

**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
Friday, September 14, 2018 at 9:30am  
North Bay Regional Center  
610 Airpark Road, Napa, CA 94558**

**AGENDA**

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Vice President and Secretary
- III. ANNOUNCEMENTS
- IV. FEATURE PRESENTATION
  - A. New Contracts – Courtney Singleton, Director of Community Services (Pg. 1) ACTION
    - Kwanza Care, LLC – Enhanced Behavioral Support Home
    - Elwyn, CA – Enhanced Behavioral Support Home
    - Casa Luna, LLC – Enhanced Behavioral Support Home
    - Serena Homes, LLC – Enhanced Behavioral Support Home
    - Anka – Community Crisis Home
  - B. Prior Year Contracts – Courtney Singleton, Director of Community Services (Pg. 2) ACTION
    - Kreative Community Services – Day Program
    - Equiventure – Day Program
    - Amani, LLC – Day Program
    - University of Pacific – In Home Dental Services
    - M3 – Day Program
- V. GENERAL PUBLIC COMMENT - Sign-up sheet (2 minutes per person unless otherwise allowed by Board Chairperson). Public invited to comment on any matter.
- VI. GOOD OF THE ORDER - any other Board business may be brought up at this time.
- VII. CLOSED SESSION – Board Retreat
- VIII. ADJOURNMENT

CLOSED SESSION – The governing board of a regional center may hold a closed meeting to discuss or consider one or more of the following: (1) real estate negotiations, (2) the appointment, employment, evaluation of performance, or dismissal of a regional center employee, (3) employee salaries and benefits, (4) labor contract negotiations, (5) pending litigation -- W&I Code 4663(a).

NEXT MEETING ANNOUNCEMENT - The next Board of Directors meeting is a regular business meeting scheduled for Wednesday, October 3, 2018 at Sonoma Developmental Center at 5:00 p.m.
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**North Bay Developmental Disabilities Services, Inc.**  
**Board of Directors' Regular Business Meeting**  
**September 14, 2018, 9:30 a.m.**  
**610 Airpark Road, Napa, CA 94558**

**MINUTES**

**NBRC BOARD MEMBERS PRESENT:**

Rita Edmonds-Norris, Vice President/Secretary  
Linda Plourde, VAC Rep.  
Rosemarie Pérez, Treasurer  
Jeremy Johnson, Solano County

Angel Hixson, President  
Rhonda Foster, Sonoma County  
Franklin Phillips, CAC Chair  
Sara Speck, Solano County  
David Mauger, VAC Rep.

**NBRC BOARD MEMBERS ABSENT:** Jose Ayala

**STAFF PRESENT:**

Danielle Bernardo, Executive Assistant  
Beth DeWitt, Director of Client Services

Gabriel Rogin, Executive Director  
Thomas Maseda, Director of Administration  
Courtney Singleton, Dir. of Community Services

**GUESTS PRESENT:**

Michael Monk, Musick, Peeler & Garrett LLP

Anh Nguyen, Consultant

**CALL TO ORDER** – Angel Hixson, President, called the meeting to order at 9:34a.m. A quorum was present and the Board and audience introduced themselves.

**ANNOUNCEMENTS – None**

**FEATURE PRESENTATION –**

*New Contracts – Courtney Singleton, Interim Director of Community Services*

The following five contracts are estimates, DDS is to approve the final budget. They are all Enhanced Behavioral Support Homes for the SDC Closure with one Crisis Home to deflect the need for locked settings.

- Kwanza Care, LLC – Pengrove, CA
  - Contract term – 9/15/18 until cancelled or the first date an individual moves into the home.
  - \$66,000 per month, \$792,000 Total Annual Contract
  - Home for 4 individuals from the Sonoma Developmental Center
  - Home will be run by a former SDC RN

**M/S/C (Plourde/Pérez) Move approval of Kwanza Care, LLC. contract that exceeds \$250,000 annually.**

**UNANIMOUS**

- Elwyn, California – Santa Rosa, CA
  - Contract term – 9/4/18 until cancelled
  - \$65,000 per month, \$780,000 Total Annual Contract
  - Currently has four homes with NBRC in support of the SDC closure

Jeremy Johnson asked why this contract wasn't brought to the Board Meeting on September 5<sup>th</sup> Board Meeting when the contract started the date before that meeting. Courtney Singleton responded and agreed with him, that it should have been brought to the Board then.

**M/S/C (Pérez/Speck) Move approval of Elwyn, California contract that exceeds \$250,000 annually.**  
**UNANIMOUS**

- Casa Luna, LLC. – Fairfield, CA
  - \$65,000 per month, \$780,000 Total Annual Contract
  - Currently has one other home with NBRC
  - 4 state staff members
  - Scioto home – The providers are responsible for the home repairs

**M/S/C (Plourde/Hixson) Move approval of Casa Luna, LLC. contract that exceeds \$250,000 annually.**  
**UNANIMOUS**

- Serena Homes, LLC. – Santa Rosa, CA
  - \$68,000 per month, \$816,000 Total Annual Contract
  - Run by an LVN with an nursing staff
- Courtney predicts DDS will bring down all the rates once they view them.
- Jeremy Johnson stated please note that all contracts should indicate “until cancelled” in Board packet.

**M/S/C (Foster/Pérez) Move approval of Serena Homes, LLC. contract that exceeds \$250,000 annually.**  
**UNANIMOUS**

- Anka Behavioral Health, Inc. – Vacaville, CA
  - \$58,000 per month, \$696,000 Total Annual Contract
  - 5 bed Community Crisis Home
  - Currently has one home with NBRC
  - Specifically to prevent locked settings
  - Can stay for up to one year with the option of an extension
  - Team of Registered Behavior Techs, Psych Techs, Psychologist
- Rosemarie Pérez asked how much longer Northern Star going to remain open. Courtney Singleton replied until the warm shut down happens, which is about 6 months from now. Gabriel Rogin stated to his understanding it would remain open until the DDS safety net home is open.

**M/S/C (Pérez/Plourde) Move approval of Anka Behavioral Health, Inc. contract that exceeds \$250,000 annually.**  
**UNANIMOUS**

*Retroactive Contracts – Courtney Singleton, Interim Director of Community Services*

The next four retroactive contracts were presented to the Board in Oct 2016 but were not an action item. They were all start up contracts and requests for proposal were through startup funding.

- Executive Director, Gabriel Rogin said, “It is possible that it was presented to the board as information. We believe that the intent of the law is that anything over 250k is to be presented to the Board. Some Regional Centers may interpret these things differently depending on the type of contract. We are airing on the side of caution and are cleaning it up now to take action and move in the right direction.”
  - President, Angel Hixson stated, “The Board is very unhappy that these contracts were handled this way. This Board will not be operating that way. We appreciate your steps you are taking to clean it up. We want to make sure that this doesn't happen again.”
- Kreative Community Services
    - Day Program – SDC

- Term of Contract: 3/31/16-3/31/18
- \$250,000 Total Contract
- For adults 18+

**M/S/C (Pérez/Plourde) Move approval of the retro contract for Kreative Community Services that exceeded \$250,000 annually. UNANIMOUS**

- M3 Day Program, LLC.
  - Day Program for Individuals from SDC who are Medically Fragile
  - Term of Contract: 6/19/17-1/31/19
  - \$300,000 Total Contract
  - Should open November 1, 2018

**M/S/C (Plourde/Pérez) Move approval of the retro contract for M3 Day Program, LLC that exceeded \$250,000 annually. UNANIMOUS**

- Equiventure – Suisun, CA
  - Opened in June 2018
  - Term of Contract: 6/30/16-3/31/18
  - \$300,000 Total Contract
  - Ran by someone from that worked at the Sonoma Developmental Center
  - Team of LVNs and RN
  - Individuals aren't as Medically Fragile
- Gabriel noted that he has visited this Day Program and it is a must see and you cannot describe it unless you go to it.

**M/S/C (Pérez/Edmond-Norris) Move approval of the retro contract for Equiventure that exceeded \$250,000 annually. UNANIMOUS**

- Amani, LLC. – Santa Rosa, CA
  - Day program for 38 individuals that do not necessarily have nursing needs but more so mild behaviors
  - Term of Contract: 4/1/16-3/31/18
  - \$250,000 Total Contract

**M/S/C (Plourde/Foster) Move approval of the retro contract for Amani, LLC. that exceeded \$250,000 annually. The motion passed with Hixson, Edmonds-Norris, Speck, Plourde, Phillips, Foster, Johnson, and Mauger voting in favor, and Pérez abstaining for reasons of conflict of interest.**

- University of Pacific
  - In home dental services
  - UOP will train dental teams to serve individuals from SDC in the beginning and will expand
  - For those individuals that cannot go into the clinic
  - Can go into the homes to show individuals tools prior to care
  - Working with La Clinica, Vallejo
    - Clinic OLE will work with them one day a week
- Courtney Singleton, "Was brought to the Board because the original contract was \$400k, but it dropped down to \$240k."

**M/S/C (Edmond-Norris/Pérez) Move approval of the retro contract for University of Pacific that exceeded \$250,000 annually. UNANIMOUS**

- NBRC developed an Internal Contract Procedure to assure the Board that they are taking their concerns seriously. It was developed to avoid retroactive contracts in the future. The Board Policy obligates NBRC to bring contracts over \$250,000 to them for approval. The Internal Procedure states that contracts over \$250,000 will go to the Board for approval before the contract goes to the vendor. Special Board meetings may need to be held in the future to support that. The Board was in support of the needs.

**GENERAL PUBLIC COMMENT** – None

**GOOD OF THE ORDER** – None

**ADJOURNMENT** – President, Angel Hixson adjourned the Regular Business Board Meeting at 10:28am and the Board began a training session.

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

Date submitted to NBRC Board for review 9/14/18  
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, Interim Director Community Resources and Gabriel Rogin, Executive Director, both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served (if applicable)	Contractor Name and Vendor# (if applicable)	Term of Contract	Rate of Reimbursement	NOTES:
Enhanced Behavioral Support Home-Facility Costs SDC	4	Kwanza Care, LLC	9/15/18 or the first date an individual moves into the home. Whichever is later	<b>\$792,000- Total Annual Contract</b> <b>\$66,000/per month</b>	Home for individuals from Sonoma Developmental Center
Enhanced Behavioral Support Home-Facility Costs SDC	4	Elwyn, California	09/4/18-Until canceled	<b>\$780,000- Total Annual Contract</b> <b>\$65,000/per month</b>	Home for individuals from Sonoma Developmental Center
Enhanced Behavioral Support Home-Facility Costs SDC	4	Casa Luna, LLC	9/15/18 or the first date an individual moves into the home, whichever is later –Until canceled.	<b>\$780,000- Total Annual Contract</b> <b>\$65,000/per month</b>	Home for individuals from Sonoma Developmental Center
Enhanced Behavioral Support Home-Facility Costs SDC	4	Serena Homes, LLC	9/15/18 or the first date an individual moves into the home, whichever is later –Until canceled.	<b>\$816,000 Total Annual Contract</b> <b>\$68,000/per month</b>	Home for individuals from Sonoma Developmental Center
Community Crisis Home-Facility Costs	4	Anka Behavioral Health Inc.	9/15/18 or the first date an individual moves into the home, whichever is later –Until canceled.	<b>\$696,000 -Total Annual Contract</b> <b>\$58,000/per month</b>	Home to deflect individuals from locked settings

Purpose of Contract	Consumers Served (if applicable)	Contractor Name and Vendor# (if applicable)	Term of Contract	Rate of Reimbursement	NOTES:
Day Program-SDC	30	Kreative Community Services	03/31/16-03/31/18	<b>\$250,000 Total Contract</b>	Start up funding for individuals transitioning from SDC. Presented to NBRC Board of Directors 10/2016.
Day Program-Medically Fragile-SDC	30	Equiventure	06/30/16-03/31/18	<b>\$300,000 Total Contract</b>	Start up funding for individuals transitioning from SDC-Presented to NBRC Board of Directors 10/2016.
Day Program-SDC	30	Amani, LLC	04/01/16-03/31/18	<b>\$250,000 Total Contract</b>	Start up funding for individuals transitioning from SDC.-Presented to NBRC Board of Directors 10/2016.
In home dental services	80+	University of Pacific	06/30/16-03/31/18	<b>\$400,000 Total Contract</b>	Start up funding in home dental services for individuals who cannot access dental in a clinic-Presented to NBRC Board of Directors 10/2016.
Day Program-Medically Fragile-SDC	30	M3	06/19/17-01/31/19	<b>\$250,000 Total Contract</b>	Start up funding for individuals transitioning from SDC.