

Board of Directors Executive Committee Meeting

Monday, March 16, 2020, 6:30 pm

Call in: 1-844-621-3956, Meeting Number: 803 617 224, 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 – Sara , Secretary
- III. PUBLIC COMMENT
- IV. CONSIDERATION OF MINUTES – Angel Hixson, President (Pgs. 1-2) INFO
A. Minutes of the Executive Committee Meeting of February 27, 2020 be approved as submitted.
- V. STRATEGIC PLANNING PROCESS – Ami Sullivan, Kinetic Flow (Pgs. 3-5) INFO
- VI. REVIEW OF MARCH 4th BOARD MEETING INFO
- VII. APRIL 1ST BOARD MEETING PREP INFO
- VIII. EXECUTIVE DIRECTOR’S REPORT – Gabriel Rogin, NBRC Executive Director INFO
- IX. OTHER BUSINESS - Any other Board business may be brought up at this time.
- X. 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(a) & (b).

NEXT MEETING ANNOUNCEMENT – The next Board of Directors Executive Committee call is on April 20, 2020.

Board of Directors' Executive Committee Meeting
Monday, February 24, 2020 5:30 pm
North Bay Regional Center
610 Airpark Road, Napa, CA 94558

NBRC BOARD MEMBERS PRESENT: Jeremy Johnson, Vice President
Rosemarie Pérez, Treasurer
Rita Edmonds-Norris, Secretary
Angel Hixson, President

STAFF PRESENT: Gabriel Rogin, NBRC Executive Director
Danielle Bernardo, Executive Assistant

MINUTES

CALL TO ORDER – *Jeremy Johnson, Vice President* called the meeting to order at 5:35 pm.

ROLL CALL AND INTRODUCTIONS – *Rita Edmonds-Norris, Board Secretary* conducted roll call and a quorum was present.

❖ *Angel Hixson was not in attendance at the beginning of the call but later joined the meeting.*

PUBLIC COMMENT – N/A

CONSIDERATION OF MINUTES –

M/S/C (Pérez/Edmonds-Norris) Move that the minutes of the January 27, 2019 meeting be approved as submitted. UNANIMOUS

REVIEW OF FEBRUARY 5TH BOARD MEETING –

Gabriel Rogin, NBRC Executive Director recapped the February 5th board meeting. (Minutes can be found in the March 4, 2020 board meeting packet.)

❖ The committee noted they would like contracts over \$250,000 to be broken up into groups by the types of service when presented for approval.

MARCH 4TH BOARD MEETING PREP –

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

- Proposed Feature Presentations:
 - Draft Housing Roadmap – NBRC Housing Committee
 - Update on Senior Companion Program. – Ana Horta, NBRC Senior Companion Program Specialist
 - ARCA Board Academy – an opportunity for Board members to reflect on how it went.
 - Treasurers Report, present the A-4 contract, and line of credit with US Bank for approval – Rosemarie Pérez
 - Committee Reports:
 - Audit Committee – to recommend approval of the 18-19 independent audit.
 - Nominating Committee – to vote on proposed slated officers.
 - Vendor Advisory Committee and Legislative Advisory Committee Reports – Ali Tabatabai
 - Rosemarie to continue the discussion regarding creating a Cultural and Linguistic Competency Committee
 - There will be an Executive Director's report.
- *Rita Edmonds-Norris, Secretary* brought up the idea of creating a housing workgroup for parents of children with developmental disabilities to help the regional center approach DDS/the government to make sure they are aware of all the aging families that will be in crisis in a few years.
- *Gabriel Rogin, Executive Director* suggested creating a flyer and getting the word out. Advocacy can happen at the city, county and state level.
- *Jeremy Johnson, Vice President* noted some clients are higher functioning and asked about the possibility of our community accessing senior housing.
- *Gabriel Rogin, Executive Director* noted Mary Eble from North Bay Housing Coalition will be presenting in March and these would be great questions to address then.

BOARD MEETING SCHEDULE –

Gabriel Rogin, NBRC Executive Director noted the Board approved the July board meeting date change from July 8th to July 15th. Angel also suggested canceling the December meeting to instead hold a board meeting in January because many people are busy in December due to the holidays. She also wanted to allow time for a holiday party for the Board.

- *Jeremy Johnson, Vice President* noted the beginning of January is closer to the December holidays.
- *Rosemarie Pérez* noted it would be difficult to cancel the December meeting because the Executive Director's Performance Evaluation is in progress during the December meeting. There is always a closed session. If the December meeting was changed to January, it would affect the deadline.
- ❖ It was decided to keep the schedule as is.
- *Gabriel Rogin, NBRC Executive Director* noted that he will reach out to Angel to start planning the holiday celebration, as the holidays approach.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, NBRC Executive Director noted the following

- Family Advocates United (formerly known as the PHA) has set up a meeting with local legislators and DDS to see what opportunities exist for spiritual care.
- If the Board approves Sara Speck as Secretary, we will need to look at changing the time of the Board Executive Committee meetings to 6:30 pm – 7:30 pm.
- Grassroots Day is on April 21st. We need to start planning and Angel will need to figure out who will be participating.
- Gabriel noted he has been thinking about Strategic Planning. It is such a big task that it would be beneficial to bring someone in with expertise to figure out a meaningful process. Gabriel reached out to Ami Sullivan from Kinetic Flow.
 - Proposed sequence of planning:
 1. Ami to join the Exec Committee call next month to discuss options and see what the Strategic Planning process will look like.
 2. Ami will attend the Board meeting in May and have a conversation with the full Board to all be on the same page.
 3. Use the Board Retreat to kick off the process and dive into the content.
- *Jeremy Johnson, Vice President* agreed that starting with the Executive Committee to understand what the Strategic Plan covers and how long the process will take. He also noted it would be good to get feedback from the community and ask what is important to them.

OTHER BUSINESS –

- *Rosemarie Pérez, Treasurer* noted there is another showing of the SDC documentary, "True Human," on February 28th at Sonoma State University from 4:00 pm – 6:00 pm.

PUBLIC COMMENT – N/A

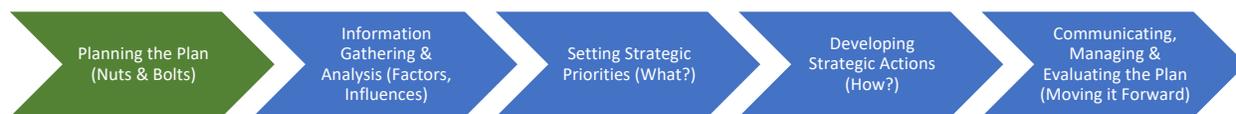
ADJOURNMENT – *Angel Hixson, Board President* adjourned the meeting at 6:21 pm.



Kinetic Flow Corp.
A Human Services Consulting Group

North Bay Regional Center: Strategic Planning Process

The Strategic Planning Process is often implemented in five distinct phases, the depth and breadth of which may vary greatly depending on the type, nature, size, and history of the organization and the reason the organization is conducting a Strategic Planning Process. Typically, this process, and the phases, are a collaborative process between Kinetic Flow and the Strategic Planning Committee. (The Committee typically includes members of the Board of Directors, the Management/Leadership Team and other volunteers, as is constructive to the process.) Each of the five phases of the planning process poses a series of critical questions.



Phase 1: Planning the Plan Questions

- What is the purpose of engaging in a strategic planning process? What does the Board want the Strategic Plan to do for the regional center? What do you see is the role of the Strategic Plan for the next 1-3 years?
- What period of time will the strategic plan support? 3 yrs? 5 yrs? (*Kinetic Flow encourages regional center Strategic Plans to be 3-year plans with an annual review due to the changing environment in which the regional center system operates.*)
- Who should be involved in the planning process? Who are your stakeholders? (*Anyone who is responsible for, affected by or has a vested interest in the outcome of your decisions.*)
- How will you provide opportunity for stakeholder input? How wide and how deep do want/need to go to obtain the information we need to ensure the plan is representative and reflective of our community?
- Do your Mission, Vision and Values Statements need to be updated? If yes, completely scrapped and reborn or just updated?
- Does your Board and/Staff need a Purpose Statement?
- Who do we want to manage this process? The Executive Committee? The Board of Directors? Leadership Staff? A Strategic Planning Committee – made up of whom?
- Questions...



Kinetic Flow Corp.
A Human Services Consulting Group

Strategic Planning Process: Definitions and Clarifications...

Strategic Planning - the process of examining, documenting and establishing a direction for your organization. The process assesses where the organization is (internal/external factors) and where the Board of Directors wants the organization to go. The Strategic Plan records the Purpose, Vision, Mission, and Values Statements, as well as organizational long-term goals, action plans to achieve those goals and outcomes by which to assess the success/achievement of those goals.*

Purpose Statement – provides the reason or reasons the organization exists – the why. Some organizations combined this why into their Mission Statement. *At this time, NBRC does not have a Purpose Statement.*

Vision Statement – provides a picture of what you want the future to look like, a statement that describes the effect of the difference you hope to enact for the organization or the community/world/environment/customers, etc. if the organization achieves its goals.

NBRC current Vision Statement (2009): *“Individuals with developmental disabilities are afforded equal opportunities for living independently, working productively, and living joyfully; accepted as equal members of our society.”*

Mission Statement – defines what you do and for whom.

NBRC current Mission Statement (2009): *“The purpose of North Bay Regional Center is to assist people with developmental disabilities or at risk for developmental disabilities in the North Bay Area to obtain services and supports they need to live as other people live in the community.”*

Values Statement - a list of core values/ethics and principles to which the organization adheres to and that make NBRC unique; serves as a guide to behaviors for the organization. Most Value Statements have traditionally addressed internal behaviors (i.e. employee to employee), though some regional centers have chosen to use principles/ethics that guide the organization’s behavior towards external customers, and some regional centers’ Value Statements cover both internal and external.



Kinetic Flow Corp.
A Human Services Consulting Group

NBRC current Values Statement (2009): *"We strive to follow these values in this endeavor:*

- *Support choices*
- *Promote prevention*
- *Advocate for same freedoms and responsibilities'*
- *Promote equal opportunity*
- *Respect diversity*
- *Promote life in the mainstream*
- *Recognize dignity of risk through least restrictive supports*
- *Promote partnership*
- *Focus on the family*
- *Foster leadership*
- *Promote health and safety"*