



North Bay Regional Center
610 Airpark Road
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: April 3, 2024

TIME: 6:00 pm

PLACE: Hybrid - In Person or Zoom

In-Person

610 Airpark Road, Napa, CA 94558

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplanVjOFItUT09>

Join by Phone:

Phone Number: 1-669-900-6833

Webinar ID: 897 0968 7840

Passcode: 912329

Se Habla Español

American Sign Language Interpretation Available

Agenda Enclosed

REMINDER: Notices are posted at www.nbrc.net. All meetings are made accessible to persons with disabilities and all members of the public are welcome to attend. Please contact Janelle Santana at (707) 256-1224 for further information or to request any disability-related modifications or accommodations.

North Bay Developmental Disabilities Services, Inc.
Board of Directors' Board Meeting – Hybrid
April 3, 2024, 6:00 p.m.
610 Airpark Road
Napa, CA 94558

AND

Join by Zoom Webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplLanVjOFItUT09>

Join by Phone:

Phone Number: 1-669-900-6833 **Webinar ID:** 897 0968 7840 **Passcode:** 912329

- I. CALL TO ORDER – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Board Meeting Minutes from March 6, 2024 be approved as submitted. (2 min) (pgs. 1-5) ACTION
- IV. CONSIDERATION OF AGENDA – Additions or modifications to this agenda by Board Members. ACTION
- V. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- I. CONTRACT FOR APPROVAL OVER \$250,000 – Courtney Singleton, Director of Community Services ACTION
 - A. Enhanced Behavioral Support Home (EBSH) – Delayed Egress
 - i. Telecare (10 min) (pg. 6)
- II. PRESENTATION: PROVISIONAL ELIGIBILITY – Guadalupe Lopez, Intake Department Manager INFO
(attachment) (25 min)
- III. TREASURER'S REPORT – Andrea Bednarova, Treasurer ACTION
 - A. Treasurer's Report be approved as submitted (5 min) (pgs. 7-8)
- IV. COMMITTEE REPORTS – *A list of committees and upcoming meetings can be found on pages 9-10.*
 - A. Executive Committee Update – Rosemarie Pérez, President (5 min) INFO
 - i. Association of Regional Center Agencies (ARCA) Update
 - B. Cultural/Linguistic Competency Committee Update – Rosemarie Pérez, President (10 mins) INFO
 - i. Community Events – April Outreach Calendar (pg. 11)
 - C. Vendor Advisory Committee Update – Breeanne Kolster, VAC Co-Chair (5 mins) (pgs. 12-16) INFO
 - D. Public Policy Advisory Committee Update – Breeanne Kolster, VAC Representative (5 mins) INFO
 - E. Client Advisory Committee Update – Sara Speck, CAC Co-Chair (5 mins) INFO
 - F. Risk Reduction Advisory Committee Update – Joanne Giardello, Board Member (5 mins) INFO
 - G. Nominating Committee Update – Joanne Giardello, Nominating Committee Chair (15 mins) ACTION
 - i. Vendor Advisory Committee (VAC) Candidate Introduction & Election
 - a. Marissa Elder (attachment)
 - ii. Nominations for Board Vice President (pg. 17)
- V. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (15 mins) INFO
- VI. GOOD OF THE ORDER – Any other Board business may be brought up at this time.

- VII. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- VI. CLOSED SESSION (15 mins)
 - A. The appointment, employment, evaluation of performance, or dismissal of a regional center employee
- VII. RETURN FROM CLOSED SESSION
 - A. Report on any action taken during the closed session (1 min) INFO
- VIII. 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.

NEXT MEETING ANNOUNCEMENT – The next Board Meeting will be a Regular Business Meeting on May 1, 2024 at 6:00 pm at the Solano County Office of Special Education – 5100 Business Center Pkwy, Fairfield, CA 94534.
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North Bay Developmental Disabilities Services, Inc.
Board of Directors Regular Business Meeting
March 6, 2024, 6:00 p.m.
Via In Person & Zoom Webinar
5100 Business Center Drive
Fairfield, CA 94534

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, President, Sonoma County	Breeanne Kolster, VAC Representative
Andrea Bednarova, Treasurer	Ronald Gers, Sonoma County
Sara Speck, Secretary, Solano County	Joanne Giardello, Solano County
Martha Valdez, Sonoma County	Sahira Arroyos, Solano County
Ravinder Rangji (newly appointed), Solano County	Candace White, Vice President

NBRC BOARD MEMBERS ABSENT:

Carl Vinson, Solano County

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director	Deanna Mobley, Director of Intake and Clinical Services
Jennifer Crick, Director of Administrative Services	Janelle Santana, Executive Assistant
Katy Vanzant, Quality Assurance Supervisor	Isabel Calder, Chief Financial Officer
Courtney Singleton, Director of Community Services	Barrie Gordon, Controller

GUESTS:

Amber, Spanish Interpreter	Stacey Martinez, The ARC Solano
Aristide Soume Bi	ASL Interpreter
Galaxi – Maribel	ASL Interpreter, Kathryn
iPhone	Chris Aguire, DDS
Lisa Hooks	Yolanda Sanchez
Taylor Berry, 24 Hour Home Care	Tom Huey, Windes
1707****668	Jessica Kober, Windes
Sharon Speck	Ana Acosta, Matrix
Jett Nebeker	

MINUTES

CALL TO ORDER – Rosemarie Pérez, President, called the regular business meeting to order at approximately 6:05 pm.

ROLL CALL AND INTRODUCTIONS – Rosemarie Pérez, President, confirmed quorum was present. Due to technical difficulties, Ronald Gers, Board Secretary, took roll call later in the meeting.

CONSIDERATION OF MINUTES –

- i. Regular Business Meeting Minutes from February 7, 2024 be approved as submitted.

M/S/C (Kolster/Speck) Moved to approve the February 7, 2024 minutes as submitted.

**APPROVED
UNANIMOUS**

CONSIDERATION OF AGENDA

- No additions or modifications to the agenda.

M/S/C (Speck/Arroyos) Moved to approve the agenda as submitted.

**APPROVED
UNANIMOUS**

GENERAL PUBLIC COMMENT – None

2022 – 2023 CPA AUDIT REVIEW

An overview of the draft results from North Bay Regional Center's 2022 -2023 CPA Audit Review was given by Tom Huey, Partner, and Jessica Kober, Senior Manager, Windes: Accounting Firm for Tax Audit & Advisory Services.

M/S/C (Speck/Bednarova) Moved to approve the 2022 – 2023 CPA Audit found on the Transparency page of NBRC's website.

**APPROVED
UNANIMOUS**

PRESENTATION: NATIONAL CORE INDICATORS (NCI) SURVEY

Courtney Singleton, Director of Community Services, shared a presentation on the National Core Indicators Survey Results. The presentation can be found as an attachment to the March 2024 board meeting packet.

- The National Core Indicators (NCI) Surveys are used by the California Department of Developmental Service to assess performance in the services and supports provided to people with intellectual/developmental disabilities (I/DD).
- This is an important effort to collect accurate, reliable, and valid consumer and family satisfaction measures, as well as consumer outcome data.

BOARD OF DIRECTORS COMMENTS OR QUESTIONS: NCI SURVEY

Joanne Giardello, Board Member, sought clarification on the use of respite services data.

Martha Valdez, Board Member, noted there were no questions regarding access to Applied Behavior Analysis (ABA) services.

PUBLIC COMMENT OR QUESTIONS: NCI SURVEY

Maribel, Community Member, asked the following questions.

- A survey recently arrived in the mail. Maribel didn't have time to fill it out and send back. How are we gathering the results if Maribel just received a survey in the mail?
 - o Courtney Singleton, Director of Community Services, noted the NCI Survey is gathered every 2 years. Therefore, the presentation given today is from 2021 – 2022 survey results.
- How does NBRC know the amount of services that different people receive?
 - o Courtney Singleton, Director of Community Services, guided Maribel to attend the Purchase of Service Data Meetings on March 25th or 27th to gather more information on her question.
 - <https://nbrc.net/purchase-of-service-data-meetings-march-25th-and-march-27th/>
 - North Bay Regional Center (NBRC) will share data relating to Purchase of Service (POS) authorizations, Utilization and Expenditures for Individuals served by NBRC.

Lisa Hooks, State Council on Developmental Disabilities (SCDD), stated the following.

- SCDD mails out the surveys, collects them back, and inputs the data through the Quality Assurance Project.
- The surveys are accessible via mail or in-person. SCDD assists people with filling out the survey.
- The goal is to gather 250 – 400 surveys utilizing public meetings, self-advocates, families, community partners, and flyers.
- If anybody has feedback on how SCDD can make the process more accessible, please reach out to SCDD.

Yolanda Sanchez, Community Member, clarified that the survey results are from 2021-2022. Yolanda shared the current results are most important to her.

Gabriel Rogin, Executive Director, thanked the community for their comments and questions. Gabriel asked community members to reach out to him if they would like to see specific data in the NCI presentation next time.

ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary, conducted roll call and board members introduced themselves.

TREASURER'S REPORT –

Treasurer's Report be approved as submitted.

Andrea Bednarova, Treasurer, reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found in the March 2024 board packet.

- Doug Cleveland Board Opportunity Fund
 - o The report summarizes activity on the account through January 31, 2024.
 - o The account balance on January 31, 2024, was \$33,826.75. Activity on the account included one donation in the amount of \$500.
- Operations
 - o NBRC has paid 52% of the total Ops budget for the fiscal year through January 31, 2024. These expenditures include general operations, Community Placement Plan (CPP), Senior Companion Program and Mental Health Services Act (MHSA) grants.
 - o The expenditures reflect the salary and health benefit increases which became effective in January. NBRC maintains a balanced operations budget.
- Purchase of Service (POS)
 - o NBRC paid 47% of the total POS budget through January 31, 2024.
 - o The expenditures reflect the rate increases which became effective in January. The POS expenditure remains well within NBRC's contract allocation.
- NBRC cash flow remains stable.

M/S/C (Gers/Speck) Motioned to approve the Treasurer's Report as submitted.

**APPROVED
UNANIMOUS**

COMMITTEE REPORTS –

A. Executive Committee Update –

Rosemarie Pérez, President, updated the board on the following items.

- a. The following items were approved by the Executive Committee and can be found as an attachment to the March 2024 Board Meeting packet.
 - 1. Approved Board Opportunity Fund Request
 - a. RW

B. Cultural/Linguistic Competency Committee (CLCC) Update –

- a. Rosemarie Pérez, President, shared the following.
 - a. CLCC met last month and are in the midst of reformatting the draft Education and Wellbeing board policy.
 - b. Feedback from Focus Groups held in January
 - 1. Create a glossary of regional center terms
 - c. Community Events
 - a. A Cultural Connections Committee has been established. The committee hosted a Black History Month event on February 27th. Rosemarie Pérez listed upcoming events.
 - i. Women's History Month Event in Santa Rosa on March 27th
 - ii. Information sessions for Community Based Organizations (CBO)
 - iii. La Familia Sana event in Cloverdale
 - iv. Down syndrome connection event

C. Vendor Advisory Committee (VAC) Update –

- a. Breeanne Kolster, VAC Co-Chair, shared an overview of topics discussed at the VAC regular business meeting in February.
 - a. Presentation from Napa County Library on resources that are available to the community.
 - b. Kelly Weber, NBRC Associate Director, presented on the Purchase of Service timelines and procedure.
 - c. Updates from Statewide VAC Coalition
 - d. VAC leadership changes. Stacey Martinez, VAC Co-Chair will term out soon.

e. The next meeting is on Tuesday, March 12th at NBRC's Santa Rosa office.

D. Public Policy Advisory Committee (PPAC) Update –

a. Breeanne Kolster, VAC Representative, gave an overview of the items discussed at PPAC.

- a. ANCOR is hosting a free event on inclusion
- b. The Assembly Budget Hearing was held last week.
- c. California Disability Services Association Legislation Day
- d. The Senate Budget Hearing is scheduled for March 21st.

e. The Legislative Breakfast is on Friday, April 19th at 9:00 – 10:30am at NBRC's Santa Rosa Office. The event will be held in Spanish with English interpretation.

1. [North Bay Legislative Breakfast Flyer](#)

f. The next PPAC meeting is scheduled for March 26th at 10:00am – 11:30am.

E. Client Advisory Committee (CAC) Update –

a. Sara Speck, CAC Co-Chair, shared the next CAC meeting is on March 22, 2024 at 1:00pm.

F. Risk Reduction Advisory Committee (RRAC) Update –

a. Joanne Giardello, RRAC Chair, shared the following items discussed during the previous RRAC meeting.

a. May 29, 2024 at 2:30pm – 4:30pm: Relationships Decoded Training by Dr. Katie Pedgrift

1. [Relationships Decoded Flyer](#)

b. RRAC reviewed the draft Education and Wellbeing Board Policy.

c. Solano County Family Justice Center is having an open house on March 27th from 4:00pm – 6:30pm.

G. Nominating Committee Update –

a. Joanne Giardello, Nominating Committee Chair Member, shared the following.

a. Board Candidate Introduction & Election

1. Ravinder Ranghi was interviewed by the Nominating Committee on January 16, 2024, and recommended to the Board of Directors for a vote.

a. Ravinder Ranghi left the meeting while board members took a vote.

All board members present motioned to approve Ravinder Ranghi as Board Member for a one-year term starting March 2024 to February 2025.

**APPROVED
UNANIMOUS**

b. Andrea Bednarova's first term as Treasurer ends 3/2024

1. Andrea Bednarova left the meeting while board members took a vote.

All board members present motioned to approve Andrea Bednarova's second term as Board Treasurer for a two-year term starting March 2024 to February 2026.

**APPROVED
UNANIMOUS**

c. Rosemarie Pérez's first term as Board President end 3/2024

1. Rosemarie Pérez left the meeting while board members took a vote.

All board members present motioned to approve Rosemarie Pérez as Board President for a six-month term starting March 2024 to September 2024.

**APPROVED
UNANIMOUS**

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, shared the following with the Board of Directors.

- NBRC plans to create a list of upcoming community events. A suggestion was given to create a recorded message in English and Spanish of community events for people to be able to call in and access upcoming event information.
 - o Gabriel Rogin, Executive Director, to follow up on the suggestion.
- We as a system will continue working to improve our NCI Survey Results.
- We will begin the implementation plan for the recently approved Strategic Plan.
- NBRC's management team will meet soon to continue discussing strategies to improve responsiveness.
- Deanna Mobley, Director of Intake and Clinical Services, gave an update on a grant through Community Placement Plan (CPP) for a dental desensitization program.

- NBRC is wrapping up staff trainings with CircleUp focused on cultural sensitivity and competency. Next, staff will attend an in-person Implicit Bias Training session through Equitify.
- Gabriel Rogin encouraged service providers to attend the Senate Budget Hearing.
- NBRC's Vacaville satellite office is undergoing infrastructure repairs.
- April 22nd in Novato: ATCO Eclipse – Charity Golf Tournament
 - o [ATCO-Eclipse Flyer](#)

GOOD OF THE ORDER –

Breeanne Kolster, VAC Representative, inquired about the launch date of NBRC's new website.

GENERAL PUBLIC COMMENT –

Lisa Hooks, SCDD, shared the following.

- SCDD would like to offer emergency backpack kits during the Legislative Breakfast.
- Lisa Hooks asked NBRC to consider participating on the Medicaid dental committee
- SCDD would like to work with NBRC to do a walk-in clinic once a month at the SCDD Vallejo office.

ADJOURNMENT – *Rosemarie Pérez, President*, adjourned the meeting at 8:30pm.

Date submitted to NBRC Board for review

04/03/24

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

Operations

Purchase of Service

The following contracts have been reviewed by Courtney Singleton, Director of Community Services, and recommended by Isabel Calder, Chief Financial Officer and Gabriel Rogin, Executive Director. All recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Contract Amounts	Notes
Enhanced Behavioral Supports Home-Delayed Egress	4	Telecare	Upon licensure through 12/31/2026	\$87,177.18/per month \$1,046,127/Annually	
<p>Summary:</p> <p>This Enhanced Behavioral Homes (EBSH) with delayed egress, was developed to serve individuals with challenging behavioral needs that are moving from Porterville Developmental Center or another type of locked setting. These individuals cannot be served in any other setting, due to their specific needs. All staff in the homes must be Licensed Psychiatric Technicians or Registered Behavior Technicians. The staffing levels are determined by each individual client's needs. The EBSH contract is governed by California Code of Regulations Title 17 sections §59057 through §59059. The facility budget is approved by NBRC and certified by The Department of Developmental Services. This contract is for the facility costs for the home. When the first individual moves into the home, the facility cost is paid to the EBSH vendor. These homes are monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, monthly by NBRC's Board Certified Behavior Analyst, quarterly by NBRC's Quality Assurance Staff, semiannually by The Department of Developmental Services and annually unannounced by Community Care Licensing. Each client has their own individual budget that covers additional staffing costs, based on the client's needs.</p> <p>The below items are covered in this cost contract:</p> <ul style="list-style-type: none"> • Rent and maintenance for the property • 168 hours a week of Lead Staffing and all associated training costs • 40 hours a week of the home Administrator • Board Certified Behavior Analyst • Transportation • Insurance • Phone/ Internet/Cable/Utilities • Food • Repairs 					



North Bay Regional Center Doug Cleveland Board Opportunity Fund April 3, 2024, Board Meeting

The Doug Cleveland Board Opportunity Fund ending balance as of February 29, 2024, was **\$33,826.75**.

There were no transactions that occurred in the month of February 2024:

Donations and Deposits:

- No Donation
- No Deposits

Awards:

- None
-

Other Transactions:

- None

Ops Expenditures 8 months 60%	CFO Board Report February 29, 2024 67% of the fiscal year has elapsed				POS Expenditures 8 months 55%
OPERATIONS		Total Ops Allocation: \$			37,671,981
Total General Ops Contract: \$	35,725,171	Total CPP Contract: \$		1,345,793	
General Ops Amount Available: \$	14,632,473	CPP Contract Amount Available: \$		1,345,793	
Total YTD					
OPERATIONS EXPENSE (OPS)	YTD Actual	% by category	Forecast*	Actual + Forecast	
Personnel	\$ 14,800,886	70.17%	\$ 8,924,639	\$	23,725,525
Benefits	\$ 3,478,901	16.49%	\$ 4,323,643	\$	7,802,544
Facilities	\$ 1,601,616	7.59%	\$ 776,292	\$	2,377,908
Equipment	\$ 520,639	2.47%	\$ 104,361	\$	625,000
Communications	\$ 308,376	1.46%	\$ 91,624	\$	400,000
Mileage	\$ 173,554	0.82%	\$ 106,446	\$	280,000
Legal	\$ 80,874	0.38%	\$ 19,126	\$	100,000
General Office	\$ 55,979	0.27%	\$ 19,021	\$	75,000
Consultants	\$ 150,521	0.71%	\$ 428,963	\$	579,484
Bank Fee and LOC	\$ 18,196	0.09%	\$ 8,654	\$	26,850
Other Expenses	\$ 29,699	0.14%	\$ 108,161	\$	137,860
Revenue	\$ (126,543)	0.00%	\$ (278,457)	\$	(405,000)
Total Operations Expenses	\$ 21,092,698			\$	35,725,171
Community Placement Plan (CPP)					
	\$ -	0%	\$ 1,345,793	\$	1,345,793
Senior Companion Program (SCP) - Grant					
	\$ 191,119	58%	\$ 138,503	\$	329,622
Mental Health Services Act (MHSA) - Grant					
	\$ 119,781	44%	\$ 151,614	\$	271,395
Total Paid for Operations: \$ 21,403,598					
PURCHASE OF SERVICES		Total POS Allocation: \$			506,986,276
Total POS Contract: \$	506,986,276	Total CPP Contract: \$		-	
POS Contract Amount Available: \$	230,646,069	CPP Contract Amount Available: \$		-	
Total YTD					
PURCHASE OF SERVICES (POS)	YTD Actual	%	Forecast*	Actual + Forecast*	
Community Care Facilities	\$ 89,562,058	32.4%	\$ 67,242,634	\$	156,804,692
Supported Living Services	\$ 67,314,565	24.4%	\$ 42,267,280	\$	109,581,845
Day Programs	\$ 48,852,892	17.7%	\$ 31,039,176	\$	74,494,022
Behavioral Services	\$ 24,530,739	8.9%	\$ 18,164,579	\$	42,695,318
Other	\$ 21,520,431	7.8%	\$ 25,059,892	\$	46,580,323
Transportation	\$ 11,351,963	4.1%	\$ 7,125,659	\$	17,101,581
Respite	\$ 7,417,989	2.7%	\$ 5,736,019	\$	13,154,008
Medical Services	\$ 5,789,570	2.1%	\$ 4,713,306	\$	10,502,876
Community Placement Plan (CPP)	\$ -	0.0%	\$ -	\$	-
TOTAL POS EXPENSES	\$ 276,340,207	100.0%	\$ 201,348,545	\$	470,914,665
<i>*This budget reflects through the E - 1 for FY24.</i>					
Total Regional Center Budget:				\$	544,658,257



Committee Information

For committee agendas and location information, please visit

<https://nbrc.net/about-us/board-of-directors/board-meetings/board-committee-meetings/>

Committee	Members	Description	Next Meeting
Executive Committee	Board President - Rosemarie Pérez Board Vice President – Vacant Board Secretary – Ronald Gers Board Treasurer – Andrea Bednarova	The Executive Committee consists of officers elected by the Board of Directors. The Executive Committee oversees the direction of NBRC and provides leadership to the board. The committee meets monthly to discuss matters involving the agency and to plan the agenda for the upcoming board meeting.	April 15, 2024 6:30pm – 7:30pm Occurs the 3 rd Monday of every month
Vendor Advisory Committee (VAC)	Board VAC Representative – Breeanne Kolster	The Vendor Advisory Committee is comprised of service providers from Napa, Solano, and Sonoma counties. The members provide guidance, advice, and recommendations as they meet about issues and concerns that affect their services.	April 9, 2024 10am – 11:30am Occurs the 2 nd Tuesday of every month
Public Policy Advisory Committee (PPAC)	Board VAC Representative – Breeanne Kolster Board Member – Sara Speck	The Public Policy Advisory Committee is an advisory committee to the board. The committee reviews public policy impacting regional center services including: <ul style="list-style-type: none"> - Congressional bills, California state legislation and budget trailer bills - Federal and state executive orders - Changes in regulation and other law relating to disability programs and services - Department of Developmental Services directives The purpose of the committee is to keep the Board informed of important policy developments and recommend potential actions for the Board to take.	April 23, 2024 10am – 11:30am Occurs the 4 th Tuesday of every month

Cultural and Linguistic Competency Committee (CLCC)	Board President - Rosemarie Pérez Board VAC Representative – Breeanne Kolster Board Member – Sara Speck Board Member – Martha Valdez	The CLCC promotes diversity, equity and belonging within our agency and community by gathering input, analyzing data, reviewing policies, and making recommendations to the Board.	April 18, 2024 12pm – 1pm Occurs the 3 rd Thursday of every month
Client Advisory Committee (CAC)	Board Member & CAC Co-Chair – Sara Speck Board Member – Martha Valdez	The CAC represents the perspectives of people served by NBRC. The members share information, provide feedback on NBRC policies and practices, and make recommendations to the Board.	June 28, 2024 1:00pm – 2:30pm Occurs quarterly, 4 th Friday of the month
Risk Reduction Advisory Committee (RRAC)	Board Member – Joanne Giardello Board Member – Sara Speck	The Committee develops agendas that focus on policies, discussions, practices, and tasks related to prevention and response to neglect, physical and sexual abuse.	April 24, 2024 1:00pm – 2:00pm Occurs the last Wednesday of every month

Section 8.2 Committee Membership

Each committee shall have at least two Directors. Committee membership shall be established by a simple majority of Directors present at a Board Meeting. Except as otherwise provided in these Bylaws, members of the committees are not required to be Directors of the Corporation. However, no committee can take action or be authorized to take action on behalf of the Board of Directors unless all of its members are members of the Board of Directors.

APRIL/ABRIL

04/24

SUNDAY DOMINGO	MONDAY LUNES	TUESDAY MARTES	WEDNESDAY MIERCOLES	THURSDAY JUEVES	FRIDAY VIERNES	SATURDAY SABADO	NOTES
	1	2 DSCBA Presentation 7:00 PM Zoom	3	4	5 Developmental Disabilities & Neurodiversity Conference 7:30 AM Fairfield	6 Developmental Disabilities & Neurodiversity Conference 7:30 AM Fairfield	<p>Community Presentation <i>Presentación Comunitaria</i></p> <p>NBRC Hosted Event <i>Evento organizado por NBRC</i></p> <p>Community Outreach Event <i>Evento de Alcance Comunitario</i></p>
7 Napa County Health Fair 12:00 PM Napa	8	9	10	11	12	13	
14	15 Caminar Presentation 11:00 AM Zoom	16	17	18	19 2024 Legislative Breakfast 9:00 AM Santa Rosa	20	
21	22	23	24	25	26 Grupo de Enfoque 10:00 AM Napa/Hybrid English Focus Group 1:00 PM Napa/Hybrid	27	
28	29	30					

VAC MEETING MINUTES



January 9, 2024 at 10:00 am - 11:30 am
Via Zoom & In Person



VAC VOTING MEMBERS PRESENT:

Stacey Martinez, VAC Co-Chair, The Arc-Solano
Eric Martin, Oaks of Hebron
Carin Hewitt, ALift, LLC
Adria Carson, On My Own
Samantha Wilhite, Connections for Life
James Cox, Becoming Independent

Breeanne Kolster, VAC Co-Chair, 24 Hour Home Care
Jamie F Thompson, Napa Valley Support Services
Jessica Sadowsky, Bayberry Inc.
Jeremy Hogan, United Cerebral Palsy of the North Bay
Mary Eble, North Bay Housing Coalition

VAC VOTING MEMBERS ABSENT:

None

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director
Mariam Guirguis, Executive Assistant – Compliance
Isabel Calder, CFO
Beth DeWitt, Director of Client Services
Dee Skrzypczak, Fiscal Supervisor

Ellen Sweigert, Consumer Advocate
Courtney Singleton, Director of Community Services
Katy Vanzant, Quality Assurance Supervisor
June Ursini, Community Resource Consultant
Diana Azinger, Rate Coordinator

GUESTS (Names listed as seen on Zoom):

Abundance in Love Home Care Agency
Faith, Moving Forward
Leah, Integrate Resources Institute
Advanced Supportive Living
Alan Flores, United Access
Andrea Mendoza
Bobbie Scott, CBEM
Brandi Auble-CA Mentor
saratrail
Shana Murray – De Colores Arts
Shanna, Starshine Therapeutic Services
Taylor Berry, 24 Hour Home Care
Tobias Weare
Tsoro
Vanessa Dean
Mary Reynolds
Meddie Lozano, PRIDE
Melissa Cardenas, Dungarvin
Michelle Condit
Natalie, NLS
Rhonda Mottern
Robert Hutt
Ronda Reyes, Solano Diversified Services
Kaela Talafili, BI
Kelly Hanson, Pace Solano
Kreative Community Services

Lea Ronald, Napa Valley PSI
Leticia Leon (R&D)
Louis Chiofalo, SDS CEO
Management, MSLMCorp
Marc Anglade
Heather Crocker
Holly Pagel
Infinity & Beyond CLS
Jeannie Smith, NVSS/NPS
Jennifer Powell Zamora Family Home
Jesse Carbone, NBI
Joe Brewer
Dalia Flores, NBI
Dawn Strong
Debbi Davis, Special Care Services
Eddie Esquivel, Manos
Emma Bourke, NBI
Emmy Bennett, NVSS
Fairway Place
Heather Crocker
Linda Plourde
Anne Whitney
Maries iPhone (2)
Dante Ward
Denise Hunley, Operations
DS

- A. CALL TO ORDER- *Stacey Martinez, VAC Co-Chair*, called the meeting to order at 10:02 am.
 - a. Roll Call of Voting Members
 - b. Establish Quorum: established

B. CONSIDERATION OF AGENDA

- a. Additions or modifications to this agenda by voting members
 - a. Additions
 - 1. 90/10 Quality Incentive Program Updates
 - 2. Email feedback from Vendor Fair
 - 3. Update from Ellen Sweigert, NBRC Consumer Advocate



C. APPROVAL OF MINUTES:

- a. November 14, 2023, Meeting Minutes – Approved by Jeremy Hogan. Seconded by Breeanne Kolster. All in favor, none opposed.

D. SPECIAL PRESENTATION

- a. NBRC Strategic Plan
 - a. Gabriel Rogin, NBRC Executive Director, shared an overview of the draft version of NBRC’s Strategic Plan.
 - 1. Stacey Martinez, VAC Co-Chair, will send out the strategic plan via MailChimp for feedback.
 - 2. NBRC will discuss with other regional centers and outside entities about measuring communication effectiveness and strategies.
 - 3. The idea of having vendors visit the regional center was discussed, as well as the possibility of regional center staff visiting vendors.
 - a. NBRC will work on a new process to set up times for vendors to visit the regional center.
 - 4. Carin Hewitt suggested using the annual meetings as an opportunity to gather feedback and improve communication.
 - 5. NBRC will consider conducting satisfaction surveys for service providers, as part of individual circles of support.

E. GROUP REPORTS

- a. Napa-Solano Vendor Group
 - a. Kelley Hanson shared the following topics discussed at the December meeting.
 - 1. Mandatory Sick Days
 - 2. Direct Support Professional (DSP) Survey
 - 3. Delay in POS Communication
 - a. Gabriel Rogin, NBRC Executive Director, discussed the issue of vendor delays and the need for more concrete data on the problem.
 - b. Kelley Hanson mentioned a specific delay of 60 to 90 days that was not related to the Fiscal department.

- c. NBRC agreed on the need for improving the internal process and considering vendor training. They also discussed the idea of using a consistent subject line in emails for requests to increase efficiency.
 - d. A participant in the VAC meeting brought up an issue of supplemental support payments being delayed for up to 7 months, which was acknowledged as unacceptable.
 - e. VAC decided to request data from vendors and discuss best practices to put into action in the February and March meetings.
- b. Sonoma Vendor Group – None
- c. Residential/Housing
 - a. Mary Eble gave an overview of the strategies for housing retention and development in NBRC's Strategic Plan.
 - 1. Increasing Availability of Housing Options
 - 2. Adopt Individual Housing Planning
 - 3. Outreach, Advocacy and Training
 - 4. Continuous Improvement and Data Refinement
- d. Transportation
 - a. Leticia Leon, Vice President at R&D Transportation, reported on the transportation statistics for November and December, highlighting the number of providers, routes, and trips.
 - 1. Stacey Martinez, VAC Co-Chair, raised a concern about the R&D policy regarding notification of transportation delays, to which Leticia Leon clarified the protocol.
 - 2. There was a discussion about the practice of calling the vendor line for R&D when there's a transportation issue.
- e. Consumer Advocate Update
 - a. Ellen Sweigert, NBRC's Consumer Advocate, presented a packet of information containing volunteer opportunities and resources.
- f. Trade Associations
 - a. CDSA – None
 - b. CCLN – None
 - c. ANCOR
 - 1. Linda Plourde discussed the upcoming policy summit, focusing on workforce initiatives and housing advocacy with legislators.
 - 2. DSP Workforce Crisis Report for 2023
 - a. They highlighted the DSP sector's high turnover and vacancy rates and noted improvements despite some providers refusing referrals.
 - 3. Linda Plourde also mentioned the American Rescue Plan Act and its allocation of funds for home and community-based services. Various topics including dementia awareness, workforce training, and reducing Home and Community Based Services (HCBS) waiting lists were discussed.

- d. ARC/UCP – None
- g. NBRC Board Report
 - a. Breeanne Kolster, VAC Representative, gave an overview of the January Board of Director’s meeting.
 - 1. Jeremy Johnson’s and another board member’s resignation from the board was announced.
 - 2. The board also discussed fundraising efforts for the Doug Cleveland Board Opportunity Fund
 - 3. Discussion on the Association of Regional Center Agencies (ARCA) membership annual fee
 - 4. Draft overview of strategic plan
 - 5. A new board member, Sahira Arroyos, was voted in
 - 6. Nominations for Board Secretary
- h. ARCA Report
 - a. Gabriel Rogin, NBRC Executive Director, shared recent organizational changes, with Tony Anderson taking the role of Associate Director at ARCA and Leinani Walter becoming the Executive Director at Valley Mountain Regional Center.
- i. Committees/Subcommittees
 - a. Public Policy Advisory Committee (PPAC)
 - 1. Linda Plourde provided updates on legislative positions at the local and federal levels, highlighting retirements and transitions, and expressed concerns about regional center funding, workforce, and rate challenges. Linda also mentioned the formation of a statewide vendor advisory committee.
 - 2. Jeremy Hogan gave an update on the 2024 Legislative Breakfast scheduled for Friday, April 19th at the NBRC Santa Rosa office.
 - a. NBRC will send out a save-the-date for the 2024 Legislative Breakfast scheduled for April 19th.
 - b. SLS/ILS Subcommittee – None
 - c. State VAC Coalition
 - 1. Stacey Martinez, VAC Co-Chair, shared the coalition is meeting twice a month. Their meeting focus is putting together a one to two-page letter specifying the concerns that the vendor community has.

F. NBRC UPDATES:

- a. Fiscal – None
- b. Vendor Relations
 - a. Katie Vanzant, NBRC Quality Assurance Supervisor, shared the following.
 - 1. HCBS Final Rule Vendors - opportunity for vendors to get reimbursed for sending staff to person-centered thinking or cultural trainings.

G. OLD BUSINESS

- a. Co-Chair election in April

H. NEW BUSINESS

- a) Email feedback from the Vendor Fair
 - a. NBRC staff to share business cards with vendors at the next Vendor Fair.

I. GENERAL ANNOUNCEMENTS

- a) The next VAC meeting will be held on Tuesday, February 13th, at 10 am in Napa.
- b) The March 12, 2024, VAC meeting will be in Santa Rosa.

J. AGENDA ITEMS FOR FUTURE MEETINGS –

- a) Quality Incentive 90/10

K. ADJOURNMENT- .

- a) *Stacey Martinez, VAC Co-Chair*, ended the meeting.
11:44AM



NBRC Board of Director's Bylaws

Section 6.3 Duties of the President

The President shall preside at all meetings of the Board of Directors and at all meetings of the Executive Committee; shall execute all agreements with the Department of Developmental Services and the State of California for funding of the Corporation and all leases of real property; shall, with the approval of the Board of Directors, appoint the chairpersons of all committees, except the Executive Committee, the Nominating Committee and the Service Provider Advisory Committee; shall be a member, ex officio with vote, of all Standing Committees other than the Service Provider Advisory Committee (except that the President may designate the First or the

Second Vice President, in place of the President, to be a member, ex officio with vote, of any such Standing Committee other than the Service Provider Advisory Committee); and shall perform such other duties as may be required of him or her by these Bylaws or may be required of him or her from time to time by the Board of Directors.

Section 6.4 Duties of Vice President

The First Vice President shall perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The First Vice President shall perform such other duties as may be required from time to time by the Board of Directors.



FAIR HEARING & MEDIATION UPDATE

MARCH 1, 2024 – MARCH 31, 2024

Eligibility (23-27)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation and Fair Hearing held.
Eligibility (24-7)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal meeting held. No mediation or hearing requested at this time.
Eligibility (24-8)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair hearing in process of scheduling.
Service (24-9)	<u>Reason for Appeal:</u> Claimant appeals denial of request to fund service. <u>Ruling:</u> Mediation and Fair Hearing requested. In process of scheduling.