



*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*

*Promoting Opportunities  
Supporting Choices*

## **MEETING NOTICE**

The next meeting of the Board of Directors is a Regular Business Board Meeting scheduled as follows:

**DATE:** April 6, 2022

**TIME:** 6:00 pm

**PLACE:** Via Zoom

**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

**Agenda Enclosed**

**REMINDER:** Notices are posted at [www.nbrc.net](http://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**

**April 6, 2022, 6:00 p.m.**

**Join by Zoom Webinar:**

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplLWVjOFItUT09>

**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 – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from March 2, 2022 be approved as submitted. (2 min) (pgs. 1-5) ACTION
- IV. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. MOMENT OF SILENCE FOR BOARD MEMBER LYNETTE STAGNER (2 mins) INFO
- VI. ARCA UPDATES (5 mins) INFO
- VII. CONSUMER ADVOCATE INTRODUCTION – Ellen Sweigert (2 mins) INFO
- VIII. CASELOAD RATIO PRESENTATION – Jennifer Crick, Director of Administrative Services (20 mins) (pgs. 13-22) INFO
- IX. APPROVAL OF CONTRACT OVER \$250,000 – Courtney Singleton, Director of Community Services (5 min)
  - A. Specialized Residential Facility (SRF) (pg. 23) ACTION
- X. TREASURER'S REPORT – Andrea Bednarova, Treasurer
  - A. Treasurer's Report be approved as submitted. (5 min) (pgs. 24-25) ACTION
- XI. COMMITTEE REPORTS –
  - A. Cultural/Linguistic Competency Committee Update – Rosemarie Pérez, President (5 min) INFO
  - B. Vendor Advisory Committee Update – Breeanne Burris, VAC Co-Chair (5 min) (pgs. 26-32) INFO
  - C. Public Policy Advisory Committee Update – Breeanne Burris, VAC Representative (5 min) INFO
  - D. Client Advisory Committee Update – Sara Speck, Co-Chair, Secretary INFO
  - E. Nominating Committee Update – Rosemarie Pérez, President (20 min) ACTION
    - i. C2 Contract Requirements (pg. 33)
      - a. Governing Board/ Executive Director Roles and Responsibilities
      - b. Selection, Training, and Monitoring of Facilitators
    - ii. Board Term Elections (pg. 34)
      - a. Jose Ayala
    - iii. Vote On Committee Membership (pg. 35-36)
- XII. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (20 min) (pgs. 37-39)
- XIII. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- XIV. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- XV. CLOSED SESSION

A. Labor Contract Negotiations

XVI. RETURN FROM CLOSED SESSION

A. Report on any action taken during the closed session (1 min)

INFO

XVII. 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 Board Meeting on May 4, 2022 at 6:00 pm.

**North Bay Developmental Disabilities Services, Inc.**  
**Board of Directors Regular Business Meeting**  
March 2, 2022, 6:00 p.m.  
Via Zoom

**NBRC BOARD MEMBERS PRESENT:**

Rosemarie Pérez, President, Sonoma County  
Breeanne Burris, VAC Representative  
Joanne Giardello, Solano County

Sara Speck, Secretary, Solano County  
Andrea Bednarova, Attorney  
Jeremy Johnson, Vice President, Solano County  
Alexis Jarreau, Solano County  
Hue Truong, Sonoma County

**NBRC BOARD MEMBERS ABSENT:**

Jose Ayala, Napa County

**NBRC STAFF PRESENT**

Isabel Calder, Chief Financial Officer  
Beth DeWitt, Director of Client Services  
Gabriel Rogin, Executive Director  
Janelle Santana, Executive Assistant

Courtney Singleton, Director of Community Services  
Deanna Mobley, Director of Clinical and Intake Services  
Thomas Brungardt, Service Coordinator  
Tonya Fagan, Service Coordinator

**GUESTS:** (*\*Based on participants' names in the Zoom meeting.*)

1707\*\*\*\*036

Brien Farrell  
Cindy Cahill  
D Turner  
Edie Thomas  
Ellen S  
Franklin Phillips, CAC Chairperson, Community  
Holly Armijo  
Joe Schunk  
José S

Linda Plourde  
Lisa Anne Carbone, Lifehouse  
Mary Agnes Nolan, SCDD QAC  
Maxine Paula Milam, DDS  
Paula Finley  
Rita Edmonds-Norris  
Samantha Wilhite  
Trinidad Lopez, ICS Interpreting Services

**MINUTES**

**CALL TO ORDER** – *Rosemarie Pérez, President*, called the regular business meeting to order at approximately 6:00 pm.

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

**CONSIDERATION OF MINUTES** – Regular Business Meeting Minutes from the February 2, 2022, meeting be approved as submitted.

**M/S/C (Speck/Bednarova) Move to approve the minutes.**

**UNANIMOUS**

**GENERAL PUBLIC COMMENT** –

*MaryAgnes Nolan, SCDD Quality Assessment Coordinator for the National Core Indicator's Project*, provided an update on the upcoming National Core Indicators (NCI) Family Mail-In Survey Cycle;

- We were notified yesterday that there has been another delay and the surveys have not been mailed as expected, but families should start receiving the surveys soon.
- We will have a very short turnaround time to get the required 400 surveys returned for each category (A total of 1200). All the data has to be collected and inputted by the end of June.
- Hopefully the opportunity for families to fill out the survey information online for English surveys will

help with the process. It will also be very helpful if we can spread the word to encourage families to fill out the surveys if they receive one.

#### **20-21 CPA AUDIT REVIEW –**

Tom Huey, Partner, Windes: Accounting Firm for Tax Audit & Advisory Services, reviewed the 20-21 CPA Audit and reported it was a clean audit. There were no material weaknesses, and no findings. It was noted that the financials reflect a Qualified Opinion based on the GASB actuarial as noted in page 2 of the Financial Statement. (see attachment in March Board Packet).

**M/S/C (Johnson/Truong) Motioned to approve the 20-21 CPA Audit.**

**UNANIMOUS**

#### **OVERVIEW OF AVAILABLE MONITORING DATA FOLLOW-UP –**

Courtney Singleton, Director of Community Services, followed-up with the Board on the Overview of Available Monitoring Data. She asked what data the Board of Directors' would like to see on a regular basis when contracts are up for renewal.

- The board discussed the current process in place for Special Incident Reports and Annual Reviews.
- *Jeremy Johnson, Vice President*, noted it would be helpful for the Regional Center to know when the police are being called to the location the individual resides.
- *Joanne Giardello, Board Member*, noted it would be helpful to know what level of resources are available to the individuals we serve.
- *Rosemarie Pérez, President*, it would be interesting to look at the data points of Special Incident Reports and look at issues that the Board could be involved in. This could help improve situations for the individuals we serve.
  - o *Courtney Singleton, Director of Community Services*, to present data points to the Board every quarter and compare to the State data.
- *Joanne Giardello, Board Member*, suggested that the Regional Center provide training to Quality Assurance staff on identifying victims of abuse.

#### **APPROVAL OF CONTRACTS OVER \$250,000 –**

**Courtney Singleton, Director of Community Services presented the following contracts for approval;**

- A. Specialized Residential Facilities (SRF) –
  - a. eDEA Care Integrity Group (Sakura Home)
  - b. GLIM Residence, LLC

**M/S/C (Speck/Bednarova) Move to approve the contracts for Specialized Residential Facilities.**

**UNANIMOUS**

**Burris ABSTAINED**

- B. Corrective Action Plan Contract

There was a contract for a provider that was on a Corrective Action Plan. In order to keep confidentiality of the provider, a list of homes was presented without identifying the specific provider name. Courtney Singleton, Director of Community Services, noted that the provider is now in compliance and no longer on a Corrective Action Plan.

**M/S/C (Johnson/Speck) Motioned to approve the contract that was on a Corrective Action Plan.**

**UNANIMOUS**

**Burris ABSTAINED**

#### **REVIEW REVISED NBRC SOCIAL RECREATIONAL POLICY-**

*Beth DeWitt, Director of Client Services*, presented a revised draft of the North Bay Regional Center Social Recreational Policy. The attachment can be found in the March 2022 board packet.

**M/S/C (Johnson/Bednarova) Motioned to approve the Social Recreational Policy as submitted.**

**UNANIMOUS**

#### **TREASURER'S REPORT –**

- A. **Treasurer's Report be approved as submitted.**

*Rosemarie Pérez, Treasurer*, reviewed the Treasurer's Report. A summary of the Board Opportunity

Fund and the CFO board report can be found in the March 2022 board packet.

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

**B. FY 2020-2021 B4 Contract**

*Rosemarie Pérez, President*, presented the FY 2020-2021 B4 Contract for approval. She noted these funds will be used for any technology needs that North Bay Regional Center may have going forward.

**M/S/C (Johnson/Speck) Motioned to approve the FY 2020-2021 B4 Contract as submitted.**

**UNANIMOUS**

**COMMITTEE REPORTS –**

**A. Executive Committee Update –**

i. Committee Membership Discussion

*Rosemarie Pérez, President*, reviewed a list of committee membership and discussed the needs of each committee. She asked for volunteers for the committees listed below.

- The following board members volunteered to serve on the Nominating Committee –
  - Sara Speck
  - Andrea Bednarova
  - Joanne Giardello
- The Public Policy Advisory Committee needs a board member to act as a liaison and report to the board during board meetings.
- The Client Advisory Committee needs more board members that are client's themselves.
- The Audit Financial Committee needs one more Board member. The board member below volunteered to serve on this committee –
  - Sara Speck

**B. Cultural/Linguistic Competency Committee Update –**

*Rosemarie Pérez, President*, noted the following;

- The committee met on February 17<sup>th</sup>.
- Gabriel Rogin, Executive Director, noted that Ana Horta was introduced as the new Diversity and Equity Supervisor. Ana is going to supervise the four new Enhanced Case Management positions.
- The Disparity Town Hall Meetings are scheduled for March 16<sup>th</sup> (Spanish) and 23<sup>rd</sup> (English). During these meetings, there will be a discussion with the community around how improvements can be made in the area of service access and equity.
- The committee gave feedback to Beth DeWitt, Director of Client Services, on the Social Recreational Policy.
- The Board Policy regarding Non-Discrimination was reviewed by the group and we are continuing to make changes.
- The next meeting is on March 17<sup>th</sup> at 12:00pm.

**C. Vendor Advisory Committee Update –**

*Breeanne Burris, VAC Co-Chair*, noted the following;

- Erica Lazaldi, DDS, gave a presentation regarding the Workforce Survey. DDS plans to send the survey out to Direct Service Providers soon.
- The committee recognized two Direct Support Professionals for their extraordinary work – Edgar and Kathryn.
- The group discussed the Rate Model Implementation and encouraged the committee to advocate for an acceleration of the rates increases with an emphasis on benefits and wages for DSP's.
- Courtney Singleton, Director of Community Services, gave general community service updates.
- The committee reviewed the Social Recreational Policy and gave suggestions.

#### **D. Public Policy Advisory Committee Update –**

*Breeanne Burris, VAC Representative*, noted the following;

- The Build Back Better Plan is on pause for right now.
- The COVID sick leave pay is retroactive to January. This is creating an internal hardship to track and monitor. Therefore, emphasizing a need for a COVID Coordinator to track and implement procedures.
- The next ANCOR Board Meeting will be in Sacramento later on this year.

#### **E. Nominating Committee Update-**

##### **i. Revised Bylaws Related to Board Terms**

*Gabriel Rogin, Executive Director*, shared a document outlining what it would look like if the board were to agree with the change in the bylaws for board terms. This document can be found in the March 2022 board packet.

- *Gabriel Rogin, Executive Director*, noted that we aren't planning to change the terms for existing board members. This revised term structure will start with Joanne Giardello's term.

**M/S/C (Speck/Bednarova) Motioned to approve the revised bylaws related to board terms: one year, three year, three year. UNANIMOUS**

##### **ii. Election for Treasurer**

*Andrea Bednarova* was excused from the meeting. All board members took a poll and voted.

**All board members present voted to approve Andrea Bednarova as Board Treasurer for her first term from March 2022 to March 2024. UNANIMOUS**

##### **iii. New Board Member Election**

*Brien Farrell* was excused from the meeting. All board members took a poll and voted.

**All board members voted to approve Brien Farrell as a Board Member for a 1-year term from March 2022 to February 2023. UNANIMOUS**

#### **EXECUTIVE DIRECTOR'S REPORT –**

*Gabriel Rogin, Executive Director*, noted the following;

- Gabriel gave accolades to the teams that helped North Bay Regional Center have a clean audit in the middle of a pandemic and a really strong Social Recreational Policy.
- The COVID rates are declining. We will remain vigilant in terms of safety protocols and monitoring.
- North Bay Regional Center is increasing the expectation that all staff will be in the office at least two days a week.
- Staff are doing more in-person visits.
- We are having a discussion around relaxing mask requirements for staff in the office.
- We need to have a more in-depth conversation around allowing the public to come into our office.
- *Brien Farrell, Board Member*, commented via chat: Please thank staff for protecting NBRC consumers and staff by getting the booster. We are in this together.
- *Jeremy Johnson, Vice President*, asked if we're going to provide an expectation to vendors to have in-person services.
  - *Gabriel Rogin, Executive Director*, and *Courtney Singleton, Director of Community Services*, to look into this.
  - *Breeanne Burris, VAC Representative*, stated that she can have a discussion around in-person services with providers as an agenda item for the Vendor Advisory Committee.
  - *Brien Farrell, Board Member*, commented via chat:  
Some day program services have been delivered by Zoom during COVID. NBRC and vendors have taken steps to deliver meaningful services remotely. Due to the risk of COVID transmission, I supported remote delivery. Other services are different. The ebb and flow of transmission rates has complicated this. This should be reviewed as rates decline. I have been comfortable with the decisions of the home and day program vendors thus far.
- *Gabriel Rogin, Executive Director*, addressed the workforce crisis and proposed the potential use of assistive technology.

- There is a senate hearing tomorrow. This is an opportunity for the Senate Budget Committee to hear the proposals from ARCA and the Lanterman Coalition.
- We need to be thoughtful on how we set up the way we evaluate provider performance. Gabriel Rogin, Executive Director, should have more concrete updates in the next few months.
- NBRC is looking at hiring new growth positions.
- North Bay Regional Center hired a new Consumer Advocate – Ellen Sweigert.
- Grassroots Day is on April 5<sup>th</sup>.
  - o *Sara Speck, Secretary*, volunteered to be a part of Grassroots Day and asked for more information.

**GOOD OF THE ORDER –**

- *Sara Speck, Secretary*, noted the next Client Advisory Committee Meeting is scheduled for March 25<sup>th</sup> from 1:00pm – 2:30pm.
- *Breeanne Burris, VAC Representative*, noted that March is National Social Worker month. Please have management reach out to Service Coordinator staff to tell them what a great job they’re doing.

**GENERAL PUBLIC COMMENT – None**

**CLOSED SESSION –**

The board moved into closed session at 8:13pm to discuss real estate negotiations.

**RETURN FROM CLOSED SESSION-**

**A. Report on any action taken during closed session.**

The board returned from the closed session at 8:45pm and there was action taken.

**M/S/C (Johnson/Speck) Motioned to approve North Bay Regional Center’s plan for an office move conditional to DDS’s approval. **UNANIMOUS****

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



Operations ____ Purchase of Service <u>__X__</u>
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Date submitted to NBRC Board for review 3/02/2022  
 Date approved by NBRC Board Executive Committee (if applicable) N/A  
 Date approved by NBRC Board 3/02/2022

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

Purpose of Contract	Consumers Served	Contractor Name (if applicable)	Vendor #	Term of Contract	APPROVED	Maximum Annual Payment
Specialized Residential Facility	4	eDEA Care Integrity Group (Sakura Home)	TBD	03/04/22 through 12/31/24	YES (Speck/Bednarova)	\$726,513.20
Specialized Residential Facility	4	GLIM Residence, LLC	TBD	03/15/22 through 12/31/24	YES (Speck/Bednarova)	\$726,513.20

Summary:  
 These specialized residential facility are licensed by California Social Services, Department of Community Care Licensing and vendored by North Bay Regional Center to serve individuals with medical and/or behavioral needs. These homes will serve individuals with behavioral and medical needs. The homes provide between 2 -3 staff to 4 client ratio during awake hours with a 1 staff to 4 client ratio overnight. Professional Consultation services may include: A Registered Nurse, Board Certified Behavior Analyst, Occupational Therapist, Registered Dietician, Recreational Therapist and/or Physical Therapist. These homes are monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by Quality Assurance Staff and annually unannounced by Community Care Licensing. These homes are new and located in Solano County.

Date submitted to NBRC Board for review 12/01/21  
 Date approved by NBRC Board Executive Committee (if applicable) N/A  
 Date approved by NBRC Board 12/01/21

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

Purpose of Contract	Consumers Served	Contractor Name (if applicable)	Vendor #	Term of Contract	Maximum Annual Payment
Specialized Residential Facility	4	Bright Minds Residential Care	HN0491	01/01/22 to 12/31/24*	727,068
Specialized Residential Facility	4	A PLACE OF GRACE MV	HN0315	01/01/22 to 12/31/24*	708,048
Specialized Residential Facility	4	RED JADE	HN0317	01/01/22 to 12/31/24*	\$813,936
Specialized Residential Facility	4	KAVERE AT GREEN MOUNTAIN	HN0331	01/01/22 to 12/31/24*	\$666,547
Specialized Residential Facility	4	CARE GREAT	HN0392	01/01/22 to 12/31/24*	\$977,991
Specialized Residential Facility	4	A PLACE OF GRACE Manzanita	HN0393	01/01/22 to 12/31/24*	\$678,823
Specialized Residential Facility	4	PEOPLE'S CARE NORTHER CA	HN0416	01/01/22 to 12/31/24*	\$918,332
Specialized Residential Facility	4	INCLUSIONS Dawn Way	HN0417	01/01/22 to 12/31/24*	\$918,340
Specialized Residential Facility	4	INCLUSION Whisper Glen	HN0419	01/01/22 to 12/31/24*	\$918,340
Specialized Residential Facility – SDC	4	ADELAIDE HOME LLC	HN0439	01/01/22 to 12/31/24*	\$982,199
Specialized Residential Facility – SDC	4	WAYNE HOME LLC	HN0441	01/01/22 to 12/31/24*	\$982,173
Specialized Residential Facility	4	A PLACE OF GRACE-Novato	HN0445	01/01/22 to 12/31/24*	\$727,068
Specialized Residential Facility	4	R&L RESIDENTIAL SERVICES	HN0447	01/01/22 to 12/31/24*	\$982,198
Specialized Residential Facility	4	BATs Erika's Home	HN0453	01/01/22 to 12/31/24*	\$1,122,558
Specialized Residential Facility – SDC	4	NARSAN HOMES, LLC JJ Home2	HN0458	01/01/22 to 12/31/24*	\$981,583
Specialized Residential Facility – SDC	4	Nanay Home	HN0459	01/01/22 to 12/31/24*	\$982,162
Specialized Residential Facility – SDC	4	Adelaide Home II	HN0460	01/01/22 to 12/31/24*	\$982,162
Specialized Residential Facility – SDC	4	NARSAN HOMES, LLC JJ Home 1	HN0466	01/01/22 to 12/31/24*	\$1,053,104

Specialized Residential Facility - SDC	4	Partners for Inclusion (Eve Court)	HN0469	01/01/22 to 12/31/24*	\$982,169
Specialized Residential Facility- SDC	4	Lola Manor	HN0473	01/01/22 to 12/31/24*	\$971,605
Specialized Residential Facility – SDC	3	Partners for Inclusion	HN0475	01/01/22 to 12/31/24*	\$805,968
Specialized Residential Facility	4	PEOPLE'S CARE Rolling Hills	PN1034	01/01/22 to 12/31/24*	\$979,380
Specialized Residential Facility	4	PEOPLE'S CARE MORNING SUN	PN1042	01/01/22 to 12/31/24*	\$979,380

## Summary:

As of 12/1/2021: M/S/C (Johnson/Speck) Moved to approve the twenty-three contracts. If there is a provider on a Corrective Action Plan within this category, that contract is excluded from this vote (APPROVED).

**As of 3/2/2022: (Johnson/Speck) Motioned to approve the contract that was on a Corrective Action Plan (APPROVED).**

These specialized residential facilities are licensed by California Social Services, Department of Community Care Licensing and vendored by North Bay Regional Center to serve individuals with medical and/or behavioral needs. Many were developed to serve individuals moving from Sonoma Developmental Center. The homes provide between 2 -3 staff to 4 client ratio during awake hours with a 2 staff to 4 client ratio overnight. Professional Consultation services may include: A Registered Nurse, Board Certified Behavior Analyst, Occupational Therapist, Registered Dietician, Recreational Therapist and/or Physical Therapist. These homes are monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by Quality Assurance Staff and annually unannounced by Community Care Licensing.

Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	Belen Haven II	HN0462	01/01/22 to 12/31/24*	\$2,393,533
Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	Belen Haven I	HN0463	01/01/22 to 12/31/24*	\$1,469,501
Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	ELWYN CALIFORNIA -Alderbrook	HN0455	01/01/22 to 12/31/24*	\$1,963,636
Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	ELWYN CALIFORNIA - El Ritero	HN0450	01/01/22 to 12/31/24*	\$1,557,846
Adult Residential Facility for Persons with Special Health Care Needs – SDC	4	Serena Home LLC (Romana Home)	HN0464	01/01/22 to 12/31/24*	\$1,158,722
Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	AEN HOMES, LLC Grosse	HN0420	01/01/22 to 12/31/24*	\$1,374,007
Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	ABM HOMES DBA PETERSON	HN0425	01/01/22 to 12/31/24*	\$1,373,994
Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	WNJT HOMES DBA MONTE	HN0426	01/01/22 to 12/31/24*	\$1,373,994

\*Date range assumes that provider is not on a Corrective Action Plan. Contract for provider on Corrective Action Plan approved for 3 months.

Adult Residential Facility for Persons with Special Health Care Needs – SDC	5	ERAH, LLC	HN0440	01/01/22 to 12/31/24*	\$1,469,465
<p>Summary:</p> <p>As of 12/1/2021: M/S/C (Bednarova/Speck) Moved to approve the nine contracts. If there is a provider on a Corrective Action Plan within this category, that contract is excluded from this vote (APPROVED).</p> <p><b>As of 3/2/2022: (Johnson/Speck) Motioned to approve the contract that was on a Corrective Action Plan (APPROVED).</b></p> <p>An Adult Residential Facility for Persons with Special Healthcare Needs (ARFPSHN) is a four or five bedroom home licensed by Department of Social Services-Community Care Licensing, certified by The Department of Developmental Services and vendored by a regional center. An ARFPSHN provides care to individuals that require 24 hour licensed nursing care in a home setting. Staffing requirements are two staff to five individuals, with 24 hours a day of licensed nursing of which 40 hours a week must be a Registered Nurse. Individuals also receive 60 day visits by their physician. Professional Consultation services may include: A Registered Nurse, Board Certified Behavior Analyst, Occupational Therapist, Registered Dietician, Recreational Therapist and/or Physical Therapist. Individuals in these homes are some of NBRC's most medically fragile and the majority of individuals in these homes have moved from Sonoma Developmental Center. These homes are monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by Quality Assurance Staff, semiannually by The Department of Developmental Services and annually unannounced by Community Care Licensing.</p>					
Enhanced Behavioral Supports Home – SDC	4	Kwanza Care, LLC	HN0474	01/01/22 to 12/31/24*	\$767,221
Enhanced Behavioral Supports Home – SDC	4	Serena Homes, LLC-Anamor	HN0484	01/01/22 to 12/31/24*	\$673,005
<p>Summary:</p> <p>As of 12/1/2021: M/S/C (Speck/Bednarova) Moved to approve the two contracts. If there is a provider on a Corrective Action Plan within this category, that contract is excluded from this vote (APPROVED).</p> <p><b>As of 3/2/2022: (Johnson/Speck) Motioned to approve the contract that was on a Corrective Action Plan (APPROVED).</b></p> <p>These Enhanced Behavioral Homes (EBSH) were developed to serve individuals with challenging behavioral needs that have moved from Sonoma Developmental Center into the community. These individuals cannot be served in any other setting, due to their behavioral 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, on an annual basis by Quality Assurance Staff, semiannually by The Department of Developmental Services and annually unannounced by Community Care Licensing.</p> <p>The below items are covered in the facility cost per month:</p>					

\*Date range assumes that provider is not on a Corrective Action Plan. Contract for provider on Corrective Action Plan approved for 3 months.

Rent for the property	Insurance
168 hours a week of Lead Staff (salary, benefits & taxes)	Phone
40 hours a week of the home Administrator	Repairs
Board Certified Behavior Analyst supervision	Internet/Cable
Property Taxes	Utilities
	Transportation

SDC= Developed for individuals that moved from Sonoma Developmental Center

\*Date range assumes that provider is not on a Corrective Action Plan. Contract for provider on Corrective Action Plan approved for 3 months.

# **North Bay Developmental Disabilities Services Inc.**

**Board of Directors**

## **NBRC Social Recreational Policy**

**APPROVED BY BOARD OF DIRECTORS 3/2/2022**

**\*PENDING DDS APPROVAL\***

**M/S/C (Johnson/Bednarova) Motioned to approve the Social Recreational Policy as submitted.**

### **Purpose:**

The purpose of this policy is to define and outline North Bay Regional Center's intent to support and foster social and recreational activities for individuals determined eligible for services and residing in the NBRC catchment area.

### **Policy:**

North Bay Regional Center supports active and integrated social and recreational activities for all of its participants, both children and adults. Social Recreational opportunities can help individuals achieve IPP goals while facilitating community integration and inclusion. For those individuals with developmental disabilities, inclusive, community based activities that promote socialization, mental and physical well-being, are important to fostering acceptance and integration in a person's local community. NBRC will promote equitable, diverse and integrated activities that acknowledge and respect the culture and individual need of every NBRC participant. Social recreational opportunities can increase and expand the development of relationships for the individual, their family and the community at large.

NBRC will advocate for, link individuals to and collaborate with local public and private programs to encourage adaptation and removal of barriers that limit participation of individuals with developmental disabilities. If agreed to by the IPP team, and after all generic resources have been exhausted, NBRC can support cost effective, appropriate opportunities to facilitate maximum participation within integrated settings and activities.



Date submitted to NBRC Board for review

03/02/2022

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

03/02/2022

Operations

Purchase of Service

The following contracts have been reviewed by Isabel Calder, Chief Financial Officer and Gabriel Rogin, Executive Director. Both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Contractor Name and Vendor# (if applicable)	Term of Contract	Total Contract Amount	APPROVED	Notes
B-4 for Fiscal Year 20/21	Department of Developmental Services	July 1, 2019 – June 30, 2026	\$352,371.741	M/S/C (Johnson/Speck)	The B-4 includes OPS allocation in the amount of \$45,238. <b>This funding is allocated for CPP.</b> NBRC total allocation for FY21 as of B-4: <ul style="list-style-type: none"> <li>Ops: \$25,524,843</li> <li>POS: \$326,846,898</li> </ul>

# North Bay Regional Center

Caseload Ratios Presentation

April 6, 2022



# North Bay Regional Center Caseload Ratios

## February 2022 DDS Caseload Ratio Report (as of 2/6/22)

- ▶ NBRC MedWaiver Ratio = 1:73 vs. DDS Requirement = 1:62
  - ▶ 12 Full Time Service Coordinators needed to meet the required caseload ratio\*
- ▶ NBRC All Others = 1:78 vs. DDS Requirement = 1:66
  - ▶ 8 Service Coordinators needed to meet the required caseload ratio\*

***NBRC needs a total of 20 additional Service Coordinators to meet the requirements for these combined caseloads.***

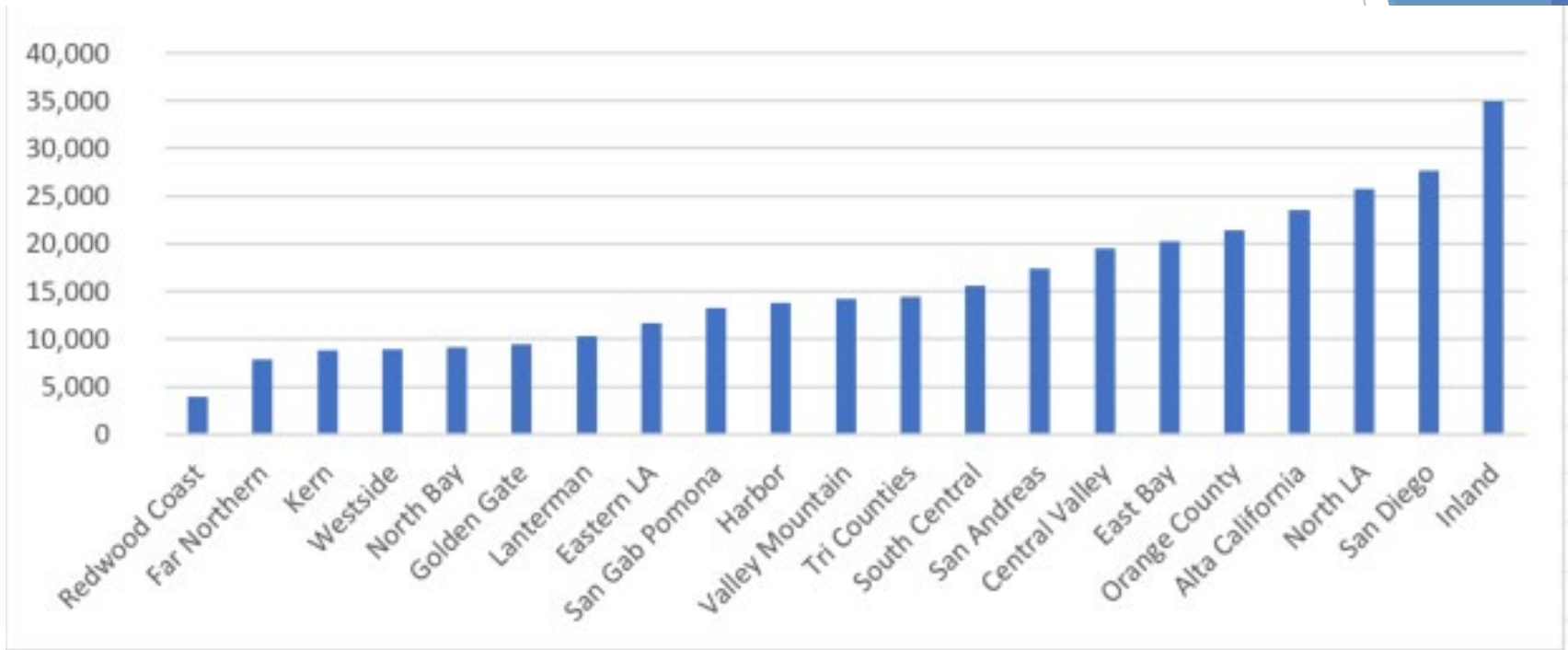
# North Bay Regional Center Caseload Ratios

## March 2022 DDS Caseload Ratio Report

- ▶ NBRC Early Start Ratio = 1:58 vs. DDS Requirement = 1:62
  - ▶ NBRC is currently meeting this required caseload ratio
  - ▶ With the anticipation of increased cases in Early Intervention Services, NBRC added 4 growth positions to ensure ongoing compliance.
- ▶ NBRC “Complex Case” Ratio = 1:29 vs. DDS Requirement = 1:25
  - ▶ Currently has 1 Service Coordinator dedicated to Complex Cases, serving 14 clients (1:14)
  - ▶ There are 123 additional Complex Cases, disbursed amongst 70 other Service Coordinators

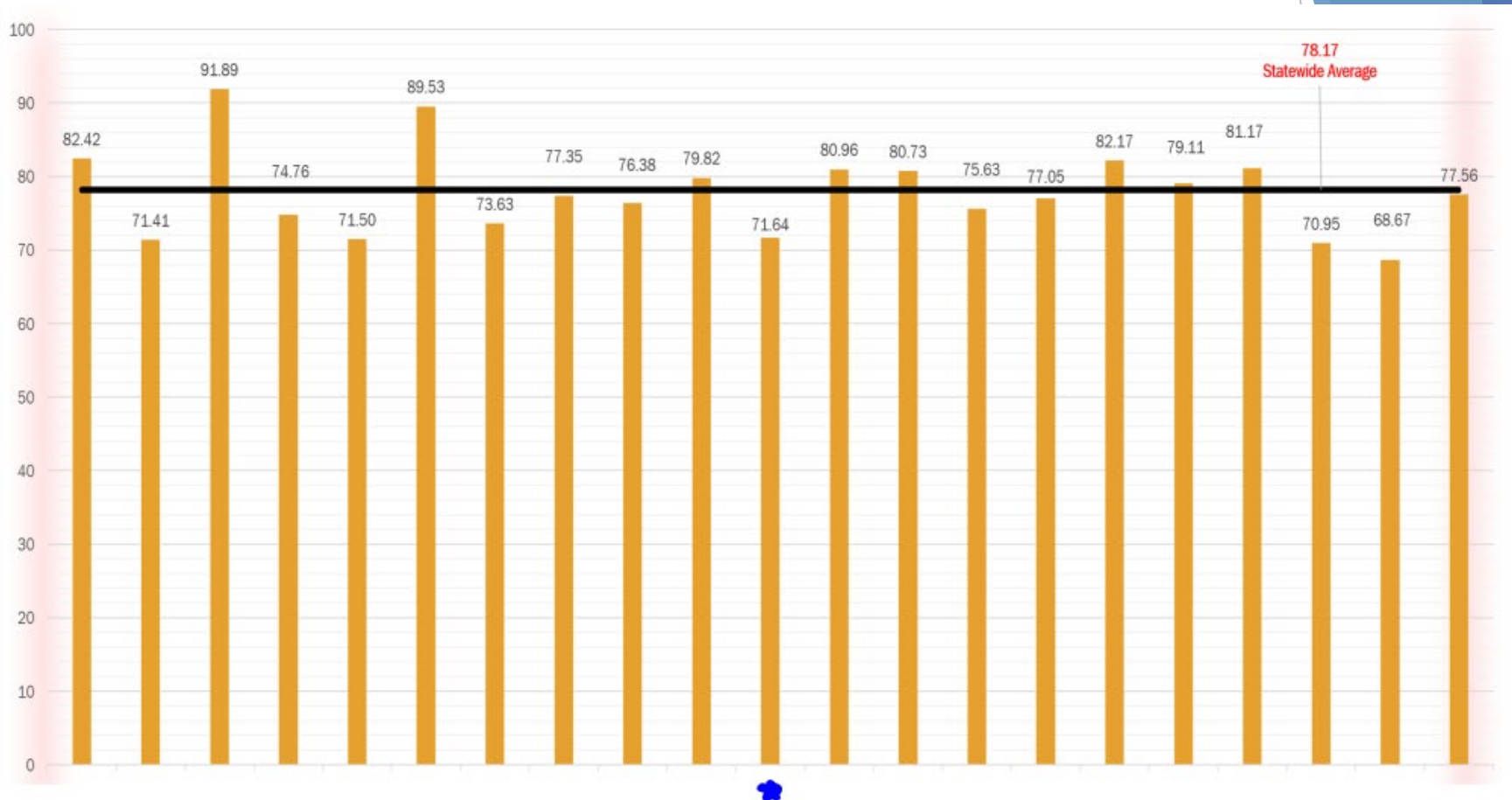
***NBRC needs an additional 3.75 dedicated Complex Case SC's to meet the requirement for the “Complex Case” Ratio Requirement***

## Regional Centers By Client Population



North Bay Regional Center is considered a “small” Regional Center with **9,564** clients.

# Overall Caseload Ratio Comparison by Regional Center As of February 2022



Regional Center Statewide Average Caseload Ratio is 1:78  
NBRC Average Caseload Ratio is 1:72

# Costs to Meet Caseload Ratio Requirements

## Projected cost to meet DDS' Caseload Ratio Requirements

### Cost Per NBRC Service Coordinator

- ▶ \$58,800 = Average NBRC Service Coordinator annual salary
- ▶ \$19,900 = Average NBRC annual benefits
- ▶ **\$78,700** = Total average NBRC Service Coordinator salary/benefit package

### Total Cost

- ▶ NBRC will need **23.75** Service Coordinators to meet DDS' Caseload Ratio Requirements
  - ▶ **20** more to meet MedWaiver and All Others DDS Requirements
  - ▶ **3.75** more to meet the Complex Cases DDS Requirement
- ▶ Total cost = **\$1.869** million

# North Bay Regional Center's Efforts to Meet Caseload Ratios

- ▶ As of February 6<sup>th</sup>, NBRC currently has a total of 133 Service Coordinators on staff
  - ▶ 124 Service Coordinators
  - ▶ 9 Senior Service Coordinators
- ▶ NBRC is currently recruiting for 16 Service Coordinators
  - ▶ We have added 11 “growth” positions in the 21/22 Fiscal Year
- ▶ NBRC has hired 8 Service Coordinators since January 1, 2022
- ▶ We are working diligently to identify potential applicants, utilizing online sources such as Indeed and Craigslist, and implemented an Employee Referral Bonus for employees who refer qualified candidates who are hired by NBRC

# North Bay Regional Center's Challenges in Meeting Caseload Ratios

- ▶ Core Staffing Formula
- ▶ Policy Positions
- ▶ NBRC's Catchment Area
- ▶ COVID-19 Impacts
- ▶ Remote Work
- ▶ Local Competition for Candidates

# SALARY COMPARISON

## NBRC Service Coordinator to Local County Social Worker I

County	Salary Range		
	Min		Max
Sonoma	\$ 53,556	-	\$ 65,097
Napa	\$ 64,043	-	\$ 76,460
Solano	\$ 69,197	-	\$ 84,108
NBRC	\$ 50,784	-	\$ 68,076



What questions do you have?

Operations \_\_\_\_  
Purchase of Service \_\_X\_\_

Date submitted to NBRC Board for review

4/06/2022

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

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

Purpose of Contract	Consumers Served	Contractor Name (if applicable)	Vendor #	Term of Contract	Maximum Annual Payment
Specialized Residential Facility	4	Vincent Manor, Inc	TBD	4/6/22 through 12/31/24	\$726,513.20

Summary:  
This specialized residential facility will serve four (4) children and is located in the county of Napa. This home is licensed by California Social Services, Department of Community Care Licensing and vendored by North Bay Regional Center to serve individuals with medical and/or behavioral needs. The home provides between 2 -3 staff to 4 client ratio during awake hours with a 1 staff to 4 client ratio overnight. Professional Consultation services may include: A Registered Nurse, Board Certified Behavior Analyst, Occupational Therapist, Registered Dietician, Recreational Therapist and/or Physical Therapist. These homes are monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by Quality Assurance Staff and annually unannounced by Community Care Licensing.



# North Bay Regional Center Doug Cleveland Board Opportunity Fund April 6, 2022 Board Meeting

The Doug Cleveland Board Opportunity Fund ending balance as of February 28, 2022 was **\$71,136.67**.

The account had the following activity in February 2022:

## Donations and Deposits:

- Donation no donations

## Grants:

- One grant \$500.00

Ops Expenditures 8 months 51%	<b>CFO Board Report</b> As of February 28, 2022 67% of the fiscal year has elapsed	POS Expenditures 8 months 57%
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**OPERATIONS** **Total Ops Allocation: \$ 29,284,421**

Total General Ops Contract: \$	27,570,853	Total CPP Contract: \$	210,813
General Ops Amount Available: \$	13,560,914	CPP Contract Amount Available: \$	(1,134,980)

OPERATIONS EXPENSE (OPS)	YTD Actual	% by category	Forecast*	Total YTD Actual + Forecast
Personnel	\$ 9,977,762	64.98%	\$ 8,825,203	\$ 18,802,965
Benefits	\$ 2,148,420	13.99%	\$ 2,835,270	\$ 4,983,690
Facilities	\$ 1,349,284	8.79%	\$ 530,112	\$ 1,879,396
Equipment	\$ 238,033	1.55%	\$ 66,967	\$ 305,000
Communications	\$ 161,849	1.05%	\$ (11,849)	\$ 150,000
Mileage	\$ 51,602	0.34%	\$ 68,398	\$ 120,000
Legal	\$ 16,152	0.11%	\$ 33,848	\$ 50,000
General Office	\$ 20,752	0.14%	\$ 14,248	\$ 35,000
Consultants	\$ 60,557	0.39%	\$ 504,936	\$ 565,493
Bank Fee and LOC	\$ 15,483	0.10%	\$ 4,517	\$ 20,000
Other Expenses	\$ 61,847	0.40%	\$ 13,653	\$ 75,500
Revenue	\$ (91,802)		\$ (100,000)	\$ (191,802)
Community Placement Plan (CPP)	\$ 1,345,793	8.76%	\$ -	\$ 1,345,793
<b>Total Operations Expenses</b>	<b>15,355,732</b>		<b>\$ -</b>	<b>\$ 28,141,035</b>

Senior Companion Program - Grant	YTD Actual	% by category	Forecast*	Actual + Forecast
Senior Companion Program - Grant	\$ 140,025	38%	\$ 227,730	\$ 367,755

START Program	YTD Actual	% by category	Forecast*	Actual + Forecast
START PROGRAM	\$ -	0%	\$ 1,135,000	\$ 1,135,000

**PURCHASE OF SERVICES** **Total POS Allocation: \$ 370,753,502**

Total POS Contract: \$	369,741,603	Total CPP Contract: \$	1,011,899
POS Contract Amount Available: \$	158,056,571	CPP Contract Amount Available: \$	1,011,899

PURCHASE OF SERVICES (POS)	YTD Actual	% YTD Total	Forecast*	Total YTD Actual + Forecast*
Community Care Facilities	\$ 72,792,734	34.3%	\$ 36,545,311	\$ 109,338,045
Supported Living Services	\$ 51,498,417	24.3%	\$ 25,762,725	\$ 77,261,142
Day Programs	\$ 39,973,191	18.9%	\$ 25,368,222	\$ 65,341,413
Behavioral Services	\$ 15,376,259	7.3%	\$ 7,714,964	\$ 23,091,223
Other	\$ 15,318,793	7.2%	\$ 45,322,512	\$ 60,641,305
Transportation	\$ 6,618,357	3.1%	\$ 3,316,494	\$ 9,934,851
Respite	\$ 5,862,867	2.8%	\$ 2,990,696	\$ 8,853,563
Medical Services	\$ 4,244,414	2.0%	\$ 2,321,437	\$ 6,565,851
COVID and Rate Increases	\$ 247,076		\$ 2,485,381	\$ 2,485,381
Late billing	\$ -		\$ 1,450,257	\$ 1,450,257
Community Placement Plan (CPP)	\$ -	0.0%	\$ 1,011,899	\$ 1,011,899
<b>TOTAL POS EXPENSES</b>	<b>\$ 211,932,108</b>	<b>99.9%</b>	<b>\$ 154,289,898</b>	<b>\$ 365,974,930</b>

*\*This budget reflects through the C-2 amendment.*

**Total Regional Center Budget: \$ 400,037,923**

## VAC MEETING MINUTES




Vendor Advisory Committee

North Bay Regional Center

February 8, 2022 at 10:00 am - 11:30 am  
Via Zoom



- A. CALL TO ORDER- *Stacey Martinez, VAC Co-Chair*, called the meeting to order at 10:02 am.
- a. Roll Call of Voting Members: *Stacey Martinez, Ali Tabatabai, Andrea Mendoza, Michelle Ramirez, Eric Martin, Breeanne Burris, Mary Eble, Jamie F Thompson, Michele Rogers, James Cox, Jamie Collins, Mike Lisenko, and Jeremy Hogan.*
  - b. Establish Quorum: established
- B. CONSIDERATION OF AGENDA 
- a. Additions or modifications to this agenda by voting members-  
*Stacey Martinez, VAC Co-Chair*, noted she would like to add the discussion of Performance Indicators for Rate Implementation in the New Business section.
- C. APPROVAL OF MINUTES: **Action Item for voting VAC members**
- a. January 11, 2022, Meeting Minutes- approved by *Michele Rogers*. Seconded by *Mike Lisenko*. All in favor, none opposed.
- D. SPECIAL PRESENTATIONS
- a. DSP Appreciation
    - i. Strategies to Empower People  
*Jacquie V. Foss* recognized the following people as direct service providers that went above and beyond;
      - Edgar ensured the individuals served were safe during the pandemic by quarantining with them.
      - Kathleen worked with an individual with complex needs throughout the pandemic. She was willing to help out wherever needed.*Jacquie V. Foss* noted there were many direct service providers that went above and beyond and she's happy to work with a helpful team.
  - b. Department of Developmental Services
    - i. Erica Lazaldi, DDS, presented on the Direct Service Provider Workforce Survey. Please email for any questions or concerns. [dspworkforce@dds.ca.gov](mailto:dspworkforce@dds.ca.gov)  
The presentation is available in the link below;  
<https://mcusercontent.com/9ca22a2673b904618a530dc7b/files/565d1567-6cac-3fd1-edf2-a750e304e9b6/overview.VAC.pdf>
      - *Michele Rogers* asked if Early Intervention Specialists are considered Direct Service Providers under this survey.

- *Erica Lazaldi, DDS*, to follow up with Michele via email.
- *Breeanne Burris, VAC Co-Chair*, asked via chat if vendors should answer this survey per catchment area or in total for all regional centers they serve.
  - *Erica Lazaldi, DDS*, noted it'll be a culmination of all of that and to identify the regional centers they serve.
- *Joetta Griffin* inquired via chat if the survey is facility specific or agency specific.
  - *Erica Lazaldi, DDS*, noted the following;
    - The survey is going to be agency specific
    - We're identifying the service code through the vendors, pulling it through SANDIS, and identifying email addresses through the Everbridge system.
- *Gabriel Rogin, NBRC Executive Director*, wants to acknowledge DDS leadership on this and gathering the data

## E. GROUP REPORTS

- a. Napa- Solano Vendor Group  
*Kelley Hanson* reported the group did not meet.
- b. Sonoma Vendor Group  
*Jamie F Thompson* noted the following;
  - The group discussed what the reporting requirements are for when a client is potentially exposed to COVID.
  - *Elizabeth Clary* noted there was a lot of confusion of whom to report to and when. It would be helpful to get a refresher.
    - *Courtney Singleton, Director of Community Services*, to work on a flow chart and send it out.
- c. Residential – No updates
- d. Housing  
*Mary Eble* noted the following;
  - The Housing Committee is meeting next week.
  - The Napa, Solano and Sonoma Vendor Group will plan to be on the agenda in future meetings to talk about housing elements.
    - *Kelley Hanson* and *Jamie F Thompson* to follow up with *Mary Eble* via email to schedule this.
- e. Transportation  
*Leticia Leon* noted the following;
  - We attended the DDS Focus Session on Transportation last Friday. The PowerPoint can be found in the following link:  
[https://www.dds.ca.gov/wp-content/uploads/2022/02/Rates\\_Presentation\\_02042022.pdf](https://www.dds.ca.gov/wp-content/uploads/2022/02/Rates_Presentation_02042022.pdf)
  - North Bay Regional Center needs to receive additional direction from DDS on how the rate model will be implemented.
  - R&D will schedule Q&A discussions after coordinating with North Bay Regional Center.

- Any service provider that's contracted for transportation, please send Leticia your email address. [lettyl@rdtsi.com](mailto:lettyl@rdtsi.com)
- f. Trade Associations
- i. CDSA
 

*Michelle Ramirez* provided the following information of an upcoming meeting;

    - Tomorrow, Wednesday the 9th, the Assembly Budget Subcommittee No. 1 on Health and Human Services (“Sub 1”) will be holding its first hearing on developmental disabilities services funding. The extensive agenda is now available  
<https://abgt.assembly.ca.gov/sites/abgt.assembly.ca.gov/files/Feb%209%202022%20-%20Asm%20Sub.%201%20Agenda%20-%20Department%20of%20Developmental%20Services%20and%20Department%20of%20Rehabilitation.pdf> .

There are nine issues under developmental services, which will be presented via panels. Those panels include multiple regional center Executive Directors, as well as ARCA and other advocacy organizations.
  - ii. CCLN
 

*Jacquie V. Foss* reported the following;

    - CCLN has been named as the association that will be working on the Paid Service Outcome Pilot Project. Dr. Julie Beadle-Brown has agreed to lead the project. She recently finished a report with the European Commission on the Innovative Quality Framework and plans to present that to DDS.
      - Jacquie V. Foss to send the report to Gabriel Rogin, NBRC Executive Director.
    - CCLN met with the ARC/ARCA and had conversations about the acceleration of the rate study.
    - Disability Voices United has come out in support of the acceleration, with some caveats that CCLN has as well – that the accelerated rate increases go directly to the DSP's. If we are going to talk about the workforce, it needs to be about wages and benefits.
    - We need to speak up and get loud. By accelerating the rate study, we can increase service access, quality of life outcomes, and allow the people we serve to have a chosen way of life.
    - CCLN has submitted budget bill language on the assistive technology piece.
      - Gabriel Rogin, NBRC Executive Director, is taking the lead on the conversation.
    - CCLN submitted a fix for service code 520 - Independent Living Skills (ILS).
  - iii. ANCOR
    - Linda Plourde, Bayberry Inc., spent a week with ANCOR Board of Directors in Tuscon, Arizona.
    - The next board meeting in April is in Sacramento. ANCOR is looking to link with various providers of service.
    - There's a conference in April being held in Miami.

- We are seeing a pause in the Build Back Better Act due to health challenges in the senate.
- iv. **ARC/UCP**  
 Stacey Martinez reported the following after attending the ARC/UCP Executive meeting;
- The ARC is working on submitting a proposal to accelerate the rate study on behalf of the Lanterman coalition.
  - They are preparing language for billing monthly instead of hourly for day programs.
  - There was a discussion around adjusting rates in the rate study.
  - The group is reviewing the following bills and working on the language;
    - SB882 Law Enforcement bill
    - AB1663 regarding conservatorship
- g. **NBRC Board Report**  
*Breeanne Burris, VAC Co-Chair*, reported the following;
- The State Council is sending out the family NCI surveys on Feb 15<sup>th</sup>
    - English speaking families will have ability to fill it out online.
    - Spanish speaking families will need to respond to the survey via mail.
  - Beth DeWitt, Director of Client Services, presented a draft of the Social Recreational Policy. The board gave their feedback.
  - Cultural and Linguistic Competency Committee Update
    - NBRC staff are doing trainings internally to help prepare staff on cultural and diversity conversations. The Covenant for Brave Space is being implemented internally.
  - There were nominations for a Board Treasurer since Rosemarie Pérez will assume the Board President role in March.
  - We said farewell to three board members - Angel Hixson, Rita Edmonds-Norris, Lynette Stagner.
  - A new board member was voted onto the Board of Directors – Joanne Giardello.
- h. **ARCA Update**  
*Gabriel Rogin, NBRC Executive Director*, noted the following;
- Thank you to the service providers for getting information for the rate model implementation.
  - We see how hard service providers are working and appreciate everything they're doing to manage the workforce crisis.
  - COVID positive rates are declining.
  - CDPH relaxed their requirement for visitors – need to be fully vaccinated or show proof of a negative test within 24 hours.
  - It looks like California is moving towards relaxing mask requirements.
- i. **Committees/Subcommittees**
- i. **Public Policy Advisory Committee**  
*Linda Plourde, Bayberry Inc.*, noted the committee did not meet this month.



- ii. DSP Subcommittee  
*Stacey Martinez, VAC Co-Chair*  
Please send your nominations for DSP's next month. Send nominations to [nbrcvac@gmail.com](mailto:nbrcvac@gmail.com)
- iii. Cultural Diversity (Cultural Linguistic Competency)  
*Breeanne Burris, VAC Co-Chair*, noted the committee met last month. She reported the following items;
  - o We have drafted a survey to go out to the Vendor Advisory Committee and other vendors in the community. Keep an eye out for it next month. We'd love for as much feedback as possible.
- iv. Early Intervention/Early Start Subcommittee  
*Michele Rogers* had to leave and there was not a meeting this month.

F. NBRC UPDATES:

a. Fiscal

*Gabriel Rogin, NBRC Executive Director*, reported the following;

- NBRC is having IT Server issues. We haven't been able to email authorizations since Tuesday, February 2<sup>nd</sup>.
  - o We anticipate to have it fixed by the end of the day tomorrow.
  - o Vendors can email [ebilling@nbrc.net](mailto:ebilling@nbrc.net) if you need information about authorizations

b. Vendor Relations

*Courtney Singleton, Director of Community Services*, notified the group of the following;

- We have 10 vendors left to gather information for the rate implementation.
- Thank you for all of your quick responses. We are on the right track.
- Electronic Visit Verification – DDS set a deadline for registration by March 1<sup>st</sup>.
  - o North Bay Regional Center has 65% of its vendors registered.
  - o *Courtney Singleton, Director of Community Services*, will reach out to the unregistered providers individually.

c. Quality Assurance

*Jason Lane, NBRC Quality Assurance Supervisor*, gave an update on upcoming vendor trainings;

- The link to Training Registration: <https://www.eventbrite.com/d/online/nbrc/>
- Contact [jasmineM@nbrc.net](mailto:jasmineM@nbrc.net) with any problems.
- Registration is limited to 50 and available on a first-come, first-served basis.
- All trainings are free of charge.
- Trainings will be held via Zoom from 10:00-12:00, unless otherwise noted.
  - o Flu, Pneumonia + Respiratory Risks (Covid Protocols) - NBRC RN
    - February 9<sup>th</sup> 3:00-5:00 pm
  - o Dementia in People with Intellectual + Developmental Disabilities 101 - Collabria Care
    - February 22
  - o Supporting Social-sexual development - NBRC PHD
    - March 2

- Special Incident + Mandated Reporter Training - NBRC Quality Assurance
  - March 10
- Dementia in People with Intellectual + Developmental Disabilities 102 - Collabria Care
  - March 22
- NBRC hired a new HCBS Evaluator – Katy Vanzant.
- d. Self-Determination Program
 

*Beth DeWitt, Director of Client Services*, reported the following;

  - North Bay Regional Center has enrolled 15 people into the program.
  - After reviewing the attendance of orientations, we agreed that we will initiate an evening session.
  - After people attend orientation, they have the option to sign up for a one on one follow-up session.
  - The orientations and follow-up sessions have Spanish translation.

## G. NEW BUSINESS

- a. Booster Mandate Update
 

The Booster Mandate deadline was extended from February 1<sup>st</sup> to March 1<sup>st</sup>.
- b. Social Recreation – NBRC Policy
 

Beth DeWitt, Director of Client Services, presented a draft of the Social Recreational Policy. She noted the following;

  - The policy is focused on integration and inclusion.
  - There will be opportunities to receive feedback from the community on February 17<sup>th</sup> and the 28<sup>th</sup>. One of the sessions will be in English, and the other in Spanish.
  - We plan to outreach to local school districts, family resource centers, county recreational departments and train service coordinators.
  - We are working internally to create efficient systems.
  - NBRC will take requests on a case-by case basis.
- c. Performance Indicators for Rate Implementation
 

Stacey Martinez noted the following;

  - The rate implementation study – up to 10% of your rate can be determined by the quality of your services. What are the performance indicators that would be used?
  - Gabriel Rogin, NBRC Executive Director, noted that things are moving very quickly at the state level on how to measure provider performance and link to rates.
    - Gabriel suggested the idea of putting a subgroup together. If anyone is interested in joining the subgroup, please email [nbrcvac@gmail.com](mailto:nbrcvac@gmail.com)
      - Jacquie V Foss, Linda Plourde, Mike Lisenko, Samantha Wilhite, and Eric Martin showed interest via chat.
  - *Kelley Hanson* asked via chat about Alternative Service Delivery services being discontinued once the new rates are implemented.
    - *Gabriel Rogin, NBRC Executive Director*, noted that no end date has been announced for ASD at this point.
  - *Linda Plourde, Bayberry Inc.*, expressed her concern about the services being measured by quality of work when there is lack of funding.

- *Jacquie V. Foss* recommended being involved in the conversations at the state level.

H. OLD BUSINESS

- a. VAC Contact Email: [nbrcvac@gmail.com](mailto:nbrcvac@gmail.com)
- b. Staffing Shortage - None

I. GENERAL ANNOUNCEMENTS

- a. Training/Events  
DEEP Equity Now – March 23<sup>rd</sup> and April 6<sup>th</sup>  
To sign up for the webinar series:  
<https://tu.edu/deepequitynow/?fbclid=IwAR0CFUUFdVayy12ry28Re7CqsmEEtE9N16cyJZZ-Ky5F7ed1eL0J911IMpU>
- b. Community concerns
- c. Reminders
  - Elizabeth Clary notified the committee that Julie Egger is debuting in *Amy and the Orphans* at the Cinnabar Theatre in Sonoma County in February.
  - Linda Plourde, Bayberry Inc., recommended a podcast called *Disability Garrison*.

J. AGENDA ITEMS FOR FUTURE MEETINGS - None

K. ADJOURNMENT- *Stacey Martinez*, VAC Co-Chair, ended the meeting and moved into closed session.



11:31AM

I. ACTION TAKEN DURING CLOSED SESSION -

- a. Recommended moving VAC funds to NBRC account.
- b. Recommended Jessica Sadowsky as VAC Voting Member.

Minutes Taken by Janelle Santana

## C2 Contract Requirements

### **Article VII, Section 14 – Board Governance**

By April 1, 2022, Contractor shall ensure that either a board-approved policy or board-approved bylaws describe the following:

- a. The respective roles and responsibilities of the governing board in setting policy and overall governance and the Executive Director in day-to-day operations.
- b. The selection, training and monitoring of facilitators who will support board members to ensure maximum understanding and participation in carrying out their roles and responsibilities as per W&I Code, Section 4622(g)(1) and (2).

**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

<b><u>Term</u></b>	<b><u>Name</u></b>	<b><u>County</u></b>
5/18 – 4/21 5/21 – 4/24 5/24 – 4/25 (4/25) <b>TREASURER:</b> 9/18 – 8/20, 9/20 – 2/22 <b>PRESIDENT:</b> 3/22 – 3/24	<b>Rosemarie Pérez</b>	Sonoma
7/18 – 6/21 7/21 – 6/24 7/24 – 6/25 (6/25) <b>VICE PRESIDENT:</b> 4/19 – 3/21, 4/21 - 3/23	<b>Jeremy Johnson</b>	Solano
7/18 – 6/21 7/21 – 6/24 7/24 – 6/25 (6/25) <b>SECRETARY:</b> 3/20 – 2/22, 3/22 – 2/24	<b>Sara Speck</b>	Solano
6/16 – 5/19 6/19 – 5/22 6/22 – 5/23 (5/23)	<b>Jose Ayala</b>	Napa
12/21 – 11/23 11/23 – 10/25 (10/25) VAC REP	<b>Breeanne Burris</b>	Napa, Solano, Sonoma / VAC
07/19 – 06/22 07/22 – 06/24 07/24 – 06/26 (06/26)	<b>Alexis Jarreau</b>	Solano
10/19 – 09/22 10/22 – 09/24 10/24 – 09/26 (09/26)	<b>Hue Truong</b>	Sonoma
11/19 - 10/22 11/22 – 10/24 11/24 – 10/26 (10/26)	<b>Andrea Bednarova</b>	
02/22 – 01/23 02/23 – 01/26 02/26 – 01/29 (01/29)	<b>Joanne Giardello</b>	Solano
03/22 – 02/23 03/23 – 02/26 03/26 – 02/29 (02/29)	<b>Brien Farrell</b>	Solano
00/00 – 00/00 00/00 – 00/00 00/00 – 00/00 (00/00)	<b>Vacant</b>	

(Dates in brackets are the 7<sup>th</sup> consecutive year)

**Revised 03/2022**

## Committee Information

### **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.

Committee	Members	Description	Next Meeting
Executive Committee	Board President - Rosemarie Pérez Board Vice President - Jeremy Johnson Board Secretary - Sara Speck 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.	March 21 <sup>st</sup> 6:30pm – 7:30pm  Occurs the 3 <sup>rd</sup> Monday of every month
Nominating Committee	Board President - Rosemarie Pérez Board Secretary – Sara Speck Board Member – Andrea Bednarova Board Member – Joanne Giardello	The Nominating Committee recommends, recruits, and interviews potential board members.	TBD  Meetings to occur quarterly
Vendor Advisory Committee (VAC)	Board VAC Representative - Breeanne Burris	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.	March 8, 2022 10am – 11:30am  Occurs the 2 <sup>nd</sup> Tuesday of every month
Public Policy Advisory Committee (PPAC)	Board Member – Breeanne Burris Board Secretary – Sara Speck	The Public Policy Advisory Committee is an advisory committee to the board. The committee reviews public policy impacting regional center services including:	March 22 <sup>nd</sup> 10am – 11:30am

		<ul style="list-style-type: none"> <li>- Congressional bills, California state legislation and budget trailer bills</li> <li>- Federal and state executive orders</li> <li>- Changes in regulation and other law relating to disability programs and services</li> <li>- Department of Developmental Services directives</li> </ul> <p>The purpose of the committee is to keep the Board informed of important policy developments and recommend potential actions for the Board to take.</p>	Occurs the 4 <sup>th</sup> Tuesday of every month
Cultural and Linguistic Competency Committee (CLCC)	Board President - Rosemarie Pérez Board VAC Representative – Breeanne Burris	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.	March 17 <sup>th</sup> 12pm – 1pm  Occurs the 3 <sup>rd</sup> Thursday of every month
Client Advisory Committee (CAC)	Board Secretary & CAC Co-Chair – Sara Speck Board Member - TBD	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.	March 25 <sup>th</sup> 1:00pm – 2:30pm  Occurs quarterly, 3rd Friday of the month
Audit Financial Committee	Board President - Rosemarie Pérez Board Member - Hue Truong Board Treasurer – Andrea Bednarova Board Secretary – Sara Speck	The Committee reviews and reports on the results of NBRC’s annual independent audit, including any findings and recommendations, to the Board of Directors.	As needed

# Implementation of Major Initiatives

**ISSUE:** Informational update on the current status of policies enacted for Fiscal Year 2021-22

**BACKGROUND:** Governor Newsom signed the final Fiscal Year 2021-22 Budget ([SB 129](#)) on July 12, 2021. This year's Budget combined with the developmental services trailer bill ([AB 136](#)) contain an unusually high number of policy items to be implemented in the coming year. Additionally, the state [received federal approval](#) for a number of other [one-time and short-term investments](#) in September 2021 through the American Rescue Plan Act. Most of the initiatives are consistent with positions ARCA has supported over time, such as the movement towards financially incentivizing good service outcomes. Each policy will require thoughtful implementation, much of which will fall to the regional centers.

On October 19, 2021, DDS released a [comprehensive letter](#) to regional centers and their boards regarding implementation of the various policies included in the Fiscal Year 2021-22 Budget.

On January 10, 2022, Governor Newsom released his proposed Budget for Fiscal Year 2022-23, which frames discussions with the Legislature about policy and funding initiatives for the fiscal year beginning July 1, 2022. This proposal provides insight into the Administration's longer-term strategy, and is informing some of the work related to implementation of approved initiatives from Fiscal Year 2021-22.

The Senate and Assembly Budget Subcommittees both held their initial round of Budget hearings in February 2022. During that time, they asked about the status of many of the initiatives included in the attached chart, further highlighting their commitment to maximizing the impact of these policies.

**ANALYSIS/DISCUSSION:** The attached chart is intended to provide members of the Board of Directors with information about the implementation status of various major policy items and anticipated next steps in these areas.

Consistent with ARCA's core mission, the work of the organization and its staff will be focused on supporting the regional centers to effectively implement these changes for the benefit of individuals with developmental disabilities and their families.

**RECOMMENDATIONS:** *none*

**ATTACHMENT(S):** *Major Fiscal Year 2021-22 Policy Items – March 2022 Update*



**Major Fiscal Year 2021-22 Policy Items – March 10, 2022 Update**

Policy	Status	Next Steps
Provisional Eligibility	<ul style="list-style-type: none"> <li>• <a href="#">Initial DDS Directive</a> issued 8/5/21 with information included in the 10/19/21 <a href="#">DDS TBL letter</a></li> <li>• Funds allocated in C-1</li> </ul>	<ul style="list-style-type: none"> <li>• Work with DDS and regional centers to capture the volume of clinical work associated with this policy and explore its financing</li> </ul>
Self-Determination Program (SDP)	<ul style="list-style-type: none"> <li>• DDS established the <a href="#">Office of the SDP Ombudsperson</a> and continues work to finalize its structure</li> <li>• <a href="#">DDS directive</a> issued 11/4/21 related to the role of Participant Choice Specialists and <a href="#">later clarity</a> regarding their ability to support fiscal functions</li> <li>• <a href="#">DDS directive</a> issued 1/13/22 related to allowable purchases</li> <li>• Available funding for Participant Choice Specialists allocated in C-1 and C-2 with equal resources for each regional center</li> </ul>	<ul style="list-style-type: none"> <li>• Continued participation in DDS focus groups on various Self-Determination Program topics to advance program implementation</li> <li>• Continued staff support for those implementing the Self-Determination Program at the local level</li> <li>• Additional conversations with DDS about maintaining an adequate Financial Management Service provider network</li> </ul>
Enhanced Service Coordination for Individuals with No or Low POS	<ul style="list-style-type: none"> <li>• Contract language formalizing rules</li> <li>• Provided DDS with recommendations for pre- and post-intervention surveys</li> <li>• Funds allocated in C-1 based on overall size of regional center</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing discussions with DDS on needed program guidance, particularly around timelines, training, and tracking outcomes</li> </ul>
Planning for Replacement of Technology	<ul style="list-style-type: none"> <li>• Shared ARCA’s prior work related to replacement of the regional center accounting system with DDS</li> <li>• DDS updates to various ARCA groups regarding timelines for systems replacement</li> <li>• Discussions with DDS regarding ensuring the UFS replacement moves as quickly as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Work with DDS to ensure regional center input on current and future needs informs its work at various phases in the <a href="#">Project Approval Lifecycle</a></li> <li>• Discuss with DDS the expected outcomes of these projects, regional center resources needed to carry them out, and any interim steps that need to be taken prior to project completion</li> </ul>

Policy	Status	Next Steps
Performance Incentive Program	<ul style="list-style-type: none"> <li>• Discussions with DDS regarding the structure of the Performance Incentive Program and participation in broader stakeholder discussions on this topic</li> <li>• Discussions with Agency and various advocacy organizations regarding ARCA's commitment to measuring outcomes</li> <li>• In consultation with the Directors Group, development of proposed performance measures for the short- and longer-term</li> <li>• 68% of available funds allocated in C-2 with equal resources for each regional center</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion scheduled for 3/11 with the Client Advisory Committee and 3/17 with the Board Delegates on the draft proposed measures for consideration by the ARCA Board of Directors at its March 2022 meeting</li> <li>• Discussions with DDS regarding allocation of remaining funds consistent with ARCA's recommendation for this to be based on regional center relative size, while ensuring all regional centers have a base level of resource</li> <li>• Discussion with DDS regarding the amount, structure, and timing of the incentives</li> </ul>
Rate Increases and Rate Model Implementation	<ul style="list-style-type: none"> <li>• Obtained clarity from DDS and Health Management Associates (formerly Burns and Associates) regarding the phases of rate implementation, including standards related to assumed staff training and expertise</li> <li>• Ongoing discussions with service providers about flaws in specific rate models and strategies to address those</li> <li>• 60% of available funding for rate reform implementation allocated in C-1</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing discussion with DDS, service providers, and stakeholders regarding the incentivization of outcomes</li> <li>• Discussions with DDS regarding allocation of remaining available funds</li> <li>• Ongoing discussions with DDS regarding the need for additional service provider outreach and information as the rate model implementation begins</li> </ul>
Service Restoration	<ul style="list-style-type: none"> <li>• <a href="#">DDS letter</a> on this topic issued 10/7</li> <li>• Discussion with DDS regarding the need to approve RC POS policies in this area to support implementation.</li> <li>• Participated in conversations with DDS regarding Enhanced Community Integration for Children and Adolescents</li> </ul>	<ul style="list-style-type: none"> <li>• Continued discussions with DDS regarding implementation and challenges in rebuilding the service provider network in this area</li> <li>• ARCA and The Arc California webinar scheduled for March 30 to support RC and service provider staff with developing integrated social recreation service options</li> </ul>

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,138	11.9 %	MALES	6,139	64.6 %	OWN HOME	7,036	74.1 %
3 - 17	2,928	30.8 %	FEMALES	3,353	35.3 %	ILS	611	6.4 %
18 - 40	3,468	36.5 %			SLS	643	6.7 %	
41 - 60	1,222	12.8 %			DC		.0 %	
61 - 80	709	7.4 %			SNF	24	.2 %	
					ICF	180	1.8 %	
80 & OLDER	27	.2 %			CCF	747	7.8 %	
					FOSTER CARE	172	1.8 %	
					OTHER	79	.8 %	
TOTAL:	9,492	100.0 %	TOTAL:	9,492	100.0 %	TOTAL:	9,492	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	605	6.3 %	AUTISM	3,175	33.4 %	28. NAPA	1,161	12.2 %
ASIAN	239	2.5 %	EPILEPSY	1,028	10.8 %	48. SOLANO	4,064	42.8 %
BLACK	807	8.5 %	CEREBRAL PALSY	892	9.3 %	49. SONOMA	4,155	43.7 %
FILIPINO	365	3.8 %	MENTAL RETARDATION	4,604	48.5 %			.0 %
NATIVE AMERICAN	47	.4 %	OTHER	920	9.6 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,414	25.4 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,205	44.3 %					.0 %	
OTHER	310	3.2 %					.0 %	
UNKNOWN	500	5.2 %					.0 %	
						OTHER	112	1.1 %
TOTAL:	9,492	100.0 %				TOTAL:	9,492	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	28	.2 %	1	1,232	12.9
ENGLISH	7,864	82.8 %	2	8,213	86.5
SPANISH	1,471	15.4 %	3		
OTHER LATIN LANG.	1	.0 %	O		
CANTONESE CHINESE	6	.0 %	P		
MADARIN CHINESE	3	.0 %	U	47	
JAPANESE	2	.0 %			
VIETNAMESE	14	.1 %			
KOREAN	5	.0 %			
LAOTIAN	2	.0 %			
CAMBODIAN	2	.0 %			
OTHER ASIAN LANG.	5	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	87	.9 %			
TOTAL	9,492	100.0 %	TOTAL	9,492	100.0



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**FAIR HEARING & MEDIATION UPDATE**

**MARCH 1, 2022 – MARCH 31, 2022**

Personal Support Service Reimbursement (21-12)      Reason for Appeal: Claimant appeals denial of personal support service reimbursement.  
Ruling: Fair Hearing completed. Decision made.

DSP Rate Increase (22-1)      Reason for Appeal: Claimant appeals denial of rate increase.  
Ruling: Fair Hearing request scheduled.