



North Bay Regional Center  
610 Airpark Road  
Napa, CA 94558  
707-256-1224  
Fax: 707-256-1230

*Promoting Opportunities  
Supporting Choices*

## MEETING NOTICE

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

**DATE:** February 7, 2024

**TIME:** 6:00 pm

**PLACE:** Hybrid - In Person or Zoom

### **In-Person**

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**

**REMINDER:** Notices are posted at [www.nbrc.net](http://www.nbrc.net). All meetings are made accessible to persons with disabilities and all members of the public are welcome to attend. Please contact 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 7, 2024, 6:00 p.m.**

**520 Mendocino Ave**  
**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 – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Board Meeting Minutes from January 3, 2024 be approved as submitted. (2 min) (pgs. 1-4) 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. ARCA MEMBERSHIP AGREEMENT PRESENTATION – ACTION  
Amy Westling, Association of Regional Center Agencies (ARCA) Executive Director (pgs. 5-11) (30 min)
  - A. Approval of ARCA Membership Application and Agreement (pgs. 12-16)
- VII. SOCIAL RECREATION POLICY – Beth DeWitt, Director of Client Services (15 min) (attachment) ACTION
- VIII. TREASURER'S REPORT – Andrea Bednarova, Treasurer ACTION
  - A. Treasurer's Report be approved as submitted (5 min) (pgs.17-19)
- IX. COMMITTEE REPORTS – *A list of upcoming committee meetings can be found on pages 19-20.*
  - A. Executive Committee Update – Rosemarie Pérez, President (5 min)
    - i. Approval of Strategic Plan (pgs. 21-42) ACTION
    - ii. Approved Board Opportunity Fund Request INFO
      - a. TT (pgs. 43-44)
    - iii. Changed date of next Executive Committee Meeting to February 20<sup>th</sup> at 6:30pm.
  - B. Cultural/Linguistic Competency Committee Update – Rosemarie Pérez, President (10 mins) ACTION
    - i. Approval of Board Policies
      - a. Education and Wellbeing (pg. 45)
      - b. Service Equity and Inclusion (pgs. 46-48)
      - c. Lanterman Act (pgs. 49-50)
  - C. Vendor Advisory Committee Update – Breeanne Kolster, VAC Co-Chair (5 mins) (pgs. 51-55) INFO
  - D. Public Policy Advisory Committee Update – Breeanne Kolster, VAC Representative (5 mins) INFO
  - E. Client Advisory Committee Update – Sara Speck, CAC Co-Chair (5 mins) INFO
  - F. Risk Reduction Advisory Committee Update – Joanne Giardello, Board Member (5 mins) INFO
  - G. Nominating Committee Update – Joanne Giardello, Nominating Committee Chair (15 mins) ACTION

- i. Sara Speck's Secretary Term ends February 2024 (pg. 56)
  - a. Vote for New Board Secretary

X. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (15 mins)

INFO

XI. GOOD OF THE ORDER – Any other Board business may be brought up at this time.

XII. 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)

XIII. ADJOURNMENT – Rosemarie Pérez, 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 will be a Regular Business Meeting on March 6, 2024 at 6:00 pm at Solano County Office of Education - 5100 Business Center Dr, Fairfield, CA 94534.

**North Bay Developmental Disabilities Services, Inc.**  
**Board of Directors Regular Business Meeting**  
January 3, 2024, 6:00 p.m.  
**Via In Person & Zoom Webinar**

**NBRC BOARD MEMBERS PRESENT:**

Rosemarie Pérez, President, Sonoma County  
Candace White, Vice President, Solano County  
Sara Speck, Secretary, Solano County  
Carl Vinson, Solano County

Breeanne Kolster, VAC Representative  
Ronald Gers, Sonoma County  
Joanne Giardello, Solano County  
Martha Valdez, Sonoma County

**NBRC BOARD MEMBERS ABSENT:**

Andrea Bednarova, Treasurer

**NBRC STAFF PRESENT:**

Gabriel Rogin, Executive Director  
Beth DeWitt, Director of Client Services  
Janelle Santana, Executive Assistant  
Isabel Calder, Chief Financial Officer

Courtney Singleton, Director of Community Services  
Deanna Mobley, Director of Intake and Clinical Services  
Barrie Gordon, Controller

**GUESTS:**

Pamela, Spanish Interpreter  
Sahira Arroyos, The Arc-Solano  
Stacey Martinez, The Arc-Solano  
Brittney  
Camille Arroyos  
Cindy Cahill  
Diego  
Heather McLerran  
Mary's iPhone  
Maureen Fitzgerald

ASL Interpreter – Linda  
ASL Interpreter – Josh  
Chris Aguire, DDS  
Michelle  
Paula Finley – BI  
Tatiana Ochoa  
Taylor Berry – 24 Hour Home Care  
Venita Parrish-Aveanna Healthcare

**MINUTES**

**CALL TO ORDER** – *Rosemarie Pérez, President*, called the regular business meeting to order at approximately 6:01 pm and shared the following announcements.

- Jeremy Johnson & Rachel Ford resigned from the board on January 3<sup>rd</sup>, 2024.
- Thank you both for your service on North Bay Regional Center's Board of Directors!

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

**CONSIDERATION OF MINUTES** –

- i. Regular Business Meeting Minutes from November 1, 2023 be approved as submitted.

**M/S/C (Gers/Speck) Moved to approve the November 1, 2023 minutes as submitted.**

**APPROVED  
UNANIMOUS**

**CONSIDERATION OF AGENDA**

- No additions or modifications to the agenda by Board Members.

**M/S/C (Gers/Speck) Moved to approve the agenda as submitted.**

**APPROVED  
UNANIMOUS**

**GENERAL PUBLIC COMMENT** – None

## **TREASURER'S REPORT –**

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

Rosemarie Pérez, President, reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found in the January 2024 board packet.

- Doug Cleveland Board Opportunity Fund
  - The account balance on November 30, 2023, was \$47,840.20. There was one donation in the amount of \$10,000 and two awards issued in the month of November totaling \$6,036.47.
  - NBRC plans to host a fundraiser to raise money for the Board Opportunity Fund. More details to come soon.
- Operations
  - The CFO report reflects the updated Ops budget allocated through the E-1 contract. The total Ops amount paid through November 30, 2023, represents is 36% of the budget. Please note - this includes general operations, Community Placement Plan (CPP), the Senior Companion Program and Mental Health Services Act (MHSA).
  - NBRC has established its annual budget which includes projections for salary and benefits adjustments that will go into effect in January 2024. The budget also includes projected expenses for additional growth positions in Case Management, set up costs for the new Vacaville office, laptops, equipment, and supplies for growth positions, as well as annual software renewals.
  - The management team is closely monitoring the State budget and the projected budget deficit.
- Purchase of Service (POS)
  - The CFO report reflects the total Purchase of Service (POS) budget allocated through the E-1 contract. The total POS amount paid through November 30, 2023, is 33% of the budget.
  - NBRC submitted the December Purchase of Service Projections, as required by our DDS contract on December 7, 2023.
  - NBRC's POS budget, as of the E-1, is sufficient to cover the expenditures for this fiscal year.
- NBRC cash flow remains stable.

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

**APPROVED  
UNANIMOUS**

## **COMMITTEE REPORTS –**

### **A. Executive Committee Update –**

Rosemarie Pérez, President, updated the board on the following items.

- a. Association of Regional Center Agencies (ARCA) Update
  1. Rosemarie Pérez, President, asked board members to review the draft ARCA Membership Application and Agreement and provide feedback.
    - a. Board members requested more information on the cost-benefit of membership with ARCA.
      - i. A document will be included in the February Board Meeting packet.
      - ii. The Board will vote on continuing membership with ARCA at the February Board Meeting.
- b. Draft Strategic Plan Review
  1. Gabriel Rogin, NBRC Executive Director, reviewed the focus areas of the NBRC's Strategic Plan. A draft copy of the Strategic Plan can be found on pages 23-44 of the January board packet.
    - a. Sara Speck, Secretary, shared the importance of measuring transportation. It was decided to incorporate transportation in the Client Advisory Committee agenda.

- c. The following items were approved by the Executive Committee and can be found in

the January 2024 Board Meeting packet.

1. Contracts over \$250,000
  - a. Enhanced Behavioral Support Home (EBSH) – A Place of Grace, Inc.
2. Approved Board Opportunity Fund Requests
  - a. LS
  - b. KM
3. Approved Closed Session Item at November 13<sup>th</sup> Executive Committee Meeting
  - a. Agreement with SEIU for Wage Reopener
4. Changed date of next Executive Committee Meeting to January 16<sup>th</sup> at 6:30pm.

**B. Cultural/Linguistic Competency Committee (CLCC) Update –**

- a. Rosemarie Pérez, President, shared that CLCC did not meet in December. The next CLCC meeting is scheduled for January 18<sup>th</sup> from 12pm-1pm.
- b. Rosemarie Pérez, President, reviewed three draft board policies with the Board of Directors. A copy of the draft policies can be found in the January board meeting packet.
  - a. The Board will vote on the three policies next month.

**C. Vendor Advisory Committee (VAC) Update –**

- a. Breeanne Kolster, VAC Co-Chair, shared an overview of topics discussed at the VAC short business meeting in December.
  - a. Independent Living Services (ILS) rate increase update
  - b. Remote services extended
  - c. Transportation monthly rate extended
  - d. DDS Directive regarding the HCBS Final Rule
  - e. Direct Support Professional (DSP) Stipend agreement
  - f. Update on DSP Workforce survey payments
  - g. After the short business meeting, VAC had a holiday potluck and time to connect with other vendors.
  - h. The next meeting is scheduled for January 9<sup>th</sup> at 10am.

**D. Public Policy Advisory Committee (PPAC) Update –**

- a. Breeanne Kolster, VAC Representative, gave an overview of the items discussed at PPAC.
  - a. Data related to vendors and programs closing
  - b. The Legislative Breakfast Event is scheduled for Friday, April 19<sup>th</sup> at NBRC's Santa Rosa office.
  - c. The next meeting is scheduled for Tuesday, January 30<sup>th</sup> at 10:00am.

**E. Client Advisory Committee (CAC) Update –**

- a. Sara Speck, CAC Co-Chair, shared the next CAC meeting is scheduled for March 22, 2024 at 1:00pm.

**F. Risk Reduction Advisory Committee (RRAC) Update –**

- a. Joanne Giardello, RRAC Chair, shared the group did not meet.
- b. The next meeting is scheduled for January 31<sup>st</sup> at 1:00pm.

**G. Nominating Committee Update –**

Joanne Giardello, Nominating Committee Chair Member, shared the following.

1. **Sara Speck's Secretary Term ends February 2024**
  - a. Nominations for Board Secretary
    - i. Sara Speck shared an overview of the responsibilities of the Secretary role.
    - ii. Joanne Giardello asked board members if they would like to make a nomination. No nominations were made.
2. **Board Candidate Introduction & Election**
  - a. Sahira Arroyos was interviewed by the Nominating Committee and recommended to the Board of Directors.
  - b. Sahira Arroyos was introduced and presented for a vote.

- c. Sahira Arroyos left the meeting while board members took a vote.  
**All board members present motioned to approve Sahira Arroyos as a Board of Director for a one-year term starting January 2024 to December 2024.**

**APPROVED  
UNANIMOUS**

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

*Gabriel Rogin, Executive Director*, shared the following with the Board of Directors.

- a. NBRC is closely monitoring the State budget and the projected budget deficit.
- b. Gabriel Rogin shared optimism for 2024 and feels as if the community is coming back together after the pandemic.
- c. Upcoming Legislative Advocacy Event – Grassroots Day 2024
  - i. This event is a great opportunity for board members and others to visit the State Capitol and share ARCA and regional center priorities.
  - ii. The event is scheduled for April 2<sup>nd</sup> at the State Capitol.
    1. Gabriel Rogin would like to gather a list of board members interested.

#### **GOOD OF THE ORDER –**

- Breeanne Kolster, VAC Representative, shared about the toy giveaway that 24 Hour Homecare and NBRC hosted.
- Ronald Gers, Board Member & Rosemarie Pérez, President, shared about their positive experiences at the Arts & Crafts Fair.

#### **GENERAL PUBLIC COMMENT –**

Justin Hole Kiwanis Club of Napa, Community Member, welcomed board members back after the holiday season.

#### **CLOSED SESSION –**

The Board of Directors moved into closed session at 7:54pm to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

#### **RETURN FROM CLOSED SESSION –**

The Board of Directors returned from closed session at 8:45pm and there was action taken to approve the evaluation of performance of a regional center employee.

**ADJOURNMENT –** *Rosemarie Pérez, President*, adjourned the meeting at 8:45pm.

# ARCA Office Functions and Roles



**The following pages provide an overview of the major functions of the ARCA office as a whole as well as the primary roles of each staff member.**

**Please note that ARCA staff members work as a cohesive team and that the multi-disciplinary nature of the work means that many functions are carried out cooperatively.**



## Representing Regional Center Interests and Positions

Meet with DDS, other departments, legislators and/or staff, and statewide groups on systemic issues

Work collaboratively with regional centers and departments to develop processes to address shared issues

Build coalitions with other organizations around key priorities and issues of agreement

Provide requested information and background on the regional center system

Proactively communicate with the community regarding ARCA's priorities and the role of regional centers through traditional media, social media, and hosted webinars

## Staffing a Discipline Group or Committee

Arrange conference call lines, and distribute meeting materials and information to members

Attend group meetings and provide an update on ARCA information

Research and distribute information on topics relevant to the group

For Board Committees, coordinate agendas/meeting materials with Chairperson and draft minutes

Complete assigned follow-up work between meetings and share with committee members for feedback

Work with Chairperson to advance group proposals

## Analysis of Statewide Information

Upon request by, or with the permission of, the Directors Group, collect data from/survey regional centers

Provide ongoing data management during the data collection phase, working with regional centers as needed

Compile and analyze the statewide data and disseminate the information to regional centers

Present data, trends, and any relevant conclusions in an audience-appropriate format

## Responding to Proposals

Track legislation (including Budget), proposed regulations, and other opportunities for public input related to developmental disabilities

Provide summary analysis of policy and fiscal effects of proposals for appropriate regional center staff, discipline group, or ARCA committee for feedback

Develop positions for consideration by the Executive Committee and/or Board of Directors

Upon approval, provide written/oral comments to state/federal agencies, the Legislature, and the Administration

## Public Meetings and Hearings

Track meetings and hearings that relevant to ARCA members and provide them with information regarding key meetings and hearings in advance

Attend the meeting or hearing (or monitor remotely) and represent ARCA's positions either as a member of the committee or during public comment periods

Following the meeting or hearing, provide a written summary to Board members along with relevant meeting materials

Participate in statewide advisory and steering committees to provide insights on issues that impact the developmental services system (e.g., IT systems, appeals, Deaf +)

## Miscellaneous Member Support

Respond to individual Board member or regional center staff requests for information or technical assistance

Upon invitation, participate in community events or provide trainings in individual regional center catchment areas

Provide updates on news of interest to the developmental disabilities community

Provide or participate in educational opportunities as requested (e.g., forensic forums)

Coordinate collective statewide efforts (e.g., UFS replacement, boilerplate contract negotiation support)

## ARCA Operations

Complete human resources functions (*e.g.*, hiring, payroll, benefits, and evaluation)

Purchase office supplies, needed equipment, subscriptions, and memberships

Ensure equipment and website are functioning appropriately

Coordinate staff travel

Interface with the landlord regarding security, maintenance, housekeeping, and other issues

Maintain Committee and other group rosters and email lists

Review property, equipment, and event contracts/leases

## In-Person Meeting Logistics

For Board of Directors and lead discipline group meetings, research hotel and meeting space options, communicate with discipline group Chairperson, and negotiate prices and other details

For Board of Directors and lead discipline group meetings, arrange and pay for requested meals, technology needs, and other logistics, within pre-existing annual budget limits

For other groups, reimburse for allowed meals and other expenses and track each group's budget to ensure costs do not exceed budgeted amounts

## Accounting

Perform monthly general accounting processes

Track and record payroll costs, including for wage and salary, taxes, and benefits

Budget for expected expenditures for current and future fiscal years

Make investment deposits and withdrawals based on cash availability and demands

Prepare and file federal, state, and local informational and tax returns

Prepare the Annual Financial Statements and provide audit evidence

Amy Westling  
Executive Director

- **Committees Staffed:** Board of Directors, Executive Committee, Strategic Planning Committee, Directors Group, Contract Negotiating Committee, Standards and Practices Committee
- **Areas of Focus:** Oversee organization in accordance with its strategic plan, manage ARCA staff, lead interagency coordination and collaboration

Tony Anderson  
Associate Director

- **Committees Staffed:** Board Delegates Group, ARCA Academy, Deaf Specialists
- **Areas of Focus:** Collaboration with Executive Director on organizational leadership and strategic partnerships, regional center board member support, community member participation in policymaking, Budget and major legislative bill advocacy

Daniel Savino  
Government Affairs  
Director

- **Committees Staffed:** Legislative Committee, Communications, Nominating and Bylaws Committee, The Collaborative
- **Areas of Focus:** Legislation, local advocacy, news summaries, action alerts, social media, Grassroots Day, Capitol Briefing Day, federal processes

Sidney Jackson  
Senior Program Analyst

- **Committees Staffed:** Client Advisory Committee, Early Start Committee, Federal Revenues Committee, Equity Committee, Community Service Directors, HCBS Program Evaluators, Community Development Committee, Directors of Clinical Services, Physicians Group, Psychologists Group, Emergency Coordinators
- **Areas of Focus:** Federal programs (Early Start, Medicaid Waiver, etc.), intake, vendorization

Darline Dupree  
Senior Program Analyst

- **Committees Staffed:** Directors of Client Services, Training and Information Group, Employment Committee, Housing Committee, Risk Management Committee, Risk Management and Planning, Statewide Self-Determination Group, Quality Management Assessment Group, Cultural Specialists
- **Areas of Focus:** Employment, housing, service coordination, Self-Determination Program (SDP), equity

Vivian Umenei  
Chief Financial Officer

- **Committees Staffed:** Finance Committee, Chief Financial Officers, ARCA Information Systems Committee, ARCA Enhancement Committee
- **Areas of Focus:** DDS Budget, statewide funding, analysis of regulations/legislation and their fiscal and administrative impact to regional centers, fiscal reporting, regional center technology replacements, ARCA internal financial matters, enhancement requests for regional center IT systems

Sally Williams  
Office Manager

- **Areas of Focus:** Office operations, arrange and communicate in-person meeting logistics (venues, meals, lodging, etc.), provide onsite support and act as vendor liaison for in-person meetings, participate in agency accounts payable and receivable entries

Lauren Ettensohn  
Administrative Assistant

- **Areas of Focus:** Maintain email lists and rosters, book staff travel, coordinate collection and sending of meeting materials, coordinate schedules for upcoming meetings, conduct surveys of regional centers and compile results, assuming increasing roles of Office Manager

Rick Rollens  
Legislative Consultant

- **Areas of Focus:** Legislative insight, legislative strategy coordination, education regarding California's developmental services system, testimony at legislative hearings, legislative relations

# ASSOCIATION OF REGIONAL CENTER AGENCIES, INCORPORATED

## MEMBERSHIP APPLICATION AND AGREEMENT

THIS MEMBERSHIP APPLICATION AND AGREEMENT is made by and between the ASSOCIATION OF REGIONAL CENTER AGENCIES, INCORPORATED ("ARCA") and the undersigned Regional Center (hereinafter "REGIONAL CENTER").

WHEREAS, ARCA is a nonprofit public benefit corporation organized and existing under the laws of the State of California. The principal office for the transaction of business of ARCA is located in the State of California.

WHEREAS, ARCA exists to promote, support, and advance Regional Centers in achieving the intent and mandate of the Lanterman Developmental Disabilities Services Act ("Lanterman Act") in providing community-based services that enable individuals with developmental disabilities to achieve their full potential and highest level of self-sufficiency.

ARCA and the undersigned REGIONAL CENTER hereby agree as follows:

1. MEMBERSHIP. ARCA has no statutory voting members. All members of ARCA are non-voting members. Each ARCA member has two directors on the Board of Directors ("Board"). Membership in ARCA, and thus representation on the Board, is conditioned upon REGIONAL CENTERS signing of and complying with this Agreement, paying any required dues, fees and assessments, and ARCA's approval.
2. QUALIFICATION. By signing below, REGIONAL CENTER agrees that it is a "regional center" as described in the Lanterman Act and is therefore qualified to become a member of ARCA as described in the ARCA bylaws.<sup>1</sup>
3. DUES, FEES, AND ASSESSMENTS. REGIONAL CENTER agrees to pay to ARCA such dues, fees, and/or assessments as are established from time to time by the Board of Directors of ARCA, if any. Dues, fees, and/or assessments paid by REGIONAL CENTER are not refundable upon withdrawal of this application, or upon resignation or termination/expulsion from membership.
4. TERM. If REGIONAL CENTER is approved by ARCA, this Agreement shall become effective on the date a signed copy is received by ARCA and shall terminate upon written notice of resignation by REGIONAL CENTER to ARCA, or by ARCA's termination of the membership pursuant to the procedures in ARCA bylaws (termination or expulsion). If membership is not resigned or terminated, and the member is not suspended or expelled, the membership shall continue indefinitely upon timely payment by REGIONAL CENTER of any required dues, fees, and/or assessments set by the Board and compliance with this agreement and any other requirements established by the Board.
5. BYLAWS, POLICIES AND PROCEDURES. REGIONAL CENTER hereby accepts and consents to be bound by, and promises and agrees to fully comply with, ARCA's Bylaws and all policies and procedures adopted by ARCA's Board of Directors which are now in effect or may be adopted later and as amended from time to time.

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<sup>1</sup> Any "Regional Center" (as defined in the Lanterman Developmental Disabilities Services Act) within the State of California may be admitted to ARCA as a non-voting member. All members are admitted to membership on condition of signing any required membership application/agreement (which includes agreeing to comply with these Bylaws and any policies and procedures adopted by the Board), and the payment of such dues, fees, and assessments as shall be established by the Board.

6. BOARD MEETING PARTICIPATION. The undersigned REGIONAL CENTER agrees to bear the cost of participation by their Board representatives at Board meetings, including but not necessarily limited to travel (travel accommodations, mileage or airfare), lodging, meals, disability-related support needs, etc.

7. TERMINATION/SUSPENSION/EXPULSION. Pursuant to the ARCA bylaws, membership terminates automatically if a member resigns, or if the member entity dissolves, or if required dues, fees, or assessments are not timely paid. The bylaws further provide that after a fair procedure, a member may be suspended or expelled from membership upon a finding by the Board that the member has failed in a material and serious degree to comply with ARCA's Articles of Incorporation, bylaws, policies, procedures, or any law applicable to ARCA and its members, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of ARCA.

8. NOTICES. All notices to be given under this Agreement shall be considered delivered when deposited in the U.S. Mail or with an express mail service, postage prepaid, to the parties addressed as follows:

ARCA

REGIONAL CENTER: (please fill in street address

980 9th Street, Suite 1450

\_\_\_\_\_

Sacramento, CA 95814

\_\_\_\_\_

9. SEVERABILITY. Should any portion of this Agreement be determined to be unlawful, and provided that such portion of this Agreement is severable, it shall be eliminated from this Agreement and the other provisions of this Agreement shall continue in effect.

10. ASSIGNMENT. This Agreement shall not be assignable by either party without the prior written consent of the other party.

11. MEDIATION/ARBITRATION FOR DISPUTES. By signing this Agreement, the parties agree that they have not and will not file a class action suit or any other type of lawsuit against the other party or its directors, officers, employees, contractors, or agents. Relative to any and all disputes, claims or controversies arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, the parties agree to first participate, in good faith, in an informal mediation process, using a mediator agreed upon by the parties. Either party may request informal mediation by written request to the other party. The parties will share the cost of the mediator and related expenses, but shall pay their own attorneys' fees incurred during mediation, if any. Any informal mediation shall take place in Sacramento, California if in person, or by electronic video conference (Zoom or similar) if the latter is agreed to by both parties. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator, are confidential, privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

If the informal mediation process is unsuccessful, the parties agree that the dispute, claim or controversy shall be submitted to JAMS, or its successor, for final and binding arbitration.

Either party may initiate arbitration at JAMS with respect to the matters submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or 45 days after the date of filing that written request for mediation, whichever occurs first. The mediation may continue after the commencement of arbitration if the parties so desire. Unless otherwise agreed by the parties, the mediator shall be disqualified from serving as arbitrator in the case. Any arbitration shall take place in Sacramento, California if in person, or by electronic video conference (Zoom or similar) if



the latter is agreed to by both parties. The provisions of this section may be enforced by any Court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all costs, fees, and expenses, including attorneys' fees, to be paid by the party against whom enforcement is ordered. Any mediation or arbitration shall take place in Sacramento, California.

12. ATTORNEYS' FEES AND VENUE. If an action at law or in equity is necessary to enforce the required mediation and/or arbitration in paragraph 10 above, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs in addition to any other reasonable relief to which it may be entitled. With respect to any such action or proceeding, the parties agree and submit to the jurisdiction and venue of the appropriate court in the County of Sacramento, State of California.

13. GOVERNING LAW. This Agreement and any mediation or arbitration shall be subject to, construed, enforced and governed by the laws of the State of California.

By signing below, the undersigned REGIONAL CENTER represents that the statements made above are true and correct, and that it understands the foregoing agreement and agrees to abide by the terms and conditions herein.

Date: \_\_\_\_\_ REGIONAL CENTER name: \_\_\_\_\_

\_\_\_\_\_  
Signature of REGIONAL CENTER Board President, with authorization  
from the REGIONAL CENTER Board of Directors

\_\_\_\_\_  
Print name of REGIONAL CENTER Board President

\_\_\_\_\_  
Telephone number(s)

\_\_\_\_\_  
Email Address(es)

-----  
Date: \_\_\_\_\_

Membership APPROVED by ARCA \_\_\_\_\_

Membership NOT APPROVED by ARCA \_\_\_\_\_

\_\_\_\_\_  
Signature of ARCA Board Officer

\_\_\_\_\_  
Print name and title of ARCA Officer

### **Membership Standards and Practices Framework**

ARCA's mission is "to promote, support, and advance regional centers in achieving the intent and mandate of the Lanterman Developmental Disabilities Services Act." The organization and its Executive Director have two charges: fulfill the stated Mission under the broad policy and legislative guidance of its Board of Directors, and leading the Association to effectively define the public face of the regional center system. Success in these areas results in the preservation of local control and decision-making authority of the 21 regional centers, including the protection of this autonomy from external threats, and in working successfully with the Department, Legislature and advocacy groups to further empower the regional centers to fulfill their mission for the 400,000+ people we serve. Achievement of these mandates is only possible through collective and consistent commitments and action by all regional centers.

Henceforth, the Association will establish consistent standards for its member organizations. ARCA will support its members in pursuit of those expectations and hold each accountable to meeting them.

This work will be spearheaded by a Standards and Practices Committee, which will be a newly-created standing advisory committee comprised of seven members, including a Chair selected by ARCA's Board President in addition to three regional center Executive Directors and three Board Delegates. The Committee will recommend to ARCA's Board of Directors for its consideration standards in at least the following areas with an eye towards supporting the diverse populations served by regional centers:

1. Positive community relations;
2. Implementation of key statewide initiatives;
3. Active local political participation that advances the goals of the Association;
4. Non-adversarial appeals and dispute resolution processes;
5. Person-centered thinking and planning practices;
6. Responsiveness to those served and community partners;
7. Local board practices; and,
8. Greater consistency in purchase of service practices and patterns.

Upon request, the Standards and Practices Committee will support individual regional centers to identify sources of requested technical assistance either from consultants or other member organizations.

When prompted by significant concerns that the actions of an individual regional center present the potential for statewide implications or hampering ARCA's ability to fulfill its mission, the Committee will examine the individual situation. If appropriate, it will recommend a course of action to address and ameliorate it. Every effort will be made to identify opportunities for the individual regional center in question to again meet the standards established by the Association, including but not limited to, consultation with ARCA's Executive Director or coordinated technical assistance from other regional centers and/or consultants.

ARCA's strength comes from having all 21 of the regional centers acting in concert. However, if after a reasonable period of time following a recommendation from the Committee for correction, if an individual regional center either cannot or chooses not to meet the expectations of the Association, the Committee may recommend suspension or expulsion of the regional center from membership in the Association. During any period of suspension or non-membership, the regional center in question shall have no access to ARCA's membership benefits, which include but are not limited to, attendance at ARCA-sponsored meetings, participation in its committees, and receipt of technical assistance from the Association's Executive Director or staff. Any regional center under expulsion may apply for readmittance to the organization after a period of no less than 6 months.

DRAFT



# North Bay Regional Center Doug Cleveland Board Opportunity Fund February 7, 2024, Board Meeting

The Doug Cleveland Board Opportunity Fund ending balance as of December 31, 2023, was **\$33,326.75**.

Below are the transactions that occurred in the month of December 2023:

## Donations and Deposits:

- One Deposit \$1,250.00
- No Donations

## Awards:

- One award was issued totaling: \$750.00

## Other Transactions:

- Holiday Gift Cards \$15,013.45

Ops Expenditures 6 months 44%	CFO Board Report December 31, 2023 50% of the fiscal year has elapsed				POS Expenditures 6 months 40%
<b>OPERATIONS</b>		<b>Total Ops Allocation:</b>			<b>\$ 37,671,981</b>
<b>Total General Ops Contract:</b>	<b>\$ 35,725,171</b>	<b>Total CPP Contract:</b>	<b>\$ 1,345,793</b>		
<b>General Ops Amount Available:</b>	<b>\$ 20,211,936</b>	<b>CPP Contract Amount Available:</b>	<b>\$ 1,345,793</b>		
Total YTD					
<b>OPERATIONS EXPENSE (OPS)</b>	<b>YTD Actual</b>	<b>% by category</b>	<b>Forecast*</b>	<b>Actual + Forecast</b>	
Personnel	\$ 10,751,522	69.31%	\$ 12,438,496	\$ 23,190,018	
Benefits	\$ 2,549,727	16.44%	\$ 5,589,022	\$ 8,138,749	
Facilities	\$ 1,223,074	7.88%	\$ 1,262,620	\$ 2,485,694	
Equipment	\$ 462,825	2.98%	\$ 45,175	\$ 508,000	
Communications	\$ 255,414	1.65%	\$ 69,586	\$ 325,000	
Mileage	\$ 126,061	0.81%	\$ 153,939	\$ 280,000	
Legal	\$ 44,859	0.29%	\$ 55,141	\$ 100,000	
General Office	\$ 33,759	0.22%	\$ 21,241	\$ 55,000	
Consultants	\$ 111,509	0.72%	\$ 571,491	\$ 683,000	
Bank Fee and LOC	\$ 13,797	0.09%	\$ 13,053	\$ 26,850	
Other Expenses	\$ 40,915	0.26%	\$ 96,945	\$ 137,860	
Revenue	\$ (100,227)	0.00%	\$ (104,773)	\$ (205,000)	
<b>Total Operations Expenses</b>	<b>\$ 15,513,235</b>			<b>\$ 35,725,171</b>	
<b>Community Placement Plan (CPP)</b>					
	\$ -	0%	\$ 1,345,793	\$ 1,345,793	
<b>Senior Companion Program (SCP) - Grant</b>					
	\$ 143,627	44%	\$ 185,995	\$ 329,622	
<b>Mental Health Services Act (MHSA) - Grant</b>					
	\$ 109,781	40%	\$ 161,614	\$ 271,395	
<b>Total Ops Paid: \$ 15,766,643</b>					
<b>PURCHASE OF SERVICES</b>		<b>Total POS Allocation:</b>			<b>\$ 506,986,276</b>
<b>Total POS Contract:</b>	<b>\$ 506,986,276</b>	<b>Total CPP Contract:</b>	<b>\$ -</b>		
<b>POS Contract Amount Available:</b>	<b>\$ 304,191,244</b>	<b>CPP Contract Amount Available:</b>	<b>\$ -</b>		
%					
Total YTD					
<b>PURCHASE OF SERVICES (POS)</b>	<b>YTD Actual</b>	<b>YTD Total</b>	<b>Forecast*</b>	<b>Actual + Forecast*</b>	
Community Care Facilities	\$ 66,335,665	32.7%	\$ 67,242,634	\$ 133,578,299	
Supported Living Services	\$ 49,657,886	24.5%	\$ 50,231,498	\$ 99,889,384	
Day Programs	\$ 35,690,261	17.6%	\$ 36,606,700	\$ 72,296,961	
Behavioral Services	\$ 18,107,540	8.9%	\$ 18,164,579	\$ 36,272,119	
Other	\$ 15,253,241	7.5%	\$ 15,728,640	\$ 30,981,881	
Transportation	\$ 8,440,564	4.2%	\$ 8,492,693	\$ 16,933,257	
Respite	\$ 5,153,944	2.5%	\$ 5,736,019	\$ 10,889,963	
Medical Services	\$ 4,155,931	2.0%	\$ 4,713,306	\$ 8,869,237	
Community Placement Plan (CPP)	\$ -	0.0%	\$ -	\$ -	
<b>TOTAL POS EXPENSES</b>	<b>\$ 202,795,032</b>	<b>100.0%</b>	<b>\$ 206,916,069</b>	<b>\$ 409,711,101</b>	
<i>*This budget reflects through the E - 1 for FY24.</i>					
<b>Total Regional Center Budget:</b>				<b>\$ 544,658,257</b>	



## Committee Information

For committee agendas and location information, please visit

<https://nbrc.net/about-us/board-of-directors/board-meetings/board-committee-meetings/>

Committee	Members	Description	Next Meeting
Executive Committee	Board President - Rosemarie Pérez Board Vice President – Candace White Board Secretary - Sara Speck Board Treasurer – Andrea Bednarova	The Executive Committee consists of officers elected by the Board of Directors. The Executive Committee oversees the direction of NBRC and provides leadership to the board. The committee meets monthly to discuss matters involving the agency and to plan the agenda for the upcoming board meeting.	February 20, 2024 (rescheduled due to holiday) 6:30pm – 7:30pm  Occurs the 3 <sup>rd</sup> Monday of every month
Vendor Advisory Committee (VAC)	Board VAC Representative – Breeanne Kolster	The Vendor Advisory Committee is comprised of service providers from Napa, Solano, and Sonoma counties. The members provide guidance, advice, and recommendations as they meet about issues and concerns that affect their services.	February 13, 2024 10am – 11:30am  Occurs the 2 <sup>nd</sup> Tuesday of every month
Public Policy Advisory Committee (PPAC)	Board VAC Representative – Breeanne Kolster Board Secretary – Sara Speck	The Public Policy Advisory Committee is an advisory committee to the board. The committee reviews public policy impacting regional center services including: <ul style="list-style-type: none"> <li>- Congressional bills, California state legislation and budget trailer bills</li> <li>- Federal and state executive orders</li> <li>- Changes in regulation and other law relating to disability programs and services</li> <li>- Department of Developmental Services directives</li> </ul> The purpose of the committee is to keep the Board informed of important policy developments and recommend potential actions for the Board to take.	February 27, 2024 10am – 11:30am  Occurs the 4 <sup>th</sup> Tuesday of every month

Cultural and Linguistic Competency Committee (CLCC)	Board President - Rosemarie Pérez Board VAC Representative – Breeanne Kolster Board Secretary – Sara Speck Board Member – Martha Valdez	The CLCC promotes diversity, equity and belonging within our agency and community by gathering input, analyzing data, reviewing policies, and making recommendations to the Board.	February 15, 2024 12pm – 1pm  Occurs the 3 <sup>rd</sup> Thursday of every month
Client Advisory Committee (CAC)	Board Secretary & CAC Co-Chair – Sara Speck Board Member – Martha Valdez	The CAC represents the perspectives of people served by NBRC. The members share information, provide feedback on NBRC policies and practices, and make recommendations to the Board.	March 22, 2024 1:00pm – 2:30pm  Occurs quarterly, 4 <sup>th</sup> Friday of the month
Risk Reduction Advisory Committee (RRAC)	Board Member – Joanne Giardello Board Secretary – Sara Speck	The Committee develops agendas that focus on policies, discussions, practices, and tasks related to prevention and response to neglect, physical and sexual abuse.	February 28, 2024 1:00pm – 2:00pm  Occurs the last Wednesday of every month

**Section 8.2 Committee Membership**

Each committee shall have at least two Directors. Committee membership shall be established by a simple majority of Directors present at a Board Meeting. Except as otherwise provided in these Bylaws, members of the committees are not required to be Directors of the Corporation. However, no committee can take action or be authorized to take action on behalf of the Board of Directors unless all of its members are members of the Board of Directors.

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# North Bay Regional Center

## 2024 – 2026 Strategic Plan





Welcome!

Bienvenida/o!

欢迎!

Chào mừng!

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- North Bay Regional Center is one of 21 Regional Centers for persons with developmental disabilities in California. Started as a grass roots movement, regional centers were originally established to assist persons with intellectual disabilities — and their families — in identifying and developing services and programs within their communities that help them lead more independent lives.
- Incorporated in 1972, North Bay Regional Center celebrated it's 50<sup>th</sup> anniversary in 2022!
- We proudly serve over 10,000 people in the the Napa, Solano and Sonoma counties.
- Guided by a dedicated 9-13 member Board of Directors and supported by 300+ staff.

## 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.



## Our Vision:

*(our primary, long-term goal)*

We envision a world where individuals determine and achieve the life they choose, surrounded by a diverse and supportive community.

We are **PROUD** to serve our community...

We are:

**P**erson-Centered, Client and Family Focused

**R**esponsive

**O**utcome Driven

**U**nited and Collaborative

**D**ynamic and Determined



## Our Values:

*(what we believe in)*

Belonging ~ Compassion ~ Dignity and Respect

~ Honesty and Integrity ~ Humility

## Welcome to North Bay Regional Center and NBRC's 2024-26 Strategic Plan!

*In 1972 North Bay Regional Center (NBRC) was incorporated as one of twenty-one regional centers across California to support individuals with or with a potential developmental disability in Napa, Solano and Sonoma counties. The regional center system was established in 1969 to meet the needs of children and adults with intellectual and developmental disabilities in their home communities as an alternative to state developmental centers. Authored by Assemblyman Frank D. Lanterman, the Lanterman Act, as it has come to be known, established a community based nonprofit regional center system that would be responsive to a local board of directors and reflective of the needs of the communities within their catchment areas.*

*Today, NBRC supports more than 10,000 individuals and their families through a collaboration of more than 300 staff, more than 1,500 service providers, and numerous community organizations. To help guide our efforts and ensure we are honoring our communities to the best of our abilities, the NBRC Board of Directors and Leadership Team committed to creating this 2024-26 Strategic Plan.*

*A Strategic Plan guides the organization in its focus on specific areas. This focused plan helps ensure the long-term vision of the organization while still doing everything needed on a day-to-day basis to best support the people served. NBRC's 2024-2026 Strategic Plan has five areas of focus: Supporting our Teams, Housing Retention and Development, Communication and Community Outreach, Supporting Our Self-Advocates, and Funding and Legislative Advocacy. The chosen areas of focus reflect the insights and the lived experiences of people served and their families, staff members, service providers, community collaborators, and our Board of Directors. The Board heartfully thanks all of those who invested in and supported the creation of our plan.*

*Our communities' involvement was an important part of the plan development. It served as a vital foundation to ensure that we continue to reflect and honor the experiences, abilities and needs of those we serve, as well as the efforts and experience of our Board, our staff, and our service providers. We present this strategic plan to help guide NBRC in ensuring people with intellectual and developmental disabilities of all ages, cultures, and backgrounds, feel a sense of belonging in our communities.*

Rosemarie Perez, President, Board of Directors  
Gabriel Rogin, Executive Director



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# Strategic Planning Process

**A Strategic Plan is a roadmap** – it helps guide the organization to identify:

- **where** they want to go (provides direction);
- **the best way** to get there (provides instruction);
- **what** they will need to get where they want to go (identifies resources);
- **milestones or outcomes** – like mile markers in the road, helping us identify if we are making progress – impacting the lives of those we serve to the best of our abilities and resources; and
- **when** – the plan starts January 1, 2024, and ends December 31, 2026, based on the fiscal year.

The Strategic Plan has been shaped from the input of people served and their families, the Board of Directors, the Regional Center staff, service providers, community partners, and advocacy groups. Each year Regional Center staff will present to the Board of Directors, and the community, the progress on the Plan.

Based on the needs of our community, the Strategic Plan includes special focus on five key areas. These areas are additional areas of focus where we would like to see a change; they are in addition to areas NBRC focuses on each day – supporting each person served and family to the best of our ability.



North Bay  
Regional Center

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# Supporting our Teams

*North Bay Regional Center seeks to create a stable, connected and educated workforce with improved support.*

NBRC employs nearly 300 staff members in two offices that are the heart of our organization, each playing a vital role in meeting the needs of the people we serve. While we continue to advocate for funding for our staff, this Strategy seeks to build a stronger, more connected and supported workforce that improves morale and maintains a stable core.





# Supporting our Teams:

## Strategies

*(how we will drive change)*

### 1.1 Strengthening our Teams:

NBRC will work towards ensuring we have a diverse workforce that feels vital, engaged, supported, and connected across and within offices, departments, and teams.

### 1.2 Promoting a Positive Culture:

NBRC will create and foster a mission-driven sense of community within the regional center which is encouraging and engaging.

### 1.3 Promoting Health and Wellbeing:

NBRC will support and encourage all staff members to focus on a healthy work/life balance.

### 1.4 Training and Education:

NBRC will promote staff empowerment through efficient training and education.



# Supporting our Teams: Outcomes

*(how we will measure our progress)*

Measure	Baseline	2024	2025	2026
Annual Turnover Rates <i>(Strategy(ies) 1.1, 1.2, 1.3, 1.4; Source: Paylocity)</i>				
Average Tenure vs Statewide <i>(Strategy(ies) 1.1, 1.2, 1.3, 1.4; Source: Paylocity)</i>				
Ethnicity Representation vs Community <i>(Strategy(ies) 1.1; Source: Paylocity, % annual average)</i>				
Employee Morale <i>(Strategy(ies) 1.1, 1.2, 1.3; Source: Paylocity Survey, TBD)</i>	-----	Baseline		
% of Attendees at Internal Events <i>(Strategy(ies) 1.2, 1.3, 1.4; Source: TBD)</i>				

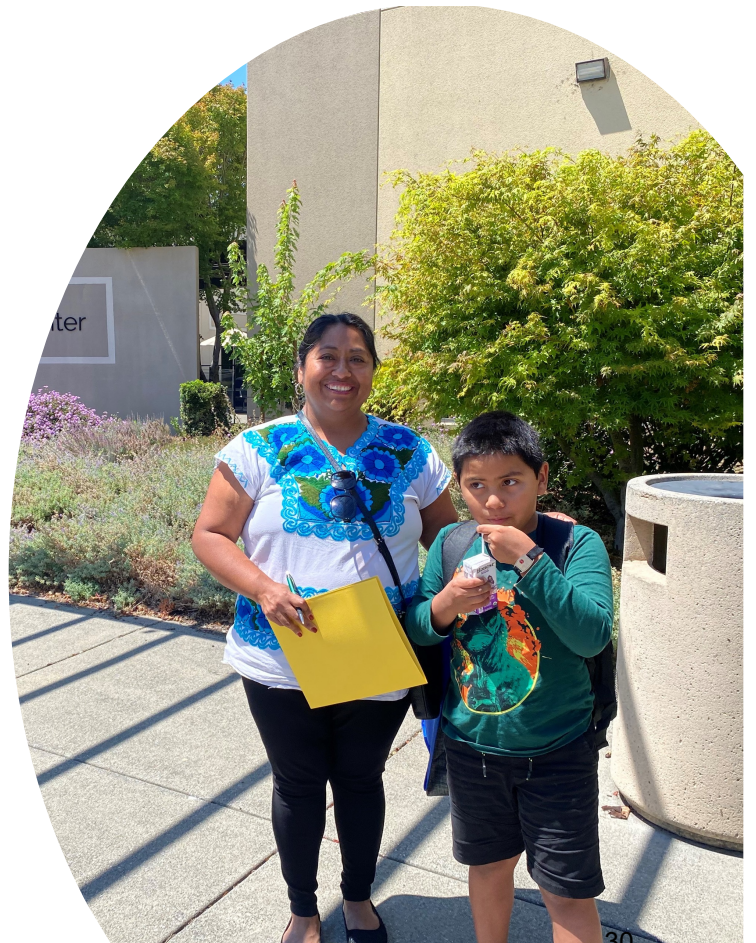




# Housing Retention and Development

*North Bay Regional Center seeks to ensure people have person-centered, accessible housing of choice.*

Housing is the forefront of community engagement and belonging. Through outreach, education, collaboration, and development, NBRC seeks to provide equitable and inclusive, housing of choice for each person/family served that is safe and affordable.





# Housing Retention and Development: Strategies

*(how we will drive change)*

## 2.1 Increasing the Availability of Housing Options:

NBRC will maintain existing housing options, while expanding new housing options for people served by NBRC.

## 2.2 Adopt Individual Housing Planning:

NBRC will ensure housing planning is a person centered, supportive process that is inclusive and equitable, reflective of people's language, culture(s), preferences, strengths, abilities, and challenges.

## 2.3 Outreach, Advocacy and Training:

NBRC will educate all stakeholders, and our communities, on housing needs and opportunities for people with developmental disabilities and their families.

## 2.4 Continuous Improvement and Data Refinement

NBRC will continuously improve our housing access and development processes by being data- driven.



# Housing Retention and Development: Outcomes

*(how we will measure our progress)*

Measure	Baseline	2024	2025	2026
Housing Satisfaction <i>(Strategy(ies) 2.1, 2.2, 2.3, 2.4; Source: CDER-Consumer Survey Q17)</i>	-----	Baseline		
Number of Adults in Home Settings <i>(Strategy(ies) 2.1, 2.2, 2.3, 2.4; Source: Performance Contract)</i>				
Number of New Housing Options Developed <i>(Set-Asides, Community Care Facilities, etc.) (Strategy(ies) 2.1, 2.3; Source: TBD, assess each type)</i>				
Time Necessary to Obtain Housing with a Housing Referral <i>(North Bay Housing Coalition, ILS/SLS, Group Home, or Brilliant Corners) (Strategy(ies) 2.1, 2.2, 2.3; Source: TBD)</i>	-----	Baseline		
Number of Trainings For Housing Success (all Stakeholders) <i>(Strategy(ies) 2.3; Source: TBD)</i>				



# Communication and Outreach

*NBRC seeks to ensure our staff, people and families served, service providers, collaborative partners and our communities are empowered with communication, information and education about who we are, what we do and how we do it.*

Equitable, supported service provision starts with open information, communication and access. Through outreach, education, collaboration, and development, NBRC seeks to increase our connectivity with all of our stakeholders and communities.





# Communication and Outreach: Strategies

*(how we will drive change)*

## 3.1 Equal Information, Access and Opportunities:

NBRC will ensure people in our communities are aware of what the regional center does, how we can support them and feel welcome; that NBRC is a true community-based organization.

## 3.2 Collaboration and Building Relationship:

NBRC will develop and build relationships with community based organizations, government agencies, and educational organizations to collaborate and build awareness and support networks for people and families served.

## 3.3 Staff Communication:

NBRC will work to improve and streamline communication to ensure all staff are kept informed, and in ways that support staff to do their jobs to the best of their abilities, increasing consistency across offices, departments and teams.



# Communication and Outreach: Outcomes

*(how we will measure our progress)*

Measure	Baseline	2024	2025	2026
Social Media, Website Visits <i>(Strategy(ies) 3.1; Source: Analytics: website hits, Social Media followers, posts)</i>				
Number of Community Events <i>(Strategy(ies) 3.1; Source: Analytics)</i>				
Awareness of NBRC Supports by People Served <i>(Strategy(ies) 3.1, 3.2; Source: TBD, Individual/Family Survey)</i>	-----	Baseline	-----	
Employee Satisfaction with Internal Communication <i>(Strategy(ies) 3.3; Source: Paylocity)</i>				



# Strengthening Self Advocates

*NBRC will support people served to be the best self-advocates they can in representing their lives, needs and desires and in a way that the system can learn from their lived experiences.*

Within the regional center system, people served, and their families, play a vital role advocating for services and supports that are responsive to their lived experiences. NBRC wants to ensure self-advocates have opportunities to be leaders in their own lives and in their services, as well as have a vital role in our system.... Nothing About Us, Without Us!





# Strengthening Self-Advocates:

## Strategies

*(how we will drive change)*

### 4.1 Encourage participation in Advocacy and Leadership:

NBRC will ensure people served are invited, supported and engaged in advocacy opportunities, in order to help drive system change.

### 4.2 Training and Education:

NBRC will develop and offer training to support self-advocates, discussing self-advocacy at planning team meetings, and connecting self-advocacy with training and outreach.

### 4.3 Creating a Connected and Supported Advocacy Network:

NBRC will create a network or structure to help support and encourage self-advocates, offer informal peer supports and mentoring.





# Strengthening Self-Advocates: Outcomes

*(how we will measure our progress)*

Measure	Baseline	2024	2025	2026
Number of Client Advisory Committee (CAC) Participants <i>(Strategy(ies) 4.1, 4.2, 4.3; Source: Average CAC Attendance)</i>				
Number of The Advocator Touches <i>(Strategy(ies) 4.1, 4.2, 4.3; Source: Email Distribution Social Medial hits, Website Visits)</i>				
Number of Self-Advocates attending NBRC Board Committee Meetings <i>(Strategy(ies) 4.1, 4.2, 4.3; Source: NBRC Meeting Attendance)</i>				
Number of Self-Advocacy Trainings <i>(Strategy(ies) 4.2; Source: TBD)</i>				



# Funding and Legislative Advocacy

*NBRC will support the regional center, and its communities, to determine legislative priorities, including funding, for our catchment area and determine how to best achieve those priorities.*

NBRC will ensure legislative advocacy efforts are structurally, systematically supported and engaging of, and open, inviting, inclusive, relevant, and accessible to, all of our diverse communities and varying stakeholders in order to drive change and have the greatest impact possible.





# Funding and Legislative Advocacy: Strategies

*(how we will drive change)*

## 5.1 Build an Integrated Structure for NBRC's Legislative Advocacy:

NBRC will create and build an integrated and connected foundational structure to effectively engage internal efforts, individuals and families served, and external community partners.

## 5.2 Increase the Impact of NBRC's Voice:

NBRC will empower people served, families, community partners by offer education, training and outreach.

## 5.3 Planning and Engaging in Community Priorities:

NBRC will address areas of importance to NBRC communities in key priority areas, build connections and relationships, educating legislators



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# Funding and Legislative Advocacy: Outcomes

*(how we will measure our progress)*

Measure	Baseline	2024	2025	2026
Public Policy Committee Participation and Impact <i>(Source: PPC Survey Assessing Impact)</i>	-----			
Number of Board / Community Advocacy Trainings <i>(Strategy(ies) 5.2; Source: TBD)</i>				
Number of Legislative System Engaged Events <i>((Strategy(ies) 4.3, 5.1, 5.2, 5.3; Source: TBD)</i>	-----			



# Contact Us!

# Keep in Touch!

# Get Involved!

- **Napa/Solano County Office:**

610 Airpark Rd.  
Napa, CA 94558  
Telephone (707) 256-1100  
Fax (707) 256-1112  
TDD (707) 257-0213

- **Sonoma County Office:**

520 Mendocino Avenue  
Santa Rosa, CA 95401  
Telephone (707) 569-2000  
Fax (707) 542-9727  
TDD (707) 525-1239

- **Emergency Response:**

(800) 884-1594 (evenings/weekends)



- **Early Start Warmline (0-36 months)**

- Napa/Solano Counties (800) 646-3268  
Sonoma County (707) 755-5113  
(707) 751-0171 (Fax)



- **Intake referral Coordinator (3 and over)**

(707) 256-1180 / [Intake@nbrc.net](mailto:Intake@nbrc.net)



- **Agency Email**

[Northbay@nbrc.net](mailto:Northbay@nbrc.net)

- **Agency Website:**

[www.NBRC.net](http://www.NBRC.net)



**APPROVED**



# North Bay Regional Center

## Board Opportunity Fund Request

**Approved by the Executive Committee on January 30, 2024**

Date Requested: 1/19/24
Service Coordinator: DM
Individual Name: T
County of Residence: Solano
Type of Request: Rental assistance due to serious injury and accident

### Summary

Include diagnosis, detailed circumstances and why the funds are needed. Please also include an itemized list of costs (approximate).

**T** is a thirty four year old gentleman eligible for regional center services based on a diagnosis of other developmental disability (unspecified delay in development). He is receiving Independent Living Services from Wellness Living Services. He is renting a room in a house in Benicia and lives with his landlord. He is employed on an SDS Supported Employment janitorial work crew and New Leaf is his payee for his Social Security benefits.

**T** was involved in a serious accident on 12/28/23 whereby he was hit by a car. He was airlifted and treated at John Muir trauma hospital and had emergency surgery for a fractured tibia, femur and a lacerated spleen with broken ribs. He now has a metal rod in his leg. Wellness Living Service agreed to increase his support from ILS to SLS to assist him to return home. He will continue to have follow up appointments with the orthopedic unit. **T** was discharged home 1/6/24 and is receiving home health physical therapy from Kaiser. He is still determining what impact this accident will have on his future goals and needs.

**T's** rent is \$1,100.00 per month for a room in a nice home in Benicia. He started the process of applying for State Disability Insurance (EDD) after the accident. According to SDS, where he is employed on a janitorial crew, if he returns to work without limitations, he will resume his previous assignment. If he has limitations, they will find him an assignment that can

accommodate. Either way, he reportedly will have a job at SDS when he receives medical clearance to return to work. Lastly, his Service Coordinator has been informed that he is also in contact with a law office to handle a potential lawsuit related to his accident and injuries.

While he recovers from accident **T** is seeking help with his rent as his income from SDS enabled him to pay his rent. His rent was paid for January, but he will need funds to cover February and March. While he does receive SSI (\$698.44 per month), this amount is not enough to cover all his bills and will only just cover food and his phone. His January rent has been paid but he will need help for the next two months as he recovers from the injuries caused by his accident, at which time he hopes to return to work and resume his independence.

TOTAL FUNDS REQUESTED: \$2200

ALTERNATIVE RESOURCES EXPLORED: State Disability Insurance and he is in contact with a law office to handle a potential personal injury lawsuit.

Service Coordinator: DM
Supervisor: NM

**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

**BOARD POLICY NO. 4**

**EDUCATION AND WELLBEING POLICY**

**PURPOSE**

NBRC recognizes the importance of educating and promoting the wellbeing of people with developmental disabilities and the communities they live in. With the goal of mitigating the impact, increasing education, fostering acceptance and promoting the overall wellbeing of individuals with developmental disabilities.

**POLICY**

1. NBRC promotes positive health outcomes for individuals served and their families to reach optimum mental, physical and social, health.
2. NBRC partners with vendors and community-based organizations to empower our clients to thrive and live as independently as possible within the geographically, culturally, and ethnically diverse communities we serve.
3. NBRC empowers people with information regarding conditions that may exacerbate developmental disabilities. NBRC staff provides education on relevant health topics to support individuals served by NBRC.
4. NBRC supports strategies used to focus on social factors that contribute to health and address social inequalities, such as poverty, unequal access to healthcare, lack of education, stigma and racism.
5. NBRC collaborates with community health partners to assist clients to have access to available services and support.
6. NBRC collaborates and educates community partners to provide information regarding developmental disabilities, regional center services and early intervention support.



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



**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

**BOARD POLICY NO. 13**

**SERVICE EQUITY, DIVERSITY AND INCLUSION POLICY**

**BACKGROUND**

North Bay Regional Center acknowledges inequity exists, and therefore, inequity is historically reflected in systems and institutions, including the regional center system. North Bay Regional Center is committed to identifying opportunities for change with an enhanced focus on equity, diversity, and inclusion, bringing awareness of different cultures and identities throughout our entire community. This policy shall serve as an overall plan embracing the philosophy, general goals, and acceptable procedures within North Bay Regional Center. Diversity, equity, and inclusion should be reflected in NBRC's culture, practices and relationships with a commitment to accountability and transparency, working to eliminate barriers in service delivery by increasing utilization, and reducing disparities in our system.

**DEFINITIONS**

**Equity** is the fair opportunity to have access to services, support and quality for all population groups. Equity seeks to render justice by deeply considering structural factors which benefit some communities and have harmed other social communities in access to services, quality of services, and adverse effects in the general quality of life. Sometimes justice demands, for the purpose of equity, an unequal response.

**Diversity** includes all the ways in which people differ and encompasses all the different characteristics which make one individual or group different from another. It is all-inclusive and recognizes the value everyone brings. This includes, but is not limited to, national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures.

**Inclusion** is a state of being valued, respected, and supported. Inclusion is the process of creating a culture and environment which recognizes, appreciates, and effectively utilizes the talents, skills, and perspectives of everyone.

**Linguistic Competence** is the capacity of an organization and its personnel to communicate effectively and convey information in a manner that is easily understood by

diverse groups including persons of limited English proficiency, those who have low literacy skills or are not literate, individuals with disabilities, and those who are deaf or hard of hearing.

**Intersectionality** is to see the interactive effects of various forms of discrimination and disempowerment. It is the acknowledgement everyone has their own unique experiences of discrimination and oppression.

**Culturally Appropriate** denotes an approach which considers multiple cultural factors in the design and delivery of services, training, research, collaboration/partnerships, and community engagement.

**Cultural Humility** is the ability to recognize one's own limitations to avoid making assumptions about other cultures. It is the commitment to ongoing learning of cultural sensitivities.

**Implicit Biases** are negative associations people unknowingly hold. They are expressed automatically, without conscious awareness. It affects individuals' attitudes and actions, thus creating real-world implications, even though individuals may not even be aware those biases exist within themselves.

**Racism** is a powerful collection of racist policies which lead to racial inequity and are substantiated by racist ideas.

**Institutional Racism** is the way in which institutional policies and practices create different outcomes for different racial groups.

**Audism** is negative stigma toward anyone who does not hear; like racism or sexism, audism judges, labels, and limits individuals based on whether a person hears and speaks.

**Disparity** is defined as an unequal or different outcome or condition which can adversely affect groups of people.

**Privilege** is unearned social power accorded by the formal and informal institutions of society to ALL members of a dominant group. Privilege is usually invisible to those who have it.

**Language Deprivation** is lack of linguistic stimuli that are necessary for the language acquisition processes. This results when a child does not receive sufficient language input to acquire or learn any language or readily develop cognitive capabilities.

## **POLICY**

NBRC recognizes and embraces diversity, equity, and inclusion as an integral part of our agency and our strategic plan. NBRC will adopt and implement strategies toward eliminating disparities, promoting inclusion and increased representation.

NBRC will turn these values into measurable actions which promote Service Equity, Diversity, and Inclusion, including development of procedures, performance contract measures, training, resource development, community outreach, internal and external communications. NBRC will actively seek feedback from clients and their families to assess the effectiveness of efforts made to address service equity needs. NBRC will analyze and review Purchase of Service expenditure data by ethnicity, age, location and by living situation and employ strategies to address differences and potential deficiencies.

NBRC believes that developing the competency of staff and service providers facilitates a service provision which is empathetic, compassionate, collaborative, and sensitive to interactions with our community.

NBRC values collaboration with the diverse community we serve.

For 4731 Complaints: <https://www.dds.ca.gov/general/appeals-complaints-comments/>

For Fair Hearing: <https://www.dds.ca.gov/general/appeals-complaints-comments/fair-hearings-complaint-process/>



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**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

**BOARD POLICY NO. 12**

**THE LANTERMAN DEVELOPMENTAL DEVELOPMENT DISABILITIES SERVICES ACT “THE LANTERMAN ACT” POLICY**

**BACKGROUND**

The Lanterman Developmental Disabilities Services Act (also known as the “Lanterman Act”) is an important piece of legislation that was passed into law in 1969. The act is a California law which states that people with developmental disabilities and their families have a right to receive/access the services and support they need in order to have the same opportunities as other people without disabilities.

The Lanterman Act outlines the rights of individuals with developmental disabilities and their families/care providers. It details how the regional centers and service providers can help these individuals, what services and supports they can obtain, how to use the individualized program plan to get needed services, what to do when someone violates the Lanterman Act, and how to improve the system.

**POLICY**

**Policy Statement:**

We, at the North Bay Regional Center, will make every effort to uphold and respect all provisions of the Lanterman Act. We hold the rights of our clients and their families / caregivers in the upmost regard therefore we seek to help individuals receive / access the services and support they need in order to have the same opportunities as other people without disabilities. We aim to support families/caregivers and clients to understand their rights under the law, to obtain services and support in an equitable and culturally sensitive manner, and to understand the process for reporting violations under the Lanterman Act. We also want families/caregivers and the clients we serve to understand that they are an integral part of our system of care therefore the feedback that we receive regarding system improvement is vital to making the Regional Center more equitable and accountable.

**Lanterman Developmental Disabilities Services Act:**

<https://www.dds.ca.gov/transparency/laws-regulations/lanterman-act-and-related-laws/>

**History of Regional Centers & the Lanterman Act:**

<https://www.altaregional.org/history-regional-centers#:~:text=In%201976%2C%20the%20legislation%20was,mental%20retardation%E2%80%9D%20to%20intellectual%20disability.>

**A Consumer Guide to the Lanterman Act:**

[www.dds.ca.gov/wp-content/uploads/2021/03/Consumer\\_Guide\\_To\\_The\\_Lanterman\\_Act.pdf](http://www.dds.ca.gov/wp-content/uploads/2021/03/Consumer_Guide_To_The_Lanterman_Act.pdf)

**Founding California's Regional Centers – video:**

[https://www.youtube.com/watch?v=epgYYmvqW\\_I&t=2s](https://www.youtube.com/watch?v=epgYYmvqW_I&t=2s)

**For questions/inquires:**

***California Department of Developmental Services***

***Mailing Address***

P. O. Box 944202

Sacramento, California 94244-2020

**General Information:**

833-421-0061

Email: [info@dds.ca.gov](mailto:info@dds.ca.gov)



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## VAC MEETING MINUTES



November 14, 2023, at 10:00 am - 11:30 am  
Via Zoom & In Person



### VAC VOTING MEMBERS PRESENT:

Stacey Martinez, VAC Co-Chair, The Arc-Solano  
Eric Martin, Oaks of Hebron  
Carin Hewitt, ALift, LLC  
Adria Carson, On My Own

Breeanne Kolster, VAC Co-Chair, 24 Hour Home Care  
Jamie F Thompson, Napa Valley Support Services  
James Cox, Becoming Independent  
Jessica Sadowsky, Bayberry Inc.

### VAC VOTING MEMBERS ABSENT:

Jeremy Hogan, United Cerebral Palsy of the North Bay  
Samantha Wilhite, Connections for Life

Mary Eble, North Bay Housing

### NBRC STAFF PRESENT:

Kelly Weber, Case Management Supervisor  
Gabriel Rogin, Executive Director  
Janelle Santana, Executive Assistant  
Deanna Mobley, Director of Clinical and Intake Services  
Diana Azinger, Resource Development Rate Coordinator

Ellen Sweigert, Consumer Advocate  
Courtney Singleton, Director of Community Services  
Ellisa Reiff, Associate Director of Client Services  
Katy Vanzant, Quality Assurance Supervisor

### GUESTS:

Michelle Ramiez, On My Own  
Maria Ortega, Advanced Supportive Living  
Mary Reynolds, Connections for Life  
Emmy Bennett, Napa Valley Support Services  
Jane Frye, Fairway Place Group Home  
Dawn Strong, Flourish Independent Living  
Jose Hernandez, Inclusion Services  
Israel Rodriguez, Illuminating Minds Behavioral Health Services  
Tokasa Buinimasi, BulaFiji SLS  
Vanessa Dean, New Leaf Solutions  
Jacquelyn Barkum, Community Options  
Emma Bourke, NBI  
Claudia Silva

Rochelle Henderson, Multiplicity Therapeutic Services  
Andrea Mendoza, Advanced supportive Living, SLS  
Sydney Pekarek, Inclusion Services  
Ronda Reyes, Solano Diversified Services  
Michelle Condit, Milestones of Development  
Jesse Carbone, NBI  
Dalia Flores, North Bay Industries  
Marissa Elder, Enriching Lives Family Home Agency  
Debbi Davis, Special Care Services  
Elizabeth Clary, Alchemia  
Meghan Wood & Janna Peters, Infinity & Beyond CLS  
Ron Usac, State Council on Developmental Disabilities  
Cathy Forsyth

- A. CALL TO ORDER- *Stacey Martinez, VAC Co-Chair*, called the meeting to order at 10:00 am.
  - a. Roll Call of Voting Members
  - b. Establish Quorum: established
- B. CONSIDERATION OF AGENDA
  - a. Additions or modifications to this agenda by voting members – None
- C. APPROVAL OF MINUTES:
  - a. September 12, 2023, Meeting Minutes – Approved by Jamie F Thompson.



Seconded by Carin Hewitt. All in favor, none opposed.

#### D. SPECIAL PRESENTATIONS

- a. NBRC Purchase of Service (POS) Process
  - a. The following North Bay Regional Center staff listed below shared an overview of the internal timelines for purchase of service processing.
    - 1. Beth DeWitt, Director of Client Services
    - 2. Ellisa Reiff, Associate Director of Client Services
    - 3. Kelly Weber, Case Management Supervisor
  - b. Ellisa Reiff and Breeanne Kolster to connect about making a flow chart outlining the POS processing timeline.
  - c. Beth DeWitt to send an updated NBRC phone list to Breeanne Kolster, VAC Co-Chair for distribution.
- b. NCI Surveys
  - a. Ron Usac, State Council on Developmental Disabilities (SCDD), shared a presentation about the National Core Indicator Surveys.
    - 1. If you have any questions regarding the survey, please contact Ron via email [Ron.usac@scdd.ca.gov](mailto:Ron.usac@scdd.ca.gov) or via phone call (510) 286-0439.

#### E. GROUP REPORTS

- a. Napa-Solano Vendor Group – None
- b. Sonoma Vendor Group – None
- c. Residential/Housing
  - a. Mary Eble was not present at the meeting.
    - 1. NBRC Housing Committee did not meet this week.
- d. Transportation
  - a. Leticia Leon, R&D Transportation, shared fun facts for the month of October.
    - 1. 53 transportation providers scheduled that operated 229 routes for the NBRC community.
    - 2. Scheduled to serve 1,474 people
    - 3. Traveled 7,954 trips
    - 4. 22 service day month
- e. Trade Associations
  - a. CDSA – None
  - b. CCLN – None
  - c. ANCOR
    - 1. Jessica Sadowsky to share a summary of the ANCOR update.
      - a. The Centers for Medicare & Medicaid Services' (CMS) are proposing changes to the Home and Community-Based Services (HCBS) Waivers application.
        - i. ANCOR sent a letter to CMS that outlines their priorities.
          - 1. Jessica Sadowsky will send the priority list to Stacey Martinez, VAC Co-Chair.
- d. ARC/UCP – None

- f. NBRC Board Report
  - a. Breeanne Kolster, VAC Representative, gave an overview of the Board Meeting that occurred on November 1<sup>st</sup>.
    - 1. Approval of Contracts over \$250,000
      - a. Presentation from Turning Point
    - 2. Association of Regional Center Agencies (ARCA) Updates
      - a. Reviewed ARCA membership standards and agreements documents
    - 3. The next Client Advisory Committee (CAC) Meeting is scheduled for March 22, 2024, at 1:00pm – 2:30pm. Location and topics to be determined.
    - 4. The Risk Reduction Advisory Committee (RRAC) discussed how to incorporate more trainings for Relationships Decoded, social sexual education for people with developmental disabilities.
      - a. The next meeting is on November 29<sup>th</sup> at 1:00pm
    - 5. The board approved Breeanne Kolster for a second term as VAC representative on the Board of Directors.
    - 6. The board approved Martha Valdez as a Board of Director.
    - 7. Executive Director's Report
      - a. The board will cancel the regular business meeting of the December 6<sup>th</sup> board meeting. A closed session will begin at 6pm.
      - b. NBRC is looking to post new service coordinator positions
      - c. The Santa Rosa Office Open House date is to be determined.
  - g. ARCA Report
    - a. Gabriel Rogin, NBRC Executive Director, expressed gratitude to the vendors for their thoughtfulness and involvement in the Vendor Fair.
  - h. Committees/Subcommittees
    - a. Public Policy Advisory Committee (PPAC)
      - 1. Breeanne Kolster, VAC Co-Chair, shared the following topics discussed at the PPAC meeting.
        - a. Workforce Crisis Overview
        - b. Medicaid Funding
        - c. Standard Occupational Classification
        - d. Overtime Rules
        - e. Intake Process
        - f. Measuring Equity
        - g. Setting up Membership Standards and Framework
        - h. The Legislative Breakfast is scheduled for April 19<sup>th</sup>.
    - b. SLS/ILS Subcommittee – None

F. NBRC UPDATES:

- a. Courtney Singleton, Director of Community Services, shared the following.
  - a. Fiscal – None
  - b. Vendor Relations



1. Vendor DSP Workforce Survey – NBRC is working on getting a list from the State of who completed the survey.
2. Shawan Casborn, NBRC Resource Developer Supervisor, has left NBRC. Please contact Courtney if you have any resource development questions or concerns. [courtneys@nbrc.net](mailto:courtneys@nbrc.net)

#### G. OLD BUSINESS

- a. Direct Support Professionals (DSP) Training & Stipends update/progress/questions
  - a. Courtney Singleton, Director of Community Services, gave an update on NBRC's process of distributing the DSP stipend.
    1. Email [dspworkforce@nbrc.net](mailto:dspworkforce@nbrc.net) for any questions
- b. Vendor Fair Results
  - a. Breeanne Kolster, VAC Co-Chair, expressed appreciation to vendors for their participation and presence during the Vendor Fair on October 26<sup>th</sup>.
  - b. 61 vendors attended!
  - c. Stacey Martinez, VAC Co-Chair, thanked the vendors that donated bags and raffle prizes for NBRC staff.

#### H. NEW BUSINESS

- a) Survey for Vendors
  - a. Breeanne Kolster, VAC Co-Chair, asked vendors to email [Breeanne@24hrcares.com](mailto:Breeanne@24hrcares.com) about their process used to measure satisfaction of a vendor's service.
- b) Vendor Communication
  - a. Transparency
  - b. Change in Contact Information – please update the NBRC Community Services department.
- c) December VAC meeting
  - a. Short Business Meeting 10:00am – 10:30am
  - b. Holiday Potluck 10:30am – 11:30am

#### I. VENDOR COMMUNITY: OPEN FORUM

- a) Please submit any questions, comments, or issues you wish the VAC facilitator to bring up during the meeting. Before the meeting, complete the Google Form:
  - a. To complete the Google Form: <https://forms.gle/dRKKvPr1As3sHA8Z8>
- b) Elizabeth Clary brought up a question regarding day program services for a person under the age of 22.
  - a. Kelly Weber, Case Management Supervisor, clarified the policy for day program services.
- c) Debbi Davis, Special Care Services, shared about a health care training their agency recently added.
  - a. Developmental Disabilities and Neurodiversity Conference April 5<sup>th</sup> – 6<sup>th</sup>, 2024
    1. <https://www.eventbrite.com/e/developmental-disabilities-and-neurodiversity-conference-april-5-6-2024-registration-773474953407>

2. Debbi also suggested creating a flyer to expand knowledge of Coordinated Family Support Services, a new service model.
  3. Gabriel Rogin, NBRC Executive Director, agreed that a flyer would be helpful.
- d) Holly Pagel, Executive Director at Lynn and Darla Supported Living, shared about the services the agency provides.

J. GENERAL ANNOUNCEMENTS

- a) The next VAC meeting will be held on Tuesday, December 12, 2023, at 10 am.
- b) Mary Ida Cook Holiday Craft Fair is on Friday, December 8<sup>th</sup> 10:00am – 1:00pm.

K. AGENDA ITEMS FOR FUTURE MEETINGS – None



L. ADJOURNMENT- *Stacey Martinez, VAC Co-Chair*, ended the meeting.  
11:32AM

### **Section 6.5 Duties of Secretary**

The Secretary shall cause minutes of all meetings of the Board of Directors to be kept, shall be the custodian of the corporate records (which shall be kept in the Principal Office of the Corporation), shall cause all notices which are required by law or by these Bylaws to be given, and, generally, shall perform all duties incident to the office of Secretary and such other duties as may be required of him or her by law, by the Articles of Incorporation, by these Bylaws or from time to time by the Board of Directors.

# **2024 NORTH BAY LEGISLATIVE BREAKFAST**

*Join us in celebrating  
diversity, equity and inclusion  
while covering legislative priorities.  
All presentations will be in Spanish  
(with interpretation into English)  
"Hybrid" Online Zoom / In person event*



**Date: April 19, 2024**

**Time: 9:00-10:30am**

**Location: 520 Mendocino Ave,  
Santa Rosa, CA 95401**

**RSVP: [janelles@nbrc.net](mailto:janelles@nbrc.net)**

**Let us know if you have interpretation needs  
Hosted By: Public Policy Committee of the North Bay  
Regional Center**

# **2024 DESAYUNO LEGISLATIVO DE LA BAHÍA NORTE**

**Únase a nosotros para celebrar  
diversidad, equidad e inclusión, al tiempo que  
abarca las prioridades legislativas. Todas las  
presentaciones serán en español.  
Evento "Híbrido" en persona y Zoom**



**Fecha: 19 de abril de 2024**

**Hora: 9:00-10:30 a.m.**

**Ubicación: 520 Mendocino Ave,  
Santa Rosa, CA 95401**

**Confirme su asistencia: [janelles@nbrc.net](mailto:janelles@nbrc.net)**

**\*\*Háganos saber si tiene necesidades de  
interpretación\*\***

**Organizado por: Public Policy Committee of the North Bay  
Regional Center**



# MEET *and greet*

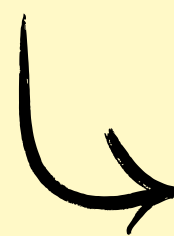
**Are you an NBRC vendor looking to offer more details about your services to Service Coordinators?**



**Take advantage of this opportunity and schedule a Meet and Greet session at our NBRC offices!**

**Share insights about your services, referral process, and program overviews with service coordinators to help them better understand what you offer.**

*Register Now*



**WE LOOK FORWARD TO SEEING YOU!**

## When will meet and greets be available?

We are excited to invite you to our Meet and Greet sessions, which will be held every Wednesday. There will be both morning and afternoon sessions, with each week being held in a different office location. When you register, you will have the option to choose your preferred date and time.

## How can I reserve a meet and greet?

To sign up online, click [\*\*HERE\*\*](#). Once the schedule is verified, you will receive a confirmation of your drop-in reservation via email. During the registration process, you will be able to view our calendar for dates and office schedule.

## Can I host a meet and greet in both offices?

During registration, you will be able to select an option to host in both offices as well as choose two dates. Please indicate which date corresponds to which office.

For more information, contact Abigail Andrade

 [AbigailA@nbrc.net](mailto:AbigailA@nbrc.net)

**FAIR HEARING & MEDIATION UPDATE**

**JANUARY 1, 2024 – JANUARY 31, 2024**

Placement (23-14)	<u>Reason for Appeal:</u> Claimant appeals placement. <u>Ruling:</u> Mediation completed. Fair Hearing withdrawn.
Assessment (23-22)	<u>Reason for Appeal:</u> Claimant appeals denial of assessment. <u>Ruling:</u> Mediation & Hearing cancelled. Resolution found.
Eligibility (23-25)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Hearing rescheduled.
Eligibility (23-27)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Fair Hearing rescheduled.
Eligibility (24-1)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Fair Hearing scheduled.
Funding (24-2)	<u>Reason for Appeal:</u> Claimant appeals denial of funding. <u>Ruling:</u> Mediation completed. Resolution found.
Funding (24-3)	<u>Reason for Appeal:</u> Claimant appeals denial of funding. <u>Ruling:</u> Mediation & Fair Hearing scheduled.
Eligibility (24-4)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation pending schedule.