



*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 the Annual Board meeting scheduled as follows:

DATE: June 3, 2020

TIME: 6:00 p.m.

PLACE: Via Zoom Video

Join by Zoom:

<https://us02web.zoom.us/j/89252663205?pwd=VURzWGpiTHBGamFQSIF6K0VabU0zZz09>

Join by Phone:

Phone Number: 1-669-900-6833

Meeting ID: 892 5266 3205

Password: 778884

Español traducción:

Numero: 1-844-621-3956

Código de acceso: 130 197 75

ID: '#' (*libra de prensa*)

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' Annual Board Meeting
Wednesday, June 3, 2020 6:00 p.m.**

ANNUAL BOARD MEETING AGENDA

- I. CALL TO ORDER – Angel Hixson, President
- II. CONSIDERATION OF MINUTES – Minutes of the Annual Board Meeting of June 5, 2019 be approved as submitted. (2 min) ACTION
- III. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- IV. FEATURE PRESENTATION – North Bay Regional Center Sharing Proud Moments (2019-2020)
A. Client Success Stories, Vendor Recognition and Staff Appreciation (45 min)
- V. EMPLOYEE AWARDS Supervisor (6 min)
Twenty-year awards:
Cecily Damiano Claudia Calderon
Dena Carino Jason Lane
- VI. MARY IDA COOK LIFETIME ACHIEVEMENT AWARD – 2020 (10 min)
- VII. MANAGEMENT APPRECIATION VIDEO (7 min)
- VIII. PRESIDENT'S REMARKS – Angel Hixson (5 min)
- IX. ADJOURNMENT – Angel Hixson, President

SHORT BUSINESS MEETING AGENDA

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Minutes of the May 6, 2020 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 (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. EXECUTIVE COMMITTEE
A. Board Opportunity Request Over \$750 – Angel Hixson, President (2 min) ACTION
- VI. INCREASE LINE OF CREDIT WITH US BANK – Rosemarie Pérez, Treasurer (5 min) ACTION
- VII. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- VIII. 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 -- W&I Code 4663(a). b) Any matter specifically dealing with a particular regional center client must be conducted in a closed session.

NEXT MEETING ANNOUNCEMENT – The next Board Meeting is scheduled for Wednesday, July 15, 2020, 6:00pm

North Bay Developmental Disabilities Services, Inc.
Board of Directors' Annual Meeting
North Bay Regional Center
610 Airpark Road, Napa CA 94558
June 5, 2019 at 6:00 pm

NBRC BOARD MEMBERS PRESENT:

David Mauger, VAC Representative
Franklin Phillips, Sonoma County
Jeremy Johnson, Vice President
Linda Plourde, Board Mentor

Angel Hixson, President
Rita Edmonds-Norris, Secretary
Rosemarie Pérez, Treasurer
Sara Speck, Solano County

NBRC BOARD MEMBERS ABSENT:

Jose Ayala, Napa County

STAFF PRESENT:

Mike Ursini, Service Coordinator
Joyce Coleman, Service Coordinator
Heidi Oestreich, Service Coordinator
Debbie Adams, Service Coordinator
Shawna Cleveland, Service Coordinator
Khrizhia Fox, Service Coordinator
Stephanie Porter-Reid, Service Coordinator
Katrina Hammond, Service Coordinator
Medina Arroyo, Service Coordinator
Morgan Gabree, Service Coordinator
Tanisha Taylor, Service Coordinator
Jamie Chavez, Service Coordinator
Dee Heibel, Assoc. Dir. Client Services
Christina Comic, Service Coordinator
Laurie Cole, EI Service Coordinator
Ashley Allen, Senior Service Coordinator
Geri Audette, EI Service Coordinator
Maika O'Brien, Internal Quality Monitor
Sonia Villa, Service Coordinator
Alec Wiley, I.T. Tech II
Sarah George, EI Service Coordinator

Gabriel Rogin, Executive Director
Danielle Bernardo, Executive Assistant
Thomas Maseda, Director of Administrative Services
Isabel Calder, Chief Financial Officer
Courtney Singleton, Director of Community Services
Deborah Simms, Case Management Supervisor
Jessica Domingo, Case Management Supervisor
Rafael Hernandez-Perez, Case Management Supervisor
Deanna Mobley, Assoc. Dir. Client Services
Jason Lane, Case Management Supervisor
Beth DeWitt, Director of Client Services
Nagina McCants, Case Management Supervisor
Kristen Bordenave, Intake Referral Coordinator
Ori Gracy, Intake Referral Coordinator
Tami Jo McMahon, Assessment Counselor
Guadalupe Lopez, Intake Department Manager
Deanna Langle, Client Services Assistant
Katy Vanzant, Internal Quality Monitor
Ashley McConnell, Federal Revenue Supervisor
Ana Horta, Senior Companion Program Specialist
January Crane, Federal Revenue Department Manager
Joanne Giardello, Case Management Supervisor

GUESTS PRESENT:

David Cole, Oaks of Hebron
Sam M.
Silvia Cruz
Abel Moya
Teresa Carrillo
Jarente Harris
Chen Curtis
Lynette Stagner
Brianna Santos
James Tosh
Mary Eble, North Bay Housing Coalition
Taylor, PACE

Sonia J.
Stacey Martinez, ARC Solano
Mike Huskins, ARC Solano
Mary Ciera ARC Solano
Elena Crane, Guest of January Crane
Kylie Crane, Guest of January Crane
Carolyn Dillard, Mary Ida Cook Lifetime Achievement
Award Recipient
Christina Malloy, Guest of Carolyn Dillard
Terry Malloy, Guest of Carolyn Dillard
Kelley Hanson, PACE, Guest of Carolyn Dillard
Tobias Weare, State Council on Developmental Disabilities

MINUTES

CALL TO ORDER – *Angel Hixson*, President called the meeting to order at 06:00 p.m.

Angel Hixson, President asked for a motion to switch the order of the agenda and address the annual meeting presentations prior to regular business.

M/S/C (Phillips/Speck) Move to approve the order of the agenda to reflect the annual meeting presentations prior to the regular business meeting. **UNANIMOUS**

A quorum was present and the Board and audience introduced themselves.

CONSIDERATION OF MINUTES – Minutes of the Annual Board Meeting of June 6, 2018 be approved as submitted.

M/S/C (Speck/Phillips) Move that the minutes of the June 6, 2018 annual meeting be approved as submitted. **UNANIMOUS**

FEATURE PRESENTATION – Sharing Proud Moments

North Bay Regional Center (2018-2019)

- *Sarah George, Early Intervention Service Coordinator* noted Jade came into the Early Start Program when she was 5 months old. She introduced Jade's Mother, Briana.
 - *Briana* noted Jade is her fourth child and was born with respiratory issues, dysphagia and received a feeding tube. As Jade got older she also had developmental issues. Briana was told her daughter would never talk or walk. Early Intervention was able to coordinate occupational therapy, physical therapy, speech therapy, developmental therapy, and feeding therapy. The first year of Jade's life was spent in and out of the hospital. With Early Intervention services, Jade graduated from occupational and physical therapy. The goal was to crawl after 18 months, she walked before she was 14 months. Briana noted how thankful she is for all of the help she has received. Now Jade can count to 20 and is physically and developmentally where she needs to be.
- *Deborah Simms, Case Management Supervisor and Christina Comic, Service Coordinator* introduced Stephanie and Jar Ellis and their son Josias aka "Jojo."
 - *Stephanie* noted she had a very normal pregnancy. Jojo was two weeks early and weighed 5 lbs. and 15 oz. When he was born, the Doctors told Stephanie that Josias displayed features related to Down Syndrome. They told her "young parents decide to give up their babies." She said he was fine but reality started to settle in. Jojo has been in physical therapy, occupational therapy, speech therapy and feeding therapy. Jojo started walking before his second birthday. He worked so hard on his core muscles and he did it. Jojo was born with three holes in his heart that closed on their own. He has always been really hyper and full of life. Stephanie noted she kept him in his own bubble because she was scared something would happen to him, as a result his behaviors got worse. This year she found a support group of other parents of children with Down Syndrome and has been able to call them her friends. 8 years later, Jojo ran track in the Special Olympics. Jojo is a great brother to his two other brothers and they share a special bond. Jojo has so much empathy for others, he likes to give out hugs and his smile lights up a room. Stephanie noted she is so proud to be his mom.
- *Geri Audette, Service Coordinator* introduced her client, Skyler L. –
 - Skyler noted the following, he is from New York and after a big flood they were left with the decision to move to California. Skyler has Autism and noted, change is hard. After the move his stomach started to hurt and he thought it was due to the change but it turned out to be a blockage from Crohn's disease. He also had seizure activity which effected his sleep. He noted his mom started to say he changed, wasn't very talkative, and he started to have some behavioral problems. He blamed his mom majority of the time. Skyler noted

his behaviorist and therapist helped him and CBEM would also help him feel safe. He noted he spent 6 weeks in a crisis center while a safe place for him to live could be identified. Skyler eventually learned that his voice could help make a difference for others and he spoke at the Statewide Advocacy Conference. Skyler has learned he has control over his emotions. Skyler and his mom have much happier times together now. Skyler noted he is learning to live in the now, and to spread love.

- *Tanisha Taylor, Service Coordinator* presented on behalf of her client, Dylan C. She approached the presentation as a boxing match.
 - Round 1 – In one corner was a 30 year old man with Scoliosis, Cerebral Palsy and an infectious smile named Dylan C. weighing in at 76.5 lbs.
 - Round 2 – May 18, 2019, a visit indicated he looked malnourished, his skin was dry, pale, and his eyes were sunken in. Dylan was dehydrated and had a wound. He hadn't eaten in 5 days. He was given ensure through a g-tube. Dylan was laying in his bed soiled. 911 was contacted and it was determined legally he could leave his family. Dylan needed an emergency placement.
 - Round 3 – Dylan was placed at Pathways, he left his home with one pair of pants and one shirt. Dylan now has 5 other roommates and looks forward to aromatherapy, audio books, and gardening.
 - Round 4 – May 16, 2019 Dylan was admitted with pneumonia. His resilience and smile always radiates the room. He was discharged.
- *Tanisha* noted Dylan's success story should inspire all of us to be fighters. She is so proud to be his Service Coordinator.
- *Jaimie Chavez, Service Coordinator* introduced Luis R. and Mary Viera from The ARC Solano.
 - *Mary* congratulated Luis on his growth and social skills. Luis is a 24 year old male diagnosed with ASD, Autism Spectrum Disorder. He has been attending the Arc Solano for 4 years now. Mary noted Luis is energetic and very creative. He suffers from anxiety. When he first started coming to the program, he was very shy and would hide away from the crowd. He was afraid of loud noises. Stacey Martinez from the Arc Solano suggested poetry. Since then, Luis has written many poems. Luis has also started college. His assignments are always on time and he received straight A's last semester. He has accomplished so much and will continue to achieve many more accomplishments.
 - ❖ *Luis read one of his poems.*

MARY IDA COOK AWARD – North Bay Regional Center Lifetime Achievement Award - Carolyn Dillard (2019)

- *January Crane, Federal Revenue Department Manager* noted this award began as a tribute to Mary Ida Cook, a previous NBRC service coordinator of over 20 years. She taught American Sign Language and was a strong advocate for the hearing impaired. January Crane noted this year's recipient is Carolyn Dillard. Carolyn Dillard was part of the Social Services Pilot Program at Napa State Hospital. In the early 70's she transitioned from Napa Valley PSI to Solano Workshops and in 1983 she formed PACE. PACE formerly stood for Positive Approach to Consumer Education. PACE was formed to provide day program and work services to adults with developmental disabilities. In 1989 USARC (Upper Solano Association for Retarded Citizens) and PACE became one agency.
- *Kelley Hanson, Pace Solano, Carolyn's daughter* noted the following, On behalf of family founding members of USARC, she thanked NBRC for honoring Carolyn for her 55 years of superb support and dedication to the IDD community. Kelly noted Carolyn is humble, and quick to credit others. Because of this trait, she asked a couple Pace Board members to write down a few thoughts about Carolyn, which she shared with the room.

- *Christina and Terry Malloy, Guests of Carolyn Dillard* noted many successes wouldn't have come about without Carolyn's innovative and creative ideas. She has given so much of herself. She was described as an amazing risk taker, relationship builder and a force to be reckoned with.
- *Kelley Hanson, Pace Solano, Carolyn's daughter* noted Carolyn's success is a result of the partnership between vendors and NBRC. Carolyn's advice has always been be nice, work with everyone and be respectful. Kelley joked that her Mother was a poor sport and did not want to say a speech of her own, but she was humbled by the award. Carolyn worked with Mary Cook and understands the significance of the award and is honored to be receiving it.

EMPLOYEE AWARDS –

Ten-year awards:

Kelley Morse (08/08 – 08/18)
Guadalupe Lopez (09/08 – 09/18)
January Crane (10/08 – 10/18)

Supervisor

Joanne Giardello (3 min)
Deanna Mobley (3 min)
Courtney Singleton (3 min)

Twenty-year awards:

Richard Burkett (08/98 – 08/18)
Michael Ursini (01/99 – 01/19)

Supervisor

Thomas Maseda (3 min)
Joanne Giardello (3 min)

BOARD PRESIDENT'S REMARKS –

Angel Hixson, President thanked everyone that participated in the annual presentation. Whether it be a client, staff, or if they brought a success to the Boards attention. Angel thanked staff for their hard work daily to create these success stories. She noted we all share the same goal, and that is to help individuals with developmental disabilities serve a full and successful life out in the community. She thanked everyone in the room for their dedication.

ADJOURNMENT – *Angel Hixson, President* adjourned the annual meeting at 7:31 pm.

**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
North Bay Regional Center
Via Zoom
May 6, 2020, 6:00 pm**

MINUTES

NBRC BOARD MEMBERS PRESENT:

Lynette Stagner, Napa County
Jose Ayala, Napa County
Ali Tabatabai, VAC Representative
Andrea Bednarova, Alameda County
Franklin Phillips, Board Mentor, Sonoma County
Hue Truong, Sonoma County

Angel Hixson, President, Solano County
Jeremy Johnson, Vice President, Solano County
Sara Speck, Secretary, Solano County
Rita Edmonds-Norris, Solano County
Alexis Jarreau, Solano County
Rosemarie Pérez, Treasurer, Sonoma County

NBRC BOARD MEMBERS ABSENT:

Abel Moya, Sonoma County

CALL TO ORDER –

Angel Hixson, President, called the regular business meeting to order at 6:00 p.m.

- ❖ Before moving on to the next agenda item, *Angel Hixson, Board President* noted this was the first board meeting by Zoom and went over a few housekeeping items:
 - 1) Mute when you are not speaking. If calling in by phone you can press “*6” to mute and unmute.
 - 2) If you are not a board member, you can speak within the public comment periods of the agenda. Those calling in can text their name to 707-501-0065 if you want to sign up for public comment.
 - 3) Spanish translation was available by calling 707-256-1167 code: 222222.

ROLL CALL AND INTRODUCTIONS –

Sara Speck, Secretary conducted roll call and a quorum was present.

CONSIDERATION OF MINUTES –

M/S/C (Speck/Edmonds-Norris) Move that the minutes of the April 1, 2020 regular business meeting be approved as submitted.

UNANIMOUS

GENERAL PUBLIC COMMENT – None

TREASURER'S REPORT –

A. Treasurer's Report be approved as submitted – Rosemarie Pérez, Treasurer

- A summary of the Doug Cleveland Board Opportunity Fund and the CFO board report can be found on pages 6-7 of the May 2020 board packet.

M/S/C (Edmonds-Norris/Speck) Move that the Treasurer's Report be approved as submitted.

UNANIMOUS

B. Disbursement of Gift Cards from the Board Fund – Rosemarie Pérez, Treasurer

Rosemarie noted US Bank donated \$2,500 to the Doug Cleveland Board Opportunity Fund. Rosemarie asked the board if they would like to add it to the Board Fund balance or to disburse gift cards to clients in need during the current COVID-19 crisis.

M/S/C (Johnson/Speck) Move that the US Bank donation of \$2,500 be used for 50, \$50 gift cards for clients in need.

UNANIMOUS

C. Overview of Cash Flow –

Isabel Calder, Chief Financial Officer presented an overview of Cash Flow which can be found on page 8 of the May 2020 board packet.

- *Isabel* noted page 8 of the May 2020 board packet indicated NBRC would only receive a 50% offset, but since then, DDS has communication they will fund the regional center 55%.

COVID 19 UPDATES –

Gabriel Rogin, Executive Director noted the following:

- He is so proud and impressed with our community. A lot of people are struggling to make it through the day and balance all on their plate. There are so many different scenarios families are juggling right now.
- The Executive team held Zoom calls with each regional center unit. They have can-do attitudes, are flexible, and are such a caring dedicated group.
- There aren't words to describe Direct Service Provider's (DSP's.) The way they're stepping up is extraordinary. We are essential and we can't forget how hard people are working and the risks they are taking.
- At this point we do not have an NBRC client with a positive COVID-19 diagnosis that we know of. It is likely there are positive cases out there and they haven't told us. We have 4 examples of service provider staff diagnosed.
- We have made good decisions to keep people safe. NBRC staff continue to work from home which allowed services to continue.
- The regional center is working hard to get additional PPE. NBRC has a supply at the regional center in case there is a surge in diagnoses.
- In terms of maintaining essential services, the regional center is reaching out to people we serve to see what people might need. We remain accessible and have been responsible in tracking the dollars we are spending.
- *Gabriel* noted we have a tough road ahead and we are not out of the woods yet. There will be future waves of diagnoses. We are also paying attention to the state budget situation and are not sure how that will impact the regional center.

Beth DeWitt, Director of Client Services noted the following:

- The NBRC Sonoma office closed down March 16th and the Napa office closed the following week. It's been about 7 weeks since shelter-in-place and it all happened quickly. The regional center is thankful that I.T. had the infrastructure set up allowing the smooth transition to remote work.
- There may be individuals that are not able to be completely assessed through telemedicine. If the eligibility team can't come to an absolute decision on that, they can make them eligible presumptively. If so, they would need to undergo additional testing in the future.
- Service Coordinator's (SC) are making sure individuals on their caseloads are okay, if services are not met, if they need any additional services, and if anyone has been exposed. They are tracking that on spreadsheets per caseload. SC's are circling back and reconnecting to make sure people's situations have not changed.
- We haven't had a lot of requests but our community should know that Participant Directed Services are a resource.
- SC's are connecting with management daily.
- We've hired several new staff at this time. It has gone a long way, we've made a great effort and staff have expressed that they feel supported.

Courtney Singleton, Director of Community Services noted the following:

- A DSP directory has been developed to help residential and SLS vendors needing additional staffing support.
- DDS gave Regional Center Executive Director's the authority to approve Health and Safety rates.
- NBRC has surge housing options.
 - There are two Day Program sites and one of our housing organizations is finding hotels to use if individuals cannot go back into their home for any reason.
 - Maura McDonough is working with vendors to coordinate additional supplies.
- *Ali Tabatabai, VAC Representative* asked if the counties are providing any assistance for homeless clients.
 - *Courtney Singleton* responded not for our population specifically.
 - *Rosemarie Pérez, Treasurer* noted people need to be quarantined, and it makes sense that the surge capacity is specifically for the clients.

Thomas Maseda, Director of Administrative Services noted the following:

- NBRC is tracking COVID-19 closely and working with community partners.
- He noted we are fortunate to have the remote workforce that NBRC has. In so many ways, it has kept employees safe.
- We are working to help the employees with their work-life balance. When you combine all that everyone is going through and within their own homes, it can get challenging.
- Our highest priority is the safety of our clients and of our employees.

COMMITTEE REPORTS –

A. Nominating Committee –

Rita Edmonds-Norris, Solano County noted the nominating committee is bringing a slate of officers to the Board as an informational item. The slate of officers will be brought back to the Board for a vote in July. According to the by-laws, each officer can serve a two-year term. Jeremy's 1st term as Vice-President ends in 2021 and Sara's 1st term as Secretary ends in 2022. No action is needed on their terms this year. Angel's 1st term as President ends in June and Rosemarie's 1st term as Treasurer ends in August. The Board will need to vote on both of those positions at our meeting in July. In order to align the terms, the Nominating Committee decided to start the second term for both of those positions on July 1st.

a. Proposed Slated Officers:

- President** – Angel Hixson and Jose Ayala are nominated for President. The Board will have the opportunity to vote on their nominations in July.
- Treasurer** – Rosemarie Perez is nominated to continue as Treasurer. The Board will have the opportunity to vote on her nomination in July.

B. Vendor Advisory Committee Update –

Ali Tabatabai, VAC Representative noted there is a new level of uncertainty for providers. Ali noted the vendor community has been underfunded for decades and the road ahead is looking bleaker. One way to think about the future is to offer alternative services. There are currently no deaths due to COVID-19 for our clients, and that is due largely because of the vendor group. It is critical to maintain this collaborative approach and Ali thanked the Executive team for being readily available when they are needed the most. It needs to be reiterated that people are safe because of those in this community. It goes to show how critical our service system is to the state. The developmentally disabled community is often left out of key legislation. We are an afterthought a lot of the time.

- *The Vendor Advisory Committee minutes can be found on pages 10-15 of the May 2020 board packet.*

C. Legislative Advisory Committee Update – Ali Tabatabai, VAC Representative

GOOD OF THE ORDER –

- *Franklin Phillips, Board Mentor* noted he hopes everyone is doing well and that as a team, we're all going to get through this.

GENERAL PUBLIC COMMENT –

- *Glory Kennemer* asked if the regional center has thought about the rapid testing. 14 days of quarantining in their room is a lot for an individual that we serve.
 - *Gabriel Rogin, Executive Director* noted the amount of testing is now ramping up. All three counties have much more testing available than before. In terms of duration of quarantine, NBRC works closely with DPH and DDS.
 - *Beth DeWitt, Director of Client Services* noted the turnaround time for testing has been 48 hours.
- *Jolene* asked if the regional center has quarantine sights. She also asked if stimulus funds can be sent in prepaid gift cards.
 - *Gabriel Rogin, Executive Director* noted Courtney Singleton, Director of Community Services is the contact person for surge housing.
 - *Ali Tabatabai, VAC Representative* noted that Social Security is going to directly distribute the stimulus payments. Currently there isn't a directive or guidance but the

individual has 12 months to spend down the money if they are on SSI or Medi-cal. *Ali* noted as a payee agency, New Leaf has not seen stimulus money deposited yet.

CLOSED SESSION –

A. Real Estate Negotiations

B. Personnel

- ❖ *Angel Hixson, President* noted the board will move into closed session to discuss real estate negotiations and personnel. Everyone that was not a board member signed off of the zoom call.

RETURN TO OPEN SESSION – The board returned from closed session at 8:17 pm. There was no action taken during the closed session.

ADJOURNMENT – *Angel Hixson, President* adjourned the regular business meeting at 8:18 pm.



Doug Cleveland Board Opportunity Fund Request Over \$750 May 2020

On Monday, May 15, 2020, the Board Executive Committee approved the following time-sensitive request via telephone communication. The request is being brought to the Board for formal approval June 3, 2020.

JM, A 32 year old gentleman diagnosed with Autism Spectrum Disorder, significant functional limitations in self-care, self-direction, capacity for independent living and economic self-sufficiency, needed help with due to a roommate moving out. JM needs to find a new roommate as soon as possible.

Covid19 has impaired the ability to find another roommate. The lease expires 9/16/20. JM lost his roommate in February but the co-lease holder's family was honoring the lease and paid up until April. JM is responsible for rent for May and onward for the remainder of the lease.

JM requested the one time board fund for rent supplement to cover the cost of his former roommate's share of the rent for a period of two months while JM is supported to find a replacement roommate to add to the lease.

JM has identified a potential roommate through North Bay Housing Coalition that he had a video conference with recently. An application is in the process of being completed.

Total Funds Requested: \$964.00 (\$457 for rent x 2+ \$50 late fee for May)

M/S/C (/) Move to approve the Board Opportunity Fund Request for \$964.00 for two months rental supplement including the late fee for May.

UNANIMOUS



Date submitted to NBRC Board for review

June 3, 2020

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# (if applicable)	Term of Contract	Total Contract Amount	Notes
Increase the existing Line of Credit	US Bank	March 4, 2020 – March 4, 2021	\$35,000,000	This amendment increases the existing line of credit from \$22 million to \$35 million. The increase is available from 7/1/2020 through 10/31/2020 and will then revert back to \$22 million. The terms remain the same: -No commitment fees -Interest is 1.75% plus LIBOR rate (approx.. 3.47%)