Sponsors of
North Bay Regional Center
and other programs
for persons with developmental disabilities
610 Airpark Road
Napa, CA 94558
707-256-1224
Fax: 707-256-1230

Promoting Opportunities
Supporting Choices

MEETING NOTICE

The next meeting of the Board of Directors is a regular business meeting scheduled as follows:

DATE: May 1, 2019

TIME: 6:00 – 8:30 p.m.

PLACE: North Bay Regional Center
2351 Mendocino Avenue
Santa Rosa, CA 95403

Agenda Enclosed

Board Related Meetings: The next meeting of the Vendor Advisory Committee will be May 14, 2019, at North Bay Regional Center office "Board Room" from 10:00 to noon.

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 Danielle Bernardo 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' Regular Business Meeting
Wednesday, May 1, 2019, 6:00 p.m.
North Bay Regional Center
2351 Mendocino Ave., Santa Rosa, CA 95403

AGENDA

I. CALL TO ORDER – Angel Hixson, President

II. ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Secretary (5 min)

III. CONSIDERATION OF MINUTES
Minutes of Regular Business Meeting of April 3, 2019 be approved as submitted.
(2 min) (Pgs. 1-5) ACTION

IV. GENERAL PUBLIC COMMENT – Sign-up sheet (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)

V. FEATURE PRESENTATIONS
A. Diversity and Equity Update – January Crane, Federal Revenue Department Manager, Lindsay Franco, Diversity & Equity Specialist (15 min) (Pgs. 6-10) INFO
B. Overview of Client Services – Beth DeWitt, Director of Client Services (20 min) INFO
C. Doug Cleveland Board Opportunity Fund Policy Update – Beth DeWitt, Director of Client Services (10 min) (Pgs. 11-14) INFO
D. Courtney Singleton, Director of Community Services
   a. Contracts Over $250,000 (10 min) (Pg. 15) ACTION
   b. 637 Waiver Public Comment (10 min) (Pg. 16) INFO

VI. TREASURER'S REPORT – Rosemarie Pérez, Treasurer (10 min)
A. Treasurer's Report be approved as submitted (Pgs. 17-18) ACTION
B. C-6 Contract Amendment (Pg. 19) ACTION

VII. COMMITTEE REPORTS
A. Executive Committee Update – Angel Hixson (5 min)
   a. Doug Cleveland Board Opportunity Fund Requests Over $750 (Pg. 20) INFO
   b. Line of Credit Through Union Bank (Pg. 21) INFO
   c. July Board Meeting Date Change (Pg. 22) ACTION
B. Nominating Committee (10 min) INFO
   a. Proposed New Board Members:
      i. Alexis Jarreau (Pg. 23)
      ii. Lynette Stagner (Pg. 24)
      iii. Abel Moya (Pg. 25)
C. Vendor Advisory Committee Update – David Mauger, VAC Representative (5 min) (Pgs. 26-28) INFO
D. Legislative Advisory Committee Update – Linda Plourde (5 min) INFO
E. Client Advisory Committee Update – Franklin Phillips, Chairperson (5 min) INFO

VIII. DIRECTOR'S REPORT
A. Gabriel Rogin, Executive Director (5 min) INFO

IX. GOOD OF THE ORDER – any other Board business may be brought up at this time.

X. GENERAL PUBLIC COMMENT (10 min)

XI. CLOSED SESSION – INFO
The appointment, employment, evaluation of performance, or dismissal of a regional center employee.

XII. RETURN FROM CLOSED SESSION

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 meeting is an Annual Meeting scheduled for Wednesday, June 5, 2019 at North Bay Regional Center, 610 Airpark Road, Napa, CA 94558.

North Bay Developmental Disabilities Services, Inc.

Board of Directors' Regular Business Meeting

North Bay Regional Center
April 3, 2019 at 6:00 pm
Solano County Office of Education
5100 Business Center Drive, Fairfield, CA 94534

MINUTES

NBRC BOARD MEMBERS PRESENT:	Angel Hixson, President
David Mauger, VAC Representative	Rita Edmonds-Norris, Secretary
Franklin Phillips, Sonoma County (via phone)	Rosemarie Pérez, Treasurer
Jeremy Johnson, Vice President	Sara Speck, Solano County
Linda Plourde, Board Mentor	
NBRC BOARD MEMBERS ABSENT:	Jose Ayala, Napa County
STAFF PRESENT:	Gabriel Rogin, Executive Director
Maura McDonough, QA Supervisor	Isabel Calder, Interim Chief Financial Officer
Ashley McConnell, Case Mgmt. Supervisor	January Crane, Federal Revenue Dept. Manager
Perla Aguilar, Service Coordinator	Beth DeWitt, Director of Client Services
Abigail Andrade, Service Coordinator	Deanna Mobley, Associate Director of Client Services
Nagina McCants, Case Mgmt. Supervisor	Deanna Heibel, Associate Director of Client Services
Joanne Giardello, Case Mgmt. Supervisor	Courtney Singleton, Director of Community Services
GUESTS PRESENT:	Lynette Stagner, Parent
Chen Curtiss, Client	Tobias Weare, SCDD
Shane Clarkson, UCPNB	Abel Moya, Parent
Roger Bulosan, Marcum LLP.	Candice Nguyen, KTVU
Doriss Pandero, Asm. Frazier's Office	

CALL TO ORDER –
Angel Hixson, President called the meeting to order at 6:00 p.m. A quorum was present and the Board and audience introduced themselves.

CONSIDERATION OF MINUTES –
M/S/C (Phillips/Speck) Move that the minutes of the March 6, 2019 regular business meeting be approved as submitted. UNANIMOUS

GENERAL PUBLIC COMMENT –
Chen Curtiss, SSAN representative, SCDD Self Advocacy Network notified the room that they meet quarterly.

FRIENDS OF NORTH BAY –
Angel Hixson, President asked for a motion to table this topic until someone arrives from the Friends of North Bay.
M/S/C (Johnson/Edmonds-Norris) Move to postpone this agenda item until FONB arrived. UNANIMOUS

FEATURE PRESENTATION –
A. Special Incident Reports –
January Crane Federal Revenue Manager presented an overview of Risk Mitigation (RAM) and Special Incident Reports. **(Please see attachment for more detailed information.)**

- *Angel Hixson* noted someone from Friends of the North Bay arrived at the board meeting and presented the certificate of appreciation to Daphne Dunston. Angel thanked Friends of the North

Bay for their generous donation of $42,344.53 to the Doug Cleveland Board Opportunity Fund. So many of the people we serve will benefit from this.

- *Daphne Dunston* thanked the Board and said Friends tried their best to help and had fun doing so. There are simple ways to contribute, like shopping with Amazon Smile. She hopes North Bay continues to do a good job.

TREASURER'S REPORT – Rosemarie Pérez, Treasurer (20 min)

- NBRC's Doug Cleveland Board Opportunity Fund had a net increase of $43,346.25 due to the generous donation from Friends of the North Bay.
  - The money market balance at the end of February was $73,076.79
  - Earned bank interest for the money market account came to $1.72
  - There was one award totaling $500.00 for the month of January.
  - There were two stop payments which accrued a bank maintenance fee of $56.00.
  - The ending balance of the Doug Cleveland Board Opportunity Fund checking account is $4,040.77 as of February 28, 2019.
- Marcum audited all of the new processes implemented by NBRC staff and found the agency to be compliant with no findings.
  - This is a huge accomplishment

A. M/S/C (Johnson/Mauger) Move that the Treasurer's Report be approved as submitted.
UNANIMOUS

B. D-4 Contract

NBRC has received the D-4 allocation contract for FY 17/18 and is presenting it to the Board for approval. The D-4 allocation was a net total amount of **$1,595,857** in POS funds. The D-4 included two (2) deallocations as follows:

- $174,800 in the Ops budget for CPP (unfilled Registered Nurse position)
- $22,373 for program development.

M/S/C (Speck/Phillips) Move that the D-4 Contract be approved as submitted (see attachment.)
UNANIMOUS

C. E-2 Contract

NBRC has received the E-2 allocation contract for FY 18/19 and is presenting it to the Board for approval. The E-2 allocation was a net total Ops allocation in the amount of **$986,519.** In addition, the E-2 allocation included a total amount of **$4,641,565** in POS funds.

M/S/C (Edmonds-Norris/Mauger) Move that the D-4 Contract be approved as submitted (see attachment.) **UNANIMOUS**

COMMITTEE REPORTS –

A. Executive Committee Update – Angel Hixson

a. 17-18 Marcum Audit Findings

Roger Bulosan from Marcum LLP noted this was a successful audit. There were no new findings in 2018 and the 2016/2017 findings that carried over were resolved in 2018 to the satisfaction of Marcum.

- Roger thanked the management team for a successful audit.

- *Rosemarie Pérez* thanked Gabriel and Isabel for working so hard to turn this around.
- *Gabriel Rogin* added this was an agency wide effort. All departments contributed to a successful audit. Everyone chipped in and the entire agency deserves recognition for such a clean audit.
- *Jeremy Johnson* noted there are so many positive things that have happened over the last year. By having people in different positions, including the recognition that the contracts over $250,000 were documented in the minutes and how much the Board appreciates everyone's positive work.

b. Doug Cleveland Board Opportunity Fund Requests Over $750

Angel Hixson, President, informed the full Board of the action taken during the March 19, 2019 Executive Committee Meeting.

- The Executive Committee approved rental assistance for a client who presently lives in his own apartment until he is able to find suitable roommates. Any unused funds will be returned to the Board Opportunity Fund.

c. Board Officer Recommendations

i. Vice President Role

Angel Hixson, President, noted the following;

- The Board Executive Committee and Nominating Committee recommend that Jeremy Johnson be elected Vice President.
- Jeremy Johnson's bio can be found on page 9 of the April 3, 2019 Board Meeting packet.

❖ Angel asked Jeremy if he would like to say a few words.

➢ *Jeremy Johnson* noted the following; when his son was diagnosed with ASD at 3 years old, it took his family by surprise. It has been a positive journey working with people with Intellectual Developmental Disabilities. His life personally and professionally blend together so much now. He thoroughly enjoys working on the Board of Directors and making the community a much better place for other clients. He appreciates the nomination and all the positive things the Board has done.

❖ Angel Hixson asked Jeremy to leave the room.

❖ The Board had no concerns and felt as if Jeremy brings a lot to the Board and the Regional Center. They talked about the commitment he has shown so far and agreed the Board of Directors needs active members.

***Angel Hixson* asked all those in favor with Mauger, Speck, Edmonds-Norris, Pérez, saying "aye."**
No one opposed and Phillips abstained from voting.
The motion carried.

➢ *Angel Hixson* thanked Rita Edmonds-Norris for taking on the dual role for over a year now.

B. Vendor Advisory Committee Update –

David Mauger, Vendor Advisor Committee Representative noted the following; The VAC did not hold their regular meeting on 3/12/19. This time was dedicated to review the Rate Study. The Department of Developmental Services is seeking input from each regional center. The meeting was lively and resulted in a lot of feedback for DDS to consider.

C. Legislative Advisory Committee Update –

Linda Plourde, Board Mentor, noted the following;

- The Legislative Advisory Committee meets the 4th Tuesday of every month and is continues to add members.
- The DSP summit in Sacramento was well attended.
  - There was a showing of "Invaluable: The Unrecognized Profession of Direct Support" at the Crest Theatre.
- ARCA's Grassroots Day was today (April 3, 2019.)
  - A day of advocacy for things important to regional centers and vendors, including the rate study and affordable housing.
  - The group met with the following; Asm. Wood, Marisol Prieto-Valle for Sen. Dodd, Sen. McGuire, Asm. Levine, Asm. Aguiar-Curry, Asm. Grayson, Asm. Frazier.

D. Client Advisory Committee –

a. Next CAC Meeting Date:

- *Franklin Phillips, Chairperson* noted the following; the next CAC meeting will be April 24, 2019 at 12:30 - 2:00 pm.
- The topic will be Self-Advocacy and Tobias Weare from SCDD (State Council on Developmental Disabilities) will be there to present.
- The CAC is a forum for client's voices to be heard.

DIRECTOR'S REPORT –
Gabriel Rogin, Executive Director noted all the positive work happening recently. Specifically, he noted the successful all staff meeting, vendor fair, and trip to the capitol for Grassroots Day. He acknowledged NBRC staff, vendors, and Board members for their participation.

- *Angel Hixson* noted she speaks for the Board by saying they are happy with the direction NBRC is headed and they appreciate the hard work from the staff.

GOOD OF THE ORDER – any other Board business may be brought up at this time.
Angel Hixson noted she wasn't at the March Board Meeting, but March was Epilepsy Awareness Month & Down Syndrome Awareness day was on March 21st. The Board is wearing blue in honor of Autism Awareness month.

GENERAL PUBLIC COMMENT - None

ADJOURNMENT – *Angel Hixson, President* adjourned the regular business meeting at 8:00 pm.

North Bay Regional Center

Operations ☒
Purchase of Service ☒

Date submitted to NBRC Board for review 04/03/19
Date approved by NBRC Board Executive Committee (if applicable) N/A
Date approved by NBRC Board 04/03/19

The following contracts have been reviewed by Isabel Calder, Interim Chief Financial Officer and Gabriel Rogin, Executive Director, both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served	Contractor Name	Term of Contract	Total Contract Amount	Approved	M/S/C	Notes
D-4 Amendment	N/A		7/1/2014-6/30/2021	$219,169,701	Yes	(Speck/Mauger)	D-4 amendment total $1,595,857 Ops: ($174,800) deallocation for unfilled Registered Nurse position POS: $1,793,030 ($22,373) deallocation for program development
E-2 Amendment	N/A		7/1/2014-6/30/2021	$232,192,375	Yes	(Edmonds-Norris/Mauger)	E-2 amendment total $5,628,084 Ops: $986,519 POS: $4,606,492 Part C: $35,073

North Bay Regional Center: Needs Assessment Feedback & Action Plan for 2019

Town Hall Needs Assessment: Sorted Feedback Summary	2018 NBRC Action Items	Completed Action Items from 2018
Services	Action	
Recreational services are needed Amount of services vary depending on the Service Coordinator assigned Not enough respite workers How are unmet needs in the Spanish speaking community being tracked? Need to understand what the services are- need clarification about types of services, what kind, and how they benefit him/us Families need to get more information about services available Need information on how to get services, and how to apply for services Service Coordinators need to give family more information about services Authorized services but no explanation about how to use them More information needs to be given about ILS services at home Need to understand what supported living is at the home; when do you start preparing your child for SLS/ILS services? More information need on generic resources	Provide translated service information that is on the website to all families/clients Work with Family Resource Centers to schedule an Advocacy workshop; outreach to Community Advocacy groups and schools to ensure correct information regarding NBRC is being disseminated Continue to schedule Orientations to NBRC in both English and Spanish Develop an FAQs that addresses What To Do If: problems accessing services; don't know who SC is; don't know who Supervisor is; post to NBRC website Review and address Client Satisfaction Survey developed by contracted agency (Kinetic Flow) Include ILS service information in FAQs NBRC to collect and provide common generic resources to staff for easy referral to clients Create regular unit support groups for SCs to come together with supervisors and share new findings, general resources, best practices, and NBRC agency expectations regarding POS Disparity Work with internal IT Department to increase Service Coordinator access to information regarding appropriate and vetted services and generic resources in the community.	Website is available in all target languages, and important documents are being translated into Spanish FAQ available on website, including ILS services Tracking unmet needs in the Spanish speaking community through Kinetic Flow Survey and Disparity Town Hall Meetings in all catchment areas Completed Kinetic Flow Survey to understand needs of the community and their satisfaction with services Information on website about how to get and apply for services, including online application process Professional Skills Development created to support SC's with understanding new findings, general resources, best practices, and agency expectations around Disparity Continuing Introductions to Regional Centers in English and Spanish Created Generic Resources hub through internal Docushare system for SC's to find information to support clients and families

North Bay Regional Center: Needs Assessment Feedback & Action Plan for 2019

Town Hall Needs Assessment: Sorted Feedback Summary	2018 NBRC Action Items	Completed Action Items from 2018
Timely Communication	Action	
Resource Development unit is not calling back potential vendors Problems with call backs in timely manner Phone messages need to be kept up to date SC s should return calls and provide more information about services What happens when family calls SC and leaves message for Supervisor and still no call back? Is there a hotline number? So hard to keep track of SCs with so many changes- what does NBRC do to inform parents of changes? Need more information about community events Request ways to learn about new laws or changes to NBRC policy	Address call-back protocols in FAQs, including a means for someone to have access to a bi-lingual Management staff Research "Help Line" options Ensure that communications go out to families regarding SC changes per NBRC procedure; ensure that phone messaging provides an alternate number to be reached when SC changes per NBRC procedure Develop use of EverBridge system to reach Spanish speaking families Add a calendar of community events to NBRC webpage Utilize social media to share information about events and NBRC related news	Agency expectation around returning calls within 48 hours (2 business days) Opportunities to contact SC, their supervisor, or the front desk if not receiving calls back within agency standard of 48 hours (4 business days). Community events are shared through the website Calendar of Events, and now through the NBRC Facebook page. Social media strategy will also include NBRC Instagram in the future Increasing social media presence to share information about community events and NBRC related news, including new laws and changes to NBRC policy Actively using Everbridge notification system with bi-lingual text messaging and voice call capabilities

North Bay Regional Center: Needs Assessment Feedback & Action Plan for 2019

Town Hall Needs Assessment: Sorted Feedback Summary	2018 NBRC Action Items	Completed Action Items from 2018
Other	Action	
Need information on parent support groups or Family Resource Centers throughout the catchment area Self Determination Program option not widely known among the Spanish speaking population How do we know what is authorized but not spent on the Spanish speaking clients Need support and instruction around what the IPP is, how to advocate for services in IPP SCs should be doing more advocacy More training is needed for SCs around the NOA process SCs should attend the IEPs so they can assist with advocacy and help the family understand the IEP process What can parents do when the school qualifies someone for Autism but NBRC does not? What services are available for children that do not qualify for NBRC? Families often receive help only when there is a crisis	Work with Family Resource Centers to schedule an Advocacy workshop Continue to schedule Orientations to NBRC in both English and Spanish Continue to schedule Legal Training for NBRC staff regarding client's rights, Notice of Action process, and Fair Hearings Work with Disability Rights-CA and State Council on DD to coordinate advocacy workshops and opportunities	Created Generic Resources through internal Docushare system for SC's to find information (parent support groups, Generic Benefits, etc.) to support clients and families Information on support groups will also be shared through NBRC social media (website, FB) Continuing Introductions to Regional Centers in English and Spanish, including information about when families do not qualify for services, the NOA process, and how to re-apply for services Increasing orientations around Self-Determination Program with Spanish speaking populations and professional interpreters Increasing support and instructions about the IPP process and how to advocate for services Increasing collaboration with Disability Rights- CA and State Council on DD to coordinate advocacy workshops and opportunities

North Bay Regional Center: Needs Assessment Feedback & Action Plan for 2019

Town Hall Needs Assessment: Sorted Feedback Summary	2018 NBRC Action Items	Completed Action Items from 2018
Education and Outreach	Action	
Monthly meetings at NBRC re: "Intro to RC Services" is needed More outreach and education is needed about our services/ more information needs to be given about ILS services at home Families would like to have opportunities for education and learning about resources to increase self-advocacy skills and self-empowerment Need more information about NBRC. Specific information, because "Regional Center" is too vague There is a lot of stigma around autism and people get scared about a diagnosis Give brochures to schools Most parents get information from the school district Need information on how to get services, and how to apply for services More community based meetings for new parents More outreach and education is needed about NBRC services Need support and instruction around what the IPP is, how to advocate for services in IPP	Outreach to Community Advocacy (CAC) groups and schools (SELPA) to ensure correct information regarding NBRC is being disseminated Continue to schedule Orientations to NBRC in both English and Spanish Print revised brochures in Spanish re: NBRC services and Early Start Create targeted information via postcards to be left at schools and clinics Disparity committee to collaborate on a postcard "tag lines" and content. Use also as an opportunity to also provide more information about diagnosis and NBRC as a resource Build relationships and work with community-based organizations to collaborate and organize parent workshops on topics chosen based on parent feedback (Example: Learn more About IPP, Autism, etc.)	Continuing Introduction to NBRC throughout the year Increasing information at Outreach events throughout the catchment area about NBRC specifically and services that we provide (provided at least 44 Outreach events in 2018) Increasing collaboration with schools throughout catchment area Increasing relationships and collaboration with community based organizations in all catchment areas Information on website about how to get and apply for services, including online application process

North Bay Regional Center: Needs Assessment Feedback & Action Plan for 2019

Town Hall Needs Assessment: Sorted Feedback Summary	2018 NBRC Action Items	Completed Action Items from 2018
Spanish Communication	Action	
Not enough staff who speak Spanish Not enough services providers who speak Spanish Don't get information in Spanish	NBRC will continue providing incentives for recruiting bi-lingual staff Emphasize to staff the requirements re: IPP in preferred language NBRC will continue identifying forms/information that needs to be translated Develop use of Everbridge system to reach Spanish speaking families	NBRC provides financial incentives for bi-lingual staff NBRC bilingual Spanish speaking staff make up 24% of employees and 26% of NBRC's clientele identify as Hispanic Resource Development team continuing to recruit for service providers (especially Early Start providers like PT, OT, Speech) who serve Spanish speaking populations and will be trained in Cultural Sensitivity Website is available in all target languages, upgraded translation app Important documents from Intake, Employment, and Early Start programs and other units have been translated into Spanish In progress for getting the IPP translated into Spanish for families Continuing Introductions to Regional Centers in English and Spanish Increasing orientations around Self-Determination Program for Spanish speaking families with professional interpreters Actively using Everbridge for Disparity Town Hall Meetings and Intro to Regional Center Presentations for the community

Doug Cleveland Board Opportunity Fund

North Bay Regional Center (NBRC) is a non-profit 501(c)3 agency under contract with the State Department of Developmental Services. NBRC is funded annually in accordance with State law (Lanterman Developmental Disabilities Services Act). NBRC's State allocation is restricted to funding only those services mandated under the Lanterman Act.

NBRC serves over 9,000 people with developmental disabilities including intellectual disabilities, Autism, Epilepsy, and Cerebral Palsy in the North Bay counties of Napa, Solano and Sonoma. Our mission is to enable and support individuals with developmental disabilities and their families to achieve their full potential and a rightful place in our community.

The NBRC Board Fund is a donation fund used entirely for services and/or supports that cannot be purchased with State funds. These funds are used as one time grants or loans to assist individuals and their families with unforeseen emergencies or disability related ~~situations~~requests or opportunities. ~~that could be relieved if funds were available.~~

Board funds are accumulated from mostly private donations. However, absolutely no monies from the State of California funds are deposited into this account. This fund provides NBRC individuals an alternative financial option that can aid situations that cannot be supported by Purchase of Service dollars (POS). The Board Fund provides small grants and loans to NBRC individuals who have emergency or other needs that cannot be addressed through the IPP or other generic resources. In all instances, the funds must directly benefit the NBRC participant. These ~~emergency~~ needs are identified through the NBRC Service Coordinator and could include rental deposit assistance to secure housing, car repairs if the~~y~~ NBRC participant is the ~~are the~~ primary driver for the family, certain home related bills (i.e. loss of income and need for temporary aid for food or utilities), funeral expenses or ~~and~~ other supports that might benefit the health and well-being of the NBRC participant. Final approval of all requests less than $750 are at the discretion of the ~~situations deemed eligible by the Director of Client Services and the~~ Executive Director. All requests over $750 must also be approved by the Board of Directors for North Bay Regional Center. ~~.~~ Most NBRC participants are on limited incomes (SSI/SSA) and they do not have the means to cover expenses that arise in an emergency. The Board Fund can respond quickly to these situations and ideally avoid further consequences to the individual and/or family.

SELECTION PROCESS

Individuals eligible to access the Board Fund must be a NBRC participant and reside in Napa, Solano or Sonoma County. All requests for loans and grants are initiated by Service Coordinators ~~Case Managers and their supervisors~~ who will complete the required forms and obtain Supervisor approval. ~~who complete the required form.~~ NBRC ~~individuals~~ participants should contact their Service Coordinator directly for more information if they would like to pursue a Board Fund request. Once

complete, the form is submitted to the Director of Client Services who will review the request with the Executive Director. This review ensures that all generic resources are exhausted before Board Funds are disbursed.

ACCOUNTABILITY

The Board Fund is maintained separate from all other Regional Center funds and operations, and the Fund's integrity is validated by NBRC's outside auditors on an annual basis. All approved Board Funds goes directly to individuals served by NBRC. and their families. There are no administrative costs associated with this fund. Funds are maintained in an interest bearing account.

**Upon request, Donors can receive a summary of supports and goods provided by their donation to the Board Fund. All donors to the Board Fund receive a letter acknowledging their donation to a 501(c)3 organization. All donations to the Board Fund are tax deductible within the provisions of the law.

Criteria for Board fund Request

The North Bay Regional Center Board Fund was established to provide emergency aid (example: food, clothing or shelter) to individuals and families served by our agency. The fund consists entirely of private donations, and its monies can be expended in cases where the following circumstances exist:

- The individual or family that is to receive Board Fund aid lacks the financial resources necessary to purchase the identified need.
- No other public or private funding is available to meet the identified need of the individual or family.
- All requests will be prioritized by need and will be subject to availability of funds.
- Without the financial aid, the individual or family are at risk for further harm or negative consequence.

North Bay Regional Center

Doug Cleveland Board Opportunity Fund

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NBRC serves over 9,000 people with developmental disabilities including intellectual disabilities, Autism, Epilepsy, and Cerebral Palsy in the North Bay counties of Napa, Solano and Sonoma. Our mission is to enable and support individuals with developmental disabilities and their families to achieve their full potential and a rightful place in our community.

The NBRC Board Fund is a donation fund used entirely for services and/or supports that cannot be purchased with State funds. These funds are used as one time grants or loans to assist individuals and their families with unforeseen emergencies or disability related requests or opportunities.

Board funds are accumulated from mostly private donations. However, absolutely no monies from the State of California funds are deposited into this account. This fund provides NBRC individuals an alternative financial option that can aid situations that cannot be supported by Purchase of Service dollars (POS). The Board Fund provides small grants and loans to NBRC individuals who have emergency or other needs that cannot be addressed through the IPP or other generic resources. In all instances, the funds must directly benefit the NBRC participant. These needs are identified through the NBRC Service Coordinator and could include rental deposit assistance to secure housing, car repairs if the NBRC participant is the primary driver for the family, certain home related bills (i.e. loss of income and need for temporary aid for food or utilities), funeral expenses or other supports that might benefit the health and well-being of the NBRC participant. Final approval of all requests less than $750 are at the discretion of the Executive Director. All requests over $750 must also be approved by the Board of Directors for North Bay Regional Center. Most NBRC participants are on limited incomes (SSI/SSA) and they do not have the means to cover expenses that arise in an emergency. The Board Fund can respond quickly to these situations and ideally avoid further consequences to the individual and/or family.

SELECTION PROCESS

Individuals eligible to access the Board Fund must be a NBRC participant and reside in Napa, Solano or Sonoma County. All requests for loans and grants are initiated by Service Coordinators who will complete the required forms and obtain Supervisor approval. NBRC participants should contact their Service Coordinator directly for more information if they would like to pursue a Board Fund request. Once complete, the form is submitted to the Director of Client Services who will review the request with the Executive Director. This review ensures that all generic resources are exhausted before Board Funds are disbursed.

ACCOUNTABILITY

The Board Fund is maintained separate from all other Regional Center funds and operations, and the Fund's integrity is validated by NBRC's outside auditors on an annual basis. All approved Board Funds go directly to individuals served by NBRC.-. There are no administrative costs associated with this fund. Funds are maintained in an interest bearing account.

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Criteria for Board fund Request

The North Bay Regional Center Board Fund was established to provide emergency aid (example: food, clothing or shelter) to individuals and families served by our agency. The fund consists entirely of private donations, and its monies can be expended in cases where the following circumstances exist:

- The individual or family that is to receive Board Fund aid lacks the financial resources necessary to purchase the identified need.
- No other public or private funding is available to meet the identified need of the individual or family.
- All requests will be prioritized by need and will be subject to availability of funds.

North Bay Regional Center

Operations ____
Purchase of Service __X__

Date submitted to NBRC Board for review 5/1/19
Date approved by NBRC Board Executive Committee (if applicable) N/A
Date approved by NBRC Board

The following contracts have been reviewed by Courtney Singleton, Director Community Services, Isabel Calder, Interim Chief Financial Officer and Gabriel Rogin, Executive Director, all recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served (if applicable)	Contractor Name and Vendor# (if applicable)	Term of Contract	Rate of Reimbursement	NOTES:
Family Home Agency	28 +/-	Enriching Lives – HN0386	06/01/19-05/31/20	Over $250,000	
Family Home Agency	48 +/-	California Mentor-HN0365	06/01/19-05/31/20	Over $250,000	

Summary:
A Family Home Agency (FHA) approves family homes which offer the opportunity for up to two adult individuals with developmental disabilities per home to reside with a family and share in the interaction and responsibilities of being part of a family. The individual with developmental disabilities receives the necessary service and supports from the family, agencies and the community to enable the individual to be a participating member of the family and the community where the family resides. The family home arrangement allows the sharing of food, housing, experience, responsibilities and togetherness.

The FHA is a private, nonprofit organization under contract to, and vendored by a regional center. FHAs are responsible for recruiting, training, approving and monitoring family homes, as well as providing ongoing support to family homes. Social service staff employed by the FHA make regular visits to the family home to ensure that necessary services and supports are in place, and that the match between the family and the new family member is viable, and continues to be viable.

637 Waiver Overview and Public Meeting Announcement

AB 637 was enacted into law in 1993 it added new *Regional Center Alternatives for Service Delivery.* The regulation has been amended several times and allows regional centers to develop "innovative means of providing needed services." The term innovative refers to strategies that are prohibited or impeded by existing laws and/or regulations.

North Bay Regional Center proposes the ability to negotiate with contracted Speech/Language, Physical, Occupational and Early Intervention Program Therapy Vendors to utilize Speech and Language Pathology Assistance (SLPAs), Physical Therapy Assistants (PTAs) and Occupational Therapy Assistants (OTAs) to provide direct services to the birth to 36 months population in their family homes or Natural Environment (NE). As we strive to lessen disparity and increase access to Early Start services for all our families, an appropriate network of service providers is crucial, and the use of certified assistants, supervised in a manner required from their respective board, as described in the California Business and Professions Code, will help ameliorate the challenges of securing services for individuals and families.

Summary

The regional center is unable to use a vendor's SLPA, PTAs or OTAs to provide direct therapy services to the infant and toddler population of birth to 36 months. This proposal will provide the regional center the authority and flexibility to provide the required services, when the Individual Family Service Plan (IFSP) has determined therapies are a required service. SLPAs, PTAs and OTAs will be utilized prudently, when a regional center contracted agency's licensed therapists are at capacity and are unable to meet the needs of a consumer.

Regulations that will be waived under the proposal

Title 17 Section §54319(a) California Code of Regulations (CCR)) Group Practices Lists all services and service codes that can apply to both group and individual practices. 54319 omits Service code 116 Specialized Therapeutic Services which is used for Speech, Occupational and Physical Therapies for children birth to 36 months from the approved list of service providers that may be vendored as a group. NBRC is requesting to use service code 116 as a group practice and allow assistants to work under licensed therapist.

Currently, Title 17 vendorization regulations for speech therapy services are not consistent with CCR, Title 16, Professional and Vocational Regulations which establishes the regulatory requirements for the delivery of speech, physical and occupational therapy services.

CCR, Title 16, Section 1399.179.2 allows for the use of SLPAs under the direct supervision or indirect supervision of a validly licensed speech pathologist.

CCR, Title16 Section 4181 allows for the use of OTAs under the direct or indirect supervision of a licensed occupational therapist.

California Code, Business and Professions Code - BPC § 2630.3 A licensed physical therapist assistant may assist in the provision of physical therapy services only under the supervision of a physical therapist licensed by the board.

North Bay Regional Center Doug Cleveland Board Opportunity Fund May Board Meeting 5/1/19

As of March 31, 2019, NBRC's Doug Cleveland Board Opportunity Fund savings account had a net decrease in the amount of $4,887.00. This was due to a $5,000 transfer to the checking account and two (2) donations totaling $113.00. The savings account balance at the end of March 2019 was $67,199.78. Earned bank interest and account credits for the savings account came to $9.99.

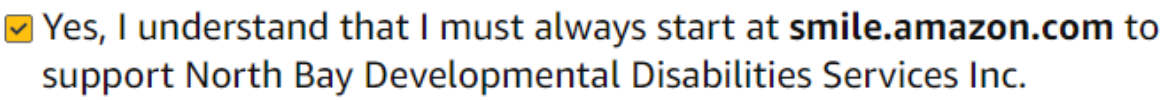
In the month of March 2019, there were (4) awards issued out of the checking account totaling $2139.34. The bank maintenance fee totaled $20.00. The ending balance of the Doug Cleveland Board Opportunity Fund checking account was $4,881.43 as of March 31, 2019.

Doug Cleveland Board Opportunity Fund is now eligible for AmazonSmile donation. This means that Amazon will donate 0.5% of the price of eligible AmazonSmile purchases to the Doug Cleveland Board Opportunity Fund for any individual who has signed up and designated Doug Cleveland Board Opportunity Fund as their charitable organization.

To sign up, click on the link below. Doug Cleveland Board Opportunity Fund is under the following charitable organization name:

North Bay Developmental Disability Services

https://smile.amazon.com/ref=smi_se_dshb_bk_smi



North Bay Regional Center
CFO Board Report 8 months
As of February 28, 2019

Purchase of Services (POS)		YTD Actual	% YTD Total		Forecast*	Total YTD Actual + Forecast*
Community Care Facilities	$	38,700,910.00	25.56%	$	19,534,957.00	$ 58,235,867.00
Supported Living Services	$	36,425,188.00	24.06%	$	18,212,594.00	$ 54,637,782.00
Day Programs	$	26,155,257.00	17.28%	$	16,130,413.00	$ 42,285,670.00
Behavioral Services	$	20,290,139.00	13.40%	$	10,202,956.00	$ 30,493,095.00
Other	$	10,387,439.00	6.86%	$	5,481,813.00	$ 15,869,252.00
Transportation	$	8,387,313.00	5.54%	$	4,234,132.00	$ 12,621,445.00
Respite	$	3,542,573.00	2.34%	$	1,935,042.00	$ 5,477,615.00
Medical Services	$	817,553.00	0.54%	$	424,826.00	$ 1,242,379.00
Total NON-CPP POS services	**$**	**144,706,372.00**		**$**	**76,156,733.00**	**$ 220,863,105.00**
Community Placement Plan (CPP)	$	6,687,452.00	4.42%	$	5,207,177.00	$ 11,894,629.00
TOTAL POS AND CPP EXPENSES	**$**	**151,393,824.00**	**100.00%**	**$**	**81,363,910.00**	**$ 232,757,734.00**

			Remaining Allocation	Percent spent to date
E-1 -POS ALLOCATION	**$**	**204,010,334.00**	$ 57,258,075.00	**72.56%**
E-2 -POS ALLOCATION	**$**	**4,641,565.00**		
TOTAL POS ALLOCATION	**$**	**208,651,899.00**		

ICF State Plan Amendment (SPA) offset $ (3,889,584.89)

Operations Expense (OPS)		YTD Actual	% YTD Total		Forecast*	Total YTD Actual + Forecast
Personnel	$	8,784,932.00	57.31%	$	4,897,744.00	$ 13,689,231.00
Benefits	$	3,008,782.00	19.63%	$	1,121,728.00	$ 4,130,510.00
Facilities/Insurance	$	1,223,223.00	7.98%	$	621,268.00	$ 1,844,491.00
Equipment	$	185,397.00	1.21%	$	94,405.00	$ 279,802.00
Consultants	$	223,056.00	1.46%	$	145,000.00	$ 368,056.00
Mileage	$	188,487.00	1.23%	$	146,525.00	$ 335,012.00
MHSA Grants	$	117,946.00	0.77%	$	104,585.00	$ 222,531.00
Grants (Senior Companion Program)	$	112,485.00	0.73%	$	216,232.00	$ 328,717.00
General Office	$	77,149.00	0.50%	$	58,572.00	$ 135,721.00
Legal	$	48,496.00	0.32%	$	64,429.00	$ 112,925.00
Communications	$	56,310.00	0.37%	$	77,956.00	$ 134,266.00
Other Expenses	$	18,163.00	0.12%	$	9,080.00	$ 27,243.00
Bank Fee and Interest Expense	$	4,237.00	0.03%	$	2,116.00	$ 6,353.00
Revenue	$	(157,757.00)	-1.03%	$	(72,212.00)	$ (229,969.00)
Total Non-CPP Operations Expense	**$**	**13,890,906.00**	**90.62%**	**$**	**7,487,428.00**	**$ 21,384,889.00**
Community Placement Plan (CPP)		1,438,561.00	9.38%	$	717,026.00	$ 2,155,587.00
Total OPS & CPP Expenses	**$**	**15,329,467.00**	**100.00%**	**$**	**8,204,454.00**	**$ 23,540,476.00**

			Remaining Allocation	Percent spent to date
E-1 Non-Cpp OPERATIONS ALLOCATION	$	21,384,889.00		
E-1 CPP OPERATIONS ALLOCATION	$	1,169,068.00		
E-2 OPERATIONS ALLOCATION	$	986,519.00		
TOTAL OPERATIONS ALLOCATION	**$**	**23,540,476.00**	$ 8,211,009.00	**65.12%**

Operations ☒

Purchase of Service ☒

Date submitted to NBRC Board for review 05/01/19

Date approved by NBRC Board Executive Committee (if applicable) N/A

Date approved by NBRC Board 00/00/00

The following contracts have been reviewed by Isabel Calder, Interim Chief Financial Officer and Gabriel Rogin, Executive Director, both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served	Contractor Name	Term of Contract	Total Contract Amount	Notes
C-6 Amendment FY 16-17	N/A	DDS State Contract	7/1/2014-6/30/2021	$219,626,849	C-6 amendment includes a net total of $114,517 in startup funds for existing projects. • Deallocation of $45,875 in CPP startup funds, and Approval of $160,392 in Sonoma Developmental Center closure startup funds.

North Bay Regional Center

610 Airpark Rd, Napa, CA 94558
Phone: (707) 256-1100 • TTY (707) 252-0213

www.nbrc.net

2351 Mendocino Ave, Santa Rosa, CA 95403
Phone: (707) 569-2000 • TTY (707) 525-1239

Board Opportunity Fund Requests Over $750
April 2019

1. **Formally approved by the Executive Committee on 4/18/19 –**
   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 could be found. They were about 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.
   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. **Formally approved by the Executive Committee on 4/18/19 –**
   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 they allowed the women to live in the home until another option was identified. The man that was running the home needed a place to stay and 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 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, subtracted from 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**

North Bay Regional Center

Operations X
Purchase of Service X

Date submitted to NBRC Board for review N/A
Date approved by NBRC Board Executive Committee (if applicable) 04/18/19
Date approved by NBRC Board 04/18/19

The following contracts have been reviewed by Isabel Calder, Interim Chief Financial Officer and Gabriel Rogin, Executive Director, both of whom recommend approval by the NBRC Board of Directors.

Purpose of Contract	Consumers Served	Contractor Name	Term of Contract	Total Contract Amount	Approved	M/S/C	Notes
Line of Credit – Cash flow	N/A	Union Bank	4/1/19 - 9/30/19	$15,000,000	Yes	(Johnson/Pérez)	• Line of credit is being obtained to assist with cash flow until the advancement for FY 19/20 is received. • There is a twenty point commitment fee (.2%) or $30,000 to have the line of credit in place. • In the event this is not a sufficient amount, an amendment can be obtained for additional funding.

Board Meeting Locations 2019
New time: 6:00 pm – 8:00 pm

January 2	Regular Business Meeting	No Meeting
February 6	Regular Business Meeting	NBRC Santa Rosa Office
March 6	Regular Business Meeting	NBRC Napa Office
April 3	Regular Business Meeting	Solano County Office of Education
May 1	Regular Business Meeting	NBRC Santa Rosa Office
June 5	Annual Board Meeting	NBRC Napa Office
~~July~~ 3 July 10	Regular Business Meeting	NBRC Santa Rosa Office
August 7*	Regular Business Meeting	No Meeting / Board all day Retreat
September 4	Regular Business Meeting	Solano County Office of Education
October 2	Regular Business Meeting	NBRC Santa Rosa Office
November 6	Regular Business Meeting	Solano County Office of Education
December 4	Regular Business Meeting	NBRC Napa Office

*Board Retreat in August

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Proposed Slated Board Members:

- Alexis Jarreau
- Lynette Stagner
- Abel Moya

Candidate: Alexis Jarreau

Alexis Jarreau is a parent of a young adult with autism who receives services from NBRC and lives in Solano County. Ms. Jarreau has a passion for helping people with disabilities. She helped found and currently works with a community non-profit organization called "Found It" that provides socialization opportunities for people with developmental disabilities. She has experience serving on non-profit boards of directors such as the Alternative Music Foundation. She was responsible for reviewing and approving policy and the general governance of the organization. Ms. Jarreau has an educational background in Psychology and Sociology and professional experience in the mortgage industry. As a parent of a person receiving services from NBRC, she will help to provide a strong parental perspective on how NBRC can better serve our clients.

The Nominating Committee recommends Alexis Jarreau to serve on the North Bay Regional Center Board of Directors.

Candidate: Lynette Stagner

Lynette Stagner is a parent of a young adult daughter with Down Syndrome who receives services from NBRC and lives in Napa County. Ms. Stagner is devoted to caring for her daughter and supporting people with disabilities. She is actively involved with organizations that help people with disabilities and currently serves as a Special Olympics coach. She served on the board of directors for ParentsCAN, a Napa based non-profit organization dedicated to supporting families of children with disabilities. While serving on this board Ms. Stagner provided leadership and direction to ensure ParentsCAN fulfilled its mission. As a parent of a transition age daughter, Ms. Stagner will provide important insights to aid NBRC in providing support and opportunities to our clients.

The Nominating Committee recommends Lynette Stagner to serve on the North Bay Regional Center Board of Directors.

Candidate: Abel Moya

Abel Moya is a parent of a fifteen year old son who receives services from NBRC and lives in Sonoma County. Mr. Moya has dedicated most of his adult life to volunteering with organizations that serve people with disabilities. He currently serves with Sonoma Valley Unified School District as a Special Education volunteer. He has been heavily involved with the school district including serving on the Parent Teacher Organization Board and eight years as President of the English Learner Advisory Committee. Mr. Moya has experience serving on many public and non- profit boards including Sonoma County Adult and Youth Development, Rohnert Park Unified School District, and even founded a non-profit that is dedicated to helping people with disabilities. He also is the President and Owner of a successful construction business and has a background in management. Mr. Moya has a unique combination of public, non-profit, and private sector experience. He is dedicated to helping people with disabilities and will help guide our board to fulfill its mission.

The Nominating Committee recommends Abel Moya to serve on the North Bay Regional Center Board of Directors.

Meeting Minutes

NBRC Vendor Advisory Committee
North Bay Regional Center, Napa

April 9, 2019

I. Introductions and Acceptance of Minutes	
☒ Call to Order Holly Pagel, VAC Co-Chair, called the meeting to order at 10:05 am ☒ quorum met ☒ previous meeting minutes M/S/C: David/Kelley/unan.	VAC Co-Chairs ☒ Holly Pagel, Connections for Life (VAC Facilitator) ☒ David Mauger, C. House (VAC Board Representative) VAC Membership ☒ Elizabeth Clary, Alchemia ☒ Kelley Hanson, PACE Solano ☒ Mike Lisenko, UCP of the North Bay ☒ Karen Lustig, Aldea Supported Living Services ☒ Stacey Martinez, The Arc Solano ☒ Linda Plourde, Bayberry, Inc. ☒ Andrea Mendoza, REI/CHD ☒ Michelle Ramirez, On My Own ☒ Ali Tabatabai, New Leaf ☒ Jamie Thompson, North Bay Industries NBRC Staff Isabel Calder — Interim Chief Financial Officer Beth DeWitt — Director Client Svcs. Ashley McConnell — Fed. Rev. Supervisor Deanna Mobley — Associate Director Gabriel Rogin — Executive Director Courtney Singleton — Director of Community Services January Crane — Department Manager
II. Agenda changes/Additions/Trainings	
	637 Waiver: Courtney Singleton announced that NBRC is in the process of requesting a 637 waiver from the Department of Developmental Services (DDS). The waiver is established by Assembly Bill 637/1543. In 2001, DDS provided instructions for regional centers to submit a request under AB 637/1543. There are eight different proposal types; this request is related to “service contracts with providers.”
III. Group Reports	**Summary**
	Napa-Solano Vendor Group: • The Napa-Solano Vendor Group met to discuss the day program group. **Sonoma Vendor Group:** • The Sonoma Vendor Group cancelled the Sonoma County Legislative Breakfast and is in the process of scheduling individual meetings with legislators. **Housing Report:** • Mary Eble, Executive Director of the North Bay Housing Coalition (NBHC), provided an update on state and local housing, as well as NBRC’s efforts via its housing committee. • Local communities are in the process of putting Junior Accessory Dwelling Unit approval processes in place. This may be an option for people served by NBRC.

- Mary continues to maintain a roommate list.
- Sonoma County will host an ABLE workshop on 4/17.
- NBHC is in the process of establishing itself as a housing entry access point in Sonoma County.

Trade Associations:

- **CDSA:** Michelle Ramirez reported that CDSA and other advocacy groups put together a summit engaging executives and DSPs to discuss the workforce crisis. Goals include professionalizing the workforce and establishing an SOC listing, The April 3 march in Sacramento was well-attended.
- **CSLN:** Linda Plourde announced that the CSLN Annual conference will take place in April (18, 19 - San Diego). Speakers will address wage and hour law, leadership, inter-agency communication, and emergency preparedness. Sheila Keys, Community Resource Manager at Redwood Coast Regional Center, will serve on a panel on emergency preparedness.
- **ANCOR:** ANCOR's policy summit will take place May 6-8 in Portland, Oregon. Topics include money follows the person, SOC listing, and labor exemptions. Each year, ANCOR recognizes a DSP of the year. The California winner is from Bayberry, Inc. and has worked for Bayberry for over 30 years.

Board Report:

- David Mauger reported on the Board of Directors meeting. The meeting was in Fairfield.
- The Client Advisory Committee continues to meet.
- Friends of North Bay provided a significant donation to the NBRC Opportunity Fund.
- January Crane provided the feature presentation on Special Incident Report data and trends.
- The board received an overview of the 2017-18 Marcum audit findings.
- Jeremy Johnson as elected Vice President of the Board of Directors.
- NBRC received 12 requests for vendorization in January

NBRC Report:

- Gabriel Rogin thanked the service provider community for participating in the NBRC service provider fair. Gabriel acknowledged Jamie Thompson for organizing the event.
- Gabriel acknowledged the VAC for its feedback regarding the Burns & Associates rate study.
- NBRC had a positive experience at Grassroots Day in Sacramento on April 3.
- Far Northern Regional Center: ARCA discussed regional fundraisers to support. NBRC will be organizing a local effort to support recovery of FNRC service recipients. Gabriel invited service providers to participate.
- The 2016-17 National Core Indicators survey results have been published. Gabriel commented that the results for NBRC's catchment area are positive.
- Holly acknowledged the support of NBRC, specifically Isabel Calder and Courtney Singleton for summarizing the feedback provided by the service provider community. She also thanked the service provider community for submitting comments.

Legislative Committee:

- Linda shared that the NBRC Legislative Committee, which is very new, is working toward "action over updates."
- Linda described the vision of DSP for a Day and invited service providers to participate.
- The Legislative Committee may coordinate a breakfast.

	• Linda advised all in attendance of the importance of "doing your homework." **Services and Vendor Relations:** • Courtney Singleton reported that the SLS committee is ¾ through its review of the SLS contract. • Information on the Community Resource Development Plan should be released by 4/15/19. NBRC will gather community input about resource development needs. • There was no update on bridge funding. • Isabel has completed minimum wage worksheets for service providers requesting additional funding. **NBRC Announcements** • Ashley has visited recipients of the first round of HCBS grant funding. The second round of HCBS funding recipient visits is in process. • HCBS audits will take place in mid-May. • April is Sexual Assault Awareness month.
IV. Community Concerns/Clarifications/ Presentations	
	CBEM: Kelly Weber, Sherri Kimbell, and Aaron Kowalski provided an overview of CBEM services. CBEM services are intended to be short-term (3-6 months). CBEM meets weekly with service recipients. CBEM also operates an acute crisis hotline (24/7, 365 days/year). Critical intervention focuses on support, prevention, and intervention, with emphasis on transition to a service recipient's circle of support. Behavior support needs, mh instability, legal, criminal activity, life transitions, with emphasis on maintaining services in the least restrictive environment, maximizing community engagement, promoting health and safety, and preventing hospitalizations, 5150 hold, and involvement in the legal system. CBEM is considered a "wraparound" service and works with all aspects of a service recipient's life to support success. Leticia Leon commended NBRC and CBEM on the services CBEM provides. **Training Costs:** The issue of cost for CEUs has been discussed as a disincentive to training attendance. January Crane will look into the possibility of changing this practice at NBRC.
V. NBRC Policies and Procedures	
	There were no policy/procedure updates.
VI. New Business	
	VAC voting members: Members in Sonoma County would like some VAC meetings in Santa Rosa. The VAC will coordinate one meeting per quarter in Santa Rosa.
VII. Announcements	**Summary**
	• Edie Thomas announced an initiative w/Sacramento News and Review to publicize Solano County employees with disabilities. • Self-Determination Orientations begin in May. A schedule will be posted this week. • People receiving SSI are now eligible for Cal-Fresh benefits.
Adjourn	
	The meeting concluded at 11:15 am.

Minutes submitted by: Elizabeth Clary

CMS HCBS Settings Rule
Status: Federal Revenue staff have completed the oversight of the first group of vendors that received funding for the FY 16/17 CMS compliance grants. They are currently supporting the FY 17/18 grant recipients on budget monitoring, billing requirements, and overseeing milestones that meet the Proposal objectives.
At this time, all agencies either are on target or are receiving technical assistance from NBRC to stay in compliance.
DDS has not yet alerted the Regional Centers on the status of 18/19 grant recipients.

Nursing Home Reform:
DDS continues to capture additional FFP by requesting LTC facilities to provide Pre Admission Screening and Resident Reviews (PAS/RRs) to be sent to DDS upon discharges, not just upon admission. The additional workload of processing these Level II PASRRs has not been significant and is absorbed by the Federal Revenue unit.

- **NBRC Agency Support:** The Federal Revenue Department consists of a Department Manager, Supervisor, 2.5 FTE Internal Quality Monitors and 2 FTE Client Services Assistants who continue to provide trainings and support to service coordinators and supervisors in order to assist with compliance requirements and Federal regulations. The Federal Revenue Department will do so by:

    - Providing support with ongoing Medicaid Waiver enrollment
    - Providing support with ongoing 1915(i) State Plan Amendment (SPA) enrollment
    - Track the Client Development Evaluation Report (CDER) for timely completion
    - Track compliance with timely monitoring of services provided in Family Home Agency settings
    - Provide ongoing support to staff during all audits
    - Outreach and trainings regarding the CMS HCBS Final Settings Rule to vendors in collaboration with the Quality Assurance and Community Resource Development teams

Prepared by January Crane, MPA

NBRC Community Services

Become an NBRC Vendor! Visit NBRC's website:
http://nbrc.net/service-providers/becomeavendor/

Resource Development

The Resource Development Department received **11** requests for vendorization during the month of March and completed **4 new** vendorizations. Please join NBRC in welcoming the new vendors below to the North Bay Regional Center vendor community.

New Vendors

- "A" Residence-Adult Residential Facility Level 3-Sonoma County
- Jeannette's Safe Place-Adult Residential Facility Level 3-Solano County
- North Bay Housing Coalition-Housing Services-All Counties
- M3 Day Program, LLC-Community Integration-Sonoma County

2018-19 Request for Proposal Awardees

-Project #1- $175,000 *A Place of Grace*
Enhanced Behavior Supports Home - Men
-Project #2-$175,000 BAT Residential Services, Inc.
Enhanced Behavior Supports Home - Women
-Project#5-$175,000 *Hoang and Fenina Pham/Polaris Home*
Enhanced Behavior Supports Home -Children
-Project #7- **$75,000 *Rachel Hammond***
Early Start Services awarded to
-Project #8- $25,000 *David Washington*
Spiritual Care Coordinator
-Project #11-$175,000-*Community Crisis Home-FUNDING STILL AVAILABLE. Visit:*
https://nbrc.net/service-providers/resource-needs-requests-for-proposals/

Upcoming SIR Vendor Trainings

Napa Office: 610 Airpark, Board Room Dates & Times:- Wed, May 29th, Registration at 1:30 p.m., class 2:00 p.m.-4:00 p.m.

Santa Rosa Office:
2351 Mendocino Ave, Thai/Oaks Room Dates & Times:- Wed, July 24th, registration at 9:30 a.m., class 10:00 a.m.-12:00 p.m.

RSVP to SIR@nbrc.net

New Provider Orientation
Wednesday, May 15th
NBRC Napa, 610 Airpark Road
9:00 a.m. – 5:00 p.m.

Topics Covered:
Overview of North Bay Regional Center, Title 17 regulations and requirements, The Lanterman Act, Regional Center monitoring and evaluation process, Client's Rights, Fiscal Requirements, Principles of Risk Management, Elements of a Program Design and Home Levels demystified.
RSVP to JasmineM@nbrc.net

Observe, Decide, Act: How to Look For and Respond to Medical Red Flags
Tuesday, April 30th
NBRC Napa, 610 Airpark Road
10:00 a.m. - 12:00 p.m.

Presented by Dr. Gayatri Mahajan
Some medical red flags are obvious, while many are more subtle. It is crucial to know what to look for so that signs of health decline are not missed and left unaddressed. Join Dr. Mahajan as we discuss how to recognize and respond to signs of health crisis and decline.

Sign up for NBRC's **VENDOR CONNECTION** newsletter
https://nbrc.net/service-providers/

NBRC Quality Assurance Work March 2019
26 QA Annual or Quarterly Vendor Reviews
61 Vendors received QA technical assistance
72 NBRC staff received QA technical assistance

AGE RANGE	NUMBER	% TO TOTAL
0 - 2	1,388	14.5 %
3 - 17	2,840	29.7 %
18 - 40	3,368	35.2 %
41 - 60	1,264	13.2 %
61 - 80	661	6.9 %
80 & OLDER	32	.3 %
TOTAL:	9,553	100.0 %

GENDER	NUMBER	% TO TOTAL
MALES	6,119	64.0 %
FEMALES	3,434	35.9 %
TOTAL:	9,553	100.0 %

RESIDENCE TYPE	NUMBER	% TO TOTAL
OWN HOME	6,970	72.9 %
ILS	605	6.3 %
SLS	645	6.7 %
DC	11	.1 %
SNF	50	.5 %
ICF	219	2.2 %
CCF	771	8.0 %
FOSTER CARE	190	1.9 %
OTHER	92	.9 %
TOTAL:	9,553	100.0 %

ETHNICITY	NUMBER	% TO TOTAL
MIXED	664	6.9 %
ASIAN	243	2.5 %
BLACK	864	9.0 %
FILIPINO	354	3.7 %
NATIVE AMERICAN	37	.3 %
POLYNESIAN		.0 %
SPANISH/LATIN	2,347	24.5 %
WHITE	4,464	46.7 %
OTHER	181	1.8 %
UNKNOWN	399	4.1 %
TOTAL:	9,553	100.0 %

DISABILITY	NUMBER	% TO TOTAL CONSUMERS
AUTISM	2,510	26.2 %
EPILEPSY	1,090	11.4 %
CEREBRAL PALSY	920	9.6 %
MENTAL RETARDATION	4,848	50.7 %
OTHER	997	10.4 %

CONSUMERS MAY HAVE MULTIPLE DIAGNOSES

COUNTY	NUMBER	% TO TOTAL
28. NAPA	1,188	12.4 %
48. SOLANO	4,042	42.3 %
49. SONOMA	4,174	43.6 %
		.0 %
		.0 %
		.0 %
		.0 %
		.0 %
		.0 %
OTHER	149	1.5 %
TOTAL:	9,553	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL
SIGN LANGUAGE	21	.2 %
ENGLISH	7,825	81.9 %
SPANISH	1,559	16.3 %
OTHER LATIN LANG.	2	.0 %
CANTONESE CHINESE	6	.0 %
MADARIN CHINESE	3	.0 %
JAPANESE	2	.0 %
VIETNAMESE	17	.1 %
KOREAN	3	.0 %
LAOTIAN	5	.0 %
CAMBODIAN	3	.0 %
OTHER ASIAN LANG.	4	.0 %
RUSSIAN	2	.0 %
ALL OTHER LANG.	101	1.0 %
TOTAL	9,553	100.0 %

Status	Count	% TO TOTAL
0	499	5.2
P		
1	1,123	
2	7,920	
3		
8	11	
TOTAL	9,553	100.0

North Bay Regional Center

Federal Revenue Department Board Report for Quarter 3, Jan – Feb – March 2019

The Federal Revenue Department consists of the HCBS/Medicaid Waiver program, 1915(i) State Plan Amendment (SPA) program, Self Determination Program (SDP), Nursing Home Reform (NHR), Audit preparation for all DDS and CPA Audits, CMS Setting Rules/HCBS Compliance, and Agency trainings re: all federally related programs and supports

- **HCBS Medicaid Waiver and 1915(i) SPA programs:**
  Medicaid Waiver: Annual targets have not been established by DDS for several quarters; instructions are to continue to add clients monthly. Not adding monthly can result in the withholding of federal funds in our Operations budget and less POS (purchase of service) reimbursement.
  1915 (i) SPA:
  The 1915(i) SPA will allow California to receive federal funding for POS services for individuals who may not qualify for Medicaid Waiver, but does not provide funds for operational expenditures.

  Status: 97% of all active clients verified as eligible for Federal Financial Participation (FFP) are enrolled in the Medicaid Waiver program and 100% of clients eligible for SPA are enrolled and management by the Department.

- **Audits:**
  HCBS Audit
  DDS and Department of Health Care Services (DHCS) biannual HCBS Medicaid Waiver audit is scheduled to begin May 6, 2019.

  Status: DDS has scheduled the Entrance meeting with Management for May 13, 2019.

  Independent/CPA Audit
  The CPA/Independent Audit has been completed and submitted as of March 30, 2019. The Federal Revenue team continues to assist in gathering client charts and information requested by the auditors.

- **Training:** Department Manager and Federal Revenue staff provided New Employee and unit trainings for Service Coordinators in the 3rd quarter of the 18/19 fiscal year, to include:

  - Overview of all Federal Programs
  - Title 19/Targeted Case Management (TCM) notes and documentation requirements
  - Client Development and Evaluation Reports (CDER) requirements and instructions

- **DDS/NBRC updates:**

Consumer Advocate Report

April 1st – April 30, 2019

The three self-advocacy groups are starting up in April. The groups are in Vacaville, Fairfield, and Vallejo. Fairfield and Vallejo are in the process of electing officers, and Vacaville already has them. Each group will develop their own mission. PACE Vacaville is having a meeting on April 24, 2019.

I was elected Chairperson of the Napa Valley In-Home Support Services Advisory Committee on April 21, 2019. The meetings are open to the public, held at 650 Imperial Way in Napa every third Thursday of the month from 1:30 – 3:00pm. The Committee is sponsoring another "Provider Appreciation Day" in June at the Elks Lodge in Napa. The purpose is to show Providers how much they are appreciated for the personal care they provide people with all disabilities. It's still in the planning stages and more details to follow in my May report.

Capitol Day is May 24, 2019 in Sacramento at the Capitol to meet with our local legislators regarding issues affecting our community from 10:00 am – 3:00 pm.

I continue to assist service coordinators with their cases and I am still the DDS Conservator designee. This is confidential information which I cannot report on.

Report submitted by,

Randy Kitch

Consumer Advocate

610 Airpark Road. Napa, CA 94558
Phone: (707) 256-1100 • TTY (707) 252-0213

2351 Mendocino Avenue, Santa Rosa, CA 95403
Phone: (707) 569-2000 • TTY (707) 525-1239

FAIR HEARING & MEDIATION UPDATE
APRIL 1, 2019 – APRIL 31, 2019

Eligibility (18-20)	Reason for Appeal: Claimant appeals denial of eligibility. Ruling: Fair Hearing request pending.