



*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
Fax: 707-256-1230*

MEETING NOTICE

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

DATE: March 7, 2018

TIME: 5:00 – 7:00 p.m.

PLACE: Solano County Office of Education
5100 Business Center Drive
Fairfield, CA 94534

Agenda Enclosed

Board Related Meetings: The next meeting of the Vendor Advisory Committee is scheduled for March 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 have questions or need assistance.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, March 7, 2018, 5:00 p.m.
Solano Office of Education
5100 Business Center Drive, Fairfield, CA 94534**

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 Feb. 7, 2018 be approved as submitted (3 min) (Pgs.1-4) ACTION
- IV. TREASURER'S REPORT
Treasurer's Report for the period of January 1–31, 2018 be approved as submitted (3 min) (Pg. 5) ACTION
- V. ANNOUNCEMENTS (10 minutes)
- VI. NEW BUSINESS
 - A. R&D Transportation Contract Approval – Courtney Singleton ACTION
 - B. Board Fund Limit Increase Approval- Franklin Phillips ACTION
- VIII. COMMITTEE REPORTS
 - A. Executive Committee - Board Officers – Harry Matthews, President; Angel Giroux-Greber, Vice President; Secretary, Rita Edmonds-Norris; Franklin Phillips, Treasurer (3 minutes) INFO
 - B. Vendor Advisory Committee – Linda Plourde – (10 minutes) (Pgs. 11-18) INFO
- IX. EXECUTIVE DIRECTOR'S REPORT (30 minutes)
 - A. Gabriel Rogin, Executive Director (10 minutes)
 - B. Associate Executive Directors' Report (10 minutes) (Pgs. 7-10)
 - C. Dave Johnson - Chief Financial Officer (10 minutes) (Pg. 6)
- X. LIAISON REPORTS
 - A. Association of Regional Center Agencies – Gabriel Rogin (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 (3 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).

<p>NEXT MEETING ANNOUNCEMENT - The next Board of Directors meeting is a regular business meeting scheduled for Wednesday, April 4, 2018, North Bay Regional Center Santa Rosa Office, 2351 Mendocino Avenue, Santa Rosa, CA at 5:00 p.m.</p>

North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
February 7, 2018, 5:00 p.m.
North Bay Regional Center
610 Airpark Road, Napa, CA 94558

MINUTES

NBRC BOARD MEMBERS PRESENT:

Rita Edmonds-Norris, Secretary	Franklin Phillips, Treasurer
Harry Matthews, President	Len Carlson, Facilitator
Angel Giroux-Greber, Vice President	Linda Plourde, VAC Rep. (Via Telephone)
	Rhonda Foster, (Via Telephone)

NBRC BOARD MEMBERS ABSENT:

Jose Ayala (Excused)	Joanne Tsai (Excused)
----------------------	-----------------------

STAFF PRESENT:

January Crane, Department Manager	Thomas Maseda, Director of Administration
Isabella Rosania, Temp. Executive Assistant	Rick Burkett, Associate Director of IT
Debra Kircher, BCBA	Deanna Heibel, Assoc. Dir. Client Services
Leslie Crisostomo, Sr. Nurse Consultant	Deanna Mobley, Assoc. Dir. Client Services
Alyssa Ciapponi, SC	Julie Parrish, Federal Revenue Unit Supervisor
Dee Skrzypczak, Fiscal Supervisor	Maika O'Brien, IQM Federal Revenue Dept.
Laurie Cole, Early Intervention SC	Sara Stamps, Community Service Coordinator
	Nataly Barron, SC

GUESTS PRESENT:

Mike Lisenko, UCPNB	Stephen Cutty, SEIU
David Mauger, Residential Services	Mirella Quaranta, DDS
	Rosemarie Perez, SDC Family Member

CALL TO ORDER – Harry Matthews, President, called the meeting to order at 5:03 p.m. A quorum was present and the Board and audience introduced themselves.

CONSIDERATION OF MINUTES

M/S/C (Giroux-Greber/Edmonds-Norris) Move that the minutes of December 6, 2017 regular business meeting be approved as submitted. UNANIMOUS

TREASURER'S REPORT

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

ANNOUNCEMENTS: NONE

FEATURE PRESENTATION: Demographics & Expenditures Disparity Data Report – January Crane

Harry Matthews, President, introduced January Crane, NBRC Department Manager. January provided a PowerPoint Presentation on North Bay Regional Center Purchase of Service Disparity. The Purchases of Services disparities between those who are Spanish-Speaking or self-identify as Hispanic. This Data report is being presented to the community for their feedback. W&I codes direct Regional Centers to complete a Purchase of Service data analysis and the Department of Developmental Services prepares the bulk of data for Regional Centers. NBRC has scheduled 5 stakeholder meetings to present the following PowerPoint presentation on Demographics & Expenditures Disparity Data Report to the community for their feedback. NBRC's POS Data Analysis Report is posted annually on nbrc.net.

- Limitations/Problems of the data report being presented: According to the data in this catchment area, the disparity is that NBRC is spending more money on those who self-identify as white and speak English versus those who speak Spanish.
- One of the issues is the costs of services that are in the data are just services that the Regional Center pays for: Not necessarily saying that because a person speaks Spanish that they are not getting the same type of service or quality of service, there just may be a natural resource or generic service out there that is already meeting that need the person may have.
- Services are specific to clients need. Services are not based on age, county, or ethnicity.
- Service Needs are not unmet; there could be a generic or natural resource already meeting the need.
- We ask the community to respond to the data on the slides and talking about services in general.
- This is why we present and discuss with the community:
 - How do you get your information?
 - What do you feel is the role of the parent / the family?
 - How do you feel about your SC (Service Coordinator)? What role do they play?
 - What steps can we improve? Anything that is working well?
- Community care facility cost of services or having a supported living vendor come into the home costs more than living in the family home.
- The majority of Hispanic individuals we serve live in the family home.
- The data for independent living across all regional centers is not completely accurate as it does not differentiate between those clients living independently and those who are receiving independent living services: we are awaiting an independent code to differentiate these lifestyles- which would drastically alter our data.
- Purchases authorized should always be purchases used-
 - ✓ Why are some purchase of services not always used?
 - ✓ Is it too difficult to access those services?
- Feedback indicates it is hard finding vendors with Spanish-speaking staff or with cultural sensitivity.
 - ✓ DDS's data was further generalized, causing Filipino to be classified as Asian under the new census.

NBRC Addresses Unmet Needs

- Harry Matthews stated his concern for the Hispanic community, regarding the current state of the political world we are moving forward into, the Hispanic community seems to solve their issues within their own families and communities. Harry suggests the Hispanic community is missing opportunities for services that NBRC could be providing.
- January Crane noted that parents of regional center clients have expressed they are afraid to advocate for an appropriate IEP or behavior supports even with an American-born child because they or another family member may be undocumented and fear deportation.
- ❖ Timely Communication: What does NBRC do to ensure communication is going to families when the family has a new service coordinator (SC)? NBRC's internal policy requires notice to families be sent within 10 days of any service coordinator changes, per The Lanterman Act.
- ❖ We are implementing the use of the Everbridge System. January Crane will be trained how to operate the Everbridge system on Friday in Sacramento.
- ❖ Everbridge communication system was first initiated by NBRC during the recent fires.
- ❖ We want to use this same system to provide outreach for those who speak Spanish.
- ❖ We have been told Spanish speakers are not traditionally looking to NBRC's website for information, they are using YouTube, the radio, text message and television stations.
- ❖ Since NBRC has this technology, we will learn how to use it effectively and begin implementing it.
- Thanks to the suggestion of community feedback, NBRC has started an Orientation to Regional Center Services: An Introduction, for those who are newly eligible for regional center services and have a new diagnosis.
- NBRC's Orientation will provide information and support from the early intervention service counselors and assessment counselors.

Education & Outreach Items:

- ❖ Presently Meeting with the State Council and Disability Rights
- ❖ Self-Determination Program outreach
- ❖ Client Advocacy: NBRC has added staff legal training bi-annually to the training calendar

Hosting agencies are provided reimbursement for snacks, childcare, an interpreter and availability of different times of day.

NEW BUSINESS: NONE

COMMITTEE REPORTS:

- A. Executive Committee – Harry Matthews, President; Angel Giroux-Greber, Vice President; Rita Edmonds-Norris, Secretary; Franklin Phillips, Treasurer – No meeting.
- B. Vendor Advisory Committee – Linda Plourde
 - The VAC met on Tuesday, January 9, 2018. The VAC report and minutes are available for review in the February Board packet.
 - Thank you to Carolyn Hostell for taking minutes for the last few years for VAC, it's a tedious job.
 - I would like to thank Melissa Cleary for filling in this role, it's a very tedious job. It is much appreciated that individuals step up to take on this responsibility.
 - Person-Centered communication Training is being offered via a DDS grant to GGRC and NBRC on February 14 & February 28. We have sent flyers out to vendors to register online to attend.
 - Thank you David Mauger, VAC Member, for your continued work with the residential services sub-committee (minutes included in Board packet). Although the committee not so well attended, the outreach to residential service providers to join the group is critical to get their feedback and to have them remain involved. Thank you, David. Maura McDonough, NBRC QA Supervisor, has also been supportive in the subcommittee and involved in the outreach process as well. Thank you, Maura.
 - The training for direct service professionals is challenging. This is critical to address, as the success rate for that testing is quite low. This causes an increase in turnover, because people do not stay within the field or continue to work.
 - David Mauger is working on addressing the issues with training for direct support professionals, as the training is mandated by law.
 - SLS rates have become hourly. I think that this is a long time coming with NBRC, as staff at NBRC have been working very hard to make this happen. Effective March 1 instead of flat rates or negotiated rates, it will now be hourly rates for providers of SLS. This will make a positive billing experience, one which is easier for vendors.
 - North Bay Industries and Vine Village, Inc. are the recipients of The Jefferson Award, an award Established by Jaqueline Kennedy to honor public service. Congratulations NBI & Vine Village!
 - On the National Front, the American Network of Community Options and Resources is working on legislation to spell out guidelines for all states regarding rate structures and rate setting.
 - California State Department of Developmental Services is contracted with Berg & Associates to complete a Rate study in California.
 - This legislation would not be in place to spell out those guidelines in this rate study in particular. Many states have gone through a rate study process with different results in every state. This would be an attempt at a National level to provide states with some guidelines to provide to contractors like Berg & Associates, so they are able to find consistency across the states.
 - Direct support profession is very unique. DDS is working to set legislation to allow a direct support professional to be an actual job category where we could collect data and determine the wages for our staff.
 - On the federal level, there may be additional money in the budget for direct support services.
 - The Office of the Inspector General is investigating services in various states and moving west, possibly coming to California. Their investigations so far have found that people with Intellectual

Disabilities living in the community are simply not safe. In some cases, the thought is even that some people are better served in Developmental Centers. The next predicted states to be investigated are Alaska and Washington.

- At the state level we continue to advocate for minimum wage reimbursement.

EXECUTIVE DIRECTOR'S REPORT

Bob Hamilton, Executive Director: Report Given by NBRC Director of Administration Thomas Maseda

- The Board of Directors have selected Gabriel Rogin as successor to Bob Hamilton.
- Please Welcome Gabriel Rogin to North Bay Regional Center as Executive Director beginning 2/12.
- Mr. Rogin has worked at other regional centers and has just finished serving as Deputy Director of the State Council of Developmental Disabilities.

Michi Gates, Associate Executive Director, Client Services: No report

Dave Johnson - Chief Financial Officer: Report Given by NBRC Director of Administration Thomas Maseda

- NBRC budget looks good as we are on target to reach objectives for Purchase of Services and Operations.
- Due to the closure of SDC and the high cost of homes to house the departing residents, Community Care Facilities are going up dramatically. Community Care housing is decreasing whereas Supported Living Services are increasing.
- We recently had a meeting with our CPA auditors, Marcum. Thank you to Harry Matthews and Angel Giroux-Greber for being present during the meeting. The results of the financial audit were posted February 6th and can be found on nbrc.net, as required by The Lanterman Act.
- Marcum will begin a three week financial CPA audit (Fiscal Year ending June 30th, 2017). beginning on February 12th, 2018 and ending March 31st, 2018.
- North Bay Regional Center has a normally scheduled DDS audit this summer.
- Marcum will return in the fall for a normally scheduled financial audit.

Harry Matthews commented that the financial information appearing on the website reflects fiscal year ending June 30th, 2016. The audit we are soon beginning will be for the most recent year, June 30th, 2017. Harry added that overall the audit went well and hopefully the board will continue to prevent repeating issues from the subsequent years.

LIAISON REPORTS:

A. Association of Regional Center Agencies – Bob Hamilton- No report

Angel Giroux-Greber, Vice President, attended her first ARCA Quarterly meeting in January. Angel reported that the ARCA quarterly meeting went well. Angel was excited to be there and to dive in and learn about regional centers overall.

B. State Council on Developmental Disabilities - North Bay Regional Office – Lisa Hooks - No report

GENERAL PUBLIC COMMENT: Linda Plourde, VAC Representative, shared that the new Gerber baby was announced this morning, a 1 year old boy named Lukas from Georgia. Lukas is the first child with Down syndrome to be named a Gerber baby. Big applause from all attendees.

ADJOURNMENT–M/S/C (Giroux-Greber/Edmonds-Norris) Move to adjourn the meeting at 6:02 p.m.

UNANIMOUS

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

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

There were no changes to either board accounts in the month of January.

We are currently updating the check signers for NBRC's board bank accounts since Bob Hamilton no longer is an employee of NBRC as of March 1st

I am recommending that we add Gabriel Rogin as the check signer.

I am also asking the Board to raise the amount to \$750 for board fund checks Gabriel can sign without board approval (currently \$500)

I will also report back next month of any other recommended revisions to the NBRC board funds procedures.

**North Bay Regional Center
Finance Dashboard FY 2017/18**

58% of the year elapsed

As of January 31, 2018

Total

	Allocation/D-1	YTD Actual	Total %	Var/ Alloc	Forecast	Total YTD		Surplus (Deficit) From Allocation
						Actual + Fcst		
Purchase of Services (POS)								
Supported Living Services	\$ 28,291,667	\$ 27,966,723	26%	\$ 324,944	\$ 20,500,000	\$ 48,466,723	\$	33,277
Community Care Facilities	24,791,667	24,738,593	23%	53,074	17,750,000	42,488,593		11,407
Day Programs	23,333,333	22,676,953	21%	656,380	19,500,000	42,176,953		323,047
Behavioral Services	15,312,500	15,170,930	14%	141,570	11,000,000	26,170,930		79,070
Other	19,092,718	16,715,476	15%	2,377,242	12,000,000	28,715,476		1,514,898
Total POS services	\$ 110,821,885	\$ 107,268,675	99%	\$ 3,553,210	\$ 80,750,000	\$ 188,018,675	\$	\$ 1,961,699
Receipts from ICFs for SPA services	\$ (3,150,000)	(2,997,391)	-3%	(152,609)	(2,200,000)	(5,197,391)		(2,609)
Community Placement Plan (CPP)	\$ 1,653,097	993,806	1%	659,291	1,850,000	2,843,806		(9,926)
Total POS & CPP Services	\$ 109,324,982	\$ 108,262,481	100%	\$ 1,062,501	\$ 80,400,000	\$ 185,665,090	\$	\$ 1,949,164
Operations Expense (OPS)								
Personnel	\$ 7,554,167	\$ 7,556,937	57%	(2,770)	\$ 5,390,000	\$ 12,946,937	\$	(3,063)
Benefits	2,333,333	2,600,950	19%	(267,617)	1,400,000	4,000,950		950
Facilities/Insurance	1,006,250	1,037,352	8%	(31,102)	700,000	1,737,352		12,352
Equipment / General office	309,167	232,031	2%	77,136	285,000	517,031		(12,969)
Consultants	288,750	300,046	2%	(11,296)	195,000	495,046		46
Mileage	157,500	127,664	1%	29,836	135,000	262,664		(7,336)
Legal	175,000	159,988	1%	15,012	135,000	294,988		(5,012)
Communications	72,917	50,453	0%	22,464	75,000	125,453		453
Grants	115,442	-	0%	115,442	197,900	197,900		-
Other Expenses	103,452	(79,550)	-1%	183,002	75,000	(4,550)		16,004
Total Operations Expense	\$ 12,000,535	\$ 11,985,871	90%	\$ 130,106	\$ 8,587,900	\$ 20,573,771	\$	\$ 1,425
Community Placement Plan (CPP)	\$ 1,369,337	1,364,067	10%	5,270	983,000	2,347,067		367
Total OPS & CPP Expenses	\$ 13,369,872	\$ 13,349,938	100%	\$ 19,934	\$ 9,570,900	\$ 22,920,838	\$	\$ 1,792
Total	\$ 122,694,853	\$ 121,612,419		\$ 1,082,434	\$ 89,970,900	\$ 208,585,928	\$	\$ 1,950,956
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 MHA grant	2/2/2018	-	197,899	-	197,899	0%		
2nd Amendment D-2 CPP	2/2/2018	122,349	457,072	457,072	579,421	0%		
2nd Amendment D-2	2/2/2018	141,494	(163,458)	-	(21,964)	0%		
Total Allocation		\$ 193,078,097	\$ 20,572,346	\$ 2,347,434	\$ 215,997,877	100%		



610 Airpark Road. Napa, CA 94558
Phone: (707) 256-1100 • TTY (707) 252-0213

2351 Mendocino Avenue, Santa Rosa, CA 95403
Phone: (707) 569-2000 • TTY (707) 525-1239

**FAIR HEARING & MEDIATION UPDATE
FEBRUARY 1- FEBRUARY 28, 2018**

Day Program ASL (17-29)	<u>Reason for Appeal:</u> Claimant appeals denial of day program with ASL. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (17-30)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (17-31)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Transportation (17-34)	<u>Reason for Appeal:</u> Claimant appeals denial of transportation. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (17-35)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
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.
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.
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.

Consumer Advocate Report

February 1, 2018 – February 28, 2018

I was not able to meet with groups due to various factors. I'll be meeting with and starting more self-advocacy/support groups using the educational materials on self-advocacy as a blueprint. This will begin March 2018. Lately, the Consumers/Clients have shown interest in having groups.

I have submitted a report inquiring which DDS Conserved clients should remain conserved and which shouldn't. Recommendations are pending.

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

Thank you,

Submitted by:

Randy Kitch

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,321	14.3 %	MALES	5,873	63.6 %	OWN HOME	6,565	71.1 %
3 - 17	2,634	28.5 %	FEMALES	3,350	36.3 %	ILS	612	6.6 %
18 - 40	3,318	35.9 %			SLS	685	7.4 %	
41 - 60	1,294	14.0 %			DC	72	.7 %	
61 - 80	625	6.7 %			SNF	57	.6 %	
80 & OLDER	31	.3 %			ICF	233	2.5 %	
					CCF	739	8.0 %	
					FOSTER CARE	190	2.0 %	
					OTHER	70	.7 %	
TOTAL:	9,223	100.0 %	TOTAL:	9,223	100.0 %	TOTAL:	9,223	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL	COUNTY	NUMBER	% TO TOTAL
MIXED	693	7.5 %	AUTISM	2,181	23.6 %	28. NAPA	1,180	12.7 %
ASIAN	233	2.5 %	EPILEPSY	1,079	11.6 %	48. SOLANO	3,820	41.4 %
BLACK	846	9.1 %	CEREBRAL PALSY	910	9.8 %	49. SONOMA	4,073	44.1 %
FILIPINO	336	3.6 %	MENTAL RETARDATION	4,811	52.1 %			
NATIVE AMERICAN	36	.3 %	OTHER	1,018	11.0 %			
POLYNESIAN		0.0 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					
SPANISH/LATIN	2,190	23.7 %						
WHITE	4,393	47.6 %						
OTHER	152	1.6 %						
UNKNOWN	344	3.7 %				OTHER	150	1.6 %
TOTAL:	9,223	100.0 %	TOTAL:	9,223	100.0 %	TOTAL:	9,223	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	23	.2 %	1	1,039	11.2
ENGLISH	7,552	81.8 %	2	7,574	82.1
SPANISH	1,499	16.2 %	3		
OTHER LATIN LANG.		.0 %	8	72	
CANTONESE CHINESE	7	.0 %	0	538	
MADARIN CHINESE	4	.0 %			
JAPANESE	2	.0 %			
VIETNAMESE	15	.1 %			
KOREAN	3	.0 %			
LAOTIAN	5	.0 %			
CAMBODIAN	4	.0 %			
OTHER ASIAN LANG.	3	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	104	1.1 %			
TOTAL	9,223	100.0 %	TOTAL	9,223	100.0



NBRC Community Services

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

Resource Development

The Resource Development Department received 3 requests for vendorization during the month of February and vendored 4 new service providers. Please join NBRC in welcoming the new vendors below to the North Bay Regional Center vendor community.

New Vendors

Welcome to the Team!

- R&L Residential Services-Specialized Residential Facility-Solano County
- Stephanie's Translations-Translation Services-Solano County
- The Highlands Care Home-Residential Care Facility Elderly-Solano County
- Side By Side-Supported Living Services-Sonoma County

Quality Assurance



During the months of January 2018 the Quality Assurance Unit was hard at working collaborating with vendors and NBRC staff to support individuals served.

11 Community Care Facility Title 17 Reviews 1 Supported Living Service Review 27 Vendors received QA technical assistance 61 QA assistance to NBRC employees	47 Individuals @ Day Program Arrangement Committee 72 Individuals @ Living Arrangement Committees 11 SIRs Follow Up by QA Unit 3 Vendor Trainings
---	--

Special Incident Report and Risk Mitigation



- December Vendor Timeliness Report- reflects that NBRC vendors are out of compliance 38% for this reporting period. The statewide average this month is 22.18%.
- Vendors have started to receive notices of late reporting of SIRs and continue to work with NBRC on compliance requirements.
- Members of NBRC's clinical team will be providing information to medical providers regarding eligibility requirements for RC services, as well as examples of potential services and how to refer at-risk children to NBRC.
- DDS and Mission Analytics continues to encourage the promotion of the DDS SafetyNet website (<http://www.ddssafety.net/>) that provides user-friendly information on topics such as health, safety, and everyday life.

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

February 13, 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 checked="" type="checkbox"/> previous meeting minutes M/S/C: Kelley Hanson/Linda Plourde/unan.</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 checked="" type="checkbox"/> January Crane <input type="checkbox"/> Dr. Michi Gates <input checked="" type="checkbox"/> Joanne Giardello <input checked="" 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 checked="" type="checkbox"/> Ellisa Reiff <input checked="" type="checkbox"/> Gabriel Rogin <input type="checkbox"/> Diana Sevila <input checked="" 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 checked="" type="checkbox"/> Beth Kahiga (Napa Valley Support Services) <input type="checkbox"/> Brian Kelly (ACS)</p>

- Caitlin Young (Cal Mentor)
- Canzady Johnson (My Father's Garden)
- Cathy Alvillar (Blackwell Homes)
- Cathy Forsyth (Liberty)
- 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)
- 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)

	<input type="checkbox"/> 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 checked="" type="checkbox"/> Terri Rowland (Milestones) <input type="checkbox"/> Veronica Melchor (Special Care SLS)
II. Agenda changes/Additions/Trainings	
	<p>Holly Pagel introduced Gabriel Rogin, new Executive Director of North Bay Regional Center. Gabriel reinforced the importance of partnership in meeting the needs of persons served by the NBRC community. Gabriel also announced that Michi Gates is leaving NBRC to become Executive Director of Kern Regional Center. She begins her position 3/1/18. NBRC will be looking to fill her position in the near future.</p> <p>There were no agenda changes.</p>
III. Group Reports and/or Clarifications	Summary
	<p>DSP Training Q&A: Shayne Aloe, DSP Trainer and NBRC vendor, attended the VAC meeting to answer questions.</p> <p><u>DSP training online:</u> The question of offering DSP training online was raised. Will not be available online because it has not been approved in legislation.</p> <p><u>Timing and location of classes:</u> DSP 1 classes are offered in Santa Rosa on Tuesdays and Thursdays from 10-1.</p> <p><u>Website:</u> It is difficult to know what is offered and where on the website. Shayned shared that the classes are offered in a 30-day window. There will be an evening class offered beginning in April. A minimum of 10 people is required to run the class.</p> <p><u>Challenge test:</u> The challenge test process has been altered to give a bit more discretion has been given to proctors. The test must be given onsite. Translation is not available.</p> <p>Maura mentioned the possibility of study groups to support DSP training preparation. Shayna reminded the group that the manuals are available online.</p> <p>Living Arrangements Committee: Seneca St. James, NBRC Quality Assurance Monitor, reviewed the process for Living Arrangements Committee (LAC). The LAC, which has been in place for over 15 years, meets once per week. Seneca heads the committee, which is also staffed by a rotating team comprised of NBRC leadership and Quality Assurance and Resource Development team members.</p> <p>Seneca also described the day program referral process, which is similar. He stressed active communication with the Service Coordinator when referrals are not appropriate.</p>

Maura reported on the Client Funds workgroup. The workgroup is working to address issues like CMS expectations, financial mgmt. and its relation to community engagement, documents related to finances, documentation of skills related to development in IPP, supports, assessment, definition of independent financial management, issues around employment/benefits, ABLE act, who reports income, and who is responsible for reporting earnings. Maura will send a Doodle poll out soon so that workgroup participants can schedule the next meeting.

SLS hourly rate: Stan Higgins, Executive Director of Oaks of Hebron, read a statement letter requesting a delay of SLS rate structure implementation to July 1, 2018 and overall amendment of the new SLS rate structure, set to take effect March 1, 2018. Holly commented that the associated costs of provided this service are not covered by the hourly rate. Some providers reported that the hourly rate benefits them because they base their costs on recording and billing for face-to-face hours. Linda Plourde reminded the VAC of Burns and Associates' rate study. At the national level, ANCOR is developing legislation addressing standard criteria for rate determination.

Renee Fannin brought up the idea of resurrecting quarterly SLS meetings. Renee will coordinate a meeting next month at 9 am at NBRC - Napa. This will be a provider-driven group, but NBRC representative will participate as needed and requested.

CCF Level of Care Needs: Canzady Johnson brought up challenges when CCFs need to adjust the level of service provided as individuals' needs increase with age or life circumstances. Gabriel mentioned the need for systems that support continuity of support. Maura urged RSPs to communicate with service coordinators and QA staff when level needs increase.

Training and Resources: Holly mentioned a need for e-billing training. Isabel identified some of the issues with live demonstration due to confidentiality, but offered to provide a PowerPoint training.

Marking on ebilling when someone is not present in the home. Canzady commented that reporting an absence on ebilling is challenging when residents are visiting family. Isabel Calder, Fiscal Services Manager, talked RSPs through the absence reporting process and encouraged use of the "comments" section. One comment can apply to an ongoing absence from the home.

Manager Training: Elizabeth Clary reminded the group upcoming training for current and emerging leaders in the I/DD field emphasizing person-centered communication. The Sonoma training will take place February 14 in Petaluma. A maximum of 20 participants can register for each training, and the training is full with a large waiting list. Alchemia may explore offering a second training in partnership with NBRC.

Disability Rights California: January Crane, Federal Revenues Manager, reviewed the new reporting requirement to submit reports to Disability Rights California (DRC).

Special Incident Reporting: January reviewed submission timeliness and SIR compliance for vendors. Canzady mentioned that "submit" button isn't working on the online SIR form. SIR training is again up and running, both onsite at NBRC and offsite at programs. Email sir@nbc.net.

Person-Centered Planning Training: January is rearranging funding for Person-Centered Planning to address disparity data.

Trainings: Linda discussed past and upcoming trainings. Linda shared an opportunity to receive training from two trainers working with the Direct Support Professionals. March 12.

Napa-Solano Vendor Group: The Napa-Solano Vendor Group did not meet. Mike Lisenko and Kelley Hanson are making plans to get the vendor group back to meeting regularly.

Sonoma Vendor Group: The Sonoma group met and discussed referral speed and criteria.

NBHC: Mary Eble reported about proposed federal cuts to the Department of Housing and Urban Development (HUD) in the President's budget.

Trade associations: Michelle Ramirez reported on CDSA efforts surrounding the uniform holiday schedule, and a bill to reallocate Developmental Center assets to community services. CDSA has its annual legislative affairs conference February 26 and 27 in Sacramento.

Michelle also reminded the group that the Workers' Compensation Industrial Relations Board is readjusting class codes, which may cause increase to WC rates.

CSLN's annual conference theme is "roots"

The ARC policy conference is March 11,12, and 13 in Sacramento

ANCOR - ANCOR is working on anticipated legislation to classify Direct Support Professionals at the Bureau of Labor Statistics. There is currently no classification. This will serve to collect data to determine wages, as there is no data currently in the system and no system to collect data.

ANCOR will offer training on E-visit verification, which takes effect January 2019.

President's budget reports a deficit reduction of \$3.6T and focuses on regulations vs. legislation.

Joanne Giardello is facilitating a training on trauma at the Courage Center in Fairfield.

NBRC: Gabriel shared that the has heard concerns re: SLS. He requested copy of the letter Stan presented.

Residential services subcommittee: David Mauger reported that the committee met 1/25 and will meet again in March. The committee has had conversation about the impact of HCBS, the benefit, and potential conflict. This will remain a topic for discussion. The committee is working on processes for QA visits that are mutually supportive and consistent.

Maura commented that QA is working to implement annual visits for CCFs, SLS and day programs.

NBRC Communication (Residential Services Subcommittee): Residential Service Providers have reported some challenges with communication when there are changes in Service Coordinators. Deanna Mobley, Associate Director, reported that NBRC has a procedure in place to communicate changes in service coordinators.

IV. Community Concerns/Clarifications/Presentations	
V. Policies and Procedures Update at NBRC	Summary
	There were no updates.
VI. New Business	Summary
	There was no New Business.
VII. Announcements	MSummary
	Maura reminded the group of grants available through the State Council on Developmental Disabilities. Maura encouraged those in attendance to check the NBRC website for upcoming trainings.
Adjourn	
	The meeting concluded at 12:07 am.

Minutes submitted by: Elizabeth Clary

VAC – Residential Committee Meeting Minutes

January 25th, 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, Tessa Reyes, Jasmine Badillo, Ellen M., Tess Kuehnhackl, R. Kuehnhackl, Amber Stickels, Kim Grindell

NBRC Liaison: Maura McDonough, Quality Assurance Supervisor, NBRC

Attendance

Tessa Reyes, Sonia Almonia, Saanen Kerson, David Mauger, Joetta Griffin, Karen Farnsworth, Tess Kuehnhackl, R. Kuehnhackl, Ellen M., Jasmine B.

1. David Mauger reported that he met with NBRC Liaison Maura McDonough, Quality Assurance Supervisor on 1/16/18 to discuss the residential committee meeting, held on 12/7/17. Maura describes residential services as behind an invisible wall that seems to impair communication and outreach; e.g., low attendance at VAC. Maura hopes this new committee will have a positive impact in both areas, emphasizing the timing is good for this committee. Maura identified Survey Monkey is a potential resource down the road to get a baseline on residential concerns and perhaps to have the residential committee help to develop proper questions. Also, Maura will look at how the residential committee may be helpful in developing “out-of-box” ideas to encourage new homes.
2. In response to our concerns related to the DSP training and getting training online, Maura invited a DSP trainer, Shayne Aloe, to speak at the next VAC meeting on 2/13/18. In time, when the residential committee grows, we will have this person speak at one the residential committee meeting.
3. We discussed how to reach out to other residential providers about the residential committee. We decided to do a direct email to each home using the attached flyer.
4. There was an open discussion about the lack of clarity about how homes receive referrals when they have vacancies. There is no right to transparency, but is there the opportunity

for this process to be more transparent without compromising NBRC's role of serving their consumers? Our committee would like to respond to this concern with ideas.

Our homes are resources designed to serve NBRC consumers. If overlooked for a placement, we wonder why or how we can improve. A home with a single vacancy will develop significant financial restraints to manage the home. The more we can improve the referral process, the less potential for the existing process to fail qualified providers.

5. We discussed Home and Community-Based Services (HCBA). Specifically, we looked at the implications for *Residential Settings*. There is not a single area under this section that any provider cannot list several scenarios that challenge the home's ability to carry out this plan. Debating these issues seems premature until more information is available. The residential committee anticipates training opportunities provided by NBRC, enabling homes to present scenarios that they find challenging under HCBA.
6. Each Residential Committee meeting includes a discussion about how Title 17 annual quality assurance visits get conducted. As a follow-up to the committee, these issues will get discussed with Maura during our post residential committee meeting. Highlights include consistency, homes feeling appreciated, understanding staffing requirements, using Title 17 as the standard, and achieving collaboration.
7. Question if facilities are allowed to show their home to interested parties, understanding that NBRC must approve all placements.
8. Question if placements are limited to NBRC consumers when the home has a long-term vacancy; e.g., can they accept referrals from Alta or East Bay? Rescuing a home financially, even though that is not the responsibility of the regional center, preserves that resource.
9. Question about how placement decisions get made when the choices are an ICF-DDN or Skilled Nursing Facility.

Next Meeting: April 6th @ 10: AM

Location: 2573 Clay Bank Road, Suite #7, Fairfield

Agenda: Please send via email to David Mauger: djmauger@comcast.net

Minutes submitted by David Mauger