

Board of Directors Executive Committee Meeting

Thursday, January 10, 2018, 10:30 a.m.

Teleconference # 707 256-1166

Access Code # 222222

North Bay Developmental Disabilities Services, Inc.

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
- III. PUBLIC COMMENT
- IV. CONSIDERATION OF MINUTES – Angel Hixson, President
Minutes of Executive Committee Meeting of December 20, 2018 be approved as submitted. ACTION
- V. FEBRUARY 6TH BOARD MEETING PREP
- VI. BOARD OPPORTUNITY FUND REQUEST OVER \$750 ACTION
- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. OTHER BUSINESS
- IX. PUBLIC COMMENT
- X. 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 Executive Committee meeting is a scheduled for Thursday, February 21, 2019 at 3:30pm.

Board of Directors' Executive Committee Meeting

Thursday, December 20, 2018, 3:30pm

North Bay Regional Center

610 Airpark Road, Napa, CA 94558

MINUTES

NBRC BOARD MEMBERS PRESENT: Angel Hixson, President
Rita Edmonds-Norris, Vice President and Secretary (via telephone)
Rosemarie Pérez, Treasurer
Linda Plourde, Board Mentor

NBRC BOARD MEMBERS ABSENT: N/A

STAFF PRESENT: Gabriel Rogin, Executive Director
Danielle Bernardo, Executive Assistant

CALL TO ORDER – *Angel Hixson, Board President* called the meeting to order at 03:36 pm.

CONSIDERATION OF MINUTES –

M/S/C (Edmonds-Norris/Pérez) Move that the minutes from the November 15, 2018, Executive Committee Meeting be approved as submitted. UNANIMOUS

REVIEW OF DECEMBER 5TH BOARD MEETING –

Gabriel Rogin, NBRC Executive Director recapped the December 5th Board Meeting; the minutes can be found in the February 2019 Board Packet.

2019 BOARD MEETING DATES AND LOCATIONS –

Gabriel Rogin, NBRC Executive Director noted the Board previously approved the 2019 Board Meeting dates and locations at the September Board Meeting, but two dates need to be switched due to a conference room being unavailable.

M/S/C (Pérez/Edmonds-Norris) Move to approve the revised 2019 Board Meeting Schedule to adjust the change of location. UNANIMOUS

BOARD OPPORTUNITY FUND REQUESTS OVER \$750 –

Gabriel Rogin, NBRC Executive Director noted there are three Board Opportunity Fund (BOF) requests. The first two requests have been informally approved. Angel spoke with the Executive Committee and they have been processed, now we are circling back to get them formally approved and captured in the minutes

- November 29, 2018 – Cremation for a client that passed away. No family involvement, leaving no funds to cover the costs. North Bay Regional Center (NBRC) feels like we should honor our clients in death as we did in life.

M/S/C (Pérez/Edmonds-Norris) Move to approve the Board Opportunity Fund Request for assistance with \$821 in cremation costs for MG. UNANIMOUS

- December 13, 2018 – Two clients were being asked to leave a home and they needed money for the deposit and rent to get into a new home right away. This request will be paid back as a loan overtime. NBRC will be subsidizing rent going forward.
 - *Angel Hixson, Board President* asked *Gabriel* to clarify the loan process.
 - *Gabriel Rogin, NBRC Executive Director* noted that when there's a loan, the ID team looks at the person's situation, including their income to see if they can use a portion of it each month to pay it back overtime.

M/S/C (Pérez/Edmonds-Norris) Move to approve the Board Opportunity Fund Request for \$1,800 for MN and MA. UNANIMOUS

- *The committee* discussed how urgent Board Opportunity Fund requests would obtain approval in the future.
 - It was decided that Gabriel will reach out via group text to the Executive Committee with the request details. Questions can be answered transparently amongst the committee until approval is given. If approved, the request will then be brought to the next Executive Committee meeting for formal approval and be reflected in the minutes.

Linda Plourde recused herself due to a conflict of interest and stepped out of the room at 4:17pm for the next BOF request.

- There was three clients living together at one of our SLS providers, one person moved out creating a gap to cover the full rent cost. The remaining two clients are requesting \$1,500 from the Board Opportunity Fund to help cover 1/3 of their rent for the months of December, January and February to allow them to find a third person or move out.

M/S/C (Pérez/Edmonds-Norris) Move that the remaining rent be covered for the next three months. UNANIMOUS

Linda Plourde re-entered the room at 4:23pm.

Gabriel Rogin, NBRC Executive Director discussed the following regarding the Board Opportunity Fund;

- According to NBRC data, about 3 to 4 people a year, pass away without the funds to cover their cremation costs. If the Board continues to cover that cost it would be about \$850 each, \$2,550 a year.
 - Rosemarie brought up the fact that the Board needs to fundraise.
 - Fundraising will be brought up at the January Executive Committee meeting.
- The former Director of Client Services of 27 years, Mr. Doug Cleveland, recently passed away. There has been some discussion regarding adding his name to the Board Opportunity Fund. Mr. Cleveland created the Fund. He and his wife made the first major donation.
 - The Board and NBRC are currently brainstorming ideas on how to honor him.
 - In the meantime, NBRC will reach out to Mr. Cleveland's family and see if they are okay with the gesture.

MASTER BOARD CALENDAR –

Gabriel Rogin, NBRC Executive Director noted the Board requested a master calendar be created to give the Board a heads up when items would need to come to them.

- This isn't everything that will come to the Board, it includes items that are more routine.
 - Will continuously be updated.
- *Angel Hixson, Board President* suggested we include Disability Awareness Days that our agency supports to possibly feature families at Board meetings and acknowledge the support of those days.
- *Rosemarie Pérez, Board Treasurer* asked about Nominating Committee items on the calendar. The Board requires nominating new officers each year.
 - The Board could change the By-Laws to possibly keep officers seated for more than one year.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, NBRC Executive Director noted the following;

- All NBRC Clients have transitioned out of the Sonoma Developmental Center.
 - Overall, people are happy with their living environments and their providers are doing a good job and are feeling supported.
 - It is a big deal that warrants the Board's recognition at the next Board meeting.
 - The Board would like to see something stationary marking the closure at the agency as well as individual certificates handed out.
- NBRC is anticipating a reduction in CPP funding for FY 19-20
- NBRC's CPA Audit is currently in progress.

OTHER BUSINESS – None

PUBLIC COMMENT – None

ADJOURNMENT – *Angel Hixson, Board President* adjourned the meeting at 05:01 pm.