



*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*

*Promoting Opportunities  
Supporting Choices*

## **MEETING NOTICE**

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

**DATE:** December 7, 2016  
**TIME:** 5:00 – 7:00 p.m.  
**PLACE:** North Bay Regional Center  
610 Airpark Road  
Napa, CA 94558

### **Map & Agenda Enclosed**

**Board Related Meetings:** The next meeting of the Vendor Advisory Committee will be December 8, 2016, at North Bay Regional Center office "Board Room" 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 7, 2016, 5:00 p.m.  
North Bay Regional Center  
610 Airpark Road, Napa, CA 94558**

**AGENDA**

- I. **CALL TO ORDER** – President Margi Stern
- II. **ROLL CALL AND INTRODUCTIONS** – Rita Edmonds-Norris, Secretary (2 minutes for call to order, roll call, and introductions)
- III. **CONSIDERATION OF MINUTES**  
Minutes of Regular Business Meeting of Oct. 5, 2016 be approved as submitted (3 min) (Pgs.1-8)  
ACTION
- IV. **TREASURER'S REPORT**  
Treasurer's Report for the period of Sept. 1 – Oct 31, 2016 be approved as submitted. (3 min) (Pg. 9)  
ACTION
- V. **ANNOUNCEMENTS**
- VI. **NEW BUSINESS**
- A. CPP Contract Approval over \$250,000 – Courtney Singleton ACTION
  - B. 2017 Board Meeting Location Schedule (Pg. 11) ACTION
  - C. Succession Planning Contract ACTION
  - D. Transparency & Public Access to Information Policy (Pg. 12) ACTION
- VII. **FEATURE PRESENTATION** – TBA (20 minutes)
- VII. **COMMITTEE REPORTS**
- A. Executive Committee - Board Officers – Margi Stern, President; Walt Spicer, Vice President; Secretary, Rita Edmonds-Norris; Franklin Phillips, Treasurer (3 minutes) INFO
  - B. Vendor Advisory Committee – Linda Plourde – (10 minutes) (Pgs. 17-25) ACTION  
Seating of Michele Ramirez, Potential VAC Member  
Seating of Michael Lisenko, Potential VAC Member
  - C. Nominating Committee – Walt Spicer 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. 13-16)
  - C. Dave Johnson - Chief Financial Officer (10 minutes) (Pg. 10)
- IX. **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
- 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).

<b>NEXT MEETING ANNOUNCEMENT</b> - The next Board of Directors meeting is the monthly business meeting scheduled for Wednesday, February 1, 2017, North Bay Regional Center, Napa, CA at 5:00 p.m.
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**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
October 5, 2016, 5:00  
Sonoma Developmental Center  
15000 Arnold Drive, Eldridge, CA 95433**

**MINUTES**

**NBRC BOARD MEMBERS PRESENT:**  
Linda Plourde, Bayberry, Inc.  
Rita Edmonds-Norris, Secretary  
Jose Ayala

Margi Stern, President  
Franklin Phillips, Treasurer  
Len Carlson, Facilitator  
Walt Spicer

**NBRC BOARD MEMBERS ABSENT:**  
Rhonda Foster (Excused)  
Angel Giroux-Greber (Excused)

Barbara Power (Excused)  
Joanne Tsai (Excused)

**STAFF PRESENT:**  
Kathy Newman, Executive Assistant  
Deanna Heibel, Associate Dir. Client Services  
Courtney Singleton, Assoc. Dir. Client Services  
Lynda Wheeler, CMS  
January Crane, Federal Revenue Manager  
Maria Aguado-Zuniga, SC  
Jeannette Processer, QMRP  
Tami Jo McMahon, Intake  
Micheline Justman, SC

Bob Hamilton, Executive Director  
Dave Johnson, Chief Financial Officer  
Michi Gates, Director, Client Services  
Thomas Maseda, Director, Administration  
Deanna Kirkpatrick, Assoc. Dir. Client Services  
Amber Begley, EISC  
Christin Niederberger, SC  
Lauren Campbell, SC  
Shawan Casborn, CMS

**GUESTS PRESENT:**  
Aleana Carreon, ED, SDC  
Joe Silva, Concerned Citizen  
Roger & Deborah Phillips, Parents  
Anh Nguyen, Consultant

Sean & Cindy Cahill, Parents  
JJ Fernandez, SDC  
Rosemary Silva, Concerned Citizen  
Harry Matthews, Parent  
Lisa Hooks, SCDD

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

Aleana Carreon, Executive Director, Sonoma Developmental Center (SDC) welcomed all in attendance. She noted that NBRC's and SDC's relationship is positive and continue to work very closely. Aleana noted the "Opportunity Faire" with many providers in attendance. It was a great event and educational for staff and residents.

**CONSIDERATION OF MINUTES**

**M/S/C (Spicer/Edmonds-Norris)** Move that the minutes of September 7, 2016 regular business meeting be approved as amended. Sean Cahill, parent, requested the minutes reflect that Bob Hamilton said parents "were grandstanding for their children" (the comment was directed to the leadership of Options 3, not the parents). Bob apologized. **UNANIMOUS**

**TREASURER'S REPORT**

**M/S/C (Spicer/Plourde)** Move that the Treasurer's Report for the period of August 1 – 31, 2016 be approved as submitted. **UNANIMOUS**

## **ANNOUNCEMENTS:**

- January noted the upcoming Town Hall meetings scheduled for Friday, October 7<sup>th</sup> from 9:30 – 10:30 a.m. and Monday October 10<sup>th</sup> from 6:00 – 7:00 p.m. at ParentsCAN in Napa. If there are questions contact January. Part of the ADF funding allows Regional Centers to request \$11M in order to address disparity issues specifically. January has a draft proposal that she will be presenting for public comment to the Spanish population at the meetings identified above. Once that input is received she will submit the proposal to DDS.
- Michelene Justman extended a warm thank you to Bob and the Board for the recent raise. She also noted the following:
  - ✓ Northern California Tech Expo & More on Friday October 7, 2016 from 10:00 a.m. to 3:00 p.m. at Sonoma County Fairgrounds in Finley Hall. The latest assistive technology devices, vehicles and assistive educational materials for adults, children, veterans, seniors with disabilities will be on display.
  - ✓ Alchemia Supporter & Volunteer Party will be held on Saturday, October 15, 2016 from 3:00 – 5:00 p.m. acknowledging supporters who have nurtured the success of artists with disabilities.
  - ✓ North Bay Industries (NBI) will host their annual BBQ & Open House on Friday, October 21, from 11:30 a.m. to 1:30 p.m.
  - ✓ Oaks of Hebron will host their first Annual Golf Tournament on Friday, October 21, 2016 at Bennett Valley Golf Course in Santa Rosa. All proceeds benefit Oaks services for adults with developmental disabilities. Registration begins at 12:00 Noon.
  - ✓ The Annual Friends Halloween pumpkin carving fest and feast will be held on October 22, 2016 at Dillon Beach. It is a spectacular event with activities for everyone.
- Tom Maseda noted that North Bay Regional Center will host an Open House on October 25<sup>th</sup> 2016 showcasing the new Napa office. The event will feature client art throughout the both buildings. The event is opened to the public from 4:30 – 7:00 p.m.

## **FEATURE PRESENTATION:** Update on Community Placement Plan (CPP) Resource Development Overview 2016 – Contract Award Review - Shawan Casborn and Courtney Singleton

Shawan Casborn and Courtney Singleton presented all Community Placement Plan Projects awarded startup funds for fiscal year 2015-16. NBRC's Community Placement Plan is approved by the Department of Developmental Services on an annual basis to develop community resources to move individuals out of institutions to less restrictive settings. The majority of the resources approved in NBRC's 2015-16 Community Placement Plan and awarded through the request for proposal process are for individuals exiting Sonoma Developmental Center.

### Overview of CPP Awards:

What is the Community Placement Plan (CPP)? The CPP ensures that individuals with developmental disabilities live in the least restrictive setting, and to meet their needs.

- ✓ CPP is designed to assist Regional Centers to provide the necessary services and supports for individuals to transition from locked facilities to community settings.
- ✓ The goal for CPP is to enhance the capacity of the community service delivery system and to reduce reliance on locked facilities. Yearly each of the 21 Regional Centers submits a plan to DDS detailing how they will assist clients to live in the least restrictive setting possible in the community.

Shawan noted that the CPP project provides an opportunity to have "hands-on" in developing specialized projects such as residential homes, day programs, and specialized services for people who are transitioning out of the Developmental Center. The Resource Development Unit works hard on trying to develop solid projects so that individuals in the community that have the qualifications will be able to qualify.

Day Programs & Specialized Services Being Developed FY 15-16: Day Programs have a capacity of up to 30 persons. The difference in funding amount reflects different levels of service.

- ✓ Nine Day Programs (\$150K) in Sonoma County – Provider STEP – focus on behavior issues as well as vocational opportunities.
- ✓ Residential Supported Living Services (\$50K) in Sonoma County – Provider STEP
- ✓ Day Programs (\$250K) in Sonoma County – Provider Amani Day Services
- ✓ Day Programs (\$250K) in Sonoma County – Provider Kreative Community Services
- ✓ Day Programs (\$350K) in Solano County – Provider Equiventure (employee of SDC)
- ✓ Dentistry – Mobile Dentistry (\$400K) – Napa, Solano, & Sonoma Counties – Provider University of Pacific and Dr. Paul Glassman
- ✓ Day Programs (\$200K) in Solano County – Provider Kreative Community Services – Solano County.
- ✓ Medical Consultation (\$100K) in Napa, Solano, & Sonoma Counties – Provider UCSF.

Adult Residential Facility for Persons with Special Health Care Needs (SRFPSHN)

- ✓ Residential (ARFPSHN – 5 bed; \$125K) in Sonoma County – Provider ERAH Homes, LLC.
- ✓ Residential (ARFPSHN – 5 bed; \$125K) in Solano County – Provider Espie Sorogon.
- ✓ Residential (ARFPSHN – 5 bed; \$125K) in Solano County – Provider Espie Sorogon.
- ✓ Residential (ARFPSHN – 5 bed; \$125K) in Sonoma Town – Provider Elwyn California.
- ✓ Residential (ARFPSHN – 5 bed; \$125K) in Sonoma Town – Provider Elwyn California.

Enhanced Behavioral Support Home (EBSH)

- ✓ Residential (EBSH-Mental Health – 4 bed; \$125) in Solano County – Provider CASA Luna.

Specialized Residential Facility (SRF)

- ✓ Residential (SRF – 4 bed; \$100K) in Solano County – Provider R&L Residential Services.
- ✓ Residential (SRF – 4 bed; \$80K) in Solano County – Provider Edrine Home, LLC.
- ✓ Residential (SRF – 4 bed; \$80K) in Solano County – Provider North Casa Luna, LLC.
- ✓ Residential (SRF – 4 bed; \$80K) in Solano County – Provider Omelagah, LLC.
- ✓ Residential (SRF – 4 bed; \$100K) in Solano County – Wayne Home, LLC.
- ✓ Residential (SRF – 4 bed; \$75K) in Solano County – Provider Adelaide Home, LLC.
- ✓ Residential (SRF – 4 bed; \$75K) in Sonoma County – Partners for Inclusion.
- ✓ Residential (SRF – 4 bed; \$75K) in Solano County – Provider NARSAN Homes, LLC.
- ✓ Residential (SRF – 4 bed; \$75K) in Solano County – Provider NARSAN Homes, LLC.
- ✓ Residential (SRF – 4 bed; \$100K) in Sonoma County – Provider BATS Residential, Inc.

NBRC's 2015-16 Department of Developmental Services Approved Housing Plan. Housing projects awarded to Brilliant Corners will be developed in Solano and Sonoma Counties for individuals moving out of Sonoma Developmental Center. These homes are held in perpetuity for people with developmental disabilities. These can be their forever homes as they are owned by Brilliant Corners and leased to the service providers. This is called the buy it once model.

- ✓ 15/16 – 2 Brilliant Corners – ARFPSHN – Acquisition \$225K Renovation \$300K.
- ✓ 15/16 – 19 Brilliant Corners – ARFPSHN – Acquisition \$250K Renovation \$450K.
- ✓ 15/16 – 20 Brilliant Corners – ARFPSHN – Acquisition \$250K Renovation \$450K.
- ✓ 15/16 – 21 Brilliant Corners – ARFPSHN – Acquisition \$250K Renovation \$450K.
- ✓ 15/16 – 22 Brilliant Corners – ARFPSHN – Acquisition \$250K Renovation \$450K.
- ✓ 15/16 – 13 Brilliant Corners – SRF – Behavioral & Nursing – Acquisition \$200K Renovation \$250K.
- ✓ 15/16 – 14 Brilliant Corners – SRF – Behavioral - Acquisition \$200K Renovation \$250K.
- ✓ 15/16 – 15 Brilliant Corners – SRF – Mild Behaviors – Acquisition \$200K Renovation \$250K.
- ✓ 15/16 – 17 Brilliant Corners – SRF – Moderate Behaviors & Medical – Acquisition \$200K Renovation \$250K.
- ✓ 15/16 – 18 Brilliant Corners – SRF – Moderate Behaviors & Medical - Acquisition \$200K Renovation \$250K.
- ✓ 15/16 – 24 Brilliant Corners – SRF - Behavioral – Acquisition \$250K Renovation \$350K.

Discussion followed

## NEW BUSINESS:

- A. Board approval of NBRC's Performance Plan – The Performance Plan was presented to the Board at the September 7<sup>th</sup> meeting. It was also presented to NBRC Management, staff, and vendors. All input has been incorporated into the Plan.

**M/S/C (Phillips/Edmonds-Norris) Move approval of the Performance Plan. UNANIMOUS**

The Department of Developmental Services will be publishing parts of Performance Plans from each Regional Center on their website which will provide a comparative analysis.

## COMMITTEE REPORTS:

- A. Executive Committee – Margi Stern, President; Walt Spicer, Vice President; Rita Edmonds-Norris, Secretary; Franklin Phillips, Treasurer – No meeting.

- B. Vendor Advisory Committee – Linda Plourde

The VAC met on Tuesday, September 13, 2016. Please refer to the minutes for the complete report.

The following community concerns were discussed:

- NBRC updated organizational chart
- Sub minimum wage
- Procedures regarding transferring a client from one program to another
- Rate increase for homes vendored for four beds
- Social media confidentiality
- Purchase of older vehicles for transportation
- Does billing for transportation include billing for live transport only?
- When a vendor has not yet received a POS to continue to provide service, should the vendor continue with the service anyway given that it will be continued, or should the vendor suspend service while awaiting receipt of the POS?
- Courtney Singleton further clarified questions from the June VAC meeting regarding the wage pass through that was effective July 1, 2016.

Michi Gates reported significant progress in the hiring of case managers. Caseloads have reduced to about 80 consumers. Additionally, she reported that NBRC has a full complement of clinicians providing services now and NBRC has a legal team that meets weekly. Michi also reported that she has not received any responses for the RFP for non-CPP. There are no startup funds and the rates are lower.

Lisa Hooks reported on the following:

- Transitioning SDC staffs to the community to assist in the transition to community living.
- CMS presentation – Urges all programs to go in and complete the Provider Self-Survey. State Plan Surveys are due by 3<sup>rd</sup> quarter of 2017.
- Heightened scrutiny –The settings rule will address settings that isolate clients in the community. California will need to address how to manage such situation. For example, if a client's job is to stock items in a back room and is doing so alone, this may be considered a "setting that isolates".
- Another topic of discussion is "Allowing individuals the freedom to have visitors at any time."
- State transition plan.

Roger Phillips, Options 3, presented on the current situation of closure for his agency. Roger advised vendors to take the steps required to ensure that all documentation is in order in preparation for audits and reviews.

Next VAC meeting is Tuesday, October 11, 2013.

- C. Nominating Committee – Walt Spicer – No business

## EXECUTIVE DIRECTOR'S REPORT

*Bob Hamilton, Executive Director*

- NBRC and SEIU reached an agreement to provide all staff except for the Executive Team, with a 10% raise effective September 1, 2016. The funding to cover the salary increase is a result of the SB2X1 budget which also provided rate increases for most vendors, staff, and the hiring of service

coordinators. The SB2X1 budget was negotiated through a managed care organization tax and is supposed to be renewed every three years. The Department will adding the funding to NBRC's base.

- ARCA – DDS has established a research unit which includes approximately eight employees. DDS receives multiple calls for data, i.e., so felt it was necessary to create a research unit. Have a research department and hired a manager Vicki Level with a strong background in data analysis.
- DDS is in agreement with Center for Medicare/Medicaid Services (CMS) for funding of the general treatment center at Fairview and Porter Developmental Centers. It is hopeful that the funding will continue until they close in 2019 and 2021 respectively. As you may recall, Sonoma Developmental Center lost federal funding prompted by an incident that transpired a few months ago. The state has to make up that federal funding with money from the general fund.
- DDS will distribute \$15M to service providers who have submitted plans in conjunction with Regional Center approval to prepare for the CMS rules. A client has the right to be integrated into the community and have free will regarding life choices. The Department will allow people to apply for transition events with this money.
- There is \$11M available for service to diverse communities that will be a multi-year project and has to be encumbered by the end of next year. Part of the draft proposal is providing support for outreach efforts, professional translator to attend meetings, or provide a stipend for child care. The second piece of the proposal is funding for cultural competency training for current staff, as well as a person centered training structure for new hires. Up to 20 vendors may participate in person centered training, etc.
- There are no final regulations for some of the homes in development. Community crisis homes will have emergency regulations issued by the end of 2016. There are 13 homes across the state that are under development in that area.

*Michi Gates, Director Client Services' Report*

- Client services includes case management as well as resource development and federal programs. NBRC is trying to catch up after the rate freeze and restrictions put into place on using any sort of locked facilities, i.e., State Developmental Centers, mental health institutions. These were places NBRC was able to place at risk clients. Pressure is on service coordinators due to the lack of these resources. NBRC has struggled with budget tribulations which have resulted in high caseloads. One of the things NBRC is focusing on is lowering caseload ratios by hiring more service coordinators. The lower the caseloads the better services are for clients and families. NBRC attributes the ability to become almost fully staff to Dave Johnson's guidance to spend Operations dollars wisely. ABX2 funds has allowed NBRC to increase salaries to attract people to apply and maintain employment. NBRC now has caseloads in the low 80s and 70s as opposed to the high 90s not so long ago. The required ratios are 1:62 and 1:66.
- NBRC continues to work on the Self Determination pilot. DDS is preparing to provide training to Regional Centers some time in November. The Self Determination pilot will allow a family/client to receive a budget based on the amount of funds being provided for services in the past. They then decide on how they wish to expend those funds (some restrictions apply).
- Regional Centers are becoming more and more dependent on federal funding which comes with many requirements. As NBRC receives more funding, Service Coordinators are being asked to complete more documentation work.
- In order to further support Service Coordinators, NBRC has hired additional clinical staff. NBRC has a new physician, several psychologist, nurses, etc. All the clinical staff work to support service coordinators to meet the needs of the clients served.
- Options 3 update – Michi noted that the last day of service provided by Options 3 to 21 clients was midnight on September 7<sup>th</sup>. Three Supported Living Services vendors have stepped into the provide services to these clients. One agency was able to provide services to nine of the clients that night. Ten of the clients will receive services beginning October 17<sup>th</sup>, two will receive services beginning

November 1st. For the clients who did not receive services as of September 8<sup>th</sup>, NBRC has provided funding through Premier which allows families to pay Options 3 staff until other SLS agencies step in. It has been a very difficult process with a large team of staff working to rectify the need. Updates and consultations are provided daily. Retaining staff from Options 3 is difficult because new SLS provides pay a lower rate. Because Options 3 was managing their business inappropriately, it has been difficult to transition staff due to the difference in wages paid to direct care staff.

- State Council noted they speak with local law enforcement and implement training so first responders are aware of people with developmental disabilities. Governor Brown signed SB1330 into law which now includes cognitively impaired and developmental disabilities for the At Risk Registry. Communities with smaller children with noise sensitivity should consider field trips to the local Fire Department and Police Department.
- Creating Behavioral & Educational Momentum (CBEM) work with all local law enforcement agencies including Napa, Solano, and Sonoma Police Departments. It is part of their contract to provide that kind of outreach. There is an interdisciplinary group in all three counties that include Child Protective Services, Adult Protective Services, and Police Departments who meet on a monthly basis.
- Specific homes may reach out to law enforcement. NBRC welcomes any suggestions from families on how outreach can be improved.

*Dave Johnson - Chief Financial Officer*

- The Managed Care Tax increased salaries by 10% which have been matched by the Feds.
- DDS auditors are currently at NBRC conducting NBRC's bi-annual audit.
- NBRC's independent auditors Lautze and Lautze will begin October 31.

**LIAISON REPORTS:**

A. Association of Regional Center Agencies – Bob Hamilton – covered in Executive Director's report.

B. State Council on Developmental Disabilities - North Bay Regional Office – Lisa Hooks

Lisa addressed the State Council on Developmental Disabilities Legislative and Public Policy Platform Plan for 2017. This document conveys the Council's position on major policy issues that affect individuals with intellectual and developmental disabilities (I/DD) and their families. The following was addressed:

- **Self-Determination:** Individuals with I/DD and their families must be given the option to control their service dollars and their services through Self-Determination.
- **Education:** Competitive integrated employment gives people an opportunity to contribute and be valued. It provides a chance to build relationships with co-workers, be a part of their communities, and contribute to their local economics.
- **Equity:** Disparities in services can result in severe health, economic, and quality of life consequences. Accordingly, services and supports must be distributed equitably so that individual needs are met in a culturally appropriate and linguistically competent manner.
- **Transportation:** Access to transportation is essential to the education, employment, and inclusion of individuals with disabilities.
- **Health Care:** California has an obligation to assure that individuals with I/DD have continuity of quality care, a full continuum of health care and wellness services, and access to plain language information and supports to make informed decisions about their health care options.
- **Education:** Schools must implement the Individuals with Disabilities Education act as well as state laws and regulations, to provide students with I/DD with free appropriate public education and prepare them for post-secondary education, employment, and living in their communities.
- **Housing:** People with I/DD must be involved in policy and decision making related to housing.
- **Self-Advocacy:** Individuals with I/DD must be supported to exert maximum control over their lives.
- **Community Participation:** Individuals with I/DD must have access to and be supported to participate in their communities, with their non-disabled peers, through opportunities such as



education, employment, recreation, organizational affiliations, spiritual development, and civic responsibilities.

- **Transition to Adult Life:** All services, including education, rehabilitation, and regional center services, must support students to transition to competitive integrated employment or post-secondary educational opportunities that will lead to meaningful employment.
- **Rates for Services:** The state must restore rates to adequately support the availability of quality services for people with developmental disabilities in all the systems that serve them.
- **Health and Safety:** All people have a right to be safe.
- **Quality of Services and Supports:** The State of California must ensure that funding is used to achieve positive outcomes for individuals with I/DD and their families. Adequate safety net must be in place when services and supports fail or are interrupted.
- SB1330 (Galgiani) was signed by the Governor on September 23, 2016. Among other things, the bill requires bus drivers to walk to the back of the bus checking for at risk children/adults.

**GENERAL PUBLIC COMMENT** - Sign-up sheet (two 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.

Margi Stern reiterated the need to keep public comments to two minutes. She also stressed the importance of remembering that there are Board members sensitive to aggressive comments and criticism so keep comments respectful and calm.

- Sean Cahill, father to Justin Cahill, noted the following:
- Mr. Cahill noted the following:
  - ✓ His son Justin is one of the Options 3 kids that has fallen through the cracks. He noted that his experience thus far has been poor.
  - ✓ Premiere Services does not fund supervision of medication, food, or scheduling, etc. Mr. Cahill was told in a four hour meeting that any extra oversight of his son was his job.
  - ✓ Mr. Cahill noted that he and Cindy spoke to a supervisor once and Inclusion SLS twice which resulted in the label of “challenging parents” in a document received via mail. Justin’s basic information was incorrect. He was referred to as Justine (and “her”), and wrongly identified as a Kaiser patient, along with medications listed incorrectly.
  - ✓ The Cahills received an IPP and referral for two different clients.
  - ✓ The Cahills feel they are receiving poor service.
  - ✓ Justin has been without a day program for almost 10 months. The longer Justin goes without a day program the more difficult it is to get him re-adjusted.
  - ✓ Mr. Cahill was told there wouldn’t be a break in service, but there has been. Discussion followed.
- Margi reminded NBRC that some parents feel they are not being listened to. It is important that parents feel heard.
- Michi recognized the poor experience that the Cahills have had. A Senior Service Coordinator has been assigned to the family. She is following up with the previous Service Coordinator who is the one who sent the Cahills inaccurate documents. Michi recognized all the Service Coordinators who are doing a good job. No one is experiencing more trauma in this situation than the families and clients. There is a huge effort on the part of NBRC staff, i.e., Management, Resource Development, Quality Assurance Department, and Service Coordinators who are working to address the needs of the clients serviced by Options 3. Michi acknowledged the parents need for detailed information as to what was going on and the need to look at other alternatives besides Options 3. Some of the details were not NBRC’s to provide but involved the Department of Developmental Services which has been a part of the problem in terms of being able to communicate effectively with families. Michi noted that NBRC has provided Service Coordinators with tools, but there is no way to avoid the fact that this is a very emotional situation. Service Coordinators don’t have all the answers so

NBRC is working with them to better communicate with families in a crisis. When the Options 3 situation is settled and all client's needs are being met, the group involved will gather together to assess what went wrong, what went well, and what can be improved upon, ALWAYS treating families with compassion and understanding. It is helpful to have input from the families.

- Deborah Phillips commended Heather Driver, Service Coordinator, who is very sensitive, supportive, and empathetic.

**ADJOURNMENT - M/S/C (Phillips/Plourde) Move to adjourn the meeting at 7:33 p.m. UNANIMOUS**

**NEXT MEETING ANNOUNCEMENT:** The next Board meeting will be a regular business meeting scheduled for November 2, 2016 at Solano County Office of Education, 5100 Business Center Drive, Fairfield, CA 94534 at 5:00 p.m.

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

In October 2016 NBRC's board money market account increased by \$1 to end the month with a balance of \$48,918.

The board checking account ended the month with a balance of \$2,500, A \$222 decrease from last month.

**North Bay Regional Center  
Finance Dashboard FY 2016/17**

33% of the year elapsed

**As of October 31, 2016**

	<u>Allocation/C-1</u>	<u>YTD Actual</u>	<u>% Total</u>		<u>Forecast</u>	<u>Total YTD</u>	<u>Total</u>
			<u>POS</u>	<u>Var/ Alloc</u>		<u>Actual + Fcst</u>	<u>Surplus (Deficit)</u>
<b>Purchase of Services (POS)</b>							<u>From Allocation</u>
Day Programs	\$ 13,166,667	\$ 13,210,459	24%	\$ (43,792)	\$ 26,500,000	\$ 39,710,459	\$ (210,459)
Supported Living Services	15,416,667	15,309,490	28%	107,177	31,000,000	46,309,490	\$ (59,490)
Community Care Facilities	12,750,000	12,847,373	23%	(97,373)	25,500,000	38,347,373	\$ (97,373)
Behavioral Services	7,666,667	7,696,640	14%	(29,973)	15,400,000	23,096,640	\$ (96,640)
Other	11,680,484	8,451,623	15%	3,228,861	21,000,000	29,451,623	5,589,829
<b>Total POS services</b>	<b>\$ 60,680,484</b>	<b>\$ 57,515,585</b>	<b>104%</b>	<b>3,164,899</b>	<b>\$ 119,400,000</b>	<b>\$ 176,915,585</b>	<b>\$ 5,125,867</b>
Receipts from ICFs for SPA services	(1,916,667)	(2,261,813)	-4%	345,146	(2,800,000)	(5,061,813)	61,813
Community Placement Plan (CPP)	3,973,517	10,263	0%	3,963,254	11,900,000	11,910,263	10,287
<b>Total POS &amp; CPP Services</b>	<b>\$ 62,737,334</b>	<b>\$ 55,264,035</b>	<b>100%</b>	<b>\$ 7,473,299</b>	<b>\$ 128,500,000</b>	<b>\$ 183,764,035</b>	<b>\$ 5,197,967</b>
<b>Operations Expense (OPS)</b>							
Personnel	\$ 4,083,333	\$ 3,981,930	64%	101,403	\$ 8,300,000	\$ 12,281,930	\$ (31,930)
Benefits	1,347,500	1,258,045	20%	89,455	2,775,000	4,033,045	9,455
Facilities/Insurance	516,667	470,521	8%	46,146	1,080,000	1,550,521	(521)
Equipment / General office	200,000	234,482	4%	(34,482)	450,000	684,482	(84,482)
Consultants	133,333	158,217	3%	(24,884)	240,000	398,217	1,783
Mileage	86,667	74,424	1%	12,243	185,000	259,424	576
Legal	100,000	71,900	1%	28,100	250,000	321,900	(21,900)
Communications	40,000	56,101	1%	(16,101)	50,000	106,101	13,899
Other Expenses	79,219	(107,267)	-2%	186,486	230,000	122,733	114,925
<b>Total Operations Expense</b>	<b>\$ 6,586,719</b>	<b>\$ 6,198,353</b>	<b>100%</b>	<b>388,366</b>	<b>\$ 13,560,000</b>	<b>\$ 19,758,353</b>	<b>\$ 1,805</b>
Community Placement Plan (CPP)	509,608	445,275		64,333	1,083,550	1,528,825	-
<b>Total OPS &amp; CPP Expenses</b>	<b>\$ 7,096,328</b>	<b>\$ 6,643,628</b>		<b>452,700</b>	<b>\$ 14,643,550</b>	<b>\$ 21,287,178</b>	<b>\$ 1,805</b>
<b>Total</b>	<b>\$ 69,833,662</b>	<b>\$ 61,907,663</b>		<b>\$ 7,925,999</b>	<b>\$ 143,143,550</b>	<b>\$ 205,051,213</b>	<b>\$ 5,199,772</b>
<b>DDS Contract Allocations 2016/17</b>	<b><u>Date Received</u></b>	<b><u>POS</u></b>		<b><u>Operations</u></b>	<b><u>CPP Ops only</u></b>	<b><u>Total</u></b>	
Preliminary Allocation	5/19/2016	\$ 127,322,114		\$ 14,451,195		\$ 141,773,309	68%
C-Prelim ABX-1				1,386,403		1,386,403	1%
1st Amendment C-1		48,969,338		3,922,560		52,891,898	25%
1st Amendment C-1 CPP		11,920,550		-	1,528,825	13,449,375	6%
<b>Total Allocation</b>		<b>\$ 188,212,002</b>		<b>\$ 19,760,158</b>	<b>\$ 1,528,825</b>	<b>\$ 209,500,985</b>	<b>100%</b>

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## **Board Meeting Locations 2017**

January 4	Regular Business Meeting	No Meeting
February 1	Regular Business Meeting	NBRC Napa Office
March 1	Regular Business Meeting	Solano County Office of Ed
April 5	Regular Business Meeting	NBRC Santa Rosa Office
May 3	Regular Business Meeting	NBRC Napa Office
June 7	Annual Board Meeting	NBRC Napa Office
July 5	Regular Business Meeting	Santa Rosa Office
August 2	Meeting Cancelled	Board all day Retreat
September 6	Regular Business Meeting	NBRC Napa Office
October 4	Regular Business Meeting	Sonoma Developmental Center
November 1	Regular Business Meeting	Solano County Office of Education
December 6	Regular Business Meeting	NBRC Napa Office

## **TRANSPARENCY AND PUBLIC ACCESS TO INFORMATION POLICY**

### **POLICY:**

In order to provide the public maximum access to information about its organization and availability of services, it is the policy of North Bay Regional Center (NBRC) to operate within a transparent framework at all times, to allow full access to its records within the confines of consumer confidentiality, and to provide information to account for its actions in support of the Lanterman Developmental Disabilities Act, compliance with all applicable laws and regulations, and directives from the Department of Developmental Services (DDS).

### **ACCESS TO RECORDS:**

To promote and ensure transparency and public access to information, the following records shall be maintained on its Internet Web site [www.nbrc.net](http://www.nbrc.net) and available to the public at all times:

1. Regional center annual independent audits.
2. Biannual fiscal audits conducted by the department.
3. Regional center annual reports pursuant to Section 4639.5.
4. Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award.
5. Purchase of service policies.
6. The names, types of service, and contact information of all vendors, except consumers or family members of consumers.
7. Board meeting agendas and approved minutes of open meetings of the board and all committees of the board.
8. Bylaws of the regional center governing board.
9. The annual performance contract and year-end performance contract entered into with the department pursuant to this division.
10. The biannual Home and Community-based Services Waiver program review conducted by the department and the State Department of Health Care Services
11. The board-approved conflict-of-interest policy.

Documentation related to the establishment of negotiated rates, and service provider rates may be obtained upon written request.

All requests for copies of records or additional information will be responded to in writing as expeditiously as possible and thereafter provided within a reasonable time. To ensure that consumer confidentiality and service information protected from disclosure by Section 4514 of the Lanterman Act and information otherwise prohibited by law from disclosure is maintained, requests will be reviewed by and should be directed to:

Legal Counsel  
Legal Affairs & Advocacy Division  
10 Executive Court  
P.O. Box 3360  
Napa, CA 94558  
(707) 256 1224

# NBRC Resource Development and Quality Assurance

Become an NBRC Vendor! Visit the NBRC website:  
<http://nbrc.net/service-providers/becomeavendor/>

## Resource Development

During the month of October NBRC's Resource Development Department received 5 new requests for vendorization. Four of the requests are for specialized services and one for residential services. The Resource Development Department currently has 41 active vendorizations they are working on.



NBRC has a new power point that guides potential providers through the vendorization process. Please visit the NBRC website to view this new tool. <http://nbrc.net/wp-content/uploads/How-to-Become-a-Vendor.pdf>

NBRC's Resource Development Team hosted a Community Placement Plan Housing Guidelines training with the Department of Developmental Services and surrounding regional center staff. Meeting face to face to discuss the guidelines assisted regional center staff to implement the CPP process to the fullest.

NBRC is currently working on developing a new model of home called the Enhanced Behavioral Support Home. NBRC met with the Department of Developmental Services this month to review all of the new emergency regulations from DDS and Community Care Licensing. NBRC is excited for this new model. A big thank you to DDS staff for coming out to Napa!



## New Vendors

Narasol Homes-Adult Residential Facility for Persons with Special Healthcare Needs (ARFPSHN)-Sonoma County. Narasol Home is NBRC's first ARFPSHN for individuals moving out of Sonoma Developmental Center. The first individual moved into their new home during the month of November.



## Quality Assurance Activities

- ⇒ Presented at the Napa Mayor's breakfast regarding employment services.
- ⇒ Initiated pilot Day Program Arrangements Committee
- ⇒ Hosted QA Around the Bay meeting to collaborate with other regional centers.
- ⇒ Worked with vendors on preparing proposals for additional HCBS compliance funding.
- ⇒ Participated in Sonoma Developmental Center Quality Management Groups.

## Special Incident Report Team Activities

The Department and NBRC have been collaborating on assisting vendors in timely reporting as up to 30% of vendors have not been reporting SIRs within the 24 or 48 hour timelines over the last several months.



The SIR team will be offering 6 on site trainings per year beginning in 2017 (3 at the Napa office and 3 at the Santa Rosa office), at a variety of times that would best accommodate the vendors. DDS is requiring NBRC to submit all training materials as well as vendor attendance records. The intent is to identify vendors that might need more support and/or technical assistance in order to improve their compliance rate.

The NBRC SIR team will provide custom trainings to your agency. Contact January Crane 707-256-1256

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,182	13.2 %	MALES	5,642	63.4 %	OWN HOME	6,175	69.4 %
3 - 17	2,547	28.6 %	FEMALES	3,252	36.5 %	ILS	576	6.4 %
18 - 40	3,209	36.0 %			SLS	725	8.1 %	
41 - 60	1,348	15.1 %			DC	107	1.2 %	
61 - 80	583	6.5 %			SNF	55	.6 %	
					ICF	245	2.7 %	
80 & OLDER	25	.2 %			CCF	754	8.4 %	
					FOSTER CARE	177	1.9 %	
					OTHER	80	.8 %	
TOTAL:	8,894	100.0 %	TOTAL:	8,894	100.0 %	TOTAL:	8,894	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL	COUNTY	NUMBER	% TO TOTAL
MIXED	703	7.9 %	AUTISM	1,944	21.8 %	28. NAPA	1,121	12.6 %
ASIAN	209	2.3 %	EPILEPSY	1,115	12.5 %	48. SOLANO	3,693	41.5 %
BLACK	837	9.4 %	CEREBRAL PALSY	907	10.1 %	49. SONOMA	3,920	44.0 %
FILIPINO	317	3.5 %	MENTAL RETARDATION	4,845	54.4 %			.0 %
NATIVE AMERICAN	32	.3 %	OTHER	1,020	11.4 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,064	23.2 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,299	48.3 %						.0 %
OTHER	133	1.4 %						.0 %
UNKNOWN	300	3.3 %						.0 %
						OTHER	160	1.7 %
TOTAL:	8,894	100.0 %				TOTAL:	8,894	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	23	.2 %	0	490	5.5
ENGLISH	7,275	81.7 %	P		
SPANISH	1,460	16.4 %	1	963	
OTHER LATIN LANG.		.0 %	2	7,334	
CANTONESE CHINESE	8	.0 %	3		
MADARIN CHINESE	3	.0 %	8	107	
JAPANESE	2	.0 %			
VIETNAMESE	11	.1 %			
KOREAN	3	.0 %			
LAOTIAN	4	.0 %			
CAMBODIAN	4	.0 %			
OTHER ASIAN LANG.	2	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	97	1.0 %			
TOTAL	8,894	100.0 %	TOTAL	8,894	100.0

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**FAIR HEARING & MEDIATION UPDATE  
OCTOBER 1 – 31, 2016**

Eligibility (16-15)	<u>Reason for Appeal:</u> Claimant appeals denial of respite services. <u>Ruling:</u> Fair Hearing pending.
Eligibility (16-17)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (16-18)	<u>Reason for Appeal:</u> Claimant appeals DDS low provider rate. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (16-20)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (16-22)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (16-23)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (16-24)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (16-25)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Home Modif. (16-26)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Respite (16-27)	<u>Reason for Appeal:</u> Claimant appeals denial of respite. <u>Ruling:</u> Fair Hearing request pending.

## **CONSUMER ADVOCATE REPORT**

**November 21, 2016**

Some self-advocacy/support groups started back up in June using the educational materials on self-advocacy. Consumers seem to be uninterested as they were conducting meetings. I couldn't follow-up in October due to situations beyond my control. I will try again in December.

The Napa County IHSS Advisory Committee is sponsoring an Educational Appreciation Luncheon at the Elk Lodge in Napa for IHSS providers and consumers in February or March 2017. More information will be provided as things develop. We are working with Channel 28 to produce training tapes on the purpose of the IHSS Advisory Committee and IHSS Services.

Consumers have contacted me frightened that their parents may be deported. I assured them President Elect Trump won't become President until January 20, 2017 and there will be Law and Order so relax and we will do everything we can to prevent parents from being deported.

I want to thank those people who assisted consumers to vote but regret 46 percent of the registered voters did not vote nationwide.

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

Thank you.

Submitted by:

Randy Kitch

**Vendor Advisory Committee**  
**Report to the NBDDS Board of Directors**  
**December 7, 2016**  
submitted by  
Linda Plourde

The VAC met on Tuesday, November 8, 2016.

Patrick Ford of Green Alder Consulting Services presented software to assist vendors with ebilling. Green Alder Consulting Services will assist anyone interested in streamlining ebilling.

**January Crane reported on SIR compliance** – The vendor compliance rate is very low and has not reached above 50% in several months. The largest area of non-compliance is the mandate that vendors report special incidents within 24 hour of their occurrence. January proposed further trainings for vendors to ensure compliance.

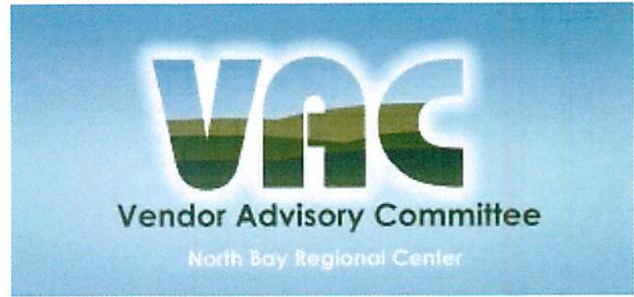
The Sonoma County Legislative Breakfast is scheduled for March 17, 2017, at the State Building in downtown Sonoma at 8:00 AM.

Please refer to the minutes for further detail.

The next VAC meeting is Tuesday, December 13, 2016.

# VAC Meeting Minutes

Vendor Advisory Committee Meeting Minutes  
North Bay Regional Center, Napa



November 8, 2016

<b>1. Attendance</b>	
a. Call to order	VAC Meeting held November 8, 2016 was called to order at 10:05 AM (PST). Chaired by Lauren Meikeljohn
b. Roll call. Quorum met? <input checked="" type="checkbox"/>  October minutes Approval  MSC, Unanimously Karen F, 2 <sup>nd</sup> Kelley Hansen  Agenda Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  With items added below	<p><u>VAC Membership</u></p> <input checked="" type="checkbox"/> Darelyn Pazdel (PRIDE Industries) <input checked="" type="checkbox"/> Karen Farnsworth (CPA) <input checked="" type="checkbox"/> Lauren Meikeljohn ( Becoming Independent) <input checked="" type="checkbox"/> Karen Lustig (Aldea Supported Living Services) <input type="checkbox"/> Linda Plourde (Bayberry, Inc.) <input checked="" type="checkbox"/> Holly Pagel (Connections for Life) <input checked="" type="checkbox"/> Kelley Hanson (PACE Solano) <input type="checkbox"/> Ali Tabatabai (New Leaf) <input checked="" type="checkbox"/> Andrea Mendoza ( REI/CHDC ) <input checked="" type="checkbox"/> David Mauger (C. House)
	<p><u>NBRC Staff</u></p> <input checked="" type="checkbox"/> Michi Gates <input checked="" type="checkbox"/> Cristy Bautista <input checked="" type="checkbox"/> January Crane <input checked="" type="checkbox"/> Isabel Calder <input checked="" type="checkbox"/> Maura McDonough <input checked="" type="checkbox"/> Seneca St. James
	<p><u>General Members</u></p> <input checked="" type="checkbox"/> Beth Kahiga (Napa Valley Support Services) <input checked="" type="checkbox"/> Celeste Rodriguez (Bay Respite Care) <input checked="" type="checkbox"/> Elizabeth Sutton (North Bay Industries) <input checked="" type="checkbox"/> Heather Stewart (Turning Point TSS) <input checked="" type="checkbox"/> Jesse Hansen (Dungarvin) <input checked="" type="checkbox"/> Joetta Griffin (GFCH/Impact) <input checked="" type="checkbox"/> Joseph Hernandez (Premier) <input checked="" type="checkbox"/> Lea Ronald (Napa Valley PSI) <input checked="" type="checkbox"/> Leticia Leon (R & D Transportation) <input checked="" type="checkbox"/> Michael Condit (Lifehouse) <input checked="" type="checkbox"/> Michelle Ramirez ( On My Own) <input checked="" type="checkbox"/> Patrick Ford (Green Alder Consulting) <input checked="" type="checkbox"/> Rhonda Fischer (Lynn & Darla) <input checked="" type="checkbox"/> Stan Higgins (Oaks of Hebron)
<b>2. Agenda changes/Additions</b>	
	Add new NBRC Grants - Kelley and Maura – Trends in Sonoma County, January Crane update

3. Feature Presentation	Summary	Action/Follow-Up
	<ul style="list-style-type: none"> <li>• Patrick Ford – Green Alder Consulting Services</li> <li>• Ebilling; creating software to make ebilling easier.</li> <li>• Isabel noted limitations of ebilling and e-attendance. Green Alder services are mostly about automating.</li> <li>• Patrick sent a sign in sheet for anyone who is interested in billing automation.</li> </ul>	
4. Community Concerns	Summary	Action/Follow-Up
5. Group Reports		Action/Follow-Up
	<ul style="list-style-type: none"> <li>• <b>Napa Solano Vendor Group</b> – No meeting this month. The group is looking for an alternate meeting time and place. Kelley will send an email to the group to discuss.</li> <li>• <b>Sonoma Vendor Group</b> – Topics discussed during the meeting included: <ul style="list-style-type: none"> <li>✓ Consultants,</li> <li>✓ Department of Rehab,</li> <li>✓ HCBS changes,</li> <li>✓ Vendors without increases.</li> <li>✓ Minimum wage and rate increases.</li> <li>✓ December VAC meeting is still an informal potluck where the wage pass-through can be discussed.</li> </ul> </li> <li>• Legislative breakfast is scheduled for March 17, 2017, State Building downtown Sonoma at 8:00 AM.</li> <li>• Vendors who are not taking referrals for individuals with more significant needs. These decisions need to be individualized and there cannot be a blanket “rule.”</li> <li>• It appears that ILS is being used as respite care for family home environments. Holly hasn’t seen this trend with services. They have been very up front with individuals and their families regarding individual goals. Stan discussed the difference between ILS and SLS and the 24 hour response time. These are two distinct service differences.</li> <li>• <b>State Council</b> – Lisa Hooks – No presentation this month. Lauren noted Self-Determination presentations scheduled in the area.</li> <li>• <b>Housing</b> – Mary Eble – Mary sent her presentation to the group via email.</li> <li>• <b>CDSA</b> – Liz Sutton – Legislative meeting is scheduled for end of February, beginning March.</li> <li>• <b>CSLN</b> – Linda Plourde – Nothing this month</li> <li>• <b>ANCOR</b> – Linda Plourde – Nothing this month.</li> <li>• <b>ARC</b> – Nothing this month.</li> <li>• <b>UCP</b> — Nothing this month.</li> <li>• <b>NBRC Board Report</b> – Linda Plourde – Nothing this month, Board meeting was cancelled due to lack of a quorum.</li> <li>• <b>Bob Hamilton</b> – ARCA – Not in attendance today. Michi will cover this information in her update.</li> <li>• <b>Dr. Michi Gates NBRC update:</b> <ul style="list-style-type: none"> <li>✓ NBRC is working on reducing case load size with new hires.</li> <li>✓ Regional Center accountability: NBRC is being held to a higher standard.</li> <li>✓ DDS Auditors were in house for five weeks and NBRC’s independent third party audit is taking place currently.</li> <li>✓ Heightened scrutiny regarding SDC.</li> </ul> </li> </ul>	

	<p>✓ NBRC is not SIR compliant. January Crane noted the vendor compliance rate is very low and has not reached above 50% in several months. The largest area is 24 hour reporting times. January proposed six trainings, three in Napa and three in Sonoma and at varied times. We all (vendors and NBRC) need to tighten this up. Training times proposes for 10, 2, and 4. Maybe training on line or webinar as well.</p> <ul style="list-style-type: none"> <li>• Person Centered Training grant received</li> <li>• Maura – revised NBRC QA contact list.</li> </ul>	
<b>6. Report</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
<b>Policies Procedures Practices or Trends.</b>	Nothing this month.	
<b>7. New Business</b>		
	Nothing this month.	
<b>8. Report</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
<b>Announcements</b>	Nothing this month	
<b>9. Adjournment</b>		
	Meeting adjourned at 11:15 AM	

Minutes submitted by: Darelyn Pazdel

**Vendor Advisory Committee**  
**Report to the NBDDS Board of Directors**  
**October 5, 2016**  
submitted by: Linda Plourde

The VAC met on Tuesday, September 13, 2016. Please refer to the minutes for the complete report.

The following community concerns were discussed:

- NBRC updated organizational chart
- Sub minimum wage
- Procedures regarding transferring a client from one program to another
- Rate increase for homes vendored for four beds
- Social media confidentiality
- Purchase of older vehicles for transportation
- Does billing for transportation include billing for live transport only?
- When a vendor has not yet received a POS to continue to provide service, should the vendor continue with the service anyway given that it will be continued, or should the vendor suspend service while awaiting receipt of the POS?
- Courtney Singleton further clarified questions from the June VAC meeting regarding the wage pass through that was effective July 1, 2016.

Michi Gates reported significant progress in the hiring of case managers. Caseloads have reduced to about 80 consumers. Additionally, she reported that NBRC has a full complement of clinicians providing services now and NBRC has a legal team that meets weekly. Michi also reported that she has not received any responses for the RFP for non-community residential. There are no startup funds and the rates are lower.

Lisa Hooks reported on the following:

- transitioning SDC staffs to the community to assist in the transition to community living.
- CMS presentation – Urges all programs to go in and complete the Provider Self-Survey. State Plan Surveys are due by 3<sup>rd</sup> quarter of 2017.
- Heightened scrutiny –The settings rule will address settings that isolate clients in the community. California will need to address how to manage such situation. For example, if a client’s job is to stock items in a back room and is doing so alone, this may be considered a “setting that isolates”.
- Another topic of discussion is “Allowing individuals the freedom to have visitors at any time.”
- State transition plan.

Roger Phillips, Options 3, presented on the current situation of closure for his agency. Roger advised vendors to take the steps required to ensure that all documentation is in order in preparation for audits and reviews.

Next VAC meeting is Tuesday, October 11, 2016.

# VAC Meeting Minutes

Vendor Advisory Committee Meeting Minutes  
North Bay Regional Center, Napa

October 11, 2016



1. Attendance	
a. Call to order	VAC Meeting held October 11, 2016 was called to order at 10:04 AM (PST). Chaired by Lauren Meikeljohn
b. Roll call. Quorum met?  <input checked="" type="checkbox"/>  September minutes Approval  MSC, Unanimously Kelley, 2 <sup>nd</sup> Linda  Agenda Approval:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Add HCBS Grant, Kelley under new business and rate increases, Lauren	<p><u>VAC Membership</u></p> <input type="checkbox"/> Saanen Kerson (Vine Village) <input checked="" type="checkbox"/> Darelyn Pazdel (PRIDE Industries) <input checked="" type="checkbox"/> Karen Farnsworth (CPA) <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 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 ) <input checked="" type="checkbox"/> David Mauger (C. House)
	<p><u>NBRC Staff</u></p> <input checked="" type="checkbox"/> Michi Gates <input checked="" type="checkbox"/> Bob Hamilton <input checked="" type="checkbox"/> January Crane <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"/> Adria Carson (On My Own) <input checked="" type="checkbox"/> Amanda Jeffries (Connections for Life) <input checked="" type="checkbox"/> Beth Kahiga (Napa Valley Support Services) <input checked="" type="checkbox"/> Cathy Alvillar (Blackwell Homes) <input checked="" type="checkbox"/> Chari Glogovac-Smith (CA Mentor) <input checked="" type="checkbox"/> Deb Phillips (Options 3 Inc.) <input checked="" type="checkbox"/> Elizabeth Sutton (North Bay Industries) <input checked="" type="checkbox"/> Heather Stewart (Turning Point TSS) <input checked="" type="checkbox"/> James Cox (Becoming Independent) <input checked="" type="checkbox"/> Jesse Hansen (Dungarvin) <input checked="" type="checkbox"/> Joetta Griffin (GFCH/Impact) <input checked="" type="checkbox"/> Kandi Cotter (Liberty) <input checked="" type="checkbox"/> Leticia Leon (R & D Transportation) <input checked="" type="checkbox"/> Lisa Blanc (Options 3, Inc) <input checked="" type="checkbox"/> Louis Chiofalo (Solano Diversified Services) <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"/> Rhonda Fischer (Lynn & Darla) <input checked="" type="checkbox"/> Roger Phillips (Options 3, Inc.) <input checked="" type="checkbox"/> Shannon Steele (Skills for Life) <input checked="" type="checkbox"/> Stan Higgins (Oaks of Hebron)



<b>2. Agenda changes/Additions</b>		
<b>3. Feature Presentation</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
	Nothing to report this month	
<b>4. Community Concerns</b>	<b>Summary</b>	<b>Action/Follow-Up</b>
	<ul style="list-style-type: none"> <li>• <b>Maura – HCBS Grant</b> – Deadline extended to October 30<sup>th</sup>. Kelley inquired as to whether NBRC will be reviewing and providing feedback to vendors? Yes, NBRC wants vendors to receive the grants, so will help where needed. NBRC is holding them until the end of the month. Vendors should expect to hear from the regional center if a request has been submitted.</li> <li>• <b>Maura – California CIE Project</b> – Defines full or part time integrated work (see handout). All individualized and part of the IPP process. There will be more training for Service Coordinators. Internships are available to help with the CIE process. There are technicalities with service codes etc. The employer tracks the hours and the relationship is with the employer? The employer may pay the individual and then be reimbursed. It can be done by the financial management service and the FMS will bill and be reimbursed by the regional center. Another option is for the service provider to bill the regional center. Employees must make minimum wage during the internship. If an intern is hired and then are retained there are incentive payments. Vendors should update program designs to include these activities. Maura is the regional center’s contact for this process. Next step is more trainings on this topic internally as well as externally. As minimum wages goes up, social security will reduce. Ali (New Leaf) is volunteering to train on the social security benefits.</li> <li>• <b>Elizabeth Clary – SIR Protocol</b> - What are guidelines regarding over reporting SIRs? January Crane indicated that directions need to be followed. NBRC indicated that APS did not need to be contacted in the example shared. January reminded everyone that we are looking for serious bodily injury. Contact SIR Coordinators for guidance. Remember Title 17 requirements as well.</li> </ul>	
<b>5. Group Reports</b>		<b>Action/Follow-Up</b>
	<ul style="list-style-type: none"> <li>• Napa Solano Vendor Group – No meeting this month</li> <li>• Sonoma Vendor Group – No meeting this month</li> <li>• State Council – Lisa Hooks – No presentation this month. Self Determination Training October 25<sup>th</sup>.</li> <li>• Housing – Mary Eble – Questions about email sent out regarding wait list etc. Mary requested referrals for the housing wait list. Maura noted there is a need for more advocacy for housing. There are two open houses in Napa and Mary will send out an email with details.</li> <li>• CDSA – Terri Rowland – Conference was great. Trainings were great as well. Urged all to attend. Beth, attended excellent trainings from DDS and DOR regarding Leadership Change Management. Lauren read from handout regarding HCBS and CDSA’s messaging to the state.</li> <li>• CSLN – Linda Plourde – Planning conference for Spring with a focus on honoring people on the “front lines.”</li> <li>• ANCOR – Linda Plourde <ul style="list-style-type: none"> <li>✓ Conference to push the <i>Disability Community Act of 2016</i>. ANCOR wrote it and it was sponsored by Paul Tonko (New York) and is a</li> </ul> </li> </ul>	

bipartisan effort with at least 10 on board. Addresses the white collar overtime rule. Asking for an FMAP bump as well as more money to cover three years while states put their legislation in place to meet the salary increases. Met Serena Lowe who spoke specifically about the California Plan and what a challenge it has been. She offered to visit and discuss the California Plan with vendors. Direct support professionals were honored. One from each state and a national honoree. Department of Labor Tom Perez spoke on how different states are operating and how the lack of money renders it difficult to serve clients. He had the interest of our workers in mind. A few states have waiting lists up to 14,000. California handles numbers without massive waiting lists.

- UCP – Mike Lisenko – Mayor’s breakfast Napa County was a nice event, Meritage Manager spoke.
- NBRC Board Report – Linda Plourde –
  - ✓ Shawan Casborn provided an update on Community Placement Plan (CPP) Resource. The next board meeting is scheduled for the Solano County Office of Education on the first Wednesday of November.
  - ✓ Community comments, Options 3.
  - ✓ Approval of NBRC Performance Plan.
- Bob Hamilton – ARCA
  - ✓ Did not attend the last ARCA meeting.
  - ✓ NBRC received the DDS contract (what the budget will be.) Development will stay in flux for a while. Under new legislation, specific information regarding funding and the budget. DDS website has information regarding regional center staffing etc. Final rule will be on the DDS website in a few weeks. John Doyle, Deputy Director of DDS, is working with the agency regarding 17-18 budget for a November estimate.
  - ✓ More CPP development - redoing RFPs for the 15-16 project and have posted 16-17 projects.
  - ✓ Next ARCA meeting is next week on Thursday and Friday in the San Gabriel area. ARCA office is busy working to lift the cap of respite services and pursuing the annual family funding.
  - ✓ Senate Bill 982 (McGuire) requires funding to support individuals coming out of the Developmental Center with mental health needs and to ease re-entry into the community. Where is the place of last resort if they are unsuccessful in their community placement? Here is the link to his bill on Senator McGuire’s website <http://sd02.senate.ca.gov/news/2016-09-24-senator-mcguire%E2%80%99s-bill-monitor-transition-development-center-residents-signed>
  - ✓ NBRC’s Open House is scheduled for October 25th 4:30 PM – 7:00 PM.
- Dr. Michi Gates NBRC update:
  - ✓ Reposting 15-16 and posting 16-17 RFPs for housing projects.
  - ✓ DDS Audit, seven auditors on site for five weeks.
  - ✓ Training position still opened. NBRC continues to recruit and interview soon. NBRC is looking for someone who is experienced in training and setting up systems for training.
  - ✓ Self Determination - DDS will provide training to the regional centers sometime soon.
  - ✓ January is in the process of writing a proposal for disparity funds which may be used for person centered training.
  - ✓ Service Coordinators will spend more time in the community as the annual documentation required increases.
- State Council – Lisa Hooks – nothing this month

<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>	Nothing to report this month	
<b>9. Adjournment</b>		
	Meeting adjourned at 11:47 AM	

Minutes submitted by: Darelyn Pazdel