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www.nbrc.net

Our Mission:

(what we do and for whom)

Our mission is to empower, respect and serve each child and adult with or with the potential for a developmental disability, while promoting the health and well-being of each individual, their families, and our community.

MEETING NOTICE

The next meeting of the Board of Directors is a Short Business Meeting scheduled as follows:

DATE: March 5, 2025

TIME: 6:00 pm – 7:00 pm

PLACE: Hybrid – NBRC Vacaville Office or Zoom
445 Merchant Street, Vacaville, CA 95688

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplanVjOFItUT09>

Join by Phone:

Phone Number: 1-669-900-6833

Webinar ID: 897 0968 7840

Passcode: 912329

Se Habla Español

American Sign Language Interpretation Available

Agenda Enclosed

The NBRC Board of Directors is actively recruiting for board members. Please email your completed application or send any questions to Janelle Santana at janelles@nbrc.net.

- [NBRC Board Application - English](#)
- [NBRC Solicitud de Junta - Español](#)
- [Ang Aplikasyon para Maging Miyembro ng Lupon ng mga Direktor ng - Tagalog](#)

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 Janelle Santana 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' Board Meeting – Hybrid
March 5, 2025 6:00 p.m.
445 Merchant Street
Vacaville, CA 95688

AND

Join by Zoom Webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplLanVjOFItUT09>

Join by Phone:

Phone Number: 1-669-900-6833 **Webinar ID:** 897 0968 7840 **Passcode:** 912329

There will be an Open House at NBRC's Vacaville Office (445 Merchant Street, Vacaville, CA 95688) prior to the board meeting from 3:30pm – 5:30pm. You're welcome to drop-in!

- I. CALL TO ORDER – Martha Valdez, President
- II. ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Board Meeting Minutes from February 5, 2025 be approved as submitted. (2 min) (pgs. 1-6) ACTION
- IV. CONSIDERATION OF AGENDA – Additions or modifications to this agenda by Board Members. ACTION
- V. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- VI. APPROVAL OF NBRC AUDIT RESULTS FOR FISCAL YEARS 2022-23 and 2023-24 – Isabel Calder, CFO (10 mins) (pgs. 7-14) ACTION
- VII. 23-24 CPA INDEPENDENT AUDIT REVIEW – (15 mins) (attachment) ACTION
Windes: Accounting Firm for Tax Audit & Advisory Services
- VIII. TREASURER'S REPORT – Andrea Bednarova, Board Treasurer ACTION
 - A. Treasurer's Report be approved as submitted (5 min) (pgs. 15-16)
- IX. COMMITTEE REPORT – ACTION
 - A. Nominating Committee Update – Joanne Giardello, Nominating Committee Chair (20 mins)
 - i. Board Candidate Introductions & Vote
 - 1. Christopher Bennett (pg. 17)
 - 2. Cheryl Snavelly (pgs. 18-19)
 - 3. Alan Kerzin (pgs. 20-21)
- X. UPDATE ON MASTER PLAN FOR DEVELOPMENTAL SERVICES MEETING – Sara Speck, Board Vice President (5 min) INFO
- XI. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (10 mins) INFO
 - A. Legislative Lunch – April 4th at 11am – 12:30pm in Napa
- XII. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- XIII. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up.

(2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)

XIV. ADJOURNMENT – Martha Valdez, 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.

NEXT MEETING ANNOUNCEMENT – The next Annual Board Meeting is on April 2, 2025 at NBRC's Napa Office – 610 Airpark Road, Napa, CA 94558 at 6:00pm.

North Bay Developmental Disabilities Services, Inc.
Board of Directors Regular Business Meeting
February 5, 2025, 6:00 p.m.
Via In Person & Zoom Webinar
520 Mendocino Avenue, Santa Rosa, CA 95401

NBRC BOARD MEMBERS PRESENT:

Martha Valdez, President, Sonoma County
Andrea Bednarova, Treasurer
Ronald Gers, Secretary, Sonoma County
Rosemarie Pérez, Sonoma County

Sara Speck, Vice President, Solano County
Sahira Arroyos, Solano County
Ravinder Rangji, Solano County
Breeanne Kolster, VAC Representative

NBRC BOARD MEMBERS ABSENT:

Joanne Giardello, Solano County

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director
Mariam Guirguis, Executive Assistant – Compliance
Eric Harriman, Service Coordinator
Isabel Calder, CFO

Janelle Santana, Executive Assistant
Barrie Gordon, Controller
Courtney Singleton, Director of Community Services
Deanna Mobley, Director of Intake and Clinical Services

GUESTS (names listed as seen on Zoom):

ASL Interpreter – DeBlois
ASL Interpreter – Nicole
ICS Spanish Interpreter, Amber
Ellen Nzima, DDS Chief
Staci Yasui, DDS Supervisor
Ed Yan, DDS Audit Manager
Erika Mora
Finding My Way Adult Disability Services
Robert Arnone
Lupe
Cheryl Snavely
Christopher Bennett

Alan Kerzin
Aristide J Soume, BI
Bill Arnone
Chris Aguire, DDS
CPA Autism
Danny T.
Holly Pagel
Julia Routson-Thomas
Lesslie
Paula Finley, BI
Stacy Martinez, The Arc-Solano

MINUTES

CALL TO ORDER – Martha Valdez, President, called the regular business meeting to order at approximately 6:00 pm.

ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary, conducted roll call and a quorum was present.

- Gabriel Rogin, Executive Director, announced that Ravinder Rangji, Solano County has reached the end of his term as board member and will not be continuing. Thank you Ravinder for your service to the NBRC Board of Directors!

CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from January 8, 2025, be approved as submitted.

M/S/C (Gers/Speck) Moved to approve the January 8, 2025 minutes as submitted. APPROVED UNANIMOUS

CONSIDERATION OF AGENDA – No modifications.

M/S/C (Gers/Speck) Moved to approve the agenda as submitted. APPROVED UNANIMOUS

GENERAL PUBLIC COMMENT – None

NBRC AUDIT RESULTS FOR FISCAL YEARS 2022-2023 AND 2023-2024

Ellen Nzima, DDS Chief; Staci Yasui, DDS Supervisor; Ed Yan, DDS Audit Manager presented the audit findings for fiscal years 2022-2023 and 2023-2024. An attachment to the results can be found on NBRC’s website in the March 2025 board packet.

- The Board requested a statement/ scope of what was audited for the next board meeting packet.
- Staci Yasui to forward the scope to Gabriel Rogin to include in the March 2025 board meeting packet.

TREASURER’S REPORT –

Treasurer’s Report be approved as submitted.

Andrea Bednarova, Treasurer, reviewed the Treasurer’s Report. A summary of the Board Opportunity Fund and the CFO board report can be found in the February 2025 board packet.

- Doug Cleveland Board Opportunity Fund
 - o The Opportunity Fund had no transactions in the month of December 2024.
 - o The remaining account balance as of December 30, 2024, is \$40,273.75. This balance reflects the annual donation in the amount of \$10,000.
- Operations
 - o The operations expenditure represents 47% of our total operations budget to date. As of December 31, 2024, 50% of the fiscal year has elapsed. NBRC continues to maintain and project a balanced budget for the fiscal year.
 - o NBRC anticipates receiving the remaining Community Placement Plan (CPP) funding over the next few weeks in the A-2 amendment.
 - o NBRC continues to hire and fill vacant positions. As of January 2025, we have 351 employees.
- Purchase of Service (POS)
 - o The POS expenditure represents 46% of the total POS budget. As of December 2024, 50% of the fiscal year has elapsed.
 - o NBRC is closely monitoring Rate Reform and the financial impact it will have on the POS budget. As of January 31st, the following services were increased: Community Care Facilities, Independent Living Services, Supported Living Services, and a few day programs.
- Cashflow
 - o As of January 27, 2025, the bank balance is \$102,644,049 (\$20,644,049 cash availability and \$80 mil in a 30-day CD). NBRC has earned \$926,666 in interest through December. We anticipate earning \$180,000 in interest for the current CD investment which matures next week.

M/S/C (Gers/Spec) Motioned to approve the Treasurer’s Report as submitted.

**APPROVED
UNANIMOUS**

NON-ACTION COMMITTEE REPORTS –

A. Executive Committee Update –

- a. Martha Valdez, President, shared the committee met on January 21st and no action was taken on items.
- b. The next meeting will be on February 18th from 6:30pm to 7:30pm.

A. Vendor Advisory Committee (VAC) Update –

- a. Breeanne Kolster, VAC Co-Chair, provided an overview of topics discussed at the last VAC Meeting.
 - i. Bylaws review
 - ii. Directives related to rate reform and quality incentive program
 - iii. **Approval of VAC Articles of Operation**
 - 1. Breeanne listed the changes to the VAC Articles of Operation

2. Maintain high standards for vetting members of the VAC
3. Streamline the onboarding process and reduce the timeline
4. Enhance the VACs ability to recruit and maintain membership
5. Duplicate what other VACs are doing around the state
6. Align with revised VAC Articles of Incorporation that are currently in review by the VAC Bylaw Subcommittee
7. **Addition needed** – Article IV, Section 4: Add that the 2 co-chairs would go through the Board of Directors for approval.

M/S/C (Speck/Gers) Motioned to approve the VAC Articles of Operation with the following contingencies:

1. **VAC has all the proper updated interview questions**
2. **Addition to Article IV, Section 4: The 2 VAC co-chairs will go through the Board of Directors for approval.**

**APPROVED
UNANIMOUS**

B. Cultural/Linguistic Competency Committee (CLCC) Update –

- a. Rosemarie Pérez, CLCC Chair, shared an overview of topics discussed at the CLCC meeting.
 - i. Role of NBRC’s Generic Resource Specialist
 - ii. Upcoming Community Events
 - iii. Feedback on Person-Centered Board Policy
 1. Gabriel Rogin, Executive Director, assured the board that NBRC is building the infrastructure internally to support the board policy.
 2. It was suggested to send the policy to other committees for feedback.
 3. Feedback from Cheryl Snavelly, Community Member – clearer expectations for the parent or community member to understand.
 4. Gabriel Rogin, to reach out to other regional centers to see what their Person-Centered Board policies look like.
 - iv. The next CLCC is on February 20th from 12pm – 1pm.

C. Public Policy Advisory Committee Update –

- a. Breeanne Kolster, VAC Representative, shared the group discussed the following topics.
 - i. Medicaid Funding Cuts
 - ii. Update on Master Plan for Developmental Services Meeting
 - iii. Upcoming Conferences
 1. April 7th – 9th ANCOR in San Diego
 2. March 31st – April 2nd The Arc-California Disco at the Capitol
 3. April 4th Legislative Luncheon 11:00am – 12:30pm
 - iv. The next PPAC meeting is on February 25th at 10:00am.

D. Client Advisory Committee Update –

- a. Sara Speck, CAC Co-Chair, noted the committee is planning to meet on Tuesday, February 25th at 1:30pm via Zoom to discuss the Legislative Luncheon.

E. Risk Reduction Advisory Committee Update –

- a. Sara Speck, RRAC Member, shared the flyer that was discussed during the last meeting.
 1. [Stay GetSafe101 Flyer](#)

F. Nominating Committee Update –

- a. Gabriel Rogin, Executive Director, shared the following.
 - i. The committee is conducting interviews with applicants this month.
 - ii. Once the interviews have finished, the committee will select candidates.
 - iii. The Join NBRC Board of Directors flyer is on the NBRC website. Click the link below for more information.
 1. [Click Here](#)

UPDATE ON MASTER PLAN FOR DEVELOPMENTAL SERVICES MEETING

Sara Speck, Board Vice President, provided an update on the Master Plan for Developmental Services Meeting.

- Workgroup 3 priorities discussed: online hub recommendations, expanding pathways to develop a diverse workforce, pay and employment support.
- A brief overview of Direct Support Professionals (DSP)
- Finished revised priority 3 recommendations
- The final workgroup 3 meeting will be held on February 28th.
- The last master plan meeting is set for March 19th via Zoom.

ASSOCIATION OF REGIONAL CENTER AGENCIES (ARCA) REPORT

Breeanne Kolster, VAC Representative, shared the following about the ARCA meetings that took place on January 16th and 17th in Sacramento.

- Day 1 –
 - o Introduction of RCEB Executive Director, Lisa Kleinbub
 - Upcoming retirement
 - Experience working with Board of Directors
 - Importance of having a Strategic Plan
 - o Goals and mid-year status
 - o Board competencies and onboarding
 - o The system is anticipating growth by 40,000 individuals this year
 - Preparation for incoming clients
 - o Public Records Act (PRA) Funding
 - o Support for LA Wildfires
 - o Advocation for the Core Staffing Formula
 - o Future autism services
 - o Seizure Rescue Medication for DSP's
 - o Housing Symposium
- Day 2
 - o Benefits Planning Presentation by Judy, Autism In Entertainment
 - o Sunset update on subminimum wage
 - o Standardization process for Daycare, Respite, Vendorization, and Personal Assistant Services
 - o Home and Community Based Services (HCBS) Monitoring
 - o Federal Administration Funding
 - o Platform or Portal for ARCA communication
 - o ARCA presented and approved a 3rd party consultation contract in preparation for the PRA.
 - o Grassroots Day is on March 3rd and 4th at the Capitol

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, reported the following.

- March 5th Open House at Vacaville Satellite Office 3:30pm – 5:30pm. Following that, the board meeting will be from 6pm – 7pm. Then, a board training (not open to public) will happen at 7pm.
- New Director of Equity and Engagement – Claudia Ritchie!
- NBRC is monitoring what's happening at the federal level very closely. We'll keep the board and community informed.

GOOD OF THE ORDER –

Sara Speck, Board Vice President, shared the following.

- February 12th in Berkeley. Master Plan Meeting on Developmental Services
- March 14th is the next CAC meeting.

GENERAL PUBLIC COMMENT –

Bill Arnone, Community Member, commented the following via chat.

- I was recently informed that NBRC has a "Board Policy" to fill empty beds in 4 bed facilities before filling empty beds in 6 bed facilities. My questions are (1) where is this policy set forth in writing, and (2) since grandfathered six bed homes are permitted and legally compliant, how can NBRC justify discriminating against, and causing financial harm to, 6 bed homes?
- As the brother of a 45-year resident of one of the few remaining 6 bed homes remaining in the north bay region, I am dismayed that a program which has focused on person centered care for decades, is being harmed by this board policy.

Courtney Singleton, Director of Community Services, will follow up with Bill Arnone.

CLOSED SESSION –

The board moved into closed session at 7:50pm to discuss the following

- The appointment, employment, evaluation of performance, or dismissal of a regional center employee

RETURN FROM CLOSED SESSION-

A. Report on any action taken during closed session.

The board returned from the closed session at 8:08 pm and there was no action taken.

ADJOURNMENT – Martha Valdez, President, adjourned the regular business board meeting at 8:08 pm.

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Indicators

We reviewed Indicator Reports #4 (Duplicate Payments for Same Authorizations), #5 (Duplicate Payments for Overlapping Authorizations), #10 (Duplicate Authorizations for Same Vendors), and #11 (Duplicate Authorizations for Different Vendors) to ensure no erroneous payments were made to the vendors. We also reviewed Indicator Report #7 (Duplicate Client Information) to ensure there were no duplicate client information.

Issue: Overstated Claims – RESOLVED

The review of the Operational Indicators revealed NBRC overstated claims totaling \$11,033.49. NBRC took corrective action and resolved the \$11,033.49 of overstated claims during the audit.

- Indicator 4: \$10,499.25 of Overpayments (4 instances)
- Indicator 5: \$421.14 of Overpayments (1 instances)
- Indicator 10: \$113.10 of Overpayments (2 instance)

POS

We reviewed 72 POS vendor files from various service codes to ensure the vendor contracts/rate letters, HCBS forms, DS1890 and DS1891 forms were on file. We also verified that the regional center is not conducting businesses with vendors found in the State's Suspended and Ineligible Provider List and the Federal Office of Inspector General (OIG) exclusions database. In addition, we reviewed the vendors' invoices and attendance that were claimed in the months of September, February, and April for both audit fiscal years to ensure they were properly filled out and billed at the correct contract rates.

Issue: Understated Claims - RESOLVED

The POS review revealed NBRC understated claims totaling \$138,842.96. NBRC took corrective action and resolved the \$138,842.96 of understated claims during the audit.

- Vendor HW0323: Total Underpayments \$5,238.48; NBRC corrected \$5,238.48.
- Vendor HB0887: Total underpayments \$133,604.48; NBRC corrected \$133,604.48.

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Whistleblower Policy

We reviewed NBRC's Whistleblower Policy to ensure that the policy contains criteria to ensure a safe avenue for reporting improprieties to NBRC and DDS. We verified that the policy is posted on NBRC's website. We also verified that consumers and vendors are made aware of the policy. In addition, we verified that the Board of Directors and NBRC's employees are notified of the policy annually. **No exceptions noted.**

Client Trust

We reviewed NBRC's Client Trust Account and noted that NBRC outsourced its Client Trust operations to 3 vendors. We reviewed the vendor files to ensure it contained the HCBS, DS 1890, and DS 1891 forms and that NBRC conducted the OIG and DHCS verification for ineligible providers. In addition, we reviewed the e-billing invoices and attendance records for September, February, and April of Fiscal Years 2022-23 and 2023-24 to ensure the invoices were properly filled out and the services were billed at the correct rate. **No exceptions noted.**

Authorizations

We reviewed 20 sampled consumers to ensure existing services were requested in the Individual Program Plan (IPP) or Individualized Family Service Plan (IFSP), properly authorized, and purchase of service forms are on file, properly filled out, signed, and approved. Also, we reviewed the POS authorizations to ensure that it did not exceed the authorized amount. **No exceptions noted.**

E-Billing

We reviewed NBRC's E-Billings procedures and noted that NBRC utilizes the State's EFT and E-Billing for their procedures. We selected a sample of 10 vendors to ensure enrollment forms are on file. Also, we reviewed the EB invoices and the EFT registers to ensure invoices were supported and vendors were reimbursed at the authorized rate. In addition, we reviewed listing of vendors that are not enrolled in electronic billing without exemption forms to ensure the explanations were reasonable. **No exceptions noted.**

Part C

We reviewed ten vendor files to ensure that each vendor has a valid contract, rate letter, or payment agreement on file. We reviewed the invoices and payments and verified that the claimed expenses did not exceed the budget. We also verified the consumers served were zero to three years old. **No exceptions noted.**

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Service Coordinator Caseload Ratio

The Caseload Survey Reports for March 2023, and March 2024 were reviewed to ensure the service coordinator caseloads did not carry more than the maximum consumers allowed and that vacant positions were not counted to the ratio. The review noted NBRC maintained documentation to verify the accuracy of the reported service coordinator caseload ratios. In addition, the review of the Caseload Survey Reports noted that NBRC exceeded the maximum caseload in more than one category for both fiscal years; however, this finding is not considered an issue since NBRC provided Corrective Action Plans. **No exceptions noted.**

Deceased Consumers

We reviewed a sample of 20 consumers from the UFS Deceased Consumer Report in Fiscal Years 2022-23 and 2023-24 to ensure the consumer's date of death matched the date stated on the death certificate or the Special Incident Report (SIR). In addition, we reviewed the deceased consumer's authorizations to ensure payments were not made after the date of death and the case status was closed. **No exceptions noted.**

Insurance

We reviewed NBRC's insurance policies to ensure all policies were current, in force, and contained the coverage required by the State contract. We also reviewed NBRC's insurance expenses to ensure the amounts matched with the insurance policies and payments were properly recorded to the General Ledger. **No exceptions noted.**

Start-Up

We reviewed the vendor contracts of five Start-up projects under Service Code 999. We verified whether the contracts were valid and properly executed. Additionally, we reviewed the payments to ensure they were properly supported and paid according to the terms of the contracts. **No exceptions noted.**

Procurement

We reviewed NBRC's policies and procedures to ensure that it is using a Board approved Request for Proposal (RFP) process as required by the State contract. We selected three RFPs that took place during the audit period for review to ensure they were posted on NBRC's website with the guidelines for applying for the RFPs. We reviewed the score sheets from the review committee to ensure transparency for the selection process. We also reviewed the contracts to ensure that services provided are of direct benefit of the consumers, that there is contract language for fair and equitable recoupment of funds for vendors who cease to provide services to consumers, and that

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the contracts contain sufficient details with specific measurable results.

No exceptions noted.

CPP

We reviewed all consumers who moved from the DC to the community to ensure purchases of services under CPP did not extend beyond the initial fiscal year. We traced the salary allocation associated with CPP services to the General Ledger to ensure services used for CPP were correctly stated. We also reviewed the State Claims to ensure that NBRC did not exceed the budgeted amounts for both fiscal years.

No exceptions noted.

Governing Board

We reviewed NBRC's website to ensure the regional center adopted, maintained, and posted the board-approved policies regarding transparency and access to public information. We verified that the required documents were posted onto RC's website, and that closed board minutes were maintained. We also reviewed the conflict of interest (COI) statements for all governing board members during the audit period to verify that a conflict did not exist and that the forms were signed, reviewed, and submitted timely. Lastly, we reviewed that if a conflict of interest did exist, the regional center submitted a copy of the COI statement and plan to the Department and the State Council on Developmental Disabilities. **No exceptions noted.**

Payroll

We reviewed a sample of 20 employees to ensure each employee's file contained the W-4, INS I-9, Conflict of Interest Statement, benefit deductions, approved pay rate changes, and current pay rates. In addition, the pay periods for the months of September, February, and May for both fiscal years were tested to ensure that timesheet hours reconciled to the payroll register. We also reviewed the payroll registers to ensure that the employees were paid correctly and that the expenses were recorded properly onto the general ledger accounts. In addition, the Executive Director's contract was reviewed to ensure no unusual benefits or payments were made. Lastly, we verified that any new employee or current employee accepting a new position completed a conflict-of-interest statement within 30 days.

No exceptions noted.

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Parental Fee Program (PFP)

We reviewed NBRC's listing of children under the age of 18 in 24-hour out-of-home services to ensure that parents were informed of the Parental Fee Program. In addition, we reviewed NBRC's procedures to determine whether the regional center provided the parents a package containing an informational letter, a family financial statement (DS 1235A) and a return envelope within ten days of placement. Lastly, we verified that NBRC provided DDS a report every month. **No exceptions noted.**

Vendor Independent Audit Report

We reviewed a sample of 10 independent CPA audit reports and reviews from vendors who received more than \$500,000 per fiscal year to ensure any issues that may have impacted NBRC's services were identified and that the regional center took appropriate actions to resolve the issues if applicable. We also verified if NBRC submitted copies of the reports to the DDS and conducted follow-ups to vendors who were not compliant. **No exceptions noted.**

Cash Analysis

We reviewed all cash advances during FYs 2022-23 and 2023-24 to ensure funds received were correctly recorded. We verified all advances received were deposited into an interest-bearing account and that interest earned was offset to the State Claims. **No exceptions noted.**

Bank Credits

We reviewed NBRC's account analysis statements for September, February, and April for FYs 2022-23 and 2023-24 to ensure all bank credits earned were used to offset bank fees. **No exceptions noted.**

Donations

We reviewed the monthly bank statements for donation account for September, February, and April for FYs 2022-23 and 2023-24. We reviewed the deposits and withdrawals in the accounts to ensure that it did not involve state funds. **No exceptions noted.**

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Senior Companion

The salaries for two employees for FYs 2022-23 and 2023-24 were reviewed to ensure salaries are allocated to the SC program and that was appropriately reflected in the GL. In addition, we selected a sample of nine Senior Companion operation expenses to ensure they were properly supported and correctly recorded in the GL. We also selected a sample of five volunteers to ensure that the information reported in the timesheets reconciled to the volunteer stipends. The sampled volunteers' files were also reviewed to ensure volunteers met the eligibility criteria set forth by the SC program which includes income verification and fingerprint, and background checks were on file. In addition, claimed expenses for SC were verified to ensure it did not exceed their budgeted allocations. **No exceptions noted.**

Fixed Assets/Equipment

We reviewed NBRC's inventory of fixed assets/equipment and selected a sample of 25 items for review to ensure that the items could be located and tagged with the DDS issued, barcode tag. In addition, we verified whether NBRC is properly using the forms for acquisitions (DS 2130 - Equipment Acquired Under Contract) and disposals (STD 152-Property Survey Report), and if NBRC is sending copies to DDS Business Services. We also verified that NBRC conducted a physical inventory within the last three years and the inventory worksheets had the date and name of the inventory takers. Lastly, we reviewed the capitalization listing to ensure it was accurate and could be traced to the general ledger. **No exceptions noted.**

Self Determination

We reviewed a listing of NBRC's Self Determination Program (SDP) participants and selected 20 individuals for review. The SDP budget worksheets, spending plan, and IPP were reviewed to ensure the services identified in the IPP correspond with the request for services. In addition, the SDP expenditure reports were reviewed to ensure that the consumer did not spend over the budgeted amount. Lastly, all vendors utilized by the selected consumers were reviewed to ensure NBRC maintained all vendor files and the invoice amounts were billed at the correct rate. **No exceptions noted.**

E-Storage

We reviewed the NBRC's electronic policy to ensure they followed the guidelines provided in the State's Record Retention Act, Security Policy for Regional Centers, and RC's contract with the State. We also reviewed the regional center's E-Storage invoice and licensing documentation for DocuShare and Laserfiche. Lastly, we reviewed the Medicare Wavier forms (DS3770) for five consumers to ensure that the regional center

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is maintaining records for at least five years. **No exceptions noted.**

Operating Expenses

We reviewed 30 sampled invoices from fiscal years 2022-23 and 2023-24 to ensure operational expenses were adequately supported and approved. We also verified the payments were properly recorded onto NBRC's general ledger. **No exceptions noted.**

Prior DDS and CPA

Met with Windes to review the independent audit workpapers for FY 2022-23 and noted that NBRC did not have any reportable issues or management letter issued.

No exceptions noted.

Administrative Cost Cap

We reviewed NBRC's Administrative Cost worksheets to ensure operational expenses did not exceed 15 percent. The review noted that NBRC did not exceed the maximum administrative cost cap for both fiscal years. **No exceptions noted.**

Target Case Management (TCM) Time Study

We selected 17 employees from the May 2022 TCM Time Study for review. We reconciled the case management time study forms, DS1916, to the employee timesheets to ensure the hours were recorded and reported correctly. We also reviewed the DS1916's to ensure an approving officer signed and verified that the hours recorded on the timesheets could be traced to the payroll register. **No exceptions noted.**

Home and Community-Based Services

We sampled two vendors to ensure HCBS compliance contracts were signed and executed. We reviewed one reimbursement payment made onto the State Claim to verify that the vendor made appropriate steps towards modifying their services to meet HCBS Final Rules. The review noted that the invoices from the vendors and the payment made by NBRC were in accordance with the contract terms and did not exceed the funding limit. **No exceptions noted.**

Consultants

We selected four consultants from NBRC's consultant file and verified that each consultant had a valid contract. We reviewed the consultant's invoices to ensure services were properly billed and payments were within the contract terms. We also traced the consultant payments to the general ledger to ensure the amounts were properly recorded. **No exceptions noted**

Department of Developmental Services (DDS)

Regional Center Audit
North Bay Regional Center – NBRC 24
Fiscal Years 2022-23 & 2023-24

TCM Rate Study

We reviewed May 2023 TCM Rate Study to ensure the information used to calculate the Administrative Report is supported. We reviewed the Administrative Survey in Attachment B to ensure operating expenses reconcile to the general ledger. We also sampled 10 employees from Attachment A and D to ensure the salaries reported traced back to the employee's payroll. In addition, we reviewed Attachment C to ensure the equipment purchases were properly reported. **No exceptions noted.**

Mental Health Services Act

We reviewed MHSA for FY 2023-24 to ensure NBRC did not exceed the approved MHSA budget. We selected two MHSA claims for review to ensure the expenses were properly supported and reimbursed in accordance with the contract. **No exceptions noted.**

Leases

We reviewed NBRC's lease agreements to ensure all locations included a State hold harmless clause with valid rental terms and were properly signed by the appropriate parties. We sampled three service months of September, February, and April from both fiscal years to ensure the lease invoices and NBRC payments were in accordance with the agreement and properly recorded to the general ledger. We also verified the Rent Survey to ensure the reported amounts could be supported. **No exceptions noted.**

Social Rec Grant

We verified that NBRC promoted the grant opportunity to increase the potential providers who would improve accessibility to integrate social and recreational programs. We reviewed NBRC submission of proposals and verified progress reports of providers to ensure project milestones were met. We sampled two claims totaling \$84,002.40 to ensure the grant funds were supported with proper documentation and that NBRC utilized OPS funding for paid reimbursements. **No exceptions noted.**

Credit Cards

We reviewed NBRC's credit card expenditures for the sample months of September, February, and April for both audit fiscal years to ensure expenses were not for personal use and that purchases were adequately supported with receipts. We also verified that each credit card statements received approval and were properly recorded onto the general ledger. **Exceptions noted.**

Department of Developmental Services (DDS)

Regional Center Audit
North Bay Regional Center – NBRC 24
Fiscal Years 2022-23 & 2023-24

Issue: Missing Receipts

The review noted NBRC took corrective action on five missing receipts totaling \$411.53 by providing the approval form for lost or missing receipts during fieldwork; however, one credit card transaction receipt for \$19.07 remained missing.

Language Access and Cultural Competency

We reviewed NBRC's Language Access and Cultural Competency (LACC) to ensure it developed and created improvements to help different ethnic and culture groups in the regional center catchment area. We sampled three claims for a total of \$116,468.75 to verify that the expenses were authorized for LACC activities and that proper supporting documents were maintained. **No exceptions noted.**



**North Bay Regional Center
Doug Cleveland
Board Opportunity Fund
March 5, 2025,
Board Meeting**

The Doug Cleveland Board Opportunity Fund ending balance as of January 31, 2025, was **\$39,039.30**.

There was one transaction in the amount of \$1,334.45 for the holiday gift cards that posted in **January 2025**.

Donations and Deposits:

- No Donation
- No Deposit

Awards:

- None

Other Transactions:

- Payment for holiday gift cards in the amount of \$1,334.45.

Ops Expenditures 7 months 51%	CFO Board Report January 2025			POS Expenditures 7 months 53%
58% of the fiscal year has elapsed				
OPERATIONS		Total Ops Allocation: \$ 40,456,450		
Total General Ops Contract: \$ 39,073,624		Total CPP Contract: \$ 672,897		
General Ops Amount Available: \$ 19,140,980		CPP Contract Amount Available: \$ -		
Total YTD				
OPERATIONS EXPENSE (OPS)	YTD Actual	% by category	Forecast*	Actual + Forecast
Personnel	\$ 14,784,945	74.17%	\$ 13,272,853	\$ 28,057,798
Benefits	\$ 3,427,499	17.20%	\$ 3,414,974	\$ 6,842,473
Facilities	\$ 1,626,477	8.16%	\$ 1,014,014	\$ 2,640,491
Equipment	\$ 460,877	2.31%	\$ 197,146	\$ 658,023
Communications	\$ 292,010	1.46%	\$ 199,998	\$ 492,008
Mileage	\$ 165,822	0.83%	\$ 153,178	\$ 319,000
Legal	\$ 32,428	0.16%	\$ 17,572	\$ 50,000
General Office	\$ 31,249	0.16%	\$ 53,751	\$ 85,000
Consultants	\$ 57,483	0.29%	\$ 412,517	\$ 470,000
Bank Fee and LOC	\$ 17,084	0.09%	\$ 7,916	\$ 25,000
Other Expenses (including LACC)	\$ 34,945	0.18%	\$ 7,041	\$ 41,986
Revenue	\$ (998,175)	-5.01%	\$ (360,000)	\$ (1,358,175)
Total Operations Expenses	\$ 19,932,644	100%	\$ 18,390,960	\$ 38,323,604
Community Placement Plan (CPP)	\$ 672,897	50%	\$ 672,897	\$ 1,345,794
Senior Companion Program (SCP) - Grant	\$ 169,255	51%	\$ 164,939	\$ 334,194
Mental Health Services Act (MHSA) - Grant	\$ 170,472	45%	\$ 205,263	\$ 375,735
Language, Access, Cultural Competency Funding (LACC)	\$ 84,808	22%	\$ 296,672	\$ 381,480
Total Paid for Operations: \$ 21,030,076				
PURCHASE OF SERVICES		Total POS Allocation: \$ 497,280,726		
Total POS Contract: \$ 497,180,726		Total CPP Contract: \$ 100,000		
POS Contract Amount Available: \$ 231,294,305		CPP Contract Amount Available: \$ 100,000		
Total YTD				
PURCHASE OF SERVICES (POS)	YTD Actual	YTD Total	Forecast*	Actual + Forecast*
Community Care Facilities	\$ 80,247,321	30.2%	\$ 60,067,705	\$ 140,315,026
Supported Living Services	\$ 66,270,623	24.9%	\$ 48,837,674	\$ 115,108,297
Day Programs	\$ 50,703,588	19.1%	\$ 38,399,563	\$ 89,103,151
Behavioral Services	\$ 23,993,157	9.0%	\$ 23,968,250	\$ 47,961,407
Other	\$ 20,905,354	7.9%	\$ 19,202,617	\$ 40,107,971
Transportation	\$ 10,937,917	4.1%	\$ 7,833,761	\$ 18,771,678
Respite	\$ 8,025,868	3.0%	\$ 8,752,027	\$ 16,777,895
Medical Services	\$ 4,802,593	1.8%	\$ 3,780,039	\$ 8,582,632
Community Placement Plan (CPP)	\$ -	0.0%	\$ -	\$ -
TOTAL POS EXPENSES	\$ 265,886,421	100.0%	\$ 210,841,636	\$ 476,728,057
*This budget reflects through the A-1 for FY25				
Total Regional Center Budget:				\$ 537,737,176

Proposed Board Candidate: Christopher Bennett
County: Napa



I'm Christopher Bennett the younger son of Merilee, Bruce Bennett of Moving Forward Towards Independence of the City of Napa Local Government of the City of Napa, younger brother of Brian Bennett of Washington, DC. I'm the Former United States Congressional Intern with Down Syndrome of the United States Congress, the United States House of Representatives of the State of California with United States Congressman Mike Thompson's Napa County District of the National Down Syndrome Society, the National Down Syndrome Congress, the US. Congressional Task Force on Down Syndrome. I'm accepting the 2025 National Down Syndrome Society Self Advocate of the Year Award of the Champions of Change Awards at our Advocacy Conference in Washington DC on the last week of April. California State Captain of the Disability Policy Seminar.

Let's improve our quality of life for our regional centers, clients, families, our communities, and the City of Napa.

The Nominating Committee recommends Christopher Bennett to the NBRC Board of Directors for a one-year term starting March 2025.



Proposed Board Candidate: Cheryl Snavely

County: Sonoma

Cheryl Snavely is a dedicated advocate and community leader with a strong background in education, healthcare, and family support services. Her passion for advocacy stems from both personal and professional experiences, making her a powerful voice for individuals with developmental disabilities and their families.

Cheryl's dedication to disability advocacy began early, influenced by family experiences, including her grandfather's disability, use of a wheelchair and need for ADA Accommodations and a close family friend with cerebral palsy. This commitment deepened as she navigated the complex special education and healthcare systems for her son, Malakai, who was diagnosed with Autism and speech and language delay at two and a half years old. Over the past five years, she has worked tirelessly to ensure he receives the services and support he needs while helping other families do the same. Professionally, Cheryl has held diverse roles, including AG & Nutrition Educational Assistant, IHSS provider, and Certified Massage Therapist, giving her firsthand experience in direct care, education, and health services. Additionally, her expertise in accounting, payroll, compliance, and OSHA regulations provides her with strong organizational and operational skills. Cheryl completed a Partners in Policy-making course focused on working with policymakers, advocates, and regional centers to support individuals with developmental disabilities. This unique combination of experiences equips her with a comprehensive perspective on service accessibility, policy implementation, and community needs.

Cheryl is committed to leveraging her advocacy expertise, professional skills, and lived experience to contribute meaningfully to the North Bay Regional Center Board of Directors. She aims to support policies that enhance access to services for individuals with developmental disabilities and their families, ensuring they receive the resources necessary to thrive.



The Nominating Committee recommends Cheryl Snavelly to the NBRC Board of Directors for a one-year term starting March 2025.



Proposed Board Candidate: Alan Kerzin

County: Sonoma

Alan Kerzin has a long and distinguished career in disability rights and advocacy, providing direct representation to families in the North Bay for over 30 years. He has helped countless families and individuals with disabilities obtain necessary services and supports needed from Special Education, and or the Regional Center. Most importantly, Alan has a strong track record of working effectively with local school districts and the regional center resolving disputes through effective communication and listening. His strong advocacy skills and in-depth knowledge of special education law has consistently led to positive outcomes for children and families. His current work focuses on Special Education Advocacy (Alan’s Advocacy Works), to ensure that all clients receive the advice, support and information they need to successfully navigate special education and regional center laws and regulations.

Throughout his career, Alan has worked in various leadership capacities at the Area 4 Board/State Council Office, the State Council on Developmental Disabilities in Sacramento, Mental Health Advocacy in Los Angeles, the Children’s Network of Solano County, and the Disability Law Center in Boston. In addition, he has advocated for and given voice to vulnerable populations, including children, youth, and adults with disabilities, foster youth, and low-income families. Alan’s work also includes facilitating inter-agency working groups focused on disability policy initiatives at the local, state, and federal levels.

In addition to assisting and representing families, Alan has trained parents to develop the confidence they need to make a difference in the lives of their own children and in their communities. He understands how crucial it is to make special education and regional center laws and regulations accessible, so parents feel confident and empowered to interface with school and regional center personnel and legislators in order to influence public policy.



When not working, Alan enjoys watching UCLA basketball, walking, listening to music, traveling and spending time with his wife and kids and grandsons. He also continues to work on social justice issues and currently serves on local and national boards.

The Nominating Committee recommends Alan Kerzin to the NBRC Board of Directors for a one-year term starting March 2025.

FAIR HEARING & MEDIATION UPDATE

FEBRUARY 1, 2025 – FEBRUARY 28, 2025

Service (24-24)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for a service. <u>Ruling:</u> Mediation & Fair Hearing rescheduled.
Eligibility (24-27)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Fair Hearing held. Decision made. Ineligible.
Eligibility (24-29)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Claimant's appeal is dismissed.
Eligibility (24-31)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing rescheduled.
Service (24-33)	<u>Reason for Appeal:</u> Claimant appeals denial of service. <u>Ruling:</u> Mediation & Fair Hearing requested.
Eligibility (25-2)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Claimant's appeal is dismissed, without prejudice to refileing.
Eligibility (25-3)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal meeting scheduled.
Eligibility (25-4)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation and Hearing scheduled.
Eligibility (25-5)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Hearing scheduled.
Eligibility (25-6)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Hearing scheduled.
Eligibility (25-7)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation & Hearing requested.