033
3 to 17	2,380
18-40	3,012
41-60	1,388
61-80	519

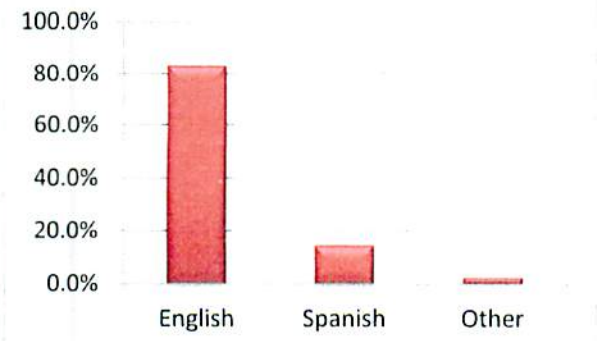


Disability Type*	
Autism	1,711
Epilepsy	1,129
Cerebral Palsy	929
Intellectual Disability	4,790
Other	1,044

**Clients may have multiple*

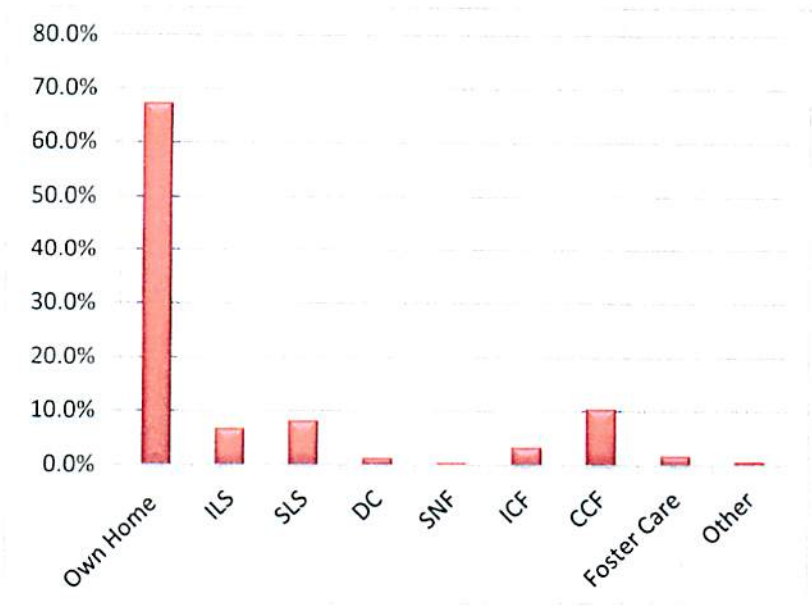


County	
Napa	1,063
Solano	3,468
Sonoma	3,676

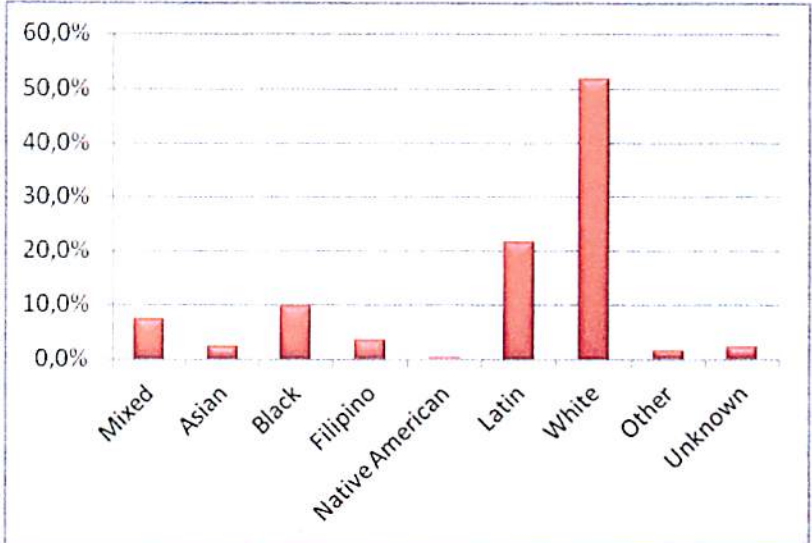


Language	
English	6,903
Spanish	1,290
All Other	170

Residence Type	
Own Home (Includes parent)	5,670
ILS	515
SLS	741
DC	101
SNF	48
ICF	259
CCF	825
Foster	140



Ethnicity	
Mixed	649
Asian	190
Black	801
Filipino	292
Native American	27
Latin	1,878
White	4,223
Other	122
Unknown	181



NEW Intakes MONTH	Accepted for Assessment		Closed or Inactivated # of Reactivations				Transferred- Other		Gross New Consumers		Graduated Out of RC System				
	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older					
01/15	105	29	-	23	24	+	9	19	+	1	0	=	92	24	30
02/15	95	11	-	14	23	+	7	13	+	3	0	=	91	1	38
03/15		0	-		0	+		0	+		0	=		0	
04/15		0	-		0	+		0	+		0	=		0	
05/15		0	-		0	+		0	+		0	=		0	
06/15		0	-		0	+		0	+		0	=		0	
07/12		0	-		0	+		0	+		0	=		0	
08/15		0	-		0	+		0	+		0	=		0	
09/15		0	-		0	+		0	+		0	=		0	
10/15		0	-		0	+		0	+		0	=		0	
11/15		0	-		0	+		0	+		0	=		0	
12/15		0	-		0	+		0	+		0	=		0	
2015 TOTAL	200	40	-	37	47	+	16	32	+	4	0	=	183	25	68
2015 Avg.		3			4			3			0			2	



10 Executive Ct. Napa, CA 94558
Phone: (707) 256-1100 • TTY (707) 252-0213

2351 Mendocino Avenue, Santa Rosa, CA 95403
Phone: (707) 569-2000 • TTY (707) 525-1239

**FAIR HEARING & MEDIATION UPDATE
MARCH 1 - 31, 2015**

Eligibility (14-29)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Fair Hearing pending.
ILS/SLS (14/30)	<u>Reason for Appeal:</u> Claimant appeals denial ILS/SLS services <u>Ruling:</u> Withdrawn
Eligibility (14-31)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Informal Meeting denied Claimant's appeal. Fair Hearing pending.
Respite (14-32)	<u>Reason for Appeal:</u> Claimant appeals denial of Respite hours. <u>Ruling:</u> Resolved through Mediation.
Van Repair (14-33)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Denied at Informal Level. Fair Hearing decision denied.
Eligibility (14-35)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Fair Hearing pending
Eligibility (15-04)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Fair Hearing pending.
Health & Safety (15-05)	<u>Reason for Appeal:</u> Claimant appeals DDS's denial of health and safety with enhanced SLS services <u>Ruling:</u> Informal Meeting and Fair Hearing pending.
Health & Safety (15-06)	<u>Reason for Appeal:</u> Claimant appeals DDS's denial of health and safety with enhanced SLS services <u>Ruling:</u> Informal Meeting and Fair Hearing pending.
Eligibility (15-07)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Fair Hearing pending.
Health & Safety (15-08)	<u>Reason for Appeal:</u> Claimant appeals DDS's denial of health and safety with enhanced SLS services. <u>Ruling:</u> Informal Meeting and Fair Hearing pending.
Eligibility (15-09)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Fair Hearing pending.
Eligibility (15-10)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Withdrawn
Eligibility (15-11)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Withdrawn
Eligibility (15-12)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility for Regional Center services <u>Ruling:</u> Fair Hearing pending.

Health & Safety
(15-13)

Reason for Appeal: Claimant appeals DDS's denial of health and safety with enhanced SLS services.

Ruling: Informal Meeting and Fair Hearing pending.

Health & Safety
(15-14)

Reason for Appeal: Claimant appeals DDS's denial of health and safety with enhanced SLS services.

Ruling: Fair Hearing pending.

Day Care
(15-15)

Reason for Appeal: Claimant appeals denial of day care services.

Ruling: Fair Hearing pending.

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CONSUMER ADVOCATE REPORT

March 20, 2015

The self-advocacy/support groups continue to be educated through DVDS on issues regarding rights, transportation, employment, housing, voting, independence, and relationships. There will be another Sonoma County self-advocacy meeting in April or May at the NBRC Office in Santa Rosa. There will be a Statewide Self-Advocacy Conference with the theme "Celebrate Self-Advocacy" sponsored by Supported Life Institute in Sacramento on May 1 – 2, 2015 at the Crown Plaza Hotel, Sacramento. A Statewide Gathering sponsored by People First of California will be held in Fresno, CA at the Double Tree Hotel on June 12-14, 2015. The theme is, "Advocacy Is the Path, You Choose the Direction".

The Napa County IHSS Advisory Committee is sponsoring an Appreciation Event this spring. Date, time and location have not been decided at this point. I will keep you posted. Managed care will not be implemented in Napa County this year and hopefully for years to come. Overtime for IHSS Providers will also not be implemented at this time. However, SEIU and other unions/agencies are sponsoring bills for overtime and other issues for the disability population, which can be found at:

<http://ctweb.capitoltrack.com/public/publish.aspx?session=15&id=a128450e-15be-4660-9d3d-dfd848821426CICA> Legislative Tracking - 15/16 Legislative Session Information current as of 3/18/2015

Voter registration continues to improve in both our offices and we expect people will register to vote as the national election in 2016 gets closer. I want to thank everyone who has assisted consumers to register. Keep up the good work.

I will be assisting Katie Pedgrift in developing several sexuality seminars for people who are non-verbal in the very near future.

I continue to assist service coordinators with their cases and am still the DDS Conservator designee. Being the designee has doubled my time with conservatees due to the amount of emergencies.

Thank you.

Submitted by:

Randy Kitch

NBRC Community Resource Development and Services Report

Transportation

During the month of February 2015 26 Transportation Request Forms were received (TRFs). 33 Transportation Access Plans (TAPs) were completed with 20 individuals receiving routed transportation, 5 individuals will be transported by their residential service provider, 3 by their supported living service and 4 through mileage reimbursement. 1 travel training was completed, 2 travel training assessments were completed, another individual was approved for travel training and 2 more individuals are in the process of being travel trained to ride public transportation.

Requests for Proposal (RFP):

NBRC's 2014-2015 Community Placement Plan Requests for Proposal (RFP) were all submitted on March 6, 2015. Currently the RFP teams are reviewing all proposals. Interview dates for projects 1-7 are April 1st and 2nd of 2015 and April 9th for Projects 8-0. Please check the NBRC website during the month of May 2015 for official selection of service providers for each project.

New Vendors

Interested individuals or agencies who would like to become vendored with NBRC to provide services in Napa, Solano or Sonoma Counties, please visit the NBRC website:

<http://nbrc.net/service-providers/vendorization/vendor-application/>

Community Placement Plan Development

NBRC continues to move forward working on development of past year awarded Requests for Proposals to develop programs to serve individuals living in locked placement settings or out of state. During the next several months a Forensic Adult Residential Facility and the Prader Willi Home (joint project with ACRC) will come into completion. NBRC staff work diligently with providers to complete these services so that individuals can move out of locked settings.

NBRC Quality Assurance

NBRC Quality Assurance Supervisor Maura McDonough held a training at the NBRC Napa office on Community Integration and Employment. A Special Incident Report Training was held on during the month of March for service providers to learn more about SIR reporting. Upcoming SIR trainings will be held June 18th (Santa Rosa), September 17th (Napa), December 17th (Santa Rosa) from 10:00 a.m. to 12:00 p.m. For more information please visit the NBRC website: <http://nbrc.net/service-providers/special-incident-reports/>

Federal Revenue Department Board Report for Quarter 1, 2015

- **Status:** NBRC has 3,616 individuals enrolled in the Medicaid Waiver program as of February 28th 2015. NBRC needs to enroll only eight more individuals to meet its total goal for fiscal year 14-15. This represents all NBRC clients eligible under the Lanterman Act.
- **Goals:** We have exceeded our quarterly target of 23 additional individuals in March 2015 adding a total of 42 individuals to the waiver. These quarterly targets have been established by DDS along with the requirement to add clients to the waiver monthly. Missing our target or not adding monthly can result in the withholding of federal funds in our operations budget and less POS (purchase of service) reimbursement.
- **Training:** NBRC Federal Revenue Department staff recently provided training to individual case management units to prepare for our upcoming Medicaid Waiver Audit scheduled for May 11-22, 2015. These trainings included an overview of general audit checklist requirements, the federal definition of case management, Targeted Case Management notes, and completion of the Annual IPP Review form, as required per regulation. Federal Revenue staff provided training to Case Management Supervisors on how to complete chart reviews, specifically looking at the consistency between monitoring, reporting, and case management notes. Federal Revenue staff also created a "How-To Form" to accompany the IPP Monitoring Form in order to provide Service Coordinators with direction on how to complete quarterly and Annual Reviews.
- **DDS update:** The 1915(i) SPA (State Plan Amendment) that DDS submitted is still being reviewed for approval by CMS (Centers for Medicaid Services). Parts one and two have been approved and the state has been enrolling eligible clients into the SPA. Once approval is completed, regional centers will begin implementing and managing the program. The 1915i SPA will allow California to receive federal funds for POS services for individuals who do not qualify for Medicaid Waiver. It does not provide any funds for operations costs.
- **Agency Support:** The Federal Revenue Department will continue to provide support with ongoing MW enrollment and duties, the rollout of the 1915(i) SPA, CDER (client development evaluation report) and forensic data integrity, and ongoing support to staff during all audits.

Service Policy Manual

Community Integrated Employment

North Bay Regional Center (NBRC) recognizes that work is an important part of every individual's life. As a component of everyday living typical of people without disabilities, it enables community integration and personal growth. In alignment with California's Employment First Policy, NBRC will prioritize the availability of the best opportunities for competitive integrated employment to all people we support, regardless of the severity of disability.

- NBRC prioritizes the availability of services across the life spectrum that increase people's capacity to make informed choices, and to participate in community living in accord with those choices.
- NBRC advocates for employment opportunities that will provide challenging, rewarding work at competitive wages typical of the position.
- NBRC advocates for employment opportunities that provide the maximum amount of hours, up to full-time employment.

Vendor Advisory Committee

Report to the NBDDS Board of Directors

March 17, 2015

Submitted by Mike Huckins

The VAC met on Tuesday, March 17, 2015. Please refer to the minutes for the complete report of all agenda items. Karen Farnsworth, VAC member and expectant Mom was honored with a cake, card and gift certificates.

Community Concerns/Clarifications: Special Incident Report online submittal challenges were discussed. Michi will investigate and follow up with VAC. Bob announced that NBRC had been sent the DDS letter to conclude the 4 additional Uniform Holidays and the half day billing. A follow up strategy for the March 31st closure date was discussed.

Group reports were given. The **Napa Solano Vendor Group** did not meet. The **Sonoma Vendor Group** discussed their Legislative breakfast on March 27th from 8 to 9:30 at the State Building in Santa Rosa. Their next meeting is on 3/24. **SCDD North Bay:** Bob Phillips reported out on State Council's recruitment of advisors, bills, and the eventual roll out of self determination. **NBHC:** Mary reported that Vallejo is accepting online applications for Section 8 this week only. **Public Relations and Outreach:** No Report. **Trade Associations:** Liz reported that the Public Policy Conference was very successful with at least 34 State Senators and Assemblymembers signed onto the Beall letter. CSLN conference is April 15th – 17th. The Respite Association met and endorsed a calculation method to determining rate adjustments for unfunded government mandates, especially local City minimum wage increases which currently require a Health and Safety exception from DDS. **Board Report:** The Board approved Franklin Phillips as Treasurer and Rita Edmonds Norris and Angel Giroux Greber as the 2 new Solano County parents for NBRC Board membership. **ARCA/NBRC:** Bob stated that ARCA is meeting on 3/19 and 3/20 in Sacramento; April 11th is the date when CMS will decide if 7 more Sonoma Developmental Center ICF units will be decertified. Housing remains a constant need for our Consumers. **Disaster Preparedness:** Regional Meetings continue. **CASACC Vendor Chair Conference Call:** No Report.

- **Policy and Procedure Changes:** Bob passed out a letter stating that the restructuring of the Resource Development and Quality Assurance positions is complete. Michi introduced Tara Knutson as the new Resource Development lead staff person, Maura McDonough as the lead Quality Assurance Staff person and Courtney Singleton as their Supervisor. More specific policies and procedures will be coming. Michi clarified that Non referral status typically occurs when there is non compliance with a vendor contract, program design, audit requirement or a health and safety concern that needs correction. She stated that the vendor should be the first to know when they are placed on this non-referral status. Tara discussed capacity and clarified tour procedures with the Vendors in attendance.
- **New Business:** Since the June 9th SDC Opportunity Fair is at the same time as the VAC meeting, the June date was switched to June 16th.
- **Next VAC Meeting:** The next VAC Meeting will be on April 14th.

VAC Meeting Minutes

Vendor Advisory Committee Meeting Minutes
 North Bay Regional Center, Napa
 Tuesday, March 17, 2015



1. Attendance		
a. Call to order	VAC Meeting held February 10, 2015 was called to order at 10:09 AM (PST). Chaired by Mike Huckins	
b. Roll call. Quorum met? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Approval of Meeting Minutes with the following changes: Change meeting date to 2015. Karen/Karen/unan. Agenda Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2 new business items added	<p><u>VAC Membership</u></p> <input type="checkbox"/> Saanen Kerson (Vine Village) <input checked="" type="checkbox"/> Darelyn Pazdel (PRIDE Industries) <input checked="" type="checkbox"/> Elizabeth Clary (UCP of the North Bay) <input checked="" type="checkbox"/> Karen Farnsworth (CPA) <input checked="" type="checkbox"/> Mike Huckins (The ARC Solano) <input checked="" type="checkbox"/> Lauren Meikeljohn (Becoming Independent) <input checked="" type="checkbox"/> Karen Lustig (Aldea Supported Living Services) <input type="checkbox"/> Linda Plourde (Bayberry, Inc.) <p><u>NBRC Staff</u></p> <input checked="" type="checkbox"/> Michi Gates <input checked="" type="checkbox"/> Bob Hamilton <input checked="" type="checkbox"/> Joanne Giardello <input checked="" type="checkbox"/> Maura McDonough <input checked="" type="checkbox"/> Tara Knutson <input checked="" type="checkbox"/> Courtney Singleton <input checked="" type="checkbox"/> Seneca St. James <p><u>General Members</u></p> <input checked="" type="checkbox"/> Andrea Carson (On My Own) <input checked="" type="checkbox"/> Andrea Mendoza, (REI / CHDC) <input checked="" type="checkbox"/> Brian Kelly (Attendant Care) <input checked="" type="checkbox"/> Cameron Woolley (Connections For Life) <input checked="" type="checkbox"/> Dori McDonnell (Lifeshouse Agency) <input checked="" type="checkbox"/> Elizabeth Sutton (North Bay Industries) <input checked="" type="checkbox"/> Emer Maraid (Wellness SLS) <input checked="" type="checkbox"/> Emily Davidson (R & D Transportation) <input checked="" type="checkbox"/> Holly Pagel (Connections for Life) <input checked="" type="checkbox"/> Kelley Hanson (PACE Solano) <input checked="" type="checkbox"/> Kory Stradinger (Becoming Independent) <input checked="" type="checkbox"/> Louis Chiofalo (Solano Diversified Services) <input checked="" type="checkbox"/> Mary Eble (Northbay Housing) <input checked="" type="checkbox"/> Melissa Healy (Wheelcare Express) <input checked="" type="checkbox"/> Michelle Ramirez (On My Own) <input checked="" type="checkbox"/> Stan Higgins (Oaks of Hebron)	
2.		
Agenda Changes or Additions	<ul style="list-style-type: none"> Announcements were noted. 	
3.	Summary	
Feature Presentation	<ul style="list-style-type: none"> No feature presentation scheduled 	
		Action/Follow-Up

4. SDC	Summary	Action/Follow-Up
Community Concerns	<ul style="list-style-type: none"> • Kelley Hanson – SIRS - Vendors have been told to fax SIRs in addition to the on-line submission. What should vendors be doing to assure it makes it to the SCs? Michi will follow up with the SIR Coordinator and report back to the VAC. What is the time delay? Reportable reports should be entered first. • Mike Huckins - Uniform Holiday – The VAC is hearing that the uniform holiday will not be appealed. We would like to know if we are recognizing March 31st as a uniform holiday. Bob read from a DDS letter (received 3/17) that indicates that NBRC can approve billing for March 31st. Isabel Calder requested Vendors planning to provide service on 3/31 contact her immediately as changes in the POS and electronic billing will need to happen. Transportation will be an issue on 3/31 and should be coordinated with R&D immediately. 	NBRC will follow up with its Leadership to clarify these issues.
5. Report		Action/Follow-Up
Group Reports	<ul style="list-style-type: none"> • Napa Solano provider group – No meeting this month. • Sonoma Provider group – Elizabeth reported that plans are underway for the March 27 Legislative Breakfast. It takes place from 8-9:30 at the State Building in Santa Rosa. Bill Dodd, Jim Wood, Mike McGuire will be in attendance. They will recognize Legislative Aides as well. This is the same day as the Golden Gate Regional Center Legislative Breakfast. Next meeting of the Sonoma Providers group is 3/24 at 10 am at NBI. • State Council on Developmental Disabilities: Bob Phillips reported the following: <ul style="list-style-type: none"> ➢ Reviewed letter signed by legislators. ➢ Legislative hearings today, March 17th. Senate Bill 639, Stone, Assembly Bill 1405 which both involve the Developmental Center closure. Site figures discussed as well as health and safety issues. Date for plan submission is December 2016 with a closure date of December 31, 2018. The Bill focuses on Fairview and Sonoma. ➢ State Council setting up regional advisory committees that reflect community diversity. The Council is reviewing the possibility that up to 25% of the committee could include service providers. ➢ Self Determination has been extended (clock reset) for approximately six months in order to prepare an announcement. • North Bay Housing Coalition: Mary Eble reported – The City of Vallejo is opening housing this week only. Mike will forward to the VAC. Applications are on line only. Housing Alliance met and Zach Omstead spoke regarding Housing. Assembly Bill 1335, tax housing transactions, to provide housing funds. Assembly Bill 811 sets up 8 to 12 person units. • Public Relations and Outreach: Nothing to report. • Trade Associations: <ul style="list-style-type: none"> ➢ CDSA: Elizabeth - legislative conference was held with Santi Rogers, Director of DDS, as the keynote speaker. The message was the closure of the Developmental Center and the 10% rate increase. ➢ CSLN: CSLN Annual Conference is April 17 – 18 in San Diego. No report today. ➢ Respite Association Meeting: Mike reported that the 10% campaign is critical to near minimum wage direct service professionals. Will local city minimum wage increases be funded? 	

	<ul style="list-style-type: none"> • Board Report – Mike Huckins reported the following: <ul style="list-style-type: none"> ➢ Franklin Phillips elected to Treasurer. ➢ Tara Knutson reported on the RFPs that NBRC created to address placement of Developmental Center individuals. More to follow on the outcome. ➢ Two new members elected to the Board; i.e., Rita Edmonds-Norris (parent) and Angel Giroux-Greber (parent). ➢ With Self Determination - there are some costs associated including Fiscal Management Services and Independent Facilitators. Summary, good Board meeting. • NBRC Report -- Bob reported. ARCA is meeting this Thursday and Friday (3/19 & 3/20) at Alta Regional Center in Sacramento. April 11th is the proposed deadline that CMS has given the State before they “pull the plug” on the ICFs to support the Developmental Centers. This is not a sure date as of today. ARCA has unanimously voted to support the Development Center closures. Housing for them remains a goal. • Disaster Preparedness: Groups continue to meet regionally. • CASACC: Call was not attended this month. 	
6. Report	Summary	Action/Follow-Up
Policies Procedures Practices or Trends.	<ul style="list-style-type: none"> • Bob submitted a memo in response to a letter that was submitted by the VAC. See attached. Dr. Michi Gates reviewed the letter and introduced Tara Knutson, Maura McDonough, and Courtney Singleton as the new staff providing Resource Development and Quality Assurance at Regional Center. • Regarding non-referral status, Maura McDonough will focus on these processes to assure that they are transparent and consistent. Generally, non-referral status is initiated if a vendor is not following the plan or there is a health and safety issue and/or no independent audit is received by the Regional Center to name a few. Work with NBRC to improve program and/or submit necessary financial information if you want your name removed from the “no referral” list. If vendors are not sure why they are on non-referral status, please contact Dr. Gates. How will vendors be notified of this status? NBRC will reach out to the vendors and discuss the issues prior to communication with others. • Tara Knutson, NBRC will work to establish capacity limits in each program. 	
7. New Business		
	<ul style="list-style-type: none"> • Mike announced a conflict for next month’s VAC meeting. We will remain to meet on April 14th and Mike will Chair in Linda’s absence. • In June, Opportunity Fair Sonoma Developmental Center fall on the same date as the June VAC, June 9th. VAC meeting will move to the third Tuesday, June 16th 	
8. Report	Summary	Action/Follow-Up
Announcements	<ul style="list-style-type: none"> • Mike Huckins - Direct Care Staff Training with Peter Lidey is scheduled for March 31st at NBRC conference room. Register with Linda Plourde. • Mike Huckins - Opportunity Fair June 9, 2015, Sonoma County. • Elizabeth Clary – Sonoma County Transition Fair, thank you for attending. • Elizabeth Clary – CARF Meeting March 18th, Holly Tracy coordinating, Sonoma County. 	

	<ul style="list-style-type: none"> • Elizabeth Clary - Supported Employment Meeting April 9th, 1:00 PM Department of Rehab. in Sonoma. • Elizabeth Clary – Article regarding Oaks of Hebron home closure • Elizabeth Clary – Regina Livingston, NBI employment passed away in February, memorial was Saturday and many vendors attended. • Michelle – May 7th next senate hearing regarding DC Closures. 	
9. Adjournment		
	Meeting adjourned at 11:55AM	

Minutes submitted by: Darelyn Pazdel



North Bay Regional Center

Bob Hamilton
Executive Director

March 17, 2015

10 Executive Court
Napa, CA 94558
(707) 256-1100
TTY (707) 256-0213

2351 Mendocino Avenue
Santa Rosa, CA 95403
(707) 569-2000
TTY (707) 525-1239

From Fairfield, Vacaville,
Cordelia, and Suisun
1-888-246-2555

Early Start Warm Line
1-800-646-3268
(1-800-6 INFANT)

Emergency Response
800-884-1594

Dear NBRC Vendor Advisory Committee,

Over the past few years NBRC has engaged in a restructuring process with the intent to improve our service delivery system for our clients. During this process one focus has been our Community Services Division, specifically the COAST, Resource Development, and Quality Assurance functions. Historically NBRC has combined these functions under one unit or department. We now have them organized into three separate units under the direction of Courtney Singleton, which NBRC believes will best serve our clients. During this restructuring process Dave Johnson our Chief Financial Officer has assisted in managing these functions and other operations at NBRC including Vendor relations. We thank him for his service. Now that these functions have been restructured Mr. Johnson will focus all of his attention and time towards the financial management of NBRC and will no longer be directly involved in these other areas of operation. We are grateful to have had the good fortune to recruit Jonathan Padilla to lead the COAST unit, Tara Knutson to lead the Community Resource Unit and Maura McDonough to lead the Quality Assurance Unit. We are excited to see the contributions they are, and will continue to make to NBRC. Michi Gates our Director of Client Service will continue to manage Vendor relations while Thomas Maseda our Director of Administrative Services will continue to manage Labor relations.

We are excited to move forward together with this new structure and new leaders in place.

Thank you,

Bob

Bob Hamilton
Executive Director
North Bay Regional Center



STATE COUNCIL ON DEVELOPMENTAL DISABILITIES—NORTH BAY OFFICE
236 Georgia St., Suite 201, Vallejo, CA 94590 (707) 648-4073 northbay@scdd.ca.gov

March 19, 2015

State Plan Survey

SCDD wants to help and we need information from you.
Please take a moment to complete our online survey.

- [State Plan Survey](#)
- [Plan Estatal de Desarrollo de 5 años: Reunión Abierta y Preguntas de la Encuesta](#)

Regional Advisory Committee

**The State Council's North Bay Office is forming a regional advisory committee.
Please consider if this is a volunteer opportunity for you!**

[Assembly Bill 1595](#) made changes to the State Council and revised and recast area boards on developmental disabilities as regional advisory committees. The regional advisory committees advise the state council and its regional office on local issues and identify and provide input regarding local systemic needs within its community.

We are now actively seeking members of the regional advisory committee to the State Council's North Bay Office. If you are interested, please click the link below, or contact us at (707) 648-4073 or northbay@scdd.ca.gov

- [Recruitment Flyer/Application](#)

Section 8 Vouchers

The Housing Authority of the City of Vallejo opened its waiting list for the Section 8 Housing Choice Voucher program and the Section 8 Project Based Voucher program. Applications will be accepted online. The online applications will be available on the Internet from 8:00 AM, March 16, 2015 through 5:00 PM, March 20, 2015. Applications will be available on the Internet by logging into: <https://www.waitlistcheck.com/CA1004>

Alert! The deadline posted in the City of Vallejo notice is Friday, March 20, 2015.

Webinar on the ABLE Act

The ABLE National Resource Center Presents a FREE Webinar: Understanding ABLE

In collaboration with The Arc, National Disability Institute, Autism Speaks, National Down Syndrome Society, and the College Plan Savings Network, The ABLE National Resource Center will host a webinar titled "Understanding ABLE" on Thursday, March 26, 2015 at 2 PM EDT. The event will cover ABLE Act core components, as well as the status of implementation at both the federal and state levels. Marty Ford, Senior Executive Officer for Public Policy, The Arc is one of the featured speakers. Registration for this important event is now open and will be taken on a first come, first serve basis. Should you wish to join us, please [sign up here](#).

ABLE Accounts are tax-advantaged savings accounts for individuals with disabilities and their families. Income earned by the accounts would not be taxed. Contributions to the account made by any person (the account beneficiary, family and friends) would not be tax deductible. - See more at: <http://www.ndss.org/Advocacy/Legislative-Agenda/Creating-an-Economic-Future-for-Individuals-with-Down-Syndrome/Achieving-a-Better-of-Life-Experience-ABLE-Act/#sthash.hdgvl8Bg.dpuf>

Forum on Integrated Employment

Announcement of a Stakeholder Forum on Competitive Integrated Employment: Click on the link below for more information:

[March 23, 2015 – Stakeholder Forum: Speak to California Competitive Integrated Employment \(CIE\)](#)

Location: Teleconference

Teleconference Line: 1-888-889-5008

Passcode #: 9636852

Time: 2:00 PM - 3:30 PM

Contact: CaliforniaCIE@dor.ca.gov

For more information please visit our [CIE-MOU website](#).

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California Competitive Integrated Employment (CIE): Blueprint for Reform for Individuals with Disabilities

The Department of Rehabilitation (DOR), Department of Education (CDE), and Department of Developmental Services (DDS) have entered into a new agreement consistent with the State's "Employment First" policy and other laws to make employment in an integrated setting, at competitive wage, for individuals with Intellectual Disability and Developmental Disabilities (ID/DD) its highest priority.

DOR, CDE, and DDS, in conjunction with Disability Rights California will meet with stakeholders to make recommendations on a plan to identify changes in policies, practices, statutes, or regulations in order to improve integrated, competitive employment outcomes for individuals with ID/DD.

Curriculum for Para-professionals

Online curriculum is available for school paraprofessionals. The free, research based modules are full of practical tips and strategies.

Some of the curriculum available:

- Why independence is the goal of every student
- How providing support can inadvertently lead to dependency and social isolation
- Fading prompts and physical proximity
- Accommodations verses modifications, and why the difference matters
- How to adapt for individual needs in curriculum, instruction, and assessment
- Examples of common adaptations
- What positive behavior supports—what they are and how to use them
- How behavior functions as means of communication
- Positive reinforcers
- Communication as part of a school-based team
- Techniques for managing crucial conversations
- Home-school communications

[read more.](#)

Visit our web page at <http://www.scdd.ca.gov/northbay4.htm>

*Like us on Facebook *Sign up for our free e-newsletter, contact Robin.tigh@scdd.ca.gov