

Board of Directors Executive Committee Meeting
Monday, June 26, 2023, 6:30 pm
North Bay Developmental Disabilities Services, Inc.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84374801550?pwd=VXFJU1ovbVFoeINWVEcxK3J0T2c0QT09>

Join by Phone:

Call-in: 1-669-900-6833 Meeting ID: 843 7480 1550 Password: 470780

AGENDA

- I. CALL TO ORDER – Rosemarie Pérez, 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 – Rosemarie Pérez, President ACTION
Minutes of the Executive Committee Meeting of May 15, 2023 be approved as submitted.
(pgs. 1-2)
- V. CONTRACTS FOR APPROVAL OVER \$250,000 – ACTION
 - a. D-2 Contract – Isabel Calder, CFO (pgs. 3)
 - b. E Preliminary Contract – Isabel Calder, CFO (pgs. 4)
 - c. Brilliant Corners – Courtney Singleton, Director of Community Services (pgs. 5-6)
 - i. Accessory Dwelling Unit (ADU)
 - ii. Community Crisis Home – Children
 - iii. Enhanced Behavioral Supports Home – Delayed Egress
- VI. BOARD OPPORTUNITY FUND REQUEST – Beth DeWitt, Director of Client Services ACTION
 - a. TS (attachment)
- VII. REVIEW OF JUNE 7TH ANNUAL MEETING INFO
- VIII. JULY 19TH BOARD MEETING PREP INFO
- IX. EXECUTIVE DIRECTOR’S REPORT – Gabriel Rogin, NBRC Executive Director INFO
 - a. Board Retreat Timing and Content
 - b. American Sign Language (ASL) Interpretation for Board Meetings
- X. OTHER BUSINESS - Any other Board business may be brought up at this time.
- XI. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XII. CLOSED SESSION – ACTION
 - a. Employee Salaries and Benefits
- XIII. RETURN FROM CLOSED SESSION - INFO
 - a. Report on any action taken during the closed session (1 min)
- XIV. 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(a) & (b).

<p>NEXT MEETING ANNOUNCEMENT – The next Board of Directors Executive Committee call is scheduled for July 17, 2023 at 6:30pm.</p>
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Board of Directors' Executive Committee Meeting
Monday, May 15, 2023, 6:30 pm
North Bay Regional Center - Via Zoom

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, Board President
Joanne Giardello, Solano County

Sara Speck, Secretary
Breeanne Kolster, VAC Representative

NBRC BOARD MEMBERS ABSENT:

Candace White, Vice President
Andrea Bednarova, Treasurer

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director

Janelle Santana, Executive Assistant

MINUTES

CALL TO ORDER – *Sara Speck, Secretary*, called the meeting to order at 6:35 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 April 17, 2023 be approved as submitted.

M/S/C (Speck/Pérez) Moved to approve the minutes as submitted.

**APPROVED
UNANIMOUS**

CONTRACTS FOR APPROVAL OVER \$250,000

Gabriel Rogin, Executive Director, presented the contracts for Specialized Residential Facilities (SRF) that can be found in the May 2023 Executive Committee packet.

A. Lola Manor, LLC

M/S/C (Pérez/Speck) Moved to approve the Lola Manor, LLC, contract on page 3 of the May 2023 Executive Committee packet as submitted.

**APPROVED
UNANIMOUS**

B. Inclusion Specialized Programs, LLC

M/S/C (Pérez/Speck) Moved to approve the Inclusion Specialized Programs, LLC, contract on page 3 of the May 2023 Executive Committee packet as submitted.

**APPROVED
UNANIMOUS**

C. North Discovery, Inc.

M/S/C (Pérez/Speck) Moved to approve the North Discovery, Inc., contract on page 3 of the May 2023 Executive Committee packet as submitted.

APPROVED

Gabriel Rogin, Executive Director, presented the contract for an Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) that can be found in the May 2023 Executive Committee packet.

A. Agape Care and Development, Inc.

M/S/C (Pérez/Speck) Moved to approve the Agape Care and Development, Inc., contract on page 4 of the May 2023 Executive Committee packet as submitted.

**APPROVED
UNANIMOUS**

REVIEW OF THE MAY 3RD BOARD MEETING

Gabriel Rogin, Executive Director, recapped the May 3rd Board Meeting. The minutes from the meeting can be found on the NBRC website in the June 2023 Board Meeting packet.

JUNE 7TH ANNUAL BOARD MEETING PREP

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

- Success Stories
- Staff Anniversaries
 - o Decided to recognize staff members that hit 10-year, 20 year and 5-year increments after that.
- Mary Ida Cook Lifetime Achievement Award
- President's Remarks

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, noted the following.

Santa Rosa Office Move

- We are waiting for Bay Alarm to set up the key fob system.
- We are hoping to get an update this week on the timing of moving staff into the office.

Napa Office Space Planning

- We have consultants in place to plan for the Napa office space.
- The consultants will engage staff in a survey.

Gabriel Rogin, Executive Director gave a summary of the impact the May Revise has on our system.

Reschedule Executive Committee Meeting in June due to it currently being scheduled on an agency holiday, Juneteenth.

- The Executive Committee was rescheduled to June 26th at 6:30pm.

OTHER BUSINESS – None

PUBLIC COMMENT – None

ADJOURNMENT – Sara Speck, Secretary, adjourned the meeting at 7:42 pm.

Date submitted to NBRC Board for review

06/26/2023

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

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#	Term of Contract	Total Contract Amount	Notes
D-2 Contract for Fiscal Year 22/23	Department of Developmental Services	July 1, 2019 – June 30, 2026	\$535,705,143	The D-2 contract for FY 22/23 increases the amount for both Ops and POS. <ul style="list-style-type: none"> Ops: \$ 33,380,574 POS: \$502,324,569

Operations:

The Ops Allocation totaled \$1,583,135 that includes the following:

- \$ 25,000 Dental Conference reimbursement
- \$672,897 CPP (remaining allocation)
- \$815,238 Policy Funding- Specialized Home Monitoring, Tuition Reimbursement, ARPA for Social Recreation
- \$ 70,000 UFS/CERMS Participation

POS:

The POS Allocation totaled \$65,926,347 that includes the following:

- \$10,711,293 General POS
- \$52,920,054 Policy Funding – DSP Training Stipends and Rate Reform



Date submitted to NBRC Board for review

06/26/2023

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

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#	Term of Contract	Total Contract Amount	Notes
E Preliminary Contract for Fiscal Year 23/24	Department of Developmental Services	July 1, 2019 – June 30, 2026	\$379,566,749	The E Preliminary is the initial contract for FY 23/24 and includes the following: <ul style="list-style-type: none"> • Ops: \$ 21,788,741 • POS: \$357,778,008

Operations allocation is an estimated 85% of the prior year base allocation through the D-2.

POS allocation is an estimated 80% of the prior year state claimed amount through March 2023.

Date submitted to NBRC Board for review 06/26/23

Operations <input type="checkbox"/>
Purchase of Service <input checked="" type="checkbox"/>

Date approved by NBRC Board Executive Committee (if applicable) _____

Date approved by NBRC Board N/A

The following contracts have been reviewed by Courtney Singleton, Director 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	Contract Amounts	NOTES:
Accessory Dwelling Unit	2	Brilliant Corners	06/30/23-03/31/25	\$475,000	Land previously purchased-Solano County

Summary:

This contract is to fund the costs for development of an Accessory Dwelling Unit (ADU) to house two individuals. This ADU will share land with an existing Enhanced Behavioral Supports Home in Solano County. The homes are located on over two acres of land. The ADU will have two private bedrooms, a kitchen, space to have visitors and private outdoor space to relax, socialize and exercise. The two individuals will be supported by services that meet their specific needs. This home will not be licensed, as the individuals will each have a lease

Community Crisis Home-Children	4	Brilliant Corners	06/30/23-03/31/25	\$350,000 Acquisition \$400,000 Renovation	Sonoma County
<p>Summary: This contract is to fund a portion of the acquisition and all of the renovation for a Children’s Crisis Home, in Sonoma County. Community Crisis Homes are residential facilities that provide 24-hour non-medical care to adults and children with developmental disabilities in need of crisis intervention services, who would otherwise be at risk of placement in an institutionalized setting. The home will be modified to meet the needs of individuals in the home, by hardening walls and windows, creating two living spaces to, developing an outdoor space that allows for privacy from neighbors and room to spread out. The home will have four (4) bedrooms with each individual having their own room. The residential provider for this project will be selected in the next fiscal year.</p>					
Enhanced Behavioral Supports Home-Delayed Egress	4	Brilliant Corners	06/30/23-03/31/25	\$350,000 Acquisition \$400,000 Renovation	Sonoma County
<p>Summary: This contract is to fund a portion of the acquisition and all renovation costs, for an Enhanced Behavioral Supports Home in Sonoma County. This home will serve individuals who are moving out of Community Crisis Homes, locked settings, transitioning from children’s EBSH Homes or deflecting individuals from locked or more restrictive settings. The home will need to have 4 bedrooms and will be “hardened” to prevent property destruction. This home will have a delayed egress feature to ensure the safety of the individuals in the home. <i>Per California Code, Health and Safety Code - HSC § 1267.75 “Delayed egress” device means a device that precludes the use of exits for a predetermined period of time. These devices shall not delay any resident's departure from the facility for longer than 30 seconds</i> The residential provider for this home will be selected in the following fiscal year.</p>					