



*Promoting Opportunities
Supporting Choices*

*Sponsors of
North Bay Regional Center
and other programs
for persons with developmental disabilities
610 Airpark Road
Napa, CA 94558
707-256-1224
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MEETING NOTICE

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

DATE: February 7, 2018

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 is scheduled for February 13, 2018, at North Bay Regional Center office "Board Room" from 10.00 to noon.

REMINDER: Please contact Isabella Rosania 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 7, 2018, 5:00 p.m.
North Bay Regional Center
610 Airpark Road, Napa, CA 94558**

AGENDA

- I. CALL TO ORDER – President Harry Matthews
- 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 6, 2017 be approved as submitted (3 min) (Pgs.1-7)
ACTION
- IV. TREASURER'S REPORT
Treasurer's Report for the period of Nov. 1 – Dec. 31, 2017 be approved as submitted (3 min) (Pg.8)
ACTION
- V. ANNOUNCEMENTS
- VI. FEATURE PRESENTATION - Disparity Data Report, January Crane (15 min) ACTION
- VII. COMMITTEE REPORTS
 - A. Executive Committee - Board Officers – Harry Matthews, President; Angel Giroux-Greber, Vice President; Secretary, Rita Edmonds-Norris; Franklin Phillips, Treasurer (3 minutes) ACTION
 - B. Vendor Advisory Committee – Linda Plourde – (10 minutes) (Pgs. 14-20) INFO
- VIII. EXECUTIVE DIRECTOR'S REPORT (30 minutes)
 - A. Bob Hamilton, Executive Director (10 minutes)
 - B. Michi Gates, Associate Executive Directors' Report (Pg. 10-13) (10 minutes)
 - C. Dave Johnson - Chief Financial Officer (Pg.9) (10 minutes)
- 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).

NEXT MEETING ANNOUNCEMENT - The next Board of Directors meeting is a regular business meeting scheduled for Wednesday, March 7, 2018 at Solano County Office of Education at 5:00 p.m.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
December 6, 2017, 5:00 p.m.
North Bay Regional Center
610 Airpark Road, Napa, CA 94558**

MINUTES

NBRC BOARD MEMBERS PRESENT:
Rita Edmonds-Norris, Secretary
Harry Matthews, President
Angel Giroux-Greber, Vice President
Jose Ayala

Franklin Phillips, Treasurer
Len Carlson, Facilitator
Linda Plourde, VAC Rep.
Rhonda Foster, (Via Telephone)
Joanne Tsai, (Via Telephone)

NBRC BOARD MEMBERS ABSENT: Barbara Power (Excused)

STAFF PRESENT:
Kathy Newman, Executive Assistant
Michi Gates, Associate ED
Gabriela Hernandez, SC
Seneca St. James, QA
Joanne Giardello, CMS
Paul Bray, QA
Dee Skrzypczak, Fiscal Sup.

Bob Hamilton, Executive Director
Thomas Maseda, Director, Administration
Deanna Mobley, Assoc. Dir. Client Services
Maura McDonough, CMS
Courtney Singleton, Assoc. Dir. Client Services
Deanna Heibel, Assoc. Dir. Client Services
Nagina McCants, CMS
Dave Johnson, CFO

GUESTS PRESENT:
Mike Lisenko, UCPNB
David Mauger, Residential

Elizabeth Clary, Alchemia
Lisa Hooks, SCDD
Mirella Quaranta, DDS

CALL TO ORDER – Angel Giroux-Greber, Vice President, called the meeting to order at 5:14 p.m. A quorum was present and the Board and audience introduced themselves.

CONSIDERATION OF MINUTES

M/S/C (Phillips/Edmonds-Norris) Move that the minutes of October 4, 2017 regular business meeting be approved as submitted. UNANIMOUS

TREASURER'S REPORT

M/S/C (Plourde/Edmonds-Norris) Move that the Treasurer's Report for the period September 1 – October 31 2017 be approved as submitted. UNANIMOUS

ANNOUNCEMENTS:

- Lisa Hooks, State Council of Developmental Disabilities, noted the Vallejo office will remain. She requested input as to what the community, NBRC, and Board would like to see come from SCDD.
- Franklin thanked everyone for all their help during the North Bay fires. He noted that his entire apartment complex burned. He thanked Bob Hamilton for being a great Executive Director and Kathy Newman for being the Secretary to the Board.
- Thomas Maseda expressed appreciation to the Board, NBRC staff, the vendor community, clients, and all first responders during the tremendous fire disaster in October. Everyone came together to assure the safety of all involved. He thanked all those who assisted with assuring SDC clients were safe during their evacuation from SDC to Dixon Fairgrounds. Bob extended a special thanks to Thomas for being the "Ambassador of Dixon" who assured everything ran smoothly during the evacuation of SDC residents.

- Bob noted the devastating fires in Southern CA. There are currently three big fires raging, i.e., the Thomas fire which is zero percent contained with 65,000 acres burned and 150 homes lost, 200,000 people evacuated, winds blowing between 50 – 60 miles per hour; the NLARC area Creek fire which is zero percent contained, 11,000 acres burned, 30 homes lost over 100,000 people evacuated, Westside Skirball fire, 150 acres burned, several homes lost, hundreds evacuated, Highway 405 was been closed for a while. Bob thanked Courtney for providing this information. Bob extended thoughts and prayers to all affected.
- Bob noted that three of NBRC's board members lost their homes, i.e., Harry, Franklin, and Joanne.
- One of NBRC's vendor sites burned down in Sonoma County during the fires.
- Union Bank will donate \$10,000 to Friends of North Bay Regional Center to assist people affected by the fires. NBRC has also received \$700 from San Gabriel/Pomona Regional Center and \$1,600 from Valley Mountain Regional Center.
- Angel expressed appreciation to NBRC staff and community for all their hard work. Everyone was affected in some way but nobody more than our Board members. Our hearts go out to each of them.
- Franklin expressed gratitude to his friend Anthia for assisting many who had been displaced during the fires. Franklin's assistant, Len Carlson, noted that the Press Democrat identified an "individual" who was carried out by a Sheriff and placed in a car that happen to be passing by. It was Franklin. He was evacuated to Sutter and then Sutter was evacuated. He was then evacuated to Apple Valley Post-Acute facility.
- Joanne Tsai provided a brief overview of her family's experience during the fire. They are all safe and currently residing in an apartment in Healdsburg. Kaiser Hospital in Santa Rosa was closed for a while so she and many others worked long hours to reopen the hospital. The Press Democrat reported that one in six Santa Rosa based doctors lost their homes. Many of the doctors working the night the fires were raging lost their homes. Many heroic stories were reported.
- The Department of Social Services is sponsoring an Abuse Awareness event in California. Adult Protective Services receives over 14,000 reports of elder and dependent adult abuse per month. DDS is spearheading an elder/dependent awareness campaign coalition of over 20 government and non-profit agencies.
- Lisa Hooks thanked NBRC for the great job in caring for the evacuated residents of SDC. Lisa noted that she visited the evacuated residents of SDC and they were happy and adjusting to their surroundings.
- Angel suggested recognizing staff who went above and beyond in caring for residents of SDC on their own time.
- Dave Johnson encouraged staff, advocates, and clients/families to sign up for direct deposit so in case of a future disaster they will have their money.

NEW BUSINESS:

The Board meeting schedule for 2018 was presented to the full board for approval.

M/S/C (Edmond-Norris/Plourde) Move approval of the Board Meeting Schedule. UNANIMOUS

COMMITTEE REPORTS:

- Executive Committee – Harry Matthews, President, Angel Giroux-Greber, Vice President, Rita Edmonds-Norris, Secretary, Franklin Phillips, Treasurer – No meeting
- Vendor Advisory Committee – Linda Plourde
 - The VAC met on Tuesday, November 14, 2017.
 - January Crane, NBRC, presented the NBRC Performance Plan. The plan was previously presented to the NBRC Board of Directors and awaits approval.

- David Mauger, VAC Member, discussed his work with the Residential Services Committee. This is a new committee of The VAC, chaired by David. Residential Services is a unique service category. Thank you David for assuming this responsibility and facilitating conversations with other Residential Service Providers!
- Thomas Maseda, NBRC, updated the group on the search for a new Executive Director. NBRC has contracted with Kinetic Flow to manage the search. A committee of the board has already met to select applicants for interview. Interviews are scheduled for Saturday, Dec. 2 and Sunday, Dec. 3, 2017.
- On the legislative front, the current forms of the tax bills include a repeal of the ACA mandate that everyone must obtain insurance or pay a \$2,000 fine. The bills also include drastic cuts to Medicaid. The current administration hopes to have a tax bill approved by the end of 2017.
- The next VAC meeting is December 12, 2017. It will be a potluck event with an abbreviated agenda. We welcome all vendors and regional center employees to celebrate the holidays with us!
- Please refer to the minutes for further detail. The next VAC meeting is Tuesday, December 12, 2017.
- Art Bolton, a pioneer in our field and author of the Lanterman Act, passed away.
- The year 2015 brought about a renewed advocacy effort for disability services. The Lanterman Coalition (comprised of various state associations, i.e., The Arc of California, California Supported Living, California Developmental Services Association, Association of Regional Center Agencies) took a different approach from years prior. CSLN held a rally at the Capitol in June 2015. Approximately 300 people showed up at the Capitol to have their voices heard. The group was not allowed near the Capitol and were threatened with arrest, with Capitol police stating that the group was a threat to the Governor. This rally was held specifically to bring attention to Senator Beall's letter of support for a 10% funding increase for disability services. The Governor signed the budget and delayed any approval of additional monies for disability services. A second rally was held on September 3, 2015. The Lanterman Coalition was determined to remind the Governor that they would continue to speak out for at least a 10% increase in funding. 1500 people descended upon Sacramento to Speak for Justice. Former Congressman Tony Coelho arrived in support of our efforts, along with the strong California voices of Santi Rogers, Director of DDS at the time, Tony Anderson, Director of The Arc of California, Rick Rollins, former legislator and parent. A third rally was held in December 2015. We again spoke loudly and clearly. The main rallies occurred in Sacramento but at least five other cities held rallies concurrently each time.
- The Lanterman Coalition also took to social media. They sent messages out on FaceBook, Instagram, and Twitter. They addressed legislators directly particularly via Twitter. They did not stop speaking out for Justice. Billboards went up, one in Sacramento and one in San Diego, with a picture of Governor Brown, Senate Pro Tem Kevin DeLeon, and Assembly Leader Toni Atkins. The billboards read "Shame on You". Advice from the former Congressman Coelho was that California needed to embarrass its leaders as they had neglected to sufficiently fund a critical legal mandate.
- In addition, Congressman Tony Coelho communicated with Governor Brown and the U.S. Department of Labor Secretary Tom Perez, who also conversed with Governor Brown. In July 2016, a 13.85% increase in funding for disability services was implemented. The Lanterman Coalition found its voice in 2015. Advocacy in California will never again be simply an annual Grassroots Day.

EXECUTIVE DIRECTOR'S REPORT

Bob Hamilton, Executive Director, noted the following:

- In the budget last year, the Regional Center system advocated for service restoration but was unsuccessful. These include services that had been eliminated or curtailed, i.e., social recreational services primarily. Most families have an adult family member living at home. In California, that represents 78% compared to the 57% national average. We need to make an effort to push restoration of family services. This affects our diversity efforts because most Hispanic, Native Americans, Asians, Native Alliance, Pacific Islanders, etc. care for their adult family member at home. When services are cut, the Regional Center's "hands" are tied. It will require another year of advocacy to obtain more rate relief.
- Respite cap will be lifted January 1, 2018. The Regional Center is working with a coalition to modify how respite is awarded.
- Grass Roots Day will be held at the Capitol this year. A date has not been selected as of yet. The dates being considered are March 14, 20, or 21.
- DDS is now required to have a list of services on their website.
- The State Council on Developmental Disabilities and Disability Rights of California are in the process of putting together a better education presentation ahead of expenditure data.
- An equity study is being conducted through the Children's Hospital in Los Angeles that will hopefully shed some light on disparity.

Michi Gates, Associate Executive Director, Client Services, noted the following:

- The Legislative Analyst Fiscal Outlook report for 2018-2019 is available on their website. They are predicting that the two main drivers of increase in spending in our system are related to minimum wage increase and caseload growth. The total average annual growth overall for the next five years is estimated at 11.7%. Caseload growth is estimated at 4.6%. It is predicted that client growth will increase from 317,000 to 380,000 statewide that will be served by the Regional Center system. In addition to increased costs due to caseload growth, they are predicting the cost of services themselves to increase 2% annually which excludes the minimum wage increases.
- The report discusses possible savings from the closure of Developmental Centers however the transition from DC's to community is very expensive so it doesn't seem probable.
- Relative to the SDC closure, the Quality Management Advisory Group (QMAG) recently met. This Advisory Group monitors the quality of life and health and safety of SDC residents who move into the community. One of the interesting points in the surveys conducted of people who have moved from SDC into the community is how many times they go on community outings. Most clients went out at least three times in three months. It was noted that clients who have better health and mobility are more likely to participate in community outings.
- The Family Guardian surveyed movers from Sonoma, Porterville, and Fairview Developmental Centers and found that most families who initially opposed moving into the community like their family member's new homes.
- DDS quarterly legislative update identifies progress on the closure of SDC. All Regional Center Directors associated with SDC provided reports indicating meeting closure goals before the closure date. NBRC anticipates meeting goals by June of 2018 with closure December 31, 2018. All homes are purchased but obtaining permits to renovate them is taking time along with the setback of the fires, etc.
- NBRC has encountered issues with neighbors not wanting homes for people with developmental disabilities in their areas.
- No care homes in the NBRC catchment area were destroyed in the fire. All homes developed for SDC closure survived.
- DDS conducted a "Fire" meeting at SDC for families to discuss the evacuation process. The families expressed gratitude regarding what DDS and NBRC staff did to keep their family members safe.

- Regional Centers and DDS have been invited by the Parent Hospital Association (SDC) to participate on a panel in January to address emergency preparedness in the community. "What do we do the next time something happens"?
- There was a recent presentation relative to services associated with the new mobile home crisis North Star facilities. This is a part of the Safety Net that DDS received \$21M for. The Safety Net is to meet the needs of clients due to Developmental Centers no longer being a last resort option. Dr. Brad Baxtrom who works for DDS and is in charge of developing the North Star facilities met with NBRC staff to obtain input of what our needs are. There are a network of services that were approved under the \$21M funding including the mobile home crisis North Star facilities. There is funding for one in Southern California and eventually three in Northern California. The plan is to have the three North Star facilities in the NBRC catchment area even though they will serve all of Northern California. Services will begin with NBRC and Regional Center of the East Bay (RCEB) to see how it goes. They are planning to begin January 8 and serve three clients per month per regional center; 12 years of age and up. The criteria includes anyone who is at risk for losing their placement regardless of where that placement is. They will send staff wherever client is, i.e., family home, care home, SLS, to work directly with the care staff and develop a detailed plan to follow. Up to 24 hour onsite assistance.
- There was an open house for the first crisis care home in California. There will be three more openings with a total of four crisis homes in NBRC catchment area to serve all of Northern California.
- DDS provided their first Self Determination Program training to Regional Centers in October. They reviewed the history and principles of Self Determination. We continue to await approval from the Center of Medicaid and Medicare Services. Michi expects the approval will come some time in 2018. NBRC will have 71 openings for Self Determination. There are 2,500 slots available statewide.
- DDS provided assistance on Title 17 and quality assurance to NBRC staff to assure we are providing appropriate support and monitoring to vendors.
- NBRC has revised the respite procedure to reflect less emphasis on IHSS protective supervision and more emphasis on the individual assessment, what the client needs are, etc. Families will no longer be required to apply for IHSS before respite is provided. Families will be encouraged to at some point apply for IHSS as it is an additional resource. Deanna Heibel has provided multiple trainings for all case management staff on the new procedure and also on the revised worksheet. Angel Hixson, Board Member, attended most of the trainings to assist with the family perspective. Angel has been NBRC's connection with the community as there have been many concerns regarding NBRC's respite procedure. Michi thanked Lisa Hooks, SCDD, for being a conduit in the community, along with ARCA and California Disability Rights. The entire process has been a huge team effort. The response from service coordinators has been very positive with one service coordinator noting the following, "Angel's input was provided with grace, empathy, transparency, humor, and thoughtfulness." Discussion followed.
- DDS awards Mental Health Services Act Grants in three year cycles. Dr. Katie Pedgrift, NBRC Psychologist was awarded \$632,621 for a proposal she submitted to DDS regarding developing a teaching tool that can be used by professionals that will support people with developmental disabilities to increase positive social and sexual and decrease risk factors for sexual abuse.
- DDS conducted an audit in November of two Family Home Agency (FHA), i.e., California Mentor, and Enriching Lives. NBRC, along with other Regional Centers, have experienced issues in this area in reference to completing unannounced visits. Regional Centers are required to complete quarterly visits to monitor clients. Since the visits are unannounced, there is never a guarantee that someone will be at the residence. NBRC has not done well in this area in the last two audits. NBRC will not know the outcome until the written report is received from DDS. Michi thanked Service Coordinators, Supervisors, Federal Program, for developing and maintaining the tracking system. Michi thanked Deanna Langley, Client Services Assistant, for assuring those visits are completed.

- Staff Announcements:
 - ✓ Annika Berry, Service Coordinator in NBRC's Napa office, recently passed away expectantly. Michi noted that she was a great case manager and wished her family all the best.
 - ✓ Ivan Arce, Service Coordinator, was promoted to Employment Specialist.
 - ✓ Deborah Simms, Internal Quality Monitor, was promoted to Case Management Supervisor.
 - ✓ Maika O'Brien, Service Coordinator was promoted to Internal Quality Assurance Monitor.
 - ✓ Staff who left NBRC and returned i.e., Jaimie Chavez and Charity Seda

Dave Johnson - Chief Financial Officer, noted the following

- NBRC budget looks good as we are on target to reach objectives for Purchase of Service and Operations.
- With the closure of SDC, and the high cost of homes to house departing residents, Community Care Facilities are going up dramatically. Community care housing is decreasing whereas Supported Living Services is increasing. There has been very little client growth in SLS in the past couple of years due to lack of available housing.

LIAISON REPORTS:

A Association of Regional Center Agencies – Bob Hamilton

The next ARCA quarterly meeting is scheduled for January 18-19 at Alta California Regional Center in Sacramento. It is a public meeting and anyone is welcomed to attend.

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

- SCDD is assisting DDS with the task of listing services available to people with developmental disabilities on their website.
- Lisa has been training self-advocates at SDC. One of the trainings just prior to the fires was on emergency preparedness. The group felt it was worthy of repeating the training for others. Napa Special Education Department would like to participate in trainings in the community as well. SCDD will provide Person Centered Planning training to self-advocate(s) regarding i.e., "who we are", "how to advocate for ourselves", "how to address the holidays" and "how to get needs met".
- On behalf of the North Bay community, Lisa requested Board attendees and Bob Hamilton to sign holiday greeting cards for SDC advocates.

GENERAL PUBLIC COMMENT Angel noted that Bob has had such a huge impact on the Regional Center so requested Board members to note what they will take away from his leadership.

- Angel noted that Bob was so kind and welcoming when she joined the Board as a Solano County parent. She noted that every interaction she has had with Bob she learned something of value. Angel recalled that one morning she was feeling frustrated and texted Bob to ask "how do you do this...?" Bob answered "We need to listen more intently. The louder parents get the more we need to listen because they have something valuable to say".
- Franklin noted that when he first joined the Board, Bob was so kind and understanding and has become a huge influence in his life. "You will be missed – you have a special place in my heart".
- Harry Matthews noted a "genuine feeling of working together at the Regional Center. For all the years I have been on the Board, I have never heard any 'nay saying'. The tone describes Bob's management style which I admire and hope it filters down to those under him. We wish you well in your next career of retirement."
- Linda Plourde noted that when she stepped into Bayberry years ago she was basically unaware of what "she was getting into" as Bayberry was in a "horrific" financial situation. Linda noted that she had to change who was in charge of the finances and try to "pick up the pieces". From day to day it was unknown as to whether or not Bayberry would make it. Linda thanked Bob for his "support" through the difficult months and his leadership at NBRC.
- Rita Edmonds-Norris noted that she has always felt very welcome on the Board.

- Kathy Newman noted that Bob has been one of the easiest people to work for. He is very concerned about the welfare of the clients NBRC serves and always goes the extra mile. Those who don't work closely with Bob don't always get to see that side of him. Kathy noted that Bob is a very funny "guy". She laughs all day at his humor and ability to relate the lyrics of some song with a current situation. He is fun to be around and she has enjoyed working with him.
- Bob noted that he appreciates everyone he works with. "It has been a blast and the best part of his working career".

M/S/C (Phillips/Plourde) Move to adjourn the meeting at 7:20 p.m.

UNANIMOUS

NEXT MEETING ANNOUNCEMENT: The next Board meeting will be a regular business meeting scheduled for February 7, 2018 at North Bay Regional Center Napa Office at 5:00 p.m.

**North Bay Regional Center
NBRC Treasurers' Report
For the Month of February 2018**

December 2017 NBRC's board money market account increased by \$1111 to end the month with a balance of \$48,207.

The board checking account ended the month with a balance of \$2269, A \$140 decrease from last month.

North Bay Regional Center
Finance Dashboard FY 2017/18

As of December 31, 2017

	Allocation/D-1	YTD Actual	Total %	Var/ Alloc	Forecast	Total YTD		Total Surplus (Deficit) From Allocation
						Actual + Fcst		
Purchase of Services (POS)								
Supported Living Services	\$ 24,750,000	\$ 23,702,204	26%	\$ 1,047,796	\$ 25,600,000	\$ 49,302,204	\$	197,796
Community Care Facilities	21,750,000	21,182,476	23%	567,524	22,250,000	43,432,476		67,524
Day Programs	20,250,000	19,253,311	21%	996,689	24,000,000	43,253,311		246,689
Behavioral Services	13,000,000	12,816,523	14%	183,477	13,200,000	26,016,523		(16,523)
Other	15,240,187	14,149,383	15%	1,090,804	12,750,000	26,899,383		580,991
Total POS services	\$ 94,990,187	\$ 91,103,897	99%	\$ 3,886,290	\$ 97,800,000	\$ 188,903,897	\$	1,076,477
Receipts from ICfs for SPA services	\$ (2,700,000)	(2,533,163)	-3%	(166,837)	(2,650,000)	(5,183,163)		(16,837)
Community Placement Plan (CPP)	\$ 1,416,940	704,699	1%	712,241	2,500,000	3,204,699		(370,819)
Total POS & CPP Services	\$ 93,707,127	\$ 91,808,596	100%	\$ 1,898,531	\$ 97,650,000	\$ 186,925,433	\$	688,821
Operations Expense (OPS)								
Personnel	\$ 6,475,000	\$ 6,502,118	56%	(27,118)	\$ 6,450,000	\$ 12,952,118	\$	2,118
Benefits	2,000,000	2,323,401	20%	(323,401)	1,675,000	3,998,401		(1,599)
Facilities/Insurance	862,500	899,214	8%	(36,714)	825,000	1,724,214		(786)
Equipment / General office	265,000	192,099	2%	72,901	335,000	527,099		(2,901)
Consultants	247,500	272,154	2%	(24,654)	220,000	492,154		(2,846)
Mileage	135,000	108,686	1%	26,314	160,000	268,686		(1,314)
Legal	150,000	120,001	1%	29,999	180,000	300,001		1
Communications	62,500	40,530	0%	21,970	85,000	125,530		530
Other Expenses	(16,548)	(62,470)	-1%	45,923	35,000	(27,470)		5,625
Total Operations Expense	\$ 10,180,953	\$ 10,395,733	90%	(214,781)	\$ 9,965,000	\$ 20,360,733	\$	(1,172)
Community Placement Plan (CPP)	\$ 1,169,000	1,169,067	10%	(67)	479,758	1,648,825		-
Total OPS & CPP Expenses	\$ 11,349,953	\$ 11,564,800	100%	(214,848)	\$ 10,444,758	\$ 22,009,558	\$	(1,172)
Total	\$ 105,057,080	\$ 103,373,396		\$ 1,683,684	\$ 108,094,758	\$ 208,934,991	\$	687,649
DDS Contract Allocations 2017/18	Date Received	POS	Operations	CPP Ops only	Total			
Preliminary Allocation	6/1/2017	\$ 137,091,752	\$ 15,720,882	\$	\$ 152,812,634	71%		
1st Amendment D-1	8/25/2017	52,888,622	4,817,023	1,890,362	59,596,007	28%		
1st Amendment D-1 CPP		2,833,880			2,833,880	1%		
2nd Amendment D-2 Rent			(176,000)		(176,000)	0%		
Total Allocation		\$ 192,814,254	\$ 20,361,905	\$ 1,890,362	\$ 215,066,521	100%		



**FAIR HEARING & MEDIATION UPDATE
DECEMBER 1- JANUARY 30, 2018**

SLS (17-10)	<u>Reason for Appeal:</u> Claimant appeals denial of SLS. <u>Ruling:</u> Fair Hearing request withdrawn.
Stroller (17-24)	<u>Reason for Appeal:</u> Claimant appeals denial of stroller. <u>Ruling:</u> Fair Hearing request reserved and withdrawn.
Eligibility (17-25)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
SLS (17-26)	<u>Reason for Appeal:</u> Claimant appeals denial of SLS. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (17-27)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Construction (17-28)	<u>Reason for Appeal:</u> Claimant appeals home construction results. <u>Ruling:</u> Fair Hearing request withdrawn.
Day Program ASL (17-29)	<u>Reason for Appeal:</u> Claimant appeals denial of day program with ASL. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (17-30)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (17-31)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Transportation (17-32)	<u>Reason for Appeal:</u> Claimant appeals denial of transportation. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (17-33)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Transportation (17-34)	<u>Reason for Appeal:</u> Claimant appeals denial of transportation. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (17-35)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.

Eligibility (17-36)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Lifeshouse SLS (17-37)	<u>Reason for Appeal:</u> Claimant filed a fair hearing request without a notice of action issued. <u>Ruling:</u> Fair Hearing request pending.
Lifeshouse SLS (17-38)	<u>Reason for Appeal:</u> Claimant filed a fair hearing request without a notice of action issued. <u>Ruling:</u> Fair Hearing request pending.
Lifeshouse SLS (17-39)	<u>Reason for Appeal:</u> Claimant filed a fair hearing request without a notice of action issued. <u>Ruling:</u> Fair Hearing request pending.

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	TO TOTAL	RESIDENCE TYPE	NUMBER	TO TOTAL
0 - 2	1,329	14.4	MALES	5,842	63.5	OWN HOME	9,520	70.9
3 - 17	2,593	28.2	FEMALES	3,344	36.4	ILL	591	6.4
18 - 40	3,312	36.0				OLD	602	7.5
41 - 60	1,299	14.1				SC	76	0.8
61 - 80	624	6.7				SNF	57	0.6
80 & OLDER	29	.3				ICF	243	2.5
						CCF	741	8.0
						FOSTER CARE	192	2.0
						OTHER	77	0.8
TOTAL:	9,186	100.0	TOTAL:	9,186	100.0	TOTAL:	9,186	100.0

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	TO TOTAL	COUNTRY	NUMBER	TO TOTAL	
MIXED	692	7.5	AUTISM	1,154	12.4	CA, NAPA	1,176	12.8	
ASIAN	235	2.5	EPILEPSY	1,080	11.7	CA, SOLANO	3,803	41.3	
BLACK	841	9.1	CEREBRAL PALSY	905	9.8	CA, SONOMA	4,058	44.1	
FILIPINO	336	3.6	MENTAL RETARDATION	4,815	52.3				
NATIVE AMERICAN	34	.3	OTHER	1,020	11.1				
POLYNESIAN									
SPANISH/LATIN	2,183	23.7	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES						
WHITE	4,383	47.7							
OTHER	151	1.6							
UNKNOWN	331	3.6				OTHER	149	1.6	
TOTAL:	9,186	100.0				TOTAL:	9,186	100.0	

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	STATUS	Count	TO TOTAL
SIGN LANGUAGE	23	.2	I	1,045	11.4
ENGLISH	7,529	81.9	E	1,545	16.8
SPANISH	1,484	16.1	F		
OTHER LATIN LANG.	7	.0	R	923	10.0
CANTONESE CHINESE	4	.0			
MADARIN CHINESE	4	.0			
JAPANESE	1	.0			
VIETNAMESE	14	.1			
KOREAN	3	.0			
LAOTIAN	5	.0			
CAMBODIAN	4	.0			
OTHER ASIAN LANG.	4	.0			
RUSSIAN	2	.0			
ALL OTHER LANG.	105	1.1			
TOTAL:	9,186	100.0	TOTAL:	9,186	100.0

Become an NBRC Vendor! Visit the NBRC website:

<http://www.nbrc.net>

Resource Development

The Resource Development Department received 3 requests for vendorization over the months of November and December and vendorized 4 new service providers. Please join NBRC in welcoming the new vendors below to the North Bay Regional Center vendor community.

New Vendors

Congratulations

- Proficio Speech Therapy Solano County
- Santa Rosa Health Specialized Healthcare Sonoma County
- A Place of Grace Specialized Residential Facility Solano County
- SVT Gruppe Inc. Security Services Napa County

Special Incident Report and Risk Mitigation

- The new NBRC Community Resource Coordinator started in December. This position will be assisting with:
 - Agency and vendor training.
 - SIR data entry and follow up.
 - NBRC administration of the Quality Management Advisory Group for individuals transitioning from Sonoma Developmental Center.
- Vendors have started to receive notices of late reporting of SIRs and continue to work with NBRC on compliance requirements.
- Information has been provide to staff and vendors re Flu and Pneumonia vaccinations and how to keep healthy, via DDS SafetyNet.
- In 2017 vendors became responsible for reporting monthly to Disability Rights California the following information:
 - Number of incidents of seclusion and duration of time spent in seclusion per incident
 - Number of incidents using behavioral restraints and duration of time spent in restraint per incident
 - Number of times involuntary emergency medication is used to control behavior.
 - For more information: www.disabilityrightsca.org/about/Vendors/DDS-Reporting.html

2018 NBRC SIR Trainings

Napa Office: 610 Airpark Way, Board Room
 1/31/18-class 10-12.00, registration at 9:30
 5/30/18-class 2-4:00, registration at 1:30
 9/26/18-class 4-6:00, registration at 3:30

Santa Rosa Office: 2351 Mendocino Ave, Thai/Oaks Room
 3/28/18 class 4-6:00, registration at 3:30
 7/26/18- class 10-12.00, registration at 9:30
 11/29/18- class 2-4, registration at 1:30

Training Fee of \$10.00/per person payable by check/money order ONLY for 2 CEUs

Pre-registration/Pre-pay PREFERRED
 Presented by: NBRC SIR Coordinators
 RSVP to SIR@nbrc.net

Quality Assurance



During the months of November and December the Quality Assurance Unit was hard at working collaborating with vendors and NBRC staff to support individuals served.

29 Community Care Facility Annual Reviews	82 Individuals @ Day Program Arrangement Committee
56 Vendors received QA technical assistance	103 Individuals @ Living Arrangement
5 Vendor Trainings	36 SIRs Follow Up by QA Unit
81 QA assistance to NBRC employees	

Visit <http://nbrc.net/service-providers/calendars> for more information on upcoming vendor trainings.

Meeting Minutes

NBRC Vendor Advisory Committee
North Bay Regional Center, Napa



January 9, 2017

I. Introductions and Acceptance of Minutes	
<p><input checked="" type="checkbox"/> Call to Order Holly Pagel, VAC Co-Chair, called the meeting to order at 10:34 am</p> <p><input checked="" type="checkbox"/> quorum met</p> <p><input type="checkbox"/> previous meeting minutes approved The December meeting was a social gathering</p>	<p><u>VAC Co-Facilitators</u></p> <p><input checked="" type="checkbox"/> Holly Pagel (Connections for Life) <input type="checkbox"/> Linda Plourde (Bayberry, Inc.)</p> <p><u>VAC Membership</u></p> <p><input checked="" type="checkbox"/> Elizabeth Clary (Alchemia) <input checked="" type="checkbox"/> Karen Farnsworth (CPA) <input checked="" type="checkbox"/> Kelley Hanson (PACE Solano) <input checked="" type="checkbox"/> Mike Lisenko (UCP of the North Bay) <input checked="" type="checkbox"/> Karen Lustig (Aldea Supported Living Services) <input checked="" type="checkbox"/> David Mauger (C. House) <input type="checkbox"/> Lauren Meikeljohn (Becoming Independent) <input checked="" type="checkbox"/> Andrea Mendoza (REI/CHDC) <input checked="" type="checkbox"/> Michelle Ramirez (On My Own) <input checked="" type="checkbox"/> Ali Tabatabai (New Leaf)</p> <p><u>NBRC Staff</u></p> <p><input checked="" type="checkbox"/> Isabel Calder <input type="checkbox"/> January Crane <input type="checkbox"/> Dr. Michi Gates <input type="checkbox"/> Joanne Giardello <input checked="" type="checkbox"/> Bob Hamilton <input type="checkbox"/> Thomas Maseda <input checked="" type="checkbox"/> Maura McDonough <input checked="" type="checkbox"/> Deanna Mobley <input checked="" type="checkbox"/> Maika O'Brien <input checked="" type="checkbox"/> Julie Parrish <input type="checkbox"/> Diana Sevila <input type="checkbox"/> Courtney Singleton <input checked="" type="checkbox"/> Dee Skrzypczan <input checked="" type="checkbox"/> Sarah Stamps <input checked="" type="checkbox"/> Seneca St. James <input type="checkbox"/> June Ursini</p> <p><u>General Members</u></p> <p><input type="checkbox"/> Adam Barngraff (Cal Mentor) <input type="checkbox"/> Adria Carson (On My Own) <input type="checkbox"/> Amanda Jeffries (Connections for Life) <input type="checkbox"/> Amber Stickels (Enriching Lives) <input type="checkbox"/> Andrei Manaid (Wellness SLS) <input type="checkbox"/> Angie Rene (Bay Respite) <input type="checkbox"/> Anja Hansen (Life House) <input type="checkbox"/> Beth Kahiga (Napa Valley Support Services) <input type="checkbox"/> Brian Kelly (ACS)</p>

- Caitlin Young (Cal Mentor)
- Cathy Alvillar (Blackwell Homes)
- Celeste Rodriguez (Bay Respite Care)
- Chari Glogovac-Smith (CA Mentor)
- Dalia Flores (NBI)
- Darelyn Pazdel (PRIDE Industries)
- Dawn Baker (Blackwell)
- Dawn Strong (Skills for Life)
- Debbie Davis (Special Care)
- DeMarcos Ayers (Inclusion Services)
- Dennis Blong (UCP of the North Bay)
- Doug Hillyard (A Bright Future)
- Edie Thomas (Connections for Life)
- Elizabeth Sutton (North Bay Industries)
- Ellen Mubin (Greenfield's ICF)
- Emer Madrid (Wellness SLS)
- Eric Martin (Oaks of Hebron)
- George Bleasdah (New Horizons)
- Hana Beltran (BRC)
- Heather Stewart (Turning Point TSS)
- Jamie Freymuth (NBI)
- Jasmine B (Greenfields)
- Jesse Hansen (Dungarvin)
- Jessica Givins (Wellness SLS)
- Jessica Sadowsky (People's Care)
- Joetta Griffin (GFCH/Impact)
- Joseph Hernandez (Premier)
- Julia Lowe (Dungarvin)
- Kandi Cotter (Liberty)
- Katy Santillan (BRC)
- Kelly Mansfield (California Mentor)
- Kelly Weber (CBEM)
- Kristina Holden (R & D Transportation)
- Kumar Brahmhatt (Kreative Community Services)
- Lakisha Hunter (ARC Solano)
- Lauren Parrott (R&D Transportation)
- Lea Ronald (Napa Valley PSI)
- LeeAnn Kellerman (Lynn & Darla)
- Leticia Leon (R & D Transportation)
- Lisa Ann Carbone (Lifehouse)
- Lisa Hooks (State Council on Developmental Disabilities)
- Lori Ojeda (Sonia Corina Inc.)
- Louis Chiofalo (Solano Diversified Services)
- Marie Marchese (R&D Transportation)
- Margaret Farman (UCP of the North Bay)
- Mary Eble (North Bay Housing Coalition)
- Max Konan (A Bright Future)
- Melissa Loucks (Wheelcare Express)
- Michael Quigley (Wheelcare Express)
- Michele Condit (Lifehouse)
- Mike Huckins (ARC - Solano)
- Mike Palomino (Maxim Healthcare)
- Morgan Hobbs (Lynn & Darla SLS)
- Paola Flores (Sonia Corina)
- Peter Ramirez (New Beginnings)
- Rachel Coble (R & D Transportation)
- Reena Heer (Pacific Homecare Services)
- Renee Fannin (Lynn & Darla SLS)
- Rhonda Fischer (Lynn & Darla SLS)

	<input type="checkbox"/> Richard Merkert (Dungarvin) <input type="checkbox"/> Richard Perez (Bay Respite Care) <input type="checkbox"/> Roger Phillips (Options 3, Inc.) <input type="checkbox"/> Rosalie Bazzds (CA Mentor) <input checked="" type="checkbox"/> Saanen Kerson (Vine Village) <input type="checkbox"/> Samantha Brown (Blackwell Homes) <input type="checkbox"/> Sandi Trotter (R & D Transportation) <input type="checkbox"/> Shannon Steele (Skills for Life) <input type="checkbox"/> Sherri Kimbell (CBEM) <input checked="" type="checkbox"/> Stan Higgins (Oaks of Hebron) <input type="checkbox"/> Susan Miner (Turning Point) <input type="checkbox"/> Terri Rowland (Milestones) <input type="checkbox"/> Veronica Melchor (Special Care SLS)
II. Agenda changes/Additions/Trainings	
	<p>There were no agenda changes.</p> <p>Elizabeth Clary announced an upcoming training for current and emerging leaders in the I/DD field emphasizing person-centered communication. The training, funded by a DDS grant administered through GGRC and NBRC, will take place February 14 (Sonoma County) and 28 (Marin County) from 10am to 12pm. A maximum of 20 participants can register for each training. Elizabeth will send a flyer to Holly for distribution as soon as locations are confirmed.</p>
III. Group Reports and/or Clarifications	Summary
	<p>Napa-Solano Vendor Group: The Napa-Solano Vendor Group did not meet.</p> <p>Sonoma Vendor Group: Karen Farnsworth and Jamie Freymuth reported that the Sonoma Group discussed CMS changes.</p> <p>Trade associations: Michelle Ramirez reported on the workers' compensation rate study process. The Workers' Compensation Insurance Rating Bureau of California is in the process of looking at the 8868 workers comp class code (colleges and schools) and exploring the possibility of moving the I/DD field out of this classification via a rate analysis. She encouraged service providers to share information regarding workers' comp classes when the request goes out.</p> <p>NBRC Board of Directors: There was no Board meeting in January. Bob reported that the board has concluded their search for a new ED, but because of a number of issues there hasn't been an announcement yet. Bob thanked the VAC for its partnership and the services it provides.</p> <p>Residential services subcommittee: David Mauger reported that attendance has been low. The outreach that NBRC did to residential vendors was apparently not successful and mostly attended by providers who come to VAC meetings. David and Maura McDonough are working on outreach to residential providers to increase attendance, including putting together a flyer that can be distributed at residential provider trainings and meetings. The committee developed and presented a value statement regarding open communication with NBRC. The goal is to acknowledge that residential services continue to exist and benefit from open communication with NBRC. David's impression was that NBRC is on board.</p> <p>DSP Training (Residential Services Subcommittee): There is consensus that the Direct Service Provider (DSP) training, a requirement for employees working in licensed residential care facilities, is a deterrent to long-term employment in residential services. It is difficult for staff to get to trainings, and the challenge test process has some glitches. David has talked to DSP training administration regarding the test. Only 11% of employees who take the challenge test pass.</p>

	<p>Locations and times for classes and tests are inconvenient. 35% fail the written portion, 35% the medication portion, and 19% fail both. The medication section is timed, which appears to be counterproductive and is dependent on very specific procedures. Karen reported that she had staff who failed the medication portion because they took 5-20 seconds too long. Stan pointed out that the online training time is longer than the actual test. There is an incentive for failure, in that those who do not pass the challenge test must register and pay for DSP classes. Currently, DSP training is administered by County offices of education. Maura pointed out that a meeting happens once a year during which providers can give feedback on DSP training. Karen and David mentioned that they have attended this meeting on several occasions and are still hoping their feedback will help change the process. Joetta Griffin reported that there is a DSP training in Fairfield in February (DSP 1) and March (DSP 2) dsprain.org</p> <p>QA Visits (Residential Services Subcommittee): There has been discussion regarding QA visits to RCFs. David and Maura will meet to discuss the process.</p> <p>NBRC Communication (Residential Services Subcommittee): Residential Service Providers have reported some challenges with communication when there are changes in Service Coordinators. Deanna Mobley reported that NBRC has a procedure in place to communicate changes in service coordinators.</p> <p>Benefits Training: Ali Tabatabai and New Leaf have been supporting the RSP group to better understand SSI/SSA/SSDAC benefits. Ali has done a benefits training at Becoming Independent and is available to do this throughout NBRC's catchment area.</p> <p>Housing Committee: Maura mentioned that NBRC has a housing committee that includes North Bay Housing Coalition and Brilliant Corners. The committee brainstorms possibilities and discusses issues.</p> <p>Transportation: Providers have experienced delays with setting up/adding riders to routes. Riders sometimes remain scheduled on routes even if they are no longer receiving transportation. R&D cannot cancel a POS until the Service Coordinator OKs it. Isabel Calder offered that Fiscal Services can assist with this by including R&D in notifications when a participant isn't attending program.</p> <p>SLS Rates: Isabel Calder reported that NBRC sent data to DDS for the conversion of SLS tiers to hourly rates. On Thursday, NBRC received notification from DDS that the hourly rates have been approved. NBRC Fiscal will change current SLS authorizations by 3.1.18. Some rates (assessment, etc.) remain the same because they follow state medians. Isabel is scheduling a meeting with SLS providers to review changes to their contracts and is willing to meet with providers individually. She requested questions be sent in advance so that she and her team can prepare.</p> <p>Board and Care Rate: Isabel reported that the SSA Board and Care rate is increasing. Invoices will be delayed because the new rate cannot be input until the December check run is complete. Fiscal is targeting the 19th.</p>
<p>IV. Community Concerns/Clarifications/Presentations</p>	
	<p>Presentation on End-of-Life Planning: Allison Grove, Vice President of Special Considerations, presented on the end-of-life planning process. New Leaf refers to Special Considerations with great success. Special Considerations' goal is to make sure that funds are set aside when need is identified. Special Considerations uses an end-of-life insurance underwritten by National Guardian Life. This is a guaranteed issue product that only requires basic information for set-up. Payments can be set up over a monthly premium schedule over 10 years or as a one time payment (useful for</p>

	spend-down situations). Special Considerations is able to use a whole life policy that is irrevocably assigned. The trust holds the policy during the individual's lifetime. An individual's family can only utilize the policy for final expenses. Proceeds are only paid to a funeral home of choice for end-of-life needs. Special Considerations does all paperwork from beginning to end. Allison mentioned that Special Considerations is happy to review existing end-of-life policies an individual may have to identify gaps in coverage. www.specialconsiderations.com
V. Policies and Procedures Update at NBRC	Summary
	There were no updates.
VI. New Business	Summary
	There was no New Business.
VII. Announcements	Summary
	<p>NBI received a Jefferson Award. Jefferson Awards is a national recognition system that highlights public service in America. Local counties adopt it to recognize individuals, nonprofits, board, commissions, or advisory bodies that best demonstrate excellence in community leadership and civic engagement. The Jefferson Award was established by Jacqueline Kennedy to acknowledge individuals and nonprofits contributing to their community.</p> <p><i>Note: After the VAC meeting, we learned that Saanen Kerson, Associate Director of Vine Village, also received a Jefferson Award.</i></p> <p>Maura announced that NBRC received nine grant proposals for DDS/HCBS support funding on Friday.</p> <p>Maura announced a committee to discuss the general issue of participant funds. She encouraged anyone interested in taking part in the conversation to contact her.</p>
Adjourn	
	The meeting concluded at 11:28 am.

Minutes submitted by: Elizabeth Clary

VAC – Residential Committee Meeting Minutes

December 7th, 2017

Membership

Alexis Williams-Patton, Ali Tabatabai, David Mauger, Dawn Baker, Evelyn Samson, Gwendolyn Brooks, Joe Geisner, Joetta Griffin, Lisa Ann Carbone, Mills Manor, Morgan Hobbs, Nena Casuga, Nenita Ledda, Saanen Kerson, Sonia Almonia, Zina Lee, Tiffany Spiecker, Karen Farnsworth, Christina Gotay

NBRC Liaison: Maura McDonald, Quality Assurance Supervisor, NBRC

Attendance

David Mauger, Joetta Griffin, Karen Farnsworth

1. RC discussed the lack of providers in attendance. We plan to have GoToMeeting in place before the next meeting to improve participation. It is unclear how effective the first mailing was announcing the Residential Committee. Many providers say they did not receive the announcement, or perhaps missed where it was posted. There was a decision to develop a flyer to present at various events for administrators. RC will revisit this with NBRC.
2. Presented and supported a value statement that RC's goal was to serve NBRC, in a manner they found useful to our common purpose of providing services. Even with alternate living arrangements, there exists a significant vendor category of adult residential, group homes, and residential care for the elderly that will enjoy open communication with the regional center. The better each facility feels about what they do, and the more they can resolve problems, the better services will be to residents.
3. Maura McDonald, Quality Assurance Supervisor, warmly reached out to the RC, offered NBRC's support, and to serve as our liaison. There was further support expressed by NBRC at the recent Board of Directors' meeting. Bob Hamilton, Dr. Michi Gates, and Maura all showed support and stated they see this as a positive development for NBRC.
4. As a follow-up from our last meeting, David Mauger contacted DSP training administration, 800-910-4604, related to DSP training opportunities and what appears to be a high failure rate for the challenge test. Opportunities to take the challenge test or DSP One / DSP Two classes get posted on their website at dspttrain.org. The closest location for the challenge test is Pleasanton, May 2018. There is an 11% pass rate for the

challenge test. Thirty per-cent fail the written part, another thirty per-cent fail the medication section, and twenty-nine per-cent fail both. One complaint is the medication part is brutal. There is confusion why these tests are timed given that rushing the procedure may contribute to making a mistake. Also, the RC is wondering about the status of DSP classes offered online. Online courses have great value for residential because attending seventy hours of off-site training, for many direct support professionals, can be a significant hardship. DSPs having two jobs is more the rule than the exception. Traveling far for the test or training is a hardship. The RC will follow up with Maura.

5. There was a recommendation to invite Ali Tabatabai, Executive Director at New Leaf, to an RC meeting to discuss how ABLE may apply to residential services, maybe early 2018, allowing us to get improved attendance.
6. As a follow-up to last month and this month's discussion about Title 17 annual QA visits, the RC will follow-up with Maura.
7. GoToMyPC: Information to Follow.
8. There is no follow-up to last month's discussion about the lack of residential resources. This deficiency becomes a problem when a person has aged out of their home, is violent toward other residents, desires to live in a different home, the administrator wants to retire, or the resident is non-ambulatory and lives in a home licensed for people who are ambulatory. Bob Hamilton, NBRC Executive Director, addressed this head on during the board meeting, emphasizing this can become a client rights issue, and affirmed NBRC's intent to change this in 2018.
9. Communication with providers when there is a new service coordinator got discussed during the last VAC meeting. NBRC has a procedure, agree it continues to be important and will review the process for problems.
10. The concern that R&D is requesting copies of special incident reports got discussed at the last VAC meeting. NBRC supports this process, stating this information helps to resolve problems. About delays that happen when setting up a new route, in one case three months, this got discussed at the VAC.
11. RC will postpone discussing HCBS pending improved attendance.

Next Meeting: 1/25/18

Agenda:

- Home and Community Based Services specific to residential services.
- Please submit.

Minutes submitted by: David Mauger

NBRC INTAKE DEPARTMENT

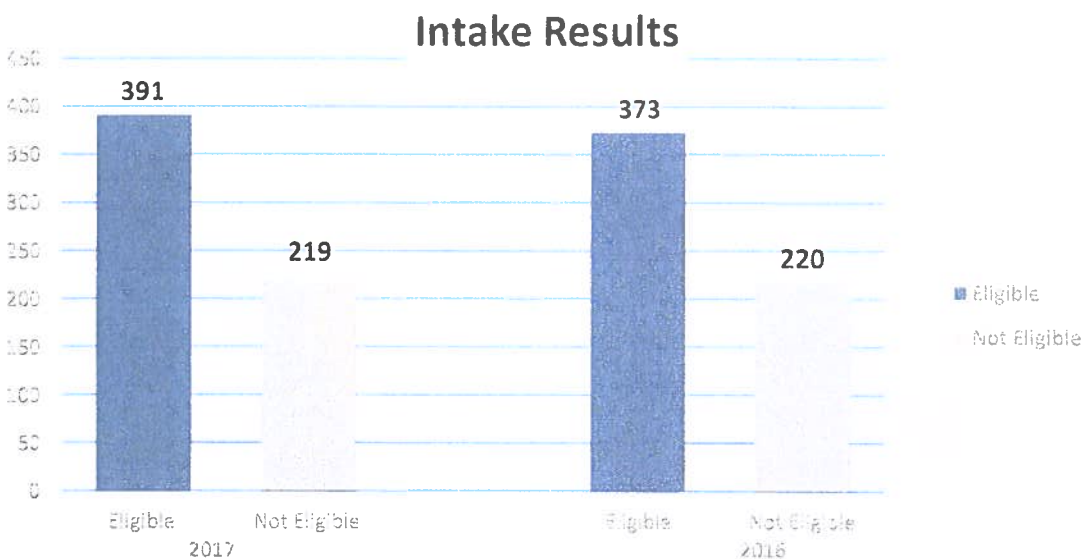
INTAKE DEPARTMENT UPDATES

In 2017, the Intake Department added a third Intake Referral Coordinator (IRC) position. Incoming calls are now being returned within 3 days and IRC's are able to allocate time to answer live calls. To further our outreach efforts, the Intake Department is identifying locations in the community to meet with families to answer questions and take referrals, if appropriate. Once locations have been identified, NBRC will have a quarterly schedule that will be posted on the website and shared with our community partners.

In addition, NBRC now has a psychologist overseeing a Family Support Program that was designed to help and educate families with the diagnosis of their child's developmental disability. Early Intervention Service Coordinators and Assessment Counselors have been providing this option to families when their child is newly diagnosed with a developmental disability. At the families' request, the psychologist will meet with them and if needed, a physician and/or a Board Certified Behavior Analyst will also participate

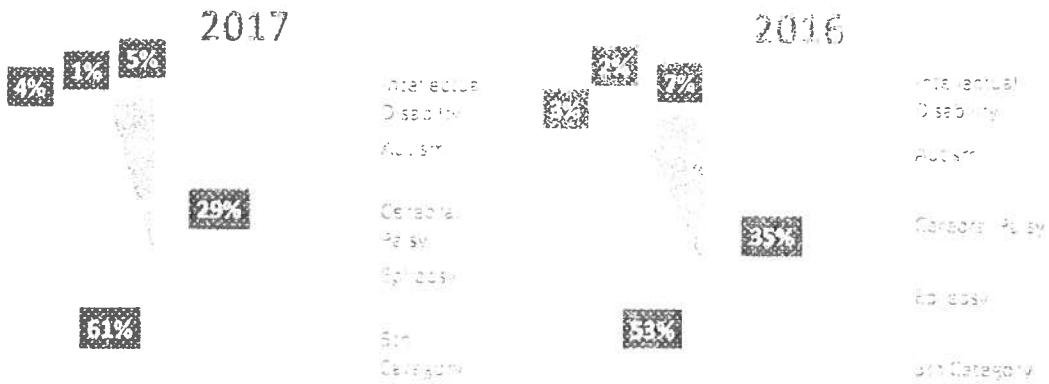
ELIGIBILITY RESULTS

The graph below compares the eligibility results from 2017 to 2016. We had an increase in eligible applicants in 2017.



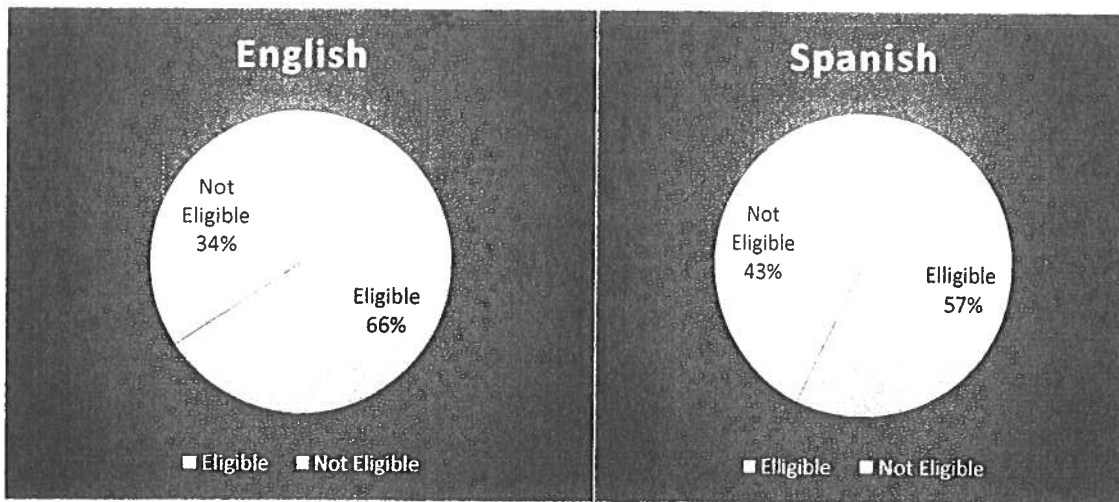
ELIGIBILITY DIAGNOSES

The diagrams below represent the percentage of diagnoses that applicants were made eligible under in Napa, Solano and Sonoma County. Intakes include individuals over the age of 3 as well as children from Early Intervention turning 3.



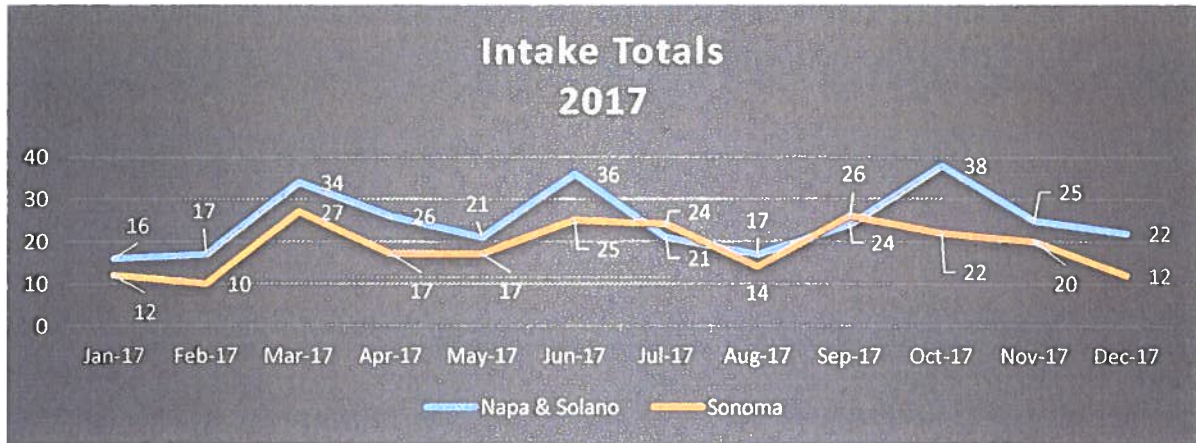
ELIGIBILITY BY LANGUAGE

The diagrams below breakdown eligibility results by language for 2017. We reviewed a total of 491 English speaking cases and 119 Spanish speaking cases in 2017, for a total of 610 cases. In 2016, we reviewed a total of 593 cases.



INTAKES FOR INDIVIDUALS OVER 3

In 2017, the Intake Department had a total of 523 intake assignments. 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 in 2017. We had an increase intake assignments for Napa and Solano Counties.





**Federal Revenue Department Board Report for Quarter 2,
Oct-Nov-Dec 2017**

The Federal Revenue Department consists of the HCBS/Medicaid Waiver program, 1915(i) State Plan Amendment (SPA) program, Self Determination Program (SDP), Nursing Home Reform (NHR), Audit preparation for all DDS and CPA Audits, CMS Setting Rules/HCBS Compliance, and Agency trainings re: all Federally-related programs and supports.

- **HCBS Medicaid Waiver program:**

Goals: Our annual target for the 2017/18 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 11/30/17, NBRC has 4026 individuals enrolled in the Medicaid Waiver program. This represents 53.5% of all active clients eligible for Federal Financial Participation (FFP).

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

The 1915(i) SPA will allow California to receive federal funding for POS services for individuals who may not qualify for Medicaid Waiver, but will not provide funds for operational expenditures for Centers at this time. DDS has 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. DDS has identified approx. 1500 clients that are potentially eligible; approx. 1150 have been enrolled into the SPA program. NBRC is looking forward to the Sandis 7 upgrade so that this information is more easily tracked.

- **Audits:**

- **HCBS Audit**

California's Department of Developmental Services (DDS) and Department of Health Care Services (DHCS) completed the biannual HCBS Medicaid Waiver audit in May 2017 at NBRC.

Status: Per DDS and DHCS' exit interview, no findings in the areas of Purchase of Service, Special Incident Reporting follow up, Notice of Action requirements, monitoring requirements of those moved out the Sonoma Developmental Center, or Nursing Home

Reform procedures. Positive feedback was provided re: interviews with Service Coordinators, vendors, and other agency staff. Draft audit findings and recommendations have been provided and NBRC must respond to DDS by February 8, 2018.

NBRC to continue improving processes around timely Choice Forms, addressing qualifying conditions, signatures on IPP addendums, and timely quarterly monitoring.

Independent/CPA Audit

The Independent Audit, conducted by an outside CPA firm will be scheduled after mid March. As this Audit will cover 2016, another CPA/Independent Audit will be scheduled in the fall. The Federal Revenue team will assist 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 17/18 fiscal year, to include:
 - 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

A training on Generic Benefits will be presented to staff in February 2018.

- **DDS/NBRC updates:**

CMS HCBS Settings Rule

Status: HCBS Provider Funding Concept Proposals have been approved by DDS and 9 of NBRC's vendors were chosen to receive this funding and NBRC was able to get into contract with eight. Federal Revenue Supervisor, Julie Parrish is working with this group of vendors on budget monitoring, billing requirements, and overseeing milestones that meet the Proposal objectives.

At this time, all eight agencies are either on target or are receiving technical assistance from NBRC to stay in compliance.

Service Coordinators have been provided training on these Settings Rules, with more trainings offered in April 2018.

Self Determination Program

The NBRC Self Determination Advisory Committee met Dec 18, 2017. Attempts have been made to gather this group during a mutual time as there is more discussion from DDS re: implementation guidelines.

Status: DDS has completed the training modules of the components of the SDP for identified RC staff. RC staff have attended trainings offered at a variety of Regional Centers, including Federal Revenue and identified Case Management Supervisors.

NBRC continues to offer SDP presentations to the community at a variety of times and locations throughout January, February, and March, 2018. List of interested applications have been sent to DDS and there is now a portal on the DDS website where families and clients can check to see if their name has been submitted.

SDP overview was provided to case management staff at end of November.

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 and plans to provide an update to staff once more information is provided by DDS.

Nursing Home Reform:

DDS continues to capture additional FFP by requesting LTC facilities to request Pre Admission Screening and Resident Reviews (PAS/RRs) 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 consists of a Department Manager, Supervisor, 2.5 FTE Internal Quality Monitors and 2 FTE Client Services Assistants who continue to provide trainings and support to service coordinators and supervisors in order to assist with compliance requirements and Federal regulations. The Federal Revenue Department will do so by:
 - Providing support with ongoing Medicaid Waiver enrollment
 - Providing support with ongoing 1915(i) State Plan Amendment (SPA) enrollment
 - Track the Client Development Evaluation Report (CDER)
 - 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
 - Outreach and trainings regarding the CMS HCBS Final Settings Rule in collaboration with the Quality Assurance team



North Bay Regional Center

Training & Outreach 2017

1. Staff Training : 38 new hires & 11 promotions

a. New Employee Orientation (2x/month)

- Human Resources
- Introductory presentations on NBRC technology and software and agency expectations; Lanterman Act, Dept of Developmental Services, and NBRC; Person Centered Planning and IPP Development; and Documentation and Compliance requirements

b. In Service Workshops (1-4x/year)

- Federal Revenue Programs
- Client Development and Evaluation Report (CDER)
- Targeted Case Management (TCM) & Documentation
- Intake and Eligibility
- Living Arrangements & Placement Options
- Fiscal/Purchase of Service
- SANDIS
- Transportation w/ R&D
- Respite
- Daycare
- Mandated Reporting, Special Incident Reports & Quality Assurance
- Dept of Rehab
- In Home Supportive Services
- Clients Rights, Advocacy, and Voting (starting 2018)
- Legal Team
- Mental Health Services (starting 2018)
- DocuShare

c. Professional Skills Development (1x/year, both offices)

- End of Life/PreNeed
- Conservatorship Reports
- Cultural Sensitivity
- Employment Options
- Clients Rights, Advocacy & Voting
- IEP and the Role of the Service Coordinator
- CMS Settings Rules
- Self Determination Program
- Person Centered Planning (30 Service Coordinators)

2. NBRC Learning Management System (LMS)

- Training Tracking, employee transcripts administration, new user setup, course/Learning Path enrollment and training assignments, Supervisor training and support; online content development and instructor-lead training implementation and enrollment:

- Intro to RC System
- Case Documentation
- Medicaid Waiver
- Sandis Welcome Screen
- Sandis T19 Notes
- Sandis primary screen
- Exploring Generic Resources
- Risk Management
- Special Incident Reporting
- Intro to Special Education
- Aging and End of Life Planning

3. Community Outreach

a. Outreach Committee

- Committee efforts include Recruitment, Information & Eligibility, Purchase of Service Disparity projects, Performance Contract and Risk Mitigation

b. Events Attended/Hosted

- Bi National Health Fair, Napa
- Latino Health Conference, Santa Rosa
- Univision interview, Santa Rosa (to be aired Feb 7th)
- POS Disparity
- Intro to RC/SELPA