

**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
Wednesday, February 5, 2014, 5:00 p.m.  
North Bay Regional Center  
10 Executive Court, Napa, CA 94558**

**MINUTES**

**NBRC BOARD MEMBERS PRESENT:** Harry Matthews, Vice President/ARCA Rep  
Walter Spicer, Vice President  
Kelley Hanson, VAC Rep.  
Franklin Phillips  
Margi Stern, Secretary/Treasurer  
Joanne Tsai  
Bill Hall, Oaks of Hebron (Personal Assistant)

**NBRC BOARD MEMBERS ABSENT:** Rhonda Foster  
Barbara Power

**STAFF PRESENT:** Bob Hamilton, Executive Director  
Kathy Newman, Exec. Assistant  
Courtney Singleton, Associate Director  
Deanna Heibel, Associate Director  
January Crane, Fed Revenue Dept. Manager  
Anna Hiser, CMS  
Mirna Leal, Service Coordinator  
Dave Johnson, Chief Financial Officer  
Thomas Maseda, Director of Administration  
Kelly Weber, CMS  
Jordan Hall, CRC  
Michi Gates, Director, Client Services

**GUESTS PRESENT:** Margaret Farman, UCPNB  
Lauren Meiklejohn, BI  
Bill Pickle, West Bay Housing  
Ron Hamilton, UCPNB  
Saanen Kerson, Vine Village

**CALL TO ORDER** – Harry Matthews, Vice President, called the meeting to order at 5:11 p.m. Roll was called and a quorum was present. Board and audience introduced themselves.

**CONSIDERATION OF MINUTES**

**M/S/C (Phillips/Stern) Move that the minutes of December 5, 2013 regular business meeting be approved as submitted. UNANIMOUS**

**TREASURER'S REPORT**

**M/S/C (Spicer/Phillips) Move that the Treasurer's Report for the period of November 1 – December 31, 2013 be approved as submitted. UNANIMOUS**

**ANNOUNCEMENTS:**

- Harry Matthews noted that NBRC has launched their new website. He commended Pamela Madden Krall for heading up the lengthy project. It is a very efficient and an easy to navigate website. The finished product is very satisfying.
- Thomas noted that NBRC has provided interpreting services for Spanish/English.

**NEW BUSINESS**

A. **NBDDS Updated Bylaws Approval** – Harry noted that the Board has been working on updating the Bylaws for some time. Judith Enright, Attorney at Law, assisted the Board, along with several other Regional Center Boards, as she is knowledgeable regarding law and new trailer bill language. Recently the Board held an Executive Committee conference call to discuss possible changes and updates to the bylaws. They are thoroughly vetted and can be updated or amended as necessary. It is up to the majority of the Board to make amendments or adjustments.

**(MSC Spicer/Stern) Move approval of the eleventh restatement of the Bylaws of North Bay Developmental Disabilities Services Inc. as submitted. UNANIMOUS**

B. **West Bay Housing Corporation (WBHC) Contract Approval** – Kelly Weber introduced Bill Pickle, Executive Director, of West Bay Housing. Kelly noted that NBRC received Community Placement Plan (CPP) funds for housing development. West Bay Housing applied through the Request for Proposal (RFP) process and was awarded the contract.

West Bay Housing Corporation (WBHC) is a 501(c)3 nonprofit public benefit corporation whose mission is to provide affordable, community-based supportive housing for individuals with developmental disabilities and other people with special housing needs. Founded in 2004, WBHC has grown into a "full-service" housing agency providing housing development, property management, and housing-related services for people with

developmental disabilities and others in need of supportive housing. Bill Pickle noted that he joined WBHC in 2008 as the Corporation's second Executive Director. WBHC is experienced in developing licensed care homes and is currently WBHC is working with 11 of the 21 Regional Centers in California.

WBHC develops affordable, community-based housing for people with developmental disabilities. Development activity includes new construction and acquisition, renovation, refinancing and preservation of existing properties. Active development pipeline includes the 15-unit Octavia Court HUD Section 811 Supportive Housing project in San Francisco, preservation and remodeling of 12 units of licensed community care housing for people with autism in San Francisco and San Rafael, 5 four-bedroom licensed care homes in San Mateo County for people transitioning from developmental centers, and 3 four-bedroom homes for people with developmental disabilities transitioning out of San Francisco's Laguna Honda Hospital.

All Housing Services are coordinated with the client and their case manager and integrated into the individual's Individual Program Plan. This program enables clients to move from severely rent burdened, substandard, abusive or discriminatory, or otherwise inappropriate and unsustainable housing to affordable quality housing in a short time frame.

WBHC advocates with Housing Authorities and other public agencies and policy-making bodies on behalf of the housing needs of people with developmental disabilities in San Francisco, San Mateo, and Marin counties. Advocacy work includes Housing Elements, specific housing and planning documents, funding priorities, and access to Section 8 vouchers, public housing, and privately owned subsidized housing.

West Bay Housing Corporation is contracted with The Department of Veterans Affairs to provide housing placement services and on-going case management to VA referred Veterans and their families. The Department of Veterans Affairs is a partnership between the U.S. Department of Housing and Urban Development and VA to place and maintain homeless Veterans in permanent, community based housing using HUD Section 8 Housing Choice Vouchers that are paired with ongoing VA case management services.

The company's main office is in San Francisco with another office located in Los Angeles. WBHC receives funding from public agencies, grants etc., and renovation funds from DDS. They are also recipients of donated services and materials. They have a \$15M annual budget funding from two VA medical public health agencies.

**M/S/C (Phillips/Spicer) Move approval of the contract between North Bay Regional Center and West Bay Housing Corporation.**  
**One Abstention**

## **COMMITTEE REPORTS**

A. Executive Committee – The Executive Committee meeting was held via conference call on January 22, 2014.

The following items were discussed:

- Resolution with SEIU Union Membership effective December 13, 2013. Ninety percent of the SEIU membership voted in favor of the three year contract.
- NBDDS Bylaws have been updated and approved by the Board.
- NBRC's new website

B. Vendor Advisory Committee (VAC) – Kelley Hanson

- The VAC met on Tuesday, January 14, 2014. Please refer to the minutes for a complete report of all agenda items.
- During the community concerns portion of the meeting the group discussed the provision in the transportation contracts mandating random drug tests. All transportation contracts specify that providers have a legally compliant program. There was also discussion around R&D's new audit procedures. This year, a large portion of the audit will be done ahead of time with transporters sending information to R&D prior to the on sight visit.
- Group reports were given.
  - The Napa/Solano and Sonoma Groups discussed the Transportation Access Plan process and the minimum wage increase and how it affects programs. The group also discussed overtime laws and employment first.
  - North Bay Housing Coalition reported that legislation mandated that the housing needs of people with developmental disabilities be included in the Housing Element Plan. NBHC is part of the Vallejo Collaborative. The funds have been established for housing and the search begins for homes. NBHC is applying for CPP funds from NBRC to purchase more homes for people moving from the developmental center or other institutions.
  - CDSA will meet for their legislative conference 3/3/14 through 3/5/14.

- CSLN discussed AB 241 and the "Companionship Rule".
  - Dave Johnson reported on the Governor's budget. He addressed the continued "rate freeze" and the money going to the developmental centers to "fix the problems". He discussed the \$110 million in the projected budget to address the minimum wage increase. Workgroups have been established to work with the legislature to determine how this money will be applied. The wage compression issue was discussed; as well as, the need for programs to remain competitive if they are currently paying over minimum wage.
  - Stan Higgins reported on the VAC Chair conference call. The Chairs discussed overtime laws as well as the increase in the minimum wage.
  - Announcements were made.
    - April is Autism Awareness Month.
    - California Programs for the Autistic, Inc. will celebrate 35 years of business. They are hosting an event at Hotmonk Tavern in Sebastopol on April 26, 2014 from 2:00 pm to 5:00 pm. They have also nearly finished their website which should be live in a week or two.
    - The ARC Solano will be hosting the 18th Annual Evening at the Academy Awards. This year's theme is the Wild Wild West. The event will be held on Sunday, March 2, 2014 and includes a buffet dinner and silent auction.
  - The next VAC meeting is on Tuesday, February 11, 2014.
- C. Nominating Committee – Walt Spicer noted that the Nominating Committee met and interviewed Lauren Meiklejohn, Executive Director, Becoming Independent, as a Sonoma County Vendor Advisory Committee member.
- MSC (Spicer/Stern) Move approval of the seating of Lauren Meiklejohn as a Sonoma County VAC member.**
- UNANIMOUS**

## EXECUTIVE DIRECTOR'S REPORT

### *Bob Hamilton, Executive Directors Report:*

- Bob announced that Santi Rogers, Executive Director, San Andreas Regional Center, has been selected to fill the position of Director of the Department of Developmental Services effective March 3, 2014. Santi has served as Executive Director of SARC since 1995, Director of three Developmental Centers, and Deputy Director of the Department. He has been in the system for 35 years. Bob has worked with Santi since 1980 and is pleased with his appointment.
- Bob addressed the minimum wage and overtime issue. Tony Anderson, Director, ARC California, is coordinating groups that will meet with the Department regarding this issue. Committee members include Pete Tiedemann, ACRC; John Popodak, ARCA; Will Sanford, Peter Powers, Boyd Bradshaw, and Carol McKinney. They have met twice now to formulate what will be presented to the Department. No Trailer Bill language has been introduced to outline what process will be used. Bob spoke to the Department who were unable to provide any information prior to the disclosure of the Trailer Bill language. The last minimum wage pass through was for level II and III homes. The current minimum wage will be for level II through level 4i homes including providers of other services. \$111M has been set aside along with another \$7M for the overtime rule. Once the Trailer Bill language is written by the Department it has to go through the Department of Finance and the Legislative Analysts office. Discussion followed.

### *Michi Gates, Director of Client Services:*

- There are seven Community Placement Plan (CPP) Request for Proposal (RFP) projects that NBRC is working on. Thanks to Kelly and Courtney and their team for their hard work. NBRC received multiple applicants on all seven projects. All seven projects have been awarded, i.e., residential start up project specializing in behavioral challenges, residential specializing in care for the elderly, Supported Living Services was awarded to two different agencies, Mental Health wrap around services, children's crisis facility, children's step down facility, residential facility with a secure perimeter delayed egress. Recipients of these projects will be placed on NBRC's website.
- Request for Proposal (RFP) in current packet for Rep Payee services. Some clients require assistance with managing their money. NBRC service coordinators have provided that service in the past. NBRC is proposing to retain an outside agency to provide that service. The agency will be paid through Purchase of Service dollars. This will be a relief to NBRC service coordinators. This is considered a direct service by the Department and NBRC receives no credit or funding. NBRC will be interviewing a potential applicant on Feb 14.
- In order to access Federal funding for our system, the Department is attempting to secure Social Security numbers for all clients. There will be notice in the community that NBRC service coordinators will try to obtain that information. If a client has MediCal they may qualify for federal funding. Discussion followed.

*Dave Johnson, Financial Report:*

- Dave noted that the Purchase of Service (POS) section of the dashboard reflects expenditures for the first six months of the fiscal year, 50% of NBRC's fiscal year. POS expenditures are currently 54% of the allocation through the E-2. Based on the current POS forecast NBRC will overspend its POS allocation through E-2. We are anticipating additional funds will be allocated by DDS in the future to make up this shortage.
- Supported living services totaled \$16,572,801 during the 1st 6 months of this fiscal year, which increased by almost 19% from the same period last year. Behavior Services totaled \$7,916,837 during the 1st six months, up 16% from the same period last year. Overall all NBRC POS services totaled \$65,397,626 during the 1st six months, reflecting a 6% from the same period last year.
- On the Operations side, NBRC's expenditures are currently 49% of the allocation through the E-2. NBRC is on target to achieve their operations budget this year.
- NBRC Information Technology Department has deployed laptops to several service coordinating units this year to support NBRC's vision of working in the "field" with the necessary technology to best serve clients. More laptops will be deployed in the next six months as NBRC continues to focus on our goals. Discussion followed.

**LIAISON REPORTS**

**A. Association of Regional Center Agencies (ARCA) – Harry Matthews (10 minutes):**

- Michi and Harry attended a two-day ARCA meeting in Sacramento on January 16-17<sup>th</sup>.
- Harry serves on the ARCA Finance Committee. The first meeting on Thursday commenced at 9:30 a.m. and ended the last meeting at 7:00 p.m. that evening. Nobody left the room other than for restroom breaks. The second meeting on Friday began at 8:00 a.m. and concluded at approximately 12:30 p.m. The entire discussion centered around the topic of cash flow, i.e., bills submitted to DDS in July who in turns submits them to the Federal government who takes 60-90 days. Regional Centers are not getting reimbursed until December for bills submitted in July. A committee (Jim Burton, EBRC; George Stevens, LRC; and Bob Hamilton, NBRC) has been developed to push the Department on this issue. Harry pointed out that Santi Rogers, the incoming Director of DDS, has been in the system for 35 plus years and understands problems Regional Centers face.
- DDS has frozen/restricted Regional Center's reimbursement for rent, even though we are legally contracted to pay rent increases.
- Developmental Center's costs for delivery of services is approximately \$400K to \$475K per year per client. Even though the number of clientele has diminished over the years, the Developmental Center continues to support the same staffing levels, i.e., fire department, police department, credit union, commissary etc. The average cost to provide community based services to a client of the Regional Center is approximately \$17K.
- The Department is in the process of closing Lanterman Developmental Center. Approximately 225 clients have been moved into the community. There are currently 75 medically fragile clients and/or have challenging behaviors still residing at the Center.
- Harry noted that it was a very worthwhile two-day meeting, i.e., content of discussion etc. The next ARCA meeting will held March 20-21 in Sacramento.

**B. Area IV Board – Bob Phillips, Executive Director (10 minutes):**

- The California State Council on Developmental Disabilities (SCDD) is an independent state agency that is funded by the federal Administration on Intellectual and Developmental Disabilities (AIDD) to increase the independence, productivity, self-determination, and inclusion and integration of individuals with developmental disabilities in their communities. State Councils are expected to adhere to and comply with the provisions of the provisions of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000. Each State Council is required to develop and implement a State Plan that lays out its activities to advance the purpose of the DD Act. To assure that the mission and functions of State Councils are carried out in accordance with the DD Act, AIDD staff may periodically conduct a site visit to monitor the activities of a Council. This is known as a Monitoring and Technical Assistance Review System Report site visit (MTARS).
  - 2013 MTARS report noted that AIDD teams had previously visited the California Council in 1994 and 2006 and had cited issues of noncompliance following those visits. They found the noncompliance findings in 2013 were similar to and consistent with the 1994 and 2006 findings. The State Council was found to be out of compliance in the areas of Budget, Hiring Authority, Membership, and State Council Leadership Activities. Budgetary funding and monitoring of Area Boards is required under the Lanterman Act. Senior Management positions are filled by appointment of the Governor. Council members are also appointed by the Governor. Most of these positions remain vacant.
  - The SCDD is required to develop and submit a Corrective Action Plan to AIDD by February 14, 2014.

The Council expects that some of the changes that are required to respond to the MTARS findings will require revisions to the Lanterman Act.

- The Area Board may cease to exist (13 of those) and the new manifestation of that would be an advisory group. Regional Manager of the State Council (Area Board).
- Listening Session - There will be opportunities available for the public to weigh in commencing February 10, 2014 from 1:30 to 3:00 p.m.
- Senator Steinberg will hold an informational hearing on March 4 regarding Senate Bill 946 Insurance Mandate Coverage. Senator Wesley Chesbro is gathering data regarding whether or not Trailer Bill Language has been a barrier to services.

**GENERAL PUBLIC COMMENT:** Margaret Farman, United Cerebral Palsy of the North Bay, noted that they are in the process of opening a program serving adults 50 years of age and older within the next few months. She thanked the Regional Center as well as her own staff for all their hard work to bring this to fruition.

Margaret also noted that there will be an Open House on UCPNB's primary campus (3880 Cypress Drive, Petaluma, CA) for children on the autism spectrum. The ribbon cutting ceremony will be on February 13<sup>th</sup> from 12:00 Noon to 2:00 p.m.

WineBev will celebrate their annual Valentine's Day dance on February 14th. The community is invited to attend.

Community Input Meetings regarding Ethnicity & Expenditures will be held in Santa Rosa on February 20<sup>th</sup> and also during the March 5<sup>th</sup> Board meeting.

**GOOD OF THE ORDER – None**

**NEXT MEETING ANNOUNCEMENT –** The next Board meeting is a Regular Business Meeting scheduled for March 5, 2014 at North Bay Regional Center, Napa Office at 5:00 p.m.

**ADJOURNMENT – M/S/C (Phillips/Stern) Move to adjourn the meeting at 6:44 p.m.**

**UNANIMOUS**