

Board of Directors Executive Committee Meeting
Monday, November 13, 2023, 6:30 pm
North Bay Developmental Disabilities Services, Inc.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84374801550?pwd=VXFJU1ovbVFoeINWVEcxK3J0T2c0QT09>

Join by Phone:

Call-in: 1-669-900-6833 Meeting ID: 843 7480 1550 Password: 470780

AGENDA

- I. CALL TO ORDER – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Rosemarie Pérez, President ACTION
Minutes of the Executive Committee Meeting of October 16, 2023 be approved as submitted.
(pgs. 1-3)
- V. CONSIDERATION OF AGENDA – Any additions or modifications to the agenda. ACTION
- VI. REVIEW OF NOVEMBER 1ST BOARD MEETING INFO
- VII. DECEMBER BOARD MEETING UPDATE INFO
- VIII. EXECUTIVE DIRECTOR’S REPORT – Gabriel Rogin, NBRC Executive Director INFO
- IX. OTHER BUSINESS - Any other Board business may be brought up at this time.
- X. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XI. CLOSED SESSION –
 - a. The appointment, employment, evaluation of performance, or dismissal of a regional center employee (40 mins) ACTION
- XII. RETURN FROM CLOSED SESSION -
 - a. Report on any action taken during the closed session (1 min) INFO
- XIII. ADJOURNMENT – Rosemarie Pérez, President

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

NEXT MEETING ANNOUNCEMENT – The next Board of Directors Executive Committee call is scheduled for December 18, 2023 at 6:30pm.
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Board of Directors' Executive Committee Meeting
Monday, October 16, 2023, 6:30 pm
North Bay Regional Center - Via Zoom

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, Board President
Andrea Bednarova, Treasurer
Candace White, Vice President

Sara Speck, Secretary
Breeanne Kolster, VAC Representative

NBRC BOARD MEMBERS ABSENT:

None

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director
Courtney Singleton, Director of Community Services

Mariam Guirguis, Executive Assistant – Compliance
Isabel Calder, Chief Financial Officer

MINUTES

CALL TO ORDER – Rosemarie Pérez, Board President, called the meeting to order at 6:35 pm.

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

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES – Minutes of the Executive Committee Meeting of September 18, 2023 be approved as submitted.

M/S/C (Speck/Bednarova) Moved to approve the minutes as submitted.

**APPROVED
UNANIMOUS**

CONSIDERATION OF AGENDA – No additions or modifications by board members.

M/S/C (Bednarova/Speck) Moved to approve the minutes as submitted.

**APPROVED
UNANIMOUS**

APPROVAL OF CONTRACTS OVER \$250,000

a. E-1 Contract

a. The E-1 Contract was presented for approval by Isabel Calder, CFO, to the Executive Committee. A copy of the contract summary can be found on pages 3-9 in the October 2023 Executive Committee packet.

M/S/C (Speck/Bednarova) Moved to approve the E-1 Contract as submitted.

**APPROVED
UNANIMOUS**

b. D-3 Contract

a. The D-3 Contract was presented for approval by Isabel Calder, CFO, to the Executive Committee. A copy of the contract summary can be found on pages 10-11 in the October 2023 Executive Committee packet.

M/S/C (Bednarova/Speck) Moved to approve the D-3 Contract as submitted.

**APPROVED
UNANIMOUS**

c. Adult Residential Facility for Persons with Special Healthcare Needs (ARFPSHN)

a. HE&RT, LLC DBA Heart Home

- i. Courtney Singleton, Director of Community Services, presented the HE&RT, LLC DBA Heart Home contract for approval. A copy of the contract summary can be found on page 12 of the October 2023 Executive Committee packet.

M/S/C (Bednarova/Speck) Moved to approve the contract for HE&RT, LLC DBA Heart Home as submitted.

**APPROVED
UNANIMOUS**

FOLLOW UP ON MONITORING DATA

Courtney Singleton, Director of Community Services, had a discussion with the Executive Committee on reporting vendors that are on Corrective Action Plans to the Board of Director's. The following was agreed upon during the discussion.

- Courtney Singleton, Director of Community Services, to report quarterly to the Board of Directors.
 - o Total number of vendors by service type
 - o Types of Corrective Action Plan by service category
 - o Length of time of Corrective Action Plan
 - o Total Number of Corrective Action Plans
- When presenting a contract to the Board of Directors, let board members know if the vendor has any Corrective Action Plans in the last year.

REVIEW OF THE OCTOBER 4TH BOARD MEETING

Gabriel Rogin, Executive Director, recapped the October 4th Board Meeting. The minutes from the meeting can be found on the NBRC website in the November 2023 Board Meeting packet.

NOVEMBER 1ST BOARD MEETING PREP

Gabriel Rogin, Executive Director, reviewed a draft agenda with the Board Executive Committee.

- Review draft 2024 Board Training Plan
- Board Candidate Election – Martha Valdez to return for a vote
- Breeanne Kolster's first term as Vendor Representative ends in December 2023.
 - o We plan to vote on Breeanne Kolster's second term.
- Holiday Gift Card Discussion
- Closed session to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

EXECUTIVE DIRECTOR'S REPORT –

Isabel Calder, Chief Financial Officer, shared an overview of the NBRC Napa office reconfiguration process.

- We added 10 additional workstations in the 610 building and 97 workstations in the 600 building, increasing our capacity by 107 workstations. Total of 238 workstations!
- We added space for five casual seating areas.
- We opened up six conference rooms and nine zoom rooms with projection capabilities.
- Robust Wi-Fi
- We purchased 150 new monitors keyboards and mice.
- We added 30 sit stand desks for ergonomics and spacing.
- Today was the day we welcomed staff back to the Napa office. We had a great time together walking through the reconfigured office.

Gabriel Rogin, Executive Director, noted the following.

- Tribal Outreach event on October 7th
 - o We reached 40 families with speech and occupational therapy assessments.
- December 6th Board Meeting
 - o The Board decided to cancel the regular business portion of the December 6th board meeting, unless there's an urgent need for contract approval.
- The Executive Committee decided to recommend the following to the full board at the next Board Meeting, assuming a yearly donation from a frequent donor will be deposited.
 - o 100 gift cards for \$150/each. The total cost is \$15,000.00

OTHER BUSINESS –

Sara Speck, Secretary, and Rosemarie Pérez, Board President, wished a Happy Boss's Day to Gabriel Rogin, Courtney Singleton, and Isabel Calder.

PUBLIC COMMENT – None

CLOSED SESSION –

The Executive Committee moved into closed session at 7:48pm to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

RETURN FROM CLOSED SESSION –

The Executive Committee returned from closed session at 7:51pm and there was no action taken.

ADJOURNMENT – Rosemarie Pérez, Board President, adjourned the meeting at 7:51pm.