



*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 the Annual Board meeting scheduled as follows:

DATE: June 5, 2019
TIME: 6:00 – 8:00 p.m.
PLACE: North Bay Regional Center
610 Airpark Road
Napa, CA 94558

Agenda Enclosed

Board Related Meetings: The next meeting of the Vendor Advisory Committee will be June 11, 2019, at the North Bay Regional Center Napa Board Room from 10:00 am – 12:00 pm.

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 (707) 256 1224 for further information or to request any disability-related modifications or accommodations.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Annual Board Meeting
Wednesday, June 5, 2019, 6:00 p.m.
North Bay Regional Center - 610 Airpark Road, Napa, CA 94558**

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Minutes of the May 1, 2019 Board Meeting be approved as submitted. (2 min)(Pgs. 1-7) ACTION
- IV. GENERAL PUBLIC COMMENT – Sign-up sheet (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. TREASURER'S REPORT – Rosemarie Pérez, Treasurer (10 min)(Pgs. 9-10)
 - A. Treasurer's Report be approved as submitted ACTION
- VI. CONTRACTS OVER \$250,000 – Courtney Singleton, Director of Community Services (5 min) (Pg. 11)
 - A. Telecare Contract ACTION
 - B. Brilliant Corners ACTION
- VII. EXECUTIVE COMMITTEE – Angel Hixson, President (2 min)
 - A. RFP Waiver for a Community Crisis Home INFO
 - B. Board Opportunity Fund Request Over \$750 INFO
- VIII. NOMINATING COMMITTEE – Angel Hixson, President (10 min) (Pgs. 13-15) ACTION
 - Proposed Slate Board Members:
 - Lynette Stager (to serve July 1, 2019 – June 30, 2021)
 - Alexis Jarreau (to serve July 1, 2019 – June 30, 2021)
 - Abel Moya (to serve July 1, 2019 – June 30, 2021)
- IX. GENERAL PUBLIC COMMENT – Sign-up sheet (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- X. ADJOURNMENT

ANNUAL BOARD MEETING AGENDA

- I. CALL TO ORDER – Angel Hixson, President
- II. CONSIDERATION OF MINUTES – Minutes of the Annual Board Meeting of June 6, 2018 be approved as submitted. (2 min) (Pgs. 17-20) ACTION
- III. FEATURE PRESENTATION –
North Bay Regional Center Sharing Proud Moments (2018-2019)
- IV. MARY IDA COOK LIFETIME ACHIEVEMENT AWARD 2019 – January Crane, Fed. Rev. Dept. Manager Carolyn Dillard (10 min)
- V. EMPLOYEE AWARDS

<u>Supervisor</u>	
	<i>Ten-year awards:</i>
	Kelley Morse (8/08 – 8/18)
Joanne Giardello (3 min)	Guadalupe Lopez (9/08 – 9/18)
Deanna Mobley (3 min)	January Crane (10/08 – 10/18)
Courtney Singleton (3 min)	<i>Twenty-year awards:</i>
	Richard Burkett (8/98 – 8/18)
Thomas Maseda (3 min)	Michael Ursini (1/99 – 1/19)
Joanne Giardello (3 min)	

VI. BOARD PRESIDENT'S REMARKS – Angel Hixson, President (5 min)

VII. 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 -- W&I Code 4663(a). b) Any matter specifically dealing with a particular regional center client must be conducted in a closed session.

NEXT MEETING ANNOUNCEMENT – The next Board Meeting will include an Annual Meeting scheduled for Wednesday, July 10, 2019, 6:00 p.m. at North Bay Regional Center, 2351 Mendocino Ave, Santa Rosa, CA 95403.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
North Bay Regional Center
2351 Mendocino Ave, Santa Rosa, CA 95403
May 1, 2019 at 6:00 pm**

MINUTES

NBRC BOARD MEMBERS PRESENT:

David Mauger, VAC Representative
Franklin Phillips, Sonoma County
Jeremy Johnson, Vice President
Linda Plourde, Board Mentor

Angel Hixson, President
Rita Edmonds-Norris, Secretary
Rosemarie Pérez, Treasurer
Sara Speck, Solano County

NBRC BOARD MEMBERS ABSENT:

Jose Ayala, Napa County

STAFF PRESENT:

Courtney Singleton, Dir. Of Community Svcs.
Deanna Mobley, Assoc. Dir. Client Services
Isabel Calder, Interim Chief Financial Officer
Chad Graham, Case Management Supervisor
Laurel Anderson, Service Coordinator
Michelline Justman, Service Coordinator
Burleigh Termo, Service Coordinator

Gabriel Rogin, Executive Director
Beth DeWitt, Director of Client Services
Thomas Maseda, Director of Administrative Services
January Crane, Federal Revenue Department Manager
Deanna Heibel, Assoc. Director of Client Services
Robyn Wilson, Service Coordinator
Melissa Slama, Service Coordinator
Lindsay Franco, Diversity and Equity Specialist

GUESTS PRESENT:

Abel Moya, Parent
Tobias Weare, SCDD
Roberto Franco, Public
Cindy Cahill, Parent
Alexis Jarreau, Parent

David Cole, Oaks of Hebron
Theresa Carrillo, Parent
Donald Rathy, Community
Mitch Freese, Parent
Hope Gutierrez, BayBerry, Inc.
Kathleen Miller, PHA

CALL TO ORDER –

Angel Hixson, President called the meeting to order at 06:00 p.m. A quorum was present and the Board and audience introduced themselves.

CONSIDERATION OF MINUTES –

M/S/C (Edmonds-Norris/Phillips) Move that the minutes of the April 3, 2019 regular business meeting be approved as submitted.

UNANIMOUS

GENERAL PUBLIC COMMENT –

Mitch Freese, a parent of a 37 year old NBRC client noted the following;

Within the last five years his son has experienced significant difficulties. He stated he was very thankful for his son's current Service Coordinator, Laurel Anderson. She was assigned to them after going through several caseworkers. She listened, did some investigating and has been the only person that has made it happen over the last 37 years. She advocated for the client and was able to get him into a new placement where he is doing well. Mr. Freese continued to give examples of the difficulties his family was faced with. He finished his public comment by saying Laurel is what it is all about and what you should expect in a service coordinator.

FEATURE PRESENTATION –

A. Diversity and Equity Update – January Crane, Federal Revenue Department Manager, Lindsay Franco, Diversity & Equity Specialist

- Town Hall presentation to three separate groups, Napa, Vallejo and Santa Rosa.

- Based on the presentations and the feedback collected they then brought it to the Disparity committee and created tasks for the Regional Center to follow up on.

Lindsay Franco, Diversity and Equity Specialist noted the following regarding NBRC's Feedback Action Plan for 2019;

- The categories of feedback are – Services, Timely Communication, Education Outreach, Spanish Communication and Other.
- An Internal DocuShare hub of information has been created
 - Any case manager can access it to find different resources available.
- ✓ Services;
 - We have the online sharing of resources that have already been vetted and could be printed and handed out.
 - Resources are sorted by need and continually updated.
- ✓ Timely Communication;
 - We have clarified agency expectations returning calls within a certain amount of time,
 - Social media is being used strategically to be able to share information faster with the community, any NBRC related news, policy or changes to legislature.
 - Everbridge notification system. It is able to send out messages in English, Spanish or any other targeted language. 600 messages were sent out for the Town Hall Meetings.
- ✓ Education and Outreach
 - Over 44 Outreach events over the last year.
- *David Mauger* asked "What would North Bay Regional Center identify as the top three needed services?"
- *January Crane* replied and noted the following from the Town Hall Meetings feedback sessions:
 - Access to respite.
 - How to use respite and access to providers that speak their language and are culturally sensitive to the families.
 - Early intervention services
 - One pager on the different types of services. We want to empower the families to ask the questions.

B. Overview of Client Services – Beth DeWitt, Director of Client Services noted her presentation would be a quick overview of Client Services and offered to come back if the Board requests it. (Please see attached PowerPoint)

- Case Management is the core business of the regional center.
 - The other departments of the regional center support the work that case management does every day.
- There are six major departments that help support our mission statement.
 1. Intake including the Clinical team
 2. CSA – invisible group that make things happen
 3. Early Start
 4. Children's
 5. Adults
 6. COAST

An Associate Director of Client Services oversees the Intake, Early Start and Children/Transition age units.

- ❖ Intake and Eligibility
 - ❖ There are 2 Assessment Counselors for each office
 - ❖ An Intake Referral Coordinator
 - ❖ A Clinic Coordinator
 - ❖ CSA, Client Service Assistant.
 - ❖ NBRC has two medical doctors, three psychologists, and one nurse dedicated to the Intake department.
- ❖ Two Early Start Departments, one in Santa Rosa and one in Napa
 - ❖ There are 11 EISC's in Santa Rosa, 11 in Napa.

- ❖ Each has a dedicated CSA, Client Service Associate.
- ❖ Each has a “Warm line” to receive all Early Start referrals.
- ❖ There are four Children’s Departments, two in Santa Rosa, two in Napa.
 - ❖ Each unit has up to 11 Service Coordinators.
 - ❖ Each unit has a CSA, Client Services Assistant
- ❖ There are five Adult units, two in Santa Rosa and three in Napa.
 - ❖ An Associate of Client Services oversees the Adult Units for NBRC.
 - ❖ Each unit has up to 12 Service Coordinators
 - ❖ Each unit has a CSA, Client Services Assistant
- ❖ COAST Community Options and Support Team
 - ❖ 5 Senior Service Coordinators
 - ❖ 3 in Santa Rosa and 2 in Napa
 - ❖ 3 Nurses and 2 BCBA’s (Board Certified Behavior Analyst)
 - Courtney Singleton currently oversees the COAST unit and NBRC is on track to have that move under case management supervision.
- What to expect from an IPP,
 - Driven by individual request from the person, and circle of support. Needs to be focused on them.
 - Right now we do the IPP every three years but we are piloting an annual IPP.

C. Doug Cleveland Board Opportunity Fund Procedure Update –

Beth DeWitt, Director of Client Services noted the following;

This procedure was brought to the board in the summer. It has been 9 months and staff are suggesting we revise it. The Board Opportunity Fund has a balance that is bigger than it was before. Now that we have more funding available do we have enough funding to open up the criteria for grants?

- ❖ The Board shared their concerns. Opening up the criteria may put us in a position to deplete our Fund.
- *David Mauger* suggested creating a threshold. If the Fund falls under a certain amount, we should slow down on the types of funds being approved.
- *Angel Hixson* gave examples of a few approved grants. Examples are cremation, support client’s integrity even after death, housing, and deposits. Those are high needs. Angel suggested putting our priorities in writing.
- *Beth DeWitt* noted staff will be tracking the kinds of requests we received so we can report on that and see where the money is going and if there is a pattern.
- ❖ It was decided that more thinking needs to be done by staff before bringing it back to the Board.

D. Courtney Singleton, Director of Community Services

a. Contracts Over \$250,000

- *Enriching Lives*
M/S/C (Johnson/Phillips) Move that the Enriching Lives Contract be approved as submitted (see attachment.) UNANIMOUS
- *CA Mentor*
M/S/C (Speck/Edmonds-Norris) Move that the CA Mentor Contract be approved as submitted (see attachment.) UNANIMOUS

b. 637 Waiver Public Comment

Courtney Singleton noted the following;

- There is an ongoing need for Speech Therapist, Physical Therapist, and Occupational Therapists. The law doesn’t allow us to use assistants and we are asking DDS to let us use them through a 637 Waiver. This is a shortage that everyone is experiencing. There would be one main therapist and then the therapist assistants will work under their supervision.

TREASURER'S REPORT – Rosemarie Pérez, Treasurer

- NBRC's Doug Cleveland Board Opportunity Fund had a net decrease of \$4,877.00 due to a \$5,000 transfer to the checking account and two donations totaling \$113.00.
- The savings account balance at the end of March 2019 was \$67,199.78
- Earned bank interest for the money market account came to \$9.99
- There was four awards totaling \$2,139.34 for the month of March.
- The ending balance of the Doug Cleveland Board Opportunity Fund checking account was \$4881,43
- The Fund is now eligible for AmazonSmile donations. Amazon will donate 0.5% of purchases bought through Amazon smile. You would need to sign up using the link:
 - https://smile.amazon.com/ref=smi_se_dshb_bk_smi
 - North Bay Developmental Disability Services, Inc.

M/S/C (Phillips/Speck) Move that the Treasurer's Report be approved as submitted.

UNANIMOUS

B. C-6 Contract Amendment

NBRC has received the C-6 amendment and is presenting it to the Board for approval. The amendment includes a net total of \$114,517. The amendment is comprised of \$160,392 that was allocated for SDC start-up funding and \$45,875 of those funds have been deallocated.

M/S/C (Edmonds-Norris/Mauger) Move that the C-6 Contract be approved as submitted (see attachment.) The motion passed with Hixson, Edmonds-Norris, Speck, Mauger, Pérez, and Johnson voting in favor.

APPROVED

Phillips ABSTAINED

COMMITTEE REPORTS –

A. Executive Committee Update – Angel Hixson

a. Doug Cleveland Board Opportunity Fund Requests Over \$750

Angel noted two requests were approved at the Executive Committee meeting on April 18, 2019. A summary of both requests can be found on page 20.

b. Line of Credit Through Union Bank

NBRC was approved for a \$15,000,000 line of credit. More details are on page 21.

c. July Board Meeting Date Change

The July meeting is scheduled for July 3rd, but due to the holiday on July 4th, we anticipate vacations. Staff is proposing moving the July Board meeting date to July 10, 2019, the following week.

M/S/C (Phillips/Speck) Motion to move the July 3rd board meeting date to July 10, 2019.

UNANIMOUS

B. Nominating Committee

The nominating committee met on December 20, 2018 and again on March 27, 2019. The committee proposes three new Board members and they will be brought back next month for a vote.

- a. Alexis Jarreau** (Pg. 23 of the May 1st Board packet)
- b. Lynette Stagner** (Pg. 24 of the May 1st Board packet)
- c. Abel Moya** (Pg. 25 of the May 1st Board packet)

C. Vendor Advisory Committee Update –

David Mauger, Vendor Advisory Representative noted the following;

- The VAC met on April 9th at NBRC. VAC members provide services under NBRC and is a liaison to them as needed.
- For more detailed information, please refer to the VAC minutes in the board packet on pages 26-28.
- Each year ANCOR recognize a DSP of the year and the California winner is one of our own vendors. Hope Gutierrez from Bayberry, Inc.
 - She has worked in Napa for 30 years.

- ❖ David thanked Hope for being at the Board Meeting and recognized her for such a monumental achievement.
- *Linda Plourde* added Hope Gutierrez was the face of Bayberry Napa when SLS was first starting. She was supporting a gentlemen from 1998 to the day he passed away a couple of years ago. Hope was his care taker, and his support system. He trusted her. It's great to have someone stay in the field as a DSP, let alone at the same agency for 30 years. More than 400 people applied.

D. Legislative Advisory Committee Update –

Linda Plourde, Board Mentor noted the following;

- There are Senate Hearings on May 2nd and 9th.
- The Legislative Committee is focusing on DSP for a day, in August.
 - ANCOR will be setting the guidelines
- Our congressmen and legislators will be on recess in their home districts in August.

E. Client Advisory Committee Update –

Franklin Phillips, CAC Chairperson noted the following;

- The CAC met on April 24th, 12:30 pm – 2:00 pm in Napa.
- Tobias Weare from State Council on Developmental Disabilities did a presentation on Self Advocacy and Courtney Singleton presented the 637 Waiver.
- *Gabriel Rogin* noted it has been great hearing directly from the people we serve. It is clear that the committee emphasized the need for more job opportunities and housing opportunities.
- *Jeremy Johnson* noted how impressed he was with the amount of participation.
- *Angel Hixson* noted the Board wanted to make sure to bring these committees back to NBRC to give clients and families more opportunity to be involved with what goes on here. There will be a fundraising committee coming soon.

DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director noted the following;

- There is 2.1%, time limited bridge funding for some Service Providers. We are ready to implement this increase on 5/1/19. We will be sending out communication to those providers impacted.
- A lot of work was involved to secure the Line of Credit. One reason we were able to secure the loan was because we had a clean audit and we submitted it on time.
- Self-Determination orientations start tomorrow night and there at least 10 sessions.
- Cal Fresh will be available to many SSI recipients, which are many of the people we serve. Individuals may be eligible for both benefits SSI benefits and Cal Fresh starting June 1, 2019. Local CAL fresh offices will be available to provide support and the Regional Center can provide support as well.
- There was a news story about NBRC and our service system in general. The Board and community should know we take this very seriously and continue to take action to address the challenges in our system. There are also many positive, caring, compassionate people in our system. I'm proud of the work we do and we will continue to work hard every day to be help our clients thrive in their home communities. We're addressing the challenges and continuing to move forward.

GOOD OF THE ORDER – N/A

GENERAL PUBLIC COMMENT –

- *Mitch Freese* spoke again saying the attitude from case workers needs to change.
- *Roberto Franco* stated he is working with the reporter and wanted the Board to understand what he is doing is not because of himself but he is doing it because of the clients. The clients need and deserve to be respected as an individual. He will continue working with the reporter so that

not just North Bay Regional Center, but all of the regional centers make sure they are taking care of the vendors and oversight.

- *Angel Hixson noted* we are all here for the same reason, to take care of our most vulnerable population. She thanked the audience for their comments

CLOSED SESSION –

- ❖ The Board of Directors moved in closed session to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee at 8:07 pm.

RETURN FROM CLOSED SESSION – No action taken

ADJOURNMENT – *Angel Hixson, President* adjourned the regular business meeting at 8:49 pm.

Operations
Purchase of Service

Date submitted to NBRC Board for review 05/01/19
Date approved by NBRC Board Executive Committee (if applicable) N/A
Date approved by NBRC Board 05/01/19

The following contracts have been reviewed by Courtney Singleton, Director of Community Services, Isabel Calder, Interim 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	Total Contract Amount	Approved	M/S/C	Notes
Family Home Agency	28 +/-	Enriching Lives – HN0386	06/01/19-05/31/20	Over \$250,000	Yes	(Johnson/Phillips)	
Family Home Agency	48 +/-	California Mentor – HN0365	06/01/19-05/31/20	Over \$250,000	Yes	(Speck/Edmonds-Norris)	
C-6 Amendment FY 16-17	N/A	DDS State Contract	07/01/14-06/30/21	\$219,626,849	Yes	(Edmonds-Norris/Mauger)	Phillips Abstained



North Bay Regional Center Doug Cleveland Board Opportunity Fund June Board Meeting 6/1/19

As of April 30, 2019, NBRC's Doug Cleveland Board Opportunity Fund savings account had a net decrease in the amount of **\$9,848.10**. This was due to a \$10,000 transfer to the checking account and two (2) donations totaling \$151.90. Bank fees, interest, and account credits for the savings account came to a net of \$7.00. The savings account balance at the end of April 2019 was **\$57,344.68**.

In the month of April 2019, there were (9) awards issued out of the checking account totaling **\$5,697.16**. The bank maintenance fee totaled \$20.00. The ending register balance of the Doug Cleveland Board Opportunity Fund checking account was **\$9,164.27** as of April 30, 2019.

North Bay Regional Center
CFO Board Report
As of March 31, 2019

9 months

		%		Total YTD
Purchase of Services (POS)	YTD Actual	YTD Total	Forecast*	Actual + Forecast*
Community Care Facilities	\$ 43,864,598.00	25.45%	\$ 14,753,921.00	\$ 58,618,519.00
Supported Living Services	\$ 41,391,240.00	24.01%	\$ 13,840,176.00	\$ 55,231,416.00
Day Programs	\$ 29,645,005.00	17.20%	\$ 10,140,964.00	\$ 39,785,969.00
Behavioral Services	\$ 23,061,618.00	13.38%	\$ 7,713,099.00	\$ 30,774,717.00
Other	\$ 11,743,740.00	6.81%	\$ 4,025,553.00	\$ 15,769,293.00
Transportation	\$ 9,526,433.00	5.53%	\$ 3,185,586.00	\$ 12,712,019.00
Respite	\$ 4,128,471.00	2.39%	\$ 1,449,672.00	\$ 5,578,143.00
Medical Services	\$ 964,416.00	0.56%	\$ 330,928.00	\$ 1,295,344.00
Total NON-CPP POS services	\$ 164,325,521.00		\$ 55,439,899.00	\$ 219,765,420.00
Community Placement Plan (CPP)	\$ 8,057,956.00	4.67%	\$ 3,849,637.00	\$ 11,907,593.00
TOTAL POS AND CPP EXPENSES	\$ 172,383,477.00	100.00%	\$ 59,289,536.00	\$ 231,673,013.00

E-1 -POS Allocation	\$ 204,010,334.00	Percentage
E-2 -POS Allocation	\$ 4,641,565.00	Spent to Date
TOTAL POS ALLOCATION	\$ 208,651,899.00	80.99%

ICF State Plan Amendment (SPA) offset \$ (3,889,584.89)

		%		Total YTD
Operations Expense (OPS)	YTD Actual	YTD Total	Forecast*	Actual + Forecast
Personnel	\$ 10,026,909.00	58.46%	\$ 3,673,308.00	\$ 13,706,772.00
Benefits	\$ 3,332,278.00	19.43%	\$ 836,296.00	\$ 4,168,574.00
Facilities/Insurance	\$ 1,364,524.00	7.96%	\$ 465,951.00	\$ 1,830,475.00
Equipment	\$ 197,425.00	1.15%	\$ 44,104.00	\$ 241,529.00
Consultants	\$ 247,391.00	1.44%	\$ 95,989.00	\$ 343,380.00
Mileage	\$ 219,015.00	1.28%	\$ 87,915.00	\$ 306,930.00
General Office	\$ 92,269.00	0.54%	\$ 48,929.00	\$ 141,198.00
Legal	\$ 48,496.00	0.28%	\$ 50,429.00	\$ 98,925.00
Communications	\$ 66,521.00	0.39%	\$ 63,467.00	\$ 129,988.00
Other Expenses	\$ 20,683.00	0.12%	\$ 20,810.00	\$ 41,493.00
Bank Fee and Interest Expense	\$ 4,706.00	0.03%	\$ 31,587.00	\$ 36,293.00
Revenue	\$ (157,757.00)	-0.92%	\$ (54,159.00)	\$ (211,916.00)
Sub-Total General Operations Expense	\$ 15,462,460.00	90.16%	\$ 5,364,626.00	\$ 20,833,641.00
Community Placement Plan (CPP)	\$ 1,438,561.00	8.39%	\$ 717,026.00	\$ 2,155,587.00
Mental Health Services Fund - Grant	\$ 127,178.00	0.74%		\$ 222,531.00
Senior Companion Program - Grant	\$ 122,693.00	0.72%		\$ 328,717.00
Total Operations Expenses				
(Inclusive of CPP and Grants)	\$ 17,150,892.00	98.54%	\$ 6,081,652.00	\$ 23,540,476.00

E-1 Non-Cpp Ops Allocation	\$ 20,833,641.00			
E-1 Senior Companion Program - Grant	\$ 328,717.00			
E-1 Mental Health Services Fund (MHSA) - Grant	\$ 222,531.00			
Subtotal for Non-CPP:	\$ 21,384,889.00			
E-1 CPP Ops Allocation	\$ 1,169,068.00			
E-2 CPP Ops Allocation	\$ 986,519.00			
Subtotal for CPP:	\$ 2,155,587.00			
TOTAL OPERATIONS ALLOCATION	\$ 23,540,476.00			Percentage Spent to Date
				72.86%

Operations
Purchase of Service

Date submitted to NBRC Board for review

6/5/19

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

The following contracts have been reviewed by Courtney Singleton, Director Community Services, Isabel Calder, Interim 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:
Housing Development	2	Brilliant Corners	6/30/19-3/31/21	\$300,000 Acquisition \$225,000 Renovation	Sonoma County
Community Crisis Home-(CCH)	4	Telecare Corporation	07/01/19-6/30/20	\$862,656 –Facility Costs Annual \$1,920,000- Estimated Individual Costs	Home deflects individuals from locked settings
<p>Summary: This CCH serves four individuals. All staff in the home must be Registered Behavior Technicians even if they are Licensed Psychiatric Technicians. The CCH contract is governed by California Code of Regulations Title 17 sections §59014 through §59016. The facility budget is approved by NBRC and certified by The Department of Developmental Services. This contract is for the facility and individual costs for the CCH. The below items are covered in this contract:</p> <ul style="list-style-type: none"> • Rent for the property/repairs/maintenance • 840 hours a week of certified staffing (estimate) • 40 hours a week of the home Administrator • Board Certified Behavior Analyst • Registered Nurse, Licensed Vocational Nurse • Psychiatrist • Dietician • Mental Health Counseling • Psychologist • Internet/Cable • Utilities • Transportation • Food • Insurance • Phone • Repairs • Property Taxes 					



610 Airpark Rd, Napa, CA 94558
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www.nbrc.net

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Phone: (707) 569-2000 • TTY (707) 525-1239

Proposed Slated Board Members:

- Alexis Jarreau
- Lynette Stagner
- Abel Moya

Candidate: Alexis Jarreau

Alexis Jarreau is a parent of a young adult with autism who receives services from NBRC and lives in Solano County. Ms. Jarreau has a passion for helping people with disabilities. She helped found and currently works with a community non-profit organization called "Found It" that provides socialization opportunities for people with developmental disabilities. She has experience serving on non-profit boards of directors such as the Alternative Music Foundation. She was responsible for reviewing and approving policy and the general governance of the organization. Ms. Jarreau has an educational background in Psychology and Sociology and professional experience in the mortgage industry. As a parent of a person receiving services from NBRC, she will help to provide a strong parental perspective on how NBRC can better serve our clients.

The Nominating Committee recommends Alexis Jarreau to serve on the North Bay Regional Center Board of Directors.

Candidate: Lynette Stagner

Lynette Stagner is a parent of a young adult daughter with Down Syndrome who receives services from NBRC and lives in Napa County. Ms. Stagner is devoted to caring for her daughter and supporting people with disabilities. She is actively involved with organizations that help people with disabilities and currently serves as a Special Olympics coach. She served on the board of directors for ParentsCAN, a Napa based non-profit organization dedicated to supporting families of children with disabilities. While serving on this board Ms. Stagner provided leadership and direction to ensure ParentsCAN fulfilled its mission. As a parent of a transition age daughter, Ms. Stagner will provide important insights to aid NBRC in providing support and opportunities to our clients.

The Nominating Committee recommends Lynette Stagner to serve on the North Bay Regional Center Board of Directors.

Candidate: Abel Moya

Abel Moya is a parent of a fifteen year old son who receives services from NBRC and lives in Sonoma County. Mr. Moya has dedicated most of his adult life to volunteering with organizations that serve people with disabilities. He currently serves with Sonoma Valley Unified School District as a Special Education volunteer. He has been heavily involved with the school district including serving on the Parent Teacher Organization Board and eight years as President of the English Learner Advisory Committee. Mr. Moya has experience serving on many public and non- profit boards including Sonoma County Adult and Youth Development, Rohnert Park Unified School District, and even founded a non-profit that is dedicated to helping people with disabilities. He also is the President and Owner of a successful construction business and has a background in management. Mr. Moya has a unique combination of public, non-profit, and private sector experience. He is dedicated to helping people with disabilities and will help guide our board to fulfill its mission.

The Nominating Committee recommends Abel Moya to serve on the North Bay Regional Center Board of Directors.

North Bay Developmental Disabilities Services, Inc.
Short Business Meeting and Annual Board Meeting
Wednesday, June 6, 2018 5:00pm
North Bay Regional Center Conference Room
610 Airpark Road, Napa

NBRC BOARD MEMBERS PRESENT:

Angel Giroux-Greber, Vice President
Linda Plourde, VAC Rep.
Rhonda Foster

Harry Matthews, President
Rita Edmonds-Norris, Secretary
Franklin Phillips, Treasurer
Jose Ayala

STAFF PRESENT:

Dave Johnson, Chief Financial Officer
Beth DeWitt, Director, Client Services
Deanna Mobley, Assoc. Director, Client Services
January Crane, Fed Revenue Dept. Manager
Joanne Giardello, CMS
Deborah Simms, CMS
Nagina Azizi-McCants, CMS
Maura McDonough, QA Sup.
Jonathan Padilla, COAST Sup.
Heather Vail, CMS
Raquel Karnes, HR Generalist
Miriam Wilcox, EISC
Becky Erickson, SC
Luz Cruz, SC
DeAnna Langley, CSA
Regina Rivas, SC
Tina Mott, SC
Brian Prosser, SC
Jasmin Bogarin, SC
Robyn Wilson, SC
Michael Guerrero, SC
Maria Ortega-Cortez, SC
Maika O'Brien, IQM
Kimberly Barbosa-Soeiro, Diversity Specialist
Alisa Susan, SC
Micheline Justman, SC
Mila DeWitt, BCBA
Mayra Calderon, SC
Rachel Salzberg, SC
Todd Cooper, SSC
Kirk Jarrett, SC

Gabriel Rogin, Executive Director
Thomas Maseda, Director, Admin. Services
Courtney Singleton, Interim Dir., Community Services
Deanna Heibel, Assoc. Director, Client Services
Guadalupe Lopez, Intake Dept. Manager
Jason Lane, CMS
Rafael Hernandez-Perez, CMS
Dee Skrzypczak, Fiscal Sup.
Ashley McConnell, Fed Rev Sup.
Chad Graham, CMS
Silvia Gonzalez, Temp COAST ACMS/SSC
Alec Wiley, IT Tech 2
Alyssa Ciapponi, SC
Laurie Cole, EISC
Michael Lossing, Office Aide
Royce Garcia, SC
Tami Jo McMahon, AC
Cathy Carey, SC
Jeannette Prosser, IQM
Beth Jensen-Warner, SC
Carrie Brown, SSC
Jaimie Chavez, SC
Zuly Trejo, EI Warm Line
Jennifer Taylor, SC
Julie Blyth, SC
Laurel Anderson, SSC
Paul Bray, CRC/QA
Debra Kircher, BCBA
Debbie Adams, SC
Lee Ann Tabangcura, CSA
Stephanie Preston-White, SC

GUESTS PRESENT:

Larry Huckins
Julie German
Maureen Wright, The Respite Inn
Kim Limato, RCEB
Kathleen Galvin, parent
Harlan Heibel
Beth Kahiger, NVSS
David Mauger, Pace
Brian Mecham, Pace
Victor Garcia
Ali Tabatabai, New Leaf Solutions
Jennica Narciso, Narasol Home
Ellen McBride, NBRC vendor Assessment Counselor
Elizabeth Clary, Alchemia

Mike Huckins, The Arc Solano
Judy Huckins
Richard Fowler
Melissa Kahn
Suzette Soviero, Friends of NBRC
Richard Gerhardt, parent
Daniel Johnson
Jeremy Johnson, parent
Kelley Hanson, PACE
Marie Marchese, R & D
Transportation Jon Berndanier
Jenny Banh, New Leaf Solutions
Angelica Gemo, UCP of the North Bay
Jamie Freymuth Thompson, NBI
Michael Cheney, Alchemia
David Cole, Oaks of Hebron

ANNUAL BOARD MEETING MINUTES

CALL TO ORDER – Harry Matthews, President, called the Annual Board Meeting to order at 5:11 P.M. A quorum was present and the Board and audience introduced themselves.

ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Secretary

CONSIDERATION OF MINUTES –

M/S/C (Phillips/Edmonds-Norris) Move that the minutes of the Annual Board Meeting of June 7, 2017 be approved as submitted. **UNANIMOUS**

NOMINATING COMMITTEE –

Proposed Slate of Officers to be voted upon at the next Board Meeting:

- Angel Giroux-Greber, President (to serve July 1, 2018 – June 30, 2020)
- Rita Edmonds-Norris, Vice President and Secretary (to serve July 1, 2018 – June 30, 2020)
- Franklin Phillips, Treasurer (Term Ends 9/2018)

EXECUTIVE COMMITTEE –

Harry Matthews, President, noted there wasn't an Executive Committee meeting in the past month.

TREASURER'S REPORT –

Franklin Phillips, Treasurer, noted there was no treasurer's report.

FEATURE PRESENTATION – Sharing Proud Moments

North Bay Regional Center (2017-2018)

- *Carrie Brown, Senior Service Coordinator & Laurel Anderson, Senior Service Coordinator*, introduced four gentlemen from the Sonoma Developmental Center (SDC) that transitioned to Eric's Enhanced Behavioral Support Home.
- *Alyssa Ciapponi, Service Coordinator* introduced her client, JF and noted that he has overcome very difficult obstacles in his life and he is an incredible self-advocate.
 - *JF* said the following, "Thank you for letting me speak today. Over the years, I've been struggling with trying to speak up for myself and ever since January, I have overcome that and now looking back, I did a good job because I wouldn't be where I am today. I just want to say that Alyssa is really awesome!"
- *Silvia Gonzalez, Temporary COAST Assistant Case Management Supervisor*, introduced her client, JC and noted that his transition has taken about 2 years. It's been an amazing journey and he is doing well. Ms. Gonzalez noted, the knowledge and experience imparted by JC's case is immeasurable. She appreciates all of the dedication and support received by NBRC and it was a pleasure working alongside his family in creating Justin's team.
- *Richard Gerhardt, Kathy Galvin, and Teresa Armstrong*, noted the following:
After hearing about the SDC closure, the family were concerned that the transition would be just as difficult as previous ones and had a level of distrust of the process because of all the unknowns. As they stood in front of the audience, tomorrow would be 90-days since their family member transitioned from SDC to the Narasol Home. They stated they were delighted with how smooth and seamless it's been.
- *Amelework Geremew, Service Coordinator* presented her client, JB, who stated that he has been with NBI for 16 years. He enjoys his job and they keep him busy. NBI has been helping him by providing employment services.
- *Jamie Freymuth Thompson, and Alex from North Bay Industries* noted the following; JB and VG are both employed by North Bay Industries in a supported work group. They have shown impeccable attendance rarely taking time off and are reliable employees. They take great pride in their work which is demonstrated by their focus and drive to get the job done. Alex said, "We are proud of you both at North Bay Industries! Keep up the amazing work!"

Vendor Recognition (2017-2018)

- *Marie Marchese, R & D Transportation Services* recognized **Pace Solano** and noted the following;

- ✓ Pace Solano provides transportation to 15 services routes throughout Solano County and serves over 200 riders to and from Day Programs.
- ✓ Brian Mechum from Pace not only manages all the routes but he manages over 25 drivers assigned to the routes in addition to attendants assigned to the routes.
- ✓ R&D is very grateful for the partnership and for providing safe and reliable transportation for over 200 Regional Center clients. We are forever grateful and thank you!”

• *Ali Tabatabai, New Leaf Solutions* presented **Jenny Banh** also from New Leaf and noted the following;

- ✓ New Leaf does representative payee and money management services for this community.
- ✓ Jenny has been with New Leaf for five years and is one of the people he trusts most to do this type of work.
- ✓ Ali met Jenny at Golden Gate Regional Center when she was a temporary employee and recruited her.
- ✓ She is a great advocate for the people we serve.
- ✓ Ali said Jenny isn’t only an asset to our agency but also to this field in general.
- Jenny Banh thanked Ali for the recognition. She thanked everyone in the room for being in the field and playing such a role in our client’s lives.

• *Luana Vaetoe, Becoming Independent* presented NBRC client, **DW** and noted the following;

- ✓ He was recently featured by the Visionary Television Series that was aired nationally on PBS.
- ❖ Luana showed a video featuring DW.

After the video, she noted the following;

- ✓ He has learned so much about Autism over the last 2 years about how it affects him and other people.
- ✓ He most recently learned about money management and making connections in our community and even because a volunteer cashier at Mary’s Pizza Shack.
- ✓ In the past, when things would go wrong at work, he would get mad and upset. Now he is able to stay calm and focus on his job.
- ✓ He has received a 2018 Volunteer of the Year Award at Becoming Independent.
- ✓ Passport Independence (at BI) has been there to help him achieve his goals.

• *Elizabeth Clary, Executive Director Alchemia* introduced NBRC client **MC** and presented a movie, “Everybody is a Star”.

- ✓ The film premiered at the Sonoma Independent Film Festival in March.
- ✓ Making films and videos about people with intellectual and developmental disabilities is part of their mission.
- ✓ The short film highlighted his journey and art work.
 - Every pencil stroke that he’s using to create one of his characters.
- ✓ MC is also part of Alchemia’s Board of Directors.
- ✓ Elizabeth noted the way he thinks and how he expresses himself through his heart is what makes him so unique.

Harry Matthews, President - NBRC Board of Directors noted the following

- These are a small part of what we’re all about and most everybody in the room is very well aware. Here at North Bay we serve over 8,000 clients in our three counties. These clients are served by hundreds and hundreds of vendors, some of who are here tonight. There are a lot of services, a lot of wonderful stories out there.
- Our provider and vendor population are not well-paid but dedicated and do a wonderful job with our population.

Friends of North Bay Regional Center (2017 – 2018)

Suzette Soviero shared the following;

- ✓ This is Friends of North Bay’s 4th year.
- ✓ She was proud to say that FONB are NBRC’s benefit organization.
- ✓ Friends supports NBRC clients for the requests that they want and that they need, that the Regional Center cannot fund. In 2016, there were 43 requests for the whole year
- ✓ In 2018, we have 27 requests per month.
- ✓ The way we raise money is through a Halloween event that’s a fundraiser.
- ✓ This year will be the 32nd year doing this event.
- ✓ AmazonSMILE is another way FONB raise money.
 - Select us as your charitable agency, we receive a little bit of funds from that.
- ✓ There is also a parent from Santa Rosa that wrote a book about her journey leaving Istanbul to come to America. The book is entitled, “Goodbye Istanbul”.

- She donates 100% of the proceeds from the sales of the book. If you have a book club, put it on your list.
- We have a website. You can ‘like’ us and share us and spread the word to all of your friends that we are here and we are making an impact.”

MARY IDA COOK AWARD – North Bay Regional Center – Lifetime Achievement Award – Mike Huckins (2018)
• *Joanne Giardello, Adult Case Management Supervisor* introduced Mike Huckins. Joanne stated, “On behalf of North Bay Regional Center I would like to present the 3rd annual Mary Ida Cook Award to Mike Huckins. His accomplishments are extraordinary, as a result of his passion and support for individuals with developmental disabilities in our community. Julie Branathan-German, Kim Limato, Maureen Wright, Richard Fowler, Linda Plourde, Larry Huckins and Judy Huckins also shared their stories about Mike Huckins’ career and accomplishments.

• *Mike Huckins, Director Arc Solano* - “It’s hard to receive an award like this because I will be working for a little while yet, I will retire in a couple of years. I think the reason that I have had all of the opportunities that I have had is because people believe in me. My mother believed in me, my family. They put up with me I think and I had other people that gave me a chance. The people that I have worked with throughout my life, including the Lamplighter, the Janet Pomeroy Center, Kaleidoscope. Especially the Regional Center system has supported me. I’m an out-of-the box kind of guy so when you’re like that, people have to understand that you’re going to do things a little differently but the outcome is going to be really cool. Thank you for letting me always be slightly cool and not always a nerd.”

EMPLOYEE AWARDS

Supervisor

Ten-year awards:

Brian Prosser (8/07 – 8/17)
Becky Erickson (12/07 – 12/17)
Andrea Reich (1/08 – 1/18) Absent

Heather Vail
Deborah Simms
Heather Vail

Twenty-year awards:

Paul Bray (5/98 – 5/18)
Micheline Justman (5/98 – 5/18)
Deanna Heibel (4/98 – 4/18)
Michael Lossing (4/98 – 4/18)
Tami Jo McMahan (1/98 – 1/18)
Heather Vail (1/98 – 1/18)
Laurie Cole (8/97 – 8/17)

Maura McDonough
Chad Graham
Thomas Maseda
Dee Skrzypczak
Guadalupe Lopez
Deanna Mobley
Rafael Hernandez-Perez

Thirty-year awards:

Lee Ann Tabangcura (8/87-8/17)

Rafael Hernandez-Perez

- *Gabriel Rogin, Executive Director North Bay Regional Center* noted the following;
- ✓ This is Harry Matthews’ last meeting as a NBRC Board Member and Board President.
 - ✓ Harry came to North Bay’s area in 2007.
 - ✓ His son moved to this area from Sonoma Developmental Center and he joined the Board in 2009.
 - ✓ He served as Vice President of the Board for a number of years and then President from 2013-2016.
 - ✓ In 2017, he returned to the Board as President and helped with the recruitment and selection of the Executive Director.
 - ✓ He helped expand services for our clients, expanded outreach efforts to the underserved population,
 - ✓ Helped secure this beautiful new office and many, many more things that he took leadership on.
 - *Angel Giroux-Greber, NBRC Board of Directors Vice President* noted how much of a mentor Harry has been for all of the Board. She let Harry know how much the Board will miss him. Angel thanked him for all his years on the Board.

PRESIDENT’S REMARKS –

Harry Matthews, NBRC Board of Directors President noted the following;

- ✓ He has been involved with the Regional Centers since the 1970’s when his son was dually diagnosed. Since then his son was at Golden Gate Regional, Napa State Hospital, and in and out of the Sonoma Developmental Center until they landed at North Bay Regional Center.
- ✓ The regional center is not perfect and there is a lot of pressure coming down the road.
- ✓ Harry genuinely welcomed Gabriel who he thinks is going to do a great job.
- ✓ It’s really been an honor for him to be part of this organization. I love you one and all-thank you!”

ADJOURNMENT –

Harry Matthews, NBRC Board of Directors President adjourned the meeting at 7:50pm.

Meeting Minutes

NBRC Vendor Advisory Committee
North Bay Regional Center, Napa

May 14, 2019



I. Introductions and Acceptance of Minutes																																																									
<p><input checked="" type="checkbox"/> Call to Order Holly Pagel, VAC Co-Chair, called the meeting to order at 10:01 am</p> <p><input checked="" type="checkbox"/> quorum met</p> <p><input checked="" type="checkbox"/> previous meeting minutes M/S/C: David/Linda/unan.</p>	<p><u>VAC Co-Chairs</u> <input checked="" type="checkbox"/> Holly Pagel, Connections for Life (VAC Facilitator) <input checked="" type="checkbox"/> David Mauger, C. House (VAC Board Representative)</p> <p><u>VAC Membership</u> <input checked="" type="checkbox"/> Elizabeth Clary, Alchemia <input checked="" type="checkbox"/> Kelley Hanson, PACE Solano <input checked="" type="checkbox"/> Mike Lisenko, UCP of the North Bay <input checked="" type="checkbox"/> Karen Lustig, Aldea Supported Living Services <input checked="" type="checkbox"/> Stacey Martinez, The Arc Solano <input checked="" type="checkbox"/> Linda Plourde, Bayberry, Inc. <input checked="" type="checkbox"/> Andrea Mendoza, REI/CHD <input type="checkbox"/> Michelle Ramirez, On My Own <input checked="" type="checkbox"/> Ali Tabatabai, New Leaf <input checked="" type="checkbox"/> Jamie Thompson, North Bay Industries</p> <p><u>NBRC Staff</u></p> <table style="width: 100%; border: none;"> <tr> <td>Diana Azinger</td> <td>Community Resource Coordinator</td> </tr> <tr> <td>Isabel Calder</td> <td>Interim Chief Financial Officer</td> </tr> <tr> <td>January Crane</td> <td>Department Manager</td> </tr> <tr> <td>Teresa Dominguez</td> <td>SIR Coordinator</td> </tr> <tr> <td>Ashley McConnell</td> <td>Fed. Rev. Supervisor</td> </tr> <tr> <td>Deanna Mobley</td> <td>Associate Director</td> </tr> <tr> <td>Maika O'Brien</td> <td>Internal Quality Monitor</td> </tr> <tr> <td>Gabriel Rogin</td> <td>Executive Director</td> </tr> <tr> <td>Katy Vanzant</td> <td>Internal Quality Monitor</td> </tr> </table> <p><u>Guests</u> Stan Higgins, Therap</p> <p><u>Service Providers</u></p> <table style="width: 100%; border: none;"> <tr> <td>Scott Barr</td> <td>California MENTOR</td> </tr> <tr> <td>Adria Carson</td> <td>On My Own</td> </tr> <tr> <td>B. Chace</td> <td>A Bright Future</td> </tr> <tr> <td>James Cox</td> <td>BecomingIndependent</td> </tr> <tr> <td>Debbi Davis</td> <td>Special Care SLS</td> </tr> <tr> <td>Renee Fannin</td> <td>Lynn and Darla SLS</td> </tr> <tr> <td>Cynthia Flores</td> <td>Sonia Corina Inc.</td> </tr> <tr> <td>Doug Hillyard</td> <td>A Bright Future</td> </tr> <tr> <td>Saanen Kerson</td> <td>Vine Village</td> </tr> <tr> <td>Sheri Lott</td> <td>Omelalgah SLS</td> </tr> <tr> <td>Jenel Matias</td> <td>Seasons SLS</td> </tr> <tr> <td>Marie Marchese</td> <td>R & D Transportation</td> </tr> <tr> <td>Rhonda Mottern</td> <td>Connections for Life</td> </tr> <tr> <td>Heather Stewart</td> <td>TPCP TSS</td> </tr> <tr> <td>Angel Tellez</td> <td>A Bright Future</td> </tr> <tr> <td>Edie Thomas</td> <td>Connections for Life</td> </tr> <tr> <td>Ulina Vain</td> <td>Lifehouse</td> </tr> <tr> <td>Kelly Weber</td> <td>CBEM</td> </tr> <tr> <td>Johanna Wilson</td> <td>Enriching Lives</td> </tr> </table>	Diana Azinger	Community Resource Coordinator	Isabel Calder	Interim Chief Financial Officer	January Crane	Department Manager	Teresa Dominguez	SIR Coordinator	Ashley McConnell	Fed. Rev. Supervisor	Deanna Mobley	Associate Director	Maika O'Brien	Internal Quality Monitor	Gabriel Rogin	Executive Director	Katy Vanzant	Internal Quality Monitor	Scott Barr	California MENTOR	Adria Carson	On My Own	B. Chace	A Bright Future	James Cox	BecomingIndependent	Debbi Davis	Special Care SLS	Renee Fannin	Lynn and Darla SLS	Cynthia Flores	Sonia Corina Inc.	Doug Hillyard	A Bright Future	Saanen Kerson	Vine Village	Sheri Lott	Omelalgah SLS	Jenel Matias	Seasons SLS	Marie Marchese	R & D Transportation	Rhonda Mottern	Connections for Life	Heather Stewart	TPCP TSS	Angel Tellez	A Bright Future	Edie Thomas	Connections for Life	Ulina Vain	Lifehouse	Kelly Weber	CBEM	Johanna Wilson	Enriching Lives
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II. Agenda changes/Additions/Trainings	
	<p>HIPAA and Business Associate Agreements: Thomas Maseda, Director of Administrative Services, and Rick Burkett, Director of Business Services, provided an overview of the privacy and security requirements of the Health Insurance Portability and Accountability Act (HIPAA). NBRC contacts with DDS, an originally regulated covered entity (CE). Service providers are business associates of NBRC. Business associates are responsible for protecting information of persons served and employees in accordance with the law, including designation of a security officer, designation of a privacy officers, and documented annual training to employees, email encryption services, and cloud backups. Personal identifiable information and protected health information are required to be secured via administrative and physical safeguards. Technical safeguards include password and data, and remote access policies, HIPAA-compliant email providers.</p> <p>Service providers expressed concern regarding cost and requested technical assistance from NBRC. Ali Tabababai suggested the VAC form a service provider subcommittee to address technology and security.</p> <p>Therap: Stan Higgins provided an overview of Therap, HIPAA-compliant online cloud-based electronic documentation with two-factor authentication. Therap provides a system to capture real-time documentation, tracking, reporting, and record-keeping that is accessible with internet-ready devices.</p>
III. Group Reports	Summary
	<p>Napa-Solano Vendor Group:</p> <ul style="list-style-type: none"> • The Napa-Solano Vendor Group did not meet. <p>Sonoma Vendor Group:</p> <ul style="list-style-type: none"> • The Sonoma Vendor Group met and discussed rates and staffing. NBI and BI met with Logan Pitts from Bill Dodd’s office at BI. <p>Trade Associations:</p> <ul style="list-style-type: none"> • CSLN: Linda is no longer on the board of CSLN. Renee Fannin will follow up with CSLN regarding a monthly report. • ANCOR: EVV may be postponed to 7/1/20. • ARC/UCP: May Revise does not include day programs, but does include supported living. • SSI/SSA: Payee changes for former SDC residents are being processed. Ali recognized the local Napa SSA branch for its expedient processing of applications. New Leaf also sent acknowledgments to Mike Thompson’s office. SSA is available to provide training. <p>Board Report:</p> <ul style="list-style-type: none"> • David Mauger reported on the Board of Directors meeting. The meeting was in Santa Rosa on May 8. • NBRC received feedback from parents regarding effective case management. • January Crane and Lindsay Franco presented. • Beth DeWitt provided an overview of client services. • The Doug Cleveland Board Opportunity Fund was discussed specific to process. • Courtney Singleton discussed the 637 waiver process. • 3 prospective board members were introduced. • 45 service recipients attended the Client Advisory Committee meeting.

	<p>NBRC Report:</p> <ul style="list-style-type: none"> • Gabriel Rogin announced that CalFresh benefits are available to many SSI recipients as of 6/1/19. Service recipients will need support with the application process. Service providers were encouraged to spread the word. • Beth DeWitt continues to roll out self-determination orientations. • In June 2018, there was a cash flow disruption at DDS, which affected NBRC service providers. NBRC now has a line of credit in place. • Thomas Maseda and Saanen Kerson met with COAD. OES was also in attendance. PG&E will be enacting power outages when winds are 25MPH or more and there is high fire danger. <p>Legislative Committee:</p> <ul style="list-style-type: none"> • The legislative committee discussed the importance of recognizing direct care staff. June will take place in Napa, July in Santa Rosa. • Gabriel provided a summary of the May Revise. An 8% rate increase was not included, though time-limited targeted increases to some services beginning January 2020 were included. The May Revise also suspends the Uniform Holiday/Furlough Schedule until January 2021. There are also some provisions that would allow regional centers to fund services that are not currently authorized. • Linda will send out a summary. She noted that the DDS portion of the summary is listed on pages 42-44. • Linda noted that the push is to give an increase to all services. • The Legislative Committee is organizing DSP for a Day in August. <p>Services and Vendor Relations:</p> <ul style="list-style-type: none"> • There was no report. <p>NBRC Announcements</p> <ul style="list-style-type: none"> • NBRC is undergoing an HCBS audit. • January announced that nine service providers received funding for the third round of HCBS funding. • NBRC is in the middle of case management time studies. • Maura announced that the next employment task force is scheduled for Tuesday, May 28, in the Napa office. • Maura urged service providers to send in SIRs on time.
<p>IV. Community Concerns/Clarifications</p>	
	<p>Agency Closures: Service providers in attendance expressed concern and frustration over state rates and ongoing closures of services.</p>
<p>V. NBRC Policies and Procedures</p>	
	<p>There were no policy/procedure updates.</p>
<p>VI. New Business</p>	
	<p>VAC voting members: Members in Sonoma County would like some VAC meetings in Santa Rosa. The VAC will coordinate one meeting per quarter in Santa Rosa. The July VAC meeting will take place in Santa Rosa.</p> <p>The 2019-20 NBRC Holiday Schedule was distributed and approved (Elizabeth/Linda: unan.)</p>

VII. Announcements	
	<ul style="list-style-type: none"> • Edie Thomas reminded the group of an initiative w/Sacramento News and Review to publicize Solano County employees with disabilities. Next meeting re: process and story board 8/9 new employment center. Edie will send details. • Elizabeth Claryannounced that Alchemia would be featured on KTVU news on Wednesday in connection with their participation in the Inclusion Festival.
Adjourn	
	The meeting concluded at 11:50 am.

Minutes submitted by: Elizabeth Clary



NBRC Community Services

Become an NBRC Vendor! Visit NBRC's website:
<http://nbrc.net/service-providers/becomeavendor/>

Resource Development

The Resource Development Department received 7 requests for vendorization during the month of April and completed 3 new vendorizations. Please join NBRC in welcoming the new vendors below to the North Bay Regional Center vendor community.

New Vendors

- **Partners for Inclusion**-Transportation-Sonoma County
- **Learning Together**-Infant Development Teacher-Solano County
- **C and C Care Home**-Residential Care Facility Elderly-Solano



2018-19 Request for Proposal Awardees

-Project #10-\$525,000 Brilliant Corners

Housing Development 2 Bed Enhanced Behavioral Supports Home

-Project #11-\$175,000-Telecare Corp.

Community Crisis Home-Vacaville

NBRC Quality Assurance Work March 2019

26 QA Annual or Quarterly Vendor Reviews
 2 Day Program
 79 Vendors received QA technical assistance
 83 NBRC staff received QA technical assistance

Upcoming SIR Vendor Trainings

Santa Rosa Office:

2351 Mendocino Ave,
 Thai/Oaks Room Dates &
 Times:- Wed, July 24th,
 registration at 9:30 a.m., class
 10:00 a.m.-12:00 p.m.

RSVP to SIR@nbrc.net

TRAINING

Trauma Informed Care

During the month of April NBRC's Quality Assurance and Clinical staff hosted a training on Trauma Informed Care. Trauma Informed Care is an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. It does not mean identifying types of trauma people have experienced. It is assuming that most people have endured trauma and treating them accordingly. It includes ways to ask permission, offer control and find support. Trauma Informed Care emphasizes physical, psychological and emotional safety for both individuals being served and providers. NBRC vendors providing services in Enhanced Behavioral Support Homes or Community Crisis Homes, must take into account Trauma Informed Care when developing Individual Behavior Support Plans. Stay tuned as NBRC will have more trainings on this topic in the future.

PREVENTION

[Observe, Decide, Act: How to Look For and Respond to Red Flags](#) training was conducted by Dr. Gayatri Mahajan M.D., NBRC's physician. This training showed vendors what medical issues to look out for, how to respond quickly and which conditions are the most common and dangerous. The power point is located on NBRC's website by clicking the above link.

Sign up for NBRC's **VENDOR CONNECTION** newsletter

<https://nbrc.net/service-providers/>

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,341	14.1 %	MALES	6,089	64.0 %	OWN HOME	6,918	72.7 %
3 - 17	2,832	29.7 %	FEMALES	3,418	35.9 %	ILS	617	6.4 %
18 - 40	3,378	35.5 %			SLS	642	6.7 %	
41 - 60	1,257	13.2 %			DC	10	.1 %	
61 - 80	667	7.0 %			SNF	51	.5 %	
					ICF	221	2.3 %	
80 & OLDER	32	.3 %			CCF	773	8.1 %	
					FOSTER CARE	187	1.9 %	
					OTHER	88	.9 %	
TOTAL:	9,507	100.0 %	TOTAL:	9,507	100.0 %	TOTAL:	9,507	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	656	6.9 %	AUTISM	2,539	26.7 %	28. NAPA	1,192	12.5 %
ASIAN	240	2.5 %	EPILEPSY	1,088	11.4 %	48. SOLANO	3,998	42.0 %
BLACK	860	9.0 %	CEREBRAL PALSY	921	9.6 %	49. SONOMA	4,175	43.9 %
FILIPINO	353	3.7 %	MENTAL RETARDATION	4,832	50.8 %			.0 %
NATIVE AMERICAN	39	.4 %	OTHER	998	10.4 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,336	24.5 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,426	46.5 %						.0 %
OTHER	179	1.8 %						.0 %
UNKNOWN	418	4.3 %						.0 %
						OTHER	142	1.4 %
TOTAL:	9,507	100.0 %				TOTAL:	9,507	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	20	.2 %	0	460	4.8
ENGLISH	7,796	82.0 %	P		
SPANISH	1,545	16.2 %	1	1,108	
OTHER LATIN LANG.	2	.0 %	2	7,929	
CANTONESE CHINESE	6	.0 %	3		
MADARIN CHINESE	3	.0 %	8	10	
JAPANESE	2	.0 %			
VIETNAMESE	17	.1 %			
KOREAN	3	.0 %			
LAOTIAN	4	.0 %			
CAMBODIAN	3	.0 %			
OTHER ASIAN LANG.	4	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	100	1.0 %			
TOTAL	9,507	100.0 %	TOTAL	9,507	100.0

Consumer Advocate Report

May 1st – May 31, 2019

The three self-advocacy groups have not yet started. They will hopefully start in June. The groups are in Vacaville, Fairfield, and Vallejo. Vacaville already has officers and Fairfield and Vallejo will elect officers soon. Each group will develop their own mission.

The IHSS Committee is sponsoring another “Provider Appreciation Day” on June 21st at the Elks Lodge in Napa. The purpose is to show Providers how much they are appreciated for the personal care they provide people with disabilities. It’s still in the planning stages and more to come in my June report.

I continue to assist service coordinators with their cases and I am still the DDS Conservator designee. This is confidential information which I cannot report on.

Submitted by,

Randy Kitch

Consumer Advocate



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FAIR HEARING & MEDIATION UPDATE
MAY 1 – MAY 31, 2019

Eligibility (18-20)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (19-02)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (19-03)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (19-04)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (19-05)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.