



*Promoting Opportunities
Supporting Choices*

*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*

MEETING NOTICE

The next meeting of the Board of Directors is a regular business meeting scheduled as follows:

DATE: December 2, 2020

TIME: 6:00 pm

PLACE: Via Zoom Webinar

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

Español traducción:

Numero: 1-844-621-3956

Código de acceso: 130 197 75

ID: '#' (*libra de prensa*)

Agenda Enclosed

Board Related Meetings:

- The next Vendor Advisory Committee meeting will be on December 8, 2020 at 10:00am.
- The next Legislative Advisory Committee meeting will be on December 15, 2020 at 10:00am.
- The next Cultural and Linguistic Competency Committee meeting will be on December 17, 2020 at 12:00pm.

REMINDER: Notices are posted at www.nbrc.net. All meetings are made accessible to persons with disabilities and all members of the public are welcome to attend. Please contact Danielle Bernardo 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

Wednesday, December 2, 2020, 6:00 p.m.

Join by Zoom Webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplLanVjOFItUT09>

Join by Phone:

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- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from the November 4, 2020 Regular Business Board Meeting be approved as submitted. (Pgs. 1-10) (2 min) ACTION
- IV. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text your name to (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. VENDOR MONITORING – Courtney Singleton, Director of Community Services (Pgs. 10-15) (30 min) INFO
- VI. ARCA ACADEMY UPDATE – All Board Members (5 min) INFO
- VII. TREASURER'S REPORT – Rosemarie Pérez, Treasurer
 - A. Treasurer's Report be approved as submitted. (Pgs. 16-17) (5 min) ACTION
- VIII. COMMITTEE REPORTS –
 - A. Executive Committee –
 - a. Board Opportunity Fund - Special Recognition – Angel Hixson, Board President (Pgs. 18-19) (5 min) INFO
 - b. Removal of Board Member, Abel Moya – Angel Hixson, Board President (Pg. 20) (2 min) ACTION
 - B. Vendor Advisory Committee Update – Ali Tabatabai, VAC Rep. (Pgs. 21-26) (5 min) INFO
 - C. Cultural and Linguistic Competency Committee Update – Rosemarie Pérez, Treasurer
 - a. Revised Proposal of CLCC Structure and Purpose (3 min) INFO
 - D. Client Advisory Committee Update – Franklin Phillips, Board Mentor, CAC Chair (3 min) INFO
- IX. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (5 min)
- X. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- XI. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text your name to (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- XII. CLOSED SESSION
Executive Director's Performance Evaluation INFO
- XIII. RETURN TO OPEN SESSION
 - A. Report on any action taken during the closed session.

XIV. ADJOURNMENT

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 on February 3, 2020 at 6:00 pm via Zoom.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
November 4, 2020, 6:00 p.m.
Via Zoom**

MINUTES

NBRC BOARD MEMBERS PRESENT:

Sara Speck, Secretary, Solano County
Rosemarie Pérez, Treasurer, Sonoma County
Derek Hearthtower, Sonoma County

Jeremy Johnson, Vice President, Solano County
Angel Hixson, President, Solano County
Ali Tabatabai, VAC Representative, Napa County
Alexis Jarreau, Solano County

NBRC BOARD MEMBERS ABSENT:

Abel Moya, Sonoma County
Lynette Stagner, Napa County

Hue Truong, Sonoma County
Rita Edmonds-Norris, Solano County
Jose Ayala, Napa County
Andrea Bednarova

NBRC STAFF PRESENT

April Caetano, Service Coordinator
Claudia Ritchie, Case Management Supervisor
Dee Skrzypczak, Fiscal Supervisor
Ellisa Reiff, Case Management Supervisor

Gabriel Rogin, Executive Director
Isabel Calder, Chief Financial Officer
Jennifer Crick, Acting Director of Administrative Services
Courtney Singleton, Director of Community Services
Beth DeWitt, Director of Client Services
Danielle Bernardo, Executive Assistant

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

Breeanne Burris, 24 Hour Home Care
Catalina Chavez Tapia, Community
Cindy Cahill, Community
Eric Martin, Oaks of Hebron
Holly Borso, Telecare

Holly Pagel, Connections For Life
James Cox, Becoming Independent
Justin Hole, Community
Michelle Ramirez, On My Own
Orlando O'Shea, Community
Maxine Milam, DDS

CALL TO ORDER – *Angel Hixson, President*, called the regular business meeting to order at approximately 6:07pm.

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

CONSIDERATION OF MINUTES –

M/S/C (Speck/Johnson) Move that the minutes of the October 7, 2020 regular business board meeting be approved as submitted.

UNANIMOUS

GENERAL PUBLIC COMMENT –

- *Michelle Ramirez* noted the On My Own SLS contract is on the agenda for approval, and that she will be available for questions.
- *Cindy Cahill* noted that she read the allegations from the October board meeting against Beck Community Crisis Home. She asked if there is an ongoing investigation happening. Ms. Cahill then acknowledged that the board could not answer her question.

DDS AUDIT FISCAL YEARS 18-19 AND 19-20 –

A. Overview –

Isabel Calder, Chief Financial Officer, presented an overview of the DDS Fiscal and Compliance Audit for fiscal years 18-19 and 19-20. The presentation can be found on pages 6-13 of the November 2020 board packet.

B. Board Opportunity Fund Request for Senior Companion Program –

Gabriel Rogin, Executive Director, noted the following;

- One of the potential findings from the DDS audit is an overpayment of \$941.84 to the Senior Companion Program participants. There was also an underpayment of \$391.20, which makes the net value \$550.78.
- Typically when an overpayment occurs, NBRC goes back to the entity and asks for the funds back. In this case, asking for the funds back would create a financial hardship for the seniors.
- An option is to pay the \$550.78 out of our Board Opportunity Fund to reconcile the potential finding. The board has given the Executive Director authority to approve Board Opportunity Fund requests up to \$750, but this falls outside of the typical criteria.
- *Isabel Calder, Chief Financial Officer*, noted that the excel templates that led to the error have been corrected. The procedure has been modified as well.
- **M/S/C (Speck/Pérez) Move to approve the Board Opportunity Fund request for \$550.78 to reconcile the overpayment to the Senior Companion Program participants.**

UNANIMOUS

CONTRACTS OVER \$250,000 –

Courtney Singleton, Director of Community Services, presented to the contracts over \$250,000 on pages 14-18 of the November 2020 board packet.

A. Residential Homes (Pg. 14)

M/S/C (Johnson/Speck) Move to approve the Residential Home contracts on page 14 of the November 2020 board packet noted on the attached spreadsheet.

**The motion passed with Johnson, Speck, Hixson, Pérez,
Hearthtower and Jarreau voting in favor. APPROVED
Tabatabai ABSTAINED**

B. Supported Living Services

- *Rosemarie Pérez, Treasurer*, asked how the vendors are monitored to ensure that are providing the services.
- *Courtney Singleton, Director of Community Services*, noted the Service Coordinator visits the client quarterly, and Quality Assurance does annual reviews.
- *Rosemarie Pérez, Treasurer*, asked what happens if there is a problem?
- *Courtney Singleton, Director of Community Services*, noted if it isn't corrected immediately, they may be put on a Corrective Action Plan (CAP.)
- *Angel Hixson, President*, asked if there if there is a process if there is a complaint against an NBRC vendor. She also asked if families are notified if there is a complaint against the vendor.
- *Courtney Singleton, Director of Community Services*, noted NBRC may stop all referrals, but the finding needs to be significant. Courtney noted if there is a complaint against a vendor, the families typically are not notified.
- *Gabriel Rogin, Executive Director*, noted, it depends. We are always trying to strike a balance to make sure people are informed as much as they need to be while maintaining confidentiality. Each situation is individualized. Gabriel noted he and Courtney will have a bigger conversation regarding communication, and privacy.

M/S/C (Speck/Pérez) Move to approve the Supported Living Services contracts on pages 15-18 of the November 2020 board packet noted on the attached spreadsheet.

**The motion passed with Johnson, Speck, Hixson, Pérez,
Hearthtower and Jarreau voting in favor. APPROVED
Tabatabai ABSTAINED**

TREASURER'S REPORT –

A. Treasurer's Report be approved as submitted

M/S/C (Pérez/Jarreau) Move to approve the Treasurer's Report as submitted. UNANIMOUS

COMMITTEE REPORTS –

A. Nominating Committee – Angel Hixson, Board President

- Removal of a Board Member, Abel Moya

Gabriel Rogin, Executive Director, noted Abel Moya contacted him prior to the September board meeting. Mr. Moya asked to take an indefinite leave of absence from the board. He said it would be six months to a year, at least. The options are to keep him as board member during that time or remove him from the board. The Nominating Committee is recommending his removal and the vote will come back to the board at the December 2, 2020 board meeting.

B. Vendor Advisory Committee Update –

Ali Tabatabai, VAC Rep., recapped the October Vendor Advisory Committee meeting. The minutes can be found on pages 22-25 of the November 2020 board packet.

C. Legislative Advisory Committee Update –

Ali Tabatabai, VAC Rep., briefly went over a few legislative updates;

- Pending the election results, there is the potential for a second COVID-19 relief funding package to help with the 4 billion dollar shortfall.
- Josh Butler, from the Lanterman Housing Alliance gave a presentation on advocacy points

D. Cultural and Linguistic Competency Committee Update –

Rosemarie Pérez, Treasurer, noted the following;

- the committee met on October 22nd at 12:00 pm. There were 12 attendees and 3 of them were board members. The committee shared information about their cultures and it was great to see that the group is very diverse.
- The committee is working on the structure and formal purpose of the group. Once the committee agrees, it will be presented to the board.

E. Client Advisory Committee Update – *Franklin Phillips, Board Mentor, CAC Chair*, noted there was a date change and the meeting has been moved to Friday, November 6, 2020 at 1:00 pm.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, noted the following:

- Given the turbulent times we are in, the regional center remains here to meet the needs of the people we serve.
- There has been an increase in outbreaks in our community. COVID-19 positive cases for our clients have jumped from 46-79 since October.
 - Sadly, a person we serve passed away in October. This was the 4th person served by North Bay Regional Center who has passed away due to COVID related symptoms.
- There will be a transition of the new monthly rates for nonresidential providers in December.
 - Our philosophy is to work collaboratively with our providers. New information is coming out weekly. NBRC is working hard to keep our providers informed.

GOOD OF THE ORDER – None

GENERAL PUBLIC COMMENT –

- *Cindy Cahill* asked how Thomas Maseda was doing. She noted many in the community wish him well and hope he is doing okay. Ms. Cahill then referenced the SLS contracts that were approved this evening. She noted she hopes that the regional center can work towards another layer of quality assurance. She noted she has had both good and bad experiences with SLS, and that she is not the only parent who has had bad experiences.
- *Orlando O'Shea* noted he agrees with Ms. Cahill. He feels there should be more quality control monitoring both for service provider and residential placements. Mr. O'Shea noted he has also had both good and bad experiences with providers. He noted it is really important with this vulnerable population, especially for those who don't have strong advocates.

CLOSED SESSION

The board moved into closed session at approximately 7:40 pm.

RETURN FROM CLOSED SESSION

The board returned to open session at 9:01 pm. During the closed session meeting, the board approved a one year extension of NBRC's labor union contract.

ADJOURNMENT – *Angel Hixson, President*, adjourned the regular business meeting 9:02 pm.

Date submitted to NBRC Board for review

11/4/2020

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

11/4/2020

Operations ☐

Purchase of Service ☒

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

Purpose of Contract	Consumer s Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Approved	M/S/C	Notes
Specialized Residential Facility	4	Kalusugan Home (HN0452)	01/01/21-12/31/23	Yes	(Johnson/Speck) Tabatabai Abstained	\$ 20,463/Per client per month \$ 982,224/Annual Contract
Summary: A specialized residential facility is a home 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. This home provides 337 staffing hours, 40 hours of Lead Staff and 40 hours of a House Manager per week of which 40 hours are a Lead Staff on shift. Each individual receives 16 hours per quarter of consultation services by a licensed professional (Registered Nurse, Physical Therapist or Psychologist). Each individual has his or her own room.						
Adult Residential Facility for Persons with Special Healthcare needs	5	NEA dba Narasol Home (HN0420)	01/01/21-12/31/23	Yes	(Johnson/Speck) Tabatabai Abstained	\$ 22,900.10/Per client per month \$ 1,374,007/Annual Contract
Summary: 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 in home visits by their physician.						

Individuals in these homes are some of NBRC's most medically fragile. Each individual has his or her own room. This home was developed for people moving from Sonoma Developmental Center.

Purpose of Contract	Consumer s Served	Total Hours Billed FY 2019-20	Contractor Name and Vendor#	Term of Contract	Contract Amounts	Approved	M/S/C
Supported Living Service	57	265,416	A BRIGHT FUTURE SLS PN1129	01/01/21 - 12/31/21	\$ 7,973,900 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	62	173,437	COMMUNITY CONNECTIONS P21003	01/01/21 - 12/31/21	\$ 4,940,767 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	12	4,243	ATLAS COMMUNITY SVCS PN1043	01/01/21 - 12/31/21	\$ 572,063 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	22	180,166	BAYBERRY INC. P20287	01/01/21 - 12/31/21	\$ 2,554,200 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	73	113,644	BECOMING IND SUPP LVG P20294	01/01/21 - 12/31/21	\$ 3,158,178 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	49	118,413	CONNECTIONS FOR LIFE PN0227	01/01/21 - 12/31/21	\$3,387,605 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	21	83,564	HELPING HAND PN0914	01/01/21 - 12/31/21	\$ 2,276,230 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service (CPP)	18	72,147	INCLUSION SERVICES, LLC PN1014	01/01/21 - 12/31/21	\$ 2,233,469 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained

Supported Living Service	7	26,398	JACUI' FOUNDATION INC PN0660	01/01/21 - 12/31/21	\$ 798,791 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	75	247,622	LIFEHOUSE, INC PN1008	01/01/21 - 12/31/21	\$ 6,213,031 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	27	42,006	LIGHTHOUSE LIVING SVCS PN0795	01/01/21 - 12/31/21	\$ 1,340,406 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	37	183,075	LYNN AND DARLA SLS PN0641	01/01/21 - 12/31/21	\$ 5,771,391 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	50	106,533	NEW BEGINNINGS PN0471	01/01/21 - 12/31/21	\$ 3,305,857 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	5	25,218	NEW HORIZONS SLS, LLC PN1021	01/01/21 - 12/31/21	\$ 725,612 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	30	38,013	OAKS OF HEBRON SLS P20286	01/01/21 - 12/31/21	\$940,555 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service (DC, CPP)	8	4,854	OMELAGAH, INC PN1023	01/01/21 - 12/31/21	\$ 1,407,790 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	46	135,175	ON MY OWN INDEPENDENT PN0929	01/01/21 - 12/31/21	\$ 3,771,086 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	11	36,077	SEASONS SUPPORTED LVG PN1168	01/01/21 - 12/31/21	\$894,467 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained

Supported Living Service	9	19,499	SIDE BY SIDE SUPPORTED LIVING PN1100	01/01/21 - 12/31/21	\$ 546,592 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service (Medical)	6	90,637	SPECIAL CARE SUPPORTED PN1065	01/01/21 - 12/31/21	\$2,945,439 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service (SDC, CPP)	17	97,655	STRATEGIES TO EMPOWER PN1067	01/01/21 - 12/31/21	\$ 2,373,434 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service (SDC, CPP)	31	165,008	TAILORED LIVING CHOICES PN0473	01/01/21 - 12/31/21	\$ 4,160,047 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	15	36,153	WOOD SUPPORTED LIVING PN0981	01/01/21 - 12/31/21	\$ 1,085,943 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	8	16,755	HEART'S DESIRE SUPPORTED LIVING PN1132	01/01/21 - 12/31/21	\$ 469,128 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	10	3,669	AA LIVING OPPORTUNITIES PN1174	01/01/21 - 12/31/21	\$ 47,707 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	4	11,741	ADVANCED SUPPORTED LIVING PN1134	01/01/21 - 12/31/21	\$ 364,824 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained
Supported Living Service	17	21,544	WELLNESS SUPPORTED LIVING PN0519	01/01/21 - 12/31/21	\$681,855 Actual FY 2019-20 Estimated projected payment to exceed \$250,000	Yes	(Speck/Pérez) Tabatabai Abstained

Summary:

Supported Living Services (SLS) consist of a broad range of services for adults with developmental disabilities who, through the Individual Program Plan (IPP) process, choose to live in homes they themselves own or lease in the community.

Supported Living Services may include:

- Assistance with selecting and moving into a home of one's choosing;
- Selecting staff and housemates;
- Acquiring household furnishings;
- Common daily living activities (shopping, cooking, medical appointments);
- Becoming a participating member in community life (fun); and,
- Managing personal financial affairs, as well as other supports
- Services are offered for as long and as often as needed, with flexibility to meet an individual's changing needs overtime

Supported Living Services Principles - Lanterman Act -Welfare and Institutions Code §4689

The Department of Developmental Services, Regional Centers and Service Providers are charged with ensuring that supported living arrangements adhere to the following principles:

- Consumers shall be supported in living arrangements, which are typical of those in which persons without disabilities reside.
- The services or supports that a consumer receives shall change as his or her needs change without the consumer having to move elsewhere.
- The consumer's preference shall guide decisions concerning where and with whom he or she lives.
- Consumers shall have control over the environment within their own home.
- The purpose of furnishing services and supports to a consumer shall be to assist that individual to exercise choice in his or her life while building critical and durable relationships with other individuals.
- The services or supports shall be flexible and tailored to a consumer's needs and preferences.
- Services and supports are most effective when furnished where a person lives and within the context of his or her day-to-day activities.
- Consumers shall not be excluded from supported living arrangements based solely on the nature and severity of their disabilities.

<https://www.dds.ca.gov/SLS/Index.cfm>

VENDOR MONITORING

VENDOR TYPE	FREQUENCY	ANNOUNCED or UNANNOUNCED (A/UA)	AGENCY/NBRC STAFF RESPONSIBLE	WHAT IS MONITORED	KEY
CCF	Annually	A	Quality Assurance	<p>Required-Staff schedule, Personnel Files, 20% client files</p> <hr/> <p>NBRC QA-Staffing qualifications, Client money, Medication Review, Training, Hiring, Safety, Reporting, Condition of Home, Consultants, Disaster Plans, Food Available, Supplies Available, Personnel files, Client files</p>	CCF=Community Care Facility (group home)
CCF	Quarterly	2A 2UA	Service Coordinator	Ensure services are being provided as described in Client's IPP to meet client's needs. Review physical plant, medications and money management	
CCF	Annually	UA	Community Care Licensing	Physical Plant, Safety, Staffing	

VENDOR MONITORING

VENDOR TYPE	FREQUENCY	ANNOUNCED or UNANNOUNCED (A/UA)	AGENCY/NBRC STAFF RESPONSIBLE	WHAT IS MONITORED	KEY
SLS	Annually	A	Quality Assurance	Staffing, Training, Hiring, Safety, Reporting, Medications, background clearance. Client interview. Interview 10% of the clients served at the client's home. Review supports provided to clients. Client record/chart review	SLS=Supported Living Services
SLS	Quarterly	A	Service Coordinator	Ensure services are being provided as described in Client's IPP to meet client's needs. Physical plant	SLS=Supported Living Services ILS=Independent Living Skills
ILS	Quarterly	A	Service Coordinator	Ensure services are being provided as described in Client's IPP to meet client's needs. Physical plant	
FHA	Annually	A	Quality Assurance	Personnel files, staffing, training, consultation services, homes certified and trained, criminal background clearances. Visit multiple homes	FHA=Family Home Agency
FHA	Quarterly	2A 2UA	Service Coordinator	Ensure services are being provided as described in Client's IPP to meet client's needs. Physical plant, medications and money management	FHA=Family Home Agency

VENDOR MONITORING

VENDOR TYPE	FREQUENCY	ANNOUNCED or UNANNOUNCED (A/UA)	AGENCY/NBRC STAFF RESPONSIBLE	WHAT IS MONITORED	KEY
FHA	Bi Annually	A	Department of Developmental Services	Personnel files, staffing, training, consultation services, homes certified and trained, criminal background clearances. Interview clients and staff. Visit multiple homes	FHA=Family Home Agency
ARFPSHN	Quarterly	2A 2UA	Service Coordinator	Ensure services are being provided as described in Client's IPP to meet. Physical plant, medication and money management	ARFPSHN=Adult Residential Facility for Persons with Special Healthcare Needs
ARFPSHN	Monthly	A	Registered Nurse	Ensure medical plans are being implemented as written. Review client health, medications, hospitalizations.	
ARFPSHN	Semi Annually	A	Department of Developmental Services	Staffing, training, client medical conditions, monitor healthcare provided.	
EBSH	Quarterly	A	Quality Assurance	Staffing, training, hiring, certification hours, regulations	

VENDOR MONITORING

VENDOR TYPE	FREQUENCY	ANNOUNCED or UNANNOUNCED (A/UA)	AGENCY/NBRC STAFF RESPONSIBLE	WHAT IS MONITORED	KEY
EBSH	Quarterly	2A 2UA	Service Coordinator	Ensure services are being provided as described in Client's IPP to meet client's needs. Review physical plant, medications and money management, behavior plan	EBSH=Enhanced Behavioral Supports Home
EBSH	Monthly	8A 4UA	Board Certified Behavior Analyst	Behavior plan implementation, monitoring, progress, practices, data	
EBSH	Semi Annually	A	Department of Developmental Services	Staffing, consultants, behavior plans, physical plant	
EBSH	Annually	UA	Community Care Licensing	Physical plant, staffing, safety	
CCH	Quarterly	A	Quality Assurance	Staffing, training, hiring, medication, certification hours, regulations, safety	

VENDOR MONITORING

VENDOR TYPE	FREQUENCY	ANNOUNCED or UNANNOUNCED (A/UA)	AGENCY/NBRC STAFF RESPONSIBLE	WHAT IS MONITORED	KEY
CCH	Monthly	A or UA	Service Coordinator	Ensure services are being provided as described in Client's IPP to meet client's needs. Review physical plant, medications and money management, behavior plan	CCH=Community Crisis Home
CCH	Monthly	8A 4UA	Board Certified Behavior Analyst	Behavior plan implementation, monitoring, progress, practices, data	
CCH	Semi Annually	A	Department of Developmental Services	Staffing, consultants, behavior plans, physical plant	
CCH	Annually	UA	Community Care Licensing	Physical plant, staffing, safety	
Day	Intermittent	A	Quality Assurance	Staffing, training, community involvement, age appropriate activities, instruction and training provided, client record review, reporting to NBRC, safety	Day=Day Program
Day	Annually	UA	Community Care Licensing	Physical plant staffing, safety	

KEY	Audits
CCF-Community Care Facility (group home)	DDS HCBS

VENDOR MONITORING

VENDOR TYPE	FREQUENCY	ANNOUNCED or UNANNOUNCED (A/UA)	AGENCY/NBRC STAFF RESPONSIBLE	WHAT IS MONITORED	KEY
		SLS -Supported Living Services ILS -Independent Living FHA -Family Home Agency EBSH -Enhanced Behavioral Supports Home CCH -Community Crisis Home DAY =Day Programs ARFPSHN =Adult Residential Facility for Persons with Special Healthcare Needs		DDS Fiscal Audit	
				NBRC Fiscal Audit	
				NBRC Vendor Audits	

Not Required

Required



North Bay Regional Center Doug Cleveland Board Opportunity Fund December 2, 2020 Board Meeting

The Doug Cleveland Board Opportunity Fund ending balance as of October 31, 2020 was **\$74,581.51**.

There were no awards issued in the month of October. The account received total donations in the amount of \$10,260. This included the annual commitment of a \$10,000 donation.

The balance reflects the purchase of the additional \$200 gift cards approved by the Board for the families affected by the fires.

Ops Expenditures 4 months 32%	North Bay Regional Center CFO Board Report As of October 31, 2020 33% of the fiscal year has elapsed				POS Expenditures 4 months 33%		
OPERATIONS						Total Ops Allocation: \$ 23,761,066	
Total General Ops Contract: \$ 22,723,920		Total CPP Contract: \$ 677,892					
General Ops Amount Available: \$ 15,217,428		CPP Contract Amount Available: \$ 677,892					
OPERATIONS EXPENSE (OPS)						Total YTD	
	YTD Actual	% by category	Forecast*	Actual + Forecast			
Personnel	\$ 5,149,707	68.60%	\$ -	\$ 5,149,707			
Benefits	\$ 1,365,348	18.19%	\$ -	\$ 1,365,348			
Facilities	\$ 700,617	9.33%	\$ -	\$ 700,617			
Equipment	\$ 170,710	2.27%	\$ -	\$ 170,710			
Communications	\$ 52,204	0.70%	\$ -	\$ 52,204			
Mileage	\$ 2,594	0.03%	\$ -	\$ 2,594			
Legal	\$ 4,276	0.06%	\$ -	\$ 4,276			
General Office	\$ 8,348	0.11%	\$ -	\$ 8,348			
Consultants	\$ 58,256	0.78%	\$ -	\$ 58,256			
Bank Fee and LOC	\$ 13,067	0.17%	\$ -	\$ 13,067			
Other Expenses	\$ 21,487	0.29%	\$ -	\$ 21,487			
Revenue	\$ (40,122)	-0.53%	\$ -	\$ (40,122)			
Community Placement Plan (CPP)	\$ -	0.00%	\$ -	\$ -			
Total Operations Expenses	7,506,492		\$ -	\$ 7,506,492			
Senior Companion Program - Grant						YTD Actual	
Senior Companion Program - Grant						% by category	
Grant						Forecast*	
						Actual + Forecast	
PURCHASE OF SERVICES						Total POS Allocation: \$ 313,703,720	
Total POS Contract: \$ 313,670,120		Total CPP Contract: \$ 33,600					
POS Contract Amount Available: \$ 209,880,005		CPP Contract Amount Available: \$ (268,557)					
PURCHASE OF SERVICES (POS)						Total YTD	
	YTD Actual	YTD Total	Forecast*	Actual + Forecast*			
Community Care Facilities	\$ 34,898,579	33.5%	\$ -	\$ 34,898,579			
Supported Living Services	\$ 26,333,007	25.3%	\$ -	\$ 26,333,007			
Day Programs	\$ 16,975,704	16.3%	\$ -	\$ 16,975,704			
Behavioral Services	\$ 11,418,165	11.0%	\$ -	\$ 11,418,165			
Other	\$ 6,111,742	5.9%	\$ -	\$ 6,111,742			
Transportation	\$ 3,676,322	3.5%	\$ -	\$ 3,676,322			
Respite	\$ 2,656,857	2.6%	\$ -	\$ 2,656,857			
Medical Services	\$ 1,719,739	1.7%	\$ -	\$ 1,719,739			
Community Placement Plan (CPP)	\$ 302,157	0.3%	\$ -	\$ 302,157			
TOTAL POS EXPENSES	\$ 104,092,272	100.0%	\$ -	\$ 104,092,272			
*This budget reflects through the B-1 amendment.							
Total Regional Center Budget:				\$ 337,464,786			

**TWELFTH RESTATEMENT OF BYLAWS OF
NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**
A California Nonprofit, Public Benefit Corporation

Section 5.11 Removal of Directors

(a) Any Director may be removed as a Director with or without cause at any time by resolution duly adopted by the Directors of the Corporation, provided that the following two conditions are satisfied:

(1) Notice of intention to offer a resolution for such removal is given to each Director of the Corporation not less than fifteen (15) days prior to the date of adoption of such resolution; and

(2) At least sixty-six and two-thirds percent (66 2/3 %) of the full number of persons who at the time are Directors of the Corporation vote in favor of such removal.

(b) If any Director of the Corporation be absent for three (3) consecutive meetings of the Board of Directors or three (3) consecutive meetings of any Standing Committee of the Corporation of which such Director is a member, such Director may, by vote of a majority of the full number of persons who at the time are directors of the Corporation, be removed from office as a Director at the conclusion of the meeting of the Directors of the Corporation next succeeding such three (3) consecutive absences. Notice of such three (3) consecutive absences and of the immediately preceding sentence of these Bylaws shall be included by the Secretary in the notice of the meeting of the Directors of the Corporation next succeeding such three (3) consecutive absences.

(c) Whenever a Director is removed, the Secretary shall give written notice of such removal to such Director

A. CALL TO ORDER

a. Roll Call of Voting Members

- i. Holly Pagel, Ali Tabatabai, Kelley Hanson, Mike Linsenko, Stacey Martinez, Linda Plourde, Eric Martin, Michelle Condit (excused), Andrea Mendoza, Michelle Ramirez, James Cox, Jamie Freymuth Thompson



b. Establish Quorum

- i. Established

B. CONSIDERATION OF AGENDA:

a. Additions or modifications to this agenda by voting members

- i. None

C. APPROVAL OF MINUTES: *Action Item for voting VAC members*

a. October 13, 2020, Meeting Minutes.

- i. Motion to accept: Eric Martin; second: Linda Plourde



D. SPECIAL PRESENTATIONS

a. Relationships Decoded Presentation– *Dr. Pedgrift*

- i. Provided PowerPoint overview of social sexual education program for individuals with IDD.

ii. Jacquie Dillard Foss: is there a train the trainer program?

Dr. Pedgrift: Yes, online and I'm available to train the staff who are interested.

Jacquie Dillard Foss: How should we contact you?

Dr. Pedgrift: Through the website or email katiep@nbrc.com

b. Employee Training on COVID-19 -*Holly P.- Connections ForLife*

- i. Holly Pagel: Stressed importance about not being complacent during the pandemic and to persist during "Covid fatigue." We should continuously share resources with one another in order to feel better prepared. Resources can be accessed through Holly or Regional Centers.
Heather Stewart (chat): Turning point is also willing to support with

trauma informed care trainings as a lot of us are being impacted this year.

E. GROUP REPORTS

a. Napa–Solano Vendor Group– Kelley Hanson

- i. Group talked about COVID, challenges within own agencies.

b. Sonoma Vendor Group – Jamie T.

- i. Jamie T.: Reported on anonymous feedback from vendors in the group: The general group consensus is that we understand that these are difficult and trying times for our entire community, and everything is constantly changing, but many of us are experiencing inconsistency around communication. There may be different interpretations of guidelines among NBRC staff which can further impact the people we serve. For example, it was reported that previously there was better coordination and now NBRC staff seem so stretched thin that their voicemails are always full, purchases are expiring and there are no responses after multiple attempts to resolve. There is little to no communication from some, and very good communication from others. Many of us are hopeful that the NBRC will allow their staff to return to the office so that we don't continue to have these issues. It was also reported that we would like to get clarity on DDS regulations, then make sure NBRC admin really understands what DDS is asking for before presenting to vendors. It's been clear over the last few weeks when talking about what reopening looks like, that NBRC is left to interpret (which is completely understandable, DDS is not always clear themselves) and then presents to us and vendors get confused. In the rounds of talking about reopening, it would have been nice for NBRC to break down requirements for specific programs, e.g., day programs, ILS, transportation, etc. They typically would refer only to Early Start. Thank you very much for facilitating this opportunity for us to express some of the challenges that we are now experiencing during this time anonymously. Hopefully as a result, some of these issues can be addressed soon. Held discussion to openly discuss issues. This is a challenging time and recognize the issues. Improvement in communication is observed to be needed from NBRC staff. Purchases are expiring and not being responded to by NBRC staff.

Maura: Would it be OK if you sent the list?

Jamie T.: Yes, of course.

c. Residential (NBRC Housing Coalition, SLS/ILS, GroupHomes)

Courtney S.: Many SLS contracts were approved by the board. NBRC to attend SLS subcommittee meetings every other month. Housing committee recently met and working on HUD811 with different apartment complexes in Dixon and Davis for low income set-aside apartments.

- i. Low Income Housing in Vacaville – *Edie T.*

Edie: Vacaville is building big apartment complexes that are high rent, and there is growing controversy and advocacy about the need for low-income housing. Opportunities are coming up for people to speak out at city council meetings about housing. There are no dates set year, but Edie is trying to gauge interest in participating in meetings to be held via zoom. Gabriel: Added that the regional center is interested in participating and will send to the Housing Committee.

d. Trade Associations

i. CDSA

Michele R.: CDSA hired new director. Mostly focused on helping vendors understand the alternative services model. They are prepping for legislative agenda for the next year. They are planning a series of webinars on alternative service delivery.

ii. CCLN

Jacquie Dillard-Foss: CCLN is working on an outcomes project that will be released soon that looks at system beyond utilization. Discussed issues regarding staffing despite high unemployment. Also putting together a promotional campaign about the work service providers have done during the pandemic.

iii. ANCOR

Linda Plourde: ANCOR is focused on federal policy. There is advocacy of keeping I/DD included in future legislation on COVID-19 relief. National conference held in October. Speakers included medical professional who are now part of the president-elect's COVID-19 taskforce. Epidemiologist spoke in great detail about COVID-19. Gave facts that was harsh but very helpful on how to move forward.

iv. ARC/UCP

Linda Plourde: Bayberry is a chapter of The ARC, and continue to meet about direction about how to approach policy at the state-level and future funding concerns. Despite the pandemic, there is a need to keep people informed that they system has been underfunded for quite some time.

e. NBRC Board Report– *Ali T.*

i. Ali T.: My report is rather brief this month. We met on Wednesday. As Courtney mentioned, SLS services were approved. Board was interested in quality of services and how these services are monitored. Quality assurance and monthly reports were suggested. There's always a lot of questions regarding how services are functioning. Reassurance of good work from the board. They do have questions about quality assurance. Encouraging participation and improving the referral process. If there is a complaint, what is the process? We can give a report to the Board. Call to action: share wins and struggles. Cultural linguistic meeting Nov. 19 at noon.

f. ARCA– Gabriel R.

- i. Gabriel R.:* Stated he encourages and is open to any feedback from the community so that the center can learn and address any problems. This is the first he is hearing that staff have become less responsive and he was eager to investigate it. He also commented on a slow return to the office by NBRC staff. However, working remotely should not impact responsiveness so he will be following up. NBRC is getting ready to release 3 surveys soon to consumers/families, vendors, and own staff. Board is taking a renewed interest in quality. Gabriel stated he will be working on how to measure and promote quality and thinks providers should be included more in the presentations to the board. COVID-19 infection rates spiked in October as cases of clients testing positive doubled. Service provider agencies were also impacted with a higher number of agencies reporting staff who tested positive. Expressed humility for the crisis ongoing and gratitude to the vendor community for continued effort under extreme pressure.

Louis: Satisfaction surveys would be helpful. Annually or semi-annually.

Impact program (chat): Afraid COVID-19 is going to be higher due to home visits and holidays

Kelley H.: Can NBRC clarify when SIR's should be done for clients exposed to COVID? Is an SIR needed if a client tests negative? Also, does NBRC require SIR's for staff exposure and if so, can initials be used to protect privacy. I want to ensure we all do it correctly as we move into the holidays.

Maura M.: Commented that NBRC is putting together a document regarding SIRs. She clarified that SIRs are not needed for negatives. Courtney clarified SIRs are needed for staff who test positive or has symptoms under certain conditions and come into contact with a client or anyone else associated to the client. Initials are fine.

Jacquie Dillard-Foss: Governors guidance is max 3 families. Having the conversation of who is going to be there and how much contact should occur. Be very diligent. We have a company that does the COVID-19 testing for free. They found government funding. It's a domino effect with positive cases.

g. Committees/Subcommittees

- i. Legislative Committee– Linda P.*

Linda Plourde: Medicaid portals were open until Nov. 6 to enter in TAX ID/EIN to apply for COVID-19 relief funding. Guest speaker, Josh Butler, provided information about housing advocacy efforts. Additionally, we have subcommittees; Ali is leading one.

Ali T.: Nothing new, just basic housekeeping to keep it running. We are trying to line it with NBRC guidelines and trying to make the committee a

more inclusive group. Expands to public policy.

Linda Plourde: We are interested in changing the name to Public Policy.

ii. DSP Subcommittee– *Holly P.- Held 2nd DSP meeting*

Holly P.: The group discussed the process for choosing DSPs to recognize. Encouraged vendors to submit write-ups to her so that they can be shared with the committee. The committee will develop a presentation to honor all DSP over time. Next meeting is on the 24th.

Tiffany S.: What format would you like the write-up?

Holly P.: Any format is fine, this doesn't have to be a formal write-up.

F. NBRC UPDATES:

a. Fiscal – *Isabel C.*

- i. Isabel C.: Provided update on “ASD” and stated have not received updated rates from DDS. NBRC sat in training on ASD and rates.

b. Vendor Relations – *Courtney S.*

- i. Courtney S.: Received lists from vendors about meeting with client. The information will be shared with service coordinators for review and we are patiently waiting for the rates.

Maura M.: As this continues, if people want to provide alternative services they still can.

Courtney S.: Yes, it can be modified at any time.

Isabel: If you're going to do traditional and no alternative, let fiscal know.

c. Quality Assurance – *Maura M.*

- i. Maura M.: Spoke about continuing to be prepared for COVID and procuring the property PPE and equipment. Let Maura know so that the regional center can provide support.

G. NEW BUSINESS

a. VAC vacancies– *Holly P. & Ali T.*

- i. Holly P.: Gave appreciation for Linda P. whose term on VAC is coming to an end and encouraged general members to apply for the coming opening.
- ii. Ali T.: Wanted to extend my appreciation to Linda who has been a mentor with all the knowledge and support.
- iii. Linda P.: Appreciative of all the kind words. It has been incredibly fun, every year has been different. I feel like we are in the best years since we have been working as a community. A bit sad. Encouraged anybody who is thinking about being a VAC voting member.

H. OLD BUSINESS

a. None

I. GENERAL ANNOUNCEMENTS

a. Training/Events

- i. Stacey M.: Asked for photo contributions for advocacy campaigns to promote client services.

Maura M.: Announced new provider orientation upcoming. Person-centered planning on the 18th. December training already full. I'm so glad people want training. Will be additional training in Jan.-Feb.

Courtney S.: Two person centered trainings were announced for Nov. 17 and Nov. 19.

Tobias W.: From State Council announced PPE distributions and a virtual hiring even at Napa Valley College.

Gabriel: Working on being ready for Self Determination as the program expands statewide. NBRC is recruiting for SD advisory committee and posted a full-time self-determination coordinator position.

b. Community concerns

c. Reminders

J. AGENDA ITEMS FOR FUTURE MEETINGS

K. ADJOURNMENT



- a. Stacey moves to adjourn. Michael second. None opposed
- b. Adjourned at 11:48.

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,170	12.2 %	MALES	6,187	64.6 %	OWN HOME	7,019	73.3 %
3 - 17	2,978	31.1 %	FEMALES	3,376	35.3 %	ILS	627	6.5 %
18 - 40	3,457	36.1 %				SLS	643	6.7 %
41 - 60	1,234	12.9 %				DC	11	.1 %
61 - 80	693	7.2 %				SNF	39	.4 %
						ICF	193	2.0 %
80 & OLDER	31	.3 %				CCF	766	8.0 %
						FOSTER CARE	195	2.0 %
						OTHER	70	.7 %
TOTAL:	9,563	100.0 %	TOTAL:	9,563	100.0 %	TOTAL:	9,563	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	605	6.3 %	AUTISM	2,872	30.0 %	28. NAPA	1,195	12.4 %
ASIAN	241	2.5 %	EPILEPSY	1,060	11.0 %	48. SOLANO	4,072	42.5 %
BLACK	848	8.8 %	CEREBRAL PALSY	908	9.4 %	49. SONOMA	4,181	43.7 %
FILIPINO	352	3.6 %	MENTAL RETARDATION	4,782	50.0 %			.0 %
NATIVE AMERICAN	40	.4 %	OTHER	972	10.1 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,396	25.0 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,322	45.1 %						.0 %
OTHER	242	2.5 %						.0 %
UNKNOWN	517	5.4 %						.0 %
						OTHER	115	1.2 %
TOTAL:	9,563	100.0 %				TOTAL:	9,563	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	25	.2 %	0	346	3.6
ENGLISH	7,861	82.2 %	1	1,045	10.9
SPANISH	1,541	16.1 %	2	8,161	85.3
OTHER LATIN LANG.	1	.0 %	3		
CANTONESE CHINESE	6	.0 %	8	11	
MADARIN CHINESE	3	.0 %			
JAPANESE	2	.0 %			
VIETNAMESE	14	.1 %			
KOREAN	3	.0 %			
LAOTIAN	2	.0 %			
CAMBODIAN	2	.0 %			
OTHER ASIAN LANG.	5	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	96	1.0 %			
TOTAL	9,563	100.0 %	TOTAL	9,563	100.0

FAIR HEARING & MEDIATION UPDATE
NOVEMBER 1 – NOVEMBER 31, 2020

Eligibility (19-05)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> OAH Decision – Eligibility denied
Eligibility (19-12)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (20-06)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (20-08)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.

North Bay Regional Center
Board of Directors' Cultural and Linguistic Competence Committee (CLCC)

Revised Proposal of CLCC Structure and Purpose

This proposal was developed from the input of the participants who attended the initial CLCC meeting held on September 25, 2020. If approved, this proposal will be presented to the NBRC Board of Directors for its approval at the November 6 Board Meeting.

Cultural and Linguistic Competence Committee Structure

Advisory Committee: The CLCC will serve as an advisory committee to the NBRC Board of Directors per Article VIII, Sections 8.1,8.2,8.3, 8.5, and 8.6 of North Bay Developmental Disabilities Services, Inc. Bylaws.

Membership: The CLCC will be comprised of a minimum of 2 currently sitting board members, the Executive Director of NBRC, and additional NBRC staff, service providers, and community members, not to exceed 12 voting members.

Meetings: The CLCC will hold virtual meetings on the third Thursday of the month from 12:00 to 1:00 pm.

Cultural and Linguistic Competence Committee Purpose

1. The CLCC will educate itself and the NBRC Board of Directors about the challenges that disadvantaged clients and families face within the Regional Center system through:
 - data analysis presented by staff and other experts regarding disparities in levels and quality of services caused by the cultural and/or linguistic differences of clients and families;
 - staff, provider, and community input based on experiences in working with clients and families with cultural and/or linguistic differences,
 - client and family input based on experiences in working with staff, provider, and community presenting insufficient or excellent cultural and/or linguistic competence.

North Bay Regional Center
Board of Directors' Cultural and Linguistic Competence Committee (CLCC)

2. The CLCC will recommend high level goals to the Board of Directors to present to the Executive Director for the purpose of eliminating systemic disparities faced by clients and families with cultural and linguistic differences.
 - Goals will be concrete and measurable,
 - Will hold the executive director accountable for implementation
 - Will be monitored for measurable progress.
3. The CLCC will be a safe place where discussions of cultural and linguistic differences may take place without fear of judgement or repercussion.
4. The CLCC will review NBRC policies and policy related statements through a lens of cultural and linguistic competency and propose revisions to the Board, so that all policies and official statements reflect NBRC's commitment to acceptance of all clients and families regardless of disability, race, ethnicity, language, gender, or sexual preference, and includes the cultural priorities of clients and families.

2018-2020 Doug Cleveland Board Opportunity Fund Examples

