

North Bay Developmental Disabilities Services, Inc.
Board of Directors' Regular Business Meeting
Wednesday, December 4, 2013, 5:00 p.m.
North Bay Regional Center
10 Executive Court, Napa, CA 94558

MINUTES

NBRC BOARD MEMBERS PRESENT:

Walter Spicer
Barbara Power
Franklin Phillips

Harry Matthews, Vice President/ARCA Rep
Margi Stern, Secretary
Kelley Hanson, VAC Rep.
Bill Hall, OADS (Personal Assistant)

NBRC BOARD MEMBERS ABSENT:

Rhonda Foster

Joanne Tsai

STAFF PRESENT:

Kathy Newman, Exec. Assistant
Courtney Singleton, Section Manager
Deanna Heibel, Section Manager
Diana Tucker, QA
Joanne Giardello, CMS
January Crane, CMS
Jordan Hall, CRC

Bob Hamilton, Executive Director
Dave Johnson, Chief Financial Officer
Thomas Maseda, Director of Administration
Kelly Weber, CMS
Kate Moriarty, CRC
Pamela Madden Krall, Training/Info Manager
Patrick Maher, MD

GUESTS PRESENT:

Lauren Meiklejohn, BI

Margaret Farman, UCPNB
Jerry Fabiano, BI

CALL TO ORDER – Harry Matthews, Vice President, called the meeting to order at 5:05 p.m. Roll was called and a quorum was present. Board and audience introduced themselves. Bob requested the November Board minutes reflect the correct spelling of Lyn Isbell.

CONSIDERATION OF MINUTES

M/S/C (Stern/Phillips) Move that the minutes of November 6, 2013 regular business meeting be approved as submitted. UNANIMOUS

TREASURER'S REPORT

M/S/C (Spicer/Stern) Move that the Treasurer's Report for the period of October 1 - 31, 2013 be approved as submitted. UNANIMOUS

ANNOUNCEMENTS:

- Pamela Madden Krall provided an overview of NBRC's new and improved website and logo.
- Barbara Power, Board member, provided input as a parent of a child with a developmental disability. She noted the following:
 - A parent portal should exist through the website;
 - Most services, requirements, acronyms, and information should be easily accessed only by a caregiver of a client (in several languages), such as who, what, where, when, how, and why questions;
 - What is NBRC and who qualifies for services and how;
 - Informational links to everything including the Lanterman Act;
 - Diagnosis, services, parent support groups, vendors, acronym translations, help navigating IEPs and IFSPs, respite care, and behavioral support in Spanish and English.
 - Parent support groups should be interviewed to see what information is most often discussed at the groups and ask parents what information they are lacking instead of just being provided what NBRC thinks they should know.
- Pamela Madden Krall noted that NBRC was chosen by DDS to identify a child to assist Governor and Mrs. Brown in lighting the State Capitol Christmas tree. The child NBRC chose is Angel Valencia-Ceja. Angel attends Beverly Hills Elementary School in Vallejo. Vallejo Times Herald interviewed Angel today at his school. His teacher will also attend the ceremony. Kudos to Rene Hernandez Perez, Angel's Client Program Coordinator who has gone above and beyond for the Valencia-Ceja family.

FEATURE PRESENTATION: Dr. Patrick Maher provided an overview of how ARCA Physician's Group and the Clinical Director at Golden Gate Regional Center are attempting to improve collaboration with UC Davis Mind institute by implementing the following:

- Provide presentations to Regional Center boards on the projects the MIND institute is involved in, i.e.,

Autism, the environment, and genetic implications.

- Due to the DSM5 Psychiatric Diagnostic Manual, there have been major changes in the Regional Center eligibility process which include intellectual disability and autism. The main change is eligibility determination. There are no longer three diagnoses but one Autism Spectrum Disorder (no more Asperger's, PDNOS, etc.). Intellectual disability used to be number driven but now more emphasis is put on adaptive functioning. More emphasis on whether or not the diagnosis constitutes a substantial disability.
- The ARCA Physicians Group requested that ARCA and the Executive Director's group formulate a taskforce (Dr. Maher is the Chairperson with 18 members) to define what adaptive area is and what makes it a substantial disability.
- In August of 2013, the taskforce developed guidelines and submitted them to the ARCA Directors Group who then approved the guidelines as clinical recommendations.
- A tool was developed for intake workers and assessment counselors which includes questions and a guide.
- There are five domains which include; Intellectual Disability, Autism, Cerebral Palsy, Epilepsy, and Fifth Category. A person must be substantially disabled in three of the listed adaptive areas, i.e., self care, receptive mobility learning, self direction, capacity for independent living, economic self sufficiency, etc. Children under three sometimes look substantially different at six so another evaluation may be warranted.
- PowerPoint for the education of in-house psychologists and staff and vendors.

NEW BUSINESS

- A. Board Meeting Schedule 2014 – The 2014 Board meeting schedule was presented for approval. It was decided that January 8th, 2013 would be held open for a Board Executive Committee conference call rather than a Board meeting.

M/S/C (Spicer/Hanson) Move approval of the Board 2014 schedule with the exception of January 8th which will be held open for a Board Executive Committee conference call. UNANIMOUS

- B. NBDDS Bylaws Approval – The Board is in the process of reviewing the newly formulated Bylaws. Progress has been made but requested permission to table approval until the February 2014 Meeting.

COMMITTEE REPORTS

- A. Executive Committee – The Executive Committee meeting was held via conference call on December 2, 2013. The following items were discussed:

- The NBDDS Bylaws.

- B. Vendor Advisory Committee (VAC) – Kelley Hanson

- The VAC met on Tuesday, November 12, 2013.
- The VAC discussed issues around the increase in the state minimum wage. Mike Huckins indicated that many advocacy groups have been working on this and that there will be a 60-day timeframe to get information to the State once the law takes effect in July of 2014. There was also discussion around the effect it will have on Supported Living Services especially given the new over-time law.
- Reports were given by vendor groups.
 - Liz Sutton reported that the Sonoma Vendor Group discussed the new minimum wage law, the next Legislative Breakfast, and challenges with electronic billing.
 - Bob Phillips was not present but asked Kelley Hanson to distribute flyers related to advocacy, healthcare, and the upcoming Area IV Board meeting on Thursday, November 21st.
 - Stan reported that in an effort to roll out the Housing Needs Survey a small grant was offered by Area IV Board allowing for the hiring of students from Sonoma State to help with survey needs. Vallejo Housing Collaborative joined with four other agencies to provide housing for homeless families. The plan will go before the Vallejo City Council on 11/19/13. NBHC developed a website to help families with housing needs and supports in their area. SB812 passed requiring that all local housing authorities maintain a plan carved out to assist individuals with disabilities.
 - Liz Sutton reported that CDSA is providing DDS with information regarding the minimum wage law. CDSA also submitted a letter to Governor Brown. Liz reminded everyone that new OSHA requirements go into effect on 12/1/13 and hazard training must be completed.
 - Bob Hamilton reported that the next ARCA meeting will be in Sacramento at Alta Regional Center. Elizabeth Clary reported that service provider trainings will be offered in March aimed at RSP's that need assistance with Disaster Preparedness. The trainings will offer CEU's.
 - Stan reported that the VAC Vendor Chairs from around the state are in communication regarding the minimum wage increase and overtime law.
- At the conclusion of the meeting several announcements were made:
 - The Napa Valley PSI Holiday Sale will be on Thursday, November 21st from 1:00 p.m. to 6:00 p.m.;
 - Vine Village will host their Holiday Sale on Friday, November 22nd;

- Para transit taxi service is available in Solano County which is funded through a federal grant;
 - Napa County Transportation is looking for more members to represent people with disabilities;
 - Becoming Independent's Annual Art Show is on December 7th from 5:00 p.m. to 7:00 p.m.;
 - The ARC Solano has been approved for Tailored Day Services;
 - UCP/OADS will host an Open House in Petaluma on Thursday, November 21st;
 - There will be an RFP presentation for anyone interested in applying for one of the newly released NBRC RFP's directly following the VAC meeting today.
- The next VAC meeting is scheduled for Tuesday, December 10, 2013. During the meeting there will be a potluck to celebrate the holidays.
- C. Nominating Committee – Walt Spicer – no action pending approval of the NBDDS bylaws. A 30-day priority has been established for the two vacancies in Solano County. The Lanterman Act requires a balance of Board members from each county and NBDDS currently has only one member serving from Solano County.

EXECUTIVE DIRECTOR'S REPORT

Bob Hamilton, Executive Directors Report:

Bob read the following email sent to all NBRC staff:

"With the limited funds NBRC receives and the ever expanding work we must do, we are constantly seeking to find ways to operate more efficiently and to reduce costs. After much thought, NBRC has determined that we can be more efficient and reduce costs through reorganization. Effective today, NBRC is eliminating the Community Services Unit, transferring its employees into various other units and eliminating the Community Services Unit Supervisor position. This was not an easy decision, but it will permit greater efficiency, costs savings and allow NBRC to operate in the most efficient manner possible for the sake of our clients.

The following Community Services functions and associated employees are reassigned as follows. Vendor relations will be managed by Michi Gates, Quality Assurance Monitoring will be managed by Courtney Singleton, employed and contracted clinicians will be managed by Deanna Heibel, Resource Development will be managed by Kelly Webber, Special Incident Reports will be managed by January Crane, and Vendorization/compliance will be managed by Jane Hankins."

NBRC is restructuring funding NBRC receives. Community Placement Plan (CPP) is approved by the Department according to an estimate NBRC provides of people coming out of Developmental Centers. Last year NBRC transitioned 17 SDC residents into community living. NBRC has the second largest CPP budget in the state. Because NBRC is so successful in transitioning residents out of SDC, the Department has granted NBRC a large CPP budget.

Thomas Maseda, Director of Administration: Thomas noted that on December 3, 2013, NBRC and SEIU came to agreement and ratified a new Collective Bargaining Agreement. It was a hard fought negotiation on both sides. NBRC is pleased that a new agreement has been reached so that NBRC can focus more time and attention on serving our clients. We appreciate the Board's support and patience throughout the entire negotiations. We also appreciated the support and guidance of our labor attorney Mike Monk, who expertly guided us through the process. The Federal mediator Joel Schaffer was also very significant in helping us to reach agreement. Finally Tom thanked the members of the NBRC negotiating team and all of their effort, work, and patience over this past year and a half as NBRC engaged in negotiations.

Michi Gates, Director of Client Services: Michi was excused due to her attendance at the Chief Counselor's meeting in San Diego.

Dave Johnson, Financial Report: - NBRC's dashboard is for the four months ending October 31st, 2013.

Dave noted that the Purchase of Service (POS) section of the dashboard reflects expenditures for the first four months of the fiscal year which represents 33% of NBRC's fiscal year. POS expenditures are currently 34% of the allocation through the E-2. Based on the October POS forecast NBRC will overspend its POS allocation through E-2. We are anticipating additional funds will be allocated by DDS in the future to make up this shortage.

On the Operations side, NBRC's allocation through the E-2 is \$17,138,691 for 2013/14 vs. \$16,472,681 for 2012/13, (a 4% increase). NBRC has a tentative agreement with the SEIU which still needs to be ratified by

NBRC's union employees. The financial impact of pending agreement is reflected in the current allocation of the dashboard.

Bob noted that Secretary Dooley, State Department of Health and Human Services, has narrowed the search for a new Director of DDS to five candidates, three of which are current Regional Center Directors and one a past Director. Discussion followed.

LIAISON REPORTS

- A. Association of Regional Center Agencies (ARCA) – Harry Matthews (10 minutes): No meeting this month. Harry addressed the importance of the position of Director of the Department of Developmental Services.
- B. Area IV Board – Bob Phillips, Executive Director (10 minutes): No Report

GENERAL PUBLIC COMMENT: No comments

GOOD OF THE ORDER – None

NEXT MEETING ANNOUNCEMENT – The next Board meeting is a Regular Business Meeting scheduled for February 5, 2014 at North Bay Regional Center, Napa Office at 5:00 p.m.

ADJOURNMENT – M/S/C (Spicer/Phillips) Move to adjourn the meeting at 6:30 p.m.

UNANIMOUS