

**Board of Directors Executive Committee Meeting**  
**Monday, December 19, 2022, 6:30 pm**  
**North Bay Developmental Disabilities Services, Inc.**

**Join Zoom Meeting:**

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

**Join by Phone:**

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

**AGENDA**

- I. CALL TO ORDER – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Rosemarie Pérez, President ACTION  
Minutes of the Executive Committee Meeting of November 21, 2022 be approved as submitted.  
(pgs.1-2)
- V. REVIEW OF DECEMBER 7<sup>TH</sup> BOARD MEETING INFO
- VI. JANUARY 4<sup>TH</sup> BOARD MEETING PREP INFO
- VII. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, NBRC Executive Director INFO
  - a. January Executive Committee Meeting – Change Date
  - b. Draft Master Board Calendar (pg. 3-4)
- VIII. OTHER BUSINESS - Any other Board business may be brought up at this time.
- IX. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- X. CLOSED SESSION –
  - a. The appointment, employment, evaluation of performance, or dismissal of a regional center employee.
- XI. RETURN FROM CLOSED SESSION - INFO
  - a. Report on any action taken during the closed session (1 min)
- XII. ADJOURNMENT – Rosemarie Pérez, President

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

<b>NEXT MEETING ANNOUNCEMENT</b> – The next Board of Directors Executive Committee call is to be determined.
--

**Board of Directors' Executive Committee Meeting**  
**Monday, November 21, 2022, 6:30 pm**  
**North Bay Regional Center - Via Zoom**

**NBRC BOARD MEMBERS PRESENT:**

Rosemarie Pérez, Board President  
Jeremy Johnson, Vice President

Breeanne Burris, VAC Representative  
Sara Speck, Secretary

**NBRC BOARD MEMBERS ABSENT:**

Andrea Bednarova, Treasurer

**NBRC STAFF PRESENT:**

Gabriel Rogin, Executive Director

Janelle Santana, Executive Assistant

**MINUTES**

**CALL TO ORDER** – *Rosemarie Pérez, President*, called the meeting to order at 6:32 pm.

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

**PUBLIC COMMENT** – None

**CONSIDERATION OF MINUTES** – Minutes of the Executive Committee Meeting of October 17, 2022 be approved as submitted.

**M/S/C (Johnson/Pérez) Moved to approve the minutes as submitted.**

**APPROVED**

**Sara Speck was not in attendance during the October Executive Committee Meeting.**

**ABSTAINED**

**ECS LASERFICHE CLOUD PROPOSAL –**

*Gabriel Rogin, Executive Director*, noted the contract is not ready to be presented for approval.

**REVIEW OF THE NOVEMBER 2<sup>ND</sup> BOARD MEETING**

*Gabriel Rogin, Executive Director*, recapped the November 2<sup>nd</sup> Board Meeting. The minutes from the meeting can be found on the NBRC website in the December 2022 Board Meeting packet.

- Rosemarie Pérez, Board President, asked if the Board can have the perspective of good and bad experiences people are having with providers when contracts are presented for approval.
  - o Gabriel Rogin, Executive Director, to bring this up with Courtney Singleton, Director of Community Services.

**DECEMBER 7<sup>TH</sup> BOARD MEETING PREP**

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

- Moment of Silence for the passing of a Service Coordinator at NBRC
- Residential Contracts over \$250,000
- Holiday Gift Card Approval
- Committee Updates
  - o Nominating Committee – present the Board Recruitment flyer
- Exec Director's Report
- Closed session to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

**EXECUTIVE DIRECTOR'S REPORT –**

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

- Gabriel met with Assemblymember Wilson today and gave her a tour of some of our services.
- The Legislative Breakfast will be held at the Napa office on April 21<sup>st</sup> from 9am – 10:30am.

- Sara Speck, Secretary, shared about the Strengthening Self-Advocates Workgroup and invited people to join.

**OTHER BUSINESS** – None

**PUBLIC COMMENT** – None

**CLOSED SESSION –**

The Executive Committee moved into closed session at 7:08pm to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

**RETURN FROM CLOSED SESSION –**

The Executive Committee returned from closed session at 7:23pm and there was no action taken.

**ADJOURNMENT** – *Rosemarie Pérez, President*, adjourned the meeting at 7:23 pm.



## Master Board Calendar 2023

Month	Awareness Days	Item	Due Date
<b>JANUARY</b>		Complete Executive Director Performance Review	
<b>FEBRUARY</b>			
<b>MARCH</b>		Annual CPA Audit Presentation	March 31 <sup>st</sup> Due Date
<b>APRIL</b>		Caseload Ratio Presentation COI Training – Board of Directors to sign Conflict of Interest Statements	April Board Meeting Must be dated by August 1 <sup>st</sup> , due to DDS by August 10 <sup>th</sup>
<b>MAY</b>		Community Resource Development Plan NCI (National Core Indicators) Data (upon receipt from DDS)	May Board Meeting Depending on the release of information from DDS
<b>JUNE</b>		Annual Board Meeting Employee Recognition	June Board Meeting



<b>Month</b>	<b>Awareness Days</b>	<b>Item</b>	<b>Due Date</b>
<b>JULY</b>		Public Input Session for Caseload Ratio Corrective Action Plan Preliminary Contract Approval for New Fiscal Year	July Board Meeting
<b>AUGUST</b> No Board Meeting Board Retreat		Board of Directors Retreat	
<b>SEPTEMBER</b>			
<b>OCTOBER</b>		Performance Contract Draft presented for feedback Executive Director Performance Surveys sent out	October Board Meeting
<b>NOVEMBER</b>		Performance Contract presented for approval Residential and SLS Contracts over \$250,000 for approval, as needed	November Board Meeting
<b>DECEMBER</b> Board Meeting & Retreat		Board Retreat Executive Director Performance Review	January 1 <sup>st</sup>