



*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 scheduled as follows:

DATE: July 7, 2021

TIME: 6:00 pm

PLACE: Via Zoom

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88155755357?pwd=dWlrTWVyaUYxSytLUkZvYWsvMVJtUT09>

Join by Phone:

Phone Number: 1-669-900-6833

Webinar ID: 897 0968 7840

Passcode: 912329

Se Habla Español

Agenda Enclosed

REMINDER: Notices are posted at 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' Board Meeting

July 7, 2021, 6:00 p.m.

Join by Zoom Webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplanVjOFItUT09>

Join by Phone:

Phone Number: 1-669-900-6833 **Webinar ID:** 897 0968 7840 **Passcode:** 912329

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from May 5, 2021 Regular Business Board Meeting be approved as submitted. (2 min) ACTION
- IV. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text your name to (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. OVERVIEW OF CHILDREN'S SERVICES – Claudia Ritchie, and Deborah Simms, Case Management Supervisors (25 mins) INFO
- VI. CONTRACTS OVER \$250,000 – Courtney Singleton, Director of Community Services
 - A. CBEM (20 min) – Kelly Weber, Program Director; Holly Armijo, Assistant Director; and Bobbie Scott, Regional Director ACTION
- VII. TREASURER'S REPORT – Rosemarie Pérez, Treasurer
 - A. Treasurer's Report be approved as submitted. (5 min) ACTION
- VIII. BOARD OPPORTUNITY FUND REQUEST OVER \$750 – Beth DeWitt, Director of Client Services (3 min) ACTION
- IX. COMMITTEE REPORTS –
 - A. Executive Committee Update – Angel Hixson, President (10 min) INFO
 - i. B-3 Contract
 - ii. C-1 Contract
 - iii. Community Services Contracts Over \$250,000
 - a. Specialized Residential Facilities
 - b. Enhanced Behavioral Support Homes – Delayed Egress
 - c. Enhanced Behavioral Support Homes – Delayed Egress and Secure Perimeter
 - iv. Tenisitech IT Contract
 - B. Vendor Advisory Committee Update – Ali Tabatabai, VAC Rep. (5 min) INFO
 - C. Public Policy Advisory Committee Update – Ali Tabatabai, VAC Rep. (3 min) INFO
 - D. Cultural and Linguistic Competency Committee Update – Rosemarie Pérez, Treasurer (5 min) INFO
- X. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (5 min) INFO
- XI. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- XII. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text your name to (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- XIII. 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.

NEXT MEETING ANNOUNCEMENT – The next Board Meeting will be a regular business Board Meeting on September 1, 2021 at 6:00 pm.

North Bay Developmental Disabilities Services, Inc.
Board of Directors Regular Business Meeting
May 5, 2021, 6:00 p.m.
Via Zoom

NBRC BOARD MEMBERS PRESENT:

Sara Speck, Secretary, Solano County
Rosemarie Pérez, Treasurer, Sonoma County
Derek Hearthtower, Sonoma County
Alexis Jarreau, Solano County

Angel Hixson, President, Solano County
Ali Tabatabai, VAC Representative, Napa County
Rita Edmonds-Norris, Solano County
Andrea Bednarova

NBRC BOARD MEMBERS ABSENT:

Hue Truong, Sonoma County
Jose Ayala, Napa County

Jeremy Johnson, Vice President, Solano County
Lynette Stagner, Napa County

NBRC STAFF PRESENT

Guadalupe Lopez, Intake Dept. Manager
Ashley McConnell, Federal Revenue Supervisor
Rafael Hernandez-Perez, EI Case Mngmnt. Supv.
Christie Null, EI Case Mngmnt. Supv.
Isabel Calder, Chief Financial Officer

Gabriel Rogin, Executive Director
Beth DeWitt, Director of Client Services
Jennifer Crick, Acting Director of Administrative Services
Courtney Singleton, Director of Community Services
Deanna Mobley, Director of Intake and Clinical Services
Danielle Bernardo, Executive Assistant

GUESTS: (**Based on participants names in the Zoom meeting.*)

Franklin Phillips, Community, CAC Chair
Marie Marchese, R&D Transportation
Myra Montejano, R&D Transportation
Leticia Leon, R&D Transportation
James Cox, Becoming Independent
Jesse Hansen, Dungarvin
Amber Stickels, Enriching Lives
Joe Schunk, Community
Terry, Gateway Transportation

Trinidad Lopez, ICS Interpreting Services
Michael Lisenko, UCPNB
Kelley Hanson, PACE Solano
Ray Bell, Gateway Transportation
Mohamed Ali, MV Transit
Breeanne Burris, 24 Hour Home Care
TJ Kumar, NBT/NSRT
Cindy Cahill, Community
Edie Thomas, Connections for Life

MINUTES

CALL TO ORDER – *Angel Hixson, President*, called the regular business meeting to order at approximately 6:01 pm.

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

CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from the April 7, 2021, meeting be approved as submitted.

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

UNANIMOUS

GENERAL PUBLIC COMMENT –

Franklin Phillips, CAC Chairperson, noted the loss of Thomas Maseda. He thanked Thomas for his guidance and for how much he cared about the clients. He was a man of integrity and a man of faith. He will be missed.

OVERVIEW OF EARLY START SERVICES –

Rafael Hernandez-Perez, Napa EI Case Management Supervisor, and Christie Null, Santa Rosa EI Case Management Supervisor, presented an overview of Early Start Services. (*See attachment*)

CONTRACTS OVER \$250,000 –

Courtney Singleton, Director of Community Services, presented the following contracts over \$250,000 for approval. (See attached spreadsheet)

A. Family Home Agency Contracts

M/S/C (Speck/Bednarova) Move to approve the FHA contracts noted on the attached spreadsheet.

The motion passed with Speck, Hixson, Pérez, Hearthtower, Jarreau, Edmonds-Norris and Bednarova voting in favor.

APPROVED

Tabatabai ABSTAINED

B. Enhanced Behavioral Supports Home Contract

M/S/C (Pérez/Speck) Move to approve the EBSH contract noted on the attached spreadsheet.

The motion passed with Speck, Hixson, Pérez, Hearthtower, Jarreau, Edmonds-Norris and Bednarova voting in favor.

APPROVED

Tabatabai ABSTAINED

- ❖ *Derek Hearthtower recused himself at 6:43 pm due to a conflict of interest. He was placed in a “holding zoom room.”*

C. Transportation Contracts –

Marie Marchese, R&D Regional Manager, and Myra Montejano, R&D Operations Manager, presented an overview of R&D Transportation services.

M/S/C (Speck/Edmonds-Norris) Move to approve the transportation contracts noted on the attached spreadsheet.

The motion passed with Speck, Hixson, Pérez, Jarreau, Edmonds-Norris and Bednarova voting in favor.

APPROVED

Tabatabai ABSTAINED

Hearthtower RECUSED

GRASSROOTS DAY UPDATE –

Grassroots Day was on April 20, 2021. Grassroots Day is a day of advocacy with our local legislators.

- *Derek Hearthtower* noted he attended two meetings and it was a rewarding experience.
- *Angel Hixson, President*, noted it was very powerful and she always ends up getting emotional as a loved one of someone with a developmental disability.
- *Gabriel Rogin, Executive Director*, thanked the board for their leadership. In addition to volunteering for Board meetings, they showed up. Their voices made a difference. Hearing personal stories from family members takes the meeting to a different level. Gabriel Rogin noted Assembly member Jim Frazier continues to show leadership for our system. Assembly member Frazier wrote a letter emphasizing the need to reduce regional center caseloads. Several other legislators signed onto his letter, as well.
- *Sara Speck, Secretary*, noted the speakers were wonderful.

TREASURER’S REPORT

M/S/C (Edmonds-Norris/Speck) Move to approve the Treasurer’s Report as submitted. UNANIMOUS

COMMITTEE REPORTS –

A. Nominating Committee Update –

a. Board Member Vacancy

Rita Edmonds-Norris, Solano County, noted the following; Abel Moya is no longer on the board. The Board is actively looking for a new board member. If anyone is interested, please fill out an application on NBRC’s website.

- *Angel Hixson, President*, noted the Nominating Committee would schedule a meeting soon to review applications.

B. Vendor Advisory Committee Update –

Ali Tabatabai, VAC Representative, noted the following: The VAC deeply misses Thomas Maseda

and stands in support of his family. Thomas was instrumental to the VAC's success and collaboration. He always provided up-to-date information, he was a model administrator, and his modeling of how to do this work will live on. We all have a common goal; in our work, we are family, and we miss our family member and love him dearly.

Ali noted the VAC is honoring DSP's and the work that they do in the field. Chanel Arquero and Jennifer Ryschlick will be honored at the May VAC meeting. They'll be receiving certificates from the Regional Center. Ali also noted the VAC is continuing the conversation around creating a Cultural and Linguistic Subcommittee.

C. Cultural and Linguistic Competency Committee Update –

a. Proposed Changes to the NBRC Website –

Rosemarie Pérez, Treasurer, noted there are changes that the committee make to the NBRC website to reflect the board's commitment to cultural and linguistic competency.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, noted the following;

- He thanked the board and the community for the kind words and support about Thomas'.
- A 90-day notice has been given to our staff and union about returning into the office. We are still working on the details and will provide more clarity within the next week and a half.
- We received a directive from DDS. Community visits need to resume, specifically for those in following settings; Supported Living Services, Independent Living Services, Family Home Agencies, Specialized Residential Facilities, and Skilled Nursing Facilities. We anticipate questions from the community, and we want to create opportunity for dialogue regarding these meetings.
- These visits will happen as safely as possible. They will happen in a way that the risk is very low.
- Positive cases of COVID-19 are dramatically decreasing.
- Vaccinations: Approximately 6,000 individuals served by NBRC are eligible for the vaccine. We have collected data from about 30% of those individuals. Based on the data we have collected so far, 7% (431 individuals) are partially vaccinated, 21% (1,210 individuals) are fully vaccinated, and 7% (21 individuals) have declined the vaccine.
- The FDA will be approving Pfizer for individuals 12-15 years of age, next week.

GOOD OF THE ORDER –

Rita Edmonds-Norris, Solano County, shared how she looks at the regional center system as a Jenga tower. If you add providers, services, service coordinators, etc. on each Jenga block and start taking them away, the tower will fall apart.

GENERAL PUBLIC COMMENT – None

ADJOURNMENT – *Angel Hixson, President*, adjourned the regular business board meeting at 7:51pm.

Date submitted to NBRC Board for review

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

06/21/2021

06/21/2021

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



- Founded January 2012
- We support over 3,000 employees across our clients
- 23 employees

Our purpose

To protect our customers and help them succeed by solving the hard and complicated problems.

We focus on defining IT leadership for our clients, by creating a holistic IT strategy, roadmap and budget, aligned with business goals.

Three Unique's

- We have large enterprise & compliance experience
- We are transparent and **non-transactional**
- We are passionate about IT

Our values

- Transparent
- Collaborative & Communicative
- Curious
- Resourceful & Driven



Our Clients

"I'd be thrilled to accomplish so much in a normal year let alone a pandemic year!"

- Allison Brecwar – CEO Lincoln

"So glad to have the A-team back"

- Jim Pitkow, CTO Doppler Labs

"...the team has been proactive and able to resolve issues quickly. Excited to keep moving forward and gain hours back to my work week!"

- Bob Buckler, Director of Ops C32 Designs

"It is not often throughout my career, that I've been fortunate enough to work with a team as knowledgeable, approachable and accountable as TenisiTech."

- Debby Jones, Accounting, The Elizabeth Hospice

"TenisiTech helped us tackle HIPAA compliance which was always a challenge in the past."

- Claudia Reed, CFO VMRC

CO-SOURCED IT – DAY TO DAY SERVICES



Helpdesk & Desktop

Onboarding & termination

Hardware & software support

Flexible in-person schedule



Monitoring

Remote monitoring & management agents installed on all computers for:

Monitoring system health

Vulnerability scanning

Remote support



Maintenance

Workstation Patching

Application Upgrades

Firmware upgrades



Administration

Manage all applications

Ensure license compliance



Vendor Management

Ensure you're not paying too much

Manage vendors against SLAs to ensure service meets commitments



CIO Advisory Services

IT Roadmap, Strategy, Budgeting

Find ways to save \$\$, simplify and streamline

CBEM

CREATING BEHAVIORAL +
EDUCATIONAL MOMENTUM

NBRC Annual
Program
Evaluation
July 2021





About CBEM



Our Mission

*Empowering people to live safe
and healthy lives through
innovative social services.*

Our Team



Maria Sullivan
CRITICAL INTERVENTION
SPECIALIST



Dawn Kohn
CRITICAL INTERVENTION
SPECIALIST



Chloe McCarthy
CRITICAL INTERVENTION
SPECIALIST



Paloma Herrera
CRITICAL INTERVENTION
SPECIALIST



Frank Quinliven
CRITICAL INTERVENTION
SPECIALIST

What We Do...

Crisis Support

Focus on maintaining safety during critical moments.

Intervention

Weekly visits occur with a Lead and Assist focusing on training circle of support to identify precursors and intervene before a crisis begins.

Prevention

Focus on skill building and person centered approaches to enhance communication and minimize incidents of Escalation.



589 clients
Served since 2012

68 clients
Served between July 2020 to May 2021



CBEM COVID-19 Response

Re-Entry Plan

- CBEM served clients remotely from May 2020-May 2021
- CBEM offered client centered visits beginning May 2021.
 - In-Person
 - Virtual
 - Hybrid

PHASE I

- Client Centered Visits.
- Office Closed.
- No in-person hotline responses.

Widespread

PHASE II

- Client Centered Visits
- Office Open for Resource Development. (1-2 Individuals)
- No in-person hotline responses.

Substantial

PHASE III

- Client Centered Visits.
- Office open for Resource Development (3-4 individuals).
- No in-person crisis response.

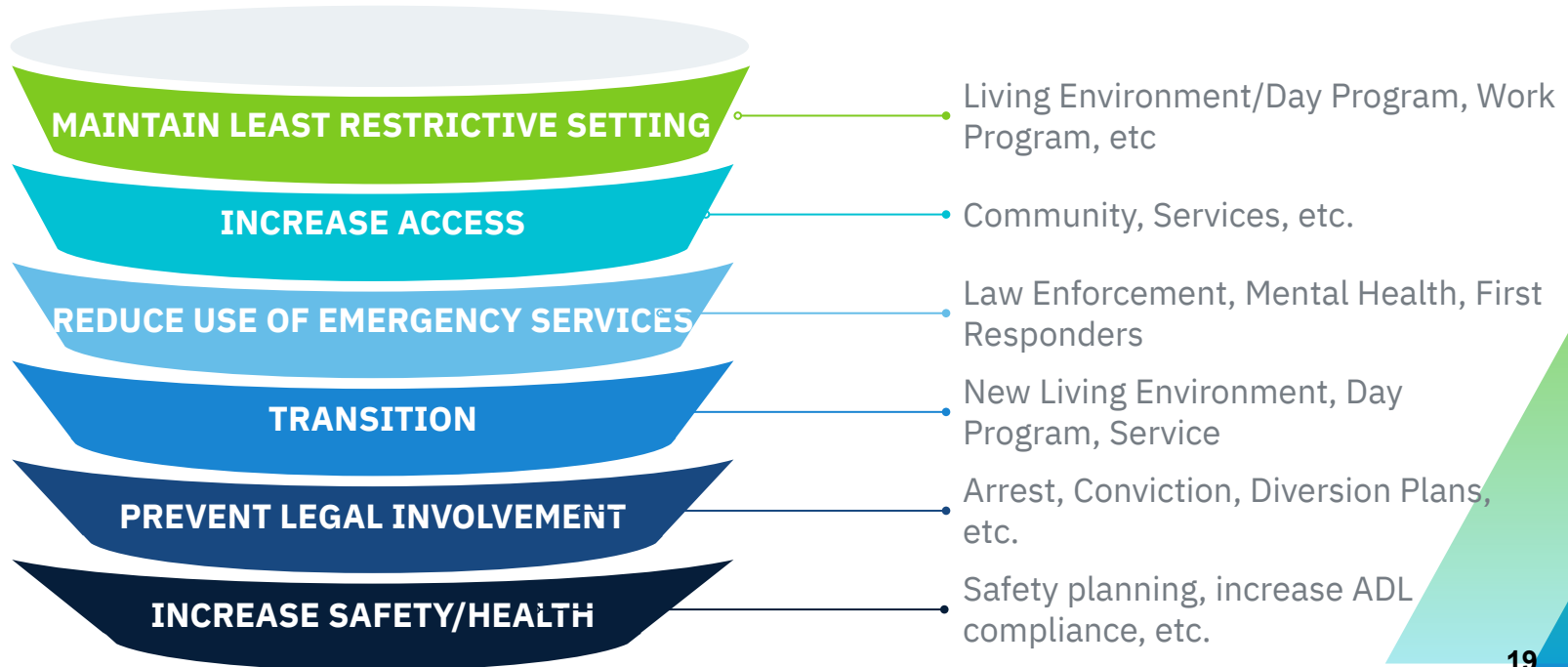
Moderate

PHASE IV

- Client Centered Visits.
- Office open for all activities.
- In-person crisis response.

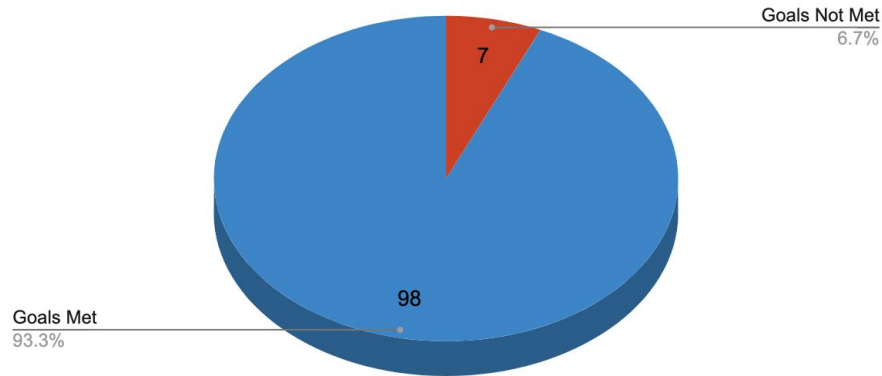
Minimal

CBEM Goals



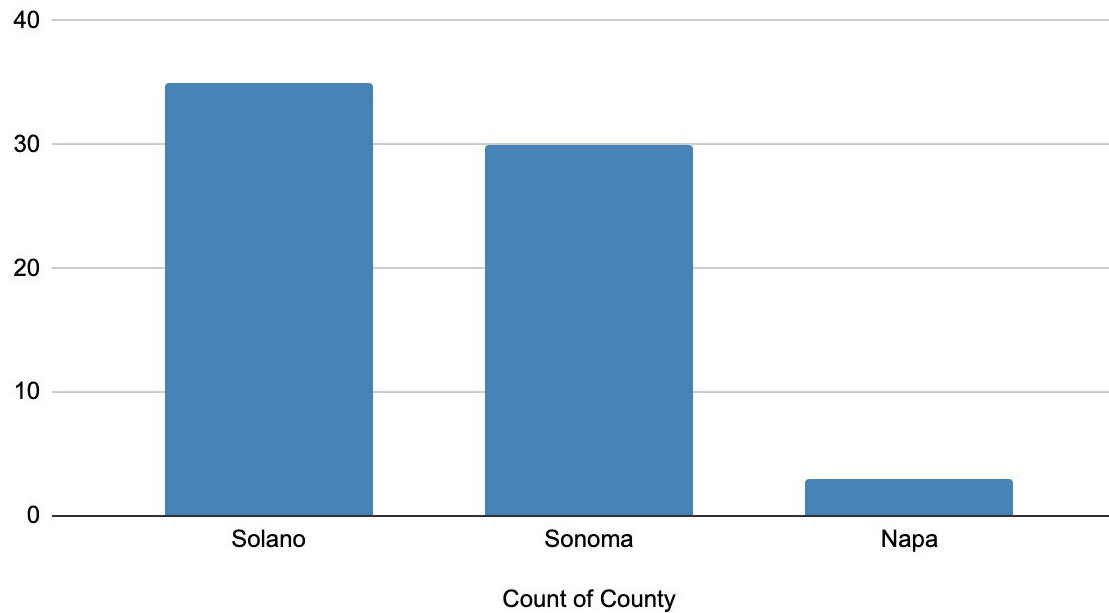
Stabilization Goals Met: July 2020–May 2021

Goal Attainment



County of Residence: July 2020–May 2021

County of Residence

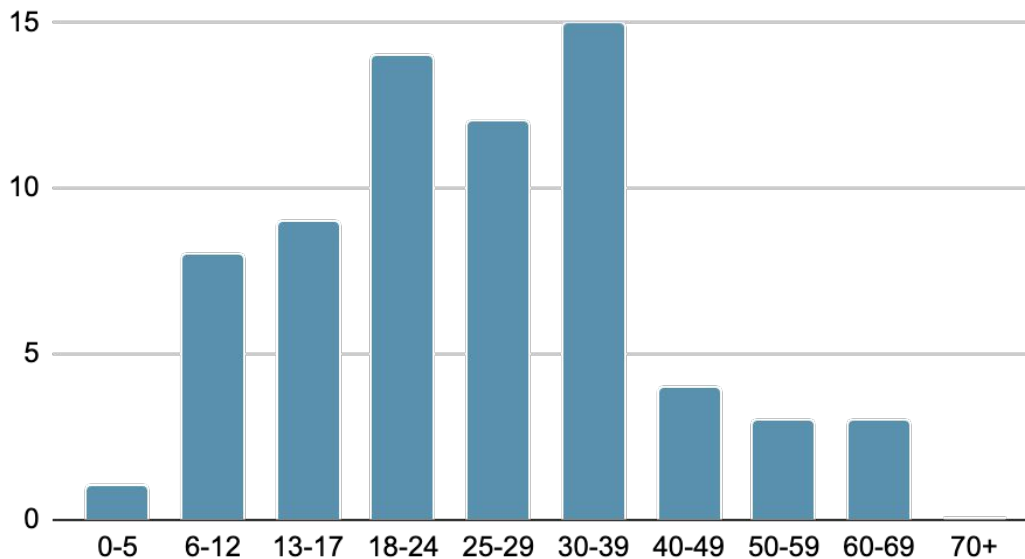


Age Demographics: July 2020–May 2021

Ages

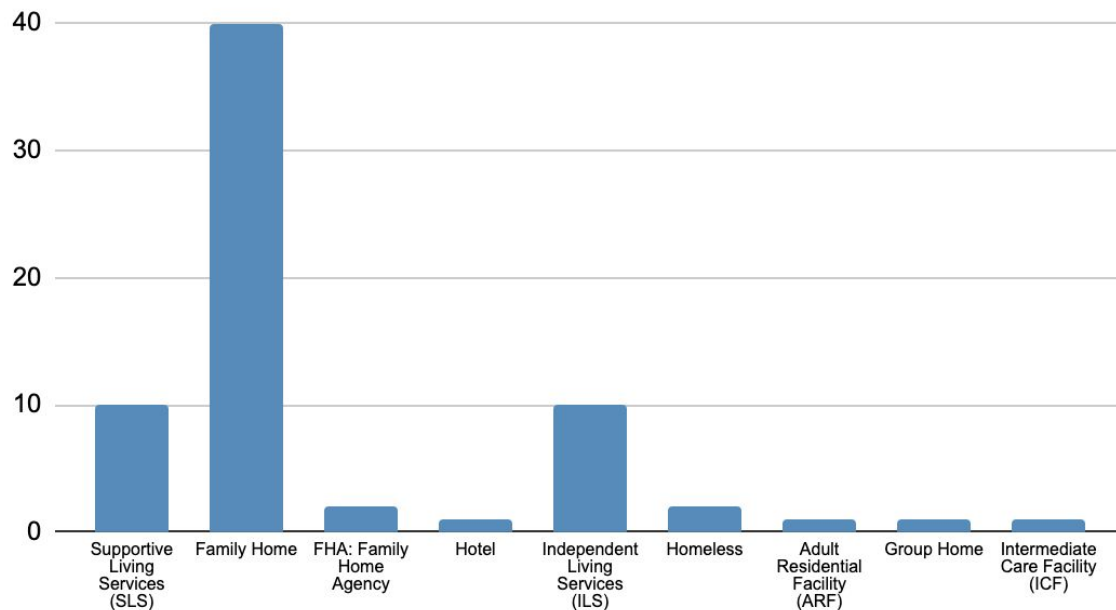
0-5: 1
6-12: 8
13-17: 9
18-24: 14
25-29: 12
30-39: 15
40-49: 4
50-59: 3
60-69: 3
70+: 0

Age Range



Type of Living Environment: July 2020-May 2021

Living Environment



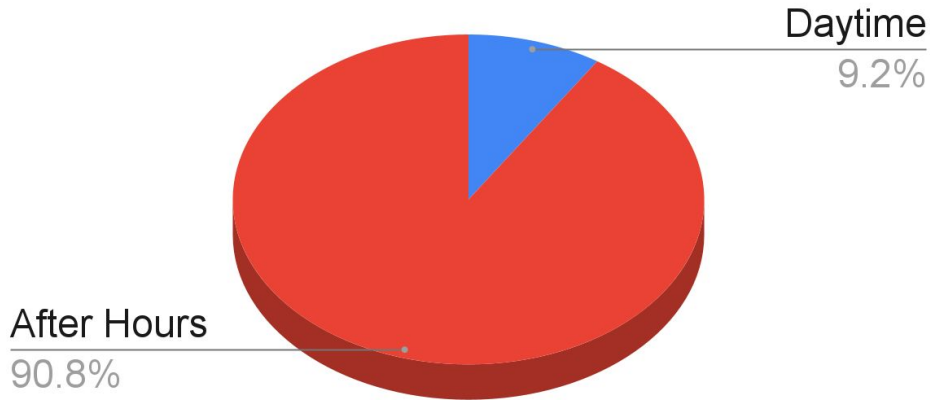
Hotline Information

- CBEM hotline is 24 hours a day, 7 days a week, 365 days a year.
- We provide phone and in person support, depending on the individual's needs. The hotline was limited to phone support during the pandemic.

Hotline Data: July 2020-May 2021

- Total Hotline Calls - 87 (avg. 7.9 per mo.)

Hotline Responses: Daytime vs After Hours



161 days (5.28 months)

Company-wide Average: July,
2020-May, 2021

161 days (5.28 months)

NBRC/ Napa Office

NBRC Outreach: July 2020-May 2021

- Unit Presentations
 - Napa, Nov-Dec 2020
 - Santa Rosa, January 2021
- Turning Point/CBEM Training 5/27/21

Contact Information

www.cbemllc.com

- **Kelly Weber, Program Director**
(925) 303-9255
- **Holly Armijo, Assistant Director**
(707)299-9464
- **Bobbie Scott, Regional Director**
(209) 662-4197



Date submitted to NBRC Board for review

07/07/21

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

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	Contract Amounts	Notes
Crisis Intervention Services	68	C.B.E.M.	09/01/21-08/31/22	\$1,964,826/Annual Contract \$3274.71/per client per month	50 clients per month is the maximum served in any month

Summary:

Creating Behavioral Educational Moments (CBEM) has been providing crisis intervention services to NBRC clients since 2012. They provide an intensive short-term support system, geared towards achieving stability for those at risk of losing placement, being hospitalized for long periods of time, and/or other unforeseen circumstances. CBEM typically serves an individual for 3 to 6 months, but will not end services until stability is achieved. They provide emergency on-call services after hours to assist individuals in crisis 24 hours a day 7 days a week for any NBRC in need. NBRC can call CBEM 24 hours a day for assistance in serving any client in crisis.



North Bay Regional Center Doug Cleveland Board Opportunity Fund July 2, 2021 Board Meeting

The Doug Cleveland Board Opportunity Fund ending balance as of June 30, 2021 was **\$72,226.08**. This includes a total deposit of \$9.46 from Amazon Smile. No other donations were received in May. There were also no awards issued in May.

Ops Expenditures 11 months 86%	North Bay Regional Center CFO Board Report As of May 31, 2021 92% of the fiscal year has elapsed				POS Expenditures 11 months 89%
OPERATIONS					
Total Ops Allocation: \$				25,479,605	
Total General Ops Contract: \$		23,704,507		Total CPP Contract: \$ 1,415,844	
General Ops Amount Available: \$		4,518,783		CPP Contract Amount Available: \$ 3,984	
Total YTD					
OPERATIONS EXPENSE (OPS)	YTD Actual	% by category	Forecast*	Actual + Forecast	
Personnel	\$ 13,466,153	65.38%	\$ 3,177,890	\$ 16,644,043	
Benefits	\$ 3,376,400	16.39%	\$ 2,165,844	\$ 5,542,244	
Facilities	\$ 1,703,638	8.27%	\$ 141,329	\$ 1,844,967	
Equipment	\$ 305,464	1.48%	\$ 35,400	\$ 340,864	
Communications	\$ 135,783	0.66%	\$ 64,633	\$ 200,416	
Mileage	\$ 6,904	0.03%	\$ 3,000	\$ 9,904	
Legal	\$ 9,738	0.05%	\$ 1,500	\$ 11,238	
General Office	\$ 27,741	0.13%	\$ 20,000	\$ 47,741	
Consultants	\$ 198,845	0.97%	\$ 341,479	\$ 540,324	
Bank Fee and LOC	\$ 19,244	0.09%	\$ 1,500	\$ 20,744	
Other Expenses	\$ 27,903	0.14%	\$ 5,000	\$ 32,903	
Revenue	\$ (92,089)	-0.45%	\$ (22,948)	\$ (115,037)	
Community Placement Plan (CPP)	\$ 1,411,860	6.85%	\$ 3,984	\$ 1,415,844	
Total Operations Expenses	20,597,584		\$ 4,522,767	\$ 25,120,351	
Senior Companion Program - Grant					
	YTD Actual	% by category	Forecast*	Actual + Forecast	
Senior Companion Program - Grant	\$ 209,094		\$ 150,160	\$ 359,254	
PURCHASE OF SERVICES					
Total POS Allocation: \$				326,846,898	
Total POS Contract: \$		324,884,160		Total CPP Contract: \$ 1,962,738	
POS Contract Amount Available: \$		34,765,179		CPP Contract Amount Available: \$ 1,962,738	
Total YTD					
PURCHASE OF SERVICES (POS)	YTD Actual	% YTD Total	Forecast*	Actual + Forecast*	
Community Care Facilities	\$ 97,691,234	33.7%	\$ 8,887,334	\$ 106,578,568	
Supported Living Services	\$ 71,388,515	24.6%	\$ 6,489,865	\$ 77,878,380	
Day Programs	\$ 51,613,618	17.8%	\$ 4,713,075	\$ 56,326,693	
Behavioral Services	\$ 26,465,990	9.1%	\$ 2,411,889	\$ 28,877,879	
Other	\$ 19,543,503	6.7%	\$ 2,693,025	\$ 22,236,528	
Transportation	\$ 9,801,932	3.4%	\$ 1,671,335	\$ 11,473,267	
Respite	\$ 8,640,018	3.0%	\$ 799,788	\$ 9,439,806	
Medical Services	\$ 4,974,171	1.7%	\$ 487,525	\$ 5,461,696	
COVID and Rate Increases			\$ -	\$ 750,000	
Community Placement Plan (CPP)	\$ -	0.0%	\$ -	\$ -	
TOTAL POS EXPENSES	\$ 290,118,981	100.0%	\$ 28,153,836	\$ 319,022,817	
*This budget reflects through the B-3 amendment.					
Total Regional Center Budget:				\$ 352,326,503	



Doug Cleveland Board Opportunity Fund Request Over \$750 July 2021

A kitchen caught on fire in a family home of an individual served. The mother of the individual served is unemployed. The mother was laid off due to COVID. The money being requested is to help replace what was lost in the fire, and to cover two nights in a hotel due to the fire.

Total Funds Requested: \$1006.67



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.

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). Funds disbursed for rental assistance will be limited to 2 months. Final approval of all requests less than \$750 are at the discretion of the Executive Director. All requests over \$750 must 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, including receipts if requested, 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.

Meeting Minutes

June 8, 2021 at 10:00 am - 11:45 am

Minutes taken by James Cox, Voting VAC Member

A. CALL TO ORDER @ 10:04 am



- a. Roll Call of Voting Members
 - i. Attending: Kelley Hanson, Stacey Martinez, Ali Tabatabai, James Cox, Andrea Mendoza, Mike Lisenko, Michelle Condit, Eric Martin, and Michele Rogers, Holly
- b. Establish Quorum
 - i. Established

B. CONSIDERATION OF AGENDA:

- a. Additions or modifications to this agenda by voting members
 - i. Under trade associations, D. Add the early start program. (after residential)



C. APPROVAL OF MINUTES: *Action Item for voting VAC members*

- a. May 2021 Meeting Minutes
 - i. Eric Martin moves to approve the May 2021 minutes
 - ii. 2nd by Stacey Martinez
 - iii. All in favor
 - iv. None opposed
 - v. Motion passes

D. GROUP REPORTS

- a. Napa-Solano Vendor Group- Kelley H.
 - i. Met in May. Talked about day program re-entry. Reviewed ASD funding and how long it will be lasting. Talked about the staffing shortage across the board. Isabel then mentioned the ASD authorizations will go through 12/31/2021.
- b. Sonoma Vendor Group-
 - i. Met it May. Liz shared the group talked about plans for reopening, discussed transportation and a variety of other topics.
- c. Residential/Housing – Mary E (absent)
 - i. Louis raised the question of when/how day programs will be reopening. Liz shared there is variety on how day programs are opening. Providers are offering a hybrid of in person/virtual programs. Parents and clients are eager to return to in person programs and the conversation continues to evolve on what day program “opening” will look like.

Louis believes we should take the leap on returning to in person services. Gabriel shared they have moved 28 people into their own apartments through a partnership with DDS, working with a variety of housing developers. Gabriel indicated there are a number of developers reaching out to NBRC to expand housing options for NBRC clients. Liz recognized NBRC's support and collaboration for the housing programs stating, increased housing options for the folks we serve is so valuable.

- d. Trade Associations: Early Start update: Michele Rogers discussed the increased needs in services. Typically they have 45 intakes per month and in May they had 95 intakes. Parents report missing the in person services, and how meaningful the in person supports are for development. There is currently state level discussion around protocols for ELS services and how to move forward with resuming in person services.
 - i. CDSA-No report
 - ii. CCLN- No report
 - iii. ANCOR- Linda Plourde
 - 1. Shared there is an upcoming virtual conference. See ANCOR for details.
 - iv. ARC/UCP
 - 1. Stacey shared details about the state budget and its proposal, over the next three years to increase the rates of reimbursement up to the rate study level. Stacey urged everyone to support the budget as proposed to be approved and signed as is. As of 6/8 the Lanterman Coalition put out over 2000 points of action related to support of this years proposed budget. The more action related to support of this budget the better. Looking to infuse 1.4 to 2 billion dollars into our system is unheard of!
- e. NBRC Board Report- Ali Tabatabai
 - i. Ali shared the highlights of the annual NBRC Board Meeting. Ali encouraged everyone to attend an annual NBRC Board meeting in the future. NBRC shared a variety of milestone anniversaries for staff and recognized Thomas and Regina's passing.
 - ii. There will be 3 VAC voting positions open and the VAC Board has 5 applicants. The nominating committee will be meeting to review candidates. The VAC voting board will finalize decisions on the new members in the next couple of weeks.
- f. ARCA- Gabriel R.
 - i. Gabriel stressed the current state budget proposal is the best proposal and opportunity to fund our service system overall. Gabriel echoed the workforce crisis is real, and the need to invest in provider rates is critical including the need for retention bonuses and bonuses for completing training. Gabriel is open to a larger conversation on how to be proactive when it comes to meeting the staffing crisis.
 - ii. Gabriel reported the results of the vendor surveys are in and will share more details during the next meeting.
 - iii. NBRC is resuming in person and Gabriel indicated to reach out to him if there are any problems specific to in person visits.
 - iv. NBRC staff will start working from the office at least several days per week starting in July.

- v. Gabriel introduced Jason Lane as the new QA Supervisor. Jason shared that he's excited about his new role and plugged a Q and A zoom session Courtney will be scheduling.
- g. Committees/Subcommittees
 - i. The Public Policy Advisory Committee-Linda Plourde
 - 1. Linda attended the Board meeting last week and shared her sadness of the passing of Regina Rivas.
 - a. Main topic was the budget, and Linda reiterated the importance to individually get information specific to what's happening at the state and federal level. The Lanterman Coalition is a great resource on the latest information. Next meeting is the 4th Tuesday of June. Contact Linda for more information.
 - ii. DSP Subcommittee – Holly Pagel
 - 1. We need nominations for DSP's doing exemplary work at your organization. Please submit your nominees to Holly Pagel or Kelley Hansen. Selectees will receive a certificate and a gift card. Honoring our staff is important, and this is a great way to do it. Submit a short statement of why they should be recognized and the previous winners will make the selections.

Cultural Linguistic Competency: Breeanne Burris shared the team will meet the third Thursday every month at 9am to create some SMART goals on integrating CLC into routine practice. Michele indicated there is a need for a wage differential for Spanish speaking staff especially in ELS and suggested the CLS committee openly support that need.

E. NBRC UPDATES:

- a. Fiscal- Isabel C.
 - 1. Critical dates for rollover: Ebilling will down June 30th and July 1st.
 - 2. July 7th is due date for invoices
 - 3. Should have all the new POS's inputted by July 14th.
 - 4. Any services starting on or after July 1st will be generated after July 14th.
 - 5. C19/ASD Authorizations will extend out through 12/31/2021. The C19 Authorizations were implemented in March of 2020 for additional supports because of Covid19 to track the cost of these additional services; ultimately these costs will be submitted to DDS for a request for reimbursement from FEMA. With ASD, this rate was a mechanism to reimburse vendors how services were being delivered.
- ii. R&D Transportation
 - 1. One time services, such as support with a vaccination clinic, or transportation for PPE delivery needs an authorization for a one time authorization which will align to your reimbursement up to the maximum number of clients served by your transportation program. Defer any transportation billing till the additional authorizations till the one time service authorizations are in place.
 - 2. Leticia shares she is still waiting for guidance on fuel reimbursement. More to come.
 - 3. Isabel thanked all the Transportation Vendors for their patience and cooperation as we navigate the funding issues during Covid19.

- b. Vendor Relations- No Report
- c. Quality Assurance- Jason Lane
 - i. Courtney has scheduled a Q&A session on 6/14 at 10:30am to 12pm to review any new provider information notices and to review what NBRC “in person” visits will look like. Additional topics will include day program reopening.
 - ii. Jason indicated they are still waiting on some SLS providers to submit their Housing Surveys due on 5/31. For organizations that have yet to submit them, please get those to Jeanal Ramos-Horder as quickly as possible.
 - iii. Jason shared the roll out of a new med error tool. When an SIR for a med error is generated the SIR Division will send back the med error form. More to come on that.
 - iv. Ivan Arce discussed what programs are doing to manage reopening and that additional guidance is being asked for by providers. Ivan is working with Jason and Courtney to develop a “checklist” for day programs (licensed/non licensed) to help standardize the expectations for reopening AND supporting the individual served to make informed choices about returning to in person or continuing ASD services. Discussion on the challenge to hybrid models of day programming is routed transportation. The logistics of transportation is complicated, especially when providers use a mix of “in program” and public transportation.
 - v. Kelley Hanson discussed the OSHA requirements for transportation and the challenge of transporting so many people with the current physical distance requirements. Still no official change on the guidance for physical distance during transport.
 - vi. Leticia from R&D shared many providers have turned to running multiple loops to accomplish transporting folks to and from program.
 - vii. Ivan shared the need for open communication specific to vendors reopening plans and his hope of creating a checklist with some guidance, not requirements, to make reopening the day program community as seamless as possible. Ivan shared flexibility is key to continuing to meet the needs of the person served.
 - viii. Ivan shared the date for the employment task force meeting in the group chat.

F. NEW BUSINESS

- a. Process for Day Programs for onsite services: See the above conversation regarding day program.
- b. Beth Kahiga reviewed the challenge created by lack of staff especially with funding held to staffing ratios. Discussion of “what do we do” when an organization is down 30% of their staff. Gabriel indicates there is no easy answer and we need more information from DDS. Clearly it will be an ongoing dialog. Once Gabriel has more clarity he’ll circle back with the group on how to deal with staffing ratios and the staffing shortage across the field in human services.
- c. Vaccination Hesitation: Deanna Mobley shared the work on the Vaccination Video which highlighted clips and photos of folks speaking about their experience with vaccinations. Liz shared the video during the meeting. Turned out great! Hopefully folks find the video inspiring!

G. OLD BUSINESS

- i. None.

H. GENERAL ANNOUNCEMENTS

- a. Training/Events
 - i. Tobias Weare sent a flyer regarding an evacuation training where they will receive a back pack from Red Cross. Reach out to him with any questions.
- b. Community concerns
- c. Ali shared the additional \$600 stimulus from CA, is coming in the form of a paper check over the next couple of weeks, if they have a payee it's not clear if the additional money will go to the payee. Ali reviewed the total stimulus of over \$4,000 (from Covid19 stimulus packages) and in some cases social security is counting this additional money as income and it's been impacting some people's benefits social security benefits. Stacey shared a client who has New Leaf, received their check electronically. It's clear there is no standard way how this money is being distributed.
- d. Reminders
 - i. Nothing to report.

I. AGENDA ITEMS FOR FUTURE MEETINGS

- a. Standing agenda item for Cultural Diversity. A sub-group of the VAC to discuss how to make vaccine conversations happen with providers.
- b. Please send items to Holly Pagel, Ali Tabatabai or Stacey Martinez.

J. ADJOURNMENT @ 11:45 am

- a. Ali moved to adjourn the meeting
- b. 2nd by Andrea
- c. All approve
- d. None oppose
- e. Motion carries



AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,401	14.2 %	MALES	6,374	64.7 %	OWN HOME	7,304	74.1 %
3 - 17	2,984	30.3 %	FEMALES	3,472	35.2 %	ILS	637	6.4 %
18 - 40	3,486	35.4 %				SLS	655	6.6 %
41 - 60	1,237	12.5 %				DC	11	.1 %
61 - 80	710	7.2 %				SNF	35	.3 %
						ICF	192	1.9 %
80 & OLDER	28	.2 %				CCF	744	7.5 %
						FOSTER CARE	198	2.0 %
						OTHER	70	.7 %
TOTAL:	9,846	100.0 %	TOTAL:	9,846	100.0 %	TOTAL:	9,846	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	607	6.1 %	AUTISM	2,999	30.4 %	28. NAPA	1,234	12.5 %
ASIAN	244	2.4 %	EPILEPSY	1,049	10.6 %	48. SOLANO	4,166	42.3 %
BLACK	850	8.6 %	CEREBRAL PALSY	904	9.1 %	49. SONOMA	4,319	43.8 %
FILIPINO	361	3.6 %	MENTAL RETARDATION	4,728	48.0 %			.0 %
NATIVE AMERICAN	51	.5 %	OTHER	969	9.8 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,529	25.6 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,354	44.2 %						.0 %
OTHER	301	3.0 %						.0 %
UNKNOWN	549	5.5 %						.0 %
						OTHER	127	1.2 %
TOTAL:	9,846	100.0 %				TOTAL:	9,846	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	27	.2 %	0	469	4.7
ENGLISH	8,115	82.4 %	P		
SPANISH	1,575	15.9 %	1	1,155	
OTHER LATIN LANG.	1	.0 %	2	8,211	
CANTONESE CHINESE	6	.0 %	3		
MADARIN CHINESE	3	.0 %	8	11	
JAPANESE	2	.0 %			
VIETNAMESE	15	.1 %			
KOREAN	5	.0 %			
LAOTIAN	2	.0 %			
CAMBODIAN	2	.0 %			
OTHER ASIAN LANG.	5	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	86	.8 %			
TOTAL	9,846	100.0 %	TOTAL	9,846	100.0