

Board of Directors Executive Committee Meeting
Monday, July 19, 2021, 6:30 pm
North Bay Developmental Disabilities Services, Inc.

Join Zoom Meeting:

<https://us02web.zoom.us/j/82419292031?pwd=aEVac2VqRFZYOEh6TnAyWnVoU3NuUT09>

Join by Phone:

Call-in: 1-669-900-6833 Meeting ID: 824 1929 2031 Password: 878085

AGENDA

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Angel Hixson, President ACTION
Minutes of the Executive Committee Meeting of June 21, 2021 be approved as submitted.
- V. REVIEW OF THE JULY 7th ANNUAL BOARD MEETING INFO
- VI. BOARD RETREAT PREP INFO
- VII. EXECUTIVE DIRECTOR’S REPORT – Gabriel Rogin, NBRC Executive Director INFO
- VIII. OTHER BUSINESS - Any other Board business may be brought up at this time.
- IX. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- X. CLOSED SESSION –
A. Real Estate Negotiations INFO
- XI. RETURN TO OPEN SESSION
- XII. ADJOURNMENT – Angel Hixson, 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(a) & (b).

NEXT MEETING ANNOUNCEMENT – The next Board of Directors Executive Committee call is August 16, 2021 at 6:30 pm.

Board of Directors' Executive Committee Meeting
Monday, June 21, 2021, 6:30 pm
North Bay Regional Center - Via Zoom

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, Treasurer
Derek Hearhtower, Sonoma County

Sara Speck, Secretary
Angel Hixson, President
Jeremy Johnson, Vice President

NBRC STAFF PRESENT:

Courtney Singleton, Director of Community Services

Gabriel Rogin, NBRC Executive Director
Danielle Bernardo, NBRC Executive Assistant
Isabel Calder, Chief Financial Officer

GUEST PRESENT:

Carlo Cacciatore, Consultant for Tenisitech

MINUTES

CALL TO ORDER – Angel Hixson, President, called the meeting to order at 6:32 pm.

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

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES – Minutes of the Executive Committee Meeting of May 17, 2021 be approved as submitted.

M/S/C (Speck/Johnson) Move to approve the minutes as submitted.

The motion passed with Speck, Hixson and Johnson voting in favor. APPROVED
Pérez ABSTAINED

REVIEW OF JUNE 2ND BOARD MEETING

Gabriel Rogin, NBRC Executive Director, recapped the June 2nd board meeting. (Minutes can be found in the June, 2022 board meeting packet.)

- *Jeremy Johnson, Vice President, thanked all involved in the planning and execution.*
- *Rosemarie Pérez, Treasurer, noted it was great to see the collaboration between vendors, staff and DDS.*

JULY 7TH BOARD MEETING PREP

Gabriel Rogin, NBRC Executive Director, reviewed proposed agenda items with the Executive Committee.

- An overview of children's services
- Update from CBEM and Courtney Singleton, Directory of Community Services, to present the contract for approval.
- Treasurers Report
- Board Opportunity Fund request over \$750 for approval
- Committee Reports, including an update from this committee
- Executive Director's report

B-3 CONTRACT –

Rosemarie Pérez, Treasurer, reviewed the B-3 contract noted on the attached spreadsheet.

M/S/C (Speck/Johnson) Moved to approve the B-3 Contract noted on the attached spreadsheet.

UNANIMOUS

C-1 CONTRACT –

Rosemarie Pérez, Treasurer, reviewed the C-1 contract noted on the attached spreadsheet.

M/S/C (Johnson/Speck) Moved to approve the C-1 Contract noted on the attached spreadsheet.

UNANIMOUS

COMMUNITY SERVICES CONTRACTS OVER \$250,000 –

Courtney Singleton, Director of Community Service, presented the following contracts for approval noted on the attached spreadsheet.

- A. Specialized Residential Facilities
- B. Enhanced Behavioral Support Homes - Delayed Egress
- C. Enhanced Behavioral Support Homes - Delayed Egress and Secure Perimeter
 - *Gabriel Rogin, Executive Director*, noted these types of placements are in conjunction with a behavior plan for each person.

TENISITECH CONTRACT –

Isabel Calder, Chief Financial Officer and Carlo Cacciatore, Consultant for Tenisitech presented the Tenisitech contract for approval. (More information on Tenisitech can be found in the June 2021 Board Executive Committee packet.)

M/S/C (Speck/Pérez) Moved to approve the contract with Tenisitech as submitted. UNANIMOUS

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, NBRC Executive Director, noted the following:

- We are still waiting for the state budget to be finalized. The proposal from the Administration and Legislators look like good news for our system.
- NBRC moved forward with a small lease expansion for the Santa Rosa Office.
- Jennifer Crick is now NBRC's Director of Administrative Services.
- The Board Retreat is on August 4th.
 - o There will be time for the Board to talk and get to know each other.
 - o The DDS Autism Specialist is willing to present the Autism Report from the Bay Area Autism Society.
 - o Discussion on when and how to return to in person meetings.
 - o Discussion on how does the Board want to respond to world events. When there are big cultural moments that happen in our society, does the Board want to take public positions?

OTHER BUSINESS –

Derek Hearhtower, Board Member, noted he would like there to be a regularly scheduled Client Advisory Committee meeting to be able to hold discussions about what matters most to individuals served.

PUBLIC COMMENT – None

ADJOURNMENT – Angel Hixson, President, adjourned the meeting at 7:34 pm.



Date submitted to NBRC Board for review

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

06/02/2021

06/02/2021

Operations

Purchase of Service

The following contracts have been reviewed by Isabel Calder, Chief Financial Officer and Gabriel Rogin, Executive Director. Both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Contractor Name and Vendor# (if applicable)	Term of Contract	APPROVED	Notes
B-3 for Fiscal Year 20/21	Department of Developmental Services	July 1, 2019 – June 30, 2026	M/S/C (Speck/Johnson)	<p>The B-3 includes POS allocation in the amount of \$12,914,040 as:</p> <ul style="list-style-type: none"> • POS Base: \$8,686,097 • Enhanced Behavioral Supports Home with Delayed Egress and Secure Perimeters: \$1,500,000 • Compliance with HCBS Regulations: \$1,027,943 • Regular/CRDP start-up funds: \$1,700,000 <p>NBRC total allocation for FY21 as of B-3:</p> <ul style="list-style-type: none"> • Ops: \$25,479,605 • POS: \$326,846,898



Date submitted to NBRC Board for review

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

June 21, 2020

June 21, 2020

Operations

Purchase of Service

The following contracts have been reviewed by Isabel Calder, Chief Financial Officer and Gabriel Rogin, Executive Director. Both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Contractor Name and Vendor# (if applicable)	Term of Contract	APPROVED	Notes
C-1 Preliminary for Fiscal Year 21/22	Department of Developmental Services	July 1, 2019 – June 30, 2026	M/S/C (Johnson/Speck)	This Preliminary is the initial contract for FY 21/22 and represents approximately 85% of or the prior year contract amount. <ul style="list-style-type: none"> • Ops: \$20,318,793 • POS: \$297,482,851

Total Contract Amount: \$317,801,644



Date submitted to NBRC Board for review

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

06/21/21

06/21/21

Operations

Purchase of Service

The following contracts have been reviewed by Courtney Singleton, Director of Community Services, Isabel Calder, Chief Financial Officer and Gabriel Rogin, Executive Director. All recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	APPROVED	Notes
Specialized Residential Facility	4	National Mentor Health Care, LLC	07/01/21-12/31/21	YES (Speck/Pérez)	\$13,988.63/Per client per month \$671,454 Total Annual Contract Medical Home. Sonoma County

Summary:

A specialized residential facility is a home licensed by California Social Services, Department of Community Care Licensing and vendored by North Bay Regional Center to serve individuals with some medical needs. This home has Licensed Vocational Nurses in the home 8 hours per day, Registered Nurse consultation, a staffing ratio of at minimum of 2 staff to 4 individuals and additional consultation by licensed professionals based on individual needs. Additional consultants can be psychologists, occupational therapists, physical therapist, speech therapists etc. This home is monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by Quality Assurance Staff and annually unannounced by Community Care Licensing.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	APPROVED	Notes
Specialized Residential Facility	4	Brilliant Corners	06/30/21-03/31/23	YES (Pérez/Speck)	Acquisition \$250,000 Renovation \$350,000 Housing Only. Sonoma County

Summary:

NBRC in conjunction with Brilliant Corners has been approved by the Department of Developmental Services to purchase and renovate a new 4 bed specialized residential facility. Acquisition Costs include but are not limited to: The down payment, pre-development costs, closing costs, property inspections, home warranty,

title insurance etc. Renovation costs include but are not limited to: Modifications to meet client's needs such as ramps, bathroom modifications, hardened or softened walls; replacement of old systems such as water heaters, HVAC, generators; bringing the home up to building code compliance and holding costs.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	APPROVED	Notes
Two (2) Enhanced Behavioral Supports Homes-Delayed Egress	8	Brilliant Corners	06/30/21-03/31/23	YES (Speck/Pérez)	House #1 Acquisition \$250,000 Renovation \$300,000 House #2 Acquisition \$250,000 Renovation \$300,000 Housing Only Located in NBRC's catchment area

Summary:

These two (2) EBSH homes are being developed to serve individuals moving from locked settings such as, Porterville Developmental Center and Institutions for Mental Disease (IMD). The contract total will be used to purchase and renovate a four bedroom home. Acquisition Costs include but are not limited to: The down payment, pre-development costs, closing costs, property inspections, home warranty, title insurance etc. Renovation costs include but are not limited to: Modifications to meet client's needs such as ramps, bathroom modifications, hardened or softened walls; replacement of old systems such as water heaters, HVAC, generators; bringing the home up to building code compliance and holding costs. These two (2) homes will have a delayed egress feature.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	APPROVED	Notes
Enhanced Behavioral Supports Home-Delayed Egress/Secure Perimeter	4	Brilliant Corners	06/30/21-03/31/23	YES (Speck/Pérez)	\$550,000 Acquisition \$675,000 Renovation Housing Only. Located in NBRC's catchment area

Summary:

This EBSH home with delayed egress and a secure perimeter, is being developed to serve individuals moving from Porterville Developmental Center. The contract total will be used to purchase and renovate a four bedroom home. Acquisition Costs include but are not limited to: The down payment, pre-development costs, closing costs, property inspections, home warranty, title insurance etc. Renovation costs include but are not limited to: Modifications to meet client's needs such as ramps, bathroom modifications, hardened or softened walls; replacement of old systems such as water heaters, HVAC, generators; bringing the home up to building code compliance and holding costs. These two (2) homes will have a delayed egress feature.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	APPROVED	Notes
Enhanced Behavior Supports Home-Delayed Egress/Secure Perimeter-Provider	4	A Place of Grace	06/30/21-03/31/23	YES (Speck/Pérez)	\$275,000 Service Provider

Summary:

This Enhanced Behavioral Home (EBSH) was developed to serve individuals with intense behavioral needs moving from out of state, children's EBSH homes and to serve other individuals who cannot be served in any other setting. This EBSH will serve 3 individuals with intense behavioral needs. All staff in the home must be Licensed Psychiatric Technicians or Registered Behavior Technicians. The EBSH contract is governed by California Code of Regulations Title 17 sections §59057 through §59059. The facility budget is approved by NBRC and certified by The Department of Developmental Services. This contract is for the facility costs for the EBSH. When the first individual moves into the home, the facility cost is paid to the EBSH vendor. The below items are covered in the facility cost per month:

Rent for the property	Insurance	
168 hours a week of Lead Staff (salary, benefits & taxes)	Phone	Property Taxes
40 hours a week of the home Administrator	Repairs	Utilities
Board Certified Behavior Analyst supervision	Internet/Cable	Transportation