

Board of Directors Executive Committee Meeting
Monday, August 21, 2023, 6:30 pm
North Bay Developmental Disabilities Services, Inc.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84374801550?pwd=VXFJU1ovbVFoeINWVEcxK3J0T2c0QT09>

Join by Phone:

Call-in: 1-669-900-6833 **Meeting ID:** 843 7480 1550 **Password:** 470780

AGENDA

- I. CALL TO ORDER – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Rosemarie Pérez, President ACTION
Minutes of the Executive Committee Meeting of June 26, 2023 be approved as submitted.
(pgs.1-3)
- V. NBRC WEBSITE DEVELOPMENT PRESENTATION – INFO
John Joyner, Project 2 & Geri Audette, NBRC Training and Communication Specialist
- VI. REVIEW OF JULY 19TH BOARD MEETING INFO
- VII. REVIEW OF AUGUST 9TH BOARD RETREAT INFO
- VIII. SEPTEMBER 6TH BOARD MEETING PREP INFO
- IX. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, NBRC Executive Director INFO
 - a. Review Board Training Plan (attachment)
- X. OTHER BUSINESS - Any other Board business may be brought up at this time.
- XI. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XII. CLOSED SESSION –
 - a. The appointment, employment, evaluation of performance, or dismissal of a regional center employee (10 mins) INFO
- XIII. RETURN FROM CLOSED SESSION -
 - a. Report on any action taken during the closed session (1 min) INFO
- XIV. ADJOURNMENT – Rosemarie Pérez, President

CLOSED SESSION – a) 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 (b) Any matter specifically dealing with a particular regional center client must be conducted in a closed session. -- W&I Code 4663(a) & (b).

NEXT MEETING ANNOUNCEMENT – The next Board of Directors Executive Committee call is scheduled for September 18, 2023 at 6:30pm.
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Board of Directors' Executive Committee Meeting
Monday, June 26, 2023, 6:30 pm
North Bay Regional Center - Via Zoom

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, Board President
Candace White, Vice President
Andrea Bednarova, Treasurer

Sara Speck, Secretary
Breeanne Kolster, VAC Representative
Joanne Giardello, Solano County

NBRC BOARD MEMBERS ABSENT:

None

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director
Isabel Calder, Chief Financial Officer

Courtney Singleton, Director of Community Services
Beth DeWitt, Director of Client Services

MINUTES

CALL TO ORDER – *Rosemarie Pérez, Board President*, called the meeting to order at 6:30 pm.

ROLL CALL AND INTRODUCTIONS – *Sara Speck, Secretary* conducted roll call and a quorum was present.

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES – Minutes of the Executive Committee Meeting of May 15, 2023 be approved as submitted.

M/S/C (Speck/White) Moved to approve the minutes as submitted.

**APPROVED
UNANIMOUS**

CONTRACTS FOR APPROVAL OVER \$250,000

Isabel Calder, CFO, presented the following contracts that can be found in the July 2023 board meeting packet.

A. D-2 Contract

- a. Operations – the Operations Allocation included the following.
 - i. Dental Conference reimbursement
 - ii. CPP (remaining allocation)
 - iii. Policy Funding- Specialized Home Monitoring, Tuition Reimbursement, ARPA for Social Recreation
 - iv. UFS/CERMS Participation
- b. Purchase of Service (POS) – the POS Allocation included the following.
 - i. General POS
 - ii. Policy Funding – Direct Support Professional (DSP) Training Stipends and Rate Reform

M/S/C (Bednarova/Speck) Moved to approve the D-2 contract as submitted.

**APPROVED
UNANIMOUS**

B. E-Preliminary Contract

M/S/C (Speck/Bednarova) Moved to approve the E-Preliminary contract as submitted.

**APPROVED
UNANIMOUS**

Courtney Singleton, Director of Community Services, presented the following contracts that can be found in the July 2023 board meeting packet.

C. Brilliant Corners

a. Accessory Dwelling Unit (ADU)

M/S/C (Bednarova/Speck) Moved to approve the contract for an Accessory Dwelling Unit.

APPROVED

UNANIMOUS

b. Community Crisis Home – Children

M/S/C (Bednarova/Speck) Moved to approve the contract for a Community Crisis Home – Children.

APPROVED

UNANIMOUS

c. Enhanced Behavioral Supports Home (EBSH) – Delayed Egress

M/S/C (Bednarova/Speck) Moved to approve the contract for an EBSH – Delayed Egress.

APPROVED

UNANIMOUS

BOARD OPPORTUNITY FUND REQUEST

Beth DeWitt, Director of Client Services, presented a board opportunity fund request for TS that can be found in the July 2023 board meeting packet.

- The Executive Committee suggested follow up items for Beth DeWitt to discuss with the family.

M/S/C (Speck/Bednarova) Moved to approve the board opportunity fund request as submitted.

APPROVED

UNANIMOUS

REVIEW OF THE JUNE 7TH ANNUAL MEETING

Gabriel Rogin, Executive Director, recapped the June 7th Board Meeting. The minutes from the meeting can be found on the NBRC website in the July 2023 Board Meeting packet.

JULY 19TH BOARD MEETING PREP

Gabriel Rogin, Executive Director, reviewed a draft agenda with the Board Executive Committee.

- Contracts for approval over \$250,000
 - o Creating Behavioral + Educational Momentum (CBEM) Presentation
 - o Haven Enterprise Corp (Sakura Home 2)
- ARCA update from Rosemarie Pérez, Board President.
- Committee Reports
 - o Strategic Planning Update
 - o Notify Board of Directors of the approved contracts at this Executive Committee meeting
 - o Nominating Committee Update
 - Board Candidate Introduction & Election – Rachel Ford
 - o Gabriel Rogin's Executive Director report
 - o Jennifer Crick, Director of Administrative Services, will provide a Conflict of Interest and Whistleblower Policy training at the end of the Board of Directors meeting in July.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, noted the following.

- 1) July Executive Committee Meeting
 - a) The Executive Committee decided to cancel the committee meeting in July.
- 2) Board Retreat Timing and Content
 - a) The committee discussed the logistics and agenda items of the Board Retreat.
- 3) American Sign Language (ASL) Interpretation for Board Meetings
 - a) The Executive Committee agreed that we should have ongoing ASL interpretation at Board Meetings.
- 4) Gabriel Rogin gave an update on how the community meeting in Vacaville went regarding new residential homes.
- 5) Santa Rosa Move Update

- a) NBRC staff are moving into the new Santa Rosa office in early July. We will keep the community updated about an Open House event.
- 6) Lifehouse 60-Day Notice
 - a) Lifehouse submitted a 60 Day Notice that they will be discontinuing services with NBRC.
 - b) NBRC is working collaboratively with individuals and families that utilize Lifehouse as a service provider to help them find alternate options.

OTHER BUSINESS – None

PUBLIC COMMENT – None

CLOSED SESSION –

The Executive Committee moved into closed session at 8:00pm to discuss employee salaries and benefits.

RETURN FROM CLOSED SESSION –

The Executive Committee returned from closed session at 8:46pm and there was action taken.

- A lump sum payment for NBRC staff was approved by the Executive Committee.

ADJOURNMENT – *Rosemarie Pérez, Board President*, adjourned the meeting at 8:46 pm.