



*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 2, 2018  
**TIME:** 5:00 – 7:00 p.m.  
**PLACE:** North Bay Regional Center  
610 Airpark Road  
Napa, CA 94558

### **Agenda Enclosed**

**Board Related Meetings:** The next meeting of the Vendor Advisory Committee will be June 12, 2018, at North Bay Regional Center office “Board Room” from 10:00 to noon.

**REMINDER:** Notices are posted at [www.nbrc.net](http://www.nbrc.net). All meetings are made accessible to persons with disabilities and all members of the public are welcome to attend. Please contact Isabella Rosania at (707) 256 1224 for further information or to request any disability-related modifications or accommodations in order to participate in the public meeting.

**North Bay Developmental Disabilities Services, Inc.**  
**Board of Directors' Regular Business Meeting**  
**Wednesday, May 2, 2018, 5:00 p.m.**  
**North Bay Regional Center**  
**610 Airpark Road, Napa, CA 94558**

**AGENDA**

- I. CALL TO ORDER –Harry Matthews, President
- II. ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Secretary (2 minutes for call to order, roll call, and introductions)
- III. CONSIDERATION OF MINUTES  
Minutes of Regular Business Meeting of April 4, 2018 to be approved as submitted (3 min) (Pgs. 1-5) ACTION
- IV. TREASURER'S REPORT  
Treasurer's Report for the period of Feb 1– Mar 30, 2018 to be approved as submitted (3 min) (Pgs.6-7) ACTION
- V. ANNOUNCEMENTS
- VI. FEATURE PRESENTATION – Update on Efforts to Reduce Disparities– INFO  
–Kimberly Soeiro, NBRC's Diversity and Equity Specialist (15 minutes)
- VII. NEW BUSINESS
  - A. Contract Approval –Brilliant Corners – over \$250,000 – Courtney Singleton ACTION
  - B. Contract Approval –SP West Properties LLC – over \$250,000– Courtney Singleton ACTION
- VIII. COMMITTEE REPORTS
  - A. Executive Committee - Board Officers – Harry Matthews, President; (3 minutes)
    - Angel Giroux-Greber, Elected Nominating Committee Chairperson ACTION
    - Client Advisory Committee Formation ACTION
    - Board Expansion to Thirteen Members ACTION
  - B. Nominating Committee– Angel Giroux-Greber (3 minutes)
    - Seating of Rosemarie Perez, Potential Board Member ACTION
  - C. Vendor Advisory Committee – Linda Plourde (10 minutes) (Pgs. 13-16) INFO
- IX. DIRECTOR'S REPORT (30 minutes)
  - A. Courtney Singleton, SDC Closure Report (10 minutes)
  - B. Associate Directors Report (10 minutes) (Pgs. 9-12)
  - C. Dave Johnson - Chief Financial Officer (10 minutes) (Pg. 8)
  - D. Gabriel Rogin, Executive Director (10 minutes)
- X. LIAISON REPORTS
  - A. Association of Regional Center Agencies – Gabriel Rogin (10 min) INFO
  - B. State Council on Developmental Disabilities - North Bay Regional Office – Lisa Hooks (10 min) INFO
- XI. GENERAL PUBLIC COMMENT - Sign-up sheet (3 minutes per person unless otherwise allowed by Board Chairperson). Public invited to comment on any matter. Public comment will also be invited on each Action item after the Board has discussed the item and prior to a motion.
- XII. GOOD OF THE ORDER - any other Board business may be brought up at this time. (5 minutes)
- 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 the Annual Board meeting scheduled for Wednesday, June 6, 2018, North Bay Regional Center, 610 Airpark Road, Napa, CA at 5:00 p.m.
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**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
Wednesday, April 4, 2018, 5:00  
North Bay Regional Center  
2351 Mendocino Avenue, Santa Rosa, CA**

**MINUTES**

**NBRC BOARD MEMBERS PRESENT:**

Rita Edmonds-Norris, Secretary  
Angel Giroux-Greber, Vice President

Harry Matthews, President  
Rhonda Foster  
Linda Plourde, VAC Rep.

**NBRC BOARD MEMBERS ABSENT:**

Franklin Phillips, Treasurer (Excused)

Jose Ayala (Excused)

**STAFF PRESENT:**

Isabella Rosania, Temp. Executive Assistant  
Deanna Mobley, Associate Dir. Client Services  
Claudia Ritchie, CMS  
Robyn Wilson, SC  
Micheline Justman, SC  
Sasha Ivanoff, SC

Gabriel Rogin, Executive Director  
Deanna Heibel, Associate Dir. Client Services  
Courtney Singleton, Community Services Director Interim  
Lauren Campbell, SC  
Kimberly B. Soeiro, Diversity & Equity Specialist  
Julie Blyth, SC  
Chad Graham, CMS

**GUESTS PRESENT:**

Elsa Feeny, Parent  
Lauren Meiklejohn, BI  
Rosemarie Pérez, SDC Relative

Dennis Blong, UCPNB  
Sherman Blackwell, Blackwell Homes, Inc.  
Kathleen Miller, PHA  
Mirella Quaranta, DDS

**CALL TO ORDER** – Harry Matthews, President, called the meeting to order at 5:05 p.m. A quorum was present and the Board and audience introduced themselves.

**CONSIDERATION OF MINUTES**

**M/S/C (Giroux-Greber/Edmonds-Norris) Move that the minutes of March 7, 2018 regular business meeting be approved as submitted.**  
**UNANIMOUS**

**TREASURER'S REPORT**

**M/S/C (/) Move that the Treasurer's Report for the period of February 1 – February 28, 2018 be approved as submitted.**

**ANNOUNCEMENTS:**

- Angel Giroux-Greber announced she has been promoting Autism Awareness proclamations for the cities of Solano County. Rio Vista, Vallejo, Benicia, Suisun, Fairfield, Vacaville and Dixon are all participating in the proclamation awareness efforts. April is Autism Awareness Month.
  - The Board recognizes the community it serves and encourages positive outreach and awareness efforts, especially during this critical time as SDC closes and clients become more integrated into the community. Next year we are aiming to add Napa County.
  - It is important to understand that proclamations allow an opportunity for community members to be inclusive. It is important to get everyone involved on this issue. The council is personally touched by someone on the spectrum. Having 4 more cities this year is a great accomplishment to increase acknowledgment of community members who enjoy their community and deserve equal attention and support from other community members.
- Harry Matthews- New and reformation of NBRC Board Committees
  - Nominating & Selection Committee Members – Angel Giroux-Greber (Chairperson), Harry Mathews, Thomas Maseda and Linda Plourde

- Audit Committee Members – Angel Giroux-Greber, David Johnson, Gabriel Rogin and Thomas Maseda
- Consumer Advisory Committee Members – CAC (New) – Jose Ayla, Linda Plourde, Franklin Phillips supported by Gabriel Rogin

**Gabriel Rogin noted the reformation of these committees is important. I applaud the Board for commitment to form the Consumer Advisory Committee. If anyone is interested in participating in the Consumer Advisory Committee, please contact Gabriel Rogin at North Bay Regional Center. North Bay Regional Center's Board of Directors is also actively seeking to add new Board Members.**

#### **NEW BUSINESS:**

- Contract Amendment: Brilliant Corners, housing contractor- Need Approval for any awards over \$250,000 – Courtney Singleton, NBRC. This is all under one contract-
- 1) Specialized Residential Facility 4 bed facility in Solano County – Brilliant Corners
  - a. \$250,000 to acquire and \$250,000 to renovate in Solano County.
  - b. These are for consumers with judicial and/or forensic cases from Porterville.
- Brilliant Corners has around 75% of SDC homes purchased & rehabbed.
- Contracts over \$250,000 that are brought to the Board are lump sum awards thru RFP's.
- 2) Enhanced Behavioral Residential Facility in Sonoma County – Brilliant Corners.
  - a. \$12,000.00 requested by provider for renovations.
  - b. Acquire and renovate and transferring title (home was under another vendor).
  - c. For consumers transitioning out SDC.
- 3) Adult Residential Facility in Sonoma County– Brilliant Corners.
  - a. For medically fragile individuals.
  - b. \$60,000.00 requested by provider.
  - c. For Fence between creek/driveway and to convert carport into a garage.

Courtney asked for a motion to approve the above request

**M/S/C (Giroux-Greber/Edmonds-Norris)**

**UNANIMOUS  
APPROVAL**

#### **COMMITTEE REPORTS:**

- A. Executive Committee – Harry Matthews, President – The Board met in closed session on 2/7/18, 2/15/18, and 3/30/18 to discuss personnel issues.
- B. Vendor Advisory Committee (VAC) – Linda Plourde  
VAC met on Tuesday, March 13<sup>th</sup>, 2018.

Announcements: Karen Farnsworth is leaving and Lauren Meikeljohn is retiring.

Stan Higgins retired from Oaks of Hebron. Eric Martin took on the role of ED as of April 1.

Vendor Relations-

- Rate Change of SLS to hourly has proven to be a challenge. The implementation happened so fast that all the pieces could not be put together so smoothly. Some challenge when you don't get funded in full in any given month, as some of our agencies are small.
- SLS Vendors group are meeting prior to VAC meeting
- No residential services committee meeting last month

#### **Legislation:**

As DC's close, funding should follow the client. As the money is needed for resources and programs. We are asking for a 4% rate increase once the DDS's contracted rate study is complete: March 2018 is when it should be done. We are advocating for an increase at the Capitol.

In July 2017 we received a Rate increase unexpectedly (ABX) which was much appreciated but there is still a long way to go.

The state should fund minimum wage increases - the hourly differences paid to employees from one area to another lower income area are not reimbursed and are paid out of the vendor's pocket.

Legislation to amend the ADA. House Resolution 620 – latest update, 42 senate democrats oppose this amendment or any bill that would weaken the ADA. Our clients should not have to fight for their rights.

The next VAC Meeting will be on Tuesday, April 10th at the NBRC Napa Board Room.

**Assembly Bill 1990– Mathis- California Integrated Community Living Program.**

- Kathleen Miller, PHA, inquired on the status of Assembly Bill 1990 and if the effects on the Developmental Closures home funding.
- NBRC will consult with ARCA about this Bill and see how it will affect our consumers.

Another bill to look at is Assembly Bill 2522: Bring back Regional Centers' eligibility requirements for services used prior to 2009- Early Intervention Reorganization

- Money would be set aside but not sure if it will pass since many want camp to come back.
- Battle for the funds- NBRC is determined to see what services allowed in 2009, as the criteria was different.

Harry Matthews offered to allow meeting time in May for a better discussion of Bill 2522

**EXECUTIVE DIRECTOR'S REPORT** *Gabriel Rogin, Executive Director:*

- Feeling welcomed, grateful to be here and very optimistic about the changes happening at North Bay.
- Brief SDC Closure Update: NBRC Staff is ensuring the resources necessary are being developed, transitions are as smooth as possible, and client needs are being met.
- All construction permits are approved for the SDC Closure homes. Resistance has lessened over time.
- NBRC and the PHA will touch base frequently to collaborate together.
- Courtney has been promoted to Interim Director of Community Services.
- Baird House closure is still pending. The home has 6 individuals with serious medical needs. Creative options are being explored. The vendor is closing due to rates and is not willing to stay open. The rates are set by Healthcare Services and ultimately the biggest factor effecting this potential closure. DDS has been in contact with Healthcare Services. Monthly Updates to follow regarding Baird House
- DDS submitted their Self-Determination waiver to CMS. CMS has 90 days to respond. If approved, the pilot phase of SDP will begin. NBRC has 71 spots. There are still details to be answered after approval, we should not anticipate the pilot phase to begin right away.
- Annual Statement of Services: RC's are required to be transparent. Holds NBRC and service providers accountable. What is being paid for by the RC and what is provided. Clients and their families should have the information to be able to have that conversation.
  - All consumers will receive their 2017 service statement by the end of April 2018.
  - All future calendar year service statements are scheduled for delivery in January.
- NBRC Director of Client Services Interviews are next week. This is a very critical position. We have highly qualified applicants. Next meeting, we should have more information.

**SDC Closure Report,** *Courtney Singleton, Interim Director of Community Services*

- Monthly report will include day programs and housing
  - 55 NBRC individuals still at Sonoma DC – this number may slightly change with some transfers from and to other RC. All 55 individuals have been transferred to providers. NBRC has made an effort to keep clients close to their loved ones.
  - 38 consumers moved since announcement of closure, 3 consumers moved in March
  - 29 houses and only 8 left under construction
    - 9 Medically fragile Homes
    - 6 Enhanced Behavioral Homes
    - 14 Specialized Residential Facility
    - Every client left has a placement assigned to them
- QMAG- A Quality Management Advisory Group is currently tracking data of SDC movers and reporting the data findings to DDS.

Service Coordinators are asking around 50 questions which include questions regarding the satisfaction of the individuals and their families. SC's will continue to perform their regular quarterly visits. NBRC Nurses and Behavior Analyst are also collecting SDC mover data.
- Risk assessment: UC Davis: Separate, independent look at risks. – Meeting in May- one person who has not made in and one who didn't and one who went to a nursing home
- Lanterman DC closure: 18 individuals perished during the transition into the community. NBRC has taken into account this information and is looking at the failure rate of placements and the deaths.

If someone fails in their first home, they are usually in trouble after that. Some of the stories are autism and mental illness. Many are concerned on the effects of this move. We have learned from previous moves. Good to see the solved issues: The goal of the enhanced behavior homes. We are hopeful during the SDC Closure. We have the new enhanced behavior homes and clinic will be a positive step in the closure.

- **Medical:** A year ago we opened the FQHC on Dutton in Santa Rosa for our clients to be able to access their services. They have a physicians and a RN case managers from SDC. The clinic serves the general public but is specialized towards SDC clients. Dentistry will be offered with sedation next door to the clinic. Anesthesia dentistry will be conducted at the hospital.
- **Crisis:** CBEM- They have been successful on reducing crises situations.

Kathleen Miller, Parent Hospital Association, Reported that Families are welcome to become members of the PHA. A flyer will be given at the next Board of Directors meeting. The PHA is an organization designed to represent family advocacy and the community- join us if you have any questions or concerns.

- Sonoma County 2 Adult Residential Facility for Person with Special Health care needs are in active construction and are scheduled to be ready on 5/15/2018. There is 1 enhanced behavioral support home in Sonoma County (construction should be done 6/11/2018)  
9 Special Ed residential facility -4 facilities are complete with clients moved in -4 facilities are complete but waiting on licensing and 1 facility is in active construction.

- 8 new Day Programs: All new! 5 Sonoma County and 3 in Solano County  
30 slots each. 15 for SDC individuals and 15 for community members.

We are working very hard to anticipate everything that each individual will need.

Gabriel Rogin noted that DDS has been working well with NBRC during this process. Thank you to Courtney Singleton and her team.

#### **Associate Directors Report, Deanna Mobley, Associate Director**

- **Staffing:** we have redistributed our units and our staff. I will be overseeing QA for the next few months. Silvia Gonzalez is now an assistant supervisor for the Coast department. We are looking to hire a QA staff member for placements. We also posted a Federal Revenue Supervisor Position.
- Santa Rosa is fully staffed. Napa is in search of 2 SC'S and a COAST RN.
- **Behavior health treatment transition:** Insurances began providing behavioral services for children and adults with autism. Medical is expanding services provided to include more than autism. This is under the Early and Periodic Screening Diagnostic and Treatment (EPSDT), where no diagnosis is required but criteria includes that services are medically necessary and the behavior must be consistent and developmentally inappropriate. NBRC or physicians can refer parents, or they may refer themselves. Effective July 1<sup>st</sup> 2018, Medical Transitions will be covered by Regional Centers. There are roughly around 140 clients at NBRC but not all clients have services. We will ensure that there will be no gaps in coverage (continuity of care).
  - Under 21. Do not need to be under a RC. We will receive many referrals. Who are entitled to EPSDT benefits and that States must cover a broad array of preventive and treatment services. They do not have to have a diagnosis.
  - Testing will be provided if they do need a regional center such as NBRC.
- **Partnership bill Senate Bill 586- The Whole Child Model- CCS-**
  - In certain areas California Children's Services (CCS) is carved out. Partnership has seen a raise demand in the rates of nurses (LVN/RN). NBRC pays through CCS/ the medical rate.
  - Nursing in Sonoma County is carved out to CCS, there is no control of the rate. They are doing the whole child. Once Partnership takes over: rates will be raised- Jan 1, 2019.
  - NBRC is writing health and safety waivers for families who need 24/7 nurses and cannot find nurses. We hope to get them to DDS in April and ask for a temporary increase so we can get nurses out to these families. We can have DDS look at some options.
  - There is shortage in all Regional Centers
    - Elsa Feeny, Parent, commented that she has not had respite in months and cannot wait until 2019 for assistance.

- Deanna Mobley added that there is a shortage of qualified persons to do the care.
- Health and Safety Waivers are only granted if a health or safety issue persists.
- We need to advocate for a raise in the rate. Hopefully the switch to Partnership will help with Nurses. We need more Behaviorist/Nurses, Respite Care for all types and all levels. Some children NBRC serves has conditions and/or behaviors required higher levels of care. Deanna Mobley extended an offer to meet with parent Elsa Feeny to develop viable solutions.

*Dave Johnson, Chief Financial Officer – No Report.*

## **LIAISON REPORTS**

### **A. Association of Regional Center Agencies (ARCA) – Gabriel Rogin, Executive Director**

- I would like to Thank Linda Plourde, Rita Edmonds-Norris & Angel Giroux-Greber for Attending ARCA Grassroots day at the State Capitol. We met with legislators and advocating for:
  - Restoring Social Recreation and camp.
  - ARCA supports rejecting the uniform holiday schedule.
  - More money for housing. As DC's close, we are advocating for the allowance of the money to flow to the community for more resources.
  - Bridge funding for providers until the rate study is completed.
- ARCA Meeting:
  - Talk about upgrading financial database that regional centers use
  - Health and Safety Waivers- DDS is developing a template for these waivers
  - Need to improve employment outcomes- we need to track/ house data to monitor progress.
  - Providers need rate increases
  - Disparities-
    - Set targets to reduce disparities and obtain the resources to do so
    - NBRC and DDS are engaged in developing resources and strategies
  - Not Anticipating more budget hearings- but pay attention to those which impact us
    - On the bright side we don't foresee any significant budget cuts/threats

### **B. State Council on Developmental Disabilities/North Bay Regional Office – Lisa Hooks – No report.**

## **GENERAL PUBLIC COMMENT:**

Kathleen Miller, PHA, expressed her appreciation for Gabriel's transparency and partnership.

There is a proposal for an increase to nursing rates in the budget, not approved yet more updates to come.

Sherman Blackwell, Father, provider wanting to know what he can do to serve and wants to partner for diversity. Requested meeting with Gabriel Rogin and with anyone who would like to join.

**GOOD OF THE ORDER:** None

**ADJOURNMENT – M/S/C (I) Move to adjourn the meeting at 7:02 p.m.**

**UNANIMOUS**

**NEXT MEETING ANNOUNCEMENT:** The next Board meeting will be an Annual business meeting scheduled for June 6, 2018 at North Bay Regional Center, Napa office, 610 Airpark Road, Napa, CA 94588 at 5:00 p.m.

North Bay Regional Center  
NBRC Treasurers' Report  
For the Month of April 2018

In February 2018, NBRC's Board Opportunity Fund Money Market Account increased by \$1 to end the month with a balance of \$48,209.

The Board Checking Account ended the month with a balance of \$2,330. The Board Checking Account increased \$61 from last month.



**North Bay Regional Center  
NBRC Treasurers' Report  
For the Month of May 2018**

March 2018 NBRC's Board Opportunity Fund money market account increased by \$11 to end the month with a balance of \$48,220.

The board checking account ended the month with a balance of \$2,330,  
No change from last month.

North Bay Regional Center  
Finance Dashboard FY 2017/18

As of March 31, 2018

75% of the year elapsed

Purchase of Services (POS)	Allocation/D-2	YTD Actual	Total	Var/ Alloc	Forecast	Total	
						Total YTD	Surplus (Deficit)
			%			Actual + Fcst	From Allocation
Supported Living Services	\$ 36,000,000	\$ 36,121,216	26%	\$ (121,216)	\$ 12,500,000	\$ 48,621,216	\$ (621,216)
Community Care Facilities	32,625,000	32,320,451	23%	304,549	11,000,000	43,320,451	179,549
Day Programs	29,625,000	29,249,897	21%	375,103	10,000,000	39,249,897	250,103
Behavioral Services	19,687,500	19,874,548	14%	(187,048)	6,500,000	26,374,548	(124,548)
Other	24,547,781	21,825,186	15%	2,722,595	7,500,000	29,325,186	3,405,188
<b>Total POS services</b>	<b>\$ 142,485,281</b>	<b>\$ 139,391,298</b>	<b>99%</b>	<b>\$ 3,093,983</b>	<b>\$ 47,500,000</b>	<b>\$ 186,891,298</b>	<b>\$ 3,089,076</b>
Receipts from ICFs for SPA services	\$ (3,900,000)	(3,837,482)	-3%	(62,518)	(1,350,000)	(5,187,482)	(12,518)
Community Placement Plan (CPP)	\$ 2,217,172	1,783,915	1%	433,257	1,650,000	3,433,915	(477,686)
<b>Total POS &amp; CPP Services</b>	<b>\$ 140,802,452</b>	<b>\$ 141,175,213</b>	<b>100%</b>	<b>\$ (372,761)</b>	<b>\$ 47,800,000</b>	<b>\$ 185,137,731</b>	<b>\$ 2,598,872</b>
<b>Operations Expense (OPS)</b>							
Personnel	\$ 9,712,500	\$ 9,749,596	57%	(37,096)	\$ 3,200,000	\$ 12,949,596	\$ 404
Benefits	3,059,438	3,159,744	19%	(100,307)	840,000	3,999,744	79,506
Facilities/Insurance	1,368,750	1,324,033	8%	44,717	500,000	1,824,033	967
Equipment / General office	397,500	258,217	2%	139,283	250,000	508,217	21,783
Consultants	371,250	400,024	2%	(28,774)	150,000	550,024	(55,024)
Mileage	202,500	180,641	1%	21,859	95,000	275,641	(5,641)
Legal	225,000	237,059	1%	(12,059)	90,000	327,059	27,059
Communications	93,750	73,667	0%	20,083	70,000	143,667	18,667
Grants	148,425	49,979	0%	98,446	148,000	197,979	(79)
Other Expenses	(149,853)	(110,583)	-1%	(39,270)	(93,000)	(203,583)	3,779
<b>Total Operations Expense</b>	<b>\$ 15,429,260</b>	<b>\$ 15,322,377</b>	<b>90%</b>	<b>\$ 106,883</b>	<b>\$ 5,250,000</b>	<b>\$ 20,572,377</b>	<b>\$ (31)</b>
Community Placement Plan (CPP)	\$ 1,760,576	1,753,602	10%	6,974	593,800	2,347,402	32
<b>Total OPS &amp; CPP Expenses</b>	<b>\$ 17,189,835</b>	<b>\$ 17,075,979</b>	<b>100%</b>	<b>\$ 113,856</b>	<b>\$ 5,843,800</b>	<b>\$ 22,919,779</b>	<b>\$ 1</b>
<b>Total</b>	<b>\$ 157,992,287</b>	<b>\$ 158,251,192</b>		<b>\$ (258,905)</b>	<b>\$ 53,643,800</b>	<b>\$ 208,057,510</b>	<b>\$ 2,598,873</b>
<b>DDS Contract Allocations 2017/18</b>	<b>Date Received</b>	<b>POS</b>	<b>Operations</b>	<b>CPP Ops only</b>	<b>Total</b>		
Preliminary Allocation	6/1/2017	\$ 137,091,752	\$ 15,720,882	\$ 152,812,634	71%		
1st Amendment D-1	8/25/2017	52,888,622	4,817,023	1,890,362	28%		
1st Amendment D-1 CPP		2,833,880	-	-	1%		
2nd Amendment D-2 MHA grant	2/2/2018	-	197,899	197,899	0%		
2nd Amendment D-2 CPP	2/2/2018	122,349	457,072	579,421	0%		
2nd Amendment D-2	2/2/2018	141,494	(163,458)	(21,964)	0%		
<b>Total Allocation</b>		<b>\$ 193,078,097</b>	<b>\$ 20,572,346</b>	<b>\$ 2,347,434</b>	<b>\$ 215,997,877</b>	<b>100%</b>	



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**FAIR HEARING & MEDIATION UPDATE**  
**APRIL 1- APRIL 30, 2018**

Eligibility (17-31)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (17-35)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (17-40)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (17-41)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (17-42)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.

## **Consumer Advocate Report**

### **April 1, 2018 – April 30, 2018**

I'm working on a Self-Advocacy Action Plan for starting self-advocacy groups in our region. I'm also working on an Action Plan to start a Consumer Advisory Committee for the Board and Executive Director. Day Programs, Schools, Department of Rehabilitation and the Association for Retarded Citizens will be contacted.

Staff will also be trained regarding the concept of Self-Advocacy because if staff doesn't buy into it the Self-Advocacy won't work and it's time the people we serve have this basic right.

I'm meeting with our Executive Director twice per month to get this started along with other projects.

There's a "Disability Day" at the State Capitol on June 7<sup>th</sup> to educate our legislators regarding our issues from 10 – 3:00 PM. This is sponsored by Disability Action Coalition.

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

Thank you

Submitted by:

Randy Kitch

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,375	14.7 %	MALES	5,935	63.8 %	OWN HOME	6,663	71.6 %
3 - 17	2,652	28.5 %	FEMALES	3,361	36.1 %	ILS	626	6.7 %
18 - 40	3,331	35.8 %			SLS	655	7.0 %	
41 - 60	1,288	13.8 %			DC	65	.6 %	
61 - 80	619	6.6 %			SNF	59	.6 %	
					ICF	230	2.4 %	
80 & OLDER	31	.3 %			CCF	740	7.9 %	
					FOSTER CARE	189	2.0 %	
					OTHER	69	.7 %	
TOTAL:	9,296	100.0 %	TOTAL:	9,296	100.0 %	TOTAL:	9,296	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL	COUNTY	NUMBER	% TO TOTAL
MIXED	702	7.5 %	AUTISM	2,221	23.8 %	28. NAPA	1,177	12.6 %
ASIAN	229	2.4 %	EPILEPSY	1,081	11.6 %	48. SOLANO	3,866	41.5 %
BLACK	849	9.1 %	CEREBRAL PALSY	904	9.7 %	49. SONOMA	4,118	44.2 %
FILIPINO NATIVE	340	3.6 %	MENTAL RETARDATION	4,810	51.7 %			.0 %
AMERICAN	36	.3 %	OTHER	1,009	10.8 %			.0 %
POLYNESIAN		.0 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
SPANISH/LATIN	2,239	24.0 %						.0 %
WHITE	4,395	47.2 %						.0 %
OTHER	156	1.6 %						.0 %
UNKNOWN	350	3.7 %				OTHER	135	1.4 %
TOTAL:	9,296	100.0 %				TOTAL:	9,296	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	23	.2 %	0	472	5.0
ENGLISH	7,601	81.7 %	P		
SPANISH	1,528	16.4 %	1	1,152	
OTHER LATIN LANG.		.0 %	2	7,607	
CANTONESE CHINESE	6	.0 %	3		
MADARIN CHINESE	4	.0 %	8	65	
JAPANESE	2	.0 %			
VIETNAMESE KOREAN	14	.1 %			
LAOTIAN CAMBODIAN	3	.0 %			
OTHER ASIAN LANG.	5	.0 %			
RUSSIAN	4	.0 %			
ALL OTHER LANG.	3	.0 %			
	2	.0 %			
	101	1.0 %			
TOTAL	9,296	100.0 %	TOTAL	9,296	100.0



## NBRC Community Services

Become an NBRC Vendor! Visit the NBRC website:  
<http://nbrc.net/service-providers/becomeavendor/>

### Resource Development

The Resource Development Department received 11 requests for vendorization during the month of March and vendored 10 new service providers. Please join NBRC in welcoming the new vendors below to the North Bay Regional Center vendor community.

*Welcome* to the Team!

### New Vendors

- **Elwyn California**-Adult Residential Facility for Persons with Special Healthcare Needs-Sonoma County
- **Chico's Home**-Adult Residential Facility-Solano County
- **Autism Comprehensive Educational Services**-Infant Development Program-Sonoma County
- **Edrine Home, LLC**-Specialized Residential Facility-Solano County
- **Passport to Learning**-Individual and Family Training-Solano County
- **Maxim Healthcare Services, Inc.**-Personal Assistant-Sonoma County
- **Carolyn Miles**-Occupational Therapy Early Start-Sonoma County
- **Assisted Living of Napa Valley Downtwon**-Residential Care Facility for Elderly-Napa County
- **Buckingham Residential Care**-Residential Care Facility for Elderly-Sonoma County
- **Hired Hands**-Personal Assistant-Sonoma County

#### New Provider Orientation

When May 22, 2018, 9:30 a.m. – 5:00 p.m.

Where: NBRC 610 Airpark Road, Napa

RSVP by May 8 to [Sstamps@nbrc.net](mailto:Sstamps@nbrc.net) or call (707) 256-1206

#### Topics Include:

- ◆ Overview of the Lanterman Act and Title 17 regulations
- ◆ Steps to becoming a vendor
- ◆ Creating a good program design
- ◆ Client's Rights
- ◆ Regional Center monitoring responsibilities and process
- ◆ Maintaining proper records
- ◆ Special Incident Reporting

### Quality Assurance



During the months of March 2018 the Quality Assurance Unit was hard at work collaborating with vendors and NBRC staff to support individuals served.

28 Community Care Facility Title 17 Reviews 5 Supported Living Service Review 57 Vendors received QA technical assistance 78 QA assistance to NBRC employees	80 Individuals @ Day Program Arrangement Committee 28 Individuals @ Living Arrangement Committees 11 SIRs Follow Up by QA Unit 1 Vendor Trainings
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### Special Incident Report and Risk Mitigation

- Vendors will receive notices of late SIRs reporting from NBRC and continue to work with NBRC on compliance.
- NBRC's clinical team has provided information to medical providers regarding eligibility requirements for RC services, as well as examples of potential services and how to refer at-risk children to NBRC.
- Statewide Risk Management and Planning Committee to meet in Southern California in May.
- DDS and Mission Analytics continue to encourage the promotion of the DDS SafetyNet website (<http://www.ddssafety.net/>) that provides user-friendly information on topics of health, safety, and everyday life.

Visit <http://nbrc.net/service-providers/calendars/> for more information on upcoming vendor trainings.

# Meeting Minutes

NBRC Vendor Advisory Committee  
North Bay Regional Center, Napa

April 10, 2018



I. Introductions and Acceptance of Minutes	
<p><input checked="" type="checkbox"/> Call to Order Holly Pagel, VAC Co-Chair, called the meeting to order at 10:00 am</p> <p><input checked="" type="checkbox"/> quorum met</p> <p><input checked="" type="checkbox"/> previous meeting minutes M/S/C: Linda/Kelley/unan.</p>	<p><u>VAC Co-Chairs</u></p> <p><input checked="" type="checkbox"/> Holly Pagel, Connections for Life (VAC Facilitator)</p> <p><input checked="" type="checkbox"/> Linda Plourde, Bayberry, Inc. (VAC Board Representative)</p> <p><u>VAC Membership</u></p> <p><input checked="" type="checkbox"/> Elizabeth Clary, Alchemia</p> <p><input type="checkbox"/> Karen Farnsworth, California Programs for the Autistic</p> <p><input checked="" type="checkbox"/> Kelley Hanson, PACE Solano</p> <p><input checked="" type="checkbox"/> Mike Lisenko, UCP of the North Bay</p> <p><input type="checkbox"/> Karen Lustig, Aldea Supported Living Services</p> <p><input type="checkbox"/> David Mauger, C. House</p> <p><input checked="" type="checkbox"/> Lauren Meikeljohn, Becoming Independent</p> <p><input checked="" type="checkbox"/> Andrea Mendoza, REI/CHDC</p> <p><input type="checkbox"/> Michelle Ramirez, On My Own</p> <p><input checked="" type="checkbox"/> Ali Tabatabai, New Leaf</p> <p><u>NBRC Staff</u></p> <p>Ivan Arce, Quality Assurance Monitor</p> <p>Isabel Calder, Fiscal Services Manager</p> <p>Deanna Heibel, Associate Director</p> <p>Maura McDonough, Quality Assurance Supervisor</p> <p>Deanna Mobley, Associate Director</p> <p>Gabriel Rogin, Executive Director</p> <p>Dee Skrzypczan, Fiscal Unit Supervisor</p> <p>Courtney Singleton, Interim Director of Community Services</p> <p>June Ursini, Community Resource Consultant</p>
II. Agenda changes/Additions/Trainings	
	<p>There were no agenda changes.</p> <p>Updates:</p> <p>June Ursini, NBRC Community Resource Consultant, explained the vendor application process. NBRC will offer a pre-vendor workshop to explain the vendorization process on Wednesday, May 16, from 10-12 in NBRC's Napa office.</p> <p>Holly Pagel announced 2 VAC openings.</p>
III. Group Reports	Summary
	<p><b>Napa-Solano Vendor Group:</b></p> <ul style="list-style-type: none"> <li>The Napa-Solano Vendor Group met March 29.</li> </ul> <p><b>Sonoma Vendor Group:</b></p> <ul style="list-style-type: none"> <li>The Sonoma Vendor Group met earlier in the month.</li> </ul>

**North Bay Housing Coalition:**

- Holly Pagel directed the group to Mary Eble's housing update sent April 9. Mary's report references NBHC and NBRC's work with the Lanterman Housing Coalition.
- Gabriel Rogin announced that NBRC will be putting together a workgroup to explore local housing challenges and options. He encouraged interested service providers and community members to contact him or Mary if interested.

**Trade Associations:**

- The American Network of Community Options and Resources (ANCOR), The Arc, United Cerebral Palsy (UCP), and the California Supported Living Network (CSLN) all have held or will be holding annual conferences during March and April.

**Board Report:**

- Linda Plourde reported on the 4/3/18 NBRC Board of Directors meeting, noting NBRC's community leadership.
- Linda noted Deanna Mobley, Associate Director's, excellent presentation on nursing and respite.
- Linda reminded the group that the VAC will have two openings. Renee Fannin (Lynn & Darla SLS) requested clarification as to exactly what positions and counties the openings are for so that applicants don't waste time.

**NBRC Report:** Gabriel Rogin reported on the NBRC Board meeting and other Regional Center topics:

- Gabriel highlighted the importance of the VAC board position.
- Some SLS providers have unresolved issues connected to the rate conversion. NBRC is working with affected providers to address these issues.
- On February 11, a break-in occurred at the DDS legal and audits offices building in Sacramento. DDS has no evidence that personal and health information was compromised. However, it is following federal requirements regarding potential breaches. Gabriel requested support getting the word out to the NBRC community.
- Gabriel has promoted Courtney Singleton to interim Director of Community Services to support NBRC in working through the SDC closure. Though the SDC closure is Courtney's primary focus right now, the Director of Client Services position will eventually be instrumental on a larger scale in overseeing community relations, quality assurance, and resource development. This position will be in addition to the Director of Client Services position, which primarily focuses on case management.
- Baird House, a care facility for people who have specialized medical needs, is slated to close 12/31/18. NBRC continues to work with the Department of Developmental Services and the Department of Health Services to support the home's residents, with the goal that they can remain in their home.
- DDS submitted its self-determination waiver application to the Centers for Medicare and Medicaid Services (CMS) on March 13. CMS has 60 days to consider the application. NBRC has 71 slots. Interested service recipients can learn about the process online on both the NBRC and DDS websites. NBRC will also be able to do onsite community presentations.
- Annual statements of services will be going out soon to all NBRC service recipients. The statements itemize the services each person receives through NBRC and the annual cost of those services.



- Gabriel complimented the NBRC Board of Directors. The Board is starting an Advisory Committee comprised of service recipients who will provide advice and feedback to the Board of Directors on policies, processes, and issues of concern to NBRC service recipients.
- The Association of Regional Center Agencies' (ARCA) Grassroots Day on March 20 went well, with meetings with several legislators and legislative aides.
- The Health and Safety Waiver process is being discussed at DDS. A template is forthcoming.
- Regional Centers are exploring replacing the Uniform Fiscal Systems (UFS), which has significant limitations due to age and design.
- Rate study: There is hope statewide that the California rate study will lead to better rates, but ARCA is concerned about flexibility, should rate codes and their applications be specifically limited.
- POS Disparity data: Regardless of language spoken, some communities receive fewer services than others. NBRC is in the process of developing realistic targets and identifying resources to achieve outreach goals.
- Linda Plourde commented that the Board of Directors has renewed enthusiasm and a sense of purpose. She believes the Advisory Committee is a great development.

#### **Services and Vendor Relations:**

- Isabel Calder reported on disparity data, NBRC is not only looking at ethnicity and age, but how much is authorized and how much is paid out.
- Statements of services will go out in January annually following this year. Isabel will send a sample to the VAC.
- The SLS transition has been a lot of work. Fiscal Services has been fielding questions. Some service providers have contacted NBRC because they are maxing out on hours. Isabel reviewed that hours allocated to each service provider for each person served were based on highest month billed over the past 6 months. In its calculation, NBRC also accounted for the possibility that someone might miss work or day program. Anything normal and anticipated should have been covered in the scheduled submitted with the SLS template.
- Isabel also reminded the group about the DDS audit scheduled for July. DDS will be looking at the past 2 years, tiers and hourly. Records should be saved for 5 years. E-billing is archived in the state billing system.
- Isabel is looking into adding a second check run with the same submission date.
- Dee Skrzypczan reminded the group that invoices can be entered as they occur; the submission date is static.
- The 16<sup>th</sup>, 22<sup>nd</sup>, and the last day of the month are the days that invoices are posted in e-Billing.
- Competitive Integrated Employment (CIE): Some vendors have struggles with reconciling payments. Isabel can provide a report of what the payments are for if there is confusion.
- Holly Pagel reported that the timelines were challenging due to increased documentation
- Courtney Singleton reported on the SDC closure. 29 homes are being developed, with 8 left in construction: 4 in Solano County and 4 in Sonoma County. 55 NBRC service recipients remain at SDC. Developing day programs has been a challenge, with regard to finding commercial locations. Each day program has a capacity of 30, with no more than 15 participants coming from SDC.

	<p><b>SLS:</b> The SLS committee met at 9am today. Issues raised in that forum will be brought to the SLS workgroup.</p> <p><b>Residential Services Subcommittee:</b> The residential services subcommittee did not meet.</p>
<b>IV. Community Concerns/Clarifications/Presentations</b>	
	<p><b>Out-of-Home Respite:</b> Kelley Hanson asked NBRC to clarify out-of-home respite options. Deanna Mobley listed some of the options and reviewed the process for requesting out-of-home respite.</p>
<b>V. NBRC Policies and Procedures</b>	<b>Summary</b>
	<p><b>Policies and Procedures:</b></p> <ul style="list-style-type: none"> <li>Isabel Calder noted that the CPA waiver for the audits will be posted later this week</li> <li>The uniform holiday schedule is still being considered as part of the state budget proposal process.</li> </ul>
<b>VI. New Business</b>	<b>Summary</b>
<b>VII. Announcements</b>	<b>Summary</b>
	<p>Maura McDonough announced that Seneca St. James, QA - placement coordinator, has left NBRC.</p> <p>Ali Tabatabai reported a longer turn-around with SSA/SSI payee changes. SSA is now requiring a face-to-face interview with the recipient.</p> <p>Lauren Meikeljohn's last VAC meeting is today. She retires from Becoming Independent on 4/30/18.</p> <p>Linda Plourde reviewed the process for applying to serve on the Vendor Advisory Committee. She will send the application to the VAC, as well as slots the VAC is looking to fill. The NBRC Board of Directors approves appointees.</p>
<b>Adjourn</b>	
	The meeting concluded at 11:33 am.

Minutes submitted by: Elizabeth Clary



## Federal Revenue Department Board Report for Quarter 3, Jan – Feb – Mar 2018

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 program:**

**Goals:** Our annual target for the 2017/18 fiscal year has not been established by DDS; we are instructed to continue to add clients monthly. At this time, NBRC is assuring that more clients are added to the Waiver than terminated to demonstrate continual adds to the Waiver. Missing our target or not adding monthly can result in the withholding of federal funds in our operations budget and less POS (purchase of service) reimbursement.

**Status:** As of 2/28/18, NBRC had 4106 individuals enrolled in the Medicaid Waiver program. This represents 54.3% of all active clients eligible for Federal Financial Participation (FFP).

- **1915 (i) SPA program:**

The 1915(i) SPA will allow California to receive federal funding for POS services for individuals who may not qualify for Medicaid Waiver, but will not provide funds for operational expenditures for Centers at this time. DDS has approved the enrollment of clients into this program for all Regional Centers.

**Status:** NBRC has received the SANDIS system upgrade and have continued to enroll all clients identified. NBRC is looking forward to the Sandis 7 upgrade so that this information is more easily tracked.

- **Audits:**

**HCBS Audit**

California's Department of Developmental Services (DDS) and Department of Health Care Services (DHCS) completed the biannual HCBS Medicaid Waiver audit in May 2017 at NBRC.

**Status:** Per DDS and DHCS' exit interview, no findings in the areas of Purchase of Service, Special Incident Reporting follow up, Notice of Action requirements, monitoring requirements of those moved out the Sonoma Developmental Center, or Nursing Home Reform procedures. Positive feedback was provided re: interviews with Service Coordinators, vendors, and other agency staff.

Draft audit findings and recommendations have been provided and NBRC has respond to DDS as of February 8, 2018.

NBRC to continue improving processes around timely Choice Forms, addressing qualifying conditions, signatures on IPP addendums, and timely quarterly monitoring.

### **Independent/CPA Audit**

The Independent Audit, conducted by an outside CPA firm is currently in process. As this Audit will cover 2016, another CPA/Independent Audit will be scheduled in the fall of 2018 to review 2017. The Federal Revenue team will 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 3<sup>rd</sup> quarter of the 17/18 fiscal year, to include:
  - The Federal Definition of Case Management
  - Title 19/Targeted Case Management (TCM) notes
  - Completion of the Annual IPP Review form, as required per regulation
  - Client Development and Evaluation Reports (CDER) requirements and instructions
  - Generic Benefits
  - Self Determination Program

A training on CMS/HCBS Settings Rules will be presented to staff in June 2018

- **DDS/NBRC updates:**

### **CMS HCBS Settings Rule**

**Status:** HCBS Provider Funding Concept Proposals have been approved by DDS and 9 of NBRC's vendors were chosen to receive this funding and NBRC was able to get into contract with eight. Federal Revenue staff are working with this group of vendors on budget monitoring, billing requirements, and overseeing milestones that meet the Proposal objectives.

At this time, all eight agencies either are on target or are receiving technical assistance from NBRC to stay in compliance.

Service Coordinators have been provided training on these Settings Rules, with more trainings offered in June 2018.

DDS is in the process of reviewing and approving additional Concept Proposals; nine NBRC vendors have submitted requests.

### **Self Determination Program**

The NBRC Self Determination Advisory Committee met in February, with more Committee meetings scheduled for June, August, and December 2018. New members have been voted in and have continued to participate with providing suggestions for implementation at NBRC.

**Status:** DDS has completed the training modules of the components of the SDP for identified RC staff. RC staff have attended trainings offered at a variety of Regional Centers, including Federal Revenue and identified Case Management Supervisors.

NBRC continued to offer SDP presentations to the community at a variety of times and locations throughout January, February, and March, 2018. List of interested applications have been sent to DDS and there is now a portal on the DDS website where families and clients can check to see if their name has been submitted.

SDP overview will be provided to case management staff in July 2018

CMS has still not approved this Waiver, however DDS has formally submitted a revised application on March 13, 2018 and anticipates final approval.

Focus of most SDP Advisory Committees throughout all Centers is outreach and education to staff and clients. NBRC has provided training to all case management units as well as Quality Assurance and Resource Development teams and plans to provide an update to staff once more information is provided by DDS.

#### **Nursing Home Reform:**

DDS continues to capture additional FFP by requesting LTC facilities to request Pre Admission Screening and Resident Reviews (PAS/RRs) to be conducted by Centers, 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.

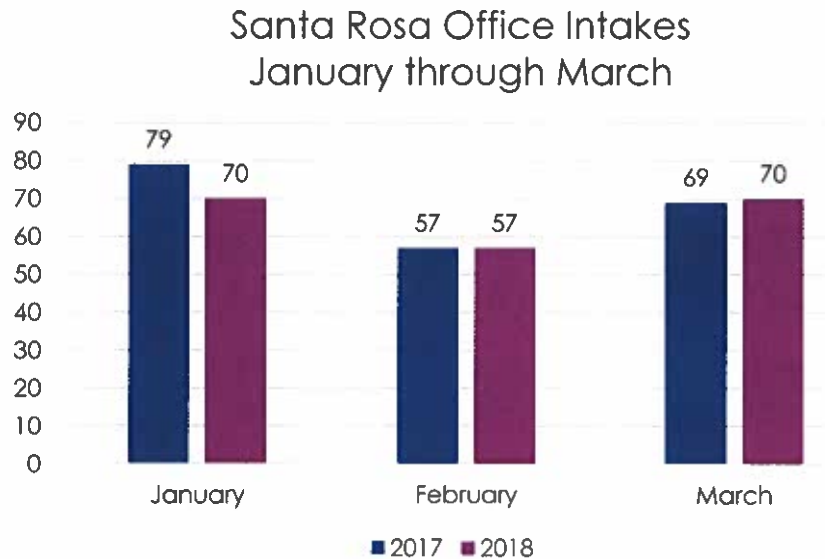
- **NBRC Agency Support:** The Federal Revenue Department consists of a Department Manager, Supervisor (vacant), 2.5 FTE Internal Quality Monitors and 2 FTE Client Services Assistants who continue to provide trainings and support to service coordinators and supervisors in order to assist with compliance 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)
  - Provide ongoing support to staff during all audits
  - Focus on proper Targeted Case Management notes
  - Outreach and trainings regarding the Self Determination Program option for both NBRC staff and community partners
  - Outreach and trainings regarding the CMS HCBS Final Settings Rule in collaboration with the Quality Assurance team

*Prepared by January Crane, MPA*

# NBRC EARLY INTERVENTION DEPARTMENTS

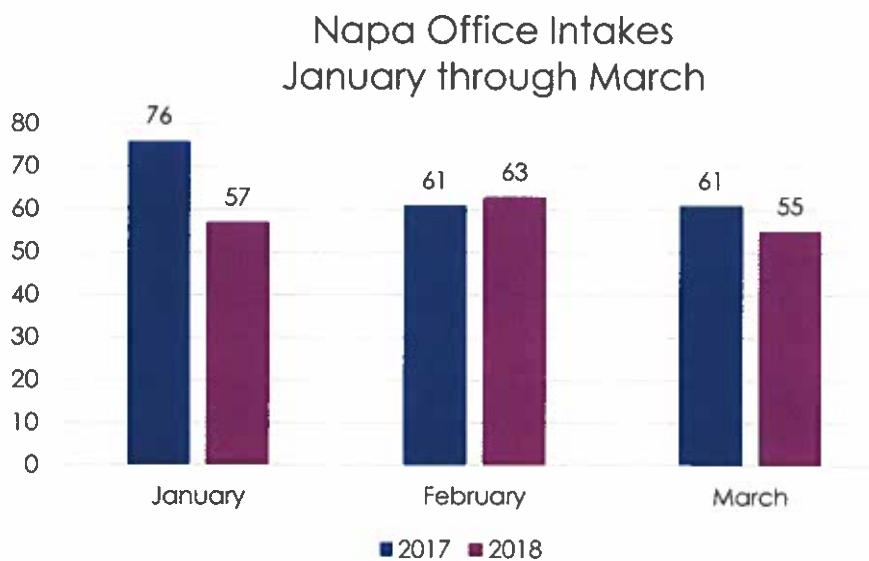
## SANTA ROSA EARLY INTERVENTION INTAKES (0-3)

The graph below compares the intakes in Early Intervention from 2017 to 2018, a decrease of 8 intakes in the first quarter of 2018.



## NAPA EARLY INTERVENTION INTAKES (0-3)

The graph below compares the intakes in Early Intervention from 2017 to 2018, a decrease of 23 intakes in the first quarter of 2018.



# NBRC INTAKE DEPARTMENT

## ELIGIBILITY FOR INDIVIDUALS 3 AND OVER

The chart below represents how many applicants were made eligible in 2017 and 2018. There was an increase of 18 in the first quarter of 2018. NBRC expects intakes to continue to increase as we expand our outreach within in the community by the intake department and disparity committee.



## ELIGIBILITY BY LANGUAGE (3 AND OVER)

The chart below shows eligibility results by language for 2018. In the first quarter there were 19 Spanish speaking applicants compared to 81 English speaking applicants with 89% of Spanish speaking applicants made eligible compared to 69% of English speaking applicants. NBRC continues to provide outreach to our Spanish speaking community and expects Spanish speaking applicants to rise throughout the year.

