



*Promoting Opportunities  
Supporting Choices*

*Sponsors of  
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*

## **MEETING NOTICE**

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

**DATE:** April 6, 2016

**TIME:** 5:00 – 7:00 p.m.

**PLACE:** **North Bay Regional Center**  
**2351 Mendocino Avenue**  
**Santa Rosa, CA 95403**

### **Map & Agenda Enclosed**

**Board Related Meetings:** The next meeting of the Vendor Advisory Committee will be April 12, 2016, 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 6, 2016, 5:00 p.m.  
North Bay Regional Center  
2351 Mendocino Avenue, Santa Rosa, CA 95403**

**AGENDA**

- I. CALL TO ORDER – President Margi Stern
- II. ROLL CALL AND INTRODUCTIONS – Secretary (2 minutes for call to order, roll call, and introductions)
- III. CONSIDERATION OF MINUTES  
Minutes of the Regular Business Meeting of March 2, 2016 be approved as submitted. (3 min) (Pgs. 1-4) ACTION
- IV. TREASURER'S REPORT  
Treasurer's Report for the period of February 1 - 29, 2016 be approved as submitted. (3 min) (Pg. 5) ACTION
- V. ANNOUNCEMENTS (10 minutes)
- VI. FEATURE PRESENTATION – Review of Michael Small's Person Centered Training – Michi Gates, Pamela Madden Krall, & Ellisa Reif (20 min)
- VII. NEW BUSINESS
  - A. Amended Draft Response to Supervisor Gorin's Request – Bob Hamilton ACTION
- VIII. COMMITTEE REPORTS
  - A. Executive Committee - Board Officers – Margi Stern, President; Walt Spicer, Vice President; Secretary Vacant; Franklin Phillips, Treasurer (3 minutes) ACTION  
Seating of Board Secretary – Rita Edmonds Norris
  - B. Vendor Advisory Committee – Mike Huckins – (10 minutes) ACTION
- IX. EXECUTIVE DIRECTOR'S REPORT (30 minutes)
  - A. Bob Hamilton, Executive Director (10 minutes) (Pgs. 12-17)
  - B. Michi Gates, Director Client Services' Report (10 minutes) (Pgs. 9-11)
  - C. Dave Johnson - Chief Financial Officer (10 minutes) (Pgs. 6-8)
- X. LIAISON REPORTS
  - A. Association of Regional Center Agencies – Bob Hamilton (10 min) INFO
  - B. State Council on Developmental Disabilities - North Bay Regional Office – Lisa Hooks (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).

<p><b>NEXT MEETING ANNOUNCEMENT</b> - The next Board of Directors meeting is a Regular Business Meeting scheduled for Wednesday, May 4, 2016, North Bay Regional Center, Napa, CA at 5:00 p.m.</p>
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**North Bay Developmental Disabilities Services, Inc.**  
**Board of Directors' Regular Business Meeting**  
**Wednesday, March 2, 2016, 5:00**  
**Solano County Office of Education**  
**5100 Business Center Drive, Fairfield, CA**

**MINUTES**

**NBRC BOARD MEMBERS PRESENT:** Margi Stern, President  
Mike Huckins, ARC Solano, VAC Rep. Franklin Phillips, Treasurer  
Rita Edmonds-Norris Angel Giroux-Greber  
Walt Spicer Len Carlson, Facilitator

**NBRC BOARD MEMBERS ABSENT:** Joanne Tsai (Excused)  
Barbara Power (Excused) Rhonda Foster (Excused)

**STAFF PRESENT:** Bob Hamilton, Executive Director  
Thomas Maseda, Director of Administration Kathy Newman, Executive Assistant  
Dave Johnson, Chief Financial Officer January Crane, Federal Revenue Manager  
Deanna Heibel, Associate Dir. Client Services Michi Gates, Director, Client Services  
Pamela Madden Krall, Training/Info Manager Amanda Levy, SC  
Heather Driver, SC

**GUESTS PRESENT:** Kelley Hanson, Pace Solano  
Anna Shands, DDS Mike Lisenko, UCPNB  
Harry Matthews, Parent

**CALL TO ORDER** – Margi Stern, President, called the meeting to order at 5:04 p.m. Roll was called and a quorum was present. Board and audience introduced themselves

**CONSIDERATION OF MINUTES**

**M/S/C (Phillips/Huckins) Move that the minutes of February 3, 2016 regular business meeting be approved as submitted. UNANIMOUS**

**TREASURER'S REPORT**

**M/S/C (Huckins/Giroux-Greber) Move that the Treasurer's Report for the period of January 1 – 31, 2016 be approved as submitted. UNANIMOUS**

**ANNOUNCEMENTS:**

- Pamela Madden Krall noted that North Bay Regional Center will host a Town Hall Meeting in Santa Rosa on March 9 at 9:30 at Cook Middle School in Santa Rosa and one in Napa on March 16 at 9:30 at ParentsCAN. The meeting is to learn about NBRC services, the role of the Service Coordinator, and what can be expected.
- Angel Giroux-Greber announced the first "Standup for Autism Benefit Comedy Show" fundraiser in support of Autism Speaks, is scheduled for April 1st at the Colonial Theater in Sacramento. Doors open at 6:00 and the event begins at 8:00 p.m. Leif the Comedian is the headliner as well as Michael Calvin Jr. Angel noted that the fundraising committee is looking for kids with disabilities age 16 or older to volunteer.
- Angel is opening a special needs sitter service. There is a big need for special needs day care. It will be like a "nanny" service. Angel will assure all "sitters" are trained and appropriately qualified for any situation, including crisis intervention. The name of the business is "*Angels Keepers Loving Special Little Peepers*". This service will be available in Solano and Napa Counties. Angel received a National recognition for an Inclusion Award when employed for the City of Napa. It is private pay day care service.

**FEATURE PRESENTATION:** North Bay Regional Center Website Primer – Pamela Madden Krall

Pamela provided a detailed overview of North Bay Regional Center's website and what is available when viewing. Bob thanked Pamela for championing NBRC's website and noted that Pamela also created an NBRC "commercial" which is available for viewing on the website. Many resumes have come through this link.

**NEW BUSINESS:**

- A. Draft Response to Supervisor Gorin's request to partner in transforming Sonoma Developmental Center into a Federally Qualified Health Clinic. Bob drafted a response letter to Supervisor Gorin's letter/request for the Board's review. The Board made some minor adjustments and requested a second draft for approval. Bob read the letter to Franklin prior to the commencement of the Board meeting. Discussion followed.

**COMMITTEE REPORTS:**

- A. Executive Committee – Margi Stern, President, Walt Spicer, Vice President, Secretary Vacant, Franklin Phillips, Treasurer – No meeting. The Board noted a Secretarial position vacancy. Rita Edmonds Norris volunteered to serve as secretary. An action item will appear on the April Board agenda to seat Rita. The Secretary takes the roll at Board meetings and also stays abreast of the Board email.

- B. Vendor Advisory Committee (VAC) – Mike Huckins

The VAC met on Tuesday, February 9, 2016.

Community Concerns/Clarifications: Transportation service turnaround time to get services started or rerouted was addressed. Courtney Singleton is the point person for concerns and will work with Service Coordinators to speed up the new process.

Announcements: Rick Burkett reported on how the first test of the Everbridge disaster communication response system worked. Suzette Soviero reported on the progress of the Friends of North Bay and requested Vendor participation with sponsorships or auction items.

Vendor Relations Survey Presentation was made. Specific recommendations were highlighted by various VAC members.

Group reports were given.

- ✓ The Napa Solano Vendor Group: No report.
- ✓ The Sonoma Vendor Group continued planning the 3/11/16 Legislative Breakfast in Santa Rosa.
- ✓ NBHC: Vallejo facility for the homeless is being rehabbed. Mary will do a demonstration on the disaster prep. Decision tree.
- ✓ Trade Associations: CDSA Leg Affairs Conference is on March 1-3, Cost Data Sheets are also being submitted for supervisory staff. Linda will present on ANCHOR federal updates at a future VAC meeting.
- ✓ Board Report: Mike reported on the Dental Coordination report, the Sonoma County Supervisor support letter for SDC alternative services, Supported Living Contracts being renewed by early March, Harry Matthews concluding his tenure as Board President, Margi Stern accepting the Interim Board President position. The Intake process was also discussed and the March 2<sup>nd</sup> meeting will be in Fairfield.
- ✓ Dr. Michi Gates: New staff hires were announced. The SLS checklist for when Consumers moved will be shared with vendors. A partnership behavioral service for youth was provided. NBRC vendor audit will be in July. NBRC's move is anticipated in May. High cost services are being reviewed by the State. Info on the MCO Tax proposal to help fund our service system was updated. The CPP RFP interviews will be finished 2/10.
- ✓ Disaster Preparedness: Test reported above.

Announcements: New Leaf co-hosted a social security training. Only 20 to 30 consumers to transition to New Leaf at this point. The Sonoma County Transition Fair is on February 10<sup>th</sup>.

Next VAC Meeting: The next VAC Meeting will be on Tuesday, March 8, 2016.

C. Nominating Committee – Walt noted that the Board has a Napa County Board applicant. An interview will be scheduled with the Board.

#### **EXECUTIVE DIRECTOR'S REPORT**

##### *Bob Hamilton, Executive Director, Report:*

- Passage of a two bills, one creating a new tax and one providing funding for the Regional Center system. A big chunk of the money is designated to be passed through to direct care providers staff. All providers and vendors have been struggling to meet their financial obligations. The State passed through funding for overtime, sick leave etc. Each vendor received a small adjustment to their funding. There is now a timeline on getting a rate study out. Now is the time to review how disparate the rates are and make an investment in the Regional Center System infrastructure and staffing that will support adoption of the CMS rules.
- Golden Gate Regional Center has a new Executive Director. Eric Zigman comes from the vendor community. He was the past Executive Director at Pomery Recreational Rehabilitation Center in the City and past Executive Director of ARC in the City. Mr. Zigman was instrumental in the quality management system that was developed and implemented during the Agnews closure. He will begin employment May 2016. Discussion followed.

##### *Michi Gates, Director, Client Services*

- Michi noted two new vendors, i.e., Written Translation Services and Adaptive Skills Trainer – Inclusion Services.
- NBRC added a Quality Assurance position to work with service providers and service coordinators on living options for individuals served by NBRC.
- NBRC concluded Request for Proposal (RFP) interviews with all potential providers regarding the SDC closure. NBRC met twice per week for some time to assure all applicants were interviewed. Michi commended the Resource Development Unit for their level of organization and professionalism.
- NBRC continues to meet monthly with SDC families regarding resource development. At the request of the families, Brilliant Corners provided a presentation regarding developing housing specific for the SDC closure.
- Michi referenced the Federal Revenue Department Board report. As of Feb 29, 2016 3,806 clients are on the waiver. There is an anticipated 28 people who will be removed either through death, moving out of state, no longer have MediCal or a POS. NBRC has exceeded their goal for the entire fiscal year. NBRC tries to stay above target due to how precarious the numbers tend to be. Michi thanked January, her team, and the service coordinators involved for their hard work. Michi also thanked the Department's Federal Revenue Program under the direction of Jim Knight who are very supportive. Without their support NBRC would be less able to achieve their goal.
- January Crane is also heading up the Self Determination Program. She will be training service coordinators in the next few weeks to assure they understand the program. Michi thanked Cindy Ruder, who recently left our local State Council on Developmental Disabilities office, who was instrumental in beginning the Advisory Committee for Self Determination. Cindy assisted with the selection of members for the Advisory Committee as well as trained many on the program. Cindy was excellent with all consumer advocacy meetings that occurred. She will be missed.
- 1915i SPA (State Plan Amendment). This is an additional program that the Department has been working on to bring in federal dollars for individuals who are MediCal eligible but don't meet the criteria for the Medicaid Waiver program. DDS has been adding clients to the SPA for Regional Centers across the state and are now getting ready to transition that responsibility of the program to the Regional Centers. NBRC is one of the pilot Regional Centers, along with Tri-Counties and Central Valley Regional Centers for this program. This program allows the State to request exceptions to federal regulations. Discussion followed.

*Dave Johnson, Chief Financial Officer*

- Dave noted NBRC has Purchase of Service and Operations money.
- Audit review results will be posted on the NBRC website. The process went well. The only issue was that NBRC is not conducting enough vendor audits. Discussion followed.
- Sixty two percent of NBRC's funding comes from the Federal government.

**LIAISON REPORTS**

- A. Association of Regional Center Agencies (ARCA) – Bob Hamilton – ARCA will meet on March 17 & 18 in Sacramento. Based on communication from ARCA, it appears the much of the agenda will focus on peer support amongst Regional Centers, conflict of interest for staff and Board members, and Board governance. This is due to missteps of other regional centers. New budget act and the MCO Tax will be also discussed. The meeting will be held at Alta California Regional Center. The Board portion of the meeting begins at 8:00 a.m. on Friday morning.
- B. State Council on Developmental Disabilities/North Bay Regional Office – Lisa Hooks – No report

**GENERAL PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** As a parent, Rita requested clarification regarding the new over-time law allowing respite workers to work only eight hours per day. If a respite worker works over eight hours, overtime pay is required. Rita noted that she did not receive any notification from Bay Respite so knew nothing about the law that went into effect January 1, 2016. The law was generated by the Federal Department of Labor and states that home health care workers (and the like) are no longer exempt from overtime. Rita inquired as to whether or not there is an exception process? Discussion followed.

**ADJOURNMENT – M/S/C (Phillips/Huckins) Move to adjourn the meeting at 7:00 p.m. UNANIMOUS**

**NEXT MEETING ANNOUNCEMENT:** The next regular business meeting of the Board is scheduled for April 6, 2016 in Santa Rosa NBRC office at 5:00 p.m.

*A*

**North Bay Regional Center  
Franklin Philips Horne NBRC Treasurers' Report  
For the Month of February 2016**

In February 2016 NBRC's board money market account increased by \$2 to end the month with a balance of \$50,328. The increase was due to interest.

The board checking account ended the month with a balance of \$2,316, down \$528 from last month reflecting several board expenses.

**North Bay Regional Center  
Finance Dashboard FY 2015/16**

67% of the year elapsed

As of February 29, 2016

	<u>Allocation/B-2</u>	<u>YTD Actual</u>	<u>% Total</u>		<u>Forecasted</u>		<u>Forecasted</u>
			<u>POS</u>	<u>Var/ Alloc</u>	<u>Spending</u>	<u>YTD Act + Fcst</u>	<u>Surplus (Deficit)</u>
<b>Purchase of Services (POS)</b>							<u>From Allocation</u>
Day Programs	\$ 24,333,333	\$ 23,729,211	24%	\$ 604,122	\$ 12,500,000	\$ 36,229,211	\$ 270,789
Supported Living Services	27,333,333	27,111,395	28%	221,938	14,000,000	41,111,395	\$ (111,395)
Community Care Facilities	20,333,333	20,442,314	21%	(108,981)	10,000,000	30,442,314	\$ 57,686
Behavioral Services	13,166,667	13,078,588	13%	88,079	6,700,000	19,778,588	\$ (28,588)
Other	17,513,365	15,709,991	16%	1,803,374	8,000,000	23,709,991	2,560,056
<b>Total POS services</b>	<b>\$ 102,680,031</b>	<b>\$ 100,071,499</b>	<b>103%</b>	<b>2,608,532</b>	<b>\$ 51,200,000</b>	<b>\$ 151,271,499</b>	<b>\$ 2,748,548</b>
Receipts from ICFs for SPA services	(3,333,333)	(3,296,355)	-3%	(36,978)	(1,700,000)	(4,996,355)	(3,645)
Community Placement Plan (CPP)	9,359,535	414,961	0%	8,944,574	12,500,000	12,914,961	1,124,341
<b>Total POS &amp; CPP Services</b>	<b>\$ 108,706,233</b>	<b>\$ 97,190,105</b>	<b>100%</b>	<b>\$ 11,516,128</b>	<b>\$ 62,000,000</b>	<b>\$ 159,190,105</b>	<b>\$ 3,869,244</b>
<b>Operations Expense (OPS)</b>							
Personnel	\$ 7,000,000	\$ 6,870,859	61%	129,141	\$ 3,500,000	\$ 10,370,859	\$ 129,141
Benefits	2,583,333	2,512,719	22%	70,614	1,300,000	3,812,719	62,281
Facilities/Insurance	1,166,667	1,178,617	10%	(11,950)	580,000	1,758,617	(8,617)
Equipment / General office	433,333	349,971	3%	83,362	400,000	749,971	(99,971)
Communications	80,000	68,133	1%	11,867	45,000	113,133	6,867
Mileage	153,333	151,515	1%	1,818	80,000	231,515	(1,515)
Legal	133,333	80,475	1%	52,858	60,000	140,475	59,525
Consultants	216,667	240,627	2%	(23,960)	80,000	320,627	4,373
Other Expenses	21,082	(121,433)	-1%	142,515	300,000	178,567	(146,944)
<b>Total Operations Expense</b>	<b>\$ 11,787,749</b>	<b>\$ 11,331,483</b>	<b>100%</b>	<b>456,266</b>	<b>\$ 6,345,000</b>	<b>\$ 17,676,483</b>	<b>\$ 5,140</b>
Community Placement Plan (CPP)	915,139	888,117		27,022	484,592	1,372,709	-
<b>Total OPS &amp; CPP Expenses</b>	<b>\$ 12,702,888</b>	<b>\$ 12,219,600</b>		<b>483,288</b>	<b>\$ 6,829,592</b>	<b>\$ 19,049,192</b>	<b>\$ 5,140</b>
<b>Total</b>	<b>\$ 121,409,121</b>	<b>\$ 109,409,705</b>		<b>\$ 11,999,416</b>	<b>\$ 68,829,592</b>	<b>\$ 178,239,297</b>	<b>\$ 3,874,384</b>

**DDS Contract Allocations 2015/16**

	<u>Date Received</u>	<u>POS</u>	<u>Operations</u>	<u>CPP</u>	<u>Total</u>	
Preliminary Allocation	6/9/2015	\$ 124,226,256	\$ 14,006,806		\$ 138,233,062	74%
1st Amendment B-1	8/19/2015	28,421,707	3,485,381	815,557	32,722,645	17%
1st Amendment B-1 CPP	8/19/2015	13,539,741	-	285,300	13,825,041	7%
2nd Amendment B-2	3/4/2016	1,372,084	189,436		1,561,520	1%
2nd Amendment B-2 CPP	3/4/2016	499,561	-	271,852	771,413	0%
<b>Total Allocation</b>		<b>\$ 168,059,349</b>	<b>\$ 17,681,623</b>	<b>\$ 1,372,709</b>	<b>\$ 187,113,681</b>	<b>100%</b>

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# REGIONAL CENTER CONTRACT WITH THE DEPARTMENT OF DEVELOPMENTAL SERVICES

## Changes for the 2015-2016 Fiscal Year

The changes in amendment B-2 of our five year performance contract that runs from July 1, 2014 through June 30, 2021 are primarily technical in nature. The ARCA contract negotiating committee has worked with the Department on this language and both parties agreed to it this past fall. The actual language now goes in each individual Center's contract, which is what you see here.

What follows is an analysis of the specific changes.

Article, Section	Change
I, 18	The process for notifying parties of the regional center and state's whistleblower policies is clarified. Centers must post their policies on their websites and are now required to notify new families and providers as a part of the eligibility determination and vendorization processes.
II, 6	Timelines are adjusted relating to various areas of the Community Placement Plan program to allow for review of proposed guidelines, sufficient time to complete proposals, and timely review by the Department.
III, 2	Language is revised here to reflect the timely allocation of funds to regional centers so the Department is not unreasonably withholding funds allocated to us. This has been a practice for a couple of years now and is working well. It also enhances overall transparency. Section "e" is new and refers to monthly POS expenditure reports but this essentially replaces section III, 14 which discussed the same issue and this new language reflects current practice. Section "i" reflects the reality of funds being transferred between regional centers for POS surpluses or shortfalls.
III, 8	This section has been deleted as the content has been included in III,2,i above.
III, 14	This section has been deleted as it has been replaced by added language in Section III, 2 as noted above.
VI, 1	Language is clarified simply to say that the contract will be amended on or before September 1 of each year and additional times as needed to transfer funds. This reflects the current reality.
VII, 6	Language is amended to merely cite the legal requirements in regards to the collection and meetings regarding disparity data rather than restate those requirements in the contract.

## Developmental Services Funding Increase – Key Points

*ABX2 1 – This is the bill to increase funding in the Developmental Disability Services system. Sections in law that are being amended are marked here with a “Δ” and newly-created sections are marked “+”.*

[§4519.5](#) (Δ) – DDS will provide funds to help RCs implement programs to reduce service disparities, including for bilingual service provider staff, outreach, and cultural competency training.

[§4519.8](#) (+) – Requires DDS to do a rate study addressing “sustainability, quality, and transparency” of the community service system. Study will be done through the DS Task Force process, by March 1<sup>st</sup> 2019.

[§4639.5](#) (Δ) – \$29.7M (GF) for RC staff wages and \$1.4M (GF) for administrative costs, including clients rights advocates, starting July 1, 2016. Not for executive staff or retirement liabilities. RCs must report how the money was spent and other related information, or lose the funding.

[§4652.5](#) (Δ) – Vendors earning at least \$500,000 per year must get an independent review. Vendors earning at least \$2M per year must get an audit. If the audit or review is unmodified, or modified with no material issues, the vendor shall receive a two-year exemption.

[§4689.8](#) (Δ) – All SLS providers get a 5% increase starting July 1, 2016.

[§4690.5](#) (Δ) – Family member-provided respite services get a 5% increase starting July 1, 2016.

[§4691.6](#) (Δ) – In-home respite services and ILS gets a 5% increase starting July 1, 2016.

[§4691.9](#) (Δ) – Transportation rates will be increased by 5% starting July 1, 2016.

[§4691.10](#) (+) – \$169.5M (GF) for wages/benefits of service provider staff who provide direct services ≥75% of the time, starting July 1, 2016. Applies to DDS-set rates, negotiated rates, supported employment, and vouchered community-based employment training. Vendors must answer a DDS/RC survey on how the money was spent, and other related information, or else lose the funding.

[§4691.11](#) (+) – \$9.9M (GF) for service provider administrative costs, for the same types of providers as described in §4691.10, starting July 1, 2016.

[§4860](#) (Δ) – Formal language needed to effect the supported employment increase in §4691.10.

[§4870](#) (+) – Creates an employment internship program, with incentives for integrated competitive employment outcomes.

[§14105.075](#) (+) – Reverts ICF rates back to (higher) 2008-09 levels, and further increases them by 3.7%, starting August 1, 2016.

[§14105.195](#) (+) – Reverses 2011-2013 cuts to SNFs that are distinct parts of general acute care hospitals, starting August 1, 2016.

# NBRC Resource Development and Quality Assurance

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/>

## New Vendors

- Community Integration Services-Passport to Independence, Becoming Independent

## Quality Assurance

NBRC's Quality Assurance Unit worked with the Department of Rehabilitation (DOR) this month to deliver training for Service Coordinators. The trainings discussed some of the changes happening through the Work Force Opportunity and Investment Act (WIOA) that will affect individuals served by regional centers.

NBRC hosted the Quality Management Advisory Group that is working to develop quality assurance systems for individuals that move from Sonoma Developmental Center.

NBRC's Board Certified Behavior Analyst, Mila DeWitt, Ph.D., BCBA is working with NBRC's residential and behavioral providers to ensure quality behavior services are provided. Having a Board Certified Behavior Analyst in the Quality Assurance Unit has enhanced NBRC's ability to support clients and providers using applied behavior analysis.

## New Provider Orientation:

**Become a Residential Services Provider**  **May 11th 9:30 to 5:00**

**Topics Covered:** Overview of California Title 17 regarding Residential Services; Clients' Rights; Steps to becoming a vendor; Creating a good program design; Regional Center monitoring responsibilities and processes; maintaining proper records and Special Incident Reporting.

**Who Should Attend:** Potential NBRC Residential Providers; current Administrators who are interested in opening another home, and who have not completed a New Provider Orientation within the past two year; and Adult Family Home Agency employees.

**For more information on NBRC vendor trainings please visit** <http://nbrc.net/service-providers/calendars/>

## Rate Adjustments

On January 1, 2016 minimum wage increased from \$9.00 to \$10.00 per hour. NBRC is in the process of accepting rate adjustment requests. For more information on how to request a rate adjustment please visit the NBRC website below. Worksheets due to NBRC by March 21, 2016

<http://nbrc.net/service-providers/service-provider-forms/>

## CONSUMER ADVOCATE REPORT

March 25, 2016

The self-advocacy/support groups did not start back up in March. I promise they will in April. I was working with DDS conserved consumers most of March. As you know, we have received new educational materials on self-advocacy.

The Napa County IHSS Advisory Committee is looking for new members. If you know of anyone interested please contact me. The overtime payment for IHSS Providers started on February 1<sup>st</sup> being retroactive to November 1, 2015. We are also co-sponsoring a California In-Home Supportive Services Consumer Alliance Conference in Napa for consumers and providers. A date has not been set yet.

We need to assist getting registered voters to the polls on June 7<sup>th</sup> and November 8<sup>th</sup> so please assist the people we serve to vote.

There will be a Self-Advocacy Conference sponsored by the Supported Life Institute on May 6 – 7 at the Crown Plaza Hotel Sacramento Northwest. For more information go to <http://supportedlife.org/>

I continue to assist service coordinators with their cases and I'm still the DDS Conservator designee.

Thank you.

Submitted by:

Randy Kitch



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, 2016**

Day Program (15-36)	<u>Reason for Appeal:</u> Claimant appeals eviction from Day Program. <u>Ruling:</u> Fair Hearing pending.
Eligibility (15-38)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing pending.
Eligibility (16-02)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal Meeting and Fair Hearing request withdrawn.
Rights Violation (16-03)	<u>Reason for Appeal:</u> Claimant advocate using Fair Hearing venue rather than submitting 4731 complaint. <u>Ruling:</u> NBRC has submitted a Motion to Dismiss.
Placement (16-04)	<u>Reason for Appeal:</u> Claimant appeals denial of placement. <u>Ruling:</u> Fair Hearing pending.
Eligibility (16-05)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing pending.
Eligibility (16-06)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing withdrawn.
Eligibility (16-07)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Denied at Informal Meeting. Fair Hearing withdrawn.
Placement (16-08)	<u>Reason for Appeal:</u> Claimant appeals denial of placement. <u>Ruling:</u> Fair Hearing pending.
Placement (16-09)	<u>Reason for Appeal:</u> Claimant appeals denial of placement. <u>Ruling:</u> Fair Hearing pending.

# Vendor Advisory Committee Report to the NBDDS Board of Directors

March 8, 2016 Submitted by Mike Huckins

The VAC met on Tuesday, March 8, 2016. Please refer to the minutes for the complete report.

**Community Concerns/Clarifications:** Transportation concerns were expressed related to a commercial service being used instead of the program vendor. Many vendors use drivers as program staff to complete an eight hour day. R&D will follow up.

**Presentation:** Mary Eble of NBHC presented a decision tree for individuals with developmental disabilities considering various living arrangement options. Kudos to this presentation as it could be applied to other services as well.

## Announcements:

- The Vendor Relations Committee is seeking vendor volunteers for subcommittees of CMS rule settings, training and Supported Living Services.
- The CSLN Conference is April 14<sup>th</sup> and 15<sup>th</sup>.
- The April VAC will feature presentations on Eligibility by Deanna Kirkpatrick and ANCOR by Linda Plourde.
- ABLE Act webinars on 3/15 and 3/17 were announced and a future presentation may be scheduled as well.
- The MCO Tax and Advocacy support was applauded and details were discussed.

## Group reports were given.

- **The Napa Solano Vendor Group:** No report.
- **The Sonoma Vendor Group** continued planning the 3/11/16 8 am Legislative Breakfast in Santa Rosa, 50 D St., 4<sup>th</sup> floor.
- **NBHC:** Vallejo facility for the homeless is being rehabbed and an attorney is assisting to assure compliance for qualifying candidate selection. Match.com is being tailored to help connect compatible roommates.
- **SCDD North Bay:** No report.
- **Public Relations:** No report.
- **Trade Associations:**
  - ✓ **CDSA Leg Affairs Conference** was on March 1-3 and many thanks to Leg. Offices were shared.
  - ✓ **Board Report:** Mike thanked the Board for their early support of the Lanterman Coalition 10 campaign. Pamela reviewed the website. Specific sections would be helpful with new vendor staff training on our service system. The 4/1 comedy night at the Colonial theater in Sacramento and Angel's proposed Angel's Keepers Nanny service was mentioned. Kudos to January and her Staff for their tremendous efforts in getting Consumers on the Waiver. The next meeting will be at the Santa Rosa NBRC office.
  - ✓ **NBRC/ARCA:** The next ARCA meeting will be on 3/18 at Alta Regional Center. Harry Matthews will continue volunteering after his Board tenure.
  - ✓ **Dr. Michi Gates:** The 2016/17 CPP Placement Plan has been announced just after the '15/'16 CPP RFPs were awarded. The Quality Assurance roles of QA Staff and Service Coordinators is being reviewed. Becoming Independent hosted an excellent annual meeting. Most of the SLS Contract renewals are complete. TSS Solano provides stand along psychiatric services in

addition to wrap around clinical resources when generic mental health or healthcare services are not available.

- ✓ **Disaster Preparedness:** No report
- ✓ **CASACC Call:** No report.
- ✓ **Policy/Procedure Update: None New Business: None**

**Announcements:**

- Sonoma County persons with special needs performed the national anthem at the Warriors game.
- SIR training is on 3/17.
- BI shared it's pairing of artists photo with their art book.
- Karen F. thanked the Kempton Buchannon Hotel for their support.

**Next VAC Meeting:** The next VAC Meeting will be on Tuesday, April 12, 2016.

# VAC Meeting Minutes

Vendor Advisory Committee Meeting Minutes  
 North Bay Regional Center, Napa  
**February 9, 2016**



1. Attendance	
a. Call to order	VAC Meeting held February 9, 2016 was called to order at 10:10 AM (PST). Chaired by Mike Huckins
b. Roll call. Quorum met? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Approval of Meeting Minutes:  November & December meeting minutes: November, December, January minutes MSC. Mike, Ali  Agenda Approval:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  With 2 additions, below.	<p><u>VAC Membership</u></p> <input checked="" type="checkbox"/> Saanen Kerson (Vine Village) <input checked="" type="checkbox"/> Darelyn Pazdel (PRIDE Industries) <input type="checkbox"/> Karen Farnsworth (CPA) <input checked="" type="checkbox"/> Mike Huckins (The ARC Solano) <input type="checkbox"/> Lauren Meikeljohn ( Becoming Independent) <input checked="" type="checkbox"/> Karen Lustig (Aldea Supported Living Services) <input checked="" type="checkbox"/> Linda Plourde (Bayberry, Inc.) <input checked="" type="checkbox"/> Holly Pagel (Connections for Life) <input checked="" type="checkbox"/> Kelley Hanson (PACE Solano) <input checked="" type="checkbox"/> Ali Tabatabai (New Leaf) <input checked="" type="checkbox"/> Andrea Mendoza (REI/CHDC) <p><u>NBRC Staff</u></p> <input checked="" type="checkbox"/> Michi Gates <input checked="" type="checkbox"/> Isabel Calder <input checked="" type="checkbox"/> Maura McDonough <input checked="" type="checkbox"/> Courtney Singleton <input checked="" type="checkbox"/> Seneca St. James <p><u>General Members</u></p> <input checked="" type="checkbox"/> Adam Barngraff (Cal Mentor) <input checked="" type="checkbox"/> Amanda Jeffries (Connections for Life) <input checked="" type="checkbox"/> Amelia Pepper Day (CA Mentor) <input checked="" type="checkbox"/> Angela Gonzalez (Bay Respite Care) <input checked="" type="checkbox"/> Brayden Holtzinger (Dungarvin) <input checked="" type="checkbox"/> Brian Kelly (ACS) <input checked="" type="checkbox"/> David Mauger (C. House) <input checked="" type="checkbox"/> Doug Hillyard (ABright Future) <input checked="" type="checkbox"/> Elizabeth Clarey (UCP of the North Bay) <input checked="" type="checkbox"/> Jeremiah Frey (Maxim Health Care Services) <input checked="" type="checkbox"/> Jessica Sadowsky (People's Care) <input checked="" type="checkbox"/> Joetta Griffin (GFCH/Impact) <input checked="" type="checkbox"/> John Shea (Options 3, Inc) <input checked="" type="checkbox"/> Kandi Cotter (Liberty) <input checked="" type="checkbox"/> Lisa Hooks (State Council on Developmental Disabilities) <input checked="" type="checkbox"/> Melissa Loucks ( Wheelcare Express) <input checked="" type="checkbox"/> Michelle Ramirez ( On My Own) <input checked="" type="checkbox"/> Nicole Cavalino (R & D Transportation) <input checked="" type="checkbox"/> Richard Merkert (Dungarvin) <input checked="" type="checkbox"/> Shannon Steele (Skills for Life) <input checked="" type="checkbox"/> Stan Higgins (Oaks of Hebron) <input checked="" type="checkbox"/> Sukhbeer Singh (Inclusion Services) <input checked="" type="checkbox"/> Terri Rowland (Milestones)

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<b>2. Agenda changes/Additions</b>		
	<ul style="list-style-type: none"> <li>• Add an announcement – Ali Tabatabai</li> <li>• Add an update on Everbridge System Test – Rick, NBRC</li> </ul>	
<b>3. Feature Presentation</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
	<ul style="list-style-type: none"> <li>• Rick provided Everbridge test results – Test went well and the system worked. 96 different vendors responded. Everbridge ensures mass communication with NBRC, and automatic contact within a two-hour limit. In the future, recorded messages will be used, as voice was too fast during the test. Vendors are encouraged to call NBRC (Megan Dee, 256-1114) with updated phone numbers.</li> <li>• Suzette Soviero – Friends of North Bay / Sprouts Film Festival – “Friends” is separate from NBRC and are funded by donations. Nonprofit Foundation to purchase items/services for help clients that aren’t otherwise covered via POS. Friends hosts an annual Halloween fundraising event and this year will mark the 30<sup>th</sup> anniversary. Suzette is seeking assistance from the VAC, donations of silent auction items. How can the VAC partner with the foundation? Help Suzette bring in a film festival. Mr. Anthony DiSalvo takes the Sprouts Film Festival on tour. This has never been on tour in California. Suzette would like the group to sponsor and assist with the festival. Films feature individuals with disabilities. Friends has five members. Handouts available with details regarding Friends. Suzette has Facebook page as well.</li> <li>• VAC Vendor Survey – Power Point Presentation</li> </ul>	
<b>4. Community Concerns</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
	<ul style="list-style-type: none"> <li>• Transportation – Terri Rowland - turnaround time for transportation services is still a long time. What is the process for routing individuals? Nicole Cavalino, R&amp;D had no answer today, but can address with some information.</li> <li>• Joetta Griffin, issues with people changing living addresses, but same route and taking two months to get them back onto the van.</li> <li>• Kelley Hanson, when they move, R&amp;D now has to conduct the mobility assessment and go through protocol to make sure that the transportation fits with the new trailer bill requirements to include the Transportation Access Plan.</li> <li>• Courtney Singleton, as soon as you know that there will be a change, let the Service Coordinator know to speed up the new process. If you need help, call Courtney Singleton.</li> </ul>	
<b>5. Group Reports</b>		<b>Action/Follow-Up</b>
	<ul style="list-style-type: none"> <li>• Napa Solano provider group – No meeting in January</li> <li>• Sonoma Provider group – Stan Higgins – Planning the Legislative Breakfast, March 11<sup>th</sup>, 8:00 AM Downtown Santa Rosa State building. All invited to attend.</li> <li>• State Council on Developmental Disabilities: Lisa Hooks – Nothing to report this month.</li> <li>• North Bay Housing Coalition: Mary Eble not in attendance – Linda reviewed written report. Vallejo unit for homeless families now open. Mary will provide a demonstration on the Decision Tree next VAC meeting. Roommate matching program is in the process of expanding effort with colleges to match roommates. This will launch in March. Mary will present information during the March meeting.</li> <li>• Public Relations Committee – No report this month.</li> </ul>	<p>March agenda, Mary’s presentation</p>

	<ul style="list-style-type: none"> <li>• Trade Associations: <ul style="list-style-type: none"> <li>○ CSLN – Linda an upcoming conference scheduled in April. The key topics will be labor law. An attorney will address the federal rule as well as the state labor laws. Lanterman Coalition, involves at least 20 organizations to have one voice at the capital. Brown not sharing general fund unless the Republicans vote in MCO tax.</li> <li>○ Respite Association - Nothing to report this month.</li> <li>○ CDSA – Legislative open policy meetings scheduled for Mar 1-3 2016. Michelle Ramirez noted cost data sheet due end of March. CDSA / DDS asking for two submissions, or an addendum. Write a letter stating costs to keep managers employed as the minimum wage increased and wage compression.</li> <li>○ ANCOR – Linda will share a PowerPoint presentation next month regarding current legislative and budget concerns. Equal Access rule = ensure people with disabilities have equal access to services. Overtime Exemption Rule; legislation; homecare rule (overtime/companionship rule); HCBS rule. Linda will send the PowerPoint to Maura who will in turn add to the NBRC vendor newsletter</li> </ul> </li> <li>• Board Report – Mike Huckins reported <ul style="list-style-type: none"> <li>✓ The board met on Feb 3<sup>rd</sup>. Lisa Gutierrez presented on dental care.</li> <li>✓ Sonoma County Supervisor, Susan Gorin, requested NBRC Board to support health care concept for Sonoma Developmental Center. NBRC staff will present more information regarding Supervisor Gorin’s ideas. The group seeks to keep some medical expertise currently in place after closure. More on this topic next month. The location of the SDC in a rural area makes it difficult.</li> <li>✓ Supported Living Services contracts - most agencies are receiving contract information. The Board did not approve individual contracts, informational only. Signatures are expected on the contracts by early March.</li> <li>✓ Harry Matthews has termed out as president and the Board celebrated his service. Margi Stern is the interim Board President until June.</li> <li>✓ The Board discussed the intake process to help new parents who are a part of the local effort to improve families’ access to services.</li> <li>✓ Next meeting is scheduled for March 2<sup>nd</sup> at the Solano County Office of Education in Fairfield.</li> </ul> </li> <li>• NBRC / ARCA Report – Bob Hamilton – Not in attendance</li> <li>• Dr. Michi Gates – <ul style="list-style-type: none"> <li>✓ Hired a new intake position (from Illinois) who is in the process of becoming licensed in the State of California.</li> <li>✓ Carmen Mendez has been hired as a Community Resource Consultant.</li> <li>✓ Ruth Harwood has filled the new Quality Assurance position.</li> <li>✓ NBRC posted a position for Associate Director for Youth / Children Services.</li> <li>✓ SLS contracts have gone out for signature for renewal with only minor changes. Call Courtney with any questions. A few items with SLS services....still have a few agencies who need to submit audited financials. Agencies will be placed on a “no referral” status until they are compliant. Contact Courtney with any questions regarding this as well. NBRC will host a meeting to assist agencies with compliance. Developed a new checklist for Service Coordinators regarding what needs to be completed when someone goes into SLS services. This checklist also needs to be</li> </ul> </li> </ul>	<p>March agenda, Linda’s presentation</p>
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	<p>complete when a client moves, even if they stay with the same SLS vendor. Planning Team Meeting should precede all of this. The checklist can be shared with SLS vendors.</p> <ul style="list-style-type: none"> <li>✓ Internal work going on at NBRC regarding behavior services and what is being provided.</li> <li>✓ DDS audits of vendors are increasing. DDS is currently focused on Supported Living Services.</li> <li>✓ NBRC will be audited by DDS in July of this year.</li> <li>✓ Projected move to new building is May of 2016.</li> <li>✓ Increased scrutiny by legislatures on POS costs with the statewide regional center system. They question why POS funding increases so much higher than the client growth. What is the cause? No one wants to provide services that are capped at lower rates. Care homes are ceasing to exist which means SLS has to step in at a higher rate.</li> <li>✓ Increase proposed in Governor's budget. If the MCO tax passes, there may be some increases. Increases assisting vendors meeting vendor compliance with new CMS rules. No across the board increases are projected, only targeted increases. So do we start identifying targets or push across the board increases?</li> <li>✓ Community placement plan interviews last day is February 10th.</li> </ul> <ul style="list-style-type: none"> <li>• Disaster Preparedness: Nothing to report this month.</li> <li>• CASACC: Nothing to report this month.</li> </ul>	
<b>6. Report</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
<b>Policies Procedures Practices or Trends.</b>	Nothing to report this month.	
<b>7. New Business</b>		
	Nothing to report this month.	
<b>8. Report</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Ali – two weeks ago New Leaf co-hosted a social security training. This was a great training and the room was full. Going to arrange to bring him back again toward end of the year. New Leaf will host a vendor training February 17th at 10:00 AM. (two hours.) Payee transition only 20 to 30 people left to transition to New Leaf.</li> <li>• Sonoma County Transition Fair is scheduled for February 10<sup>th</sup> at the Sonoma County Office of Education.</li> </ul>	
<b>9. Adjournment</b>		
	Meeting adjourned at 11:55 AM	

Minutes submitted by:  
Darelyn Pazdel