



*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:** February 3, 2021

**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: 1-707-256-1165

Código de acceso: 444444

**Agenda Enclosed**

**REMINDER:** Notices are posted at [www.nbrc.net](http://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**

**February 3, 2021, 6:00 p.m.**

**Join by Zoom Webinar:**

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

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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 December 2, 2020 Regular Business Board Meeting be approved as submitted. (Pg. 1-3) (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. COVID-19 TESTING AND VACCINATIONS – Deanna Mobley, Director of Intake and Clinical Services (30 min) INFO
- VI. CONTRACTS OVER \$250,000 – Courtney Singleton, Director of Community Services (5 min)
  - A. COVID-19 Surge Housing – Kreative Community Services (Pg. 4) ACTION
  - B. Specialized Residential Facility – National Mentor Health Care, LLC (Pg. 5) ACTION
- VII. TREASURER'S REPORT – Rosemarie Pérez, Treasurer
  - A. Treasurer's Report be approved as submitted. (Pgs. 6-7) (5 min) ACTION
  - B. A-7 Contract (Pg. 8) (5 min) ACTION
- VIII. COMMITTEE REPORTS –
  - A. Executive Committee – Angel Hixson, Board President
    - i. 2021 Board Meeting Calendar (Pg. 9) (5 min) ACTION
    - ii. Removal of Board Member, Abel Moya (Pg. 10) (2 min) ACTION
  - B. Vendor Advisory Committee Update – Ali Tabatabai, VAC Rep. (Pgs. 11-18) (5 min) INFO
  - C. Legislative Advisory Committee Update – Ali Tabatabai, VAC Rep. (7 min)
    - i. Proposed Name Change to Public Policy Advisory Committee ACTION
    - ii. Proposed Committee Rules (Pgs. 19-20) ACTION
  - D. Cultural and Linguistic Competency Committee Update – Rosemarie Pérez, Treasurer
    - i. Revised Proposal of CLCC Structure and Purpose (Pgs. 21-22) (3 min) ACTION
    - ii. Covenant for Brave Space (Pg. 23) (3 min) ACTION
  - E. Client Advisory Committee Update – Franklin Phillips, Board Mentor, CAC Chair (3 min) INFO
- IX. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (10 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. 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 March 3, 2020 at 6:00 pm via Zoom.
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**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
December 2, 2020, 6:00 p.m.  
Via Zoom**

**NBRC BOARD MEMBERS PRESENT:**

Sara Speck, Secretary, Solano County  
Rosemarie Pérez, Treasurer, Sonoma County  
Derek Hearthtower, Sonoma County  
Franklin Phillips, Board Mentor, Sonoma County

Jeremy Johnson, Vice President, Solano County  
Angel Hixson, President, Solano County  
Ali Tabatabai, VAC Representative, Napa County  
Jose Ayala, Napa County  
Andrea Bednarova

**NBRC BOARD MEMBERS ABSENT:**

Abel Moya, Sonoma County  
Lynette Stagner, Napa County

Hue Truong, Sonoma County  
Rita Edmonds-Norris, Solano County  
Alexis Jarreau, Solano County

**NBRC STAFF PRESENT**

Ana Horta, Sr. Companion Program Supervisor  
Antonio Martinez, Service Coordinator  
Ellisa Reiff, Case Management Supervisor  
Guadalupe Lopez, Intake Department Manager  
Jessie Skizewski, Service Coordinator  
Rick Burkett, IT Associate Director  
Ashley McConnell, Federal Revenue 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  
Ivette Lyons, Service Coordinator

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

Breeanne Burris, 24 Hour Home Care  
Jethro, Community  
Cindy Cahill, Community  
Lisa Hooks, SCDD  
Paula Finley, Becoming Independent  
Lynn Isbell, Community

Holly Pagel, Connections For Life  
Edie Thomas, Connections For Life  
James Cox, Becoming Independent  
Justin Hole, Community  
Maxine Milam, DDS

**MINUTES**

**CALL TO ORDER** – *Angel Hixson, President*, called the regular business meeting to order at approximately 6:02pm.

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

**CONSIDERATION OF MINUTES** –

*Rosemarie Pérez, Treasurer*, noted there was a change on page 5 of the November 4<sup>th</sup> minutes. There was a public comment noted that she made but she did not make that comment.

**M/S/C (Speck/Hearthtower) Move to approve the November 4, 2020 board meeting minutes with the correction on page 5.**  
**UNANIMOUS**

**GENERAL PUBLIC COMMENT** –

- *Cindy Cahill, Community*, noted she was the one who made the comment listed as Rosemarie Pérez in the November 4<sup>th</sup> board minutes.
- *Gabriel Rogin, Executive Director*, noted Danielle Bernardo, NBRC's Executive Assistant, will make the change to the minutes.

**VENDOR MONITORING** –

*Courtney Singleton, Director of Community Services*, gave a presentation on Vendor Monitoring, pages 10-15 of the December 2<sup>nd</sup> board packet.

- *Ali Tabatabai, VAC Representative*, asked if a Service Coordinator goes on a visit to see where an individual is living, how the information is shared with others in the agency when there are issues.
- *Courtney Singleton, Director of Community Services*, noted when there are issues the Service Coordinator, Supervisor, and QA are invited to the planning team meeting.
- *Gabriel Rogin, Executive Director* noted we are trying to review data regularly. There is a Quality Assurance Analyst looking at the data to identify any trends happening.

#### **ARCA ACADEMY UPDATE –**

- *Sara Speck, Secretary* noted she attended the ARCA Academy and really enjoyed it. She noted there will be another later on in the month.
- *Derek Hearthtower* noted he took issue with some of the language; obedience and loyalty. Derek feels as if obedience is usually accompanied with abuse, and the word loyalty doesn't necessarily mean not to make your organization look bad.
- *Rosemarie Pérez, Treasurer*, noted there was a great review of board member responsibilities. Ms. Pérez also noted it was not well attended.
- *Angel Hixson, President*, noted she appreciates Derek's comment regarding the language. She encouraged him to send that feedback to ARCA.

#### **TREASURER'S REPORT –**

##### **A. Treasurer's Report be approved as submitted.**

*Rosemarie Pérez, Treasurer*, reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found on pages 16-17 of the December 2<sup>nd</sup> board packet.

**M/S/C (Speck/Johnson) Move to approve the Treasurer's Report as submitted. UNANIMOUS**

#### **COMMITTEE REPORTS –**

##### **A. Executive Committee –**

##### **a. Board Opportunity Fund - Special Recognition**

The Board wanted an opportunity to thank a generous donor for the past two years, Lynn Isbell.

- *Ms. Isbell* noted she previously spent 7 years on the NBRC Board of Directors. Ms. Isbell has a 56 year old son that is a client of NBRC. Ms. Isbell noted as she is aging, she is comforted by knowing there are many people that support her son. Ms. Isbell noted she plans to continue to support the Board Opportunity Fund and is very grateful for the regional center system.
- *Angel Hixson, President*, noted she would like Ms. Isbell to attend a board meeting when she is able to.

##### **b. Removal of Board Member, Abel Moya –**

- ❖ There weren't enough board members present to take action on this item. It will be brought back to the board in February and will need 9 members present.

##### **B. Vendor Advisory Committee Update –**

*Ali Tabatabai, VAC Representative* reviewed the VAC minutes on pages 21-26 of the December 2<sup>nd</sup> board packet. Ali noted The Legislative Advisory Committee did not meet in November, but will meet on the 15<sup>th</sup> of December. Ali noted the committee welcomes a broad membership.

##### **C. Cultural and Linguistic Competency Committee Update –**

##### **a. Revised Proposal of CLCC Structure and Purpose**

*Rosemarie Pérez, Treasurer*, reviewed the Revised Proposal of CLCC Structure and Purpose on pages 29-30 of the December 2<sup>nd</sup> board packet. The document will be brought back to the board in February for approval.

##### **D. Client Advisory Committee Update –**

*Franklin Phillips, Board Mentor, CAC Chair*, noted there were two presentations on Disaster Preparedness at the November CAC meeting. Catholic Charities and Lisa Hooks, from the State Council presented and both were very informative.

#### **EXECUTIVE DIRECTOR'S REPORT –**

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

- The surge and demand on hospitals is increasing exponentially. DDS tracks COVID+ cases daily and it is now up to 142 individuals with developmental disabilities testing positive daily statewide.
- DDS recently sent out a reminder about gathering during the holiday season with a link from the Department of Public Health and the Center for Disease Control about alternate gathering practices. The other document is on best practices around the flu and COVID-19.
- It is all hands on deck and NBRC is actively engaged in doing everything we can to support our providers and community.
- COVID-19 positive cases:
  - Statewide - Regional Center Clients: 4,176 cases, 197 deaths, 332 hospitalizations  
Employees : 2,479 The large majority are Service Providers: 2,304 Regional Center Staff: 175
  - NBRC – Clients: 102 cases, 5 deaths, 3 hospitalizations Vendors: 42 different vendors have reported staff members with COVID+ cases. We have had 1 regional center staff member test positive.
- Vaccines are promising and DDS is actively communicating with other state departments advocating for our population.
- Before the surge NBRC was talking about moving to the next phase of office re-entry. Since then, moving forward has been postponed.
- We are in a strong budget position. We continue to keep an eye on state revenues.
- DDS has decided to postpone new monthly rates and anticipate a 1/1/21 start date.
- DDS has a community survey out until 12/18, a link is on NBRC's website.
- NBRC will distribute a survey to our community following the end date of the DDS survey.
- During the winter break, the Vallejo School District is offering free meals for children.
  - *Jeremy Johnson, Vice President*, noted the Vacaville School District is offering free meals for those 18 and under.

#### **GOOD OF THE ORDER –**

- *Derek Hearthtower* noted someone is interested in starting a business and becoming a service provider for the Self-Determination Program. *Derek* suggested creating a questionnaire for vendors to fill out to get more information.
- *Gabriel Rogin, Executive Director*, noted he will follow up with *Derek*.

#### **GENERAL PUBLIC COMMENT –**

- *Lisa Hooks, SCDD*, noted the Vallejo School District will be providing meals for a full week. Most districts are offering meals for 5 days a week. If individuals are 21 years old and have an IEP, they should be able to get meals as well as all children.
- *Breeanne Burris, 24 Home Care*, noted they are a newer vendor and have worked with 9 other Regional Center's in California. She noted she has been impressed with the North Bay staff and the Board of Directors.

#### **CLOSED SESSION**

The board moved into closed session at 8:03 pm to discuss the Executive Director's Performance Evaluation.

#### **RETURN TO OPEN SESSION**

##### **A. Report on any action taken during the closed session.**

The board returned from the closed session at 9:00 pm and there was no action taken to report on.

#### **ADJOURNMENT –**

*Angel Hixson, President*, adjourned the regular business board meeting at 9:00 pm.

Date submitted to NBRC Board for review

02/03/21

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. 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
COVID-19 Surge Housing	9	Kreative Community Services HN0555	03/01/21-02/28/22	\$59,636/per month \$715,632/Annual Contract	COVID 19 Positive Surge Housing

**Summary:**

Surge housing was developed due to the COVID-19 pandemic to serve individuals that are COVID-19 positive with no medical complications and are in need of urgent housing. Due to COVID-19 Community Care Licensing amended their regulations to allow for licensed day program sites that are closed due to COVID-19, to transition into surge housing sites. Kreative Community Services typically operates a day program for individuals with intense behaviors. Kreative Community Services Rohnert Park site has been turned into a surge site and is now providing care for COVID-19 positive individuals 24 hours a day until the individual can return home. This site serves individuals who are COVID-19 positive on an emergency basis when an individual needs urgent housing due to COVID-19 positive diagnosis. The surge housing provides the following staff, based on individual client needs: Direct Care Staff, Registered Behavior Technicians, Lead Staff, Licensed Vocational Nurse, and a Registered Nurse. This site is able to serve nine individuals each in their own individual bedroom. The program turned all offices and classrooms into bedrooms in order to allow each person to quarantine in their own room. This program is located in Sonoma County.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Contract Amounts	Notes
Specialized Residential Facility	4	National Mentor Health Care, LLC	03/01/21-06/30/21	\$13,988.63/Per client per month \$671,454 Total Annual Contract	Medical Home
<p><b>Summary:</b>  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 some medical needs. This home has Licensed Vocational Nurses in the home 8 hours per day, Registered Nurse consultation, a staffing ratio of at minimum of 2 staff to 4 individuals and additional consultation by licensed professionals based on individual needs. Additional consultants can be psychologists, occupational therapists, physical therapist, speech therapists etc. This home is monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by Quality Assurance Staff and annually unannounced by Community Care Licensing.</p>					





**North Bay Regional Center  
Doug Cleveland  
Board Opportunity Fund  
February 3, 2021 Board Meeting**

The Doug Cleveland Board Opportunity Fund ending balance as of December 31, 2020 was **\$73,943.97**.

There were two awards issued in the month of November for a total of \$654 and none in the month of December. The account received a deposit in the amount of \$16.46 from Amazon Smile.

Ops Expenditures 6 months 48%	North Bay Regional Center CFO Board Report As of December 31, 2020 50% of the fiscal year has elapsed				POS Expenditures 6 months 50%
OPERATIONS		Total Ops Allocation: \$ 23,761,066			
Total General Ops Contract: \$ 22,723,920		Total CPP Contract: \$ 677,892			
General Ops Amount Available: \$ 11,249,790		CPP Contract Amount Available: \$ 677,892			
OPERATIONS EXPENSE (OPS)		YTD Actual	% by category	Forecast*	Total YTD Actual + Forecast
Personnel	\$	8,111,305	70.69%	\$	8,111,305
Benefits	\$	2,028,019	17.67%	\$	2,028,019
Facilities	\$	995,926	8.68%	\$	995,926
Equipment	\$	206,238	1.80%	\$	206,238
Communications	\$	82,189	0.72%	\$	82,189
Mileage	\$	3,204	0.03%	\$	3,204
Legal	\$	6,727	0.06%	\$	6,727
General Office	\$	11,786	0.10%	\$	11,786
Consultants	\$	54,464	0.47%	\$	54,464
Bank Fee and LOC	\$	13,067	0.11%	\$	13,067
Other Expenses	\$	20,224	0.18%	\$	20,224
Revenue	\$	(59,018)	-0.51%	\$	(59,018)
Community Placement Plan (CPP)	\$	-	0.00%	\$	677,892
Total Operations Expenses		11,474,130		\$ -	\$ 12,152,022
Senior Companion Program - Grant		YTD Actual	% by category	Forecast*	Actual + Forecast
Senior Companion Program - Grant					
Grant	\$	110,500		\$ 248,754	\$ 359,254
PURCHASE OF SERVICES		Total POS Allocation: \$ 313,703,720			
Total POS Contract: \$ 313,670,120		Total CPP Contract: \$ 33,600			
POS Contract Amount Available: \$ 157,017,034		CPP Contract Amount Available: \$ 33,600			
PURCHASE OF SERVICES (POS)		YTD Actual	% YTD Total	Forecast*	Total YTD Actual + Forecast*
Community Care Facilities	\$	52,626,902	33.6%	\$ 57,396,746	\$ 110,023,648
Supported Living Services	\$	38,865,134	24.8%	\$ 42,820,148	\$ 81,685,282
Day Programs	\$	25,780,182	16.5%	\$ 26,550,420	\$ 52,330,602
Behavioral Services	\$	16,671,096	10.6%	\$ 18,031,164	\$ 34,702,260
Other	\$	10,343,402	6.6%	\$ 7,712,315	\$ 18,055,717
Transportation	\$	6,085,475	3.9%	\$ 6,344,186	\$ 12,429,661
Respite	\$	4,136,777	2.6%	\$ 4,422,243	\$ 8,559,020
Medical Services	\$	2,144,118	1.4%	\$ 2,394,351	\$ 4,538,469
Community Placement Plan (CPP)	\$	-	0.0%	\$ -	-
TOTAL POS EXPENSES		\$ 156,653,086	100.0%	\$ 165,671,573	\$ 322,324,659
*This budget reflects through the B-1 amendment.					
Total Regional Center Budget:				\$	337,464,786

Date submitted to NBRC Board for review

February 3, 2021

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 Isabel Calder, Chief Financial Officer and Gabriel Rogin, Executive Director. Both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Contractor Name and Vendor# (if applicable)	Term of Contract	Total Contract Amount	Notes
A-7 Amendment for Fiscal Year 19/20	Department of Developmental Services	July 1, 2019 – June 30, 2026	<b>\$312,173,629</b>	<p>This amendment increases the contract in the amount of \$81,482 as follows:</p> <ul style="list-style-type: none"> <li>• Ops: \$46,724 for COVID related expenditures.</li> <li>• POS: \$34,758 for general COVID Start Up funds.</li> </ul>



## Board Meeting Locations 2021

6:00 pm

***All Board Meetings will be held via Zoom videoconferencing until further notice.***

January 6, 2021	<i>No Board Meeting</i>
February 3, 2021	Regular Business Meeting
March 3, 2021	Regular Business Meeting
April 7, 2021	Regular Business Meeting
May 5, 2021	Regular Business Meeting
June 2, 2021	<i>Annual Board Meeting</i>
July 7, 2021	Regular Business Meeting
August 4, 2021	<i>No Regular Business Meeting – Board Retreat</i>
September 1, 2021	Regular Business Meeting
October 6, 2021	Regular Business Meeting
November 3, 2021	Regular Business Meeting
December 1, 2021	<i>No Regular Business Meeting – Board Retreat</i>

**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 –

Present: Eric Martin, James Cox, Michelle Ramirez, Andrea Mendoza, Stacey Martinez, Ali Tabatabai, Mike Lisenko, Linda Plourde, Jamie Freymuth Thompson, Michelle Condit. Excused: Holly Pagel



b. Establish Quorum – quorum established.

B. CONSIDERATION OF AGENDA:

a. Additions or modifications to this agenda by voting members

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

a. December 8, 2020, Meeting Minutes – Linda P moved, James Cox 2nd



D. SPECIAL PRESENTATIONS

a. Dementia-Capable Napa County- *Melissa Gerard*

- i. Offering trainings and one on one consultations (no diagnosis is needed)
- ii. New training program - \$1M grant to implement the program, helping community become more dementia and age friendly
- iii. Mission is to building community, partnerships, awareness, education on reducing stigmas

E. GROUP REPORTS

a. Napa-Solano Vendor Group

- i. No meeting in December

b. Sonoma Vendor Group

c. Residential/Housing

- i. Link in chat to help clients

d. Trade Associations

- i. CDSA

- 1. Partnership initiates thrive initiative

- 2. Selected by DDS
    - 3. Keep a look out for a series of webinars
  - ii. CCLN
    - 1. Directive has been out
    - 2. I/DD not in tier 1 for vaccine
  - iii. ANCOR
    - 1. Policy summit postponed until the end of the month
  - iv. ARC/UCP
- e. NBRC Board Report- *Ali T.*
  - i. Administrative closed door meeting was held
- f. ARCA- *Gabriel R.*
  - i. The governor's proposed state budget is looking positive, there are many new positions. Here are some COVID updates: there have been 46 outbreaks within service providers, southern California is at 0% ICU capacity, and northern CA has a very low ICU capacity. DDS is pushing Regional Centers to focus on health and safety. NBRC is holding more face to face visits; risk of neglect may have increased due to less visits. DDS is pushing Regional centers to do another round of outreach  
Michele: Will funds be distributed to vendors?  
Jacquie: Expressed frustration of providers being underpaid and burned out.  
Gabriel: We're currently trying to increase testing capacity locally; any voluntary manpower will be greatly appreciated. With time, we are going to be in need the support of nurses and medical professionals. DDS is asking to track who is receiving vaccines.
- g. Committees/Subcommittees
  - i. Legislative Committee- *Linda P.*
    - 1. We discussed the current status of state directives. We also spoke about vaccination distribution. Currently formalizing of the committee; it is now labeled as Public Policy Committee. We are planning is to utilize the DSP committee to inform legislators.
  - ii. DSP Subcommittee- *Holly P.*
    - 1. January 26, 2021 Meeting
- F. Trying to figure out how to best celebrate DSP
- G. NBRC UPDATES:
  - a. Fiscal
  - b. Vendor Relations

- i. Deanna Mobley promotion to Director of Intake & Clinical Services
- c. Quality Assurance

#### H. NEW BUSINESS

- a. Vaccine rollout
- b. New Stimulus Payments
  - i. Ali: \$600 stimulus has been sent directly out by the IRS; some were sent directly to individuals. Representative payees have no jurisdiction on managing these funds. “Get My Payment” tracking tool on IRS website can help. When the stimulus arrives, it has 12 months until it can be counted as a resource. Possible workshop with NBRC on how to spend down.
- c. New laws effective 1/1/21

#### I. OLD BUSINESS

- J. GENERAL ANNOUNCEMENTS -- Michelle Condit announced the new lending library
  - a. Training/Events
  - b. Community concerns
  - c. Reminders

#### K. AGENDA ITEMS FOR FUTURE MEETINGS

#### L. ADJOURNMENT





# Minutes

December 8, 2020 at 10:00 am - 11:30 am

## A. CALL TO ORDER



- a. Roll Call of Voting Members
  - i. Holly Pagel, Ali Tabatabai (excused), Jamie Collins, Michelle Condit, Kelley Hanson, Mike Linsenko, Stacey Martinez, Linda Plourde, Eric Martin, Andrea Mendoza, James Cox, Michelle Ramirez (excused).
- b. Establish Quorum

## 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. November 10, 2020, Meeting Minutes
  - i. Motion to accept: Kelley Hanson; second: Stacey Martinez

## D. SPECIAL PRESENTATIONS

- a. SDP Financial Management Service: Aveanna
  - i. Chief Operations Manager (Tran) presented a PowerPoint explaining the services Aveanna has to offer. There are two models: bill payer model and co-employer model. The main difference is the bill payer model does not include direct hires while the co-employer does. Within each model, there are various brackets of FMS rates. Tran can be reached through email: [sjsdp@aveanna.com](mailto:sjsdp@aveanna.com). Aveanna's website is AveannaSupportServices.com.

## E. GROUP REPORTS

- a. Napa-Solano Vendor Group
  - i. Kelley H.: We discussed the transition to self-determination and have submitted anonymous feedback to the Regional Center.

- b. Sonoma Vendor Group
- c. Residential (NBRC Housing Coalition, SLS/ILS, Group Homes)
- d. Trade Associations
  - i. CDSA
  - ii. CCLN
  - iii. ANCOR
    - 1. Linda P.: Busy with new administration due to COVID vaccine. We have written a letter to the Biden-Harris COVID Taskforce. We have written a letter to every governor of every state as well. There is a significant higher risk of death for I/DD when contracted with COVID-19. Advocating for I/DD to have priority for vaccine.
  - iv. ARC/UCP
    - 1. Linda P.: Continue to help DSP and vaccine prioritization. Helping essential workers during second lockdown
    - 2. Michael C.: There is an awarded grant. Look for memo! It is open to any party who has experience in alternative service delivery.
- e. NBRC Board Report- *Ali T.*
- f. ARCA- *Gabriel R.*
  - i. All the feedback we receive is appreciated, and we encourage more of it. The inconsistency across Service Coordinators was noted. I wanted to offer a sincere thank you to everyone for getting through this brutal year. We are approaching the most dangerous time of COVID. Regional Center rates are all going up. As you all know, it is critical to keep following best practices to keep everyone safe. We are here to support in any way we can. Vaccines are becoming more of a reality. We will continue to communicate with DDS and advocate for our clients. It is important to share vaccine information as soon as we get it. If the county has contacted your organization about being a priority, please let Courtney know. I encourage everyone to participate in the self-advocate and family-advocate survey.
- g. Committees/Subcommittees
  - i. Legislative Committee- *Linda P.*

1. No meeting due to Thanksgiving; we will have an update in January.
- ii. DSP Subcommittee- *Holly P.*
  1. We decided to reconvene in January. It is important to recognize DSP efforts. Please nominate individuals who should be recognized.

## **F. NBRC UPDATES:**

- a. Fiscal
  - i. Updates on DDS and FEMA- *Isabel C.*
    1. The new ASD rates are effective January 1<sup>st</sup>. Courtney sent out templates covering rates and questions. If you haven't received one, please reach out. Please submit to e-billing email address by January 15<sup>th</sup>. Meeting with Burns & Associates soon so please get questions in. All invoices will be a week late. Alternative service delivery will have two authorizations. If you mark yes on traditional, mark no on alternative and vice versa. Information regarding sub-codes for services is in progress and will be out soon. Meeting on December 16<sup>th</sup>, from 1-3, will give an overview of the transition to self-determination. More information about rates for ASD services through ILS.
- b. Vendor Relations
  - i. Courtney: NBRC has been chosen for a pilot assessment. DDS partnered with PCG (Public Consultant Group). North Bay vendors will receive a virtual assessment. PCG has already emailed vendors who have been selected. Some confusion on what programs are being selected; more residential than day programs. Supported living contracts will go out. Training for COVID precaution plans will come out soon. Panel of nurses and physician will give a presentation and offer resources to help develop a plan. Alternative service rates are still pending. Will give an update on SCP rates; they're still being worked on.
- c. Quality Assurance

## **G. NEW BUSINESS**

- a. HCBS Grant: Changes in NBRC contact

- i. Courtney: Combination of resource development and quality assurance have been brought together. Haven't heard of new funds. Will have training on submitting proposals when we receive further information.
- b. Joanne Giardello's Retirement
  - i. Joanne: Thank you to everyone. I'm not sure if you know, but my sister has various disabilities. I never would imagine we would both be here on different zoom calls. Very appreciative to be a part of something that means so much to me and my family.

## H. OLD BUSINESS

### I. GENERAL ANNOUNCEMENTS

- a. Training/Events
  - i. December 16th training on the Self-Determination Project, 1 - 3 pm
  - ii. Ivan: We will give an update on dementia care training, it is still in the works. There is an Employment First training on December 16<sup>th</sup> at 10am.
- b. Community concerns
  - i. Michele: A number of families have had COVID exposure, but the children are not positive. What is the reporting procedure for this? I'm wondering if the VAC Committee can remind people that when a client is positive, they should report it right away.  
  
Courtney: I will make sure to send information out about this.  
  
Isabel: DDS will be filing for FEMA. We are currently collecting data to submit information. I wanted to let everyone know if you have billed under COVID, please collect data as it will be needed.
- c. Reminders
  - i. Apply for vacancies in VAC
    - 1. Holly: Next year there will be vacancies. If you are interested, please consider applying. Please let me know

### J. AGENDA ITEMS FOR FUTURE MEETINGS

- a. Saenen: Thank you and goodbye to everyone. Appreciative of the comradery. After 48 years, we are discontinuing program. Non-profit will continue to be existent.

- b. Edie T.: We are working on a social distancing party. Instead of Karaoke, we're going to have a zoom kazoo concert.
- c. Stacey: We are going to deliver socks and do caroling at the client's homes in pairs.

#### K. ADJOURNMENT

- a. Motion to accept: Eric Martin; second: Kelley Hanson



# **North Bay Regional Center Public Policy Advisory Committee Rules (DRAFT)**

## **Committee Description and Purpose**

The Public Policy Advisory Committee (PPAC) is an advisory committee to the North Bay Regional Center Board of Directors (the Board). The committee reviews public policy impacting regional center services including:

- Congressional bills
- California state legislation and budget trailer bills
- Federal and state executive orders
- Changes in regulation and other law relating to disability programs and services
- Department of Developmental Services directives

The purpose of the committee is to keep the Board informed of important policy developments and recommend potential actions for the Board to take.

## **Guiding Principles**

- Use plain language in communications to the Board; avoid acronyms and jargon
- Inform the Board of legislators and policymakers interested in disability services
- Develop interest of other law and policymakers to disability services
- Collaborate with other disability advocacy groups or associations

## **Membership**

- The committee is public and open all community members
- Must contain two members from the Board
- Chair appointed by the Board's President
- Co-chair, if desired, is appointed by committee chair
- Members must be approved by the Board

## **Committee Rules**

- Minutes required - taken by NBRC's admin assistant. If minute taker not available, PPAC chair must appoint minute taker before the start of any meeting
- Minutes delivered to NBRC board via NBRC admin assistant
- PPAC is advisory only, can act only if first approved by board
- Workgroups can be appointed by committee chair for specific tasks
- The committee does not endorse political candidates. PPAC may confidentially advise the Board of its position (support, oppose, neutral) on any proposed legislation.
- Actions or advisory notices shall be submitted to the Board's Executive Committee

## **Meetings**

- PPAC meetings are open to the public.
- Meetings are held on the third Thursday of each month at 10AM.

- Meeting dates to be announced at Board of Directors monthly meeting.

**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.

## REVISED COVENANT FOR BRAVE SPACE

- **Confidentiality**

While what is learned may be shared with others, it is our expectation that any personal information shared during our meetings will be held in confidence by the participants.

- **I Statements**

Participants will use “I” statements, reflecting their own experience, beliefs, knowledge, etc. and not claiming a global reference to any group.

- **Active Listening**

Participants will engage in “active listening”, making sure they have understood the speaker before they provide their own perspective or response.

- **“Air Time”**

Participants will refrain from dominating the conversation.

- **The “Ouch” Rule**

Participants will alert the group if they feel personally offended, triggered, or hurt.

- **Non Judgemental**

Participants will hold judgements lightly and seek to understand.

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,167	12.2 %	MALES	6,161	64.6 %	OWN HOME	7,008	73.5 %
3 - 17	2,935	30.8 %	FEMALES	3,366	35.3 %	ILS	633	6.6 %
18 - 40	3,468	36.4 %				SLS	639	6.7 %
41 - 60	1,227	12.8 %				DC	9	.0 %
61 - 80	699	7.3 %				SNF	40	.4 %
						ICF	192	2.0 %
80 & OLDER	31	.3 %				CCF	757	7.9 %
						FOSTER CARE	187	1.9 %
						OTHER	62	.6 %
TOTAL:	9,527	100.0 %	TOTAL:	9,527	100.0 %	TOTAL:	9,527	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	600	6.2 %	AUTISM	2,893	30.3 %	28. NAPA	1,201	12.6 %
ASIAN	236	2.4 %	EPILEPSY	1,056	11.0 %	48. SOLANO	4,030	42.3 %
BLACK	841	8.8 %	CEREBRAL PALSY	906	9.5 %	49. SONOMA	4,187	43.9 %
FILIPINO	353	3.7 %	MENTAL RETARDATION	4,758	49.9 %			.0 %
NATIVE AMERICAN	42	.4 %	OTHER	974	10.2 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,394	25.1 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,307	45.2 %						.0 %
OTHER	243	2.5 %						.0 %
UNKNOWN	511	5.3 %						.0 %
						OTHER	109	1.1 %
TOTAL:	9,527	100.0 %				TOTAL:	9,527	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	25	.2 %	1	1,070	11.2
ENGLISH	7,835	82.2 %	2	8,153	85.5
SPANISH	1,534	16.1 %	0	295	3.0
OTHER LATIN LANG.	1	.0 %	8	9	
CANTONESE CHINESE	6	.0 %	3		
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.	93	.9 %			
TOTAL	9,527	100.0 %	TOTAL	9,527	100.0