

## **Board of Directors Executive Committee Meeting**

Thursday, November 15, 2018, 10:00 a.m.

Teleconference # 707 256-1166

Access Code # 222222

**North Bay Developmental Disabilities Services, Inc.  
North Bay Regional Center  
610 Airpark Road, Napa, CA 94558**

### **AGENDA**

- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Rita Edmonds-Norris, Vice President and Secretary
- III. CONSIDERATION OF MINUTES – Angel Hixson, President  
Minutes of Executive Committee Meeting of October 25, 2018 be approved as submitted. ACTION
- IV. REVIEW OF NOVEMBER 7<sup>TH</sup> BOARD MEETING
- V. DECEMBER 5<sup>TH</sup> BOARD MEETING PREP
- VI. EXECUTIVE DIRECTOR'S REPORT
- VII. OTHER BUSINESS
- VIII. PUBLIC COMMENT
- IX. 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).

<p><b>NEXT MEETING ANNOUNCEMENT</b> - The next Board of Directors Executive Committee meeting is a scheduled for Thursday, December 20, 2018 at North Bay Regional Center, Napa at 3:30pm.</p>
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## Board of Directors' Executive Committee Meeting

Thursday, October 25, 2018, 3:30 p.m.

North Bay Regional Center

610 Airpark Road, Napa, CA 94558

### MINUTES

**NBRC BOARD MEMBERS PRESENT:** Rita Edmonds-Norris, Vice President and Secretary (via telephone)  
Rosemarie Pérez, Treasurer (via telephone)

**NBRC BOARD MEMBERS ABSENT:** Angel Hixson, President (excused)

**STAFF PRESENT:** Gabriel Rogin, Executive Director (via telephone)  
Danielle Bernardo, Executive Assistant

**CALL TO ORDER** Rita Edmonds-Norris, Vice President and Secretary, called the meeting to order at 3:33 p.m.

### **CONSIDERATION OF MINUTES**

**M/S/C (Pérez/Edmonds-Norris) Move the minutes from the September 20, 2018, Executive Committee Meeting be approved as submitted** **UNANIMOUS**

### **REVIEW OF OCTOBER 3<sup>RD</sup> BOARD MEETING**

Gabriel Rogin, NBRC Executive Director recapped the October 3rd meeting that was at the Sonoma Developmental Center (SDC.) Courtney Singleton, NBRC Interim Director of Community Services, Aleana Carreon, SDC Executive Director, and Kathleen Miller Co-President of the PHA did SDC presentations and the PHA asked the Board to take action on a few items. Rosemarie Pérez gave an outstanding treasurers report, including an overview of the E-1 Contract and adding Thomas Maseda as a second signer to the Board Opportunity Fund. The Board approved the 2019 Performance Contract. David Mauger gave Legislative and Vendor Advisory Committee updates. Gabriel gave a brief report. There were also several family members that spoke during public comment which the Executive team are following up with.

- The committee spoke about how well it went, and how well the President, Angel Hixson ran the meeting. They would like to get updates regarding the people that spoke during public comment, as well as the requests from the PHA, to be sure they were addressed and they know the final outcome.
- Gabriel noted a letter of response will be drafted.

### **NOVEMBER 7<sup>TH</sup> BOARD MEETING PREP**

The November meeting is at the Solano County Office of Education.

Possible Agenda Topics

- **Contracts** –
  - Two types of contracts;
    - 1) Defined dollar amounts, over \$250,000.
    - 2) SLS there isn't a defined dollar amount because the number of people and hours may vary.
  - Courtney and Nancy have gone through the Board minutes from the last 3 years, to see which contracts have not been approved.
  - They have compared minutes to all of the existing contracts that went to the board and those that didn't. If the minutes weren't clear, they are being brought back to the Board and will be captured in the minutes.
  - Due to the number of contracts, they are being split between November and December meetings for approval.
  - Anything that might be over \$250,000 is going to the Board to air on the side of caution. That significantly doubles the amount of contracts that will come to the Board.
  - Contracts will be presented in groups at the November meeting.
- **SDC Closure Update** –  
12 NBRC Consumers at SDC, 4 will be moving this month and NBRC expects the remaining 8 will be out by the end of November.
- **Treasurers Report** –
  - A. E-Preliminary
  - B. Engagement Letter with CPA firm to start next Audit
- **Committee Reports** –

- |                                                                                                                          |        |
|--------------------------------------------------------------------------------------------------------------------------|--------|
| A. Executive Committee Update – Angel Hixson (20 min)                                                                    |        |
| a. NBRC Revised By-Laws will be an information item at the November meeting and then brought back for a vote in December | INFO   |
| b. New VAC Members                                                                                                       | INFO   |
| i. Stacey Martinez                                                                                                       |        |
| ii. Jamie Freymuth Thompson                                                                                              |        |
| c. Board Mentorship                                                                                                      | ACTION |
| i. Linda Plourde                                                                                                         |        |
| d. 2019 Board Meeting Schedule                                                                                           | ACTION |
| B. Vendor Advisory Committee Update – David Mauger, VAC Representative                                                   | INFO   |
| e. VAC Partnership Agreement                                                                                             | ACTION |
| C. Legislative Committee Update – Linda Plourde, Mentor to the Board                                                     | INFO   |
| D. Client Advisory Committee – Franklin Phillips, Chairperson                                                            | INFO   |

## **OTHER BUSINESS**

### **A. VAC Members**

Stacey Martinez and Jamie Freymuth Thompson were interviewed before the September 5<sup>th</sup> Board Meeting and their bios were read during the Regular Business Board meeting that evening.

**M/S/C (Pérez/Edmonds) Move the approval of VAC Members Stacey Martinez and Jamie Freymuth Thompson.** **UNANIMOUS**

### **B. Board Mentorship**

A Director may serve for one year as a “Board Mentor” to new Directors. Such Board Mentor shall have no voting privileges but may serve on Board committees in an advisory capacity with full Board approval. The role of the Mentor is to provide instruction and insight to new members.

**M/S/C (Edmonds-Norris/Pérez) Move that the Board elects Linda Plourde as a Board Mentor** **UNANIMOUS**

### **NBRC REVISED BY-LAWS**

The revisions will be in the November Board Packet as an informational item. Mike Monk made the revisions as the Board requested at the September 14<sup>th</sup> Board Retreat. The Board will need to approve them at the December Board Meeting.

### **PROPOSED 2019 BOARD MEETING SCHEDULE**

Two options were presented to the Board and option two was decided to be brought to the Board in November for a vote.

### **EXECUTIVE DIRECTOR’S REPORT** – Gabriel Rogin, NBRC Executive Director

#### **A. Areas with Findings from Draft CPA Audit –**

- 1) Purchasing
- 2) Payroll
- 3) Vendor Fiscal Monitoring
- 4) Delinquent Audit
- 5) Personal Electronic Devices

#### **B. Board Recruitment –**

- The Board currently has three Napa vacancies and one Sonoma vacancy.
- Rita asked the committee if the Board is still looking for an attorney because she knows of an attorney that does workshops for conservatorship and special needs trusts. She will reach out her contacts.

#### **C. Other –**

- The Executive Committee confirmed that Linda Plourde would give the Legislative Advisory Committee report at the Board Meetings.

**PUBLIC COMMENT: None**

**ADJOURNMENT:** Rita Edmonds-Norris, Vice President and Secretary, adjourned the meeting at 4:51 p.m.