

Board of Directors Executive Committee Meeting

Wednesday, June 12, 2019, 3:30 pm

Call in: 707-256-1166 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, Secretary
- III. PUBLIC COMMENT
- IV. CONSIDERATION OF MINUTES – Angel Hixson, President
Minutes of the Executive Committee Meeting of May 16, 2019 be approved as submitted. ACTION
- V. REVIEW OF JUNE 5TH BOARD MEETING INFO
- VI. JULY 10TH BOARD MEETING PREP INFO
- VII. E-3 CONTRACT ACTION
- VIII. UNION BANK LINE OF CREDIT AMENDMENT ACTION
- IX. BOARD OPPORTUNITY FUND CRITERIA ACTION
- X. EXECUTIVE DIRECTOR'S REPORT INFO
- XI. OTHER BUSINESS
- XII. PUBLIC COMMENT
- XIII. ADJOURNMENT

CLOSED SESSION – a) The governing board of a regional center may hold a closed meeting to discuss or consider one or more of the following: (1) real estate negotiations, (2) the appointment, employment, evaluation of performance, or dismissal of a regional center employee, (3) employee salaries and benefits, (4) labor contract negotiations, (5) pending litigation (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 conference call is scheduled for Thursday, July 18, 2019 at 3:30pm.
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Board of Directors' Executive Committee Meeting

Thursday, May 16 2019, 3:30 pm
North Bay Regional Center
610 Airpark Road, Napa, CA 94558

MINUTES

NBRC BOARD MEMBERS PRESENT: Angel Hixson, President
Rita Edmonds-Norris, Secretary
Rosemarie Pérez, Treasurer

NBRC BOARD MEMBERS ABSENT: Jeremy Johnson, Vice President

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

CALL TO ORDER – *Rosemarie Pérez, Treasurer* called the meeting to order at 03:30 pm.

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES –

M/S/C (Edmonds-Norris/Pérez) Move that the minutes of the April 18, 2019 Executive Committee Meeting be approved as submitted. UNANIMOUS

REVIEW OF MAY 1ST BOARD MEETING –

Gabriel Rogin, NBRC Executive Director recapped the May 1, 2019 Board Meeting; the minutes can be found in the June 2019 Board Packet.

JUNE 5TH BOARD MEETING PREP –

Gabriel Rogin, NBRC Executive Director reviewed a draft agenda with the Board Executive Committee.

- The meeting will be in two parts. Regular business meeting in the beginning and then the second part will roll into the Annual meeting.
 - Regular Business Meeting;
 - Any action taken during today's Executive Committee meeting needs to be notified to the full board to give them an update.
 - Nominating committee – The Board will vote on the three proposed members of the board.
 - Annual Board Meeting;
 - The Mary Ida Cook Lifetime Achievement Award winner, proud moments, Napa employee anniversaries.
 - Angel provide closing remarks.
- ❖ *Angel Hixson, President* joined the call at 3:44pm

BOARD MEETING LOGISTICS –

The committee had a discussion regarding board meeting logistics.

- The format needs to be clear at the beginning of every meeting.
 - The Question/Comment Form can be held up and the Chair can state “If you haven't had the opportunity to fill out the Question/Comment Form and you wish to speak during General Public Comment, please do and include your contact information so we can follow up appropriately.”
- Questions are to be addressed to the Board, not the presenters.
- Questions should be addressed at the end of presentations rather than throughout the presentations.

- *Gabriel Rogin, NBRC Executive Director* suggested using the Annual Board Retreat to talk about this in more detail.

RFP WAIVER FOR A COMMUNITY CRISIS HOME

On page 4 in the April Executive Committee packet, there is a Board policy on Requests for Proposals (RFPs).

Gabriel Rogin, NBRC Executive Director noted the following;

- NBRC currently has a policy, which requires an RFP for any home higher than a Level 4.
- ANKA Behavioral Health has filed for bankruptcy and can no longer provide services at our Community Crisis Home after 5/31/19. NBRC must have a new service provider in place by 6/1/19 to avoid disruption to the individuals in the home.
- NBRC has identified Telecare Corporation to take over services for the home. We are working to get them certified and licensed as soon as possible.
- Staff is requesting the committee approve waiving the RFP in this situation.

M/S/C (Pérez/Edmonds-Norris) Move to waive the RFP for the purpose of bringing Telecare on to take over the Community Crisis Home. UNANIMOUS

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, NBRC Executive Director noted the following;

- NBRC recently completed the exit meeting for our Home and Community Based Services (HCBS) Audit with the Department of Developmental Services and The Department of Health Care Services. The auditors were pleased with NBRC's efforts and our responsiveness. They were impressed with our service coordinators and clinical staff. They indicated that NBRC is well above compliance thresholds.
- The Doug Cleveland Board Opportunity Fund has a donor who will be donating \$10,000 annually. Staff will continue to monitor the Fund balance and explore whether it makes sense to revisit the funding criteria in the future.
- The May Revise has been released and Mr. Rogin summarized the proposals most relevant to Regional Centers. There are some positive proposals for our system but the 8% increase for all service providers is not included. Staff will continue to work with ARCA to monitor the State budget process and keep the board informed.

OTHER BUSINESS – None

PUBLIC COMMENT – None

CLOSED SESSION –

The Board Executive Committee moved into closed session at 4:23pm to discuss a matter specifically dealing with a Regional Center client.

RETURN TO OPEN SESSION –

The Board Executive Committee returned to open session at 4:41pm and no action was taken in closed session.

ADJOURNMENT – *Angel Hixson, Board President* adjourned the meeting at 04:41 pm.



North Bay Regional Center

Doug Cleveland Board Opportunity Fund

North Bay Regional Center (NBRC) is a non-profit 501(c)3 agency under contract with the State Department of Developmental Services. NBRC is funded annually in accordance with State law (Lanterman Developmental Disabilities Services Act). NBRC's State allocation is restricted to funding only those services mandated under the Lanterman Act.

NBRC serves over 9,000 people with developmental disabilities including intellectual disabilities, Autism, Epilepsy, and Cerebral Palsy in the North Bay counties of Napa, Solano and Sonoma. Our mission is to enable and support individuals with developmental disabilities and their families to achieve their full potential and a rightful place in our community.

The NBRC Board Fund is a donation fund used entirely for services and/or supports that cannot be purchased with State funds. These funds are used as one time grants or loans to assist individuals and their families with unforeseen emergencies or disability related requests or opportunities.

Board funds are accumulated from mostly private donations. However, absolutely no monies from the State of California funds are deposited into this account. This fund provides NBRC individuals an alternative financial option that can aid situations that cannot be supported by Purchase of Service dollars (POS). The Board Fund provides small grants and loans to NBRC individuals who have emergency or other needs that cannot be addressed through the IPP or other generic resources. In all instances, the funds must directly benefit the NBRC participant. These needs are identified through the NBRC Service Coordinator and could include rental deposit assistance to secure housing, car repairs if the NBRC participant is the primary driver for the family, certain home related bills (i.e. loss of income and need for temporary aid for food or utilities), funeral expenses or other supports that might benefit the health and well-being of the NBRC participant. Final approval of all requests less than \$750 are at the discretion of the Executive Director. All requests over \$750 must also be approved by the Board of Directors for North Bay Regional Center. Most NBRC participants are on limited incomes (SSI/SSA) and they do not have the means to cover expenses that arise in an emergency. The Board Fund can respond quickly to these situations and ideally avoid further consequences to the individual and/or family.

SELECTION PROCESS

Individuals eligible to access the Board Fund must be a NBRC participant and reside in Napa, Solano or Sonoma County. All requests for loans and grants are initiated by Service Coordinators who will complete the required forms and obtain Supervisor approval. NBRC participants should contact their Service Coordinator directly for more information if they would like to pursue a Board Fund request. Once complete, the form is submitted to the Director of Client Services who will review the request with the Executive Director. This review ensures that all generic resources are exhausted before Board Funds are disbursed.

ACCOUNTABILITY

The Board Fund is maintained separate from all other Regional Center funds and operations, and the Fund's integrity is validated by NBRC's outside auditors on an annual basis. All approved Board Funds go directly to individuals served by NBRC.-. There are no administrative costs associated with this fund. Funds are maintained in an interest bearing account.

**Upon request, Donors can receive a summary of supports and goods provided by their donation to the Board Fund. All donors to the Board Fund receive a letter acknowledging their donation to a 501(c)3 organization. All donations to the Board Fund are tax deductible within the provisions of the law.

Criteria for Board fund Request

The North Bay Regional Center Board Fund was established to provide emergency aid (example: food, clothing or shelter) to individuals and families served by our agency. The fund consists entirely of private donations, and its monies can be expended in cases where the following circumstances exist:

- The individual or family that is to receive Board Fund aid lacks the financial resources necessary to purchase the identified need.
- No other public or private funding is available to meet the identified need of the individual or family.
- All requests will be prioritized by need and will be subject to availability of funds.