



*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: December 2, 2015
TIME: 5:00 – 7:00 p.m.
PLACE: North Bay Regional Center
10 Executive Court
Napa, CA 94558

Map & Agenda Enclosed

Board Related Meetings: The next meeting of the Vendor Advisory Committee will be November December 8, 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, December 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 November 4, 2015 be approved as submitted. (3 min)
(Pgs. 1-6) ACTION
- IV. TREASURER'S REPORT
Treasurer's Report for the period of October 1 - 31, 2015 be approved as submitted. (3 min) (Pg. 7)
ACTION
- V. ANNOUNCEMENTS (10 minutes)
- VI. NEW BUSINESS
 - A. Board Meeting 2015 Calendar (Pg. 10) ACTION
 - B. Public Input Regarding Caseload Ratio – Thomas Maseda INFO
 - C. New Leaf Contract Approval – Dave Johnson (Pgs. 18-20) ACTION
 - D. Board Policy for Annual Contracts over \$250,00 Approval – Thomas Maseda (Pg. 21) ACTION
 - E. Input Regarding New Performance Goals Related to Disparity – Pamela Madden Krall ACTION
- VII. 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. 22-26) ACTION
- VIII. EXECUTIVE DIRECTOR'S REPORT (30 minutes)
 - A. Bob Hamilton, Executive Director (10 minutes)
 - B. Michi Gates, Director Client Services' Report (10 minutes) (Pgs. 11-17)
 - C. Dave Johnson - Chief Financial Officer (10 minutes) (Pgs. 8-9)
- IX. LIAISON REPORTS
 - A. Association of Regional Center Agencies – Bob Hamilton (10 min) INFO
 - B. State Council on Developmental Disabilities - North Bay Regional Office – Cindy Ruder (10 min) INFO
- X. 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.
- XI. GOOD OF THE ORDER - any other Board business may be brought up at this time. (5 minutes)
- XII. 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>NEXT MEETING ANNOUNCEMENT - The next Board of Directors meeting is a Regular Business Meeting scheduled Wednesday, January 6, 2016, North Bay Regional Center, Napa Office, at 5:00 p.m.</p>
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**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, November 4, 2015, 5:00 p.m.
Solano County Office of Education
5100 Business Center Drive, Fairfield, CA 94534**

MINUTES

NBRC BOARD MEMBERS PRESENT:

Mike Huckins, ARC Solano, VAC Rep.
Margi Stern, Secretary
Walt Spicer
Barbara Power

Harry Matthews, President/ARCA Rep
Franklin Phillips, Treasurer
Rita Edmonds-Norris
Angel Giroux-Greber

NBRC BOARD MEMBERS ABSENT:

Joanne Tsai (Excused)

Rhonda Foster (Excused)

STAFF PRESENT:

Michi Gates, Director, Client Services
Kathy Newman, Exec. Assistant
Pamela Madden Krall, Training & Information Manager
Rick Burkett, IT Manager

Bob Hamilton, Executive Director
Thomas Maseda, Director, Administration
Dave Johnson, Chief Financial Officer
Deanna Heibel, Associate Director Client Svcs.
Courtney Singleton, Assoc. Director Client Svcs.

GUESTS PRESENT:

Bob Phillips, SCDD
Laura, Aaron, Kailyn Mefford Family

Stephanie Adams, Parent
Kelley Hanson, PACE Solano

CALL TO ORDER – Harry Matthews, President, called the meeting to order at 5:14 p.m. Roll was called and a quorum was present. Board and audience introduced themselves.

CONSIDERATION OF MINUTES

M/S/C (Huckins/Spicer) Move that the minutes of October 7, 2015 regular business meeting be approved as submitted. UNANIMOUS

TREASURER'S REPORT

M/S/C (Spicer/Huckins) Move that the Treasurer's Report for the period of September 1 – 30, 2015 be approved as submitted. UNANIMOUS

ANNOUNCEMENTS:

- Santi Rogers, Director, Department of Developmental Services, has submitted his plans for retirement effective December 31, 2015. Mr. Rogers has served in the system for 47 years.
- Bob noted that 2016 marks the 50th anniversary of the Lanterman Act. Bob and Pamela Madden Krall participated on a conference call regarding planning a statewide celebration as well as individual Regional Center celebrations. Due to budgetary constraints, Regional Centers are encouraged to host individual celebrations. Check NBRC website for further information.

COMMITTEE REPORTS

A. Executive Committee – Harry Matthews – No Report

B. Vendor Advisory Committee (VAC) – Mike Huckins

The VAC met on Tuesday, October 13, 2015. Please refer to the minutes for the complete report.

- Group reports were given.
 - ✓ The Sonoma Vendor Group discussed CMS rule settings, vendorization, braided services, Tailored Day Services vendorization. The next meeting is on 10/27.

- ✓ NBHC: Mary Eble emailed a handout relating to the Governor vetoing AB 35 which would have provided an additional Billion dollars in affordable development fund for the next five years.
- ✓ Public Relations and Outreach: Vendor Fair is at the Sonoma Vets Hall on October 22nd from 1:00 to 2:00 p.m. with set up starting as early as 11:30am.
- ✓ Trade Associations: Mike stated the Respite Association met and discussed the overtime/travel time changes starting today.
- ✓ Linda stated that CSLN and ANCOR met after the Rally for Justice. The next rally will be at the convention center. Linda was on a panel on Capitol Hill to discuss how California is impacted by federal changes.
- ✓ Liz discussed the CDSA annual meeting and encouraged all to consider joining an advocacy organization.
- ✓ Maura stated that a follow up meeting discussion on CMS compliance for day programs will occur at NBRC on 11/17 from 10:30 to 12:30.
- ✓ Board Report: Mike congratulated January Crane as the new Regional Center Liaison for the Self Determination Committee. He also summarized some of the public comments provided by family members of Sonoma Developmental Center.
- ✓ Dr. Michi Gates: The NBRC Organizational Chart is updated twice a month on the NBRC website. She encouraged vendors to review and consider applying for the 34 Request for Proposal's (RFPs) on the website. Everyone is invited to the RFP technical meeting. Michi noted the general Quality Assurance Department structure. Seneca will be assisting in completing the SLS schedule and budget templates for vendor feedback. Braided funding pilots with REI and PSI will be an avenue of meeting new CMS requirements. Maura stated that her department will resume setting capacities for day programs. Clarification on the 45 day qualification of vendor notification was discussed. RFPs will need to follow the new CMS requirements.
- Policy and Procedure Changes: January provided specific updates related to Special Incident Reports and having DDS consider vendors being in compliance with the notification timeline requirements. Phone or emailed SIR notifications can be provided to Teresa Dominguez 256-1259 or Haley Parker 256-1206 or emailing SIR@nbro.net. Linda asked Michi to invite the Resource Development Department staff to the next VAC meeting.
- New Business: There will be a vendor relations committee meeting following the VAC meeting.
- Announcements: Please refer to the VAC minutes
- Next VAC Meeting: The next VAC Meeting will be on Tuesday, November 10, 2015.

EXECUTIVE DIRECTOR'S REPORT

Bob Hamilton, Executive Director, Report:

- Bob noted that an Acting Director for DDS has not been appointed as of yet. The Regional Center system would like to see someone with Regional Center experience at the helm of DDS as there is a better understanding of the system. It is hopeful that Chief Deputy John Doyle receives the appointment.
- The Regional Center system has been unable to obtain relief for vendors or the service system relative to rate restructuring. We remain positively anxious about what will happen next for our service system.
- NBRC Performance Plan for 2016 was approved by the Board at the September meeting. A budget trailer bill (either presented by the administration or controlling chairs of the legislature) was requested to "tidy up" budgetary issues. Advocates have requested additional measures to check for reducing disparity and improving equity in the purchase of service area. Since this came following approval of the Performance Plan, the Department has requested public input which will be on the agenda at the December 2 Board meeting. NBRC has 30 additional days to choose from a list of additional customer satisfaction measures to better assure reduction of disparity. Discussion followed.
- As required by law, NBRC submitted an annual caseload ratio report to DDS and used input from prior year. The statute requires public input every year. December 2 Board meeting agenda will provide

time for public input on how to remedy caseload ratios. Six hundred service coordinators are required statewide to “break even”. NBRC is down approximately 18 – 20 service coordinators which would require approximately \$1.2 million more in Operations. Our core staffing formula which determines what funding we receive for case management is based on 1991 salaries. NBRC is in the process of improving technology to assist service coordinators in becoming more efficient and effective. Discussion followed.

- The Board received a letter from the Parents Hospital Association for Sonoma Developmental Center requesting collaboration in obtaining a federally qualified health care facility on campus. The Parent Hospital Association are trying to retain the clinical staff who have specialized experience with people with intensive developmental needs. They are opposed to the property falling into the hands of developers. Bob noted that there has to be sufficient population to support the idea that one is needed. The PHA is requesting Board support for a clinic/medical/dental/durable medical equipment. Anxiety is real for these parents that someone is close by when their child needs medical attention. Services would be available to the community. Bob will provide more information on this topic at the December Board meeting.

Michi Gates, Director, Client Services, Report:

- NBRC’s Quality Assurance Department will provide day services transformation training to support vendors providing day services. The Center for Medicaid/Medicare Services (CMS) new settings rules involve increasing community integration services, providing more choices, individualized services, and competitive employment etc. The training is for vendors who are concerned about how they will implement the new rules.
- Self-Advocate presentation for vendors and NBRC staff on September 29th. Ari Ne’eman, co-founder of the Autistic Self Advocacy Network (ASAN), a nationwide self-advocacy organization that works to improve policies and impact people who have disabilities presented “Everything is Changing: What’s Happening and How Does it Affect me?”
- Sara Murphy presented on employment “Imagine the Possibilities”. NBRC is lucky to have Sara working with NBRC as a result of a grant from the State Council on Developmental Disabilities. Sara works at WorkLink/TransCen and is a national expert on employment. Part of the grant includes a new service in the North Bay where people receive assistance in finding good jobs and becoming more connected within their communities. This new service is called “braided services or wrap-around services”. Individuals have a greater opportunity to have tailored services for their needs and preferences. Helps people become more independent within their communities.
- Supervisors and Service Coordinators are working to incorporate discussions regarding employment more fully into the planning team meetings and IPP’s. Many of NBRC’s IPPs do not address issues surrounding employment. NBRC wants individuals to discuss employment if that is their desire.
- Efforts to strengthen collaboration with SELPAs for more input for employment options for individuals from 14 years of age on. Christine Bautista, NBRC Case Management Supervisor, will be in charge of implementing this goal. NBRC wants to provide an array of possibilities for employment when individuals leave school.
- NBRC hosted the All-Staff gathering along with the Vendor Fair in Sonoma in October. Michi thanked the vendors for their participation.
- The VAC will tally the results of a survey that was distributed in an attempt to improve relations between NBRC vendors and services for clients. Michi thanked all who participated in making this a reality.
- Staffing changes at NBRC:
 - ✓ Nona Koroluk, a long-time Santa Rosa employee/EI supervisor, has retired. She will be greatly missed. Nona is very passionate about her work at NBRC and fully committed to the children she and her unit served. A great source of knowledge and collaboration. Christi Null has been selected as the new EI Supervisor. Christi has been with the Regional Center for 16 years, most of which as a service coordinator in the EI Unit.

- ✓ New Adult Unit in the Napa office will assist with lowering the caseload ratio. Rafael Hernandez-Perez is the Case Management Supervisor for this unit. Case management is the core of what Regional Centers do. NBRC is focusing on making the caseloads manageable.
- ✓ Two more resource development positions to fill which is vital to the Sonoma Developmental Center closure. NBRC has opened another home through the Community Placement Plan (CPP) named "Morning Sun". NBRC collaborated with Alta Regional Center on this home to bring individuals back to California who have been residing out of state.
- NBRC held a productive monthly meeting with SDC parents. Courtney Singleton and Jonathan Padilla presented on Supported Living Services (SLS). This month Courtney and Jonathan will present on the characteristics of the licensed options in the community i.e., anything from Intermediate Care Facilities to specialized services.
- Tara Knutson provided a presentation to SDC/staff on opportunities for employment and vendorization for those who are interested in transitioning with the residents into the community and continuing to provide services.
- Second conference call with DDS regarding NBRC's CPP plan related to the closure of the Developmental Center. The Department is very supportive.
- On November 5th, NBRC's Resource Development Department will begin interviews for the RFP for the Developmental Center Closure and for the CPP. Two participants from the SDC Parent Group will join the process. Michi thanked the Resource Developers for putting out the RFPs and organizing all the interviews. NBRC will assist SDC parents/family members in touring community care facilities.
- Michi attended the Developmental Center Closure Taskforce meeting in Sacramento. The forecast for additional funds for our system was very grim. Secretary Dooley is highly doubtful there will be anything in the January Governor's budget addressing rate reform and is predicting a very difficult budget session. The Special Session that is looking at additional funding for the Regional Center system will reconvene in January. Secretary Dooley and DDS will conduct a two-three year rate study for Regional Center services. DDS is in the process of selecting a contractor to conduct that rate study. Immediate relief is needed.
- Pamela Madden Krall featured a "Service Coordinator Inspiring Lives" in the NBRC Case Management Report. Ruth Harwood was commended for her great work during a Title 17 quarterly visit where she noticed an inappropriate level of intimacy that a staff member had with a client. She alerted APS and the appropriate authorities. She made sure this client was removed and placed in a safer environment and is now much happier.
- ARCA is assisting DDS with an examination of core staffing formula to provide relief for Regional Center Operations fund.
- There is a link on NBRC's website where people receiving services are able to register to vote.

Dave Johnson, Chief Financial Officer, Report:

- North Bay Regional Center hosted the Chief Financial Officer conference.
- NBRC Lautze & Lautze accountants are conducting their annual audit. Regional Center auditors are analyzing where the most money is being spent statewide and why costs continue to increase five to ten percent a year while there has been a rate freeze since 2008.
- Dave encouraged advocating with local legislators for funding for our system.
- The Regional Center system is working on a mobility initiative where Service Coordinators are empowered with technology to better serve the community, clients/families while in the field. They will have access to client information through the internet. These efforts are meant to expedite the process and provide a more seamless experience for families/clients. The laptops will be interactive and understand voice commands along with multiple languages. This will alleviate the need to type out reports while meeting with families. NBRC will then be able to provide better services.

LIAISON REPORTS

A. Association of Regional Center Agencies (ARCA) – Bob Hamilton (10 minutes):

- Bob noted that neither he nor Harry were able to attend the ARCA meeting. The meeting specifically focused on Strategic Planning with very little business transpiring.

B. State Council on Developmental Disabilities/North Bay Regional Office – Bob Phillips - (10 minutes):

- Bob Phillips noted that he thinks very highly of North Bay Regional Center as an organization and respects all levels of staff. Bob noted that he will be retiring at the end of November. Most of Bob's career was spent working with Valley Mountain Regional Center as the Area Board Director for 20 years and 10 years for NBRC. It is time to move forward and engage in a new perspective and new people. Bob Hamilton noted that NBRC and the AIVB has had a great working relationship over the years and we will miss the interaction.

GENERAL PUBLIC COMMENT:

- Stephanie Adams, parent of Rachel (receives services) and Katie. Rachel has a terminal genetic condition which requires 24 hour care. Rachel was diagnosed when she was three years old and has been a client of the Regional Center for five years. Stephanie noted that it is a very difficult and stressful life. Stephanie noted she and her husband are trying to keep Rachel home. Stephanie also noted that respite services were recently cancelled because the family receives In-Home Support Services. The IHSS eligibility letter specifically states that since Stephanie is not able to work full time that she is the only one who can provide care for Rachel. Currently Stephanie has no time away from the care and intensive needs of Rachel. Both Barbara and Angel expressed frustration as to why this parent, and others, are not provided with information and available resources. Michi noted that per the Lanterman Act, Regional Centers are often times prohibited from providing services under certain circumstances due to the law. Michi noted that when families have IHSS Protective Supervision, it is difficult to determine what the exception might be in any given case as there is nothing concrete identifying what an exception might be. Relative to high caseload ratios, it is often times difficult for service coordinators to determine whether or not a case requires an exception. Michi noted that she, Courtney, and Deanna won't hesitate to become involved in individual cases should the need arise. Parents were encouraged to advocate to local legislators regarding adequate funding for the system. Bob, Michi, and Deanna H. will follow up immediately with mom as well as the two other cases that were shared. Discussion followed.
- Laura and Aaron Mefford Family: Laura Mefford asked the Board and staff to revisit the process in accessing behavioral services. Laura noted that she understands what the law says in regard to parent behavior training classes and understands the intent of those classes and places high value in them. But when it becomes a barrier to accessing services for our children, the process becomes punitive and a horrific experience. Services are needed immediately not six to nine months later. Laura noted that not all parents work traditional work hours; some travel for work and are unable to make mandatory behavioral services classes. Bob noted that NBRC is moving toward making the behavioral course available online so families can take the classes on their own time. Pamela Madden Krall noted that she has created an online link which is also available in Spanish. Laura noted that she called and asked to speak to her service coordinator's supervisor and never received a returned call. Because there were multiple references made to Regional Center policy in the class, she called to see what the policy was. Laura called several more times with no return call.

Aaron Mefford noted the following regarding his experience with taking the classes:

- ✓ He had to call the provider to find out where the class was located and was told he was not on the attendee list. Aaron then had to travel to NBRC from work to find out details.
- ✓ The first class was a person reading a handout and a different person pushing a button to advance slides.
- ✓ The second class was a person with a laptop presenting the slides. Each attendee had a packet of the slides to follow along. The behaviorist called in remotely to provide the lecture which was virtually impossible to hear.
- ✓ The following week the class was upgraded to the presenter using an iPhone 6 with speakers. It

was still very difficult to hear.

- ✓ With all the handouts provided a binder would have been appreciated.
- ✓ Overall, the classes were not worth the time or the Regional Center's money.

Discussion followed.

GOOD OF THE ORDER: Margi Stern thanked Bob Phillips on behalf of the Board for his service to people with developmental disabilities. She also noted that the Board would have liked to more thoroughly acknowledged Bob's accomplishments over the years. Bob noted that he enjoyed working with parents and advocating and will miss that interaction.

ADJOURNMENT – M/S/C (Phillips/Edmonds) Move to adjourn the meeting at 7:20 p.m. UNANIMOUS

NEXT MEETING ANNOUNCEMENT – The next regular business meeting of the Board is for scheduled for December 2, 2015 at North Bay Regional Center Napa office, at 5:00 p.m.

North Bay Regional Center
Franklin Philips Horn NBRC Treasurers' Report
For the Month of October 2015

In October 2015 NBRC's board money market account increased by \$2 to end the month with a balance of \$51,138. The increase was due to interest.

The board checking account ended the month with a balance of \$1,030, a decrease of \$1800. This was a check to Clark's pest control to support a client in need.

The balance in both of NBRC board accounts was \$52,168, which represents a decrease of \$1,477 since the beginning of the year balance of \$53,645.

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

33% of the year elapsed

As of October 31, 2015

	<u>Allocation/B-1</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>
Purchase of Services (POS)							<u>From Allocation</u>
Day Programs	\$ 12,166,667	\$ 12,135,244	24%	\$ 31,423	\$ 24,365,000	\$ 36,500,244	\$ (244)
Supported Living Services	12,166,667	12,202,919	25%	(36,252)	24,300,000	36,502,919	\$ (2,919)
Community Care Facilities	10,083,333	9,986,799	20%	96,534	20,225,000	30,211,799	\$ 38,201
Behavioral Services	6,583,333	6,558,145	13%	25,188	13,175,000	19,733,145	\$ 16,855
Other	11,549,321	8,509,762	17%	3,039,559	22,935,000	31,444,762	3,203,201
Total POS services	\$ 52,549,321	\$ 49,392,869	100%	3,156,452	\$ 105,000,000	\$ 154,392,869	\$ 3,255,094
Receipts from ICFs for SPA services	(1,666,667)	(1,687,630)	-3%	20,963	(3,340,000)	(5,027,630)	27,630
Community Placement Plan (CPP)	366,952	206,229	0%	160,723	13,250,000	13,456,229	83,512
Total POS & CPP Services	\$ 51,249,607	\$ 49,599,098	100%	\$ 1,650,509	\$ 114,910,000	\$ 162,821,468	\$ 3,366,236
Operations Expense (OPS)							
Personnel	\$ 3,500,000	\$ 3,430,102	59%	69,898	\$ 7,150,000	\$ 10,580,102	\$ (80,102)
Benefits	1,291,667	1,255,581	21%	36,086	2,600,000	3,855,581	19,419
Facilities/Insurance	583,333	643,148	11%	(59,815)	1,100,000	1,743,148	6,852
Equipment / General office	183,333	240,510	4%	(57,177)	300,000	540,510	9,490
Communications	46,667	34,139	1%	12,528	95,000	129,139	10,861
Mileage	76,667	80,406	1%	(3,739)	150,000	230,406	(406)
Legal	66,667	45,827	1%	20,840	155,000	200,827	(827)
Consultants	80,000	128,798	2%	(48,798)	110,000	238,798	1,202
Other Expenses	2,396	(14,828)	0%	17,224	20,000	5,172	2,015
Total Operations Expense	\$ 5,830,729	\$ 5,843,683	100%	(12,954)	\$ 11,680,000	\$ 17,523,683	\$ (31,496)
Community Placement Plan (CPP)	366,952	341,511		25,441	557,824	899,335	(0)
Total OPS & CPP Expenses	\$ 6,197,681	\$ 6,185,194		12,487	\$ 12,237,824	\$ 18,423,018	\$ (31,496)
Total	\$ 57,447,288	\$ 55,784,292		\$ 1,662,996	\$ 127,147,824	\$ 181,244,486	\$ 3,334,740
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	75%
1st Amendment B-1	8/19/2015	28,421,707		3,485,381	815,557	32,722,645	18%
1st Amendment B-1 CPP		13,539,741		-	285,300	13,825,041	7%
Total Allocation		\$ 166,187,704		\$ 17,492,187	\$ 1,100,857	\$ 184,780,748	100%

8

**North Bay Regional Center
Finance Dashboard Analysis**

As of October 31,

	<u>YTD 2014</u>	<u>YTD 2015</u>	<u>% Total</u>	<u>Var/ Alloc</u>	<u>% Inc<Dec></u>
Purchase of Services (POS)			POS		From 2014
Day Programs	\$ 11,949,431	\$ 12,135,244	24%	\$ (185,813)	2%
Supported Living Services	11,958,536	12,202,919	25%	(244,383)	2%
Community Care Facilities	9,909,076	9,986,799	20%	(77,723)	1%
Behavioral Services	6,011,599	6,558,145	13%	(546,546)	9%
Other	7,815,680	8,509,762	17%	(694,082)	9%
Total POS services	\$ 47,644,322	\$ 49,392,869	100%	(1,748,547)	4%
Receipts from ICFs for SPA services	(1,757,311)	(1,687,630)	-3%	(69,681)	-4%
Community Placement Plan (CPP)	150,336	206,229	0%	(55,893)	37%
Total POS & CPP Services	\$ 46,037,347	\$ 49,599,098	100%	\$ (3,561,751)	8%
Operations Expense (OPS)					
Personnel	\$ 3,386,910	\$ 3,430,102	59%	(43,192)	1%
Benefits	1,279,804	1,255,581	21%	24,223	-2%
Facilities/Insurance	593,673	643,148	11%	(49,475)	8%
Equipment / General office	255,044	240,510	4%	14,534	-6%
Communications	56,682	34,139	1%	22,543	-40%
Mileage	81,052	80,406	1%	646	-1%
Legal	41,058	45,827	1%	(4,769)	12%
Consultants	118,226	128,798	2%	(10,572)	9%
Other Expenses	37,000	(14,828)	0%	51,828	-140%
Total Operations Expense	\$ 5,849,449	\$ 5,843,683	100%	5,766	0%
Community Placement Plan (CPP)	200,061	341,511		(141,450)	71%
Total OPS & CPP Expenses	\$ 6,049,510	\$ 6,185,194		(135,684)	2%
Total	\$ 52,086,857	\$ 55,784,292		\$ (3,697,435)	7%

Board Meeting Locations 2016

January 6	Regular Business Meeting	NBRC Jameson Canyon Office
February 3	Regular Business Meeting	NBRC Jameson Canyon Office
March 2	Regular Business Meeting	NBRC Jameson Canyon Office
April 6	Regular Business Meeting	NBRC Jameson Canyon Office
May 6	Regular Business Meeting	NBRC Jameson Canyon Office
June 1	Annual Board Meeting	NBRC Jameson Canyon Office
July 6	Regular Business Meeting	NBRC Santa Rosa Office
August 3	Meeting Cancelled – Board all day Retreat	
September 7	Regular Business Meeting	NBRC Jameson Canyon Office
October 5	Regular Business Meeting	Sonoma Developmental Center
November 2	Regular Business Meeting	Solano County Office of Education
December 7	Regular Business Meeting	NBRC Jameson Canyon Office



Federal Revenue Department Board Report for Quarter 2, October-November-December, 2015

- **Goals:** Our semi-annual target for the 15/16 fiscal year is to have an enrollment total of 3,702 individuals into the Medicaid Waiver program by 12/31/15. These 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.
- **Status:** As of 9/31/15, NBRC has 3,677 individuals enrolled in the Medicaid Waiver program, with an additional 25 individuals to add by 12/31/15.
- **Audit:** California's Department of Developmental Services (DDS) and Department of Health Care Services (DHCS) completed a Medicaid Waiver audit May 11th - 22nd at NBRC. Preliminary findings from this Medicaid Waiver audit were minimal and considered positive. NBRC still has not been presented the official audit findings from DDS.

NBRC Federal Revenue Department staff assisted in preparation for the CPA-led Independent Audit that took place on October 26th – November 6th, 2015 at NBRC.

- **Training:** Department Manager provided 3 mandatory trainings for Service Coordinators in the month of October that reviewed:
 - An overview of General Audit Checklist requirements
 - The Federal Definition of Case Management
 - Title 19 notes/Targeted Case Management (TCM) notes
 - Completion of the Annual IPP Review form, as required per regulation
 - Client Development and Evolution Reports (CDER) requirements and instructions
- **DDS update:** The 1915(i) SPA (State Plan Amendment) that DDS submitted has been approved by Centers for Medicaid Services (CMS). The state has been enrolling eligible clients into the 1915(i) SPA. Sometime after January 1st, Regional Centers will begin implementing and managing the program. The 1915(i) SPA will allow California to receive federal funding for POS services for individuals who may not qualify for Medicaid Waiver, but will not provide funds for operational expenditures.

The NBRC Self Determination Advisory Committee will meet at 1:30 pm on Tuesday, November 24th at North Bay Regional Center (NBRC), 25 Executive Court, Napa. For this meeting, staff proposed the following Agenda Items:

- Election of a Chairperson
- Update on the Self Determination Program
- Discussion of Emerging Issues

//

- **Agency Support:** The Federal Revenue Department will continue to provide trainings and support to service coordinators and supervisors in order to assist with coming into compliance with Federal regulations. The Federal Revenue Department will do so by:
 - Providing support with ongoing MW enrollment and duties.
 - Help transition into the 1915(i) SPA.
 - Track the Client Development Evaluation Report (CDER).
 - Record and analyze forensic data integrity.
 - Provide ongoing support to staff during all audits.

CONSUMER ADVOCATE REPORT

November 20, 2015

The self-advocacy/support groups have been put on hold until we get more educational materials on self-advocacy. There was an ordering mix-up but the materials were ordered recently. Thus, the groups should start meeting again in January 2016.

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 may start on February 1st being retroactive to November 1st according to Governor Brown. We will see in February. Governor Brown also plans to cut \$1 Billion dollars from Human Services in 2016, which we must fight.

As reported voter registration is up in both the Santa Rosa and Napa offices and I want to thank the Service Coordinators for helping. Now, let's find a way to help the people we serve get to the polls.

January Crane, Bob Phillips, Cindy Ruder, Annie Bauer, and I are working on the Self-Determination Project and we have selected seven people to be on the Advisory Committee. The Self-Determination Project is for clients who want to handle their own budget with financial guidance through NBRC. It is limited to 2,500 clients currently. The first Advisory meeting is November 24th at 2 PM here at NBRC.

I gave a talk to a Psychiatric Technician class at Napa College to 22 students about Living in the Community, Employment, and Relationships.

I continue to assist service coordinators with their cases and I'm still the DDS Conservator designee. We have some challenging cases that keeps us on my toes. No pun intended.

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
NOVEMBER 1 - 30, 2015

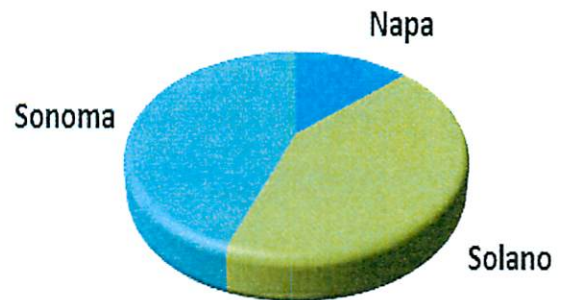
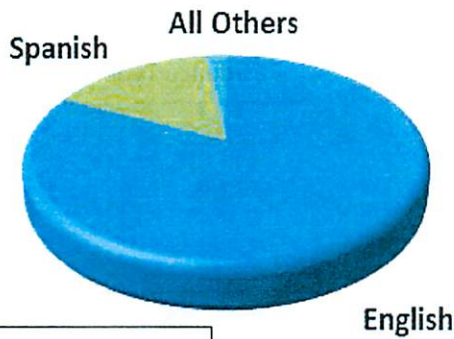
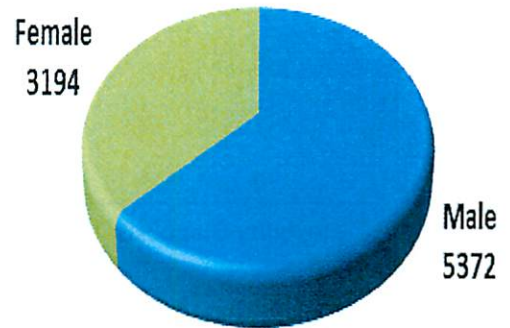
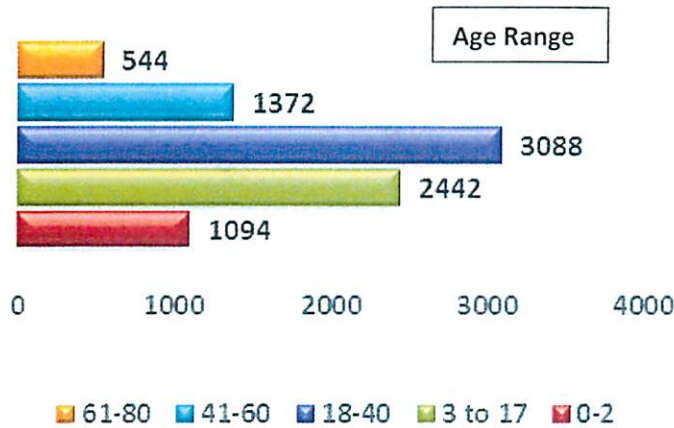
Day Program
(15-37)

Reason for Appeal: Claimant appeals eviction from Day Program.
Ruling: Fair Hearing pending.

14

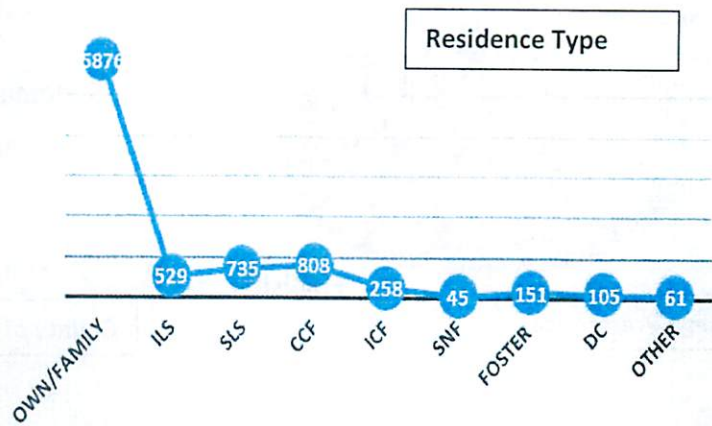
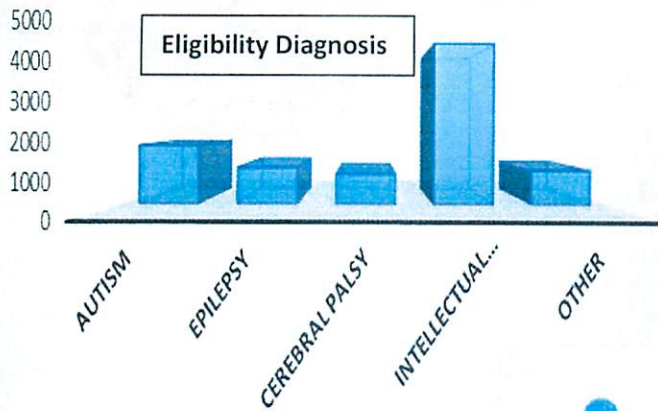
NBRC Case Management Report

NBRC Total Clients: 8,568



Service Coordinators: Inspiring Lives

When Claudia Ritchie discovered that the school had decided to take her client out of his classroom and send him to the more restrictive home/hospital setting, she was alarmed. His parents didn't understand the decision either so Claudia joined them in a meeting with the nurse, teacher, and principal. After determining that the behaviors which partially triggered the action never warranted a behavior plan as they did not pose any dangers, Claudia then addressed the other issue: his seizures. Determining that his medications were controlling the seizures but that oral health needs were causing him pain, the school agreed to develop a behavior plan, monitor his seizures, and in keep him in school full-time. They had made an over-restrictive, fear-based decision which, thankfully, Claudia was able to address with good questions and coaching for the family. As a result, the school principal thanked Claudia for her insights and advocacy. Claudia inspires lives!



NEW Intake MONTH	Accepted for Assessment		Closed or Inactivated During Assessment		# of Reactivations Eligible Cases		Transferred- Other		Gross New Consumers		Graduated Out of RC System	s New Consumers 3 Yrs & Older	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	24	30
02/15	95	11	- 14	23	+ 7	13	+ 3	0	= 91	1	38	1	38
03/15	104	19	- 26	14	+ 7	12	+ 1	0	= 47	17	36	17	36
04/15	85	34	- 22	14	+ 7	11	+ 1	0	= 72	31	34	31	34
05/15	84	32	- 14	9	+ 7	5	+ 0	0	= 77	28	30	28	30
06/15	91	40	- 19	18	+ 6	14	+ 1	0	= 79	36	25	36	25
07/12	90	39	- 30	24	+ 8	18	+ 0	0	= 68	33	59	33	59
08/15	114	42	- 12	24	+ 6	17	+ 3	1	= 111	36	47	36	47
09/15	105	45	- 12	23	+ 5	17	+ 0	0	= 98	39	31	39	31
10/15	83	62	- 11	21	+ 10	13	+ 5	0	= 87	54	42	54	42
11/15											0		0
12/15											0		0
2015 TOTAL	956	353	- 183	194	+ 72	139	+ 15	1	= 822	299	372	299	372
2015 Avg		35		19		14		0		30		30	

NBRC Community Resource Development and Services

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

- Melanie Contreras-Occupational Therapist Early Start Services
- Allied Integration Services Community Integration Day Program

Quality Assurance

- Training on Center for Medicaid Services (CMS) with Ari Ne'eman.
- Day Services Transformation Training on 11/27: Follow up to Ari Ne'eman, focus on changes that day services need to make to comply with CMS rules.
- Presentation to NBRC All Staff October 22nd on QA and new mode for accessing QA assistance.
- Attended Mayors' Breakfast in Sonoma County on October 1st on Community Integrated Employment.
- Department of Rehabilitation/Supported Employment roundtable October 1st.
- Behavior Interventions and Assessing for Progress Monday, October 26th NBRC staff and vendors. Presented by Mila DeWitt Ph.D., BCBA NBRC Behavior Analyst for Quality Assurance Unit.

Requests for Proposals

- NBRC's Community Placement Plan (CPP) 2015-2016 Requests for Proposals are available on the NBRC website. NBRC has 26 CPP projects that we are requesting proposals for.
- NBRC's Early Start Intake Request for Proposal is available on line as well.

Both RFPs are available at: <http://nbrc.net/service-providers/resource-needs-requests-for-proposals/>

Trainings/Presentations

- Quality Assurance held a New Provider Orientation in the month of November. There were about 20 attendees learning about the regional center, Lanterman Act, Supports and Services, SIR reporting and Client's Rights.
- Shawan Casborn provided a detailed overview of the NBRC vendorization process at the Vendor Advisory Committee meeting on November 10.
- Tara Knutson met with the Recreation Therapists at Sonoma Developmental Center to discuss how to open a day program with the pending closure of the developmental center.
- RFP interviews have begun and will continue the first two Thursdays of every month through February.
- Day Program Transition to Center for Medicaid Services training was held November 17. Training was a collaboration between Vendors, North Bay Regional Center, Department of Developmental Services, Department of Rehabilitation and State Council on Developmental Disabilities.



UPDATE: Transition of Representative Payee Services

As of 11/20/2015

Individuals Actively Served by New Leaf	924
Transitions pending w/SSA	52
Signature Forms Outstanding*	60

*This value represents the number of individuals who still use NBRC as their representative payee, but have not signed the necessary paperwork to transition to New Leaf or another representative payee (family member, friend, or fee-for service agency).

Unlike traditional fee-for-service representative payee agencies, New Leaf does not charge a fee to the client from their Social Security income to cover the costs of service. Instead, New Leaf is funded through Regional Center purchase of service at 2 units per month and \$25 per unit.

-
- This year, the **Social Security Administration conducted its triannual review** of New Leaf’s representative payee program. **The results of the audit were positive and there were no findings.** A copy of the review letter is enclosed.
 - For the 924 individuals currently served by New Leaf Solutions at NBRC, there is a projected end of month conserved funds balance of **\$1,160,977.47**. This represents the total savings for all clients after all monthly needs payments are sent.
 - Since the start of the transition, **New Leaf Staff helped to reinstate SSI benefits for 15+ individuals** who had their benefits suspended by SSA for lack of reported redeterminations, wages, or other reporting requirement.
 - Since the start of the transition, **New Leaf staff has identified 5+ individuals who qualified for SSI but were not receiving the benefit.** We are assisting those individuals with applying for the benefit and accessing SSI-linked Medi-Cal.
 - New Leaf staff is currently in the process of **appealing 20+ pre-existing overpayments** which we believe can be waived by Social Security Administration.

Prepared By Ali Tabatabai for the NBRC Board of Directors



SOCIAL SECURITY

Social Security Administration
6477 Telephone Road, Suite 1
Ventura, Ca. 93003

April 23, 2015

Attention: Ali Tabatabai
New Leaf Solutions
1500 Palma Drive, 2nd Floor
Ventura, Ca. 93003

New Leaf Solutions:

On April 20, 2015, representatives of the Social Security Administration (SSA) met with your organization to discuss the work that New Leaf Solutions does as a representative payee for individuals who receive Social Security and/or Supplemental Security Income (SSI) benefits. In addition to reviewing your financial records, we interviewed several individuals that you serve. The purpose of this letter is to summarize our review findings.

Please note that much of the information found in this letter is also available in the *Guide for Organizational Representative Payees*; that guide is available online at <http://www.socialsecurity.gov/payee/NewGuide/toc.htm>. The current paper copy is entitled the *Guide for Organizational Representative Payees 2014*.

Review Period

The period of review was March 2014 through February 2015.

Beneficiary Interviews

We interviewed five individuals who receive benefits from SSA. All five beneficiaries interviewed expressed a positive working relationship with New Leaf Solutions. None expressed any negative experiences or unmet needs. All stated New Leaf Solutions pays their bills on time.

Review of Financial Records

We reviewed the financial records for ten individuals. The ledgers were well organized and easy to follow. All receipts are electronic and easily accessible from your computerized system.

Bonding and Licensing

Since your organization is not Fee for Service and you do not collect any fees from the Beneficiaries, you are not required to provide proof of Bond or License. You have voluntarily provided proof of licensing and a Bond. The Regional Center pays fees to New Leaf Solutions for each Beneficiary they have referred to you at a rate of \$25 an hour for up to two hours on average for each Beneficiary. The Regional Center does not collect this fee from the Beneficiary. In short, the Beneficiaries do not pay any fees for your services.

Collective Account

You have a collective account, which meets our requirements for a collective account. It is titled correctly. It is separate from your operating account. It maintains ledgers for each Beneficiary, which tracks deposits and disbursements. The account is not interest bearing in exchange for lower bank fees. It is recommended that the collective account be interest bearing. However, you stated that the bank would charge higher fees for an interest bearing account, which would be more burdensome.

Internet Representative Payee Resources and Filing the Annual Accounting Online

SSA maintains a vast repository of reference materials on our internet website at www.socialsecurity.gov. Thank you for using SSA's Internet Representative Payee Accounting (iRPA) application to report how you spend beneficiary funds. Using the online tool provides you with immediate confirmation that we received your report and allows you to print and store a copy for your records. To use this timesaving service, you must first register for a User ID. Go to www.socialsecurity.gov/payee/form/index.htm to get started. If you need assistance, try viewing our online iRPA training which is available at www.socialsecurity.gov/webinars/webinar2.htm.

We appreciate New Leaf Solution employee time and cooperation meeting with us. If you have any questions about our review, please contact me at 1-877-405-1402 extension 25008. If you have general questions or want to report changes, please call the Ventura Social Security office general inquiries line at 1-877-651-7118.

Sincerely,

Jesse Rodriguez
Social Insurance Specialist

cc: District Manager, Ventura, Ca.

North Bay Regional Center
APPROVAL OF CONTRACTS IN EXCESS OF \$250,000

Board Approved: December 2, 2015

Effective Date: January 1, 2016

BACKGROUND

North Bay Regional Center (NBRC) recognizes the importance of transparency and accountability to the community it serves.

POLICY

It is the policy of the North Bay Regional Center that all contracts of two hundred fifty thousand (\$250,000) or more shall be approved by the Board of Directors prior to entering into or extending such contracts. This policy does not extend to the purchase of service authorizations for consumer service or for vendorization approval letters.

Vendor Advisory Committee Report to the NBDDS Board of Directors November 10, 2015 Submitted by Mike Huckins

The VAC met on Tuesday, November 10, 2015. Please refer to the minutes for the complete report.

Community Concerns/Clarifications: A Community Care Facility Provider expressed concern about one of her consumer's colonoscopy being cancelled multiple times due to non completion of required paperwork. NBRC staff will follow-up with her. Vendorization training: The Community Resource Development Department provided a presentation on the vendorization process as well as initial forms that need to be filled out.

Group reports were given.

- **Napa Solano Vendor Group** discussed vendor capacity and how that is established.
- **Sonoma Vendor Group** discussed Vendorization, Tailored Day Services and CARF accreditation.
- **NBHC:** Mary Eble stated that NBHC is in escrow for a Vallejo property for persons who have experienced homelessness. If all goes well, the property may be ready as early as late March. A developer in Sonoma will have 13 out of 52 units available for our Consumers.
- **SCDD North Bay:** Bob reported out on the Self Determination waiver timeline. He stated he is retiring in December and that candidates are being reviewed currently. The Vendor and NBRC staff provided Bob with a Hollywood Walk of Fame star thanking him for his years of advocacy.
- **Public Relations and Outreach:** The Vendor Fair was a great success!
- **Trade Associations:** Liz stated that the next CDSA even will be the Public Policy/Legislative Affairs Conference in March. Linda stated that the next Rally for Justice will be on December 10th. The implementation of 5.82% overtime rate increase for SLS, Respite and Personal Assistants may be delayed until March.
- **Board Report:** Mike summarized the billion plus cutbacks that Health and Human Services may have to contend with next fiscal year. Two Families attended the NBRC Board meeting. Mike shared the good news that parents now have an online version of the parent training required before behavioral services can be provided as well as the family orientations that are provided on a regular basis by NBRC.
- **NBRC/ARCA:** Bob reported that Rick Rollins' wife had passed away recently. Rick helped with the passing of SB 812 to help with local housing planning for our people. ARCA will be working on a position statement regarding the sunseting of the sales tax, managed care tax next fiscal year. Santi Rogers, DDS Director is retiring soon.
- **Dr. Michi Gates:** The Org. Chart is updated now. 10 units of housing are being developed in Dixon. NBRC holiday crafts faire is 12/11 from 10 to 1. Day Services Transformation training is 11/17 from 10:30 to 12:30. Resource Development positions will be filled soon. A Prader Willi Syndrome home is opening soon.
- **Disaster Preparedness:** Rick Burkett presented on a mass communication software for emergency alert announcements. Tests will be conducted soon once updated contact info is secured from vendors.
- **CASACC Call:** No report.

New Business: The VAC will host a Holiday potluck with a focus on DDSO videos for the VAC agenda on 12/8. The Vendor Relations Survey power point presentation will be scheduled for January.

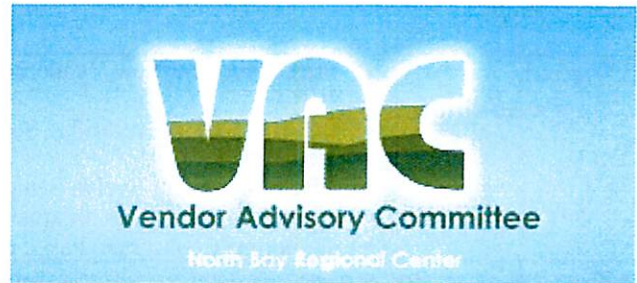
Announcements: Please refer to the VAC minutes

Next VAC Meeting: The next VAC Meeting will be on Tuesday, December 8, 2015.



VAC Meeting Minutes

Vendor Advisory Committee Meeting Minutes
 North Bay Regional Center, Napa
 Tuesday, November 10, 2015



1.	
Attendance	
a. Call to order	VAC Meeting held November 10, 2015 was called to order at 10:13 AM (PST). Chaired by Linda Plourde
b. Roll call. Quorum met? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>VAC Membership</u> <input checked="" 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 checked="" type="checkbox"/> Linda Plourde (Bayberry, Inc.) <input checked="" type="checkbox"/> Holly Page (Connections for Life) <input checked="" type="checkbox"/> Kelley Hanson (PACE Solano) <input checked="" type="checkbox"/> Ali Tabatabai (New Leaf) <input type="checkbox"/> Andrea Mendoza (REI/CHDC)
Approval of Meeting Minutes: October meeting minutes: MSC Karen L /Lauren	
Agenda Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>NBRC Staff</u> <input checked="" type="checkbox"/> Michi Gates <input checked="" type="checkbox"/> Bob Hamilton <input checked="" type="checkbox"/> Dee Skrzypczak <input checked="" type="checkbox"/> Hope Beale <input checked="" type="checkbox"/> Jodie Campbell <input checked="" type="checkbox"/> Isabel Calder <input checked="" type="checkbox"/> Linda Wheeler (NBRC) <input checked="" type="checkbox"/> Maura McDonough <input checked="" type="checkbox"/> Seneca St. James <input checked="" type="checkbox"/> Shawan Casborn
Approved with changes listed below.	
Presentation, Shawan Casborn NBRC	
CPC assignment, Evelyn Sampson	<u>General Members</u> <input checked="" type="checkbox"/> Adam Barngraff (Cal Mentor) <input checked="" type="checkbox"/> Beth Kahiga (Napa Valley Support Services) <input checked="" type="checkbox"/> Carmen Mendez (Bay Respite Care) <input checked="" type="checkbox"/> Cathy Alvillar (Blackwell Homes) <input checked="" type="checkbox"/> David Mauger (C. House) <input checked="" type="checkbox"/> Elizabeth Sutton (North Bay Industries) <input checked="" type="checkbox"/> Eric Rivera (New Leaf Solutions) <input checked="" type="checkbox"/> Evelyn Samson (Samson Homecare) <input checked="" type="checkbox"/> Joetta Griffin (GFCH/Impact) <input checked="" type="checkbox"/> Kory Stradinger (Becoming Independent) <input checked="" type="checkbox"/> Mary Eble (Northbay Housing) <input checked="" type="checkbox"/> Melissa Loucks (Wheelcare Express) <input checked="" type="checkbox"/> Mike Lisenko (UCP of the North Bay) <input checked="" type="checkbox"/> Renee Fannin (Lynn & Darla SLS) <input checked="" type="checkbox"/> Sandi Trotter (R & D Transportation) <input checked="" type="checkbox"/> Sukhbeer Singh (Inclusion Services) <input checked="" type="checkbox"/> Terri Rowland (Milestones)
Announcements	
Community concerns: Payee reimbursement to vendors.	

2. Agenda changes/Additions	<ul style="list-style-type: none"> • Presentation on New Vendorization with NBRC, Shawan Casborn NBRC • Presentation on Everbridge Software, Rick Blocher, NBRC IT Department. • CPC assignment, Evelyn Sampson • Announcements, Karen Farnsworth • Community concerns: Payee reimbursement to vendors. 	
3. Feature Presentation	Summary	Action/Follow-Up
	<ul style="list-style-type: none"> • NBRC Shawan Casborn – Vendorization Process. Power Point presentation (also on the NBRC website, vendor link) as well as the packet to begin the process pages 1-5. Documents are found on the NBRC Website under service providers, then vendorization. There are links regarding Title 17, program design assistance, Lanterman Act etc. 1: DS 1891 2: letter of intent 3: resume (updated review Title 17 for requirements). These documents need to be mailed (USPS) to Napa NBRC ATTN: Vendor Coordinator. Once the background is cleared, the Program Director begins reviewing the request. The Vendor is assigned to a Community Resource Consultant. Vendors will then submit their Program Design. Focus on Quality Assurance, how are you able to show that your services are or will be successful? What metrics do you have to show this? When addressing consumer outcomes “make sure that you address this in numeric method” looking for data, i.e., 80% will meet their objectives etc. What are your (program) expectations for success, refer to Title 17 for specific language. Please indicate the pages that contain changes when submitting revisions. Refer to power point, Important Facts to Know, slide # 3.AB 40. Once NBRC has approved the program design it is submitted to DDS for approval. Final step is the Vendor Application including signing up for ebilling and supporting documents. • NBRC Rick Burkett – NBRC has set up the next phase of a mass communication system: Handout attached. The software is Everbridge Mass Notification System. This software is not a first responder system, but a support system. Rick is proposing that Friday, January 22nd, we all test the system. In order to do this, NBRC needs vendor’s most recent contact information. Following the first test, they will schedule regular tests to ensure the system is working properly. How do we update the contact information? Rick, contact someone at NBRC to ensure that your information is correct. Linda Plourde will send the NBRC contact information to the VAC. Suggested that NBRC send a message through ebilling to all vendors. 	
4. Community Concerns	Summary	Action/Follow-Up
	<ul style="list-style-type: none"> • New Payee system - Joetta Griffin - Do we send receipts for reimbursement to NBRC or to New Leaf? Ali with New Leaf noted that we want to get away from reimbursements and focus on requests prior to the expense. The Logs are all reviewed by Ali and each individual situation is addressed. • DDS has arranged for a trainer and NBRC is offering their space and communicating the dates. The information is on the website under vendor connection. • SIR Training – January Crane will be offering SIR Training. • Evelyn Samson Care Home - Evelyn explained a situation with medical care for a client in great detail. Linda suggested that the family and the Care Provider connect with Dr. Gates. Dr. Gates was present and agreed to meet with the individuals following today’s meeting. 	24

5. Group Reports		Action/Follow-Up
	<ul style="list-style-type: none"> • Napa Solano provider group – Saanen reported – Seeking clarification from NBRC on vendor capacity. What is the capacity and how is it set? NBRC is reviewing capacity and changing the capacity in some programs. What can be anticipated by service providers? Courtney, NBRC is visiting programs. Saneen, do we have anything in writing that explains vendor capacity? Maura, we are meeting with programs, and working together regarding what the capacity is or should be. • Sonoma Provider group – Elizabeth Sutton – Met Oct 27th, and discussed the vendorization process, tailored day process, and CARF standards. Dec 8th next meeting. • State Council on Developmental Disabilities - Bob Phillips <ul style="list-style-type: none"> ✓ Self Determination waiver submitted to CMS, the 90 day clock has begun. Regional Centers should be engaged and waiting to enact Self Determination. The targeted date is March 2016. All Regional Centers should have a Committee for Self Determination. NBRC's committee has met and will meet again on November 24th. These are public meetings. ✓ Bob is looking for resources for a family with Prader Willi Syndrome. ✓ Bob Phillips announced, "I'm Retiring!" Presentation from VAC to Bob Phillips. • North Bay Housing Coalition: Mary Eble – Housing Coalition is in escrow to buy property in Vallejo for homeless families. Sonoma developer willing to set aside 13 units for NBRC clients. • Public Relations Committee –No report this month. • Trade Associations: <ul style="list-style-type: none"> ✓ CSLN – Linda Plourde reported – Developing another event in Sacramento scheduled for December 10th beginning at Raley Field and going to the Capital. There may be speakers, but the majority of the program will be families and consumers speaking out. Will include Governor's Mansion and the Capitol steps. Load up cars, buses etc. to help us make a difference. Call legislatures for 5.28%. ✓ ANCOR, California event November 23rd. The group is looking for a greater presence in California, talk to Linda about membership. Help with legislatures. ✓ Respite Association: Mike Huckins reported – Nothing reported for this month. ✓ CDSA – Elizabeth Sutton reported – No recent meetings, next meeting March 2016. • Board Report – Mike Huckins <ul style="list-style-type: none"> ✓ Meeting in Fairfield. Two families attended and attendance was strong. One family was seeking exceptional respite services. The other family was seeking information regarding the required parent training prior to receiving behavioral services for their children. Information was shared regarding the on-line parent training that is being developed. When a family is new to NBRC, there is an orientation available to the families. ✓ Follow up with rally and why it is important.....timing for addressing issues such as overtime. ✓ Dr. Michi Gates and Dave Johnson mentioned managed care tax going away in June, Health and Human Services is going to have to find billions in savings. ✓ Regional Center has to update performance contract regarding ethnic and cultural services, measures of satisfaction, next board meeting they will look all possible measurements. 	25

	<ul style="list-style-type: none"> • NBRC / ARCA Report – Bob Hamilton <ul style="list-style-type: none"> ✓ Thanked the group for their efforts. Sad news ARCA’s Rick Rollin’s wife passed away. He has a son with autism. Interesting challenge for him without his wife. Rick is a consultant for Autism Speaks. ✓ Next ARCA meeting is next year, nothing in the present. ✓ The Department is preparing for November estimate for Governor’s January budget. Sales tax expiring will create a hole in the budget along with what Mike explained as the Managed Care Tax. ✓ Santi Rogers, Director of the Department of Developmental Services is retiring. No replacement as of yet. • Dr. Michi Gates <ul style="list-style-type: none"> ✓ Thanked everyone who participated in the Vendor Fair. Looking forward to next year taking place in the same way. ✓ 811 Housing project in Dixon coming up. Ten units in Dixon complex, apartments and shared project with Alta Regional Center. Let Michi know if you have anyone who you think would benefit. ✓ Holiday Arts and Craft Fair, December 11, from 10 to 1, at the NBRC Napa Office. Call 256-1243, Kimberly Dowling if you wish to participate. ✓ On Nov 17th from 10:30 – 12:30, Day services transition training will be held. ✓ Website updated please visit it, service provider tabs. ✓ Still developing for SDC closure ✓ Staffing updates, the organization chart is updated now due to feedback from last VAC meeting, thank you. ✓ Secretary Dooley’s meeting, anticipate a difficult budget process in January. Recognized urgent, but no suggestions. DDS will embark on a 2 to 3 year formal rate study. ✓ Addressing Bob Phillips, Morning Sun, new Prader Willi home, Alta has 2 persons, NBRC has 2 persons. • Disaster Preparedness: Nothing to present this month. • CASACC: No update this month. 	
6. Report	Summary	Action/Follow-Up
Policies Procedures Practices or Trends.	Nothing this month.	
7. New Business		
	<ul style="list-style-type: none"> • Move VAC Survey review to January meeting. • Holiday spirit event for next month? The group agreed to a potluck following next month’s meeting. • Next month Linda would like to change agenda a bit and view videos from rally and Senators. Address community concerns and videos, rather than standard agenda. The group agreed. 	
8. Report	Summary	Action/Follow-Up
Announcements	<ul style="list-style-type: none"> • Karen Farnsworth, California Programs for the Autistic, Online Art Auction, calprogramsautistic.org/artauction. All art is created by residents. • Maura – Put together a contact list of QA individuals. Copies available. • Contact Maura for questions regarding vendor capacities. 	
9. Adjournment		
	Meeting adjourned at 12:05 PM	

Minutes submitted by: Darelyn Pazdel

26