



*Sponsors of
North Bay Regional Center
and other programs
for persons with developmental disabilities
10 Executive Court
Napa, CA 94558
707-256-1224
Fax: 707-256-1230*

*Promoting Opportunities
Supporting Choices*

MEETING NOTICE

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

DATE: June 1, 2016
TIME: 5:00 – 7:00 p.m.
PLACE: North Bay Regional Center
10 Executive Court
Napa, CA 94558

Map & Agenda Enclosed

Board Related Meetings: The next meeting of the Vendor Advisory Committee will be June 14, 2016, at North Bay Regional Center Jameson Canyon office conference room (4A&B) from 10:00 to noon.

REMINDER: Please contact Kathy Newman at (707) 256 1224 if you are unable to attend the Board meeting.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, June 1, 2016, 5:00 p.m.
North Bay Regional Center
10 Executive Court, Napa, CA 94558**

AGENDA

- I. **CALL TO ORDER** – President Margi Stern
- II. **ROLL CALL AND INTRODUCTIONS** – Rita Edmonds-Norris, Secretary (2 minutes for call to order, roll call, and introductions)
- III. **CONSIDERATION OF MINUTES**
Minutes of the Regular Business Meeting of April 6, 2016 and May 4, 2016 be approved as submitted.
(3 min) (Pgs. 1-13) ACTION
- IV. **TREASURER'S REPORT**
Treasurer's Report for the period of March 1 – 31, 2016 and April 1 – 30, 2016 be approved as submitted. (3 min) (Pgs. 14-14a) ACTION
- V. **ANNOUNCEMENTS** (10 minutes)
- VI. **FEATURE PRESENTATION** – Caseload Ratio Plan of Correction (20 min) (Pgs. 21-22)
- VII. **NEW BUSINESS**
 - A. CBEM – Approval of contract extension – Courtney Singleton ACTION
- VIII. **COMMITTEE REPORTS**
 - A. Executive Committee - Board Officers – Margi Stern, President; Walt Spicer, Vice President; Secretary, Rita Edmonds-Norris; Franklin Phillips, Treasurer (3 minutes) INFO
 - B. Vendor Advisory Committee – Mike Huckins – (10 minutes) (Pgs. 23-26) INFO
 - C. Nominating Committee – Walt Spicer
Seating of Jose Ayala, 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)
 - C. Dave Johnson - Chief Financial Officer (10 minutes) (Pg. 15)
- 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 Annual Board Meeting scheduled for Wednesday, July 6, 2016, North Bay Regional Center, Napa, CA at 610 Airpark Road at 5:00 p.m.
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North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, April 6, 2016, 5:00
North Bay Regional Center
2351 Mendocino Avenue, Santa Rosa, CA 95403

MINUTES

NBRC BOARD MEMBERS PRESENT:

Mike Huckins, ARC Solano, VAC Rep.
Rita Edmonds-Norris
Len Carlson, Facilitator
Rhonda Foster

Margi Stern, President
Franklin Phillips, Treasurer
Walt Spicer
Joanne Tsai

NBRC BOARD MEMBERS ABSENT:

Angel Giroux-Greber (Excused)

Barbara Power (Excused)

STAFF PRESENT:

Kathy Newman, Executive Assistant
January Crane, Federal Revenue Manager
Michi Gates, Director, Client Services
Ellisa Reiff, CMS
Jessica Gutierrez, SC
Lynda Wheeler, CMS
Todd Cooper, SC
Ashley McConnell, SC
Tami Jo McMahan, Intake
Jeana Kinne, SC
Christin Niederberger, SC
Alexander Williams, SC

Bob Hamilton, Executive Director
Dave Johnson, Chief Financial Officer
Deanna Heibel, Associate Dir. Client Services
Pamela Madden Krall, Training/Info Manager
Deanna Kirkpatrick, Associate Dir. Client Services
Jeannette Prosser, SC
Courtney Singleton, Associate Dir. Client Services
Micheline Justman, SC
Patrea Miller, SC
Christie Null, CMS
Maria Gonzalez, SC
Chelsea Newton, SC
Denise Denington, SC

GUESTS PRESENT:

Harry Matthews, Parent
Stan Higgins, Oaks of Hebron
Lauren Meiklejohn, BI

Kelley Hanson, Pace Solano
Sherman & Liz Blackwell, Blackwell Homes, Inc.
Karen Farnsworth, CA Autism

CALL TO ORDER – Margi Stern, President, called the meeting to order at 5:05 p.m. Roll was called and a quorum was present. Board and audience introduced themselves

CONSIDERATION OF MINUTES

M/S/C (Phillips/Edmonds-Norris) Move that the minutes of March 2, 2016 regular business meeting be approved as submitted. UNANIMOUS

TREASURER'S REPORT

M/S/C (Huckins/Spicer) Move that the Treasurer's Report for the period of February 1 - 29, 2016 be approved as submitted. UNANIMOUS

ANNOUNCEMENTS:

- Pamela Madden Krall announced that ARCA Board of Directors is hosting a 50th anniversary Lanterman Act celebration. All regional centers are encouraged to submit a 90 second video clip identifying "What Does the Lanterman Act Mean to You". The video clips will be shared at ARCA's annual board meeting in June.
- The Expenditure Report has been completed with a plan to address disparity.

FEATURE PRESENTATION: Review of Michael Smull's The Learning Community for Person Centered Practices Training – Michi Gates, Pamela Madden Krall, & Ellisa Reiff.

Michi, Pamela, and Ellisa provided a PowerPoint Presentation entitled The Learning Community for Person Centered Practices Training. They outlined the following:

All people have positive control over the lives they have chosen for themselves.

- Encourage, support, and disseminate learning
- Opportunities to share and develop learning
- Criteria for Excellence for those who train others; support for creation of Best Practices

Michael Smull:

- Is Chair of the Learning Community for Person Centered Practices; partner in Support Development Associates.
- Has worked in 47 states and six countries.
- Has written extensively on issues relating to supporting people with challenging behaviors, person centered planning, and the challenge of changing our system to one that supports self-determination.

What are Person-Centered Practices?

- People with Disabilities-
 - ✓ Have positive control over the lives they have chosen
 - ✓ Are recognized and valued for their contributions (past, current, and potential) for their communities
 - ✓ Are supported in a web of reciprocal relationships, both natural and paid, within their communities
 - ✓ Are employed as they choose
- Process begins and ends with listening
 - ✓ What are we listening for?
 - ✓ Who are we listening to?
 - ✓ How are we listening?
 - ✓ How do we keep listening?

What are we listening for?

- Information that allows us to support people in moving towards their outcomes
- What do we like and admire about person?
- What is important to person now?
- How do we best support the person?
- What does this tell us about how the person wants to live?
- How do current circumstances compare with how they want to live?

Who are we listening to?

- The Person
- Those the person selects
- Those who know and care about the person
- Those who have a personal connection with the person

Acting on what we learn

- Plans that are done for compliance are not used in day to day
- May have good information about person, but outcomes only relate to what is "important for" the person, not "to" the person
- Outcomes are viewed as either/or (happy or healthy) not both/and (happy and healthy)
- Choice has boundaries for everyone. When are boundaries set for convenience of The System, e.g., operating hours, staffing, policies etc.?

- Need a system where each person decides and makes choices about:
 - ✓ Who provides the services and supports

- ✓ Where they live
- ✓ Who they live with
- ✓ What they do with their time including who times spent with and employment options.
- ✓ What they do with their resources.
- How the new CMS rules contribute:
 - ✓ We have a once in a generation opportunity of challenges that could result in settling for incremental change
 - ✓ Directed by the person and the people they choose
 - ✓ Results in a plan that reflects goals and preferences related to things to do, employment, income & savings, healthcare, education, and others.
 - ✓ Reflects paid and unpaid services and supports and who provides them.
- Home and Community-Based Settings Must ...
 - ✓ Be integrated and support access to the community
 - ✓ Provide opportunities to seek employment, engage in community life, and control person resources
 - ✓ Be selected from amongst setting options that include private units in residential settings
 - ✓ Optimizes individual initiative, autonomy, choice, and freedom from coercion and restraint.
 - ✓ Facilitate individuals' choice regarding services and who provides them
 - ✓ Allow for same protections and responsibilities regarding tenant/landlord laws in all residential settings
 - ✓ Ensures privacy in all residential settings
 - ✓ Allow for individuals' control over schedules, activities, choice of roommates, furnishings, access to food, etc.
- Underneath the CMS Rule Each Person Decides
 - ✓ Who provides the services and supports
 - ✓ Where they live
 - ✓ Who they live with
 - ✓ What they do with their time
 - ✓ What they do with their resources
 - ✓ Go from "we know best" to the Person Knows Best
 - ✓ Go from power over to power with
 - ✓ Create an expectation of substituted judgement and supported decision making
- If This Happens
 - ✓ What can stay the same?
 - ✓ What needs to change?

NEW BUSINESS:

- A. Amended Draft Response to Supervisor Gorin's Request – Bob Hamilton - An amended version of the response letter to Supervisor Gorin's requesting NBRC to partner in transforming Sonoma Developmental Center into a Federally Qualified Health Clinic. Discussion followed.

M/S/C (Huckins/Phillips) Move approval of the amended response to Supervisor Gorin's letter.
UNANIMOUS

COMMITTEE REPORTS:

- A. Executive Committee – Margi Stern, President; Walt Spicer, Vice President; Rita Edmonds-Norris, Secretary; Franklin Phillips, Treasurer – No meeting.
M/S/C (Huckins/Phillips) Move approval of the seating of Rita Edmonds-Norris as Board Secretary. The Secretary takes roll at Board meetings and also stays abreast of Board email.
- B. Vendor Advisory Committee (VAC) – Mike Huckins
The VAC met on Tuesday, March 8, 2016. Please refer to the minutes for the complete report.

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

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

Announcements:

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

Group reports were given.

- The Sonoma Vendor Group continued planning the 3/11/16 8 am Legislative Breakfast in Santa Rosa, 50 D St., 4th floor.
- NBHC: Vallejo facility for the homeless is being rehabbed and an attorney is assisting to assure compliance for qualifying candidate selection. Match.com is being tailored to help connect compatible roommates.
- Trade Associations:
 - ✓ CDSA Leg Affairs Conference was on March 1-3 and many thanks to Leg. Offices were shared.
 - ✓ Board Report: Mike thanked the Board for their early support of the Lanterman Coalition 10 campaign. Pamela reviewed the website. Specific sections would be helpful with new vendor staff training on our service system. The 4/1 comedy night at the Colonial theater in Sacramento and Angel's proposed Angel's Keepers Nanny Service was mentioned. Kudos to January and her Staff for their tremendous efforts in getting Consumers on the Waiver. The next meeting will be at the Santa Rosa NBRC office.
 - ✓ NBRC/ARCA: The next ARCA meeting will be on 3/18 at Alta Regional Center. Harry Matthews will continue volunteering after his Board tenure.
 - ✓ Dr. Michi Gates: The 2016/17 CPP Placement Plan has been announced just after the '15/'16 CPP RFPs were awarded. The Quality Assurance roles of QA Staff and Service Coordinators is being reviewed. Becoming Independent hosted an excellent annual meeting. Most of the SLS Contract renewals are complete. TSS Solano provides stand along psychiatric services in addition to wrap around clinical resources when generic mental health or healthcare services are not available.

Announcements:

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

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

- C. Nominating Committee – Walt Spicer – Will interview a Napa County Board applicant.

EXECUTIVE DIRECTOR'S REPORT

Bob Hamilton, Executive Director, Report:

- Eileen Richey, Executive Director, ARCA, has contacted all Regional Center Executive Directors to keep them abreast of new developments in the system and how ARCA's relationship with DDS is working.



- Deputy Director, Michael Wilkening, continues to be involved in issues i.e., board accountability, training, knowledgeable on the issues, eliminating missteps by some Executive Directors and Board members. It is likely that trailer bill language will be developed to place more requirements on Regional Center Boards and Directors.
- DDS continues to press the Regional Center system on why there is such a variance on capitated expenditures. More standardization is needed to understand what is driving this.
- DDS has requested that Regional Centers be analyzed as to how they are conducting day to day business. It is clear that when the Statewide Regional Center system was designed (billing wise), there wasn't enough structure developed. It's the "other shoe" that goes along with the hundreds of millions of dollars received by the Regional Center system.
- Sub Budget 3 Committee for the Senate regarding DDS and Regional Center issues met. Senator Holly Mitchell sat on the Human Services committee when Senator McGuire and expressed concern as to what was going on.
- It will be challenging to have SDC close by the end of 2018. It takes 18-30 months to get a residential facility ready. Health issues of residents at SDC must be taken in account. There is very little access to health care to address the needs of SDC's residents. We are dealing with people who are non-verbal and are unable to communicate what is wrong with them.
- Placement of last resort Community Placement Plan (CPP) / Crisis Homes. There needs to be a place for clients in crisis to go rather than jail or a psychiatric facility. There is no movement on developing plans to transition Developmental Center residents into the community. In the transition of moving residents into the community, people that have worked with SDC residents for a long time are lost, unless State staff follow them into community placement as much as possible.
- There is a huge difference between the average cost of serving a client in the community and serving a client residing at Developmental Center.
- Data has been requested by the County regarding health care needs. They are studying the feasibility of a federally qualified health clinic. Discussion followed regarding Medicare for residents.

Michi Gates, Director, Client Services

- The Regional Center system will be receiving more money part of which is designated for NBRC to hire six additional service coordinator positions. The lower the caseloads ratio the better service can be provided to those receiving services.
- NBRC is creating a new Children's Unit in our Santa Rosa office. NBRC has posted a supervisory position in the Santa Rosa office. The goal is to reduce the size of current units in both offices. Once the supervisory positions are filled, the six additional service coordinator positions will be posted.
- Deanna Kirkpatrick has been hired as the new Associate Director of Client Services with a focus on Children's Services. She is currently the Department Manager for Intake Services. NBRC is in the process of filling that position. Deanna Heibel will now be able to focus on adult services. Courtney Singleton will focus on Community Services. This will allow NBRC to improve services to our service coordinators and clients.
- NBRC has completed the vendorization process for the new Autism program at Becoming Independent, i.e., "Passport to Independence". This will provide an opportunity for individuals with autism to learn in a classroom setting and obtain a job.
- NBRC hosted the Quality Management Advisory Group for the closure of SDC. Harry Matthews serves on the Committee. The Advisory Group develops goals to assure quality services for residents at SDC
- Community Placement Plan 2015-2016 has selected providers for all day programs and residential programs. Thanked Courtney Singleton and her team for completing this task.
- Self-advocacy group is attempting to restart. The group assists clients who are registered to vote to get to the polling places.

Dave Johnson, Chief Financial Officer

- There is money in Purchase of Service to pay NBRC vendors. The Operations budget is on target as well. NBRC is not looking at cuts but increases.

LIAISON REPORTS

- A. Association of Regional Center Agencies (ARCA) – Bob Hamilton
- A grant was received for ARCA to develop a Forensic Committee.
 - Two day meeting at San Gabriel Pomona Regional Center on 4/26-27. Data on website.
 - Discussion regarding managed care bill and how the money is going to work.
 - Announced ARCA slate of officers for next year. They will be elected at the Annual Board meeting scheduled for June.
 - Improve housing
 - Managed Care Organization (MCO) Tax
 - Peer support “Strike Team” to assist Centers that are experiencing difficulty.
 - Webinar for Board meetings was discussed.
- B. State Council on Developmental Disabilities/North Bay Regional Office – Lisa Hooks – No report

GENERAL PUBLIC COMMENT: Micheline Justman thanked the Board for meeting in the Santa Rosa office.

GOOD OF THE ORDER: None

ADJOURNMENT – M/S/C (Spicer/Phillips) Move to adjourn the meeting at 7:15 p.m. UNANIMOUS

NEXT MEETING ANNOUNCEMENT: The next regular business meeting of the Board is scheduled for May 4, 2016 in Napa NBRC office at 5:00 p.m.

North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, May 4, 2016, 5:00
North Bay Regional Center
10 Executive Court, Napa, CA 94558

MINUTES

NBRC BOARD MEMBERS PRESENT:

Mike Huckins, ARC Solano, VAC Rep.
Rita Edmonds-Norris, Secretary

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

NBRC BOARD MEMBERS ABSENT:

Angel Giroux-Greber (Excused)
Walt Spicer (Excused)

Barbara Power (Excused)
Joanne Tsai (Excused)
Rhonda Foster (Excused)

STAFF PRESENT:

Kathy Newman, Executive Assistant
Deanna Heibel, Associate Dir. Client Services
Jessica Gutierrez, IQM
Kimberly Dowling, IT
Guadalupe Lopez, Intake Dept. Manager
Rafael Hernandez-Perez, CMS
Beth Jensen-Warner, SC
Daniel Cortes, SC

Bob Hamilton, Executive Director
Dave Johnson, Chief Financial Officer
Michi Gates, Director, Client Services
Courtney Singleton, Associate Dir. Client Services
Thomas Maseda, Director, Administration
Dee Skrzypczak, Fiscal Sup.
Isabel Calder, Accounting Dept. Manager
Geri Cludette, SC

GUESTS PRESENT:

Pat Walter. PHA SDC
Jose Ayala, Consumer
Anna Shands, DDS

Kelley Hanson, Pace Solano
Lisa Hooks, SCDD
Adela & Francisco Ayala, Parents

CALL TO ORDER – Margi Stern, President, called the meeting to order at 5:04 p.m. Roll was called but a quorum was not present so no Board business was conducted at this meeting. Board and audience introduced themselves. Correction to the April Board minutes to reflect Kelley Hanson was not present.

TREASURY REPORT: Franklin Phillips provided the March Board treasury report as informational.

ANNOUNCEMENTS:

- Mike Huckins announced the passing of Mary Cook, past long-term employee of NBRC, and requested a moment of silence.
- Michi Gates acknowledged the passing of Mary Cook and Marilyn Halloran, both from Parkinson's Disease. Both women made significant contributions to NBRC and NBRC's community.
 - ✓ Marilyn Halloran began her career at NBRC in 1985 as a case manager in the Santa Rosa office. She promoted to supervisor and then to Section Manager of Adult Services. Michi spoke to Marilyn's daughter at which time she shared a story about Marilyn's character. Her daughter told Michi that the family was at Marilyn's apartment after her death gathering her things when her neighbor, an African-American woman stopped in. She told them that she had problems with racism from other residents in the complex and wasn't sure what to do. When she told Marilyn, Marilyn's response was that she would help and that she was just not going to tolerate that kind of behavior.
 - ✓ Marilyn was like that at NBRC as well. Nothing daunted her, nothing stopped her from taking action and doing her best to support our clients and NBRC. She was a strong leader. Her daughter told Michi that when Marilyn was getting her Master's degree she was working and raising two children under the age of 10 on her own. Her daughter would sometimes ask her

how she possibly did it and Marilyn's response was that she didn't know she had any other choice. Marilyn never wasted any time fretting or complaining about anything she just moved forward with ideas and solutions. Nancy Gardner, NBRC's Executive Director at the time, talked about a seemingly impossible client crisis and how Marilyn calmly handled it and found a way to meet the client's needs.

- ✓ Michi noted that she became acquainted with Marilyn when she was promoted to Section Manager and Michi was promoted to supervisor in the Napa office in 1998. Michi had been a case manager for a couple of years and as a supervisor was quite "green". Marilyn provided the strong and steady guidance needed. The role model she provided as a strong female leader was hugely important. She was always there for staff and happy to assist with the most challenging client situations. The executive leadership depended upon her for her integrity, excellent judgement and commitment to identifying and meeting agency and system goals. She had a wonderful dry sense of humor, a great smile and laugh. Her positivity carried Michi and others through anxious times and provided the confidence to meet the challenges in our system.
- ✓ Marilyn loved her job at NBRC but retired after 21 years to move to Arizona and spend time being with and caring for her mother. She was very happy to have the opportunity to do that. Her children were very close to her and in the past year lived in Las Vegas to be with her daughter and son.
- ✓ Mary Cook began her career at NBRC in 1994 as a case manager in NBRC's Vallejo office. She would tell the story about how she was shown her desk on her first day. Charts for the clients on her caseload were stacked everywhere, unfiled as there had been a last minute relocation. There was no training back then so she had to figure things out as best as she could and she did figure things out beautifully, becoming an example to all of us of how to provide the best case management services possible to our clients.
- ✓ Mary cared deeply about our clients and our agency. Her mind was never at rest. If she wasn't doing something to support a client she was doing something to support her co-workers, the agency or the community. She typically had a big smile and a sparkle in her eye, always positive and supporting all those around her.
- ✓ When Michi came to NBRC to the children's unit, Mary was in the adult unit. She assisted Michi develop a tracking system for her caseload, she was so organized. When I promoted to supervisor of a growth unit Mary offered to transfer to my unit for the good of the agency and not necessarily for her own. And when Michi wasn't doing a very good job she told her so. Mary was very serious when it came to providing quality services and meeting the needs of our clients so she didn't hesitate to express her frustration with my ineptitude; it wasn't personal. It made a huge difference to me and started me on the path to understanding my role and how to support case managers.
- ✓ Mary was instrumental in creating the annual Holiday Arts and Crafts Fair that showcases our client's art and still goes on today. She was honored by the NBRC Board for her work on this. Each year our clients, vendors, and staff look forward to this wonderful event. Mary was fluent in American Sign Language and in addition to supporting deaf clients on her caseload taught NBRC staff about deaf culture and ASL during her lunch breaks. She also provided ASL training for service provider staff, knowing how important it is for our deaf clients to be able to communicate with those who support them.
- ✓ Mary was just as active outside of work. She played on local softball teams and was a big Giants fan. She taught water aerobics at Exertec in Napa where Michi often saw her. She did not like to cook which is funny because her last name is Cook. She had a husband who adored her, and a family that loved her so. She was the only girl in her family with five older brothers. You can just imagine how special she was and she was born on Christmas Day. She loved cats, caring for her own as well as strays.
- ✓ Mary retired from NBRC in 2014 after 20 years of service. She wanted so badly to stay longer but it was important to her that her clients received the best support possible and when she could no longer do that she retired.

NBRC is forever grateful for the contributions of these two amazing women and are so thankful to have known them and benefitted from all that they taught us.

FEATURE PRESENTATION: Early Start Symposium – Guadalupe Lopez, Intake Department Manager

Office of Special Education Programs (OSEP) is moving towards Results-Driven Accountability, and as a result, indicator #11 (below) was added to the Annual Performance Plan.

State Systematic Improvement Plan (Indicator #11)

- What is the SSIP (State Systematic Improvement Plan)? The SSIP is a required indicator in the APR (annual performance report).
- Why was the SSIP added to the Annual Performance Plan? To help analyze the current system and redesign our infrastructure to help improve child outcomes.

Where Can California Show Improvement? California submitted their improvement plan and decided to focus on improving social emotional development. This is known as the California's State-identified Measurable Result (SiMR). The state wants to ...

"Increase the percentage of infants and toddlers with disabilities in California who will substantially increase their rate of growth in positive social-emotional skills (including social relationships) by the time they exit the early intervention program."

The Benefits for Providing Social-Emotional Services are for Children to:

- be more easily comforted
- pay more attention to what is going on in their surroundings
- regulate their emotions better
- learn they can influence others through their actions
- develop more secure attachments to their parents or other caregivers

Research shows that families play a key role in their child's social-emotional development

- There are five protective factors that help children and families thrive:
 - ✓ Parental Resilience
 - ✓ Social Connections
 - ✓ Concrete Support in Times of Need
 - ✓ Knowledge of Parenting and Child Development
 - ✓ Social and Emotional

Social Emotional Development leads to increased positive future outcomes and creates a foundation for children's later health, success, and overall quality of life.

How is this going to be rolled out? It's a multi-year plan

- NBRC is currently in Phase III which is going to be broken down by three innovative zones
 - ✓ Innovative Zone 1: 4-7 Regional Centers, July 2016
 - ✓ Innovative Zone 2: 4-7 Regional Centers, July 2017
 - ✓ Innovative Zone 3: Remaining Regional Centers, July 2018
- Local Implementation Teams will receive Technical Assistance from DDS and WestEd
- Provide trainings to parents, providers, materials, etc.

What are we doing?

- The unit agreed that NBRC should have a resource guide for families. Many times there are families who are struggling financially and their basic needs are not being met. Through this resource guide the families will have the tools necessary to help meet their needs. If the family needs are being met, the hope would be that the family could focus on their child's development.
- NBRC is becoming more familiarized with recognizing concerns in the area of social emotional. Almost everyone in the unit attended a training through "A Better Way", which covered infant mental health, what to look for in the child and care giver.
- Encourage parent to parent support.

Discussion followed

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 (VAC) – Mike Huckins - The VAC met on Tuesday, April 12, 2016.

Community Concerns/Clarifications:

- The vendor survey for the DSP and administrative rate increases were discussed.
- The 30 day notice was discussed. The exception to this notice is typically a health and safety concern, but individual choice is sometimes considered and sometimes the notice is honored.

Presentation: Deanna Kirkpatrick did a wonderful presentation on eligibility for services.

Announcements:

- Lauren announced Becoming Independent's new service for persons with autism.
- David Mauger will interview with the NBRC Board at the July meeting.
- Mike Huckins will be concluding his VAC membership in June when his term ends.
- The Vendor Relations committee met after the VAC meeting. Linda Plourde, Bayberry Inc., will assume the Vendor Rep. role in July and Lauren M. will be the Co-Facilitator for the VAC meeting.

Group reports were given:

- The Sonoma Vendor Group did a wrap up discussion of the Legislative Breakfast and discussed the CMS rules setting.
- NBHC: Santa Rosa is opening their Section 8 waiting list in May and Mary provided requirements for the Vallejo property that will be available soon.
- Trade Associations: CDSA conducted a webinar. ANCOR will have a conference in Chicago soon. The white collar exempt pay scale of \$50,000+/year was discussed.
- Board Report: There was a great turn out at the Santa Rosa office. Pamela, Michi and Elissa presented on the person center practices conference by the Learning Community. Rita Edmonds-Norris was elected Secretary.
- NBRC/ARCA: Bob reported that DDS will be holding Regional Centers and their Boards to greater levels of accountability. There will be a DDS team of auditors. The next ARCA meeting is in June.
- Dr. Michi Gates: There a few SLS contracts to finalize still. Courtney has reached out to the 75 NBRC vendors participating in the vendor survey. The RC rate increase will help fund 6 new Service Coordinator positions: 3 in the Santa Rosa Children's Unit and 3 in the Napa Adult Unit. Non CPP RFPs will be coming out soon. There is a great need for new Community Care Facilities.

Policy/Procedure Update: January did a presentation on physical and chemical restraints and what will be needed in Special Incident Reports.

C. Nominating Committee – Walt Spicer – Walt noted that he and Margi interviewed Jose Ayala who did a very credible job of introducing himself. Because there was not a quorum present the Board was unable to officially seat him. Seating will take place at the next regular business meeting.

EXECUTIVE DIRECTOR'S REPORT

Bob Hamilton, Executive Director, Report:

- NBRC Napa office will be moving to new offices the end of May. To assure the new building is ready, Bob requested the Board consider moving the Annual Board meeting to July 6th (Napa) so and change the June 1 meeting to a regular business meeting. Unless otherwise noted, the June meeting will be held at the 10 Executive Court location at 5:00 p.m. Bob requested the Board to decide, via a telephone conference call, whether or not to change the Annual Board meeting to July 6th at the new building (610 Airpark Road, Napa).
- NBRC is in the process of following up with vendors to encourage them to fill out the vendor survey. The Department stated via letter that NBRC will certify the survey. NBRC has not received any direction regarding the certification of the survey from the Department.
- Bob noted that he has attended multiple meetings with Department leadership, Parents Hospital Association (PHA), Consultants, Senator Mcguire and his team, etc., and have made great progress in

an attempt to understand more fully how SDC Coalition expects SDC closure to proceed and what kind of requirements they wish to have NBRC complete. The Department of Social Services has been facilitating the meetings which assists in gaining ground. Bob spoke with Nancy Bargmann, the new Director of the Department, who is intent on moving forward. For a small center like NBRC, it takes up a lot of resources to make this closure a reality. The Department has pledged their support.

- Bob noted the following bills that ARCA is in support of:
 - ✓ AB 1025 (Thurmond) - This bill would require designated county offices of education to establish a 3-year pilot program to encourage inclusive practices that integrate mental health, special education, and school climate interventions. Assembly member Thurmond is a past employee of Golden Gate and East Bay Regional Centers. He is very supportive of the Regional Center system.
 - ✓ AB 2371 (Frasier) – This bill would allow a taxpayer to designate an amount to be deposited to the Special Olympics Fund.
 - ✓ AB 2734 (Atkins) – This bill would require the Department of Finance to determine the state General Fund savings be allocated to the Department of Housing and Community Development. It is hopeful that legislation passed several years ago (SB 1175 - Steinburg) will be implemented in order to guarantee rents for clients. No resources to implement.
 - ✓ SB 818 (Nielson) – This bill would appropriate certain sums to the State Department of Developmental Services to provide a 10% rate increase for certain developmental service providers and regional center operating budgets, and would appropriate certain sums to the State Department of Health Care Services to restore rates paid to Medi-Cal providers.
 - ✓ SB 1427 (Pavley) – This bill would require the State Department of Developmental Services to establish a Work Transition Project with guidelines for regional centers to allow blended or braided forms of integrated services in order to reach compliance with the federal Home and Community-Based Services Waiver regulations. The bill would require the department to assess the decrease in time that it takes a consumer to become job ready and to transition into an integrated work setting.

Michi Gates, Director, Client Services

- NBRC continued progress on organizational structure and growth:
 - ✓ Deanna Kirkpatrick has been promoted from Intake Department Manager to Associate Director of Children Services which allows NBRC to focus and provide more specialized support to Children's Services, Adult Services, and Community Services.
 - ✓ Guadalupe Lopez has filled the Department Manager of Intake that Deanna Kirkpatrick vacated.
 - ✓ Rafael Hernandez-Perez transferred from Adult Services Case Management Supervisor to Early Start Case Management Supervisor.
 - ✓ Adult growth Case Management Unit being created in the Napa office to absorb three of the approximately six new service coordinator positions that are funded for through the Governor's budget will be covered by Pam Porter.
 - ✓ Nagina McCants, Senior Service Coordinator, has been promoted to Case Management Supervisor of Adult Services vacated by Rafael Hernandez-Perez.
 - ✓ Christina Sinohui, Intake Assessment Counselor, has been promoted to Case Management Supervisor of Children's Unit vacated by Pam Porter.
 - ✓ Growth Unit in the Santa Rosa office which will reduce the size of overly large units and will take three of the six Service Coordinator positions. Children's Unit Service Coordinator Claudia Ritchie, has been promoted to Case Management Supervisor of the growth unit. Reducing caseloads will result in better services for clients.
 - ✓ Three additional Quality Assurance positions have been posted. NBRC is currently interviewing for these positions.

- ✓ Michi is a member of the ARCA Community Services Committee who have expressed concern regarding the shrinking of QA departments in the Regional Center system due to the constant shortfall in the budget. These additional QA positions will assure support of our clients.
- NBRC has four new vendors:
 - ✓ PSYCHWEST Clinical & Forensic Psychology Inc. – Competency Training
 - ✓ Becoming Independent – Independent Livings Services
 - ✓ Jacobsen's Drive Training Center Inc. – Driver Education
 - ✓ Heart of Humanity – Home Health Agency
- The Special Incident Reporting (SIR) team will provide customized trainings. Michi congratulated the team on vastly improving Vendor compliance with SIR reporting timelines (increased from 54% to 80%). January and her team have been working on providing a better system to improve SIR reporting.
- NBRC has been working to get interested individuals registered so they are able to vote. It is essential that clients are able to get to their polling places.

Dave Johnson, Chief Financial Officer

- NBRC is within their Purchase of Service and Operations budget. There is enough money in the bank to pay vendors. Everything is looking good through the end of the fiscal year.

LIAISON REPORTS

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

- The Annual ARCA Board meeting is scheduled in June. There will be a report following that gathering.

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

- ✓ State Council has a new system where community vendor services are monitored to ensure client needs are being met. Are services available and are the services being utilized?
- ✓ State Council is tracking all dental complaints. The first thing the State Council tells callers is to contact their Service Coordinator at the Regional Center. They then contact Managed Care Quality Management Department at the Department of Health Services (DHS) who provided an email contact along with an 800 number at DentaCal plus several other contact information. The goal is to provide a report from all the entities above and develop a report as to why clients cannot access services.
- ✓ A parent contacted the State Council regarding their disabled child who attended college and now unable to pay off the student debt. The Obama Administration is generating an automatic letter to students who are receiving SSI benefits due to a permanent disability. The letter is forgiving student debt to permanently disabled students. There are approximately 387,000 matches in the system.
- ✓ Fairfield and Suisun Unified School District received funding to open an inclusionary and early intervention preschool.
- ✓ The Federal Government continues to communicate with DDS regarding the CMS Waiver Agreement for Self Determination. The State Council will submit an “unofficial” application to the Feds and anticipates a response with feedback. The official application will then be turned in by August. The process will begin November 2016.
- ✓ State Council met with Legal Aid Services of Northern California regarding sealing juvenile records. When clients transition into secondary educational programs, juvenile records will affect financial aid. The State Council recommends sealing these records. Legal Aid Services of Northern California will assist clients free of charge up until age 26.
- ✓ State Council Cycle 39 grant for the North Bay office is \$20,000 for health and safety for Early Intervention, education transition, and post-secondary education. Anyone interested in applying for this grant may access State Council North Bay Website and find out more information. Filing date cut off is May 31, 2016. The grant is based on community need.

- ✓ State Council now has a full “rack” with representatives from all three counties, representing all ethnicities, vendors, family members, and self-advocates. The first meeting will begin in the next few months.
- ✓ Pete Sanchez, former NBRC Board member and current Friends Board member, is a member at large on the State Council. Max Dooley is also a member of the State Council representing Napa and Solano Counties.

GENERAL PUBLIC COMMENT: Franklin welcomed Jose Ayala as a prospective Napa County Board member.

GOOD OF THE ORDER: Mike Huckins announced that ARC Solano Annual Meeting is scheduled for June 14th at 7:30 p.m. at 3272 Sonoma Blvd. Suite 4, Vallejo, CA 94590 with Steven Dale as the feature presenter on the ABLE Act. A Webinar featuring the same is scheduled for May 10th from 11:00 a.m. to 1:00 p.m.

ADJOURNMENT - 6:32 p.m. k

NEXT MEETING ANNOUNCEMENT: The next meeting will be a regular business meeting scheduled for June 1, 2016 in Napa NBRC office at 5:00 p.m.

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

In April 2016 NBRC's board money market account increased by \$2 to end the month with a balance of \$50,338.

The board checking account ended the month with a balance of \$1,976, down \$15 from last month reflecting board expenses.

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

In March 2016 NBRC's board money market account increased by \$8 to end the month with a balance of \$50,336.

The board checking account ended the month with a balance of \$1991 down \$324 from last month reflecting board expenses and client services expense.

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

83% of the year elapsed

As of April 30, 2016

			YTD Actual	% Total		Forecasted	YTD Act + Fcst	Forecasted Surplus (Deficit) From Allocation
Purchase of Services (POS)	<u>Allocation/B-2</u>			<u>POS</u>	<u>Var/ Alloc</u>	<u>Spending</u>		
Day Programs	\$ 30,416,667	\$ 30,026,949	24%	\$ 389,718	\$ 6,000,000	\$ 36,026,949	\$ 473,051	
Supported Living Services	34,166,667	34,199,875	28%	(33,208)	6,900,000	41,099,875	\$ (99,875)	
Community Care Facilities	25,416,667	25,689,463	21%	(272,796)	5,000,000	30,689,463	\$ (189,463)	
Behavioral Services	16,458,333	16,645,069	14%	(186,736)	3,300,000	19,945,069	\$ (195,069)	
Other	21,891,706	19,865,948	16%	2,025,758	4,500,000	24,365,948	1,904,099	
Total POS services	\$ 128,350,039	\$ 126,427,304	103%	1,922,735	\$ 25,700,000	\$ 152,127,304	\$ 1,892,743	
Receipts from ICFs for SPA services	(4,166,667)	(4,254,482)	-3%	87,815	(800,000)	(5,054,482)	54,482	
Community Placement Plan (CPP)	11,699,418	590,686	0%	11,108,732	13,450,000	14,040,686	(1,384)	
Total POS & CPP Services	\$ 135,882,791	\$ 122,763,508	100%	\$ 13,119,283	\$ 38,350,000	\$ 161,113,508	\$ 1,945,841	
Operations Expense (OPS)								
Personnel	\$ 8,750,000	\$ 8,737,025	60%	12,975	\$ 1,730,000	\$ 10,467,025	\$ 32,975	
Benefits	3,229,167	3,158,668	22%	70,499	600,000	3,758,668	116,332	
Facilities/Insurance	1,458,333	1,482,368	10%	(24,035)	380,000	1,862,368	(112,368)	
Equipment / General office	541,667	443,438	3%	98,229	225,000	668,438	(18,438)	
Communications	100,000	88,355	1%	11,645	20,000	108,355	11,645	
Mileage	191,667	199,133	1%	(7,466)	50,000	249,133	(19,133)	
Legal	166,667	105,775	1%	60,892	30,000	135,775	64,225	
Consultants	270,833	279,925	2%	(9,092)	40,000	319,925	5,075	
Other Expenses	26,353	(14,293)	0%	40,646	125,000	110,707	(79,084)	
Total Operations Expense	\$ 14,734,686	\$ 14,480,394	100%	254,292	\$ 3,200,000	\$ 17,680,394	\$ 1,229	
Community Placement Plan (CPP)	1,143,924	1,009,118		134,806	363,600	1,372,718	(9)	
Total OPS & CPP Expenses	\$ 15,878,610	\$ 15,489,512		389,098	\$ 3,563,600	\$ 19,053,112	\$ 1,220	
Total	\$ 151,761,401	\$ 138,253,020		\$ 13,508,381	\$ 41,913,600	\$ 180,166,620	\$ 1,947,061	

DDS Contract Allocations 2015/16	<u>Date Received</u>	<u>POS</u>	<u>Operations</u>	<u>CPP</u>	<u>Total</u>	
Preliminary Allocation	6/9/2015	\$ 124,226,256	\$ 14,006,806		\$ 138,233,062	74%
1st Amendment B-1	8/19/2015	28,421,707	3,485,381	815,557	32,722,645	17%
1st Amendment B-1 CPP	8/19/2015	13,539,741	-	285,300	13,825,041	7%
2nd Amendment B-2	3/4/2016	1,372,084	189,436		1,561,520	1%
2nd Amendment B-2 CPP	3/4/2016	499,561	-	271,852	771,413	0%
Total Allocation		\$ 168,059,349	\$ 17,681,623	\$ 1,372,709	\$ 187,113,681	100%

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FAIR HEARING & MEDIATION UPDATE
MAY 1 - 31, 2016

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

CONSUMER ADVOCATE REPORT

May 20, 2016

Some of the self-advocacy/support groups did start back up in May using the educational materials on self-advocacy. More will start up in June.

The Napa County IHSS Advisory Committee may co-sponsor a California In-Home Supportive Services Consumer Alliance Conference in Napa for consumers and providers. The date is October 6, 2016. There is an issue that needs to be resolved before we move forward. More information will be available as plans develop. We also attended the "Senior Rally" at the state capitol on May 11th and met with Monica Schmalenberger, Legislative Aide to Senator Lois Wolk. We spoke about IHSS issues and SSI/SSP.

There was a Self-Advocacy Conference sponsored by the Supported Life Institute on May 6 – 7 at the Crown Plaza Hotel Sacramento Northwest. I attended on May 6th and went to sessions on Preventing Crime in the home, Accessibility, and Zuba. Around 400 people attended and some were from Hawaii, Nevada, and Arizona. It was extremely educational and enlightening.

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

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

Thank you.

Submitted by:

Randy Kitch

NBRC Resource Development and Quality Assurance

Interested individuals or agencies who would like to become vendored with NBRC to provide services in Napa, Solano or Sonoma Counties, please visit the NBRC website:

<http://nbrc.net/service-providers/vendorization/vendor-application/>

New Vendors

- iTherapy, LLC-Early Start Specialized Therapeutic Services

Quality Assurance

The NBRC QA Team held the new provider orientation during the month of May. 25 interested participants attended to learn about service designs, client's rights, special incident reporting and Title 17. Please check the NBRC website for upcoming provider trainings.

Special Incident Report Team

- Upcoming SIR training at NBRC's Santa Rosa office June 16th from 10:00 a.m. to 12:00 p.m.
- The SIR team will provide custom trainings to your agency. Contact January Crane 707-256-1256
- SIR team has provided individual trainings to two SLS agencies and one ICF in the last quarter
- SIR team is assisting QA in vendor audits

RFP Coming in June

Interested in opening a 4i adult residential facility or residential care facility for the elderly? NBRC will be publishing a request for proposal for several 4i homes, an ICF/DDN, a Specialized Residential Facility and Early Start therapies such as Speech, OT and PT. Please check the NBRC website in June.

Community Placement Plan (CPP)

NBRC is working to finalize contracts with all providers that were selected through the 15/16 Request for Proposal process. In June a list of contracts awarded will be published on NBRC's website. NBRC is busily working on the submission of the 16/17 Community Placement Plan and will move forward shortly with a new Request for Proposal

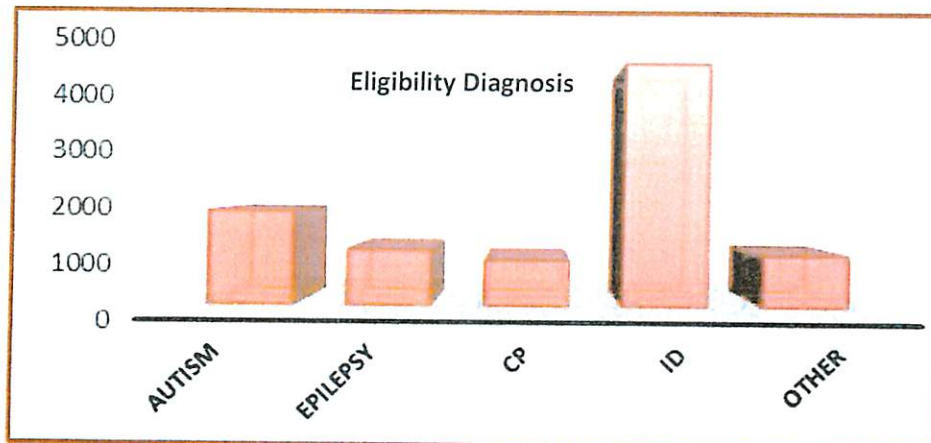
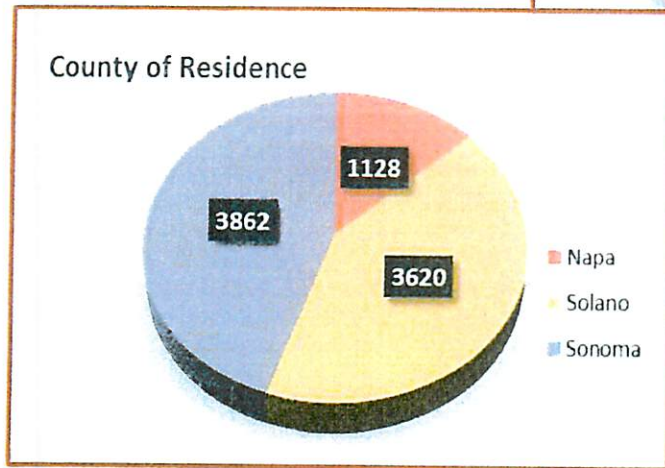
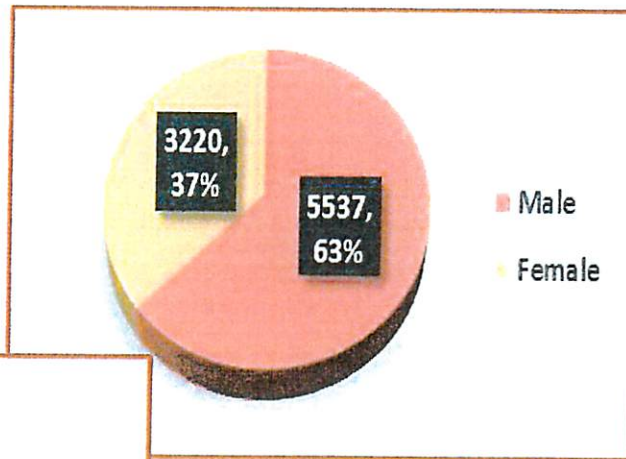
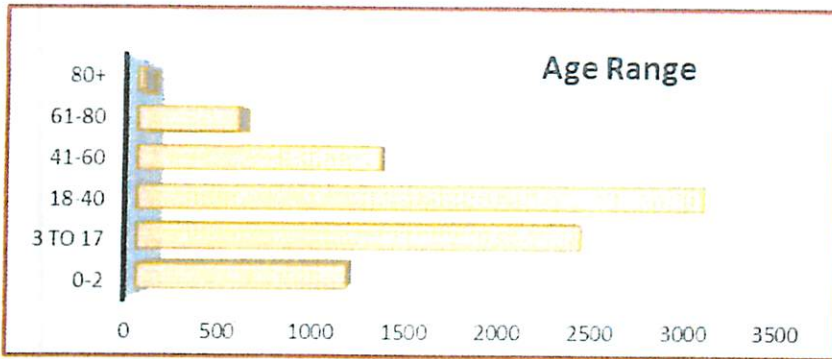
Rate Adjustments

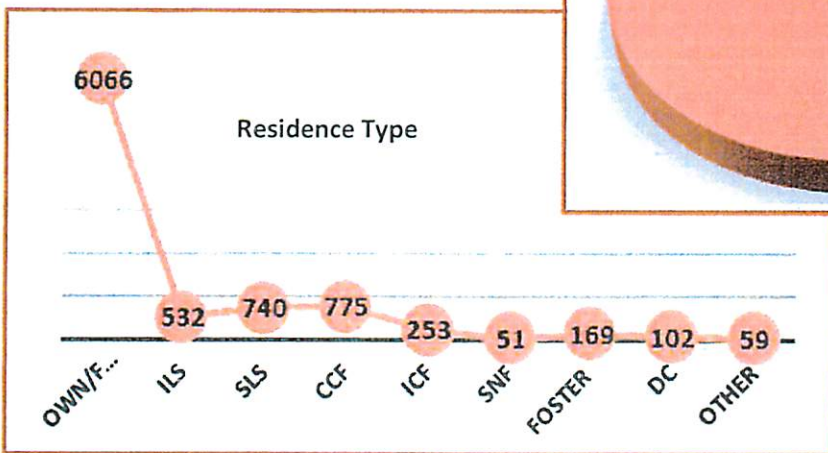
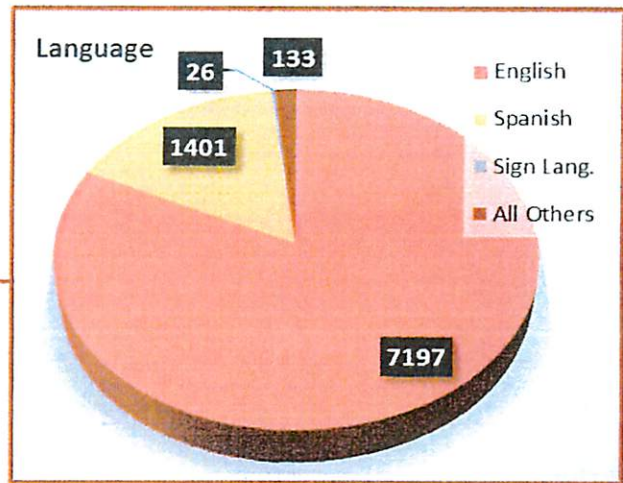
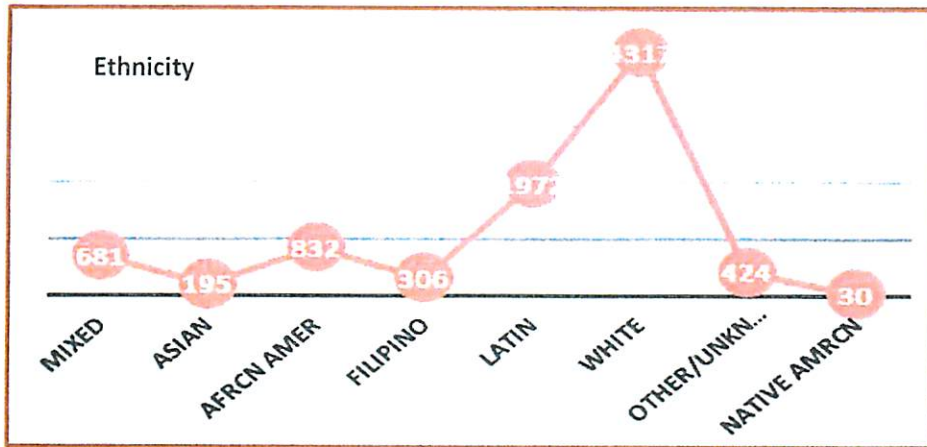
NBRC participated in a statewide webinar to discuss the best way to increase the number of DDS vendor rate surveys that were returned. DDS highlighted mandatory sections on the survey that are needed. NBRC Quality Assurance Team has stepped up to call each individual provider, offer help to fill out the form or gather the information verbally over the phone to complete the survey for providers. NBRC is committed to getting as many surveys to DDS as possible to help with rate adjustments in July 2016.

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NBRC Case Management Report

NBRC Total Clients: 8,757





MONTH	Intake		Closed or Inactivated During Assessment		# of Reactivation Eligible Cases		Transferred In Other		Gross New Consumers		Graduates from EI
	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older	Under 3 Yrs	3 Yrs & Older	
01/16	84	38	20	19	5	18	7	0	76	37	44
02/16	108	40	23	15	8	10	3	0	91	35	55
03/16	146	66	21	22	9	18	3	0	137	62	20
04/16	47	57	19	26	2	19	5	1	35	51	17
05/16											0
06/16											0
07/16											0
08/16											0
09/16											0
10/16											0
11/16											0
12/16						0					0
2016 TOTAL		201		82		65		1		185	total
2016 Avg.		50		21		13		0		15	mo. Aver.

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room320, MS 3-9
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 654-1958



May 17, 2016

Bob Hamilton, Executive Director
North Bay Regional Center
P.O. Box 3360
Napa, CA 94558

Dear Mr. Hamilton:

Thank you for your service coordinator caseload survey emailed to the Department of Developmental Services (Department) on March 14, 2016. The data you provided indicates that as of March 1, 2016, North Bay Regional Center (NBRC) did not meet the required caseload ratios for: 1) consumers enrolled on the Home and Community-Based Services Waiver; 2) consumers who have not moved from the developmental centers to the community since April 14, 1993, and who are not under the age of three nor on the Home and Community-Based Services Waiver. As you know, these ratios are mandated by Welfare and Institutions Code (WIC) section 4640.6, subd. (c). Based on caseload ratio data submitted to the Department in March 2015, NBRC was also out of compliance in one or more areas for that reporting period.

This letter is to notify you that, as specified in WIC section 4640.6, subd. (f), a plan of correction is required since NBRC failed to maintain the required service coordinator caseload ratios for two consecutive reporting periods. The plan of correction must be developed following input from the local area board, local organizations representing consumers, family members, regional center employees, including recognized labor organizations, service providers, and other interested parties. In developing your plan, we recommend you hold a minimum of one public meeting, with at least 10 days advance written notice, to solicit input from the entities described above. With the plan of correction, please describe how input was incorporated from interested parties. Please e-mail your plan of correction within 45 days from the date of this letter to:

Rachel Long
Department of Developmental Services
E-mail: Rachel.Long@dds.ca.gov

Bob Hamilton, Executive Director

May 17, 2016

Page two

The Department is available to provide technical assistance if you believe this would be helpful to NBRC in achieving the required service coordinator caseload ratios. If you have any questions contact Rachel Long, at (916) 654-1976.

Sincerely,



BRIAN WINFIELD
Acting Deputy Director
Community Services Division

cc: Margi Stern, Interim Board President
North Bay Developmental Disabilities Services, Inc.

Eileen Richey, Executive Director
Association of Regional Center Agencies

Vendor Advisory Committee Report to the NBDDS Board of Directors

May 10, 2016 Submitted by Mike Huckins

The VAC met on Tuesday, May 10, 2016. Please refer to the minutes for the complete report.

Community Concerns/Clarifications: There was a request for more information about Level IV home availability and community care facility openings in general. There is a great need for more facilities in general so there will be some Resource Development RFPs going out in June. Concern was presented about the low response for the vendor surveys locally and statewide. Courtney will follow up with agencies who did not fill out the survey. The vendor community offered to assist as well.

Presentation: Michi and Joanne helped us remember Mary Cook and Marilyn Halloran who passed away recently. Linda provided a power point presentation on Federal Updates from the recent ANCOR convention.

Group reports were given.

- **The Napa Solano Vendor Group:** No report.
- **The Sonoma Vendor Group** discussed the CMS rules setting.
- **NBHC:** Santa Rosa is opening their Section 8 waiting list in May and Mary will send out applications to both Sereno Village and the new Vallejo units. There will be another meeting about the Decision Tree for housing options soon.
- **SCDD North Bay:** No report.
- **Public Relations:** No report.
- **Trade Associations:** The white collar exempt pay scale of \$50,000+/year was discussed during the ANCOR presentation.
- **Board Report:** The feature presentation was by Guadalupe Lopez, new Intake Coordinator about Early Start and the 5 protective factors. Because of the upcoming move, the annual meeting will be on July 6th at the new buildings. The June meeting will be a regular business meeting and will cover action items for both May and June. Lisa Hooks with State Council North Bay stated that there is a new system for monitoring community services based on 1) Are services available; 2) Are Consumers/Families utilizing these services. Obama is forgiving student debt for students who are permanently disabled. The ABLE Act webinar was immediately following the VAC meeting; The Arc-Solano will have an ABLE Act presentation by Stephen Dale on Tuesday June 14th at 7:30pm.
- **NBRC/ARCA:** The next ARCA meeting is in June.
- **Dr. Michi Gates:** Staff promotions and search process for new Service Coordinators was discussed. DDS has asked each Regional Center to certify each vendor survey. Late reports by certain vendor service categories may cause late payment. There is a need for additional nursing staff. May 27th is the move date. To the new buildings.
- **Disaster Preparedness:** No report
- **CASACC Call:** No report.

Policy/Procedure Update: None

New Business: None

Next VAC Meeting: The next VAC Meeting will be on Tuesday, June 14, 2016.

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VAC Meeting Minutes

Vendor Advisory Committee Meeting Minutes
North Bay Regional Center, Napa



May 10, 2016

1. Attendance	
a. Call to order	VAC Meeting held May 10, 2016 was called to order at 10:10 AM (PST). Chaired by Linda Plourde
b. Roll call. Quorum met? <input checked="" type="checkbox"/> April minutes MSC Unanimously Agenda Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No With 1 addition	<p>VAC Membership</p> <input type="checkbox"/> Saanen Kerson (Vine Village) <input checked="" type="checkbox"/> Darelyn Pazdel (PRIDE Industries) <input checked="" type="checkbox"/> Karen Farnsworth (CPA) <input checked="" type="checkbox"/> Mike Huckins (The ARC Solano) <input checked="" type="checkbox"/> Lauren Meikeljohn (Becoming Independent) <input checked="" type="checkbox"/> Karen Lustig (Aldea Supported Living Services) <input checked="" type="checkbox"/> Linda Plourde (Bayberry, Inc.) <input checked="" type="checkbox"/> Holly Pagel (Connections for Life) <input checked="" type="checkbox"/> Kelley Hanson (PACE Solano) <input checked="" type="checkbox"/> Ali Tabatabai (New Leaf) <input checked="" type="checkbox"/> Andrea Mendoza (REI/CHDC)
	<p>NBRC Staff</p> <input checked="" type="checkbox"/> Michi Gates <input checked="" type="checkbox"/> Isabel Calder <input checked="" type="checkbox"/> Seneca St. James
	<p>General Members</p> <input checked="" type="checkbox"/> Adam Barngraff (Cal Mentor) <input checked="" type="checkbox"/> Adria Carsow (On My Own) <input checked="" type="checkbox"/> Amanda Jeffries (Connections for Life) <input checked="" type="checkbox"/> Angela Gonzalez (Bay Respite Care) <input checked="" type="checkbox"/> Beth Kahiga (Napa Valley Support Services) <input checked="" type="checkbox"/> Cathy Alvillar (Blackwell Homes) <input checked="" type="checkbox"/> Chari Glogovac-Smith (CA Mentor) <input checked="" type="checkbox"/> David Mauger (C. House) <input checked="" type="checkbox"/> Elizabeth Sutton (North Bay Industries) <input checked="" type="checkbox"/> Ellen Mubin (Greenfield's ICF) <input checked="" type="checkbox"/> Jesse Hansen (Dungarvin) <input checked="" type="checkbox"/> Jessica Sadowsky (People's Care) <input checked="" type="checkbox"/> Joetta Griffin (GFCH/Impact) <input checked="" type="checkbox"/> John McCue <input checked="" type="checkbox"/> Kandi Cotter (Liberty) <input checked="" type="checkbox"/> Leticia Leon (R & D Transportation) <input checked="" type="checkbox"/> Louis Chiofalo (Solano Diversified Services) <input checked="" type="checkbox"/> Michael Condit (Lifehouse) <input checked="" type="checkbox"/> Michelle Ramirez (On My Own) <input checked="" type="checkbox"/> Mike Lisenko (UCP of the North Bay) <input checked="" type="checkbox"/> Stacy Cardinale (Fresh Start ILS) <input checked="" type="checkbox"/> Stan Higgins (Oaks of Hebron) <input checked="" type="checkbox"/> Sukhbeer Singh (Inclusion Services) <input checked="" type="checkbox"/> Terri Rowland (Milestones)

2. Agenda changes/Additions		
	Karen Farnsworth – Community Concern (level 4 homes)	
3. Feature Presentation	Summary	Action/Follow-Up
	Linda Plourde – Federal Updates – Linda will send a copy of her Power Point presentation to the group. She presented Federal updates as summarized by ANCOR. Linda completed approximately one half of the material and will continue at next month’s meeting. She will email the presentation to everyone and encouraged the group to research the updates for details.	
4. Community Concerns	Summary	Action/Follow-Up
	<ul style="list-style-type: none"> • Linda took time to honor Mary Cook and Marilyn Halloran. Longtime supporters of people with disabilities and NBRC Service Coordinators. Michi and Joanne also spoke in honor of them. • Karen Farnsworth – Placement of adults in level 4 homes – Karen is receiving calls from individuals seeking placement in level 4 care homes. She explained the frustration for some, who are unable to find open care homes. She asked the NBRC staff who were present to whom she should refer her increasing calls. Michi indicated that the individuals should work through their Service Coordinators. She also let the group know that RFPs for level 4 homes will be distributed in June. A lengthy conversation took place with the entire group discussing the possibilities of transitioning homes from six beds to four beds and strategies available to open more living opportunities. 	
5. Group Reports		Action/Follow-Up
	<ul style="list-style-type: none"> • Napa Solano provider group – No meeting in May. The group meets the 1st Wednesday of each month. • Sonoma Provider group – Liz Sutton – The group discussed CMS changes. The group meets the 4th Tuesday of each month. • State Council on Developmental Disabilities: No report this month. • North Bay Housing Coalition - Mary Eble – There are vacancies in Vallejo. Please contact Mary for more information. There is a two-bedroom as well as a one-bedroom unit available. The Decision Tree is still being populated. Mary described the ABLE Act to the group. This is an approved account that donations can be made to support rent cost. Funds in the account will not affect a person’s Social Security benefits. Ali informed the group that there is a \$14,000.00 annual maximum with a total not to exceed contribution amount of \$100,000.00. Mary will send the group an email with all vacancy information. • Public Relations Committee – No report this month. • CSLN – Linda - Conference was great. • Respite Association - Nothing to report this month. • CDSA – Nothing to report this month. • ANCOR – Linda – Federal updates and CMS rules are the focus of the group. • ARC - Nothing this month. • Board Report – Mike Huckins reported: <ul style="list-style-type: none"> ✓ The NBRC Annual Board meeting will be held in July to accommodate the Napa office move. The June board meeting will be a business meeting held in the new location. ✓ Michi spoke to honor Mary Cook and Marilyn Halloran at the meeting. 	

	<ul style="list-style-type: none"> ✓ Information was shared regarding the ABLE Act and all were invited to the ARC Solano on June 16th to share in a presentation on the Act. ✓ Guadalupe Lopez presented the NBRC intake process to the Board and attendees. ✓ Michi congratulated vendors for the improvement on the SIR process. ✓ Lisa Hooks, State Council, North Bay, presented information about a new system to monitor utilization of services. Lisa shared President Obama's program to forego student debt if the student has a permanent disability. • Dr. Michi Gates: <ul style="list-style-type: none"> ✓ NBRC needs to certify Vendor Surveys. Kelley Hanson noted that NBRC is now reviewing all surveys that were submitted to DDS. Only about 30% of the programs selected completed the survey. There is not enough data to impact fees. Kelley encouraged programs to submit the surveys. ✓ NBRC position changes – Michi will send the details of staff changes to VAC members via email. ✓ NBRC is currently posting three Quality Assurance individuals as well as Nurses. ✓ Reminder to the group that renewal of some POSs require the submission of written reports. Without the reports, POSs will not be renewed and payments may be made late. ✓ Michi was asked if the ILS/SLS Quarterly Meetings were going to resume. She responded that work groups are being developed with the VAC and that at this time, NBRC is not in a position to reinstate the quarterly meetings. NBRC will continue to engage the process with VAC development team. ✓ May 27th is the targeted move date to the new facility located at: 610 Airpark Road, Napa. • Disaster Preparedness: Nothing to report this month. • CASACC: Nothing to report this month. 	
6. Report	Summary	Action/Follow-Up
Policies Procedures Practices or Trends.	<ul style="list-style-type: none"> • January Crane – DDS / Chemical and Physical Restraints – Brief follow up from April meeting. 	
7. New Business		
	<ul style="list-style-type: none"> • Nothing to report this month. 	
8. Report	Summary	Action/Follow-Up
Announcements	<ul style="list-style-type: none"> • Karen Farnsworth – Pete Leidy Training to be held on June 2nd in Santa Rosa from 9:30 to 1:00. Please email Karen with your request to attend. cpa@sonic.net • Kelley Hanson – VAC is sponsoring a training to be held on June 30th, CMS – Person Centered Training. The training will be located at the new NBRC site. • Next meeting agenda will include more on White Collar Overtime and a continuation of the ANCOR Federal Updates. 	
9. Adjournment		
	Meeting adjourned at 12:15 PM	

Minutes submitted by: Darelyn Pazdel

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