Board of Directors Executive Committee Meeting

Tuesday, March 19, 2019, 11:00 am
Toll Free: 1-844-621-3956
Meeting Number: 802 764 500
Attendee Number: #

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, Vice President and Secretary

III. PUBLIC COMMENT

IV. CONSIDERATION OF MINUTES – Angel Hixson, President
A. Minutes of Executive Committee Meeting of January 10, 2019 be approved as submitted. ACTION
B. Minutes of Executive Committee Meeting of February 21, 2019 be approved as submitted. ACTION

V. 17-18 MARCUM AUDIT FINDINGS – Roger Bulosan, Marcum LLP. ACTION

VI. DOUG CLEVELAND BOARD OPPORTUNITY FUND REQUESTS OVER $750 ACTION

VII. REVIEW OF MARCH 6TH BOARD MEETING INFO

VIII. APRIL 4TH BOARD MEETING PREP

IX. BOARD OFFICER RECOMMENDATIONS ACTION
Vice President Role

X. EXECUTIVE DIRECTOR'S REPORT INFO

XI. OTHER BUSINESS

XII. PUBLIC COMMENT

XIII. ADJOURNMENT

CLOSED SESSION – 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).

NEXT MEETING ANNOUNCEMENT - The next Board of Directors Executive Committee meeting is a scheduled for Thursday, April 18, 2019 at 3:30pm.

Board of Directors' Executive Committee Meeting

Thursday, February 21, 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, Vice President and Secretary Rosemarie Pérez, Treasurer Linda Plourde, Board Mentor
STAFF PRESENT:	Gabriel Rogin, Executive Director Danielle Bernardo, Executive Assistant Courtney Singleton, Director of Community Services

CALL TO ORDER – *Angel Hixson, Board President* called the meeting to order at 3:31 pm.

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES –
The Executive Committee decided to push the consideration of minutes to the next Executive Committee meeting to allow more time for review.

CONTRACT OVER $250,000 –
A. Adelaide II – (see attached)

Courtney Singleton, Director of Community Services noted the following;

- Specialized Residential Facility that is not for the Sonoma Developmental Center population.
- Vacaville, CA
- Home for 4 individuals with behavioral and medical needs.
- Annual rate - $907,728

M/S/C (Pérez/Edmonds-Norris) Move to approve Adelaide II contract. UNANIMOUS

❖ *Upon the approval of the Adelaide II contract, Courtney Singleton excused herself from the conference call.*

REVIEW OF FEBRUARY 6TH BOARD MEETING –
Gabriel Rogin, NBRC Executive Director recapped the February 6th Board Meeting; the minutes can be found in the March 2019 Board Packet.

- The committee discussed ways to make the meetings run more efficiently including suggesting holding questions until the end of presentations.

MARCH 6TH BOARD MEETING PREP –
Gabriel Rogin, NBRC Executive Director reviewed a draft agenda with the Board Executive Committee.

- Proposed Feature Presentations;
  - Administrative Overview from Thomas Maseda, Director of Administrative Services.
    - The Board previously asked that there be a rotation from Department Managers. Thomas is the Director of Administrative Services; HR, Payroll, IT and Facilities.
- Rosemarie will do her Treasurers Report and go over the E-2 contract if NBRC receives it.
- Committee Reports starting with Angel recapping any action taken during today's Executive Committee Meeting.
  - Then David Mauger will do a Vendor Advisory Committee report.
- There will be a brief Executive Director's report.
- *Gabriel Rogin* noted there will be a closed session at the end of the meeting.

GRASSROOTS DAY APRIL 3, 2019 –
Rosemarie Pérez and *Linda Plourde* noted that they would like to attend.
Angel Hixson noted she would reach out to the rest of the Board to see if anyone else would like to attend.

- *Linda Plourde* noted the following regarding Grassroots Day;
  - ARCA arranges the agenda, materials and talking points. They schedule which Legislators meet with each agency. She noted it's a time talk about strategic talking points as a family member. Personal stories and experiences are more effective.

- There is also a Lanterman Coalition Rally at the capitol on April 3rd.
- April 2nd is a Day for DSP (Direct Service Providers.)
    - An event facilitated by Mark David associated w/ ANCOR.

UPDATE TO BANK SIGNATURE CARDS –
Gabriel Rogin, NBRC Executive Director noted the following;

- DDS advised NBRC to wait until there was a CFO in place to update the bank signature cards. NBRC is now recommending to add Isabel Calder, Courtney Singleton and Beth DeWitt to the bank signature cards.
- In the event Gabriel is out of the office having additional signers will prevent any hold up in processing payments.
- NBRC plans to bring this to the Board as an action item at the March 6th Board meeting.

EXECUTIVE DIRECTOR'S REPORT –
Gabriel Rogin, NBRC Executive Director noted the following;

- There is a big push to get the rate study finalized. DDS contracted with Burns and Associates LLP to do a rate study.
    - This is the best opportunity for rate increases in over a decade.
    - There are meetings scheduled in Sacramento on Monday 2/25/19 and Tuesday 2/26/19.
    - There will be another set of meetings in Southern California later next week.
    - DDS is requesting ongoing feedback. NBRC will be a point of contact and will be sending out an email soon.
- Gabriel let the committee know he would keep the Board posted.
- All Staff meeting is on March 20th.
    - There will be a Vendor fair in the beginning where they'll be able to talk about their services.
    - Rosemarie to say a few words at the end of the meeting to share appreciation for the staff.

OTHER BUSINESS –

- *Rosemarie Pérez* noted there is a documentary on the Sonoma Developmental Center Closure regarding the transition. How people living in the DC are doing and where they are now. Rosemarie's family is highlighted. It's coming close to the end of production and is in the editing process. She is not sure who it's going to be presented to and when it will be coming out.

PUBLIC COMMENT – None

CLOSED SESSION –
The Board Executive Committee moved into a closed session meeting at 4:07 pm to discuss pending litigation.

RETURN TO OPEN SESSION –
The Board Executive Committee returned from closed session at 4:27 pm.

ADJOURNMENT – *Angel Hixson, Board President* adjourned the meeting at 4:27 pm.

North Bay Regional Center

Operations ____
Purchase of Service __X__

Date submitted to NBRC Board for review N/A
Date approved by NBRC Board Executive Committee (if applicable) 02/21/19
Date approved by NBRC Board 02/21/19

The following contracts have been reviewed by Courtney Singleton, Interim Director Community Services and Gabriel Rogin, Executive Director, both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Maximum Annual Payment	Approved	M/S/C	Notes
Specialized Residential Facility	4	Adelaide II, LLC	02/22/19-Until Canceled	$907,728	Yes	(Pérez/ Edmonds-Norris)	