



*Promoting Opportunities  
Supporting Choices*

*Sponsors of  
North Bay Regional Center  
and other programs  
for persons with developmental disabilities  
610 Airpark Road  
Napa, CA 94558  
707-256-1224  
Fax: 707-256-1230*

## **MEETING NOTICE**

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

**DATE:** March 6, 2019

**TIME:** 6:00 – 8:00 p.m.

**PLACE:** **North Bay Regional Center  
610 Airpark Road  
Napa, CA94558**

### **Board Related Meetings:**

- Vendor Advisory Committee March 12, 2019, 10:00 am – 12:00 pm at North Bay Regional Center, Napa.
- Legislative Advisory Committee March 26, 2019, 10:00 am – 11:30 am at North Bay Regional Center, Napa

**REMINDER:** Notices are posted at [www.nbrc.net](http://www.nbrc.net). All meetings are made accessible to persons with disabilities and all members of the public are welcome to attend. Please contact Danielle Bernardo at (707) 256-1224 for further information or to request any disability-related modifications or accommodations.

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

**AGENDA**

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Vice President and Secretary (5 min)
- III. CONSIDERATION OF MINUTES  
Minutes of the Regular Business Meeting of February 6, 2019 be approved as submitted. (2 min)(Pgs. 1-8)  
ACTION
- IV. GENERAL PUBLIC COMMENT – Sign-up sheet (2 minutes per person unless otherwise allowed by Board Chairperson). (5 min)
- V. FEATURE PRESENTATIONS
  - A. Administrative Overview – Thomas Maseda, Director of Administrative Services (10 min) INFO
- VI. TREASURER'S REPORT – Rosemarie Pérez, Treasurer (10 min)(Pgs. 9-10)
  - A. Treasurer's Report be approved as submitted. ACTION
- VII. COMMITTEE REPORTS
  - A. Executive Committee – Angel Hixson, President (10 min)
    - a. Contract over \$250,000 – Adelaide II (Pg. 11) INFO
    - b. Update to Bank Signature Cards ACTION
  - B. Vendor Advisory Committee Update – David Mauger, VAC Representative (5 min)(Pgs. 12-17) INFO
- VIII. DIRECTOR'S REPORT  
Gabriel Rogin, Executive Director (5 min) INFO
- IX. GOOD OF THE ORDER – any other Board business may be brought up at this time.
- X. GENERAL PUBLIC COMMENT (5 min)
- XI. CLOSED SESSION – INFO
  - A. Pending Litigation
- XII. RETURN FROM CLOSED SESSION
- XIII. ADJOURNMENT

CLOSED SESSION – 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).

NEXT MEETING ANNOUNCEMENT - The next Board of Directors meeting is a regular business meeting scheduled for Wednesday, April 4, 2019 at 6:00 pm at Solano County Office of Education, 5100 Business Center Drive, Fairfield, CA 94534
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**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
North Bay Regional Center  
February 6, 2019 at 6:00 pm  
2351 Mendocino Ave, Santa Rosa, CA 95403**

**MINUTES**

<b>NBRC BOARD MEMBERS PRESENT:</b>	Angel Hixson, President
Jeremy Johnson, Solano County	Rita Edmonds-Norris, Vice President/ Secretary
David Mauger, VAC Representative	Franklin Phillips, Sonoma County
Rosemarie Pérez, Treasurer	Sara Speck, Solano County
<b>NBRC BOARD MEMBERS ABSENT:</b>	Jose Ayala, Napa County Linda Plourde, Board Mentor
<b>STAFF PRESENT:</b>	Gabriel Rogin, Executive Director
Danielle Bernardo, Executive Assistant	Thomas Maseda, Director, Administrative Services
Beth DeWitt, Director, Client Services	Courtney Singleton, Dir., Community Services
Isabel Calder, Interim Chief Financial Officer	Deanna Mobley, Associate Dir., Client Services
Jonathan Padilla, Case Management Supervisor	Deanna Heibel, Associate Dir., Client services
Claudia Ritchie, Case Management Supervisor	Tami Jo McMahon, Assessment Counselor
Chad Graham, Case Management Supervisor	Alexander Williams, Asst. Case Mgmt. Supervisor
January Crane, Federal Revenue Manager	Michelline Justman, Service Coordinator
Maya Lopez, Service Coordinator	Ana Horta, Senior Companion Program Specialist
Laurel Anderson, Senior Service Coordinator	Jimena Sandoval, Service Coordinator
Monica Smith-Braun, RN	Lauren Campbell, Service Coordinator
Robyn Wilson, Service Coordinator	Melissa Slama, Service Coordinator
Jessica Gutierrez, Service Coordinator	Dr. Katie Pedgrift, Psychologist
Celeste Selwyn, Service Coordinator and Parent	
<b>GUESTS PRESENT:</b>	Pauley Finley, Becoming Independent
Mike Toby, Parent	Sherri Kimbell, CBEM
Tobias Weare, SCDD	Jerry Carotti, UCP
Father Tom Chesterman, Parent	Kathleen Miller, Parent Co-President of the PHA
Rich Gareheart, Parent	Kathleen Galvan, Parent
Elizabeth Clary, Alchemia Brien Farrell, PHA	Cindy Cahill, Founder of Justin Cahill Special Needs Prom, PHA

**CALL TO ORDER –**

*Angel Hixson, President*, called the meeting to order at 6:01 p.m. A quorum was present and the Board and audience introduced themselves.

- *Angel Hixson* asked for a motion to change the order of agenda so that Isabel Calder's presentation follows Rosemarie's Treasurer's Report.

**(Pérez/Phillips) Move that the order of agenda items change to where Isabel's presentation follows Rosemarie's Treasurer's Report. UNANIMOUS**

**CONSIDERATION OF MINUTES –**

**M/S/C (Speck/Phillips) Move that the minutes of the December 5, 2018 regular business meeting be approved as submitted. UNANIMOUS**

**GENERAL PUBLIC COMMENT –**

*Celeste Selwyn, A NBRC Service Coordinator* spoke as a parent of a client. Ms. Selwyn noted the following; She is very grateful for the services her son is receiving however, there are not many generic resources for his age group (10 years old) and there aren't a lot of services that NBRC offers. It would be beneficial to the Regional Center long term, to look into expanding services for this age group. She noted her son has been kicked out of all the schools in the school district and there isn't anything else after that. Ms. Selwyn noted her son receives services five days a week and has made a lot of progress.

- *Angel Hixson* thanked Ms. Selwyn for sharing.

**FEATURE PRESENTATION –**

**A. Sonoma Developmental Center Update –** *Courtney Singleton, Director of Community Services* noted this would be the last report on the Sonoma Developmental Center.

- The last individual transitioned on December 17, 2018.
  - The Sonoma Developmental Center is now closed.
    - *Courtney* noted nothing could really sum up the feelings and the amount of work over the last 3 years.
  - 93 people were transitioned out of SDC.
    - Some of them lived at the DC for more than 50 years.
  - NBRC developed 23 homes.
  - This was announced to be the quickest closure in the history of Developmental Center's closing.
  - 28 new Service Providers in the area.
  - 65% of families were opposed of the closure.
    - ❖ PHA members in the room disagreed and felt that 65% seemed low.
  - The Service Coordinators and Resource Development drove the process. It was a group effort with DDS, PHA, Developmental Center staff, NBRC staff, and the Board of Directors.
- *Angel Hixson* wanted to make it clear that the Board is so happy with the results. Everyone involved put their heart and soul in it and did their best to enable the people we support to live in the community. It's bittersweet and the Board wants to thank you.
  - ❖ *Angel presented Courtney with a plaque honoring this historic accomplishment.*
  - ❖ *Courtney presented certificates signed by the Executive Director and Board of Directors President, to those involved that attended the Board meeting; Jonathan Padilla, COAST Supervisor; Alexander Williams, Assistant COAST Supervisor; Monica Smith-Braun, RN; and Laurel Anderson, Senior Service Coordinator.*
  - *Rosemarie Pérez* noted her appreciation for the PHA attending the Board meeting. As well as all of those involved because without them, the quality of homes that loved ones have would not exist. She also noted this has been really hard on family members but they've proved to keep their word.
  - *Franklin Phillips* noted how wonderful of a job the staff members who were a part of the transition have done. He appreciates every one of the staff members.
  - *Jeremy Johnson* thanked Courtney and her team for continually updating the Board. She has provided a lot of data. This is such an incredible accomplishment. The fastest Developmental Center closure in

California history. It was done without reinventing the wheel when the state decided to make changes. This is 93 lives affected and very thankful for the team keeping us up to date and on time.

- *Angel Hixson* thanked those involved for their hard work and dedication to the clients. The logistical side and the personal side of it, she noted how grateful she is to have staff that worked as well as they did and with the community.
- ❖ *Angel opened up the floor to those that signed up for public comment.*
  - *Father Chesterman* noted the following; His son lived at SDC since he was 9 years old and he was one of the family members opposed to the closure. Since the closure, there has been no religious service for that population. There is now a primary person, Noelani. She is a Roman Catholic. She needs assistance from those that are ordained. They are in the process of organizing a service that will be virtually the same as the one at SDC. The service will consist of an opportunity for confession of sin, prayer for all people, and the chance for everyone to receive the sacraments. It will be a Non-denominational service, will have the sacraments. They are recruiting clergy from other denominations to consecrate the sacrament of Holy Communion. The first service is Sunday, February 10, 2019 at Church of the Roses, Presbyterian Church at 3:00pm
  - *Rich Garehart*, a parent of an individual who transitioned out of SDC in March of 2018 noted the following; Mr. Garehart wanted to celebrate those that have been so instrumental and echo those compliments to those so crucial in the transition process. It was a successful move. Two weeks ago on a Friday, SQMAG met and they were made aware of some disturbing news. That case managers might be changed within the next year. He noted his son has a history of difficult transitions. There was new personnel two weeks ago, and he had the worst week, medication issues, anatomical problems, formula feeding. He said it was a real challenge, wouldn't have been successful without all the partners involved. That Service Coordinator was what brought it all together. He continued to say there are a lot of medically complexed people in the SDC population and he feels as if parents need to have some say on this issue.
  - *Gabriel Rogin* responded and said he agrees, continuity of the Service Coordinator is critical. He noted he cannot guarantee continuity forever, but if the Regional Center makes significant changes he will be transparent with the PHA. He let the PHA know they are heard and he understands the relationships are important.
- ❖ *Angel Hixson* reminded *Gabriel* that he isn't supposed to respond.
  - *Brien Farrell*, PHA member noted the following; he has a sister who was born in 1958. Their Dad was on the Board of Trustees, and the President of United Cerebral Palsy. His sister has a severe level of Autism. The diagnosis was not until 1980. His sister is inflexible and cannot adapt to change. She has had some challenges with change recently. He went on to say they have the best Service Coordinator, Laurel Anderson. Brien's sister is non-verbal which makes it difficult to access her needs. His sister has major anxiety, PTSD, severe autism and she is calmer because of the safety net services and the love and care she is getting now. Mr. Farrell added how much he values the North Bay staff. He is grateful to be a PHA board member and he looks forward to working together.
  - *Kathleen Miller*, PHA co-president noted the following; she wanted to echo a couple of points. She thanked North Bay for all of the hard work in the shortest time possible. It was a challenge. She said, yes they would like to keep their service coordinators. She feels like when a new service coordinator comes on, they are not helpful because it takes time to get to know her son. She then went into some of her concerns with Supportive Living Services and would like an

opportunity to address some of the stories she's heard. She also noted the PHA's Annual Legislative Meeting will be March 9, 2019 at the Hanna Boys Center at 10:00 am.

- *Cindy Cahill, Parent, PHA Member and founder of the Justin Cahill Special Needs Prom* noted the following; she agrees with Ms. Selwyn who spoke about the lack of behavioral programs for the 10 year old age group. She also spoke about the SLS agencies and stated she cares about this community. She would like to see more Quality Assurance done.

**B. CBEM Contract – Courtney Singleton, Director of Community Services**

- The current contract is due to expire at the end of February 2019 and Courtney asked the Board for a 6 month extension.
- The Board asked CBEM for more data and the extension will allow that.
- Courtney is recommending it go on the July Board Meeting agenda.
  - ❖ Before CBEM, NBRC had no one to call when our clients were in crises. NBRC values their services and want to continue working with them.
  - ❖ *Angel Hixson* noted the Board values CBEM's services as well.

**M/S/C (Mauger/Speck) Move to approve a six month extension in CBEM's contract through August 1, 2019. UNANIMOUS**

**TREASURER'S REPORT – Rosemarie Pérez, Treasurer**

**A. Treasurer's Report**

Rosemarie Pérez noted the following;

- NBRC's Board Opportunity Fund money market account had a net decrease of \$4,500.00. The decrease reflects a \$5,000 transfer to the Board Opportunity Fund checking account and an increase of \$500 due to a donation to the Fund.
- The money market balance at the end of December 2018 was \$29,104.79.
  - Earned bank interest for the money market account came to \$ .82.
- In the month of December 2018, there were eight awards totaling \$5,143.
- Also there was a bank maintenance fee of \$20 to the checking account.
- The ending balance of the Board Opportunity Fund checking account is \$3,580.34 as of December 31, 2018.
- On page 11 of the board packet there is a balanced Operations budget.
- Isabel will be giving an overview of the PEP.

**M/S/C (Phillips/Speck) Move that the Treasurer's Report for the month of November 2018 be approved as submitted. UNANIMOUS**

**B. CPA Audit Update**

Marcum Audit is almost completed and we are compliant.

We received a D4 allocation from 17-18.

We anticipate receiving the E-2 contract by the next board meeting.

**C. Purchase of Service Expenditure Projections for FY 18-19/ Fiscal Department Updates –**

*Isabel Calder, Interim Chief Financial Officer* noted the following;

- She has been at North Bay for seven years, prior to that she worked with Valley Mountain Regional Center.
- She went over the PEP (Purchase of Service Expenditure Projections for FY 18-19 and did a Fiscal Department Update. *(Please reference the PowerPoint attachment.)*

**COMMITTEE REPORTS –**

**A. Executive Committee Update – Angel Hixson, President**

*Gabriel Rogin, NBRC Executive Director* assisted with the Executive Committee Update because Angel wasn't feeling well.

a. NBRC Revised By-Laws

*Gabriel Rogin* went over the NBRC By-Laws revisions. (Revisions can be found in the February

Board Packet on pages 12-35)

- Rosemarie Pérez recommended the Board accept all of the revisions because most of them are giving the Board more leeway or assisting with putting NBRC into compliance.

**M/S/C (Phillips/Johnson) Move that the revised By-Laws be approved as submitted.**

**UNANIMOUS**

**b. Revised 2019 Board Meeting Schedule**

Gabriel noted the Board has seen this before and it was approved, but we had to make a change in the order of the locations due to a conference room being unavailable.

**c. Master Board Calendar**

The Board asked staff to prepare a list of items we know come to the Board on a regular basis. The list is not exhausted and it will be updated accordingly.

**d. Board Opportunity Fund Requests Over \$750**

Anything under \$750 Gabriel can approve but anything over \$750 it needs to come to the Board Executive Committee or the full Board. The exec committee already took action and we are required to report back any action taken in Executive Committee so the Board is aware of it. (A description of these approve Board Opportunity Fund requests over \$750 can be found on page 39 in the February 6, 2019 Board Packet.)

**e. Board Opportunity Fund Name Change**

Doug Cleveland passed away in November. He was the Director of Client Services for 27 years. When his passing was announced to the staff there was an outpouring of admiration and respect. Additionally, Mr. Cleveland founded the Board Opportunity Fund and made the first major donation. He did a bike ride across the country to raise money to have a separate fund for clients. Staff is recommending The Doug Cleveland Board Opportunity Fund. When Mr. Cleveland's family was asked, they say they would be honored.

**M/S/C (Johnson/Phillips) Move to approve the Board Opportunity Fund name change to the Doug Cleveland Board Opportunity Fund.**

**UNANIMOUS**

**B. Vendor Advisory Committee Update –**

*David Mauger, VAC Representative* noted the following;

- The VAC met on January 8, 2019.
- The Employment Taskforce Committee met on January 23, 2019.
  - For more information, contact Maura McDonough at NBRC.
- There was a Clients' Rights training for Service Providers on January 22<sup>nd</sup>.
- A Residential Facility received Home and community based grant money to open up a training opportunity to all homes, specific to person-centered services.
  - For more information, contact January Crane, NBRC.
- Sonoma County Mayor's Committee on employing people with disabilities is seeking new members.
  - For more information, contact Eric Martin, Oaks of Hebron.

**C. Legislative Advisory Committee Update –**

*David Mauger, VAC Representative* noted the following;

- The Legislative Advisory Committee met on January 22, 2019 in Napa.
- A range of topics were discussed to give an idea on where the committee is heading.
  - Case for Inclusion 2019, website: caseforinclusion.org
  - Money Follows the Person
  - The Department of Labor overtime rules
  - Electronic Verification Visit (EVV) used to be sure the number of hours providers are claiming are what they are doing out in the field.
  - The Lanterman Coalition is asking Governor Newsom and legislature for an 8% increase to stabilize the system.

- Rate Study: DDS is required to submit a rate study addressing the sustainability, quality, and transparency of community based services for individuals with developmental disabilities to the legislative body by March 1, 2019.
  - DDS contracted with Burnes and Associates for the Rate Study.
- Gabriel will be speaking at the Sonoma County Vendors Legislative Breakfast on April 12, 2019.

**D. Client Advisory Committee Update –**

*Franklin Phillips, Chairperson* noted the following;

- The CAC discussed transportation.
  - R&D transportation gave a wonderful, informative presentation.
  - Sara Speck did a presentation on how she schedules her transportation.
- Future meeting topics are self-advocacy, employment, and how to deal with difficult people.

*Sara Speck* recapped her presentation;

- She has a standing order with City Coach.
- Her City Coach pass gives her independence from her mom and her family.
- She came up with a weekly form to fill out to keep her organized.
- She calls City Coach every Friday to compare schedules to ensure their information matches up.
- NBRC sends a pass at the beginning of each month.

**DIRECTOR'S REPORT – *Gabriel Rogin, Executive Director, noted the following;***

- Thanked the staff for the Sonoma Developmental Center closure work.
  - He feels lucky to have worked with them briefly and witness their passion and dedication first hand.
  - He is grateful to have an Interim Chief Financial Officer and a Director of Community Services.
- The SDC closure is the first step in a long process. NBRC is in this for the long haul.
- Self Determination Train the Trainer meetings will be in February and March. Point people will be trained as trainers and then the Regional Center has 60 days to set up orientations in the community.
- NBRC is committed to reducing disparities. We were approved to be a part of a collaborative and will receive training and technical assistance from Georgetown University.
- The Board should know that we were actively monitoring the government shut downs and no disruptions to service continuity occurred in NBRC's area.

**ARCA UPDATES – *Angel Hixson, President and Gabriel Rogin, NBRC Executive Director* noted the following;**

- The focus of the ARCA meeting was the Governors proposed budget.
  - It needs to go through a revision in May.
  - Proposed within the budget are
    - Continue funding for monitoring our Enhanced Behavior Support Homes (EBSH) and Adult Residential Facility for People with Special Healthcare Needs (ARFPSHN) on a year to year basis.
    - 1:25 caseloads for those with specialized needs.
    - Developing three Community Crisis Homes for children. NBRC's priority is to keep children in the family home as often as possible.
    - Continuation of the uniform holiday schedule
    - DDS proposing more monitoring of Regional Centers.
      - Gabriel doesn't view this as a negative, NBRC works collaboratively with DDS.
- ARCA is taking a position to support the 8% increase.
- Grassroots Day is April 3, 2019 in Sacramento.
- Assembly Budget Hearing on March 6, 2019, Sacramento.



- Senate Budget Hearing on May 2, 2019, Sacramento.

**GOOD OF THE ORDER** – None

**GENERAL PUBLIC COMMENT** – None

**ADJOURNMENT** – *Angel Hixson, President* adjourned the regular business meeting at 8:20 pm.

**NEXT MEETING ANNOUNCEMENT:** The next Board meeting will be a regular business meeting scheduled for March 6, 2019 at North Bay Regional Center, Napa CA 94558, at 6:00 p.m.

Date submitted to NBRC Board for review

02/06/19

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

02/06/19

Operations \_\_\_\_  
Purchase of Service \_\_X\_\_

The following contracts have been reviewed by Courtney Singleton, Interim Director Community Services and Gabriel Rogin, Executive Director, both of whom recommend approval by the NBRC Board of Directors.

<b>Purpose of Contract</b>	<b>Consumers Served</b>	<b>Contractor Name (if applicable)</b>	<b>Term of Contract</b>	<b>Approved</b>	<b>M/S/C</b>	<b>Notes</b>
Crisis Intervention	105	Creating Behavioral and Educational Momentum (CBEM) – PN0913	03/01/19-08/31/19	<b>YES</b>	<b>(Mauger/Speck)</b>	July 2019 Board Meeting agenda item.



## **North Bay Regional Center Board Opportunity Fund March 6, 2019 Board Meeting**

NBRC's Board Opportunity Fund savings account had a net increase of \$625.00. This increase reflects five (5) donations made in memory of Doug Cleveland. The savings balance at the end of January 2019 was \$29,730.54. Earned bank interest for the savings account came to \$ .75.

In the month of January 2019, there were five (5) awards totaling \$2,045.57. In addition, there was a bank maintenance and service fee totaling \$45 to the checking account. The ending balance of the Board Opportunity Fund checking account is \$1,989.77 as of January 31, 2019.

Lastly, on February 14, 2019, Friends of the North Bay donated \$42,344.53. Since its founding in 2011, Friends of the North Bay worked diligently to fundraise and provide financial assistance to our clients for supports and services not covered through the regional center. On behalf of the clients and NBRC staff, we would like to thank Friends of the North Bay for their generous donation. This donation will be reflected in April's report.

**North Bay Regional Center**  
**CFO Board Report**  
**As of December 31, 2018**

6 months

		%		Total YTD
	<u>YTD Actual</u>	YTD Total	<u>Forecast*</u>	<u>Actual + Forecast*</u>
<b>Purchase of Services (POS)</b>				
Community Care Facilities	\$ 28,707,793.00	25.72%	\$ 28,955,069.00	\$ 57,662,862.00
Supported Living Services	\$ 27,205,497.00	24.37%	\$ 27,316,923.00	\$ 54,522,420.00
Day Programs	\$ 19,619,370.00	17.58%	\$ 20,156,509.00	\$ 39,775,879.00
Behavioral Services	\$ 15,138,800.00	13.56%	\$ 15,275,834.00	\$ 30,414,634.00
Other	\$ 7,482,932.00	6.70%	\$ 7,748,058.00	\$ 15,230,990.00
Transportation	\$ 6,271,443.00	5.62%	\$ 6,300,369.00	\$ 12,571,812.00
Respite	\$ 2,621,096.00	2.35%	\$ 2,932,434.00	\$ 5,553,530.00
Medical Services	\$ 618,545.00	0.55%	\$ 638,033.00	\$ 1,256,578.00
<b>Total NON-CPP POS services</b>	<b>\$ 107,665,476.00</b>		<b>\$ 109,323,229.00</b>	<b>\$ 216,988,705.00</b>
Community Placement Plan (CPP)	\$ 3,949,984.00	3.54%	\$ 7,168,085.00	\$ 11,118,069.00
<b>TOTAL POS AND CPP EXPENSES</b>	<b>\$ 111,615,460.00</b>	<b>100.00%</b>	<b>\$ 116,491,314.00</b>	<b>\$ 228,106,774.00</b>

		Remaining Allocation	Percent spent to date
<b>E-1 -POS ALLOCATION</b>	<b>\$ 204,010,334.00</b>	<b>\$ 92,394,874.00</b>	<b>54.71%</b>

ICF State Plan Amendment (SPA) offset      \$      (2,850,462.50)      \$      (2,295,985.50)      \$      (5,146,448.00)

		%		Total YTD
	<u>YTD Actual</u>	YTD Total	<u>Forecast*</u>	<u>Actual + Forecast</u>
<b>Operations Expense (OPS)</b>				
Personnel	\$ 6,659,332.00	56.90%	\$ 7,346,621.00	\$ 14,005,953.00
Benefits	\$ 2,471,613.00	21.12%	\$ 1,532,592.00	\$ 4,004,205.00
Facilities/Insurance	\$ 947,328.00	8.09%	\$ 992,586.00	\$ 1,939,914.00
Equipment	\$ 172,041.00	1.47%	\$ 120,526.00	\$ 292,567.00
Consultants	\$ 145,788.00	1.25%	\$ 136,245.00	\$ 282,033.00
Mileage	\$ 138,673.00	1.18%	\$ 168,134.00	\$ 306,807.00
MHSA Grants	\$ 84,511.00	0.72%	\$ 138,019.00	\$ 222,530.00
Grants (Senior Companion Program)	\$ 73,680.00	0.63%	\$ 255,037.00	\$ 328,717.00
General Office	\$ 56,177.00	0.48%	\$ 55,900.00	\$ 112,077.00
Legal	\$ 45,775.00	0.39%	\$ 100,766.00	\$ 146,541.00
Communications	\$ 39,264.00	0.34%	\$ 86,936.00	\$ 126,200.00
Other Expenses	\$ 7,967.00	0.07%	\$ 26,032.00	\$ 33,999.00
Bank Fee and Interest Expense	\$ 3,781.00	0.03%	\$ 4,781.00	\$ 8,562.00
Revenue	\$ (101,850.00)	-0.87%	\$ (113,905.00)	\$ (215,755.00)
<b>Total Non-CPP Operations Expense</b>	<b>\$ 10,744,080.00</b>	<b>91.80%</b>	<b>\$ 10,850,270.00</b>	<b>\$ 21,594,350.00</b>
Community Placement Plan (CPP)	\$ 959,607.00	8.20%	\$ -	\$ 959,607.00
<b>Total OPS &amp; CPP Expenses</b>	<b>\$ 11,703,687.00</b>	<b>100.00%</b>	<b>\$ 10,850,270.00</b>	<b>\$ 22,553,957.00</b>

		Remaining Allocation	Percent spent to date
<b>E-1 Non-Cpp OPERATIONS ALLOCATION</b>	<b>\$ 21,384,889.00</b>		
<b>E-1 CPP OPERATIONS ALLOCATION</b>	<b>\$ 1,169,068.00</b>		
<b>E-1 TOTAL OPERATIONS ALLOCATION</b>	<b>\$ 22,553,957.00</b>	<b>\$ 10,850,270.00</b>	<b>51.89%</b>

Operations ____ Purchase of Service __X__
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Date submitted to NBRC Board for review 02/21/19  
 Date approved by NBRC Board Executive Committee (if applicable) 02/21/19  
 Date approved by NBRC Board N/A

The following contracts have been reviewed by Courtney Singleton, Interim Director Community Services and Gabriel Rogin, Executive Director, both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served (if applicable)	Contractor Name and Vendor# (if applicable)	Term of Contract	Approved	M/S/C	Notes
Specialized Residential Facility	4	Adelaide II, LLC	02/22/19 – Until Cancelled	Yes	(Pérez/Edmonds-Norris)	Approved by the Board of Directors Executive Committee on 2/21/19



**Vendor Advisory Committee  
Report to NBRC Board of Directors  
Meeting date: February 12, 2019**

**Submitted by David Mauger, M.A.**

The Vendor Advisory Committee met on February 12, 2019, at North Bay Regional Center, Napa.

This presentation will cover the highlights of this meeting. For more information, please refer to your board packet.

Discussed the Independent Living Services flat rate for travel time concern when individuals receiving services live in rural areas. The Department of Developmental Services approves the existing rate; however, NBRC will go back to DDS and review this concern.

Mary Eble from the Housing Coalition discussed how a federal government shut down might affect Section 8 Housing and their strategic plan for 2019 through 2021.

Presentation about ABLE accounts. ABLE Accounts are tax-advantaged savings accounts for individuals with disabilities and their families.

**Announcements:**

April 1<sup>st</sup> and 2<sup>nd</sup> the Lanterman Coalition is sponsoring an event at the Crest Theater in Sacramento to produce a documentary specific to direct support professionals. Following this on April 3<sup>rd</sup> there is a state wide rally at the capital.

California Supported Living Network (CSLN) is having their annual conference in San Diego on April 18 and 19.

The Children's Developmental Services Agency, (CDSA) is a regional early intervention center for infants and toddlers with developmental disabilities or delays. Their current focus is on

understanding the critical situation for providers, with many closures because of underfunding. CDSA encourages those who can, to attend the rally in Sacramento on April 3<sup>rd</sup> at the Capitol.

Vendor fair on March 20<sup>th</sup>.

There was mention of the 2017 Staff Stability Survey dated 1/19, which is a collection of comprehensive data on the Direct Support Professional Workforce. Link:

[https://www.nationalcoreindicators.org/upload/core-indicators/2017\\_NCI\\_StaffStabilitySurvey\\_Report.pdf](https://www.nationalcoreindicators.org/upload/core-indicators/2017_NCI_StaffStabilitySurvey_Report.pdf)

# Meeting Minutes

NBRC Vendor Advisory Committee  
 North Bay Regional Center, Napa

February 12, 2019

I. Introductions and Acceptance of Minutes													
<input checked="" type="checkbox"/> Call to Order Holly Pagel, VAC Co-Chair, called the meeting to order at 10:05 am  <input checked="" type="checkbox"/> quorum met  <input checked="" type="checkbox"/> previous meeting minutes M/S/C: Karen/Michelle/unan.	<p><u>VAC Co-Chairs</u></p> <input checked="" type="checkbox"/> Holly Pagel, Connections for Life (VAC Facilitator) <input checked="" type="checkbox"/> David Mauger, C. House (VAC Board Representative) <p><u>VAC Membership</u></p> <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 checked="" 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><u>NBRC Staff</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Isabel Calder</td> <td style="width: 50%;">Interim Chief Financial Officer</td> </tr> <tr> <td>Beth DeWitt</td> <td>Director Client Svcs.</td> </tr> <tr> <td>Ashley McConnell</td> <td>Fed. Rev. Supervisor</td> </tr> <tr> <td>Maura McDonough</td> <td>QA Supervisor</td> </tr> <tr> <td>Gabriel Rogin</td> <td>Executive Director</td> </tr> <tr> <td>Courtney Singleton</td> <td>Director of Community Services</td> </tr> </table>	Isabel Calder	Interim Chief Financial Officer	Beth DeWitt	Director Client Svcs.	Ashley McConnell	Fed. Rev. Supervisor	Maura McDonough	QA Supervisor	Gabriel Rogin	Executive Director	Courtney Singleton	Director of Community Services
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<b>II. Agenda changes/Additions/Trainings</b>	
	<p><b>ILS/SLS Travel Time:</b> Courtney will follow up regarding this.</p> <p><b>ILS/SLS Reimbursement Rate:</b> Discussion has been tabled, as NBRC is waiting for a response from DDS.</p>
<b>III. Group Reports</b>	<b>Summary</b>
	<p><b>Napa-Solano Vendor Group:</b></p> <ul style="list-style-type: none"> <li>• The Napa-Solano Vendor Group did not meet.</li> </ul> <p><b>Sonoma Vendor Group:</b></p> <ul style="list-style-type: none"> <li>• The next meeting is Wednesday, February 20 at 10:30 at North Bay Industries.</li> <li>• The Sonoma Vendor Group is putting together its annual legislative breakfast on April 12, 2019. Gabriel will provide the welcome.</li> </ul> <p><b>Housing Report:</b></p> <ul style="list-style-type: none"> <li>• Mary Eble, Executive Director of the North Bay Housing Coalition, provided an overview of housing activity locally and across California and shared some conversations that NBRC, the Lanterman Housing Alliance, and local housing providers are having. Mary commented that there is discussion regarding how local housing initiatives might be folded into the DDS Community Resource Developmental Plan (CRDP) budget and activities. The workgroup will present to the NBRC Board of Directors in June.</li> <li>• There was discussion regarding the impact of the past and potential future federal government shutdown on housing programs and subsidies.</li> <li>• Gabriel reinforced that a federal shutdown -- at least in the short term -- should not affect regional center services. He requested that NBRC be informed if people are at risk of losing housing due to a federal government shutdown. Site management/owners are not supposed to evict if the federal housing portion/subsidy is not paid.</li> <li>• The group discussed the importance of a written statement from NBRC that could be provided to landlords explaining NBRC's role. This could offer some assurances/context in the face of a shutdown. <ul style="list-style-type: none"> <li>○ Mary Eble will work with ILS/SLS providers to draft a letter for NBRC.</li> <li>○ Isabel will identify potential data points that may identify individuals in federally subsidized housing and, if possible, will run a report so that NBRC can determine the potential impact of a federal shutdown on housing.</li> </ul> </li> </ul> <p><b>Trade Associations:</b></p> <ul style="list-style-type: none"> <li>• <b>CDSA:</b> Michelle Ramirez reported that CDSA will host its legislative conference March 5-7 in Sacramento. As part of the Lanterman Coalition, the California Disability Services Association is asking for an 8% across-the-board increase. CDSA feels that waiting for release of the results of the Burns &amp; Associates study is not an option. Michelle requested those in attendance mark their calendars for Wednesday, April 3, for a rally at the Capitol. Michelle commented that over 5500 providers have responded to a series of separate surveys, with significant findings.</li> <li>• <b>Arc/UCP:</b> Mike Lisenko alerted the group to keep an ear out from hearing and rally dates in March/April. The Arc-United Cerebral Palsy Coalition continues to look at wage and hour law and is gathering information regarding Wage Orders 5 and 15 (break and lunch periods).</li> <li>• <b>CSLN:</b> Linda Plourde announced that the CSLN Annual conference will take place in April (18, 19 - San Diego). Speakers will address wage</li> </ul>

and hour law, leadership, inter-agency communication, and emergency preparedness. Sheila Keys, Community Resource Manager at Redwood Coast Regional Center, will serve on a panel on emergency preparedness.

- **Lanterman Coalition:** Linda Plourde reported that the Lanterman Coalition is putting together an event at the Crest Theater in Sacramento on April 2. She highlighted the statewide rally at the Capitol April 3 with speakers. The Lanterman Coalition is putting together a statewide strategic plan to deal with the workforce crisis.
- Ali Tabatabai shared that he attended a conference on Social Security. Social Security is funded for the next 15 years. If nothing changes, benefits could be reduced to 75% of what we receive now. Raise tax on higher earners - 1% of GDP. CalFresh benefits will return to those receiving SSI and living independently during the summer (6/1/19).
- **ANCOR:** Linda reported on the ANCOR board retreat in Puerto Rico. Those in attendance toured several local programs. Housing is a challenge, especially in the wake of a natural disaster. Requesting assistance from FEMA was challenging; many were denied because they did not have property rights.
- Linda Plourde reported that 29 Congressional representatives, including John Garamendi, have signed on to a bill to create a new Standard Occupational Classification for Direct Service Providers. This is cost-neutral, so there is a good chance it will be approved.
- **Legislative Committee:**
  - Case for inclusion (caseforinclusion.org)
  - Alternate payment model (ANCOR) - looks to other models to establish "value"
  - Money follows the person: legislation had expired; passed 1/25/19. Extends for 3 months.
  - Overtime rules: California already meets the threshold for an exempt employee due to the state minimum wage. The Federal government is looking to raise the threshold, currently \$23,000.
  - EVV continues
  - 8% in CA
  - MCO tax
  - Rate study - waiting for results, asking for 8% in meantime
  - DSP for a day - ANCOR - seeking legislators - August
  - Next mtg.: Tues Feb 26, 10am

#### **Board Report:**

- David Mauger reported on the Board of Directors meeting. The meeting was in Santa Rosa and was well-attended by families of former SDC residents.
- Some parents discussed challenges finding appropriate programs.
- Isabel Calder provided a presentation/overview of NBRC fiscal processes.
- Franklin Phillips presented an overview of the Client Advocacy Committee meeting.
- Courtney Singleton presented vendor contracts for approval. There was a great deal of board discussion regarding these, as well as some requests for additional information. The CBEM contract was temporarily extended.

#### **NBRC Report:**

- Gabriel Rogin shared the following:
  - Gabriel Rogin introduced Courtney Singleton as the NBRC Director of Client Services (no longer "interim")
  - Gabriel reported that NBRC's CPA audit went well.
  - Self-determination training will take place in March.
  - NBRC has been selected to participate in a study through Georgetown centering on service disparities.

	<ul style="list-style-type: none"> <li>○ ARCA has responded to the Governor’s proposed DDS budget. ARCA saw some “wins” in the proposed budget for Regional Centers, including continued funding for monitoring of some enhanced homes, specialized caseloads, additional community crisis homes across the state. Some regional centers are not in support of funding for increased DDS monitoring of regional centers. ARCA is against reinstating the uniform furlough schedule and is committed to an 8% rate increase for providers. ARCA has expanded the 8% request to include regional center operations. There is nothing in the proposed budget that addresses rate reform, perhaps because the state is waiting for Burns &amp; Associates’ findings.</li> <li>○ Rally: April 3 at the Capitol, ARCA Grassroots Day</li> </ul> <p><b>Services and Vendor Relations:</b></p> <ul style="list-style-type: none"> <li>● Courtney reported on the SLS subcommittee meeting, which took place immediately prior to the VAC. <ul style="list-style-type: none"> <li>○ Those in attendance expressed challenges complying with NBRC’s expectation that SLS cover the cost (unreimbursed) of an IHSS worker when an IHSS worker cannot be found. Courtney will follow up.</li> <li>○ Those in attendance expressed challenges paying for travel time, especially when providing out-of-area support.</li> <li>○ The group continues to review SLS contract text with the goal of helping the language better reflect SLS.</li> </ul> </li> </ul> <p><b>NBRC Announcements</b></p> <ul style="list-style-type: none"> <li>● Vendor Fair - March 20: RSVP to Jamie</li> <li>● NBRC’s Facebook page now includes job postings.</li> <li>● Barbara Stroud - training</li> <li>● Town Hall - POS expenditure disparity issues - Maura will send out information.</li> <li>● Training on trauma and informed care - Maura will send out information.</li> <li>● SIR training - 3/27, 4-6, NBRC Napa office</li> </ul>
<b>IV. Community Concerns/Clarifications/Presentations</b>	
	<p>Steven Dale, Trustee for the Golden State Pooled Trust, presented on Achieving a Better Life Experience (ABLE) Accounts. Steve is available to deliver this presentation throughout the North Bay.</p> <p>Elizabeth Clary shared a conversation with Community Care Licensing in which the CDER was discussed as a possible annual medical update. Elizabeth and Maura will follow up.</p> <p>Residential service providers have requested clarification from NBRC on its process for approving/monitoring purchases 1:1 aides in Community Care Facilities. Maura and David will follow up.</p>
<b>V. NBRC Policies and Procedures</b>	
	<i>There were no policy/procedure updates.</i>
<b>VI. New Business</b>	
	<i>There was no new business.</i>
<b>VII. Announcements</b>	<b>Summary</b>
	<ul style="list-style-type: none"> <li>● Employment Task Force meeting, 2/20, 10-12, Santa Rosa</li> </ul>
<b>Adjourn</b>	
	The meeting concluded at 11:25 am.

Minutes submitted by: Elizabeth Clary



# NBRC Community Services

Become an NBRC Vendor! Visit the NBRC website:

<http://nbrc.net/service-providers/becomeavendor/>

## Resource Development

The Resource Development Department received 7 requests for vendorization during the month of January and completed 2 vendorizations. Please join NBRC in welcoming the new vendors below to the North Bay Regional Center vendor community.



## New Vendors

- Lattice Educational Services-Infant Developmental Program-Sonoma County
- Cottonwood Community Support Home-Adult Residential Facility-Sonoma County

## Upcoming SIR Vendor Trainings

**Napa Office:** 610 Airpark Way, Board Room Dates & Times:-Wed, May 29th, Registration at 1:30 p.m., class 2:00 p.m.-4:00 p.m.

**Santa Rosa Office:** 2351 Mendocino Ave, Thai/Oaks Room Dates & Times:-Wed, March 27<sup>th</sup> Registration at 3:30 p.m., class 4:00 p.m. - 6:00 p.m.

RSVP to [SIR@nbrc.net](mailto:SIR@nbrc.net)

## New Provider Orientation-May 15<sup>th</sup> 9:00 a.m. to 5:00 p.m. @ NBRC's Napa Office 610 Airpark Rd. Napa

### Topics Covered:

- Overview of North Bay Regional Center
- Overview of Title 17 regulations and requirements
- The Lanterman Act
- Regional Center monitoring and evaluation process
- Client's Rights
- Fiscal Requirements
- Principles of Risk Management
- Elements of a Program Design
- Home Levels -demystified

Keep updated on Service Provider communications? Sign up for NBRC's **VENDOR CONNECTION** newsletter [here](https://nbrc.net/service-providers/) or visit <https://nbrc.net/service-providers/>

For Registration Email: [jasminem@nbrc.net](mailto:jasminem@nbrc.net)

## NBRC Quality Assurance Work January 2019

24 QA Annual or Quarterly Vendor Reviews  
67 Vendors received QA technical assistance  
66 NBRC staff received QA technical assistance

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,366	14.4 %	MALES	6,060	63.9 %	OWN HOME	6,878	72.6 %
3 - 17	2,783	29.3 %	FEMALES	3,410	36.0 %	ILS	613	6.4 %
18 - 40	3,363	35.5 %			SLS	643	6.7 %	
41 - 60	1,269	13.4 %			DC	11	.1 %	
61 - 80	656	6.9 %			SNF	52	.5 %	
					ICF	224	2.3 %	
80 & OLDER	33	.3 %			CCF	771	8.1 %	
					FOSTER CARE	188	1.9 %	
					OTHER	90	.9 %	
TOTAL:	9,470	100.0 %	TOTAL:	9,470	100.0 %	TOTAL:	9,470	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	684	7.2 %	AUTISM	2,473	26.1 %	28. NAPA	1,166	12.3 %
ASIAN	245	2.5 %	EPILEPSY	1,091	11.5 %	48. SOLANO	4,025	42.5 %
BLACK	862	9.1 %	CEREBRAL PALSY	918	9.6 %	49. SONOMA	4,132	43.6 %
FILIPINO	357	3.7 %	MENTAL RETARDATION	4,850	51.2 %			.0 %
NATIVE AMERICAN	38	.4 %	OTHER	998	10.5 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,309	24.3 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,431	46.7 %						.0 %
OTHER	177	1.8 %						.0 %
UNKNOWN	367	3.8 %						.0 %
						OTHER	147	1.5 %
TOTAL:	9,470	100.0 %				TOTAL:	9,470	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	23	.2 %	0	502	5.3
ENGLISH	7,764	81.9 %	P		
SPANISH	1,536	16.2 %	1	1,064	
OTHER LATIN LANG.	2	.0 %	2	7,893	
CANTONESE CHINESE	6	.0 %	3		
MADARIN CHINESE	4	.0 %	8	11	
JAPANESE	2	.0 %			
VIETNAMESE	17	.1 %			
KOREAN	3	.0 %			
LAOTIAN	5	.0 %			
CAMBODIAN	3	.0 %			
OTHER ASIAN LANG.	4	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	99	1.0 %			
TOTAL	9,470	100.0 %	TOTAL	9,470	100.0

## **Consumer Advocate Report**

**February 1<sup>st</sup> – February 28, 2019**

**There will be three self-advocacy groups starting up in. The groups are in Vacaville, Fairfield, and Vallejo. Fairfield and Vallejo are in the process of electing officers, and Vacaville already has them. Each group will develop their own mission.**

**The Client Advisory Committee met on February 6<sup>th</sup> in the Santa Rosa Office and transportation was the main topic. A representative from R&D Transportation Agency was there and talk about transportation services.**

**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.**

***Report submitted by Randy Kitch, Consumer Advocate***



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

2351 Mendocino Avenue, Santa Rosa, CA 95403  
Phone: (707) 569-2000 • TTY (707) 525-1239

**FAIR HEARING & MEDIATION UPDATE**  
**FEBRUARY 1, 2019 – FEBRUARY 31, 2019**

Eligibility (17-35)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (18-20)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.