

Board of Directors Executive Committee Meeting
Monday December 16, 2024 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 – Martha Valdez, President
- II. ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Martha Valdez, President ACTION
Minutes of the Executive Committee Meeting of November 18, 2024 be approved as submitted.
(attachment)
- V. CONSIDERATION OF AGENDA – Any additions or modifications to the agenda. ACTION
- VI. APPROVAL OF CONTRACT OVER \$250,000 – ACTION
Courtney Singleton, Director of Community Services (5 min)
 - A. Enhanced Behavioral Support Home
 - a. House of Pag-Asa, LLC (pg. 1)
- VII. APPROVAL OF BOARD OPPORTUNITY FUND REQUEST – Gabriel Rogin, Executive Director ACTION
 - A. Holiday Gift Cards (pg. 2)
- VIII. REVIEW OF DECEMBER 4TH BOARD MEETING INFO
- IX. JANUARY 8TH BOARD MEETING PREP INFO
- X. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, NBRC Executive ACTION
 - A. Change date of January 15th Executive Committee Meeting
- XI. OTHER BUSINESS - Any other Board business may be brought up at this time.
- XII. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XIII. CLOSED SESSION – (20 min) INFO
 - A. The appointment, employment, evaluation of performance, or dismissal of a regional center employee
 - B. Labor contract negotiations
 - C. Any matter specifically dealing with a particular regional center client
- XIV. RETURN FROM CLOSED SESSION - INFO
 - a. Report on any action taken during the closed session (1 min)
- XV. ADJOURNMENT – Martha Valdez, 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.

Date submitted to NBRC Board for review

12/16/2024

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, Isabel Calder, Chief Financial Officer and Gabriel Rogin, Executive Director.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Contract Amounts	Notes
Enhanced Behavioral Supports Home	4	House of Pag-Asa, LLC,	01/01/25-12/31/2027	\$84,047.22 Monthly \$1,008,567 Annually	New Contract

Summary

This Enhanced Behavioral Support Home (EBSH) was developed to serve women with challenging behavioral needs that are moving from Porterville Developmental Center, other locked settings and individuals being deflected from locked settings. This is a four (4) bedroom home, with each individual having their own room. A full-time administrator is responsible for the operation of the home. All staff must be Licensed Psychiatric Technicians or Registered Behavior Technicians. There is a base staffing ratio of one lead staff on every shift. Additional staffing levels are determined based on each individual's needs, through their Individual Program Plan (IPP). An additional purchase of service is put in place to fund this staffing, separate from this contract amount. 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 on a monthly basis by NBRC's Board Certified Behavior Analyst (BCBA), quarterly by each client's NBRC Service Coordinator, quarterly by NBRC's Quality Assurance Staff, semiannually by The Department of Developmental Services' BCBA, and annually unannounced by Community Care Licensing.

The below items are covered in the facility cost per month:

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|---|----------------------|---|-----------------|
| -Rent for the property | -Insurance | -Board Certified Behavior Analyst supervision | -Internet/Cable |
| -744 hours a month of Lead Staff (salary, benefits & taxes) | -Phone | -Property Taxes | -Utilities |
| -40 hours a week of the home Administrator | -Repairs/Maintenance | | -Transportation |



BOARD FUND REQUEST

Pending Executive Committee Approval

CLIENT NAME	Gift Cards for Families in Need
PAY TO THE ORDER OF	NBRC
AMOUNT REQUESTED	\$ 1,300.00

REQUESTING BY: NBRC Board of Directors PRINT NAME: NBRC Board of Directors DATE: 12/16/2024

JUSTIFICATION FOR REQUEST	13 gift cards for \$100/each. The total cost is as follows: \$1,300 for funds added to the cards
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