

Board of Directors Executive Committee Meeting
Monday, December 18, 2023, 6:30 pm
North Bay Developmental Disabilities Services, Inc.

Join Zoom Meeting:

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

Join by Phone:

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

AGENDA

- I. CALL TO ORDER – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Rosemarie Pérez, President ACTION
Minutes of the Executive Committee Meeting of November 13, 2023 be approved as submitted.(pgs. 1-2)
- V. CONSIDERATION OF AGENDA – Any additions or modifications to the agenda. ACTION
- VI. CONTRACTS OVER \$250,000 – Courtney Singleton, Director of Community Services ACTION
 - a. Enhanced Behavioral Support Home
 - i. A Place of Grace, Inc. (pg. 3)
- VII. REVIEW OF DECEMBER 6TH BOARD MEETING INFO
- VIII. JANUARY 3RD BOARD MEETING PREP INFO
- IX. EXECUTIVE DIRECTOR’S REPORT – Gabriel Rogin, NBRC Executive Director INFO
 - a. Reschedule January Executive Committee Meeting
 - i. Agency Holiday on January 15th – Martin Luther King Jr. Day
- X. OTHER BUSINESS - Any other Board business may be brought up at this time.
- XI. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XII. CLOSED SESSION –
 - a. The appointment, employment, evaluation of performance, or dismissal of a regional center employee (30 mins) ACTION
- XIII. RETURN FROM CLOSED SESSION -
 - a. Report on any action taken during the closed session (1 min) INFO
- XIV. ADJOURNMENT – Rosemarie Pérez, President

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

NEXT MEETING ANNOUNCEMENT – The next Board of Directors Executive Committee call is to be determined.

Board of Directors' Executive Committee Meeting
Monday, November 13, 2023, 6:30 pm
North Bay Regional Center - Via Zoom

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, Board President	Sara Speck, Secretary
Andrea Bednarova, Treasurer	Breeanne Kolster, VAC Representative
Candace White, Vice President	Joanne Giardello, Solano County
Carl Vinson, Solano County	

NBRC BOARD MEMBERS ABSENT: None

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director	Janelle Santana, Executive Assistant
Jennifer Crick, Director of Administrative Services	Isabel Calder, Chief Financial Officer

MINUTES

CALL TO ORDER – Rosemarie Pérez, Board 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 16, 2023 be approved as submitted.

M/S/C (Speck/Bednarova) Moved to approve the minutes as submitted. **APPROVED UNANIMOUS**

CONSIDERATION OF AGENDA – No additions or modifications by board members.

M/S/C (Bednarova/White) Moved to approve the agenda as submitted. **APPROVED UNANIMOUS**

REVIEW OF THE NOVEMBER 1ST BOARD MEETING

Gabriel Rogin, Executive Director, recapped the October 4th Board Meeting. The minutes from the meeting can be found on the NBRC website in the November 2023 Board Meeting packet.

- The Board approved contracts over \$250,000
- Treasurer's report presented
- The Executive Committee update included the following items.
 - o ARCA documents for Board Members to review prior to the January Board meeting.
 - o The Board agreed to approve holiday gift cards in the amount of \$15,000 for families in need.
- Nominating Committee
 - o Approved Breeanne Kolster's second term as VAC representative on the Board.
 - o Approved Martha Valdez as a new board member
- The Board has a discussion regarding the December 2023 board meeting.
- The Board reviewed the 2024 board training plan
- A closed session took place to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

DECEMBER BOARD MEETING UPDATE

- The Board agreed to have a training on cultural diversity with CircleUp at 5pm on December 6th.
- After the training, there will be a closed session via Zoom that will start at 6pm.

EXECUTIVE DIRECTOR’S REPORT –

Gabriel Rogin, Executive Director, noted the following.

- North Bay Regional Center received the \$10,000 donation to the board opportunity fund.
- The Department of Developmental Services (DDS) approved funding for the Vacaville satellite office.
- NBRC will potentially change the date for the Santa Rosa Office Open House. We will keep the Board posted.

OTHER BUSINESS –

Joanne Giardello, Board Member, shared topics that the Nominating Committee discussed.

- Change in the Nominating Committee recommending candidates to the Board of Directors.
 - o The Nominating Committee would like to introduce and vote on the board candidate during one board meeting instead of splitting the process into two board meetings.
 - o The Board agreed to the change.
- Removal of Board of Director
 - o Gabriel Rogin, NBRC Executive Director, to send a letter to a board member via email and regular mail notifying the member of the request to remove from the Board of Directors.
 - o The Board will vote at the January Board Meeting regarding the removal of the Director.

PUBLIC COMMENT – None

CLOSED SESSION –

The Executive Committee moved into closed session at 6:52pm to discuss employee salaries and benefits and 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 8:04pm and there was no action.

ADJOURNMENT – Rosemarie Pérez, Board President, adjourned the meeting at 8:05pm.

Date submitted to NBRC Board for review

12/18/23

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/Secure Perimeter	4	A Place of Grace, Inc.	12/19/23 to 12/31/26	\$85,382/per month \$1,024,584/Annually	
<p>Summary:</p> <p>This Enhanced Behavioral Homes (EBSH) was developed to serve individuals with challenging behavioral needs that are moving from Porterville Developmental Center. 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 Behaviorist, 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 					