

**Board of Directors Executive Committee Meeting**  
**Monday, May 15, 2023, 6:30 pm**  
**North Bay Developmental Disabilities Services, Inc.**

**Join Zoom Meeting:**

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

**Join by Phone:**

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

**AGENDA**

- I. CALL TO ORDER – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Rosemarie Pérez, President ACTION  
Minutes of the Executive Committee Meeting of April 17, 2023 be approved as submitted.  
(pgs.1-2)
- V. CONTRACTS FOR APPROVAL OVER \$250,000 – Courtney Singleton, Director of Community Services (pgs. 3-4) ACTION
  - a. Specialized Residential Facilities
  - b. Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)
- VI. REVIEW OF MAY 3<sup>RD</sup> BOARD MEETING INFO
- VII. JUNE 7<sup>TH</sup> ANNUAL MEETING PREP INFO
- VIII. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, NBRC Executive Director ACTION
  - a. Reschedule Executive Committee Meeting in June – Agency Holiday: Juneteenth
- IX. OTHER BUSINESS - Any other Board business may be brought up at this time.
- X. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XI. ADJOURNMENT – Rosemarie Pérez, President

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

**NEXT MEETING ANNOUNCEMENT** – The next Board of Directors Executive Committee call is to be determined.

**Board of Directors' Executive Committee Meeting**  
**Monday, April 17, 2023, 6:30 pm**  
**North Bay Regional Center - Via Zoom**

**NBRC BOARD MEMBERS PRESENT:**

Rosemarie Pérez, Board President  
Candace White, Vice President  
Andrea Bednarova, Treasurer

Sara Speck, Secretary  
Breeanne Kolster, VAC Representative

**NBRC BOARD MEMBERS ABSENT:**

None

**NBRC STAFF PRESENT:**

Gabriel Rogin, Executive Director

Courtney Singleton, Director of Community Services

**MINUTES**

**CALL TO ORDER** – *Candace White, Vice President*, called the meeting to order at 6:32 pm.

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

**PUBLIC COMMENT** – None

**CONSIDERATION OF MINUTES** – Minutes of the Executive Committee Meeting of March 20, 2023 be approved as submitted.

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

**APPROVED**  
**White ABSTAINED**

**CONTRACT FOR APPROVAL OVER \$250,000**

Courtney Singleton, Director of Community Services, presented the contract for a Specialized Residential Facility (SRF) that can be found in the April 2023 Executive Committee packet.

**M/S/C (Pérez/Bednarova) Moved to approve the SRF Contract for AMANI Home, LLC, as submitted.**

**APPROVED**  
**UNANIMOUS**

**FOLLOW-UP ON QUALITY MONITORING DATA**

Courtney Singleton, Director of Community Services, reported to the Executive Committee on how the conversation went with the Vendor Advisory Committee and Supported Living Services/Independent Living Services Subcommittee regarding sharing individual vendor data with the Board of Directors.

- The Executive Committee clarified the type of vendor monitoring data they would like to review.
- Courtney Singleton to follow up with the Executive Committee after speaking with the vendor community regarding the threshold of reporting quality monitoring data.

**REVIEW OF THE APRIL 5<sup>TH</sup> BOARD MEETING**

*Gabriel Rogin, Executive Director*, recapped the April 5<sup>th</sup> Board Meeting. The minutes from the meeting can be found on the NBRC website in the May 2023 Board Meeting packet.

- Presentation on the Self Determination Program
- Treasurer's Report
- Committee Reports
  - o Strategic Planning Update
  - o Update on Grassroots Day
  - o The Nominating Committee is actively recruiting for board members.
- Executive Director's Report

- Gabriel Rogin presented the request to have Courtney Singleton, Director of Community Services, as the backup board fund signer and it was approved.
- The Board made a few changes to the future board meeting locations. A revised copy will be presented to the board next month.

### **MAY 3<sup>RD</sup> BOARD MEETING PREP**

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

- Contracts over \$250,000
  - Specialized Residential Facility (SRF)
  - Family Home Agencies (FHA)
  - Presentation on R&D Transportation Services
- Presentation from Erlisa Koci, NBRC's Deaf and Hard of Hearing Specialist
- Committee Updates
- Executive Director's Report

### **EXECUTIVE DIRECTOR'S REPORT –**

*Gabriel Rogin, Executive Director*, noted the following.

- There are concerns from some neighbors in Vacaville about residential facilities being opened.
- Gabriel shared the Legislative Breakfast logistics for the event on April 21<sup>st</sup>.
- NBRC has an opportunity to partner with Sonoma County as part of a new Aging and Disabilities Resource Hub.
- Gabriel plans to contact DDS regarding Candace White's move out of NBRC's catchment area.

**OTHER BUSINESS** – None

**PUBLIC COMMENT** – None

**ADJOURNMENT** – *Sara Speck, Secretary*, adjourned the meeting at 7:26 pm.

Date submitted to NBRC Board for review

05/15/23

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

Operations

Purchase of Service

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
Specialized Residential Facility	4	Lola Manor, LLC	06/01/23-12/31/25	\$971,605/Annual Amount \$\$20,241.77/per mo. per client	Change of Address- Sonoma County
Specialized Residential Facility	4	Inclusion Specialized Programs, LLC	06/01/23-12/31/25	\$918,341/Annual Amount \$19,132.09/per mo. per client	Change of License – Solano County
Specialized Residential Facility	4	North Discovery, Inc.	06/01/23-12/31/25	\$727,068/Annual Amount \$15,147.25/per mo. per client	New-Solano County

Summary

**Specialized Residential Facilities (SRF)** are licensed by California Department of Social Services, Community Care Licensing and vendored by North Bay Regional Center to serve individuals with medical and/or behavioral needs. These homes provide between 2 -3 staff to 4 client ratios during awake hours with a 2 staff to 4 client ratio overnight. Professional Consultation services may include: A Registered Nurse, Board Certified Behavior Analyst, Occupational Therapist, Registered Dietician, Recreational Therapist and/or Physical Therapist. These homes are 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	Contract Amounts	Notes
Adult Residential Facility for Persons with Special Healthcare Needs ARFPSHN	4	Agape Care and Development, Inc.	05/16/23-12/31/25	\$1,323,162/Annual Amount \$27,565.86/per mo. per client	New Sonoma County

Summary:

An **Adult Residential Facility for Persons with Special Healthcare Needs (ARFPSHN)** is a four or five bedroom home licensed by Department of Social Services-Community Care Licensing, certified by The Department of Developmental Services and vendored by a regional center. An ARFPSHN provides care to individuals that require 24 hour licensed nursing care in a home setting. Staffing requirements are two staff to five individuals, with 24 hours a day of licensed nursing, of which 40 hours a week must be a Registered Nurse. Individuals also receive 60 day visits by their physician. Professional Consultation services may include: A Registered Nurse, Board Certified Behavior Analyst, Occupational Therapist, Registered Dietician, Recreational Therapist and/or Physical Therapist. These homes serve some of NBRC's most medically fragile individuals. ARFPHNs are monitored/visited on a monthly basis by NBRC's Senior Nurse Consultants, on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by NBRC's Quality Assurance Staff, semiannually by The Department of Developmental Services and annually unannounced by Community Care Licensing. This home was developed for individuals moving from Sonoma Developmental Center