



610 Airpark Rd, Napa, CA 94558
Phone: (707) 256-1100 • TTY (707) 252-0213

520 Mendocino Ave, Santa Rosa, CA 95401
Phone: (707) 569-2000 • TTY (707) 525-1239

www.nbrc.net

Our Mission:

(what we do and for whom)

Our mission is to empower, respect and serve each child and adult with or with the potential for a developmental disability, while promoting the health and well-being of each individual, their families, and our community.

MEETING NOTICE

The next meeting of the Board of Directors is a Regular Business Meeting scheduled as follows:

DATE: February 5, 2025

TIME: 6:00 pm

PLACE: Hybrid – NBRC Santa Rosa Office or Zoom
520 Mendocino Avenue, Santa Rosa, CA 95401

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

Se Habla Español

American Sign Language Interpretation Available

Agenda Enclosed

The NBRC Board of Directors is actively recruiting for board members. Please email your completed application or send any questions to Janelle Santana at janelles@nbrc.net.

- [NBRC Board Application - English](#)
- [NBRC Solicitud de Junta - Español](#)
- [Ang Aplikasyon para Maging Miyembro ng Lupon ng mga Direktor ng - Tagalog](#)

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 Janelle Santana 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 – Hybrid
February 5, 2025 6:00 p.m.
520 Mendocino Avenue
Santa Rosa, CA 95401

AND

Join by Zoom Webinar:

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

Join by Phone:

Phone Number: 1-669-900-6833 **Webinar ID:** 897 0968 7840 **Passcode:** 912329

- I. CALL TO ORDER – Martha Valdez, President
- II. ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary (3 min)
 - A. Thank you for your service, Ravinder Rangil!
- III. CONSIDERATION OF MINUTES – Regular Business Board Meeting Minutes from January 8, 2025 be approved as submitted. (2 min) (pgs. 1-5) ACTION
- IV. CONSIDERATION OF AGENDA – Additions or modifications to this agenda by Board Members. ACTION
- V. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- VI. NBRC AUDIT RESULTS FOR FISCAL YEARS 2022-23 and 2023-24 – (attachment) (30 min) ACTION
Ellen Nzima, DDS Chief; Staci Yasui, DDS Supervisor; Ed Yan, DDS Audit Manager
- VII. TREASURER'S REPORT – Andrea Bednarova, Board Treasurer
 - A. Treasurer's Report be approved as submitted (5 min) (pgs.6-7) ACTION
- VIII. COMMITTEE REPORTS –
 - A. Executive Committee Update – Martha Valdez, President (5 min) INFO
 - B. Vendor Advisory Committee Update – Breeanne Kolster, VAC Co-Chair (5 mins)
 - i. Approval of VAC Articles of Operation (pgs. 8-18) ACTION
 - C. Cultural/Linguistic Competency Committee Update – Rosemarie Pérez, CLCC Chair (5 mins)
 - i. Approval of Person Centered Board Policy (pgs. 19-20) ACTION
 - D. Public Policy Advisory Committee Update – Breeanne Kolster, VAC Representative (5 mins) INFO
 - i. Legislative Updates
 - 1. Legislative Lunch – April 4th at 11am – 12:30pm in Napa (pg. 21)
 - E. Client Advisory Committee Update – Sara Speck, CAC Co-Chair (5 mins) INFO
 - F. Risk Reduction Advisory Committee Update – RRAC Member (5 mins) INFO
 - G. Nominating Committee Update – Nominating Committee Member (5 mins) INFO
 - i. Join NBRC Board of Directors Flyers (pgs. 22-24)
- IX. UPDATE ON MASTER PLAN FOR DEVELOPMENTAL SERVICES MEETING – Sara Speck, Board Vice President (5 min) INFO
- X. ASSOCIATION OF REGIONAL CENTER AGENCIES (ARCA) REPORT – Breeanne Kolster, VAC Representative (5 min) INFO
- XI. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (10 mins) INFO
 - A. Vacaville Office Open House – March 5th 3:30pm – 5:30pm (pg. 25)

- XII. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- XIII. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- XIV. CLOSED SESSION (15 mins)
 - A. The appointment, employment, evaluation of performance, or dismissal of a regional center employee
- XV. RETURN FROM CLOSED SESSION
 - B. Report on any action taken during the closed session (1 min) INFO
- XVI. 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.

| |
|---|
| NEXT MEETING ANNOUNCEMENT – The next Board Meeting is on March 5, 2025 at NBRC's Vacaville Office – 445 Merchant Street, Vacaville, CA 95688. |
|---|

North Bay Developmental Disabilities Services, Inc.
Board of Directors Regular Business Meeting
January 8, 2025, 6:00 p.m.
Via In Person & Zoom Webinar
610 Airpark Road, Napa, CA 94558

NBRC BOARD MEMBERS PRESENT:

| | |
|---------------------------------------|---|
| Rosemarie Pérez, Sonoma County | Sara Speck, Vice President, Solano County |
| Breeanne Kolster, VAC Representative | Sahira Arroyos, Solano County |
| Ronald Gers, Secretary, Sonoma County | Joanne Giardello, Solano County |

NBRC BOARD MEMBERS ABSENT:

| | |
|---|--------------------------------|
| Martha Valdez, President, Sonoma County | Ravinder Rangji, Solano County |
| Andrea Bednarova, Treasurer | |

NBRC STAFF PRESENT:

| | |
|--|---|
| Gabriel Rogin, Executive Director | Janelle Santana, Executive Assistant |
| Mariam Guirguis, Executive Assistant – Compliance | Barrie Gordon, Controller |
| Beth DeWitt, Director of Client Services | Jennifer Crick, Director of Administrative Services |
| Courtney Singleton, Director of Community Services | Deanna Mobley, Director of Intake and Clinical Services |

GUESTS (names listed as seen on Zoom):

| | |
|--------------------------------|--------------------|
| ASL Interpreter – DeBlois | Brent |
| ASL Interpreter – Nicole | Cheryl Snaveley |
| ICS Spanish Interpreter, Amber | Chris Aguirre, DDS |
| Abi | Cristina Mallari |
| Alan Kerzin | Danny T. |
| Ami Sullivan, Kinetic Flow | Lesslie |
| Aristide J. Soume, BI | The Arc-Solano |
| Jett & Sharon Nebeker | Zoom user |

MINUTES

CALL TO ORDER – Sara Speck, Vice President, called the regular business meeting to order at approximately 6:00 pm.

ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary, conducted roll call and a quorum was present.

- Gabriel Rogin, Executive Director, announced that Carl Vinson, Solano County has resigned from the Board of Director’s.

CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from December 4, 2024, be approved as submitted.

M/S/C (Gers/Pérez) Moved to approve the December 4, 2024, minutes as submitted. APPROVED UNANIMOUS

CONSIDERATION OF AGENDA – No modifications.

M/S/C (Gers/Kolster) Moved to approve the agenda as submitted. APPROVED UNANIMOUS

GENERAL PUBLIC COMMENT – None

CONTRACT FOR APPROVAL OVER \$250,000

- D-4 Contract
 - o Isabel Calder, CFO, presented the D-4 Contract for approval that can be found on page 7 of

the January Board Meeting packet on NBRC's website.

M/S/C (Pérez/Gers) Moved to approve the D-4 contract as submitted.

**APPROVED
UNANIMOUS**

NBRC'S STRATEGIC PLAN ANNUAL IMPLEMENTATION UPDATE

Ami Sullivan, Kinetic Flow, led the presentation on NBRC's Strategic Plan annual implementation update. The presentation can be found as an attachment to the January Board meeting packet on the NBRC website.

TREASURER'S REPORT –

Treasurer's Report be approved as submitted.

Isabel Calder, CFO, reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found in the January 2025 board packet.

- Doug Cleveland Board Opportunity Fund
 - o The Opportunity Fund had no transactions in the month of November 2024. The remaining account balance does not reflect the annual donation in the amount of \$10,000 that was recently received. It will be reflected in the February board report.
 - o We were able to purchase most of the holiday gift cards using our agency credit card points.
- Operations
 - o The report reflects 5 months of expenditure for the fiscal year. The operations expenditure represents 39% of our total operations budget to date. As of November 30th, 42% of the fiscal year has elapsed.
 - o NBRC continues to maintain and project a balanced budget for the fiscal year.
 - o NBRC continues to wait for the remaining Community Placement Plan (CPP) funding from DDS. Once the full CPP funding is received for CPP, the salary and benefits will be adjusted and reported under the appropriate section. The CPP salaries and benefits remain reported under our general operation expenses.
 - o As of December 31st, we had 343 employees with 10 new employees scheduled to start this month (January).
- Purchase of Service (POS)
 - o The POS expenditures represent 37% of the total POS budget. As of November 30th, 42% of the fiscal year has elapsed, putting our projected POS expenditures within our allocated budget amount.
 - o NBRC staff are diligently working on the rollout of all the Rate Reform Directives. The teams have been holding overview drop-in sessions for vendors. We still do not have a good idea of how the full implementation will impact our POS budget. The forecast reflects a 10% projected increase over the next 6 months.
 - o We will closely monitor and adjust as we begin to see a clear picture of how the rate increases will impact on the budget.
 - o In the meantime, NBRC is closely monitoring the POS expenditures to ensure there is adequate spending authority in the POS budget.
- Cashflow
 - o NBRC has earned \$622,239 in interest through November. We anticipate earning \$360,000 in interest for the current Certificate of Deposit (CD) investment which matures this week.

M/S/C (Gers/Giardello) Motioned to approve the Treasurer's Report as submitted.

**APPROVED
UNANIMOUS**

NON-ACTION COMMITTEE REPORTS –

A. Executive Committee Update –

- a. Sara Speck, Executive Committee Member, shared the committee met on December 16th and acted on the 2 items listed below.
 - i. Approved Enhanced Behavioral Support Home (EBSH) contract

- ii. Approved Board Opportunity Fund Request for Gift Cards for Families in Need
 - b. The next meeting will be on January 21st from 6:30pm to 7:30pm.
- A. Vendor Advisory Committee (VAC) Update –**
- a. Breeanne Kolster, VAC Co-Chair, provided an overview of topics discussed at the last VAC Meeting.
 - i. There was a short business meeting due to an in-person holiday event
 - ii. Update on the provider directory and rate reform
 - iii. Next meeting is scheduled for January 14th
- B. Cultural/Linguistic Competency Committee (CLCC) Update –**
- a. Rosemarie Pérez, CLCC Chair, shared an overview of topics discussed at the CLCC meeting.
 - i. Update on Outreach Community Events for 2025
 - ii. Rosemarie Pérez will email board members a draft version of the Person Centered Board Policy for review. We will include it in the board packet for approval at February's Board Meeting.
- C. Public Policy Advisory Committee Update – None**
- D. Client Advisory Committee Update –**
- a. Sara Speck, CAC Co-Chair, noted the committee is planning to meet on March 14th at 1:00pm. Location to be determined.
- E. Risk Reduction Advisory Committee Update –**
- a. Joanne Giardello, RRAC Chair, shared the next RRAC meeting is on January 29th and gave an overview of the last meeting.
 - i. Develop peer self-advocate group
 - 1. Joanne Giardello recommended having Far Northern Regional Center share about how they vendorized a self-advocacy group.
- F. Nominating Committee Update –**
- a. Joanne Giardello, Nominating Committee Chair, shared the following.
 - i. The committee is conducting interviews with applicants this month and next month.
 - ii. The Join NBRC Board of Directors flyer is on the NBRC website. Click the link below for more information.
 - 1. [Click Here](#)

UPDATE ON MASTER PLAN FOR DEVELOPMENTAL SERVICES MEETING

Sara Speck, Board Vice President, provided an update on the Master Plan for Developmental Services Meeting.

- Discussed and completed Priority 2 – addressed higher pay and employment support
- Presentation from Tony Anderson on Direct Support Professionals (DSP)
- Discussed Priority 3 recommendations
- The next workgroup 3 meeting is scheduled for January 31st via Zoom.
- We plan to have a DSP information session sometime in the future.
- The Master Plan Meeting was scheduled for today and Sara Speck joined via Zoom.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, reported the following.

- Southern California is undergoing major evacuations due to a fast-moving fire. Our hearts go out to everyone there.
- NBRC has hired a Director of Equity and Engagement and she will start on February 3rd.
- The standardized Individual Program Plan (IPP) Template has begun rollout. Regional Centers are waiting for the final version in our internal database. Service Coordinators will be using a Word version until the internal version is available.
- Gabriel Rogin, Executive Director, to send an email to the board to get a final list of which board members will be attending the Grassroots Advocacy Day in Sacramento.

- NBRC is considering hosting an open house at the Vacaville satellite office on March 6th from 4-6pm, before board meeting.

GOOD OF THE ORDER –

Rosemarie Pérez, Board Member, thanked staff that are working on the Strategic Plan and acknowledged the hard work that they have been doing.

GENERAL PUBLIC COMMENT – None

CLOSED SESSION –

The board moved into closed session at 7:43pm to discuss the following

- Employee salaries and benefits
- A matter specifically dealing with a particular regional center client
- The appointment, employment, evaluation of performance, or dismissal of a regional center employee

RETURN FROM CLOSED SESSION-

A. Report on any action taken during closed session.

The board returned from the closed session at 8:36pm and there was action taken for employee salaries and benefits.

ADJOURNMENT – Sara Speck, Vice President, adjourned the regular business board meeting at 8:36 pm.



Date submitted to NBRC Board for review

01/08/2025

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

01/08/2025

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# | Term of Contract | Total Contract Amount | APPROVED | Notes |
|--|--------------------------------------|------------------------------|-----------------------|--------------------|---|
| D-4 Contract for Fiscal Year 22/23 | Department of Developmental Services | July 1, 2019 – June 30, 2026 | \$537,469,610 | M/S/C (Pérez/Gers) | The D-4 contract for FY 22/23 includes the following amounts: <ul style="list-style-type: none"> Ops: \$ 832,432 POS: \$1,089,555 |
| <p>Operations:</p> <p>The Ops allocation included the following:</p> <ul style="list-style-type: none"> \$507,000 Regional Center Performance Measures \$217,065 Specialized Home Monitoring \$108,367 Tuition Reimbursement <p>There POS allocation included the following:</p> <ul style="list-style-type: none"> \$1,089,555 Start Up Funds | | | | | |



**North Bay Regional Center
Doug Cleveland
Board Opportunity Fund
February 5, 2025
Board Meeting**

The Doug Cleveland Board Opportunity Fund ending balance as of December 31, 2024, was **\$40,273.75**.

There were no transactions in **December 2024** other than the deposit of the annual \$10,000 donation.

Donations and Deposits:

- One Donation \$10,000.00

Awards:

- None

Other Transactions:

- None

| Ops Expenditures 6 months 47% | CFO Board Report November 30, 2024 50% of the fiscal year has elapsed | | | | POS Expenditures 6 months 46% |
|---|---|--|-----------------------|-----------------------|---|
| OPERATIONS | | | | | Total Ops Allocation: \$ 40,456,450 |
| Total General Ops Contract: \$ 39,073,624 | | Total CPP Contract: \$ 672,897 | | | |
| General Ops Amount Available: \$ 20,679,000 | | CPP Contract Amount Available: \$ 672,897 | | | |
| Total YTD | | | | | |
| OPERATIONS EXPENSE (OPS) | YTD Actual | % by category | Forecast* | Actual + Forecast | |
| Personnel | \$ 13,376,836 | 72.72% | \$ 14,680,962 | \$ 28,057,798 | |
| Benefits | \$ 3,178,160 | 17.28% | \$ 3,164,313 | \$ 6,842,473 | |
| Facilities | \$ 1,414,264 | 7.69% | \$ 1,226,227 | \$ 2,640,491 | |
| Equipment | \$ 473,329 | 2.57% | \$ 184,694 | \$ 658,023 | |
| Communications | \$ 280,564 | 1.53% | \$ 211,444 | \$ 492,008 | |
| Mileage | \$ 144,395 | 0.78% | \$ 174,605 | \$ 319,000 | |
| Legal | \$ 14,068 | 0.08% | \$ 35,932 | \$ 50,000 | |
| General Office | \$ 28,650 | 0.16% | \$ 56,350 | \$ 85,000 | |
| Consultants | \$ 78,263 | 0.43% | \$ 391,737 | \$ 470,000 | |
| Bank Fee and LOC | \$ 14,645 | 0.08% | \$ 10,355 | \$ 25,000 | |
| Other Expenses (including LACC) | \$ 21,085 | 0.11% | \$ 20,901 | \$ 41,986 | |
| Revenue | \$ (629,635) | -3.42% | \$ (360,000) | \$ (989,635) | |
| Total Operations Expenses | \$ 18,394,624 | 100% | \$ 19,797,520 | \$ 38,692,144 | |
| Community Placement Plan (CPP) | | | | | \$ 672,897 |
| Senior Companion Program (SCP) - Grant | | | | | \$ 334,194 |
| Mental Health Services Act (MHSA) - Grant | | | | | \$ 375,735 |
| Language, Access, Cultural Competency Funding (LACC) | | | | | \$ 381,480 |
| Total Paid for Operations: \$ 18,773,608 | | | | | |
| PURCHASE OF SERVICES | | | | | Total POS Allocation: \$ 497,280,726 |
| Total POS Contract: \$ 497,180,726 | | Total CPP Contract: \$ 100,000 | | | |
| POS Contract Amount Available: \$ 270,394,610 | | CPP Contract Amount Available: \$ 100,000 | | | |
| Total YTD | | | | | |
| PURCHASE OF SERVICES (POS) | YTD Actual | YTD Total | Forecast* | Actual + Forecast* | |
| Community Care Facilities | \$ 72,685,817 | 32.1% | \$ 90,838,339 | \$ 163,524,156 | |
| Supported Living Services | \$ 56,034,942 | 24.7% | \$ 69,820,642 | \$ 125,855,584 | |
| Day Programs | \$ 42,514,356 | 18.7% | \$ 54,467,739 | \$ 96,982,095 | |
| Behavioral Services | \$ 20,410,572 | 9.0% | \$ 26,009,307 | \$ 46,419,879 | |
| Other | \$ 17,239,549 | 7.6% | \$ 769,611 | \$ 18,009,160 | |
| Transportation | \$ 9,203,325 | 4.1% | \$ 11,872,066 | \$ 21,075,391 | |
| Respite | \$ 4,689,476 | 2.1% | \$ 8,897,069 | \$ 13,586,545 | |
| Medical Services | \$ 4,008,079 | 1.8% | \$ 5,949,342 | \$ 9,957,421 | |
| Community Placement Plan (CPP) | \$ - | 0.0% | \$ - | \$ - | |
| TOTAL POS EXPENSES | \$ 226,786,116 | 100.0% | \$ 268,624,114 | \$ 495,410,230 | |
| <i>*This budget reflects through the A-1 for FY25</i> | | | | | |
| Total Regional Center Budget: \$ 537,737,176 | | | | | |



ARTICLES of OPERATION

Adopted January 14, 2025

Pending NBRC Board of Directors Approval

ARTICLE I

Purpose

The Vendor Advisory Committee (VAC) shall provide advice, guidance, recommendations, and technical assistance to the North Bay Regional Center (NBRC) Board of Directors, staff, and the NBRC vendor community. The VAC seeks to support the vision and mission of NBRC by advocating for the needs and aspirations of people with developmental disabilities. The VAC shall serve as a conduit for the exchange of information, ideas and concerns from vendors as it supports the NBRC Board of Directors in carrying out its mandated duties. The VAC will function in keeping with the goals and objectives established in North Bay Regional Center's annual strategic plan.

Specifically, the VAC shall:

- Serve to advocate for equity, continuity, and quality in service delivery.
- Identify and present issues of vendor interest to the NBRC Board of Directors.
- Provide guidance and technical assistance to the NBRC Board of Directors and administration.
- Ensure accountability of decisions made between NBRC and the vendor community.
- Provide input in policy and procedures affecting the delivery of services.
- Provide relevant data and information on service needs.
- Provide support, assistance, resources, and information to the vendor community.
- Support the vendor community as they seek to resolve problems and address concerns related to the regional center and/or delivery of services.
- Send a representative, as requested by the NBRC Board of Directors, to participate in NBRC committees and sub-committees.
- Send at least one representative as a member of the NBRC Public Policy Committee. In this capacity, the VAC will work collaboratively with the NBRC Board of Directors to advocate for legislation and/or other policy initiatives that impact regional center

services, the vendor community and individuals with intellectual and developmental disabilities.

ARTICLE II

Offices

The principal office of the transaction of business of the Vendor Advisory Committee of North Bay Regional Center shall be in the county of Napa in the state of California. The Committee may also have an additional office or offices within the Sonoma and Solano catchment areas, as the Committee may establish.

ARTICLE III

Membership

The Vendor Advisory Committee (VAC) shall consist of a minimum of twelve (12) and a maximum of sixteen (16) members. Members are defined as individuals employed by an agency contracted by NBRC to provide vendored services as outlined in Title 17. Two individuals cannot represent the same agency. To the greatest extent possible, the membership will reflect:

- the three (3) counties served by NBRC including Sonoma, Napa and Solano County
- a wide variety of vendor service types
- a variety of large and small organizations
- a variety of expertise (person centered thinking, event planning, government affairs, service delivery, and program administration, etc.)
- individuals who hold or aspire to hold leadership positions within their organizations
- the cultural and linguistic diversity of the individuals and families served by NBRC
- individuals who have demonstrated consistent active participation in VAC meetings

ARTICLE IV

Power, Term, Election and Voting

Section 1: POWER

Except as otherwise provided, the members shall act as an advisory committee to the North Bay Regional Center Board of Directors. The members shall elect two (2) Co-Chairpersons. One of the Co-Chairpersons will represent the Committee on the Board of Directors of NBRC as required by Welfare and Institutions Code §4622 (i). Subcommittees will be developed as necessary by the Executive Committee.

Section 2: EXECUTIVE COMMITTEE

An Executive Committee shall be established consisting of the two (2) elected Co-Chairpersons and a Secretary. The Executive Committee shall have the power to determine the meeting agenda (with input from members), call for Emergency Votes between meetings, and accurately report votes cast in absentia. The Executive Committee is responsible for coordinating the orientation of new members, accepting and recording resignations and removals, keeping records and minutes as related to the business of the VAC, and advising the Committee of changes in membership. The Executive Committee shall inform the Committee as a whole of any change in membership, which will result in a mid-term vacancy on the Executive Committee and shall call for special elections to avoid disruptions which may occur in the performance of the VAC as a result of those vacancies.

Section 3: TERM and ELECTION of EXECUTIVE COMMITTEE

Unless earlier removed by action of the Committee or by resignation, each member of the Executive Committee shall hold office for a term of two (2) years and/or until the member's successor is elected. Co-Chairperson terms shall expire in April of alternating years.

Elections for Executive Committee positions shall be carried out by secret ballot during the regular meeting in April (hereinafter Election Meeting). Persons may be nominated at any time prior to the casting of ballots during the Election Meeting and nominations shall be requested by the Executive Committee during the meeting that is scheduled two regular meetings immediately prior to the election (typically, February). The agenda for the Election Meeting shall list all members previously nominated. Only members may be nominated to elected offices. Members may be nominated for any office by any member, but the nomination is not official unless agreed to by the nominated member. Votes in absentia received by an Executive Committee member prior to the Election Meeting shall be counted. Election of Executive Committee members requires a majority of votes cast. Co-Chairperson positions, when approved by a majority vote, will be recommended for review and approval to the NBRC Board of Directors Nominating Committee. If approved at the NBRC Board of Directors Nominating Committee, they will go to the NBRC Board of Directors for final approval.

Section 4: TERM and ELECTION of MEMBERS

Unless earlier removed by action of the Committee or by resignation, each member of the VAC shall hold office for a term of three (3) years with the option to serve a second three (3) year term. Members may not serve more than two (2) consecutive three-year terms. Three months prior to the end of a member's term, the Executive Committee will solicit a request for prospective members. Prospective members will be asked to complete an application. All interested prospective members will be presented to the full Committee for review. If approved by a majority vote of the full Committee, the Executive Committee will inform the NBRC Board of Directors.

Section 5: RESIGNATION or REMOVAL of MEMBERS

Any member may resign immediately upon giving written notice to the Co-Chairpersons or the Secretary unless the notice specifies a later time for the effectiveness of such resignation.

A member may be removed at any time by a three-quarters (3/4) vote of members casting ballots at a duly held meeting of the Committee with cause.

Absence of three (3) consecutive meetings by an Executive Committee member without prior notice will constitute resignation from the Executive Committee.

Members of the committee as a whole must notify the Co-Chairpersons when unable to attend a meeting in order to be excused for that absence. The Co-Chairpersons shall contact members who have multiple excused absences to discuss ongoing membership. If a Member accumulates more than two (2) unexcused absences (no call/no show) within one year, the Co-Chairpersons will contact the Member to discuss their commitment and remind them of the standards for attendance at meetings. If the Member is unable to commit to regular attendance or continues to have unexcused absences, they will be asked to resign by formal written notice from the Executive Committee.

Membership continues only as long as the vendor/member meets the requirements and standards established by the law and regulation(s) for the specific service they provide and complies with the NBRC Board of Director by-laws and policies.

Section 6: VACANCY

In the event of any vacancy on the Executive Committee, a special election shall be called by any member of the Executive Committee, unless no Executive Committee remains in office, in which case the special election may be called by another member of the VAC.

In the event of any vacancy of the Committee as a whole, the VAC will solicit a request for prospective members and follow the same process as outlined in Section 4 above.

Section 7: VOTING

All members of the VAC shall be empowered to vote on questions before the Committee, as long as they are present at the meeting or have made arrangements to vote in absentia. Voting on questions before the full VAC shall occur at regularly scheduled VAC meetings unless the Executive Committee calls for an Emergency Vote. Each member may cast only one vote on a single motion or question, except where specified elsewhere in these Articles of Operation, and a majority of votes cast shall carry the vote.

The Executive Committee shall set forth a method of voting in absentia at the second meeting of a Chairperson's term or at the first meeting following adoption or change of this Section by the Articles of Operation. In Absentia votes will be presented to the members present following the poll of members present and counted with those cast in person. Votes cast in absentia must list the member's name and agency, even on a secret ballot. All in absentia votes must be available in hardcopy to count.

If an issue requires urgent attention, the Executive Committee may call for an Emergency Vote. If an Emergency Vote is called, the Executive Committee shall inform all current members of the Emergency Vote not less than seven (7) business days before the votes are to be counted. The information provided by the Executive Committee to all current members shall include:

- The question to be voted upon,
- The specific method of voting (including email address or address to which the votes must be sent or that the vote will be taken in person at a special meeting).
- The date the votes are to be counted, the results certified, and the reason the question required an Emergency Vote.

At the next regular meeting, the VAC shall recertify or decertify the Emergency Vote.

ARTICLE V Meetings of Committee

Section 1: PLACE of MEETING

Meetings of the Committee will be conducted in person at either the Napa, Solano, or Santa Rosa NBRC offices or other locations as determined by the NBRC Executive Director and

Executive Committee. All meetings will have the option for members and other vendors to participate via video conference.

Section 2: ORGANIZATIONAL MEETING

In January of each year, the Committee shall meet for the purpose of organizing the Committee, planning presenters for Committee meetings, planning for the election of Officers and Members, and transacting of such other business as may come before the meeting. There shall be notice of the annual organizational meeting to all vendors in November.

Section 3: REGULAR MEETINGS

Regular meetings of the Committee shall be held on the second Tuesday of each month, at 10:00 am at such place as the Committee may fix by resolution from time to time, provided however, should said day fall upon a VAC Committee or NBRC approved holiday, then said meeting shall be held at the same time and place on the Tuesday following, which is not a legal holiday. No notice of any regular meeting of the Committee needs be given.

Section 4: SPECIAL MEETINGS

Special meetings of the Committee for any purpose or purposes may be called between regular meetings by the Co-Chairpersons or by any two (2) members.

Section 5: NOTICE of SPECIAL MEETINGS

Notice of the time and place of special meetings shall be delivered by email or phone, to each member at that member's contact as shown on the records of the Committee. In case the notice is delivered by telephone or email, it shall be delivered at least forty-eight (48) hours before the time of the holding of the meeting. Any oral notice given personally or by telephone may be communicated either to the Member or to the person at the office of the Member who the person giving the notice has reason to believe may promptly communicate it to the Member. The notice must specify the purpose and place of the meeting.

Section 6: VALIDATION of MEETING

The transactions of the Committee at any meeting shall be held as valid if they occur at a Regular Meeting at which a quorum was present, at a Special Meeting which conforms to

Article V, Section 5 of these Articles of Operation, or if they are conducted by Emergency Vote conforming to the Article IV, Section 7 of these Articles of Operation.

Section 7: QUORUM

A majority of the duly appointed members shall constitute a quorum. Every act or decision done or made by a majority of the members present at a duly held meeting at which a quorum is present shall be regarded as the act or decision of the Committee.

Section 8: GUEST PRESENTATIONS and MARKETING VENDOR ACTIVITY

Non-members may be invited to give regular or single presentations to the VAC. These presentations, if occurring during a Regular Meeting, shall take up to 10 minutes or fewer each, and compose no more than 30 minutes combined during a single Regular Meeting unless a second motion from the VAC Co-Chairpersons to expand the time allotted is carried by a majority of those present. Guest presentations must be approved by Committee members and should be informative in nature with no intent to market specific services.

VAC Meetings may be used as a conduit for the vendor community to share resources and events. The VAC agenda will include space for the vendor community to announce individual events or activities.

Section 9: ACTION by WRITTEN CONSENT or TELECONFERENCE

(a) Written consent. Any action required or permitted to be taken by the Committee under any provision of law, or under these Articles of Operation may be taken without a meeting if all members shall individually or collectively consent in writing, via email to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Committee. Such action by written consent shall have the same force and effect as a unanimous vote of the members.

(b) Teleconference. Members of the Committee may participate in a meeting via teleconference, provided that all members participating in such a meeting can hear one another. Participants in a meeting pursuant to this paragraph constitute presence in person at such meeting.

ARTICLE VI
Sub-Committees

Section 1: SUB-COMMITTEES GENERALLY

Except as otherwise provided by these Articles of Operation, the Committee may, by resolution or resolutions passed by a majority of the members voting, appoint sub-committees for any purpose and, if such sub-committees are comprised solely of members, delegate to such sub-committees any of the powers and authority of the Committee except the power and authority to adopt, amend or repeal these Articles of Operation, or such other powers as may be prohibited by law. Sub-committees shall recommend action to the full VAC membership for adoption.

The Co-Chairpersons of the Committee shall appoint the Chairpersons of the Sub-committees. Unless otherwise provided by these Articles of Operation, the Committee shall establish rules and regulations for meetings and shall meet at such times as are deemed necessary, provided that the provisions of Article IV shall be applicable to all Committee meetings. No act of a Committee shall be valid unless approved by the vote or written consent of a majority of its members. Sub-committees shall keep regular Minutes of proceedings and Sub-committee Chairpersons will report progress and recommendations at regular Committee meetings. Any Sub-committee composed of persons, one or more who are not members, may act solely in an advisory capacity to the Sub-Committee.

Section 2: ARTICLES of OPERATION SUB-COMMITTEE

The Articles of Operation Sub-committee shall consist of a Chairperson appointed by the Co-Chairpersons. Members may also be appointed by Co-Chairpersons if volunteers are not readily available. The Articles of Operation Sub-Committee will be open to other members of the vendor community. The Sub-committee shall meet from time to time for the purpose of reviewing the Articles of Operation and recommending to the Committee amendments to the Articles of Operation.

Section 3: RECRUITMENT and OUTREACH SUB-COMMITTEE

The Recruitment and Outreach Sub-committee shall consist of a Chairperson appointed by the Co-Chairpersons. Members may also be appointed by Co-Chairpersons if volunteers are not

readily available. The Recruitment and Outreach Sub-Committee will be open to other members of the vendor community. The Sub-committee shall meet from time to time for the purpose of planning and executing activities related to member recruitment, vendor outreach, and vendor education. The Recruitment and Outreach Sub-Committee will make recommendations regarding marketing and outreach actions to the Committee.

Section 4: QUORUM

A majority of members of a Sub-Committee shall constitute a quorum and any transactions of a Subcommittee shall require a majority vote of the quorum present at any meeting. Each member of a Sub-Committee, including the person presiding as Chairperson at the meeting shall be entitled to one (1) vote.

Section 5: REMOVAL of SUB-COMMITTEE MEMBERS

The Committee may remove at any time, with cause, a member or members of a Sub-Committee. This action shall require the vote of a majority of the VAC voting members.

ARTICLE VII Officers

Section 1: OFFICERS

The Officers of the Committee shall be two (2) Co-Chairpersons and a Secretary.

Section 2: REMOVAL OF OFFICERS

The Committee may remove at any time, with cause, a member or members by a majority of the members then in office at any regular or special meetings of the Committee. Should vacancy occur in any office as a result of death, resignation, removal, disqualification or any other cause, the Committee may delegate the powers and duties of such office to any member until such time as a successor is appointed.

Section 3: CO-CHAIRPERSONS

The Co-Chairpersons shall have general supervision of the business of the Committee, shall preside at all meetings of the Committee, may delegate duties to other VAC members, and shall have such other powers and duties usually vested in a Chairperson. One of the Co-Chairpersons shall be the representative to the North Bay Regional Center Board of Directors.

Section 4: SECRETARY

The Secretary shall have responsibility for maintaining a calendar of annual activities, tracking voting member terms and taking minutes of Committee meetings. Minutes of the meetings of the Committee will be kept at the principal office or at such other place as the Committee may order, with the time and place of the meeting, whether regular or special, and if special how authorized notice was given, the names of those present at Committee meetings and the proceedings thereof. Minutes shall follow a consistent format and include, at minimum, members present, guests present, establishment of a quorum, voting results on action items, and a brief summary of any discussion. Minutes shall also document action items for future meetings which include requests to NBRC. The Secretary shall give or cause to be given notice of all meetings of the Committee by these Articles of Operation or by law and shall have such other powers and perform such other duties as may be prescribed by the Committee or these Articles of Operation.

ARTICLE VIII General Provisions

Section 1: COMPENSATION of MEMBERS

Members of the Committee shall serve without compensation.

Section 2: MAINTENANCE and INSPECTION of COMMITTEE RECORDS

Articles of Operation, Records and Minutes of the Committee and of any Sub-Committee(s) of the Committee shall be kept at such place or places designated by the Committee or in the absence of such designation, at the Committee principal executive offices of NBRC. Any funds maintained by the Committee will be kept in a secured bank account, owned by a member of the Committee or a designee selected by the Committee. Related records and documents shall be open to inspection by any member at any reasonable time.

ARTICLE IX Accounting Year and Financial Report

The fiscal year of the Committee shall begin on the first day of July and end on the last day of June in the following year, unless changed by resolution of the Board of Directors.

ARTICLE X
Amendments

The Articles of Operation of the Committee may be altered, amended or repealed and new Articles of Operation adopted only by the vote of a majority of the authorized number of VAC members. No vote on any amendment may take place unless all members of the Committee are given three (3) weeks' notice prior to the meeting in which the vote will take place.



610 Airpark Rd, Napa, CA 94558
Phone: (707) 256-1100 • TTY (707) 252-0213

520 Mendocino Ave, Santa Rosa, CA 95403
Phone: (707) 569-2000 • TTY (707) 525-1239

**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.
BOARD OF DIRECTORS**

BOARD POLICY NO. 3

PERSON CENTERED POLICY

PURPOSE

The purpose of this policy is to recognize that the individual being served is at the center of their circle of support. For adult individuals we serve, “circle of support” is defined as a committed network chosen by the individual to support them with decisions that affect their lives and well-being. This circle may include a variety of individuals who play vital roles in the individual’s life such as family members, close friends, caregivers, or trusted professionals. The people may be chosen based on the depth of their personal connection to the individual, fostering a sense of trust, understanding, and mutual respect. The circle of support develops alongside the individual over time and may change throughout their life.

BACKGROUND

North Bay Regional Center Board of Directors recognizes the individual being served as its primary focus. The individual’s voice is central, and their unique identity, lived experiences, interests and desires are respected. While the circle of support plays an essential role in helping the individual, the individual’s autonomy, choices, and preferences are the main priority. The circle of support exists to empower and assist the individual in achieving their goals and living life according to their own terms.

POLICY

Empower the individual by ensuring that their voice and choices are central to the support being provided.

It is the policy of the North Bay Regional Center to:

- Honor the individual’s choices.
- Support the individual through education, training, and advocacy.

- Provide, or help to secure services that will:
 1. Be flexible and creative in meeting the individual needs as they evolve over time.
 2. Recognize and build on individual strengths and natural support. “Natural Supports” may include personal associations and relationships developed in the community that enhance the quality of life for the individual.
 3. Be designed to meet the cultural preferences, values, and lifestyles of individuals; and
 4. Promote inclusion in all aspects of school, employment, and community.

If the individual has a circle of support, North Bay Regional Center will **identify and collaborate with its members**.

The circle of support will recognize and respect:

- The individual’s preferences and choices are the primary function of the circle’s efforts.
- The individual’s cultural background, beliefs, and practices, and integrate these aspects into their support and care*.

Individualized Family Service Plans (IFSP) or Individualized Program Plans (IPP) will be developed with active input from the individual and their circle of support to reflect their cultural preferences and practices. In addition to cultural customs, this may include dietary needs, communication styles, and mobility to ensure that support is culturally appropriate and respectful.

Furthermore, IFSPs or IPPs will identify and address any cultural barriers that may have an impact on the individual’s access to services and support. This includes providing culturally appropriate resources, removing obstacles related to language or customs, and ensuring equitable access to support needs.*

North Bay Regional Center will engage in continuous reflection and seek feedback from the individual and their circle of support to ensure that cultural considerations are consistently addressed, and that support remains aligned with their evolving cultural needs and preferences.

**Please refer to [BOARD POLICY NO. 13: SERVICE EQUITY, DIVERSITY AND, INCLUSION POLICY](#).*



Legislative Lunch

Join us on Friday, April 4, 2025, for a Legislative Lunch hosted by the North Bay Regional Center Public Policy Committee.

This is a hybrid event held on Zoom and at North Bay Regional Center, 610 Airpark Rd, Napa, CA 94558.

SAVE THE DATE
FRIDAY, APRIL 4, 2025
11 AM - 12:30 PM

Want to learn more about duties of a board member?
[Click Here](#)



Duty of Care

Pay attention to the organization's activities and operations



Duty of Loyalty

Put the interests of the organization before personal & professional



Duty of Obedience

Comply with applicable federal, state, and local laws: adhere to the organization's bylaws: and remain the guardians of the mission

WHAT DOES THE LANTERMAN ACT REQUIRE?

- Members with financial expertise.
- Members with management or board governance expertise.
- Representatives of the various categories of disability to be served by the regional center.
- Geographic and ethnic characteristics of the area to be served by the regional center.
- A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians.
- No less than 25 percent of the members of the governing board shall be persons with developmental disabilities.



The NBRC Board of Directors is actively recruiting for board members. Please email your completed application or send any questions to janelles@nbrc.net.



¿Quieres aprender más sobre los deberes de un miembro de la junta directiva? [Haga clic aquí](#)

SERVICIO DE JUNTA



Deber de Cuidado

Preste atención a las actividades y operaciones de la organización.



Deber de Lealtad

Poner los intereses de la organización por delante de los personales y profesionales.



Deber de Obediencia

Cumplir con las leyes federales, estatales y locales aplicables: adherirse a los estatutos de la organización y seguir siendo los guardianes de la misión.

¿QUÉ EXIGE LA LEY LANTERMAN?

- Miembros con experiencia financiera.
- Miembros con experiencia en gestión o gobierno de juntas directivas.
- Representantes de las distintas categorías de discapacidad a atender por el centro regional.
- Características geográficas y étnicas del área a atender por el centro regional.
- Un mínimo del 50 por ciento de los miembros del consejo directivo serán personas con discapacidades del desarrollo o sus padres o tutores legales.
- No menos del 25 por ciento de los miembros del consejo directivo deberán ser personas con discapacidades del desarrollo.



La Junta Directiva del NBRC está reclutando activamente miembros para la junta. Envíe por correo electrónico su solicitud completa o envíe cualquier pregunta a janelles@nbrc.net.

Solicitud de ingreso a la Junta Directiva de NBRC: [Inglés](#), [Español](#) y [Tagalo](#)



Gusto mo bang matuto nang higit pa tungkol sa mga tungkulin ng isang miyembro ng lupon? **Mag-click Dito**

SERBISYO NG LUPON



Tungkulin ng Pangangalaga

Bigyang-pansin ang mga aktibidad at operasyon ng organisasyon



Tungkulin ng Katapatan

Unahin ang mga interes ng organisasyon bago ang personal at propesyonal



Tungkulin ng Pagsunod

Sumunod sa mga naaangkop na pederal, estado, at lokal na batas: sumunod sa mga tuntunin ng organisasyon: at manatiling tagapag-alaga ng misyon

ANO ANG KAILANGAN NG LANTERMAN ACT?

- Mga miyembrong may karanasan sa pananalapi.
- Mga miyembrong may kadalubhasaan sa pamamahala o board governance.
- Mga kinatawan ng iba't ibang kategorya ng kapansanan na pagsilbihan ng sentrong pangrehiyon.
- Heograpiko at etnikong katangian ng lugar na paglingkuran ng sentrong pangrehiyon.
- Ang pinakamababang 50 porsiyento ng mga miyembro ng namumunong lupon ay mga taong may kapansanan sa pag-unlad o kanilang mga magulang o legal na tagapag-alaga.
- Hindi bababa sa 25 porsiyento ng mga miyembro ng namumunong lupon ay mga taong may kapansanan sa pag-unlad.



Ang Lupon ng mga Direktor ng NBRC ay aktibong nagre-recruit para sa mga miyembro ng lupon.

Mangyaring i-email ang iyong nakumpletong aplikasyon o magpadala ng anumang mga katanungan sa janelles@nbrc.net.

OPEN HOUSE

445 MERCHANT ST VACAVILLE CA 95688

WEDNESDAY MARCH 5TH / 3:30 PM - 5:30 PM



FAIR HEARING & MEDIATION UPDATE

JANUARY 1, 2025 – JANUARY 31, 2025

| | |
|------------------------|---|
| Service (24-9) | <u>Reason for Appeal:</u> Claimant appeals denial of request to fund service. <u>Ruling:</u> Mediation & Fair Hearing held. Appeal denied. |
| Service (24-24) | <u>Reason for Appeal:</u> Claimant appeals denial of funding for a service. <u>Ruling:</u> Mediation & Fair Hearing rescheduled. |
| Eligibility (24-27) | <u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Fair Hearing held. |
| Eligibility (24-28) | <u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing complete. Appeal granted. |
| Eligibility (24-29) | <u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Fair Hearing rescheduled. |
| Service (24-30) | <u>Reason for Appeal:</u> Claimant appeals denial of service. <u>Ruling:</u> Appeal withdrawn without resolution. |
| Eligibility (24-31) | <u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing rescheduled. |
| Service (24-33) | <u>Reason for Appeal:</u> Claimant appeals denial of service. <u>Ruling:</u> Mediation & Fair Hearing requested. |
| Eligibility (25-1) | <u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Resolved at informal meeting. |
| Eligibility (25-2) | <u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Fair Hearing scheduled. |
| Eligibility (25-3) | <u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal meeting scheduled. |