



*Promoting Opportunities
Supporting Choices*

*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*

MEETING NOTICE

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

DATE: May 6, 2020

TIME: 6:00 pm

PLACE: Via Zoom Video

Join by Zoom:

<https://us02web.zoom.us/j/84986706432?pwd=REFhVjJTQnRBeTRkWmE2SW9MMVYwZz09>

Join by Phone:

Phone Number: 1-669-900-6833

Meeting ID: 849 8670 6432

Password: 911161

Agenda Enclosed

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' Board Meeting
Wednesday, May 6, 2020, 6:00 p.m.
Join by Zoom:

<https://us02web.zoom.us/j/84986706432?pwd=REFhVjJTQnRBeTRkWmE2SW9MMVYwZz09>

Join by Phone: 1-669-900-6833

Meeting ID: 849 8670 6432

Password: 911161

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from the April 1, 2020 Board Meeting be approved as submitted. (2 min) ACTION (Pgs. 1-5)
- IV. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. TREASURER'S REPORT –
 - A. Treasurer's Report be approved as submitted – Rosemarie Pérez, Treasurer (5 min) ACTION (Pgs. 6-7)
 - B. Disbursement of Gift Cards from Board Fund – Rosemarie Pérez, Treasurer (3 min) ACTION
 - C. Overview of Cash Flow – Isabel Calder, Chief Financial Officer (5 min) INFO (Pg. 8)
- VI. COVID 19 UPDATES – (60 min) INFO
Gabriel Rogin, Executive Director, Beth DeWitt, Director of Client Services, Courtney Singleton, Director of Community Services, and Thomas Maseda, Director of Administration
- VII. COMMITTEE REPORTS –
 - A. Nominating Committee – Rita Edmonds-Norris, Solano County (10 min) INFO (Pg. 9)
 - a. Proposed Slated Officers:
 - i. President
 - ii. Treasurer
 - B. Vendor Advisory Committee Update – Ali Tabatabai, VAC Representative (5 min) INFO (Pgs. 10-15)
 - C. Legislative Advisory Committee Update – Ali Tabatabai, VAC Representative (5 min) INFO
- VIII. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- IX. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- X. CLOSED SESSION –
 - A. Real Estate Negotiations INFO
 - B. Personnel INFO
- XI. RETURN TO OPEN SESSION
Report any action taken during the closed session meeting.
- XII. ADJOURNMENT

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

NEXT MEETING ANNOUNCEMENT – The next Board Meeting will be the Annual Meeting on June 3, 2020 at 6:00 pm.
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**North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
North Bay Regional Center
Via teleconference
April 1, 2020, 6:00 pm**

MINUTES

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, Treasurer, Sonoma County
Jeremy Johnson, Vice President, Solano County
Rita Edmonds-Norris, Solano County

Angel Hixson, President, Solano County
Andrea Bednarova
Sara Speck, Secretary, Solano County
Franklin Phillips, Board Mentor, Sonoma County

NBRC BOARD MEMBERS ABSENT:

Jose Ayala, Napa County
Lynette Stagner, Napa County (excused)

Abel Moya, Sonoma County
Alexis Jarreau, Solano County
Ali Tabatabai, Napa County
Hue Truong, Sonoma County (excused)

CALL TO ORDER –

Angel Hixson, President, called the regular business meeting to order at 6:03 p.m.

ROLL CALL AND INTRODUCTIONS –

Sara Speck, Secretary conducted roll call and a quorum was present.

- ❖ Before moving on to the next agenda item, *Angel Hixson, Board President* noted this was the first board meeting by phone and asked the audience to mute their phones if they were not speaking. She also noted that there would be two public comment periods of the agenda. One in the beginning of the meeting and one at the end of the meeting. She asked the audience to text their name to 707-501-0065 if anyone wanted to sign up for public comment. Angel also noted Spanish translation was available on the call if anyone needed it.

CONSIDERATION OF MINUTES –

M/S/C (Speck/Bednarova) Move that the minutes of the March 4, 2020 regular business meeting be approved as submitted. UNANIMOUS

GENERAL PUBLIC COMMENT – None

- ❖ Before moving on to the next agenda item, *Angel Hixson, Board President* asked the audience to hold their questions until the next public comment period of the agenda.

D-5 CONTRACT – (see attached spreadsheet)

Rosemarie Pérez, Treasurer presented the D-5 contract on page 7 of the April 1, 2020 Board packet.

M/S/C (Speck/Bednarova) Move to approve the D-5 contract as submitted. UNANIMOUS

- *Franklin Phillips, Board Mentor* asked what D-5 stood for.
- *Rosemarie Pérez, Treasurer* noted each letter represented the year of the contract that it corresponded to. 'D' stands for fiscal year 2017-2018.

A-5 Contract – (see attached spreadsheet)

Rosemarie Pérez, Treasurer presented the A-5 contract on page 8 of the April 1, 2020 Board packet.

M/S/C (Johnson/Edmonds-Norris) Move to approve the A-5 contract as submitted. UNANIMOUS

FHA Contracts Over \$250,000 – (see attached spreadsheet)

Courtney Singleton, Director of Community Services presented the two Family Home Agency contracts over \$250,00 on page 9 of the April 1, 2020 Board packet. Courtney noted a Family Home Agency is similar to a foster home, where an individual with Developmental Disabilities can move into their own room and be a part of the family. The family would support that individual as much as possible.

- The Board asked the following questions and Courtney Singleton answered.

- Q: Which counties do these agencies operate in?
A: All three counties, Solano, Sonoma and Napa Counties.
- Q: How are the individuals in these homes monitored?
A: The individual's Service Coordinator is required to do unannounced visits per year, Quality Assurance does an evaluation of the agency and DDS audits the agency every other year.

M/S/C (Speck/Bednarova) Move to approve the FHA contracts (California Mentor FHA, LLC, HN0365 and AMP INC DBA Enriching Lives, HN0386.) UNANIMOUS

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director noted the following –

- North Bay Regional Center (NBRC) remains here to serve our community.
 - As of today, 4/1/2020, we are not aware of any NBRC clients that have tested positive for COVID-19. Our community is doing a very good job of taking precautions.
 - All regional center employees are working remotely to mitigate risk and to comply with shelter in place orders.
 - NBRC has a robust IT infrastructure.
 - o We're still onboarding new employees and providing support while they're working remotely.
 - o NBRC had a Webex conferencing system in place, and also invested in Zoom for future meetings.
- *Rosemarie Pérez, Treasurer* asked how board members can be helpful in terms of advocating for the regional center during this time.
- *Gabriel Rogin, Executive Director* noted he would think of ways the board can be helpful. He also noted Angel sent an email to staff expressing her support.
- Service Coordinators are making sure to reach out to everyone on their caseloads. SC's are prioritizing those that are most vulnerable and are checking in to see if they are healthy and safe.
 - Prior to COVID-19, staff tried to do as many face to face visits as possible. Now staff have limited face to face visits to only those that are necessary and essential. For the most part, visits are being done by phone, video conferencing or are being postponed.
- *Andrea Bednarova* asked how the clients are receiving the change.
- *Beth DeWitt, Director of Client Services* noted people acknowledge this is a difficult time. We are making contact a priority. We are hopeful that it won't be something that goes on for too long. People are doing their best to cope with this change. We have individuals that are struggling to stay inside, not being able to go to program or do normal routines.
- Internal communication is a huge priority and regular calls are happening on all levels.
 - o There are regular calls between NBRC and the Department of Developmental Services.
 - o The Executive team meets daily.
 - o There are weekly all management calls.
 - We are supporting our residential and SLS vendors with supplemental staffing and Health and Safety Waivers, as needed, while supporting our non-residential vendors to transition to remote or alternative service delivery models. We are also communicating best practices and new requirements to all service providers and supporting them with staffing needs, billing, and supplies (to the extent possible). We have distributed a significant number of N95 masks to those most vulnerable and we are prepared to distribute small quantities of Personal Protective Equipment (PPE) to those with urgent needs (i.e. people diagnosed with COVID-19 and those supporting them.) Additionally, our QA staff are actively supporting our service providers and our nurses are continually engaged with our residential facilities, especially those with more vulnerable populations, such as ARFPSHNs, ICF-DD/Ns and ICF-DD/CNs.
 - We are identifying strategies to connect with our community, share information and answer questions. For example, we plan to arrange a livestream event in the near future (more information to follow). Plus, we will create a distinct phone number and email address for COVID-

19 questions from community members. This will allow us to respond quickly and create a running list of FAQs on our website.

- NBRC is preparing for the surge and creating a DSP directory to be able to support residential and SLS providers with staffing needs. Staff are working on identifying sites that can be used as quarantine locations.
- *Gabriel* reviewed the DDS Directives which can be found in the April 1, 2020 board packet.
- *Angel Hixson, President* noted she could only imagine how the NBRC staff feel and that she wants to make sure staff knows how thankful the board is for their dedication to our population.
- *Rita Edmonds-Norris, Solano County* noted she appreciates how her son's Service Coordinator has checked in.
- *Rosemarie Pérez, Treasurer* noted her sisters provider is giving weekly updates which is very helpful.

GOOD OF THE ORDER – None

GENERAL PUBLIC COMMENT –

- *Linda Plourde, Bayberry* noted she felt compelled to make a comment. She noted Gabriel's summary was outstanding and wanted to thank the regional center for its supportive, collaborative approach.

ADJOURNMENT – *Angel Hixson, President* adjourned the regular business meeting at 7:50 pm.

Date submitted to NBRC Board for review

04/01/2020

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

04/01/2020

 Operations ☒

 Purchase of Service ☒

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

Purpose of Contract	Contractor Name and Vendor# (if applicable)	Term of Contract	Approved	M/S/C	Notes
D-5 Amendment for Fiscal Year 17/18	Department of Developmental Services	07/01/2014-06/30/2021	YES	(Speck/Bednarova)	Total Contract Amount: \$219,647,526 This amendment is for additional POS CPP funding in the amount of \$477,825. The amount is broken down as follows: <ul style="list-style-type: none"> \$52,674 for a Sonoma DC Closure Placement \$425,151 for project development start-up funds
A-5 Amendment for Fiscal Year 19/20	Department of Developmental Services	07/01/2019-06/30/2026	YES	(Johnson/Edmonds-Norris)	Total Contract Amount: \$302,486,772 This amendment increased the Ops funding by \$465,061 and the POS funding in the amount of 426,799,119. The amounts are broken down as follows: <ul style="list-style-type: none"> Ops: \$465,061 Policy Items (efforts to reduce POS disparities) POS: \$26,799,119 which includes the underfunded amount related to SB81 Supplemental Rate increase and Minimum Wage increase.

Date submitted to NBRC Board for review

04/01/2020

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

04/01/2020

 Operations ☐

 Purchase of Service ☒

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

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Approved	M/S/C	Notes
Family Home Agency	58	California Mentor Family Home Agency, LLC, HN0365	06/01/2020-05/31/2021	YES	(Speck/Bednarova)	Previous Year: \$2,980,745.10 New Contract: Over \$250,000
Family Home Agency	34	AMP INC DBA Enriching Lives HN0386	06/01/2020-05/31/2021	YES	(Speck/Bednarova)	Previous Year: \$1,628,003.10 New Contract: 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.



North Bay Regional Center Doug Cleveland Board Opportunity Fund May 6, 2020 Board Meeting

In the month of March 2020, NBRC's Doug Cleveland Board Opportunity Fund received a donation in the amount of **\$63.00** from Amazon Smile. The bank account also had an interest credit in the amount of **\$2.10**. As of March 31, 2020, the savings account balance was **\$59,992.64**.

There were no awards issued in the month of March. The ending register balance of the Doug Cleveland Board Opportunity Fund checking account was **\$9,838.27** as of March 31, 2020. The only activity on the account was the \$23.00 monthly maintenance fee.

Due to the Covid pandemic, NBRC Accounting staff has not been able to open the new US Bank account for the Opportunity Fund. The bank is looking to see if a non-profit account can be set up electronically. These types of accounts typically have to be opened in person.

Lastly, US Bank has issued a \$2,500 donation for the Opportunity Fund. This will be reflected in next month's report.

Ops Expenditures 8 months 61%	North Bay Regional Center CFO Board Report As of February 28, 2020 67% the fiscal year has elapsed				POS Expenditures 8 months 64%
OPERATIONS					
Total Ops Allocation: \$ 25,232,660					
Total General Ops Contract: \$ 23,242,114		Total CPP Contract: \$ 1,438,445			
General Ops Amount Available (less advanced amount) \$ 8,574,116		CPP Contract Amount Available (less advance amount): \$ 719,222			
Operations Expense (OPS)	YTD Actual	% by category	Forecast*	Total YTD Actual + Forecast	
Personnel	\$ 9,476,167	61.6%	\$ 5,009,836	\$	14,486,003
Benefits	\$ 3,269,462	21.2%	\$ 1,803,778	\$	5,073,240
Facilities	\$ 1,268,735	8.2%	\$ 682,988	\$	1,951,723
Equipment	\$ 246,874	1.6%	\$ 253,126	\$	500,000
Communications	\$ 68,600	0.4%	\$ 61,400	\$	130,000
Mileage	\$ 203,257	1.3%	\$ 157,743	\$	361,000
Legal	\$ 6,253	0.0%	\$ 53,747	\$	60,000
General Office	\$ 96,169	0.6%	\$ 63,831	\$	160,000
Consultants	\$ 203,748	1.3%	\$ 399,400	\$	603,148
Bank Fee and LOC	\$ 2,613	0.0%	\$ 32,387	\$	35,000
Other Expenses	\$ 18,511	0.1%	\$ 68,489	\$	87,000
Revenue	\$ (192,391)	-1.3%	\$ (12,609)	\$	(205,000)
Sub-Total General Operations Expense \$ 14,667,998		\$	8,574,116	\$	23,242,114
Community Placement Plan (CPP)		719,223	4.7%	\$ 719,222	\$ 1,438,445
Sub-Total CPP Operations Expense		719,223	\$	719,222	\$ 1,438,445
Total Operations Expenses		15,387,221	\$	9,293,338	\$ 24,680,559
GRANT INFORMATION					
	YTD Actual		Forecast*	Actual + Forecast	
Mental Health Services Fund - Grant					
\$212,192.00	\$ 127,862		\$ 84,330	\$	212,192
Senior Companion Program - Grant					
\$339,909.00	\$ 145,058		\$ 194,851	\$	339,909
Sub-Total Grant Expense	\$ 272,920		\$ 279,181	\$	552,101
PURCHASE OF SERVICES					
Total POS Allocation: \$ 277,254,112					
Total POS Contract: \$ 276,149,812		Total CPP Contract: \$ 1,104,300			
POS Contract Amount Available (less advanced amount): \$ 98,625,426		CPP Contract Amount Available (less advanced amount): \$ 1,103,673			
Purchase of Services (POS)	YTD Actual	%	Forecast*	Total YTD Actual + Forecast*	
Community Care Facilities	\$ 56,456,966	31.8%	\$ 35,869,309	\$	92,326,275
Supported Living Services	\$ 41,263,828	23.2%	\$ 23,106,966	\$	64,370,794
Day Programs	\$ 30,879,598	17.4%	\$ 23,117,478	\$	53,997,076
Behavioral Services	\$ 21,466,264	12.1%	\$ 10,745,624	\$	32,211,888
Other	\$ 11,808,648	6.7%	\$ 8,795,729	\$	20,604,377
Transportation	\$ 9,714,571	5.5%	\$ 4,862,219	\$	14,576,790
Respite	\$ 4,445,172	2.5%	\$ 2,527,179	\$	6,972,351
Medical Services	\$ 1,489,339	0.8%	\$ 878,641	\$	2,367,980
Total NON-CPP POS services	\$ 177,524,386	\$	109,903,145	\$	287,427,531
Community Placement Plan (CPP)	\$ 627	0.0%	\$ -	\$	627
TOTAL POS EXPENSES					
including CPP	\$ 177,525,013	\$ 109,903,145	\$	287,428,158	
*This budget reflects through the A-3 amendment.					
Total Regional Center Budget:				\$	302,486,772

Cash Flow Overview

This reflects an anticipated \$6 million increase in services for COVID in May for (April services).

Based on these projections, we will need to borrow from the line of credit by mid June for May expenditures.

Cash available for April expenditures in May 2020

Total: \$43,978,016

Estimated Expenditures for April Services*

Total: \$32,244,152

May Payroll (1st thru 15th)

Total: \$620,000

Estimated DDS Payment on 6/6/20

Total: \$16,122,076*

Estimated cash available for May expenditures in June

Total: \$27,235,940

NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.

Page 1 of 1

BOARD OF DIRECTORS

<u>Term</u>	<u>Name</u>	<u>County</u>
3/15 – 2/18 3/18 – 2/21 3/21 – 2/22 (2/22) PRESIDENT: 7/18 – 6/20	Angel Hixson	Solano
7/18 – 6/21 7/21 – 6/24 7/24 – 6/25 (6/25) VICE PRESIDENT: 4/19 – 3/21	Jeremy Johnson	Solano
7/18 – 6/21 7/21 – 6/24 7/24 – 6/25 (6/25) SECRETARY: 3/20 – 2/22	Sara Speck	Solano
5/18 – 4/21 5/21 – 4/24 5/24 – 4/25 (4/25) TREASURER: 9/18 – 8/20	Rosemarie Pérez	Sonoma
6/16 – 5/19 6/19 – 5/22 6/22 – 5/23 (5/23)	Jose Ayala	Napa
3/15 – 2/18 3/18 – 2/21 3/21 – 2/22 (2/22) SECRETARY: 4/16 – 3/18, 4/18 – 3/20 VICE PRESIDENT: 7/18 – 3/19	Rita Edmonds-Norris	Solano
09/19 – 08/21 VAC REPRESENTATIVE	Ali Tabatabai	Napa / VAC
07/19 – 06/22 07/22 – 06/24 07/24 – 06/26 (06/26)	Abel Moya	Sonoma
07/19 – 06/22 07/22 – 06/24 07/24 – 06/26 (06/26)	Lynette Stagner	Napa
07/19 – 06/22 07/22 – 06/24 07/24 – 06/26 (06/26)	Alexis Jarreau	Solano
10/19 – 09/22 10/22 – 09/24 10/24 – 09/26 (09/26)	Hue Truong	Sonoma
11/19 – 10/22 11/22 – 10/24 11/24 – 10/26 (10/26)	Andrea Bednarova	Alameda
4/13 – 3/16 4/16 – 3/19 4/19 – 3/20 (3/20) BOARD MENTOR: 04/20 – 03/21 TREASURER: 9/14 – 8/16, 9/16 – 8/18	Franklin Phillips	Sonoma

(Dates in brackets are the 7th consecutive year)

Revised 4/2020



AGENDA

April 14, 2020 at 10:00 am - 11:30 am

Location:
[Zoom Meeting Room](#)

Additional ways to connect are listed at the end of the agenda

A. CALL TO ORDER @ 10:04 am

a. Roll Call of Voting Members

- i. Ali, Eric Martin, James Cox, Jamie Collins, Kelly Hanson, Linda Plourde, Michelle Condit, Michelle Ramirez, Stacey Martinez

b. Establish Quorum



B. CONSIDERATION OF AGENDA:

a. Additions or modifications to this agenda by voting members

- i. No modifications



C. APPROVAL OF MINUTES: *Action Item for voting VAC members*

a. March 10, 2020 Meeting Minutes

- i. Michelle R moves
- ii. Kelly 2nds

D. FEATURED ITEM: Covid Concerns

a. Stimulus Checks- SSI/SSDI recipients:

- i. Ali: created chart to breakdown who is eligible and who isn't. CARES Act passed so many will be eligible for up to \$1200 pymt. Those who receive SSA retirement will receive the payment automatically. All others have barrier- they will have to provide more info before receiving payment. Who will have to do more?
 - 1. SSA retirement: taxable income, automatic payment & tied to 1099- if on direct deposit, will go out this week
 - 2. SSDI: disability insurance: generally tax exempt, non-filer, must apply online
 - 3. SSI: low/no income and little or no work record, tax exempt, non-filer, must apply online
- ii. To file: go to IRS.Gov
 - 1. Click non-filer information. You go through a click-hole. You end up on Free File to create an account and you'll need an email address. (this can be big barrier). Then you get to the form to fill out

and lots of info required. You can include direct deposit info. You also need to attest to info, sign, and enter dates.

- a. Linda: she has staff who are asking if New Leaf is doing this on behalf of their clients? Or do the vendors do it? Answer: New Leaf cannot do it- they are prevented by IRS to pretend to be others. New Leaf maybe can set up Zoom to help others. Perhaps also some stimulus payments may come automatically to New Leaf/rep payee.
 - b. Yes, these items that Ali shared will be sent with everyone.
 - c. Question- if this pushes over \$2000 limit, does it count? Answer: no, this will not push you over. Exempt for 12 months.
- iii. New scams regarding stimulus checks
 1. Holly: please let people you serve know about this! Could be through letters or phone calls.
- b. Small business association loans (SBA)
 - i. Holly: Anyone with info to share?
 - ii. Rene: if we do this, and get reimbursement from NBRC, is this considered double dipping?
 - iii. Kelly: We applied for the loan because we aren't sure what reimbursement is going to look like in May/June. We applied over a week ago but haven't heard anything. They would go into a savings account and not be used if we continue to be reimbursed by NBRC.
 - iv. Rene: but won't you pay interest?
 - v. Ali: my understanding is that part, if not all, under paycheck protection, is forgivable if you spend only on payroll, rent, utilities and at least 75% on payroll and don't lay off anyone. You need to make sure you document how you kept it, how you spent it, how it's C19 related. I heard that smaller banks are having an easier time of pushing these through.
 - vi. Gabriel: I haven't heard any concerns regarding double dipping. What about you, Isabel? I'll ask other RCs.
 - vii. I haven't heard any concerns.
 - viii. Rene: We have applied, but I'm still concerned about the double dipping
 - ix. Jacquie: do you have to show that the money is applied for payroll? Since you're already being paid by NBRC, can you use this for increasing payroll?
 - x. Linda: maybe. We are currently using a line of credit for payroll, this loan will go to payroll.
 - xi. Holly: question- will there be SOE funding through May?
 - xii. Gabriel: we have not heard from DDS, but you should assume that it will continue through May, unless you hear otherwise.
 - xiii. Isabel: we will send out a written communication soon.
 - c. Concerns by service type

- i. Residential
 - 1. Holly: a consumer is going out into the community and putting the house at risk. Gabriel: you are not in it alone, if you are experiencing this, then maybe a team meeting is required to deal with this very challenging situation.
- ii. SLS/ILS
 - 1. Holly:
- iii. Day Programs
 - 1. Daryl: we just had our first production call
 - 2. Holly: it would be nice to get feedback from QA about the plans and what folks are doing before first report is due. Courtney: yes, we can get it to you.
 - 3. Louis: Gov will be rolling out today new metrics, protocol, etc. at noon. Maybe day programs need to have a Zoom meeting to share ideas? Some staff are getting some great ideas for remote programming. Sonoma is now required to wear masks in public.
 - 4. Jaquie: should you coordinate with the residential? Because the mental health of our DSPs in residential- we are struggling! How do we coordinate? Louis: Yes! We want to strengthen services for all.
 - 5. Ali (Chat comments): some added locations for where to get hand sanitizer. Jamie- using Zoom and youtube for remote programming, as is James @ BI. Darelyn- it's challenging for the consumers, not really for the day programs. We need to send out more instructions. Ali- turning point doing mindfulness programs online. Ivan: thank you to all day programs for the creative plans! I like the day program meeting to share ideas.
- iv. Respite- nothing
- v. Early Start- nothing
- vi. Transportation-
 - 1. Leticia- we are getting questions about how we will resume services and how to SAFELY resume transportations. Thermometers, gloves, optimal seating, etc. Some are suggesting no more than 4 people per vehicle. Use face covers. Ali: where can we get thermometers? Leticia- they are in short supply. You can try Amazon. Jacquie- Pulse oximeter? We have been trying to get those as they are critical for people who have been diagnosed w/C19.

E. GROUP REPORTS

a. ARCA & NBRC- *Gabriel Rogin*

- i. Thank you! On behalf of RC and system- thank you ! This community has demonstrated a real CAN-DO attitude! Our primary goals have been to keep all (consumers and staff) safe and to ensure that essential services

can continue. We have done a great job of keeping people safe, while trying to support essential services and our day programs. The surge is now projected to be in May and not April. We have the DSP directory in place.

1. Michelle: Do you have numbers? Gabriel: We are not aware of a single NBRC client who has been diagnosed at this time.

b. Services, Vendor Relations, & SLS Subcommittee- *Courtney Singleton*

- i. We had a great subcommittee meeting. We talked about overtime reimbursement. It's client specific, based on each client. NBRC is trying to get more PPE. We talked about pandemic pay through health and safety process for staff who work with people who are diagnosed w/C19. There is a process for PPE reimbursement. We are also preparing for surge.

c. Legislative Committee- *Linda Plourde*

- i. Emphasis for small business loans- add money so people could apply for paycheck protection loan. ANCOR is lobbying to set aside money for medicaid supported groups.

F. NBRC Updates:

a. Maura: Those who need supplies & those who have supplies to share

- i. Saanen- who do we let know if we have supplies?
- ii. Maura- some vendors have been willing to donate supplies. Nobody has masks and gloves are in very short supply.
- iii. Gabriel- maybe vendors can log in somewhere to see list?
- iv. Saanen- CCL said as of last Friday that they have masks and gloves but you have to run to Rohnert Park. Many distilleries are switching to hand sanitizer production.
- v. Stacey: ask FB for cloth masks and ACE hardware in Vallejo has Savage & Cooke hand sanitizer
- vi. Maura- would be great to set up system for vendors to communicate. Maybe we could set up something like DSP directory? We do have paper products available and some disinfectant concentrate and so if you bring in a bottle, we can make you a bottle of disinfectant.
- vii. Thomas- we also have about 50 bottles of Clorox wipes.
- viii. Saanan- how do we request those products?
- ix. Maura- at this point, just let me know.

b. Isabel: COVID related reimbursements- PPE

- i. We are covering supplies for the month of March and will accept receipts to reimburse. Ali- will you cover material to make masks? Isabel- we are working on a final list of acceptable things that we will reimburse for.

c. Isabel: Bridge Funding Update

- i. Bridge funding will sunset April 30th. Letters will go out with your new rates.
- ii. SOE billing: We did a check run and here are some tips to avoid audits:
 - 1. If you are receiving Covid hours- day programs - you should be billing as normal for SOE hours.
 - 2. We will be doing spot checking on averages. We want to be proactive as we are sure DDS will be checking this.
 - 3. Projections: we do not see any cash flow issues.
 - 4. Isabel- what about billing under SOE for supported employment? They do not recommend it as they are federally funded. Ivan Arce- last week we heard they were covered, so we need to get better clarification.
- d. Courtney: DSP Registry by NBRC
 - i. Right now, we've sent out a communication to get names of staff who are willing to work at sls/residential. Once we have a good amount of names, we will start trying to match.
 - 1. Kelley- if a provider goes on a list, does that new vendor hire them? Answer: yes. The group home hires them.
 - 2. Louis- how has the response been? What about them going on their payroll? And they are automatically on our day program payroll?
 - 3. Kelley- if it's a day shift, maybe you can flip flop their shift for day program? That way there is no doubling of hours??

G. OLD BUSINESS

a.

H. NEW BUSINESS

- a. <https://nbrc.net/service-providers/> to sign up for NBRC Vendor Connection
 - i. Ali- all of us here should be on this Vendor Connection. We are trying to figure out distribution lists. Until then, everyone should be using the NBRC Vendor Connection. I just posted the link where you can add your email so you can get this. We want to consolidate.

I. GENERAL ANNOUNCEMENTS

- a. Trainings/Events
 - i. COVID trainings
 - ii. Other trainings- Maura- we are trying to set up online trainings through Zoom. We had a bunch set up in March, but they had to be cancelled.
- b. Community concerns
 - i. Thomas Maseda- I want to reiterate that if anyone's clients start to show symptoms (100.4 fever + respiratory symptoms) to contact Thomas/NBRC immediately and we will rush PPE to that vendor.

c. Reminders

- i. HCBS Waiver Survey deadline extended to June 30th for now
- ii. Tax Filing deadline extended

J. AGENDA ITEMS FOR FUTURE MEETINGS

- a. Ali: Medi-Cal- at the start of this in mid-March a moratorium had been announced on recertifications. Thank you Jacquie for helping with this! Please add this future agenda- we are seeing some people are still getting asked for recertification and they shouldn't be!
- b. Holly - feel free to email me with other items you'd like to add.



K. ADJOURNMENT @ 11:44 am

Minutes prepared by Stacey Martinez



Federal Revenue Department Board Report for Quarter 3, Jan – Feb – March 2020

The Federal Revenue Department consists of the HCBS/Medicaid Waiver program, 1915(i) State Plan Amendment (SPA) program, 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 are no longer established by DDS; 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) State Plan Amendment (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: As of February 2020, 4593 clients are enrolled on the Medicaid Waiver and 1603 are enrolled on the 1915(i) SPA. Medicaid Waiver Federal Financial Participation (FFP) recovered by NBRC compliance resulted in \$8,360,910 for the month of January 2020.

- **Audits:**

HCBS Audit

DDS and Department of Health Care Services (DHCS) biannual HCBS Medicaid Waiver audit concluded at the end of May.

Status: Draft report is completed and is being reviewed by DDS Management.

Independent/CPA Audit

The CPA/Independent Audit was finalized March 2020. The Federal Revenue team assisted in gathering client charts and information requested by the auditors.

Family Home Agency (FHA)

This audit is currently in progress. The Federal Revenue team has assisted in gathering client charts and information requested by the auditors.

Enhanced Behavior Support Homes (EBSH)

These home audits are on going. The Federal Revenue Department Manager continues to assist in gathering client charts and information requested by the auditors.

Payment Error Rate Measurement (PERM)

Two client files were randomly selected by CMS; all documents justifying payment were submitted to CMS ahead of the January 2020 deadline.

- **Training:** Department Manager and Federal Revenue staff provided New Employee and unit trainings for Service Coordinators in the 3rd quarter of the 19/20 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:**

CMS HCBS Final Rule:

Status: This set of federal regulations applies to residential, employment and day programs providers. The implementation deadline as noted in the State Transition Plan is March 17, 2022.

Compliance Grants

Since 2016, the state has made funding available each year to assist current providers to transition services to be in alignment with the Final Rule. The Federal Revenue unit is currently supporting the FY 17/18 and FY 18/19 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. FY 17/18 projects will be required to submit final billing by April 25th, 2020.

Nineteen different proposals were submitted for FY 19/20 funding. DDS was expected to notify recipients by Feb 21st, 2020 however these announcements have been delayed.

Provider Self-Assessments

Identified providers are required to complete an online self-assessment to measure their current level of compliance with the HCBS Final Rule. If a provider is not in compliance, there is time to develop a transition plan.

DDS announced the self-assessment process on January 23rd, 2020. The initial March 31st, 2020 deadline to complete the self-assessment was extended to June, 30th, 2020 due to COVID-19. The Federal Revenue unit has provided in person self-assessment trainings for vendors in both the Napa and the Santa Rosa offices, as well as ongoing vendor support to answer regulatory questions and to resolve any technical issues related to accessing the self-assessment website. Self-assessment information will be posted to the NBRC website on July 1st, 2020.

Nursing Home Reform:

DDS continues to capture additional FFP by requesting long term care 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 continues to increase and is being 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
 - Provide ongoing support to staff during all audits
 - Assist vendors in CMS HCBS Final Rule Settings Rules compliance/self-assessments
 - Coordinate increased Home and Community Based Alternative (HCBA) Waiver enrollments among the 3-county catchment area
- **NBRC Support:**
 - Federal Revenue Department Manager continues to co-chair the DDS/ARCA Federal Revenue subcommittee and provide consultation to DDS re: Regional Center practices.



NBRC Community Services

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

Resource Development

The Resource Development Department received **102** requests for vendorization during the month of March and vendored **1** new service. Please join NBRC in welcoming the new vendors below to the North Bay Regional Center vendor community.

New Vendors

- Special Care-Level 4D Adult Residential Facility-Solano County

Welcome



NBRC Quality Assurance Work – March 2020

14 QA Annual or Quarterly Vendor Reviews
94 Vendors received QA technical assistance
57 NBRC staff received QA technical assistance

All in-person vendor trainings have been canceled
until further notice

The Department of Developmental Services (DDS) has published multiple new directives to Regional Centers and Service Providers in regards to COVID-19. To view these directives please visit the below and click "Department Directives"

<https://www.dds.ca.gov/corona-virus-information-and-resources/>

Online Training Resources for Staff in Residential & Other Settings

Given the impact of **COVID-19**, recruiting and training new staff may be challenging, especially with changes in access to Direct Support Professional (DSP) and other training programs. NBRC worked with other regional centers and the Department of Developmental Services to set up online trainings for residential service and other staff. Continuing Education Units (CEUs) are available for trainings. To access these trainings, please visit:

<https://www.dds.ca.gov/corona-virus-information-and-resources/> and click the "Training" tab.

Training topics include, but are not limited to:

- COVID-19 Prevention and Identification
- DDS Health Tool Kit
- Disaster Preparedness
- Individual Rights and Regulations
- Medication Management
- Mental Health

To access step by step, directions for logging on and accessing trainings please visit:
<https://nbrc.net/service-providers/calendars/>

Sign up for NBRC's **VENDOR CONNECTION** Newsletter <https://nbrc.net/servicproviders/>

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,365	14.0 %	MALES	6,239	64.3 %	OWN HOME	7,144	73.6 %
3 - 17	2,966	30.5 %	FEMALES	3,462	35.6 %	ILS	614	6.3 %
18 - 40	3,395	34.9 %				SLS	648	6.6 %
41 - 60	1,259	12.9 %				DC	13	.1 %
61 - 80	681	7.0 %				SNF	48	.4 %
						ICF	200	2.0 %
80 & OLDER	35	.3 %				CCF	771	7.9 %
						FOSTER CARE	184	1.8 %
						OTHER	79	.8 %
TOTAL:	9,701	100.0 %	TOTAL:	9,701	100.0 %	TOTAL:	9,701	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	621	6.4 %	AUTISM	2,768	28.5 %	28. NAPA	1,203	12.4 %
ASIAN	244	2.5 %	EPILEPSY	1,061	10.9 %	48. SOLANO	4,096	42.2 %
BLACK	866	8.9 %	CEREBRAL PALSY	909	9.3 %	49. SONOMA	4,280	44.1 %
FILIPINO	348	3.5 %	MENTAL RETARDATION	4,833	49.8 %			.0 %
NATIVE AMERICAN	45	.4 %	OTHER	981	10.1 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,462	25.3 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,410	45.4 %						.0 %
OTHER	217	2.2 %						.0 %
UNKNOWN	488	5.0 %						.0 %
						OTHER	122	1.2 %
TOTAL:	9,701	100.0 %				TOTAL:	9,701	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	25	.2 %	P		
ENGLISH	7,888	81.3 %	0	400	
SPANISH	1,646	16.9 %	1	1,176	
OTHER LATIN LANG.	1	.0 %	2	8,112	
CANTONESE CHINESE	6	.0 %	3		
MADARIN CHINESE	3	.0 %	8	13	
JAPANESE	2	.0 %			
VIETNAMESE	16	.1 %			
KOREAN	3	.0 %			
LAOTIAN	3	.0 %			
CAMBODIAN	3	.0 %			
OTHER ASIAN LANG.	4	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	99	1.0 %			
TOTAL	9,701	100.0 %	TOTAL	9,701	100.0



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FAIR HEARING & MEDIATION UPDATE

FEBRUARY APRIL 1 – APRIL 30, 2020

Eligibility (19-05)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (19-06)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (19-12)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (20-01)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (20-03)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn, made eligible.
Denial of SLS Services (20-04)	<u>Reason for Appeal:</u> Claimant appeals denial of SLS services. <u>Ruling:</u> Fair Hearing request pending.