

Board of Directors Executive Committee Meeting
Monday, November 17, 2025 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 – Martha Valdez, President
- II. REQUEST TO RECORD MEETING – Martha Valdez, President INFO
- III. ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary
- IV. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- V. CONSIDERATION OF MINUTES – Martha Valdez, President ACTION
Minutes of the Executive Committee Meeting of October 20, 2025 be approved as submitted (pgs. 1-3)
- VI. CONSIDERATION OF AGENDA – Any additions or modifications to the agenda. ACTION
- VII. REVIEW OF NOVEMBER 5TH BOARD MEETING INFO
- VIII. DECEMBER 3RD BOARD MEETING PREP INFO
- IX. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director INFO
 - A. Listening Session Discussion
 - B. 2026 Board Training Plan Discussion (pgs. 4-5)
- X. OTHER BUSINESS - Any other Board business may be brought up at this time.
- XI. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XII. CLOSED SESSION (10 mins) INFO
 - A. The appointment, employment, evaluation of performance, or dismissal of a regional center employee
- XIII. RETURN FROM CLOSED SESSION
 - A. Report on any action taken during the closed session (1 min) INFO
- XIV. ADJOURNMENT – Martha Valdez, 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 on December 15, 2025 at 6:30pm.
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**Board of Directors' Executive Committee Meeting
Monday, October 20, 2025, 6:30 pm
North Bay Regional Center - Via Zoom**

NBRC BOARD MEMBERS PRESENT:

Martha Valdez, President, Sonoma County*
Ronald Gers, Secretary, Sonoma County*
Alan Kerzin, Sonoma County
Cheryl Snively, Sonoma County

Sahira Arroyos, Vice President, Solano County*
Joanne Giardello, Solano County
Breeanne Kolster, VAC Representative
Andrea Bednarova, Treasurer*

NBRC BOARD MEMBERS ABSENT:

Christopher Bennett, Napa County

*Executive Committee Members

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director

Janelle Santana, Executive Assistant

GUESTS:

Amber Lopez, Interpreter

MINUTES

CALL TO ORDER – Martha Valdez, President, called the meeting to order at 6:30pm.

REQUEST TO RECORD MEETING – No objections.

ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary, conducted roll call and confirmed quorum was present.

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES – Minutes of the Executive Committee Meeting of September 15, 2025, be approved as submitted.

M/S/C (Gers/Arroyos) Moved to approve September 15, 2025, minutes as submitted.

**APPROVED
UNANIMOUS**

CONSIDERATION OF AGENDA –

M/S/C (Gers/Arroyos) Moved to approve the agenda as submitted.

**APPROVED
UNANIMOUS**

APPROVAL OF B-2 CONTRACT

Gabriel Rogin, Executive Director, presented the B-2 contract for approval. A summary of the contract can be found on page 3 of the October Executive Committee packet.

M/S/C (Gers/Arroyos) Moved to approve the B-2 contract as submitted.

**APPROVED
UNANIMOUS**

BOARD OPPORTUNITY FUND DOCUMENT –

- After discussion, the Executive Committee requested to remove the word 'small' from the document. The document will be brought to the full board for a vote at the November 5th meeting.

M/S/C (Gers/Arroyos) Moved to recommend the Doug Cleveland Board opportunity fund document with the revision of the word ‘small’ to the full Board.

REVIEW OF OCTOBER 1ST BOARD MEETING

Gabriel Rogin, NBRC Executive Director, recapped the October 1st Board Meeting.

- Public comment from 2 community members
 - o Derek shared a few concerns.
 - o Swati expressed interest in becoming a board member.
- Presentation from Los Cien
- Presentation on the Self-Determination Program
- Committee action items
 - o Andrea Bednarova’s vote for a third board term was deferred to the October board meeting due to Joanne Giardello’s absence.
 - o The Person-Centered Board Policy was approved.
- Holiday Gift Card Discussion
- Reviewed draft 2026 Board Meeting Dates & Locations
- Closed Session to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

NOVEMBER 5TH BOARD MEETING PREP

Gabriel Rogin, NBRC Executive Director, reviewed the tentative agenda for the November 5th Board Meeting.

- Breeanne Kolster, Board Vendor Representative, to share Vendor Fair photos.
- Nominating Committee
 - o Introduction to Jessica Sadowsky at the November Board Meeting
 - Vote at the December Board Meeting
- Overview of Person-Centered Thinking Process
- Approval of revised Board Fund Document
- Approval of Holiday Gift Card – Board Opportunity Fund Request
- Approval of Draft 2026 Board Meeting Dates & Locations
- Draft 2026 Board Training Plan
- Closed Session to discuss a regional center client matter

EXECUTIVE DIRECTOR’S REPORT

Gabriel Rogin, Executive Director, shared the following information.

- Review Board Opportunity Fund (BOF) request for holiday gift cards.

M/S/C (Gers/Arroyos) Moved to recommend the BOF request for holiday gift cards to the full board.

Draft 2026 Board Meeting Dates & Locations

- o Discussion of Listening Sessions
 - After discussion, board members agreed to form a subcommittee of the Cultural and Linguistic Competency Committee.
 - The subcommittee will organize listening sessions and ensure they stay focused on relevant topics.

OTHER BUSINESS –

Vendor Advisory Committee Articles of Operation Discussion

- Breeanne Kolster, Board Vendor Representative, shared an overview of the changes made to the VAC articles of operation.

PUBLIC COMMENT – None

CLOSED SESSION –

The board moved into closed session at 7:45pm to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

RETURN FROM CLOSED SESSION-

A. Report on any action taken during closed session.

- a. The board returned from the closed session at 7:59pm and there was action taken to utilize a platform for evaluation of performance for a regional center employee.

ADJOURNMENT – Martha Valdez, President, adjourned the meeting at 7:59pm.

Board Training Plan 2025

The areas **highlighted** indicate training completed in 2025

Training	Frequency	Length	Trainer	Affiliation
Overview of DDS Fiscal and Compliance Audit	One time	30 min	DDS	DDS
ARCA Academy Presentations	Every few months	2 hours	ARCA	ARCA
Competitive Integrated Employment	One time	30 min	TBD	TBD
SCDD Trainings**	TBD	TBD	TBD	State Council on Developmental Disabilities (SCDD)
Case Management Overview: The Day in the Life of a Service Coordinator	One time	1 hour	TBD	TBD
Overview of NBRC Clinical Department	One time	1 hour	TBD	TBD
Purchase of Service Expenditure Projections Overview	Annually	30 min	Isabel Calder	Chief Financial Officer
Regional Center Budget Overview	One time		Isabel Calder	Chief Financial Officer
Strategic Planning	Ongoing	1 hour	Ami Sullivan	Kinetic Flow
New DDS Contract Language	One time	1 hour	Gabriel Rogin	NBRC Executive Director
Community Resource Development Plan	Annually	30 min	Courtney Singleton	NBRC Director of Community Services
National Core Indicators Data	Annually	30 min	Courtney Singleton	NBRC Director of Community Services
Annual Board Meeting - Community Success Stories	Annually	4 hours	TBD	TBD
Caseload Ratios & their Impact	Annually	1 hour	Beth DeWitt and Jennifer Crick	NBRC Director of Client Services and Administrative Services
Crisis Prevention and Response	One time	30 min	TBD	TBD
Linguistic and Cultural Competency	One time	1.5 hours	TBD	TBD
Board Retreat – Review of Board Governance and DDS Contract	Annually	4 hours	TBD	TBD
Whistleblower Policies* and Conflict of Interest	Annually	1 hour	Jennifer Crick	NBRC, Director of Administrative Services
Performance Contract/ Disparity Report	Annually	30 min	Courtney Singleton	NBRC, Director of Community Services
Board Efficiency	One time	1 hour	TBD	TBD
Overview of Residential Options	One time	1 hour	TBD	TBD

***This document outlines the planned trainings and highlights those completed in 2025.**

*NBRC shall review and provide, at minimum, annual training to all board members regarding the regional center governing board's approved Whistleblower Policy including, but not be limited to the board's role in implementing the policy.

**SCDD Trainings may include: "The Universe Around Us" (re the agencies and roles that support people served by RCs, Disparities in Regional Center Services, Civics, and the Budget and Legislative Processes, Getting Justice through Systemic Change, Disaster/Emergency Preparedness, Mental Health & Self-Care, Overview of the Lanterman Act, Self Determination Program, The Role of the Regional Center Board, Boardmanship, and How to Be an Effective Board or Committee Member.

DRAFT