

Board of Directors Executive Committee Meeting
Thursday, May 16, 2019, 3:30 pm
Call in: 1-844-621-3956 Access Code: 804 677 953 Attendee ID: #

North Bay Developmental Disabilities Services, Inc.
North Bay Regional Center
610 Airpark Road, Napa, CA 94558

AGENDA

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Secretary
- III. PUBLIC COMMENT
- IV. CONSIDERATION OF MINUTES – Angel Hixson, President
Minutes of the Executive Committee Meeting of April 18, 2019 be approved as submitted.
(Pgs. 1-3) ACTION
- V. REVIEW OF May 1st BOARD MEETING INFO
- VI. JUNE 5TH BOARD MEETING PREP INFO
- VII. BOARD MEETING LOGISTICS INFO
- VIII. RFP WAIVER FOR A COMMUNITY CRISIS HOME (Pg. 4) ACTION
- IX. EXECUTIVE DIRECTOR'S REPORT INFO
- X. OTHER BUSINESS
- XI. PUBLIC COMMENT
- XII. CLOSED SESSION – INFO
A matter specifically dealing with a Regional Center client.
- XIII. RETURN TO OPEN SESSION
- XIV. ADJOURNMENT

CLOSED SESSION – a) The governing board of a regional center may hold a closed meeting to discuss or consider one or more of the following: (1) real estate negotiations, (2) the appointment, employment, evaluation of performance, or dismissal of a regional center employee, (3) employee salaries and benefits, (4) labor contract negotiations, (5) pending litigation (b) Any matter specifically dealing with a particular regional center client must be conducted in a closed session. -- W&I Code 4663(a) & (b).

NEXT MEETING ANNOUNCEMENT – The next Board Meeting will include an Annual Meeting scheduled for Wednesday, July 10, 2019, 6:00 p.m. at North Bay Regional Center, 2351 Mendocino Ave, Santa Rosa, CA 95403.

Board of Directors' Executive Committee Meeting

Tuesday, April 18 2019, 3:30 pm
North Bay Regional Center
610 Airpark Road, Napa, CA 94558

MINUTES

NBRC BOARD MEMBERS PRESENT:

Angel Hixson, President
Rita Edmonds-Norris, Secretary
Jeremy Johnson, Vice President
Rosemarie Pérez, Treasurer

STAFF PRESENT:

Gabriel Rogin, Executive Director
Danielle Bernardo, Executive Assistant
Isabel Calder, Interim Chief Financial Officer

CALL TO ORDER – *Jeremy Johnson, Board Vice President* called the meeting to order at 03:35 pm.

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES –

M/S/C (Pérez/Edmonds-Norris) Move that the minutes of the March 19, 2019 Executive Committee Meeting be approved as submitted. **UNANIMOUS**

REVIEW OF APRIL 3RD BOARD MEETING –

Gabriel Rogin, NBRC Executive Director recapped the April 3, 2019 Board Meeting; the minutes can be found in the May 2019 Board Packet.

MAY 1ST BOARD MEETING PREP –

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

- Proposed Feature Presentations;
 - Diversity and Equity Update
 - ❖ It was decided that the Board would attend a Town Hall Meeting in the future and that the committee would like an update from last year since there has been a change in personnel.
 - Overview of Client Services – Beth DeWitt, Director of Client Services
 - Doug Cleveland Board Opportunity Fund Policy Update.
 - Courtney Singleton, Director of Community Services will present a few contracts over \$250,000 for approval.
 - She will also be seeking public comment for the 637 waiver from DDS. The waiver requests permission to allow Speech, PT and OT assistants to provide some of the services.
 - Committee Updates from today's Executive Committee, the Vendor Advisory Committee, Legislative Advisory Committee and the Client Advisory Committee.
- ❖ *Isabel Calder joined the meeting.*

NBRC LINE OF CREDIT THROUGH UNION BANK –

Isabel Calder, Interim Chief Financial Officer noted the following;

- NBRC was approved for a \$15,000,000 Line of Credit.
- Last year there was a cash flow disruption at the state level.

- Our Controller, Barrie Gordon has been monitoring our cash flow, and the state has not yet done an offset on the advancement. We are anticipating a 50% offset in April.
 - Offset of advancement = the preliminary contract disperses money ahead of time to the Regional Center. Towards the end of the fiscal year, DDS starts offsetting payments to get that advancement paid back.
- In the event we need more than a \$15,000,000 line of credit, we were approved for \$22,000,000 and we can request additional funding.
- We would save operational dollars towards the commitment fee if we went with the \$15,000,000. There is a .2% commitment fee on the overall amount we borrow, we will pay prime rate 5.5% for the amount we borrow.
- We anticipate getting the next advance in June 2019 but it is typically received the second or third week of July.

**M/S/C (Johnson/Perez) Move to approve the \$15,000,000 Line of Credit with Union Bank.
UNANIMOUS**

❖ *Upon the approval of the Line of Credit, Isabel Calder excused herself from meeting.*

DOUG CLEVELAND BOARD OPPORTUNITY FUND REQUESTS OVER \$750 –

Gabriel Rogin, NBRC Executive Director noted the following;

1. Two women live together in a three bedroom apartment. The third roommate moved out in October. The two remaining roommates needed support to make up the difference in rent until a new roommate can be identified. They are able to cover the expenses for March but are requesting additional assistance \$1,500 (\$750 each woman) for April, May and June while they continue their search. If a third roommate is identified, they will refund any remaining funds.
 - *Jeremy Johnson* asked how we know they are actively looking for a third roommate.
 - *Gabriel Rogin* noted the Regional Center planning team is actively involved.
 - *Angel Hixson* noted it's hard to find compatibility and understands why it may take longer to find a roommate, but the message should be clear this needs to be taken care of.

M/S/C (Pérez/Edmonds-Norris) Move to approve the Board Opportunity Fund Request for a total of \$1,500 in rental assistance for April, May and June. UNANIMOUS

2. A 61 year old woman and a 65 year old woman were living in a Group Home since 2005. The group home needed to close but allowed the women to live in the home until another option was identified. The man that was running the home became the SLS provider. He agreed to pay the utilities but he failed to submit the clients' share of the utilities to their representative payees during the time they lived there. Which was \$1462.54 each. During this time the landlord was also receiving Board and Care funding while collecting rent from the clients. He owes both women \$424.76 in overpayment. The planning Team is requesting assistance in helping MN and PS pay their outstanding amounts of utilities, subtract the overpayment, totaling in \$1,037.78 each woman.

M/S/C (Johnson/Edmonds-Norris) Move to approve the Board Opportunity Fund Request for NM's and PS' assistance with outstanding utility bills in the amount of \$1037.78 each. UNANIMOUS

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, NBRC Executive Director noted the following;

- NBRC submitted the Rate Study feedback to DDS.
 - Some of our providers are struggling financially. Several providers closed recently.

- Angel Hixson asked if we are reporting the closures to DDS and Gabriel replied that we notify ARCA and they report globally to DDS. He will make a point to tell DDS about these specific vendors.
- Rosemarie Pérez suggested communicating this to the legislators that were visited during Grassroots Day.
- Angel also suggest having family members affected by closures write legislature a letter to know the impact on their lives. It would be helpful if there was a template to help families write the letter.
- Gabriel noted that NBRC’s primary focus is minimizing disruptions for people receiving services. We are actively engaged in the process of identifying new service providers.

OTHER BUSINESS – None

PUBLIC COMMENT – None

ADJOURNMENT – *Jeremy Johnson, Vice President* adjourned the meeting at 4:41 pm.



REQUEST FOR PROPOSAL (RFP) POLICY

PURPOSE:

The purpose of the Request for Proposal (RFP) policy is to outline the specific circumstances under which North Bay Regional Center (NBRC) will issue RFPs to address a service need, as required by NBRC's contract with the Department of Developmental Services. The RFP policy is designed to meet the following goals: develop a wider pool of qualified applicants, ensure cost effectiveness, ensure that current and potential providers have an equal opportunity to apply for NBRC start-up funds when available, and to bring consistency to NBRC's recruitment efforts.

POLICY:

NBRC will issue RFPs at various times throughout the year to address unmet service needs. RFPs will be sent out to address the following service needs:

1. Community Care Licensed facilities Level 4 and higher.
2. Family Home Agencies, pursuant to Title 17 regulations.
3. Projects that include start-up funding from the Community Placement Plan.
4. Specialized service needs that have been unmet through regular resource development.