



*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: February 1, 2017
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 February 14, 2017, 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, February 1, 2017, 5:00 p.m.
North Bay Regional Center
610 Airpark Road, Napa, CA 94558**

AGENDA

- I. CALL TO ORDER – Vice President Walt Spicer
- 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 Dec. 7, 2016 be approved as submitted (3 min) (Pgs. 1-5)
ACTION
- IV. TREASURER'S REPORT
Treasurer's Report for the period of Nov 1 – Dec 31, 2016 be approved as submitted. (3 min) (Pg. 6)
ACTION
- V. ANNOUNCEMENTS
- VI. NEW BUSINESS
A. Succession Planning Contract ACTION
B. Contracts over \$250,000 for Approval – Courtney Singleton ACTION
 • Scioto, Brilliant Corners, Elwyn
- VII. FEATURE PRESENTATION – Introduction to the Department of Developmental Services Regional Center Dashboard – Michi Gates (20 minutes)
- VIII. COMMITTEE REPORTS
A. Executive Committee - Board Officers – (Vacant) President; Walt Spicer, Vice President; Secretary, Rita Edmonds-Norris; Franklin Phillips, Treasurer (3 minutes) INFO
B. Vendor Advisory Committee – Linda Plourde – (10 minutes) (Pgs. 18-22) ACTION
C. Nominating Committee – Walt Spicer ACTION
 Seating of Harry Matthews, Napa County Board Applicant ACTION
- IX. EXECUTIVE DIRECTOR'S REPORT (30 minutes)
A. Bob Hamilton, Executive Director (10 minutes)
B. Michi Gates, Director Client Services' Report (10 minutes) (Pgs. 8-17)
C. Dave Johnson - Chief Financial Officer (10 minutes) (Pg. 7)
- X. LIAISON REPORTS
A. Association of Regional Center Agencies – Bob Hamilton (10 min) INFO
B. State Council on Developmental Disabilities - North Bay Regional Office – Lisa Hooks (10 min) INFO
- XI. GENERAL PUBLIC COMMENT - Sign-up sheet (2 minutes per person unless otherwise allowed by Board Chairperson). Public invited to comment on any matter. Public comment will also be invited on each Action item after the Board has discussed the item and prior to a motion.
- XII. GOOD OF THE ORDER - any other Board business may be brought up at this time. (5 minutes)
- XIII. ADJOURNMENT

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

NEXT MEETING ANNOUNCEMENT - The next Board of Directors meeting is the monthly business meeting scheduled for Wednesday, March 1, 2017, Solano County Office of Education, Fairfield, CA at 5:00 p.m.
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**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
December 7, 2016, 5:00
610 Airpark Road, Napa, CA 94558**

MINUTES

NBRC BOARD MEMBERS PRESENT: Margi Stern, President
Linda Plourde, Bayberry, Inc. Franklin Phillips, Treasurer
Rita Edmonds-Norris, Secretary Len Carlson, Facilitator
Walt Spicer, Vice President Barbara Power
Angel Giroux-Greber

NBRC BOARD MEMBERS ABSENT: Jose Ayala, (Excused)
Rhonda Foster Joanne Tsai

STAFF PRESENT: Michi Gates, Director, Client Services
Kathy Newman, Executive Assistant Dave Johnson, Chief Financial Officer
Deanna Heibel, Associate Dir. Client Services Courtney Singleton, Assoc. Dir. Client Services
Thomas Maseda, Director, Administration Deanna Kirkpatrick, Assoc. Dir. Client Services
January Crane, Federal Revenue Manager Rick Burkett, IT Associate Director
Rachel Salzberg, SC Krizhia Fox, SC
Joanne Giardello, CMS Roberto Franco, SC
DeAnna Langley, SIR Coordinator

GUESTS PRESENT: Harry Matthews, Parent
Anh Nguyen, Consultant Elizabeth Mard, DDS
Mike Lisenko, UCPNB Lauren Meiklejohn, BI
Michelle Ramirez, On My Own ILS David Mauger, Christopher's House

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.

CONSIDERATION OF MINUTES

M/S/C (Spicer/Giroux-Greber) Move that the minutes of October 5, 2016 regular business meeting be approved as submitted. UNANIMOUS

TREASURER'S REPORT

M/S/C (Spicer/Giroux-Greber) Move that the Treasurer's Report for the period of September 1 – 30, 2016 be approved as submitted. UNANIMOUS

ANNOUNCEMENTS: None

FEATURE PRESENTATION: Margi Stern, President, North Bay Regional Center Board of Directors, was honored for her service on the Board. Her seven year term ends December 31, 2016. Michi presented Margi with a recognition award and flowers for her service.

Bob was unable to attend but submitted the following in writing: "Dear Margi: First I want to tell you how disappointed I am not to be here to say these words in person! You have been a wonderful volunteer to work with these past seven years! I won't ever forget our first luncheon, where we got to know each other and I realized how personable and bright you are and how dedicated you are to your daughter and all persons with developmental and intellectual challenges. Your work with other families and programs where you applied your special skills and experience, is amazing! Your primary goal to reform NBRC's policy and procedures for conservatorship was a challenge, but you persevered and ultimately achieved your goal and

we are a better agency as a result! I wish you every success in the future and hope you will keep in touch with us, and me in particular. Warm regards, Bob".

Michi commended Margi for her tireless efforts in serving on the Board and encouraged her to return in a year. Michi noted that Margi has always been willing to share her creative ideas which has benefitted all who have come in contact with her. Margi's passionate commitment, support, advise, and guidance has left us all better for knowing her. Margi's service has been very important to the Board, to NBRC, and to our clients.

Franklin thanked Margi for her service on the Board and noted that she is an inspiration.

Margi noted her wish to change the NBRC policy on conservatorships is what began her journey on the Board. It took a lot of work to change the policy to reflect each conservatorship individually rather than a "blanket" policy. Margi appreciates the Regional Center working with her to make that change. It is through that experience that Margi learned what the Regional Center is really about. She is impressed with the leadership and staff and how much knowledge is required to make the regional center work to serve our clients. Being a parent, there is typically only one point of view, but serving on the Board has changed that view.

NEW BUSINESS:

A. Community Placement Plan (CPP) \$250,000 and Over Contract Approval – Courtney Singleton and Shawan Casborn.

- CPP ensures that individuals with developmental disabilities live in the least restrictive setting to meet their needs.
- 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.
- Each of the 21 Regional Centers annually submits a plan to the Department of Developmental Services detailing how they will assist clients to live in the least restrictive setting possible in the community.

NBRC's 2016-17 Housing Projects:

- 1617-9 Enhanced Behavioral Support Home (EBSH) \$300,000/\$350,000 Brilliant Corners
- 1617-10 Enhanced Behavioral Support Home (EBSH) \$300,000/\$350,000 Brilliant Corners
- 1617-14 Enhanced Behavioral Support Home (EBSH) \$300,000/\$350,000 Brilliant Corners
- 1617-15 Enhanced Behavioral Support Home (EBSH) \$300,000/\$350,000 Brilliant Corners
- 1617-17 Specialized Residential Facility (SRF) \$300,000/\$350,000 Brilliant Corners
- 1617-18 Adult Residential Facility for Persons with Special Healthcare Needs (ARFSSHN) \$300,000/\$350,000 California Housing Foundation.

An extensive overview of the six contracts requiring approval was provided

M/S/C (Phillips/Spicer) Move approval of the six contracts that exceed \$250,000 annually.

UNANIMOUS

B. 2017 Board Meeting Location Schedule

M/S/C (Spicer/Giroux-Greber) Move approval of the Board meeting schedule for 2017.

UNANIMOUS

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

- C. Succession Planning Contract – NBRC will contract with a company to assist with succession planning. Tabled to February 2017 meeting.
- D. Transparency & Public Access to Information Policy – The transparency policy should promote and ensure transparency and public access to information, the following records shall be maintained on the internet website (www.nbrc.net) and be 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 bi-annual 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.

North Bay Regional Center complies with this policy.

M/S/C (Edmonds-Norris/Phillips) Move approval of the Transparency & Public Access to Information Policy as submitted. UNANIMOUS

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

M/S/C (Spicer/Edmonds-Norris) Move approval of seating Napa County VAC applicant Michele Ramirez (On Our Own). UNANIMOUS

M/S/C (Spicer/Giroux-Greber) Move approval of seating Solano County VAC applicant Mike Lisenko (UCPNB). UNANIMOUS

The VAC met on Tuesday, November 8, 2016.

- The White Collar Exemption Rule that was to take effect on December 1, 2016 was blocked by a Texas Court on November 30, 2016. The salary threshold had been slated to increase from \$455 per week to \$913 per week. This was a significant increase intended to support the American worker. This amounts to an increase from a salary of \$23,660 annually to \$47,476 annually. An appeal has been filed by the Department of Labor under President Obama's direction. It is unclear how the Trump administration will follow up with this appeal once in office. The thought is that the appeal will be dropped and the salary threshold will remain the same at \$23,660.
- Patrick Ford of Green Alder Consulting Services presented software to assist vendors with e-billing. Green Alder Consulting Services will assist anyone interested in streamlining e-billing.
- 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.
- C. Nominating Committee – Walt Spicer – Soliciting applications from Solano County to replace Margi Stern.

EXECUTIVE DIRECTOR'S REPORT

Michi Gates, Director Client Services' Report

- North Bay Regional Center Staffing:
 - ✓ NBRC's priority is to fill vacant service coordinator positions to assure caseload ratios remain low and provide the best services possible for clients.
 - ✓ Supervisors have done an excellent job in filling these positions.
 - ✓ Currently, there are only two service coordinator positions opened.
 - ✓ Recently NBRC has experienced client growth which adds to the importance of keeping caseload ratios down.
 - ✓ Additional openings available relative to the Sonoma Developmental Center closure, i.e., two resource developers, two senior service coordinators, and one nurse.
 - ✓ Federal Revenue Department, January Crane, has two positions available, i.e., SIR Coordinator and Supervisor.
- The Community Placement Plan (CPP) is a separate budget that provides funding for Developmental Center efforts relative to community placements. NBRC has approximately 100 clients housed at SDC that need to be moved into the community by December 31, 2018. NBRC numbers have actually increased since the announcement of the closure. Other Regional Centers have transferred clients to the North Bay area or families have moved to our area who have family members residing at SDC and prefer to have NBRC provide services. NBRC is committed to moving everyone out as long as appropriate resources are available in the community.
- NBRC's first RFPSHN home has opened. These homes were created under special legislation for the most medically fragile residents coming from Developmental Centers. Three individuals from the Developmental Center are currently residing in this facility. The care provider opened some of the first RFPSHN homes in the Golden Gate Regional Center area and is doing a great job. Other RFPSHN homes are under development. No resident leaves SDC without a day program and health care in place as well as the residence.
- Many more SDC residents will move into the community by June 30, 2017. Additional homes are set to open. The first group of RFP projects are coming to fruition.
- NBRC has contracted with Non-Profit Housing Brilliant Corners who is finalizing the purchase of these homes. NBRC has almost finished the second round of Request for Proposal (RFP) 16-17 CPP interviews for 18 additional projects.
- DDS will be providing a significant amount of money to fund a federally qualified health center for SDC residents moving into the community. Sonoma County had been working on this because of the closure and NBRC will partner with them regarding moving forward in developing this health center.
- Quality Assurance is assisting with Employment First activities along with conducting their usual QA on residential day program services. Supporting NBRC Service Coordinators and clients to assure they are receiving the services and resources needed.
- Special Incident Reporting (SIR). Thirty percent of vendors are not submitting SIRs within the mandatory timelines (24 hours for verbal contact; 48 hours for written report). January Crane and her unit will develop and submit a plan to rectify this problem.

- Federal Revenue Program. NBRC has not received the targeted amount from DDS yet. There has been a “glitch” with the statewide system where statistics are entered for the waiver.
- NBRC is working on the State Plan Amendment which allows additional federal POS funds for clients who do not qualify for Medicaid Waiver. It does not come with Operations funding so adds a significant workload for Service Coordinators.
- California Competitive Integrated Employment First document is out which supports California Employment First goals. It is a Memorandum of Understanding between the Department of Developmental Services, California Department of Education, and the Department of Rehab. The report contains objectives and strategies for each goal to achieve employment first for people with developmental disabilities. It highlights collaboration at the State and local level to support each individual who wants to work to achieve competitive integrated employment. The three Departments listed above will be responsible for tracking effectiveness of the strategies they are proposing. Regional Centers play a key role in this along with SELPA's, Special Education Plan through the Department of Rehab. NBRC has an opportunity to invite the three departments to speak at a future Board meeting and explain what the blue print is. Should anyone wish to provide feedback on the MOU, there is a link on NBRC's website.

Dave Johnson - Chief Financial Officer

- NBRC is living within their budget.
- POS and Operations budgets are on target.
- NBRC staff received a 10% increase effective September 1, 2016.
- NBRC will host the 20th Annual Mary Cook Client Art Fair on Dec. 9th from 10:00 a.m. to 1:00 p.m.

LIAISON REPORTS:

- A. Association of Regional Center Agencies – Bob Hamilton – No report.
- B. State Council on Developmental Disabilities - North Bay Regional Office – Lisa Hooks – No report.

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.

ADJOURNMENT - M/S/C (Phillips/Spicer) Move to adjourn the meeting at 6:22 p.m. UNANIMOUS

NEXT MEETING ANNOUNCEMENT: The next Board meeting will be a regular business meeting scheduled for February 1, 2016 at North Bay Regional Center, 610 Airpark Road, Napa, CA at 5:00 p.m.

**North Bay Regional Center
Franklin Philips Horne NBRC Treasurers' Report
For the Month of February 2017**

In December 2016 NBRC's board money market account decreased by \$1,927, to end the month with a balance of \$47,191. \$2,000 was transferred to the checking account.

The board checking account ended the month with a balance of \$3,852, an increase of \$1,931 from last month.

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

50% of the year elapsed

As of December 31, 2016

			% Total			Total YTD	Total
	<u>Allocation/C-1</u>	<u>YTD Actual</u>	<u>POS</u>	<u>Var/ Alloc</u>	<u>Forecast</u>	<u>Actual + Fcst</u>	<u>Surplus (Deficit)</u>
							<u>From Allocation</u>
Purchase of Services (POS)							
Day Programs	\$ 19,625,000	\$ 19,283,029	22%	\$ 341,971	\$ 20,000,000	\$ 39,283,029	\$ (33,029)
Supported Living Services	24,000,000	23,826,107	27%	173,893	24,250,000	48,076,107	\$ (76,107)
Community Care Facilities	19,125,000	18,941,274	22%	183,726	19,250,000	38,191,274	\$ 58,726
Behavioral Services	11,750,000	11,655,082	13%	94,918	11,825,000	23,480,082	\$ 19,918
Other	16,520,726	12,852,166	15%	3,668,560	14,000,000	26,852,166	6,189,286
Total POS services	\$ 91,020,726	\$ 86,557,658	100%	4,463,068	\$ 89,325,000	\$ 175,882,658	\$ 6,158,794
Receipts from ICFs for SPA services	(2,875,000)		0%	(2,875,000)		-	(5,000,000)
Community Placement Plan (CPP)	5,960,275	97,463	0%	5,862,812	11,000,000	11,097,463	823,087
Total POS & CPP Services	\$ 94,106,001	\$ 86,655,121	100%	\$ 7,450,880	\$ 100,325,000	\$ 186,980,121	\$ 1,981,881
Operations Expense (OPS)							
Personnel	\$ 6,125,000	\$ 5,991,349	63%	133,651	\$ 6,260,000	\$ 12,251,349	\$ (1,349)
Benefits	2,082,500	2,090,876	22%	(8,376)	2,000,000	4,090,876	74,124
Facilities/Insurance	775,000	761,899	8%	13,101	775,000	1,536,899	13,101
Equipment / General office	300,000	301,314	3%	(1,314)	340,000	641,314	(41,314)
Consultants	225,000	222,400	2%	2,600	250,000	472,400	(22,400)
Mileage	135,000	133,051	1%	1,949	138,000	271,051	(1,051)
Legal	137,500	106,924	1%	30,576	175,000	281,924	(6,924)
Communications	60,000	76,577	1%	(16,577)	75,000	151,577	(31,577)
Other Expenses	40,079	(103,086)	-1%	143,165	165,000	61,914	18,244
Total Operations Expense	\$ 9,880,079	\$ 9,581,304	100%	298,775	\$ 10,178,000	\$ 19,759,304	\$ 854
Community Placement Plan (CPP)	764,413	890,549		(126,137)	638,276	1,528,825	-
Total OPS & CPP Expenses	\$ 10,644,492	\$ 10,471,853		172,639	\$ 10,816,276	\$ 21,288,129	\$ 854
Total	\$ 104,750,493	\$ 97,126,974		\$ 7,623,519	\$ 111,141,276	\$ 208,268,250	\$ 1,982,735
DDS Contract Allocations 2016/17	<u>Date Received</u>	<u>POS</u>		<u>Operations</u>	<u>CPP Ops only</u>	<u>Total</u>	
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%
Total Allocation		\$ 188,212,002		\$ 19,760,158	\$ 1,528,825	\$ 209,500,985	100%

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Consumer Advocate Report

December 1, 2016 – January 31, 2017

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 was unable to follow-up in December due to a situation beyond my control. I will try again this month.

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.

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 am still the DDS Conservator designee.

Thank you

Submitted by:

Randy Kitch



**FAIR HEARING & MEDIATION UPDATE
NOVEMBER 1, 2016 – JANUARY 31, 2017**

Eligibility (16-15)	<u>Reason for Appeal:</u> Claimant appeals denial of respite services. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (16-17)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
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> Claimant made eligible for Regional Center services.
Eligibility (16-23)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
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> Resolved and withdrawn.
Respite (16-27)	<u>Reason for Appeal:</u> Claimant appeals denial of respite. <u>Ruling:</u> Resolved and withdrawn.
Housing Subsidy (16-28)	<u>Reason for Appeal:</u> Claimant appeals denial of housing subsidy. <u>Ruling:</u> Withdrawn.
Eligibility (16-29)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Respite (16-30)	<u>Reason for Appeal:</u> Claimant appeals denial of respite. <u>Ruling:</u> Fair Hearing request pending.
Respite (16-31)	<u>Reason for Appeal:</u> Claimant appeals denial of respite. <u>Ruling:</u> Withdrawn
Respite (17-01)	<u>Reason for Appeal:</u> Claimant appeals denial of respite. <u>Ruling:</u> Fair Hearing request pending.

STATUS CODES SELECTED: 0 P 1 2 3 8

CONSUMER STATISTICS

COUNTIES SELECTED: ** ALL **

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,205	13.4 %	MALES	5,670	63.4 %	OWN HOME	6,216	69.5 %
3 - 17	2,560	28.6 %	FEMALES	3,270	36.5 %	ILS	594	6.6 %
18 - 40	3,226	36.0 %			SLS	719	8.0 %	
41 - 60	1,331	14.8 %			DC	102	1.1 %	
61 - 80	590	6.5 %			SNF	55	.6 %	
					ICF	242	2.7 %	
80 & OLDER	28	.3 %			CCF	753	8.4 %	
					FOSTER CARE	183	2.0 %	
					OTHER	76	.8 %	
TOTAL:	8,940	100.0 %	TOTAL:	8,940	100.0 %	TOTAL:	8,940	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL	COUNTY	NUMBER	% TO TOTAL
MIXED	706	7.8 %	AUTISM	1,972	22.0 %	28. NAPA	1,128	12.6 %
ASIAN	219	2.4 %	EPILEPSY	1,113	12.4 %	48. SOLANO	3,727	41.6 %
BLACK	846	9.4 %	CEREBRAL PALSY	907	10.1 %	49. SONOMA	3,939	44.0 %
FILIPINO	318	3.5 %	MENTAL RETARDATION	4,836	54.0 %			.0 %
NATIVE AMERICAN	31	.3 %	OTHER	1,028	11.4 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,076	23.2 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,298	48.0 %						.0 %
OTHER	134	1.4 %						.0 %
UNKNOWN	312	3.4 %						.0 %
						OTHER	146	1.6 %
TOTAL:	8,940	100.0 %				TOTAL:	8,940	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	24	.2 %	0	428	4.7 %
ENGLISH	7,314	81.8 %	P		
SPANISH	1,461	16.3 %	1	1,036	
OTHER LATIN LANG.		.0 %	2	7,374	
CANTONESE CHINESE	7	.0 %	3		
MADARIN CHINESE	4	.0 %	8	102	
JAPANESE	2	.0 %			
VIETNAMESE	12	.1 %			
KOREAN	3	.0 %			
LAOTIAN	5	.0 %			
CAMBODIAN	4	.0 %			
OTHER ASIAN LANG.	3	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	99	1.1 %			
TOTAL	8,940	100.0 %	TOTAL	8,940	100.0 %



North Bay Regional Center

Federal Revenue Department Board Report for Quarter 2, Oct-Nov-Dec, 2016

- **HCBS Medicaid Waiver program:**

Goals: Our annual target for the 2016/17 fiscal year has not yet been established. At this time, NBRC is assuring that more clients are added to the Waiver, than terminated to demonstrate continual adds to the Waiver. 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 11/30/16, NBRC has 3,810 individuals enrolled in the Medicaid Waiver program. This represents 51.9% of all active clients eligible for Federal Financial Participation (FFP).

- **1915 (i) SPA program:**

NBRC had volunteered to be one of the first Centers to pilot the implementation of managing the 1915(i) SPA (State Plan Amendment) beginning March 1st. 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 for Centers at this time. DDS has now approved the enrollment of clients into this program for all Regional Centers

Status: NBRC has received the SANDIS system upgrade and have continued to enroll all clients identified. The additional workload of verifying eligibility was determined to be more than one FTE for administrative support and another Client Services Assistant was hired to assist the needs of the Federal Revenue unit. Service Coordinators will be required to conduct annual IPP reviews and update CDERs, as they do for the Medicaid Waiver program.

- **Audits:**

HCBS Audit

California's Department of Developmental Services (DDS) and Department of Health Care Services (DHCS) completed a HCBS Medicaid Waiver audit May 11th - 22nd at NBRC. NBRC has been presented with the audit findings from DDS and a response has been completed and submitted to DDS for their consideration. In October, DDS provided NBRC with a final audit report.

Independent Audit

The Independent Audit, conducted by an outside CPA firm, began on October 31st. The Federal Revenue team assisted in gathering client charts and information requested by the auditors.

- **Training:** Department Manager and Federal Revenue staff provided New Employee and unit trainings for Service Coordinators in the 2nd quarter of the 16/17 fiscal year, to include:
 - An overview of General Audit Checklist requirements
 - The Federal Definition of Case Management
 - Title 19/Targeted Case Management (TCM) notes
 - Completion of the Annual IPP Review form, as required per regulation
 - Client Development and Evaluation Reports (CDER) requirements and instructions
 - Generic Benefits
 - Self Determination Program options

- **DDS/NBRC updates:**

- **Self Determination Program**

- The NBRC Self Determination Advisory Committee met on October 17th, at NBRC in both the Napa and Santa Rosa offices. For this meeting, Committee members proposed the following Agenda Items:

- Update on the Self Determination Program Waiver
 - Sub Committee reports (Outreach and Financial)
 - Update of DDS created trainings for Regional Center staff

DDS has completed training modules of the components of the SDP for identified RC staff. RC staff will be notified about trainings offered as soon as they are finalized and have the option of tailoring these trainings for the clients that are chosen by DDS for the first 3 years of this program.

CMS has still not approved this Waiver, however DDS has submitted responses to all questions and anticipate open communication with CMS in order to answer any more questions that could arise.

Focus of most SDP Advisory Committees throughout all Centers is outreach and education to staff and clients. NBRC has provided training to all case management units as well as Quality Assurance and Resource Development teams. In addition, NBRC co-presented the SDP overview to clients and their families on October 17th and October 25th throughout our catchment area.

Several NBRC staff attended the Statewide Self Determination Advisory Committee meeting in Sacramento on October 27th. NBRC's Chair of the SDP Advisory Committee did a great job representing her Committee's interests.

Nursing Home Reform

DDS is now capturing additional FFP by requesting LTC facilities to request Pre Admission Screening and Resident Reviews (PASRRs) to be conducted by Centers, upon

discharges, not just upon admission. The additional workload of processing these Level II PASRRs has not been significant and is absorbed by the Federal Revenue unit.

- **NBRC 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
 - Providing support with ongoing 1915(i) SPA enrollment
 - Track the Client Development Evaluation Report (CDER)
 - Record and analyze forensic data integrity
 - Provide ongoing support to staff during all audits
 - Focus on proper Targeted Case Management notes
 - Outreach and trainings regarding the Self Determination Program option for both NBRC staff and community partners

NBRC Resource Development and Quality Assurance

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

Resource Development

The Resource Development Department vendored five new agencies and received 17 new requests for vendorization over the last two months. Please join NBRC in welcoming the new below vendors to the North Bay Regional Center vendor community.



New Vendors

- Kaleidoscope-Day Program-Santa Rosa
- STEP-Supported Living Services-Sonoma
- People's Care-Residential Care Facility for the Elderly-Santa Rosa
- United Cerebral Palsy of the North Bay-Supported Employment-Napa and Solano Counties
- The Speech Academy- Speech Therapy Services-Vacaville

Upcoming Training Opportunities

DOCUMENTATION TRAINING

Wednesday, February 1, 2017
NBRC Napa, 600 Airpark Road
10 a.m.-12 p.m.
RSVP by January 25, 2017



CREATING THE OPTIMAL ENVIRONMENT FOR THE PERSON WITH PRADER-WILLI SYNDROME-

Presenter: **Emily Dame, M.Ed.**, Education & Training Coordinator for the Prader-Willi California Foundation
Tuesday, February 21
NBRC Napa, 610 Airpark Road
9:30 a.m.-12:30 p.m. **OR** 2:00 p.m.-5:00 p.m.
RSVP by February 14, 2017

Please visit <http://nbrc.net/service-providers/calendars/> for more information on these trainings.

Special Incident Report Team Activities

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

NBRC INTAKE DEPARTMENT

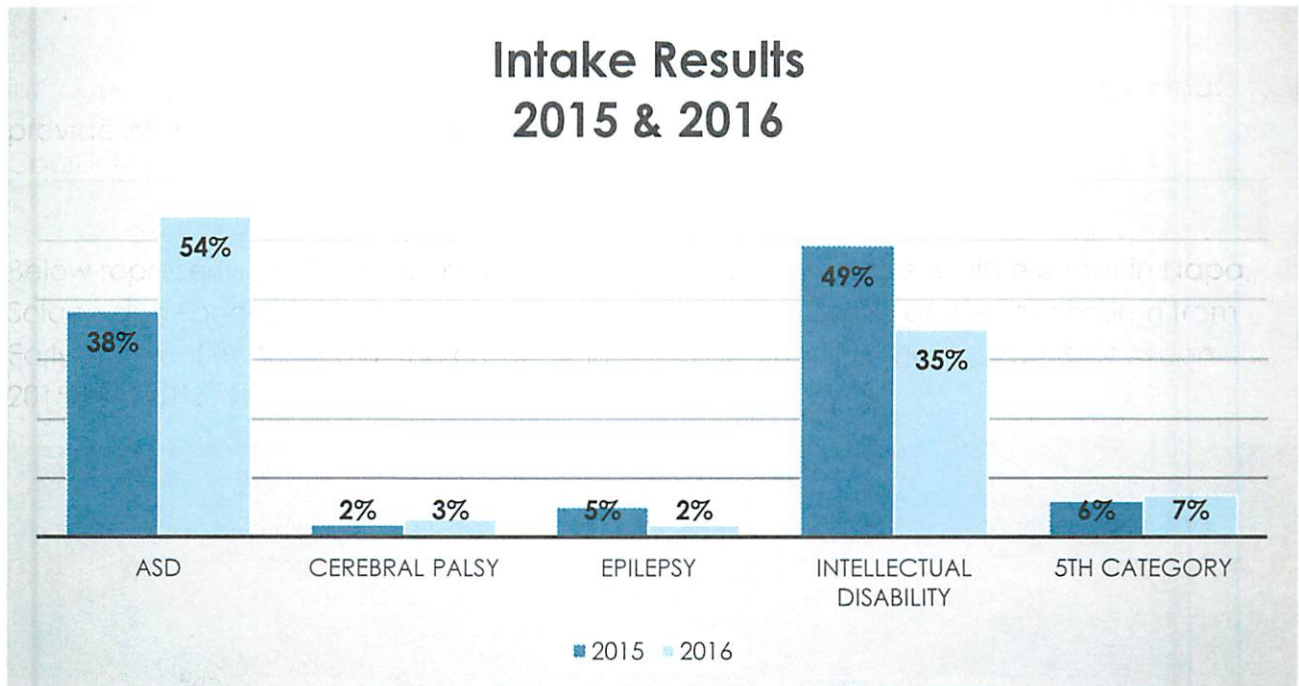
INTAKE DEPARTMENT UPDATES

The Intake Department has a new Assessment Counselor and Intake Referral Coordinator and both individuals are fluent in Spanish. The Intake Department also welcomed a new developmental pediatrician that is part of the multidisciplinary eligibility review team and oversees the CAD (Collaborative Autism Diagnostic) Clinic in Napa and Sonoma. In addition, the Intake Department was joined by a new psychologist that is assisting with ASD and cognitive testing including testing in Spanish and providing support to service coordinators. Although, an additional Spanish speaking clinician has been added, there's still a need for additional resources.

The Intake Department increased its number of intakes between 2015 and 2016. The increase in intakes has posed a challenge due to the limited number of clinicians that provide ASD and cognitive testing, including bilingual clinicians.

ELIGIBILITY DIAGNOSES

Below represents the % of diagnoses that applicants were made eligible under in Napa, Solano and Sonoma County. Intakes include individuals over 3 as well as children from Early Intervention turning 3. The graph below also compares eligibility results between 2015 and 2016.



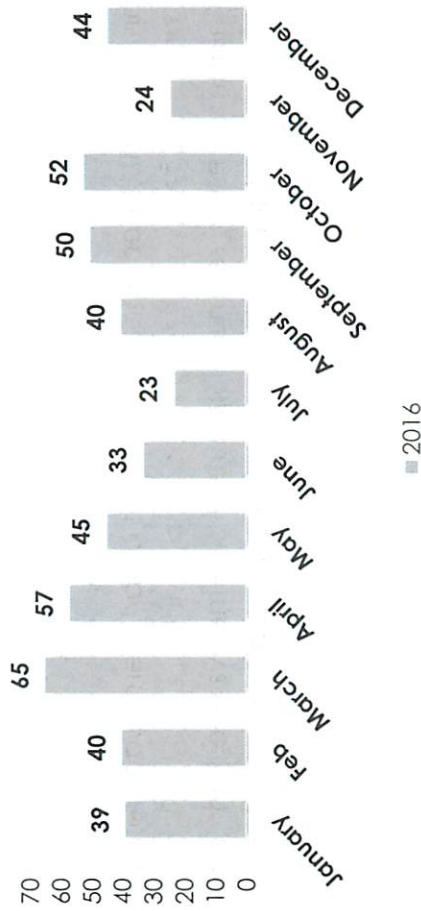
The graph below represents eligibility results by language. In 2016, 63% of English speaking applicants were made eligible and 62% of Spanish speaking applicants were made eligible.



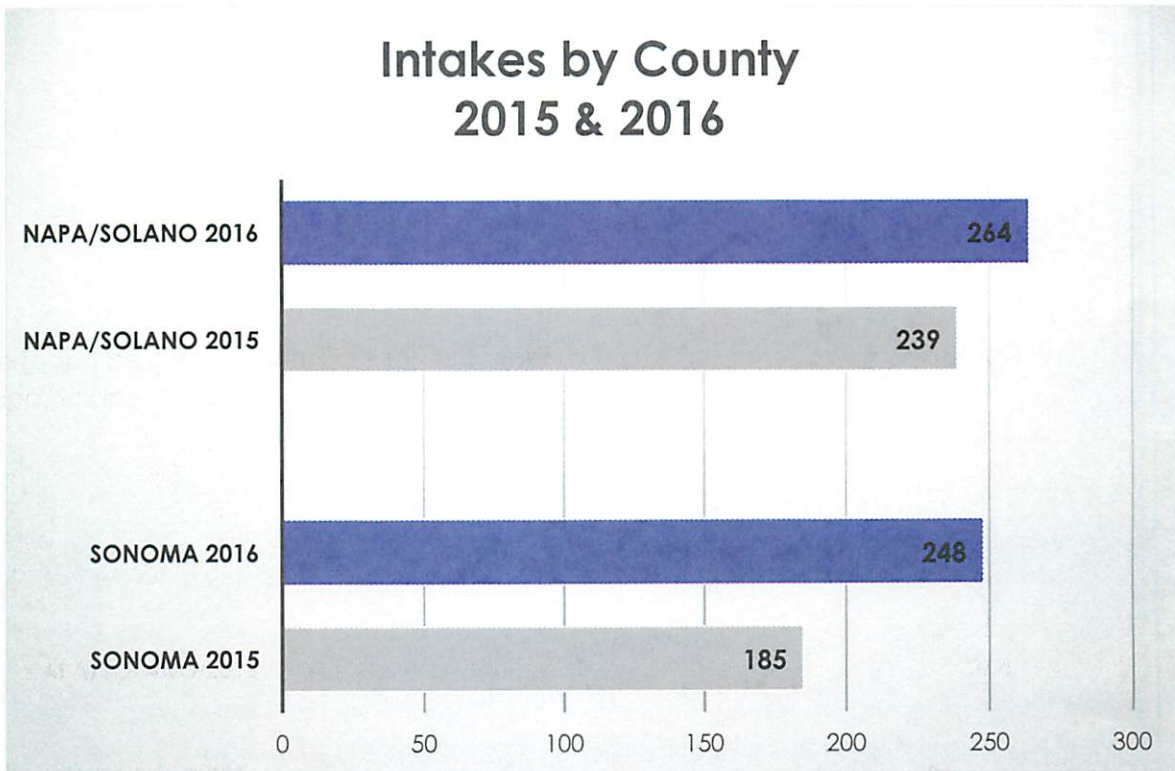
INTAKES FOR INDIVIDUALS OVER 3

In 2016, the Intake Department had a total of 512 assignments, this is an increase of 88 assignments from 2015. This includes applicants over the age of 3 referred to NBRC by doctors, schools, the court system and friends and families in the community. The chart below represents how many intakes were assigned each month.

Intake Totals 2016



The graph below represents the total number of Intakes for those over the age of 3 in Napa/Solano and Sonoma County, listed by year.



Vendor Advisory Committee
Report to the NBDDS Board of Directors
February 1, 2017
submitted by
Linda Plourde

The VAC met on Tuesday, January 10, 2017.

Ali Tabatabai of New Leaf discussed how his agency deals with client matters when a client has passed. He discussed the expectations of the Social Security Administration. January Crane is developing a training regarding end of life plans for NBRC clients. DDS has a workbook / curriculum already developed for end of life planning and it is available on the DDS website:

<http://www.dds.ca.gov/ConsumerCorner/ThinkingAhead.cfm>

Rick Burkett of NBRC discussed the Mass Emergency Communication System. NBRC wishes to conduct a system wide test on February 24, 2017 to ensure that the system is functioning appropriately. It is important that all vendor information is up to date in the system.

On December 1, 2015, vendors received a 5.82% increase in funding. The increase had been intended to be effective on 10/13/15 but DDS determined the effective date to be 12/1/15 instead. The California Developmental Services Association (CDSA) filed litigation on behalf of all vendors against DDS for full reimbursement beginning 10/13/15. The court ruled in favor of CDSA. Vendors can expect reimbursement to cover 10/13/15 to 12/1/15.

CDSA held a policy meeting in Rancho Cordova on January 31, 2017.

CSLN Annual Conference is scheduled for April 13 and 14, 2017 in San Diego.

ANCOR Governmental Relations meeting was held January 10 and 11, 2017 in Baltimore, MD. Their annual conference will be held in San Antonio, Texas from April 30, 2017 to May 3, 2017.

Please refer to the minutes for further detail.

The next VAC meeting is Tuesday, February 9, 2017.

VAC Meeting Minutes

Vendor Advisory Committee Meeting Minutes
North Bay Regional Center, Napa

January 10, 2017



1. Attendance	
a. Call to order	VAC Meeting held January 10, 2017 was called to order at 10:05 AM (PST). Chaired by Lauren Meikeljohn
b. Roll call. Quorum met? <input type="checkbox"/> second half of meeting, quorum was met. November minutes Approval Not completed there was No Quorum at the beginning of the meeting. Tabled for February meeting. Agenda Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No With items added below	<p><u>VAC Membership</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Darelyn Pazdel (PRIDE Industries) <input 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 type="checkbox"/> Holly Pagel (Connections for Life) <input 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) <input checked="" type="checkbox"/> Michelle Ramirez (On My Own) <input type="checkbox"/> Mike Lisenko (UCP of the North Bay) <p><u>NBRC Staff</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dr. Michi Gates <input checked="" type="checkbox"/> Bob Hamilton <input checked="" type="checkbox"/> January Crane <input checked="" type="checkbox"/> Joanne Giardello <input checked="" type="checkbox"/> Isabel Calder <input checked="" type="checkbox"/> Courtney Singleton <input checked="" type="checkbox"/> Seneca St. James <input checked="" type="checkbox"/> Jamie Chavez <input checked="" type="checkbox"/> Rick Burkett <p><u>General Members</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adria Carson (On My Own) <input checked="" type="checkbox"/> Celeste Rodriguez (Bay Respite Care) <input checked="" type="checkbox"/> Chari Glogovac-Smith (CA Mentor) <input checked="" type="checkbox"/> Elizabeth Sutton (North Bay Industries) <input checked="" type="checkbox"/> Joetta Griffin (GFCH/Impact) <input checked="" type="checkbox"/> Johnathan Cruz (Alchemia) <input checked="" type="checkbox"/> Lea Ronald (Napa Valley PSI) <input checked="" type="checkbox"/> Louis Chiofalo (Solano Diversified Services) <input checked="" type="checkbox"/> Michael Condit (Lifehouse) <input checked="" type="checkbox"/> Renee Fannin (Lynn & Darla SLS) <input checked="" type="checkbox"/> Richard Perrez (Bay Respite Care) <input checked="" type="checkbox"/> Stan Higgins (Oaks of Hebron) <input checked="" type="checkbox"/> Terra Mickens (Alchemia)
2. Agenda changes/Additions	
	Rick Burkett NBRC - Mass Emergency Communication System update.

	January Crane NBRC - Announcement Lauren Meiklejohn Chair - Announcement	
3. Feature Presentation	Summary	Action/Follow-Up
	Nothing this month.	
4. Community Concerns	Summary	Action/Follow-Up
	<p>Ali Tabatabai – New Leaf working on the following:</p> <ul style="list-style-type: none"> • Service enhancements for this area. • Social Security: When a client passes, what are the procedures? <ul style="list-style-type: none"> ✓ Close the case ✓ Pay for funeral services first. Social Security Administration requires funds to be returned immediately. ✓ New Leaf looks for family members as all funds are subject to probate law. ✓ Medical/Medicaid waivers are not subject to probate law. New Leaf cannot, for any reason, receive funds back following a death. If there is money left pay funeral expenses directly to the funeral service provider. This is risky, as the person is then making the decision to spend funds that are not theirs. For the care homes, a waiting period of approximately three years is required to return the money to the unclaimed state fund. What is the average you see left in the account? Less than \$1,000.00. Death notices are filed by either NBRC or New Leaf. January is developing a training regarding end of life plans for NBRC clients. DDS has a workbook/curriculum already developed for end of life planning and it is available on the DDS website. (link below). http://www.dds.ca.gov/ConsumerCorner/ThinkingAhead.cfm <p>Joetta Griffin – Referrals for R&D – The transportation referral process is sometimes taking up to two months with even a simple address change in the same area. Who at NBRC can we talk to about resolving issues with R&D transportation? Joetta has been referred to Service Coordinators, who asked if the client had allergies and/or if the home could transport. R&D only has one person who routes. It is a very frustrating process. Courtney Singleton, NBRC, indicates that she can be the point of contact for R&D issues as she meets with them monthly.</p>	
5. Group Reports		Action/Follow-Up
	<ul style="list-style-type: none"> • Rick Burkett NBRC – Mass Emergency Communication System – Each year NBRC conducts a system-wide test. The information will most likely be a request for status. NBRC will respond if necessary. The information needs to be up to date. Rick would like to schedule a test for February 24th. Talk with individuals in the community to make sure that NBRC has current information. MeganD@nbc.net - 256-1114. There will also be information on the e-billing site post as well. • Lauren Meiklejohn - SLS minimum wage increase worksheets will be sent out by Courtney on 1/10/17. • The CDSA lawsuit regarding the overtime gap in payment from 10/13/15 to 12/1/15 has been decided. CDSA took DDS to court who ruled in CDSA favor. DDS is required to reimburse all respite/SLS providers for the rate adjustment from 10/13/15 to 12/1/15. • Lauren Meiklejohn & Michelle Ramirez - Are we going to re-organize an SLS group meeting? Do we need one? Should we 	

	<p>discuss with each other what results were/are and best practices learned from the audit? The group will meet without NBRC and the VAC/NBRC Vendor Relations Meeting will schedule their next meeting following today's VAC meeting (March 14 following the VAC meeting).</p> <ul style="list-style-type: none"> • NBRC board meeting locations, see attached with dates. • Napa Solano Vendor – no meeting this month. • Sonoma Vendor Group – Elizabeth Sutton - Organization of the upcoming Legislative Breakfast. • State Council – Lisa Hooks – No presentation this month. Lisa not in attendance. • Housing – Mary Eble –There are many webinars available with state funds and legislation to include permanent funds for housing. Mary will send the dates and contact information out to everyone. • CDSA – Liz Sutton – Policy meeting in Rancho Cordova January 31st. • CSLN – Michelle Ramirez – Annual Meeting scheduled in San Diego on April 13 and 14th. • ANCOR – Linda Plourde – Nothing this month, Linda is with ANCOR now. • ARC – Nothing this month. • UCP – Lauren - Mike via email, Case for Inclusion. Lauren will send this information and the link to the group. • NBRC Board Report – Lauren – The NBRC Board President's term ended December 31, 2016. February Board meeting, Vice President will preside and a new President will be nominated/elected. • Bob Hamilton – ARCA: <ul style="list-style-type: none"> ✓ Meeting 1/19/17 and 1/20/17 Embassy Suites in Sacramento. ✓ DDS report is scheduled for Friday at 8:00 AM. ✓ Three individuals stepping down from Executive Director. ✓ “Thank you, Dr. Gates, for filling in while I was out with the passing of my father.” ✓ Secretary Dooley conducting a conference today at 2:00. Bob encouraged all individuals to call in. • Dr. Michi Gates NBRC update: <ul style="list-style-type: none"> ✓ Key word with NBRC is “accountability.” We are spending more money and need to justify the funds spent in a more aggressive fashion. ✓ New DDS dashboard has been released today regarding NBRC performance. (link below) http://www.dds.ca.gov/RCOversight/Index.cfm ✓ Purchase of Service - Dr. Gates is the only one who can approve retro payments for service. Please be aware of the time constraints. ✓ Progress reports - make sure they are in at least one month ahead of time in the event of a planning team meeting review. Service Coordinators will be looking at this in the view of timeliness. ✓ Health clinic in Sonoma specifically for people with developmental disabilities. \$2.5M for RFP to development a (FQHC) health clinic in Santa Rosa for patients with developmental disabilities. Will serve SDC clients as well as all others. 	
6. Report	Summary	Action/Follow-Up

Policies Procedures Practices or Trends	<ul style="list-style-type: none"> • January Crane – If Service Providers have been consistently billing below or above hours, the Service Coordinator will be contacting you to discuss the progress or the issues with providing services. • Isabel Calder - Does everyone know how to use the comment bubble on the e-billing attendance for each client? Isabel encouraged all to use this for communication as to why clients are not being served or who may be served beyond the allowed hours. In e-billing, you can use calendar to update day program attendance, short cuts etc. 	
7. New Business		
	Nothing to report this month.	
8. Report	Summary	Action/Follow-Up
Announcements	<ul style="list-style-type: none"> • January – SIR trainings - Six trainings per year, posted on the NBRC website. NBRC National Corp Indicator surveys - parents of adults receiving services are the targeted survey participants. They will receive a phone call first and then follow up with a written survey. • Stan Higgins – Inconsistent procedures for POS authorizations. Dr. Gates apologizes and indicates that this is a focus of NBRC this year. Educating customers regarding changes and developing consistencies. • Renee Fannin – Advocate Micah Fialka-Feldman and film maker Dan Habib are working together on a documentary. For more information, check the link below: http://www.throughthesamedoor.com/ • Dan Habib and Micah Fialka-Feldman will be appearing together on January 25-26, 2017, "Redefining Inclusion". Location: January 25 - San Francisco, Delancey Street Theater, 600 the Embarcadero, San Francisco, CA (5:30 PM Reception; 6:30 PM Program). For more information and to register please follow the link below: http://taishoffcenter.syr.edu/press/californiaevents/ • Lauren Meikeljohn - There is a Winter Formal Dance on January 23rd at the Flamingo Hotel at 2777 4th St. Santa Rosa. The event is open to everyone and is \$5.00 with light appetizers. For more information, please contact James Cox at jcox@becomingindependent.org (707) 524-6670. • Lauren Meikeljohn - Becoming Independent will hold a talent show on Tuesday, January 24th at 10:30 am at 2060 W. College Ave. Santa Rosa. • Karen Lustig - Aldea will be holding an open house on February 14th, at 2310 A First Street, Napa. In the Wolf Center Building. 	
9. Adjournment		
	Meeting adjourned at 11:40 AM	

Minutes submitted by: Darelyn Pazdel