



*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 Board Meeting scheduled as follows:

DATE: November 2, 2022

TIME: 6:00 pm

PLACE: Via Zoom

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplanVjOFItUT09>

Join by Phone:

Phone Number: 1-669-900-6833

Webinar ID: 897 0968 7840

Passcode: 912329

Se Habla Español

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 Janelle Santana 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
November 2, 2022, 6:00 p.m.

Join by Zoom Webinar:

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplanVjOFItUT09>

Join by Phone:

Phone Number: 1-669-900-6833 **Webinar ID:** 897 0968 7840 **Passcode:** 912329

- I. CALL TO ORDER – Rosemarie Pérez, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from October 5, 2022 be approved as submitted. (2 min) (pgs. 1-4) ACTION
- IV. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting, or if attending by phone, please text your name to (707) 320-3106 to sign up (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. NBRC'S BUDGET OVERVIEW – Isabel Calder, Chief Financial Officer (20 mins) INFO
- VI. CONTRACTS OVER \$250,000 – ACTION
 - A. Supported Living Services (SLS) – Courtney Singleton, Director of Community Services (15 min) (pgs. 6-10)
 - B. ECS Laserfiche Cloud Proposal – Isabel Calder, Chief Financial Officer (5 min) (pg. 11)
- VII. TREASURER'S REPORT – Andrea Bednarova, Treasurer
 - A. Treasurer's Report be approved as submitted. (5 min) (pgs. 12-13) ACTION
- VIII. COMMITTEE REPORTS –
 - A. Executive Committee Update – Rosemarie Pérez, President (5 min) INFO
 - i. Strategic Planning Update
 - ii. Approved D-1 Contract (pg. 14)
 - iii. Board Fund Requests
 - B. Cultural/Linguistic Competency Committee Update – Rosemarie Pérez, President (5 mins)
 - i. Board Policy – Employment First Policy (pg. 15) ACTION
 - C. Vendor Advisory Committee Update – Breeanne Burris, VAC Co-Chair (5 mins) (pgs. 16-19) INFO
 - D. Public Policy Advisory Committee Update – Breeanne Burris, VAC Representative (5 mins) INFO
 - E. Client Advisory Committee Update – Sara Speck, Secretary & CAC Co-Chair (5 mins) INFO
 - F. Prevention Committee Update – Joanne Giardello, Board Member (5 mins) INFO
 - G. Nominating Committee Update – Joanne Giardello, Board Member (5 mins) INFO
- IX. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (20 mins)
 - A. 2023 Board of Directors Training Plan (pg. 20) ACTION
 - B. Review Draft Quarterly 4731 Complaint Summary (pg. 21) INFO
- X. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- XI. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting, or if attending by phone, please text your name to (707) 320-3106 to sign up (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- XII. CLOSED SESSION – (30 mins)
 - A. Labor contract negotiations

B. 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 – 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.

NEXT MEETING ANNOUNCEMENT – The next Board Meeting will be a short business Board Meeting on December 7, 2022 at 6:00 pm.

North Bay Developmental Disabilities Services, Inc.
Board of Directors Regular Business Meeting
October 5, 2022, 6:00 p.m.
Via Zoom Webinar

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, President, Sonoma County
Breeanne Burris, VAC Representative
Joanne Giardello, Solano County
Candace White, Solano County

Andrea Bednarova, Treasurer
Sara Speck, Secretary, Solano County
Brien Farrell, Solano County
Jeremy Johnson, Vice President, Solano County
Ronald Gers, Sonoma County

NBRC BOARD MEMBERS ABSENT:

Jose Ayala, Napa County

Alexis Jarreau, Solano County

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director
Jennifer Crick, Director of Administrative Services
Kelly Weber, Case Management Supervisor

Beth DeWitt, Director of Client Services
Ellisa Reiff, Associate Director of Client Services
Mariam Guirguis, Executive Assistant - Compliance

GUESTS: (*Based on participants' names in the Zoom Webinar meeting)

Trinidad Lopez, ICS Interpreting Services
Cindy Cahill
Paula Finley – BI
Jeremy Hogan, UCPNB
Erik Martin, Oaks of Hebron
1-707-xxxx-264

Mary Agnes Nolan
Linda Plourde
Holly Armijo
Maxine Paula Milan, DDS
Joe Schunk

MINUTES

CALL TO ORDER – *Rosemarie Pérez, President*, called the regular business meeting to order at approximately 6:00 pm.

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

CONSIDERATION OF MINUTES –

- i. Regular Business Meeting Minutes from September 7, 2022 be approved as submitted.

M/S/C (Speck/Giardello) Moved to approve the minutes for September 7, 2022.

**APPROVED
UNANIMOUS**

GENERAL PUBLIC COMMENT – None

ADULT SERVICES OVERVIEW PRESENTATION –

Ellisa Reiff, Associate Director of Client Services, and Kelley Weber, Case Management Supervisor, presented an overview of adult services. The presentation can be found as an attachment next to the October 2022 Board Meeting packet on the NBRC Website.

- *Jeremy Johnson, Vice President*, noted the importance of NBRC notifying the community of generic resources.
- *Gabriel Rogin, Executive Director*, reiterated that communication is a priority at North Bay Regional Center. We are working on a process for distributing information out to people in a reliable and consistent way, utilizing multiple communication channels.

FY 2022-2023 PERFORMANCE CONTRACT

Gabriel Rogin, Executive Director, presented the FY 2022-2023 Performance Contract for approval. The contract can be found on pages 5-19 of the October 2022 Board Meeting packet on NBRC's website.

M/S/C (Speck/Bednarova) Moved to approve the Fiscal Year 2022-2023 Performance Contract.

**APPROVED
UNANIMOUS**

TREASURER'S REPORT –

A. Treasurer's Report be approved as submitted.

Andrea Bednarova, Treasurer, reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found in the October 2022 board packet.

M/S/C (Johnson/Speck) Motioned to approve the Treasurer's Report as submitted.

**APPROVED
UNANIMOUS**

COMMITTEE REPORTS –

A. Executive Committee Update –

Rosemarie Pérez, President, notified the Board of Directors of the following items recently discussed by the Executive Committee.

- i. Strategic Planning Update
 - a. *Rosemarie Pérez, President*, gave an update on the Strategic Planning Committee Meeting that occurred on September 30th.
 - i. The group discussed the five focus areas for NBRC for the next 3 years.
 1. Staff Retention & Development
 2. Housing Development
 3. Communication & Community Outreach
 4. Strengthening Self-Advocates
 5. Funding & Legislative Advocacy
 - ii. The group discussed the five values that were identified during the Strategic Planning Retreat.
 1. Humility
 2. Compassion
 3. Belonging
 4. Respect/Dignity
 5. Honesty/Integrity
 - iii. The next Strategic Planning Committee meeting is scheduled for October 27th at 10:00am.
 - ii. The Executive Committee approved a Board Opportunity Fund Request on September 14th. The summary of the request can be found on page 22 of the October 2022 Board Meeting packet.

B. Cultural/Linguistic Competency Committee (CLCC) Update –

Rosemarie Pérez, President, reviewed the draft Employment First Policy with the Board of Directors. The policy can be found on page 23 of the October 2022 Board Meeting packet. This policy will return for a vote at the November Board Meeting.

C. Vendor Advisory Committee (VAC) Update –

Breeanne Burris, VAC Co-Chair, noted the following regarding the recent Vendor Advisory Committee meeting.

- The committee discussed rates and advocacy.
- There's a pilot project around service outcomes that may impact vendor rates.
- Funding for Alternative Service Delivery will end on 12/31/2022. Vendors are preparing to safely serve individuals coming to in-person programs.
- We discussed the outcome of the heat wave and ways to prepare next time.
- Update about the Self-Determination Program – NBRC is enhancing their efforts to support

vendors in this process.

- The Vendor Fair in Napa had a great turnout, and it was great to see people in person. The Vendor Fair at NBRC's Santa Rosa office is on October 26th.

D. Public Policy Advisory Committee Update –

Breeanne Burris, VAC Representative, noted the following.

- We started off our meeting discussing the Standard Occupational Classification (SOC). If this is approved, it will provide a foundation for Direct Support Professional (DSP) rate setting and ultimately result in more stable wages.
- On September 12th, Assembly Bill 1663, went to the Governor's desk. This bill is in relation to conservatorship. It was signed and approved on September 30th.
- Senate Bill 870 – increase eligibility for regional center services from age 18 to 22 – did not get approved.
- We're still working on putting together a legislative event in Spring 2023.

E. Client Advisory Committee Update –

Sara Speck, Board Secretary & CAC Co-Chair, noted the following.

- The next Client Advisory Committee Meeting is on October 28th 1:00pm-2:30pm. The topics will be determined soon.

F. Prevention Committee Update –

Joanne Giardello, Board Member & Prevention Committee Chair, noted the following.

- Dr. Nora J. Baladerian, Ph.D., is a licensed clinical psychologist and a licensed marriage, child, and family counselor. Dr. Baladerian attended the Prevention Committee meeting and reviewed the goals and objectives.
- We are working on identifying dates to meet regularly.

G. Nominating Committee Update-

Joanne Giardello, Board Member & Nominating Committee Chair, noted the following.

- The next Nominating Committee meeting is on October 11th.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, reviewed the following with the Board of Directors.

- The Board of Directors reviewed a draft of the 2023 Board of Directors Training Plan that can be found on page 28 of the October 2022 Board Meeting packet.
 - Joanne Giardello, Board Member, suggested to add a training called "The Day in the Life of a Service Coordinator."
 - Brien Farrell, Board Member, suggested adding a detailed overview of caseload ratios and the impact it has on the work at the regional center.
 - Other additions needed: Diversity & Crisis Prevention
 - We will bring the training plan back next month for review.
- Approval of 2023 Board Meeting Locations
Gabriel Rogin, Executive Director, gave an update on setting up the board room for hybrid meetings. The Board of Directors agreed to having a regular business meeting on January 4, 2023.
M/S/C (Speck/Bednarova) Motioned to approve the 2023 Board Meeting Locations, including a regular business meeting on January 4, 2023.

APPROVED
1 Board Member OPPOSED
- Grassroots Day
 - The Grassroots Day event will be held in person on April 18th or April 19th, 2023 at Capitol Hill in Sacramento.
- NBRC is supporting providers and individuals served through the transition process from Alternative Service Delivery to in-person services.

- e. Thank you to the volunteers and guests that attended North Bay Regional Center's 50th Anniversary Celebration!
- f. Gabriel Rogin, Executive Director, reiterated the extraordinary work that's happening on a daily basis.

GOOD OF THE ORDER –

Sara Speck, Secretary, and Rosemarie Pérez, President, shared their excitement and gave kudos to the people that volunteered for the 50th Anniversary Celebration.

GENERAL PUBLIC COMMENT –

Mary Agnes Nolan, QA Coordinator for the National Core Indicators (NCI) Project, advising the Quality Assessment Project is now moving to the In Person Survey (IPS) cycle. Extensive training is currently taking place for the Independent Contractors who will soon start reaching out to the randomly selected consumers to initiate a meeting to have a confidential conversation regarding services starting in late October 2022 and will take place through June 2023. We are waiting for the Online Data Entry System (ODESA) to go "live" to proceed. A total of 400 completed surveys are needed from each Regional Center and the information gathered is valuable to help with improving the service system in California to individuals using services. Any assistance spreading the word about the project and encouraging individuals to participate would be appreciated.

Any questions regarding the project can be directed to MaryAgnes at MaryAgnes.Nolan@scdd.ca.gov. Cell number is 530-521-0067.

CLOSED SESSION –

The board moved into closed session at 8:03 pm to discuss labor contract negotiations and 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.

The board returned from the closed session at 8:53 pm and there was action taken.

M/S/C (Speck/Farrell) Moved to proceed with the timeline of the Executive Director's Performance Evaluation.

**APPROVED
UNANIMOUS**

ADJOURNMENT – *Rosemarie Pérez, President*, adjourned the regular business board meeting at 8:53 pm.



Board Meeting Locations 2023

6:00 pm – 8:00 pm

**Approved by Board of Directors on October 5, 2022.
M/S/C (Speck/Bednarova) Motioned to approve the 2023 Board Meeting
Locations.**

All Board Meetings will be held via Zoom videoconferencing until further notice.

January 4, 2023	Regular Business Meeting
February 1, 2023	Regular Business Meeting
March 1, 2023	Regular Business Meeting
April 5, 2023	Regular Business Meeting
May 3, 2023	Regular Business Meeting
June 7, 2023	<i>Annual Board Meeting</i>
July 5, 2023	Regular Business Meeting
August 2, 2023	<i>No Board Meeting – Board Retreat</i>
September 6, 2023	Regular Business Meeting
October 4, 2023	Regular Business Meeting
November 1, 2023	Regular Business Meeting
December 6, 2023	Short Business Meeting

Date submitted to NBRC Board for review

11/02/2022

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

 Operations ☐

 Purchase of Service ☒

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

Purpose of Contract	Consumers Served	Total Hours Billed FY 2022	Contractor Name and Vendor#	Term of Contract	Contract Amounts
Supported Living Service	69	268,727	A BRIGHT FUTURE, INC PN1129	01/01/23-12/31/23	\$ 8,732,678, Actual: 1/1/22-08/31/22 Estimated projected payment to exceed \$250,000
Serves individuals with higher needs at a 1:1 or in some instances 2:1 staff to client ratio.					
Supported Living Service	75	237,606	LIFEHOUSE, INC PN1008	01/01/23-12/31/23	\$ 6,756,350, Actual: 01/01/22-08/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	35	110,691	LYNN AND DARLA SUPPORTED PN0641	01/01/23-12/31/23	\$ 3,801,885, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	50	114,626	COMMUNITY CONNECTIONS PN1249	01/01/23-12/31/23	\$ 3,385,261, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	26	109,227	TAILORED LIVING CHOICES PN1239	01/01/23-12/31/23	\$ 2,941,477, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Serves individuals that have moved from Sonoma Developmental Center and other locked settings					

Supported Living Service	44	83,551	ON MY OWN INDEPENDENT PN0929	01/01/23-12/31/23	\$ 2,596,180, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	29	42,033	CONNECTIONS FOR LIFE PN0227	01/01/23-12/31/23	\$ 1,289,035, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	42	70,196	NEW BEGINNINGS PN0471	01/01/23-12/31/23	\$ 2,340,233, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	66	62,787	BECOMING IND SUPP LVG P20294	01/01/23-12/31/23	\$1,988,186, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service (Medical)	4	35,914	SPECIAL CARE SUPPORTED PN1065	01/01/23-12/31/23	\$ 1,304,753, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Serves individuals with medical needs that require nursing services. Provides Registered and Licensed Vocational Nursing Services to clients in Supported Living					
Supported Living Service	19	69,950	BAYBERRY INCORPORATED P20287	01/01/23-12/31/23	\$1,879,501, Actual: 01/01/22-8/31/2022 Estimated projected payment to exceed \$250,000
Supported Living Service (CPP,SDC)	21	83,566	STRATEGIES TO EMPOWER PN1067	01/01/23-12/31/23	\$2,208,310, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Serves individuals that have moved from Sonoma Developmental Center and other locked settings					
Supported Living Service	20	45,341	HELPING HAND SUPPORTIVE PN0914	01/01/23-12/31/23	\$ 1,372,390, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service (CPP)	12	39,144	INCLUSION SERVICES, LLC PN1014	01/01/23-12/31/23	\$ 1,303,600, Actual: 01/01/22-08/31/22 Estimated projected payment to exceed \$250,000
Serves individuals that have moved from locked settings					
Supported Living Service	27	28,311	LIGHTHOUSE LIVING SVCS PN0795	01/01/23-12/31/23	\$936,282, Actual: 01/01/22-08/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service (DC, CPP)	6	19,397	OMELAGAH, INC	01/01/23-12/31/23	\$612,416, Actual: 01/01/22-08/31/22 Estimated projected payment to exceed \$250,000

			PN1023		
Serves individuals that have moved from Porterville Developmental Center and other locked settings					
Supported Living Service	11	41,606	JAQU' FOUNDATION INC PN0660	01/01/23-12/31/23	\$1,354,768, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	5	8,331	WOOD SUPPORTED LIVING PN0981	01/01/23-12/31/23	\$ 250,125, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	31	26,247	OAKS OF HEBRON SUPP LVG P20286	01/01/23-12/31/23	\$672,813, Actual: 1/1/22-08/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	5	16,157	SEASONS SUPPORTED LIVING PN1168	01/01/23-12/31/23	\$ 468,202, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	13	42,467	ADVANCED SUPPORTIVE PN1134	01/01/23-12/31/23	\$1,413,962, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	3	16,128	SIDE BY SIDE SUPPORTED PN1100	01/01/23-12/31/23	\$ 394,007, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	7	13,790	WELLNESS SUPPORTED LIVING PN0519	01/01/23-12/31/23	\$ 466,404, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	4	10,839	NEW HORIZONS SLS, LLC PN1021	01/01/23-12/31/23	\$ 353,355, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	15	14,361	ATLAS COMMUNITY SERVICES PN1043	01/01/23-12/31/23	\$421,603, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	9	5,558	HEART'S DESIRE SUPPORTED PN1132	01/01/23-12/31/23	\$180,754, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000

Supported Living Service	26	72,161	A.A. LIVING OPPORTUNITIES PN1174	01/01/23-12/31/23	\$1,929,572, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
Supported Living Service	7	16,770	PEACE OF MIND SLS PN1194	01/01/23-12/31/23	\$474,525, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
New Vendor. Began services in March of 2021					
Supported Living Service	14	13,069	INFINITY & BEYOND PN1217	01/01/23-12/31/23	\$385,805, Actual: 01/01/22-08/31/22 Estimated projected payment to exceed \$250,000
New Vendor. Began services in August of 2021					
Supported Living Service	9	21,252	UNITED SUPPORTIVE LIVING PN1220	01/01/23-12/31/23	\$613,686, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
New Vendor. Began services in September of 2021					
Supported Living Service	19	10,986	TOMORROW HOUSE SUPPORTIVE LIVING PN1226	01/01/23-12/31/23	\$311,908, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
New Vendor. Began services in May of 2021					
Supported Living Service	6	6,342	BBMS SUPPORTIVE LIVING SERVICES PN1242	01/01/23-12/31/23	\$198,299, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
New Vendor. Began services in November of 2021					
Supported Living Services	6	6,859	COMMUNITY ANCHOR SERVICES PN1216	01/01/23-12/31/23	\$198,256, Actual: 01/01/22-8/31/22 Estimated projected payment to exceed \$250,000
New Vendor. Began services in April of 2021					

Summary:

Supported Living Services (SLS) consist of a broad range of services for adults with developmental disabilities who, through the Individual Program Plan (IPP) process, choose to live in homes they themselves own or lease in the community.

Supported Living Services may include:

- Assistance with selecting and moving into a home of one's choosing;
- Selecting staff and housemates;
- Acquiring household furnishings.
- Common daily living activities (shopping, cooking, medical appointments);
- Becoming a participating member in community life (fun); and,
- Managing personal financial affairs, as well as other supports
- Services are offered for as long and as often as needed, with flexibility to meet an individual's changing needs overtime

<https://www.dds.ca.gov/services/supported-living-services/>

Supported Living Services Principles - Lanterman Act -Welfare and Institutions Code §4689

The Department of Developmental Services, Regional Centers and Service Providers are charged with ensuring that supported living arrangements adhere to the following principles:

- Consumers shall be supported in living arrangements, which are typical of those in which persons without disabilities reside.
- The services or supports that a consumer receives shall change as his or her needs change without the consumer having to move elsewhere.
- The consumer's preference shall guide decisions concerning where and with whom he or she lives.
- Consumers shall have control over the environment within their own home.
- The purpose of furnishing services and supports to a consumer shall be to assist that individual to exercise choice in his or her life while building critical and durable relationships with other individuals.
- The services or supports shall be flexible and tailored to a consumer's needs and preferences.
- Services and supports are most effective when furnished where a person lives and within the context of his or her day-to-day activities.
- Consumers shall not be excluded from supported living arrangements based solely on the nature and severity of their disabilities.

Date submitted to NBRC Board for review

November 2, 2022

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

Operations ☒

Purchase of Service ☒

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

Purpose of Contract	Contractor Name and Vendor#	Term of Contract	Total Contract Amount	Notes
Upgrade security and support for document imaging	ECS Imaging, Inc. – Laserfiche Cloud Business	Annual renewal	\$340,000	One-Time Implementation \$112,500 30TB Cloud storage and 300 Users: \$227,500/annually
<p>This contract provides implementation and training which includes Configuration for Human Resources (HR), Information Technology (IT), Clinical Department, Accounting, Administration, and Case Management. Initial automation will be focused on HR onboarding and new Vendor applications. This vendor will ‘Train the Trainer’ and will work on the data conversion from our existing system to the new system.</p> <p>Ongoing services include 300 full user licenses, 30TB of Cloud storage. Laserfiche Cloud Security utilizes Amazon’s security platform and backs up the data four times a day, and every 6 hours thereafter to prevent any loss data.</p> <p>In addition to the advanced security features, this product provides a variety of add-ons that will implement efficiencies and assist with staff workload. Accessing and viewing documents will become much easier for staff with a link to client charts directly from SANDIS.</p> <p>Some of the added features are Workflow application, Advanced audit trail, Import agent (allows copies to be used as scanners), and LaserForms.</p>				



North Bay Regional Center Doug Cleveland Board Opportunity Fund November 2, 2022, Board Meeting

The Doug Cleveland Board Opportunity Fund ending balance as of September 30, 2022, was **\$70,605.98**.

Below are the transactions that occurred in the month of September 2022:

Donations and Deposits:

- One Donation \$ 11.14
- One Deposit (Amazon Smile) \$ 24.83

Awards:

- No grants were issued \$ 00.00

Ops Expenditures 3 month 21%	CFO Board Report As of September 30, 2022 25% of the fiscal year has elapsed					POS Expenditures 3 month 19%
OPERATIONS		Total Ops Allocation: \$				31,797,439
Total General Ops Contract: \$		30,836,188		Total CPP Contract: \$		-
General Ops Amount Available: \$		24,327,798		CPP Contract Amount Available: \$		-
						Total YTD
OPERATIONS EXPENSE (OPS)	YTD Actual	% by category	Forecast*			Actual + Forecast
Personnel	\$ 4,605,475	70.76%	\$ -	\$		4,605,475
Benefits	\$ 1,006,317	15.46%	\$ -	\$		1,006,317
Facilities	\$ 598,639	9.20%	\$ -	\$		598,639
Equipment	\$ 146,444	2.25%	\$ -	\$		146,444
Communications	\$ 55,168	0.85%	\$ -	\$		55,168
Mileage	\$ 29,234	0.45%	\$ -	\$		29,234
Legal	\$ 7,368	0.11%	\$ -	\$		7,368
General Office	\$ 12,486	0.19%	\$ -	\$		12,486
Consultants	\$ 73,956	1.14%	\$ -	\$		73,956
Bank Fee and LOC	\$ 8,217	0.13%	\$ -	\$		8,217
Other Expenses	\$ 22,393	0.34%	\$ -	\$		22,393
Revenue	\$ (57,307)	-0.88%	\$ -	\$		(57,307)
Community Placement Plan (CPP)	\$ -	0.00%	\$ -	\$		-
Total Operations Expenses		6,508,390	\$ -	\$		6,508,390
Senior Companion Program - Grant	YTD Actual	% by category	Forecast*			Actual + Forecast
Senior Companion Program - Grant	\$ 59,192	0%	\$ 229,162	\$		288,354
PURCHASE OF SERVICES		Total POS Allocation: \$				436,398,223
Total POS Contract: \$		436,398,223		Total CPP Contract: \$		-
POS Contract Amount Available: \$		352,938,346		CPP Contract Amount Available: \$		-
						Total YTD
PURCHASE OF SERVICES (POS)	YTD Actual	% YTD Total	Forecast*			Actual + Forecast*
Community Care Facilities	\$ 28,447,329	34.1%	\$ -	\$		28,447,329
Supported Living Services	\$ 20,842,849	25.0%	\$ -	\$		20,842,849
Day Programs	\$ 15,391,683	18.4%	\$ -	\$		15,391,683
Behavioral Services	\$ 6,853,642	8.2%	\$ -	\$		6,853,642
Other	\$ 5,643,576	6.8%	\$ -	\$		5,643,576
Transportation	\$ 2,689,972	3.2%	\$ -	\$		2,689,972
Respite	\$ 1,906,743	2.3%	\$ -	\$		1,906,743
Medical Services	\$ 1,684,083	2.0%	\$ -	\$		1,684,083
Community Placement Plan (CPP)	\$ -	0.0%	\$ -	\$		-
TOTAL POS EXPENSES		\$ 83,459,877	100.0%	\$ -		\$ 83,459,877
*This budget reflects through the D-1 for FY23.						
Total Regional Center Budget:				\$ 468,195,662		

Date submitted to NBRC Board for review

10/17/2022

Date approved by NBRC Board Executive Committee (if applicable)

10/17/2022

Date approved by NBRC Board

N/A

Operations ☒

Purchase of Service ☒

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

Purpose of Contract	Contractor Name and Vendor# (if applicable)	Term of Contract	Total Contract Amount	APPROVED	Notes
D-1 Contract for Fiscal Year 22/23	Department of Developmental Services	July 1, 2019 – June 30, 2026	\$468,195,661	M/S/C (Bednarova/Pérez)	The D-1 contract for FY 22/23 increases the amount for both Ops and POS. <ul style="list-style-type: none"> Ops: \$ 31,797,439 POS: \$436,398,222
<p>Operations:</p> <p>Senior Companion Program (Grant Funds) were reduced by \$79,401 from last year. The grant amount for this fiscal year is \$288,354. Policy Items increased by \$7,484,828. Much of this increased allocation is related to new policy items as follows:</p> <ol style="list-style-type: none"> 1. Early Start Part C to B Transitions 2. Early Start Eligibility 3. Reduced Caseload Ratio for Children through age 5 4. Performance Incentives – Reduced Caseload Ratios <p>The D-1 also included slight increases to prior policy items, specifically additional funding was included for Resources to Support Individuals who are Deaf and/or hard of hearing. The additional funding will allow for ASL interpreters.</p>					

**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.
BOARD OF DIRECTORS**

EMPLOYMENT FIRST

PURPOSE:

In alignment with California's Employment First Policy, North Bay Regional Center (NBRC) makes it the highest priority that integrated and competitive employment be the first option considered by planning teams. Competitive Integrated Employment (CIE) is employment, the same as for anyone with or without a disability. It is full or part-time work, that pays at least minimum wage or a wage equitable to what others earn doing the same work, and in a place with a diverse workforce. CIE also means having one's own business.

POLICY:

NBRC will lead by example in creating a culture where individuals can work and engage with their communities with the appropriate supports and advocacy. Addressing barriers such as benefits planning, transportation solutions and accommodations needs will be met through collaboration with the individual, their support teams, and their potential employer.

NBRC will ensure that services and resources are made available to meet the identified needs in a way that keeps the person informed and engaged throughout the process. NBRC will create an environment that encourages individuals to make informed choices when seeking employment in their community that aligns with their choices, strengths, and interests, with supports that meet their employment needs. Employment helps individuals achieve the highest level of independence and inclusivity. When individuals exercise this independence they are also contributing to their work environment and community.

NBRC promotes equitable, diverse and integrated employment in a positive environment, that acknowledge and respect the individual's culture and work interests. NBRC will advocate for diverse employment opportunities for individuals to be considered as a workforce for all types of work and industries, including supporting them to develop their own business. NBRC will also advocate for employment opportunities that provide challenging integrated work at competitive wages.

VAC MEETING MINUTES



Vendor Advisory Committee

North Bay Regional Center

September 9, 2022 at 10:00 am - 11:30 am
Via Zoom



- A. CALL TO ORDER- *Stacey Martinez*, VAC Co-Chair, called the meeting to order at 10:02 am.
- Roll Call of Voting Members: Stacey Martinez, Breeanne Burris, Eric Martin, Jeremy Hogan, Mike Lisenko, Jamie F Thompson, Jessica Sadowsky, Mary Eble (absent), Ali Tabatabai (absent), James Cox (absent), Michele Rogers (absent), Michelle Ramirez (absent).
 - Establish Quorum: established
- B. CONSIDERATION OF AGENDA
- Additions or modifications to this agenda by voting members – None
- C. APPROVAL OF MINUTES: **Action Item for VAC Voting Members**
- August 2022, Meeting Minutes- approved by Jessica Sadowsky. Seconded by Eric Martin. All in favor, none opposed.
- D. GROUP REPORTS
- Napa- Solano Vendor Group
Kelley Hanson reported the group did not meet this month.
 - Sonoma Vendor Group
Jamie F Thompson reported the group did not meet this month.
 - Residential – None
 - Housing – None
 - Transportation
Leticia Leon, R&D Transportation, reported the following.
 - Samantha Davis is no longer with the company. Please contact Anel Renteria, Customer Service Department Manager, with any transportation questions. anelr@rdtsi.com
 - Leticia Leon shared screen and reviewed the [Vehicle Exception Request Process](#).
 - Trade Associations
 - CDSA & CCLN
Jacquie V. Foss stated the following.
 - CCLN had numerous conversations with the Department of Developmental Services regarding the rate study.
 - We are seeking clarification on joint employment relationships.
 - There were conversations around the following topics:
 - Remote technology as it applies in a pilot program



- ii. Housing
<https://www.disabilityrightsca.org/what-we-do/programs/california-memorial-project-cmp>
 - iii. DDS Service Outcome Pilot
- ii. ANCOR
Linda Plourde, Bayberry Inc., noted the following.
 - a. ANCOR's Policy Summit Hill Day will be held on October 11th & 12th
 - i. Agenda for the event
<https://www.ancor.org/event/2022summit/>
- iii. ARC/UCP
 - 1. *Mike Lisenko* announced the UCP 2022 Conference on Latinos with Disabilities from 12pm-4pm EST (9am-1pm PST)
 - a. Information for the event is below:
<https://ucp.org/ucp-2022-conference-on-latinos-with-disabilities/>
 - 2. *Stacey Martinez, VAC Co-Chair*, shared about the pending bill – SB870. This bill would extend the eligibility age for regional center services to 22 years old.
 - 3. *Stacey Martinez, VAC Co-Chair*, shared about the development of a statewide coordinated system to work with the Neonatal Intensive Care Unit (NICU).
- g. NBRC Board Report
Breeanne Burris, VAC Co-Chair, reported the following.
 - Beth DeWitt, NBRC Director of Client Services, presented the revised Social Recreation Policy to the Board of Directors.
 - Courtney Singleton, NBRC Director of Community Services, presented the Fiscal Year 2022-2023 Performance Contract Draft.
 - Gabriel Rogin, NBRC Executive Director, gave an overview of the Regional Center Performance Measures.
 - Andrea Bednarova, Board Treasurer, was approved for her second term as a Board of Director.
 - Gabriel Rogin gave his Executive Director report.
 - The next meeting is on October 5th at 6pm.
- h. ARCA
Gabriel Rogin, NBRC Executive Director, noted the following:
 - We will keep the group posted on the status of the SB870 bill to expand the age of eligibility for regional center services to age 22.
 - Gabriel Rogin will keep the group posted on the process with remote technology.
 - Alternative Service Delivery (ASD) is ending at the end of December 2022. We're waiting for more guidance from DDS on this.
 - The power shut offs are happening. Please reach out to NBRC if you have particularly vulnerable people that need additional support.
 - North Bay Regional Center is actively engaged in the Strategic Planning process. We will keep the group updated.

- We are looking forward to the upcoming Vendor Fair and NBRC's 50th Anniversary Celebration!

Deanna Mobley, NBRC Director of Intake and Clinical Services, stated the following.

- COLOR, a platform for COVID-19 testing, is ending the Polymerase Chain Reaction (PCR) testing program on October 31st.
- Deanna Mobley will send an email to all vendors about the ability to order in-home antigen tests through the state.

Kelley Hanson inquired about the licensing requirements for COVID-19 testing.

- Gabriel Rogin, NBRC Executive Director, and Courtney Singleton, NBRC Director of Community Services, to look into this and connect with Kelley Hanson.

i. Committees/Subcommittees

i. Public Policy Advisory Committee (PPAC)

Linda Plourde, Bayberry Inc., shared the following items covered during the last meeting.

- North Bay Regional Center plans to have a legislative event in Spring 2023. We will keep you posted.
- Federal Legislation
 - The Build Back Better ACT was replaced with the Inflation Reduction Act and was approved.
 - HCBS was left out of the Inflation Reduction Act. Senator Bob Casey, Pennsylvania – Chair of Committee on Aging and Champion for HCBS, is partnering with ANCOR to advocate for HCBS funding.

ii. DSP Subcommittee

Stacey Martinez, VAC Co-Chair, reported she hasn't received any nominations. Please send your DSP nominations to nbrcvac@gmail.com.

iii. Cultural Diversity (Cultural Linguistic Competency)

Breeanne Burris, VAC Co-Chair, reported the following.

- The group looked over a calendar of the year and highlighted different awareness months/dates that might impact the individuals we serve. We will send it out as a resource soon.
- The next CLC meeting is this Thursday at 9am.

iv. Early Intervention/Early Start Subcommittee

Michele Rogers was not present during the meeting.

E. NBRC UPDATES:

a. Fiscal

Isabel Calder, Chief Financial Officer, notified the group of the following.

- If you are a Day Program or Residential provider and there are any discrepancies with your rates or hours, please email ebilling@nbrc.net.

b. Vendor Relations

Courtney Singleton, Director of Community Services, noted the following.

- The Vendor Fair is scheduled for next week, September 22nd 10am-12pm, at North Bay Regional Center's Napa office.

- NBRC will be begin reviewing vendor files biannually this month.
- c. Quality Assurance – None
- d. Self-Determination Program (SDP) – None

F. NEW BUSINESS

- a. Future VAC Meeting Locations (hybrid options)
 - i. December Networking Party – we will keep everyone updated on the possibility for hybrid options.
- b. Quality Incentive Indicators Update – None
- c. Preparations for End-of-Life Discussion
 - i. *Stacey Martinez, VAC Co-Chair*, asked the committee to email her if they're interested in continuing this conversation. nbrcvac@gmail.com

G. OLD BUSINESS

- a. Vendor Fair – September 22, 10am – 12pm at NBRC
 - i. RSVP: <https://forms.gle/nHbvACZQt8aSQ8LE9>

H. GENERAL ANNOUNCEMENTS

- a. Training/Events
 - i. Sprout Film Festival for Consumers, Friday, Sept. 16th @ 10:30am
 - 1. Join us at <https://us02web.zoom.us/j/82879848771>
 - ii. NBRC's 50th Anniversary Celebration, Wednesday, Sept. 28th @ 4pm
 - 1. Please RSVP at <http://evite.me/4QkBYj9Ker>
 - iii. Monthly Self-Advocacy Meetings
 - Tobias Weare shared the following.
 - o Staying Active – SCDD Advocacy Groups.
 - o The meetings are held on the 3rd Thursday of each month from 3:00-4:00pm. The next meeting is on September 15th, 2022 from 3:00pm – 4:00pm. Link to join: <https://us02web.zoom.us/j/89570286702>
 - o Self-Advocates and SCDD staff will facilitate these meetings.
 - o For more information, contact the SCDD North Bay office: (707) 648-4073 or email tobias.weare@scdd.ca.gov
 - iv. Geri Audette, NBRC Training and Communication Specialist, asked for a group of volunteers to participate in giving feedback on the development of a new website for NBRC. Please email geria@nbrc.net if you would like to join.
- b. Community Concerns - None
- c. Reminders
 - *Stacey Martinez, VAC Co-Chair*, stated that VAC is looking for a new VAC Voting Member. Ali Tabatabai's will end his term next month.
 - Please apply <https://forms.gle/SKdxUS4vBQ1E8T3Y9>

I. AGENDA ITEMS FOR FUTURE MEETINGS - None

J. ADJOURNMENT- *Stacey Martinez, VAC Co-Chair*, ended the meeting.

11:19AM



Board Training Plan 2023

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
Employment	One time	30 min	TBD	TBD
The Day in the Life of a Service Coordinator	One time	1 hour	TBD	TBD
Purchase of Service Expenditure Projections Overview	Annually	30 min	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
Disaster Preparedness	One Time	30 min	TBD	NBRC TBD
Housing Capacity and Development	One time	30 min	TBD	NBRC Housing Committee
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	Annually	1 hour	Beth DeWitt and Jennifer Crick	NBRC Director of Client Services and Administrative Services
The Impact of Caseload Ratios	One time	30 min	TBD	TBD
Crisis Prevention and Response	One time	30 min	TBD	TBD
Diversity, Equity and Belonging	One time	1.5 hours	TBD	TBD
Board Retreat - Board Governance, Whistleblower, Conflict of Interest and DDS Contract	Annually	4 hours	TBD	TBD
Performance Contract/ Disparity Report	Annually	30 min	Courtney Singleton	NBRC, Director of Community Services
Vendor Monitoring	One time	30 min	Courtney Singleton	NBRC Director of Community Services

4731 Reporting Summary to Board of Directors
July - September 2022

DRAFT

<u>Date Complaint Received by Regional Center</u>	<u>Date Proposed Resolution Sent to Consumer</u>	<u>Subject Matter of Complaint</u>	<u>Root Cause of Complaint</u>	<u>How Complaint was resolved</u>
6/7/2022	7/6/2022	Vendor Requirements	Concern of no support & retaliation from vendor	Allegations were inconclusive
			Proposed investigation of how provider delivers services to clients and how they count the hours they are delivering	No Violation Identified
			Change ILS provider	Additional consumer and/or regional center customer services were provided
7/15/2022	8/12/2022	Service Related	Change placement	Complaint was out-of-scope of W&I §4731
				Additional consumer and/or regional center customer services were provided
		Service Coordination	Change Senior Service Coordinator	Appeal process was explored
8/19/2022	9/19/2022	Service Related	Change placement	Complaint was out-of-scope of W&I §4731
				Additional consumer and/or regional center customer services were provided
		Service Coordination	Change Senior Service Coordinator	Appeal process was explored

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,603	15.4 %	MALES	6,749	64.8 %	OWN HOME	7,915	76.0 %
3 - 17	3,303	31.7 %	FEMALES	3,658	35.1 %	ILS	623	5.9 %
18 - 40	3,527	33.8 %				SLS	637	6.1 %
41 - 60	1,223	11.7 %				DC	11	.1 %
61 - 80	722	6.9 %				SNF	21	.2 %
						ICF	172	1.6 %
80 & OLDER	29	.2 %				CCF	747	7.1 %
						FOSTER CARE	197	1.8 %
						OTHER	84	.8 %
TOTAL:	10,407	100.0 %	TOTAL:	10,407	100.0 %	TOTAL:	10,407	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL	COUNTY	NUMBER	% TO TOTAL
MIXED	646	6.2 %	AUTISM	3,384	32.5 %	28. NAPA	1,261	12.1 %
ASIAN	266	2.5 %	EPILEPSY	1,019	9.7 %	48. SOLANO	4,549	43.7 %
BLACK	859	8.2 %	CEREBRAL PALSY	888	8.5 %	49. SONOMA	4,471	42.9 %
FILIPINO	379	3.6 %	MENTAL RETARDATION	4,581	44.0 %			.0 %
NATIVE AMERICAN	42	.4 %	OTHER	918	8.8 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,797	26.8 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,352	41.8 %						.0 %
OTHER	326	3.1 %						.0 %
UNKNOWN	740	7.1 %						.0 %
						OTHER	126	1.2 %
TOTAL:	10,407	100.0 %				TOTAL:	10,407	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	27	.2 %	0	673	6.4
ENGLISH	8,531	81.9 %	1	1,274	12.2
SPANISH	1,705	16.3 %	2	8,345	80.1
OTHER LATIN LANG.	1	.0 %	3		
CANTONESE CHINESE	7	.0 %	U	104	
MADARIN CHINESE	7	.0 %	8	11	
JAPANESE	2	.0 %			
VIETNAMESE	14	.1 %			
KOREAN	4	.0 %			
LAOTIAN	3	.0 %			
CAMBODIAN	2	.0 %			
OTHER ASIAN LANG.	5	.0 %			
RUSSIAN	4	.0 %			
ALL OTHER LANG.	95	.9 %			
TOTAL	10,407	100.0 %	TOTAL	10,407	100.0



FAIR HEARING & MEDIATION UPDATE

OCTOBER 1, 2022 – OCTOBER 31, 2022

Eligibility (22-2)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation completed. Fair Hearing occurred.
Eligibility (22-5)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Placement (22-6)	<u>Reason for Appeal:</u> Claimant appeals placement. <u>Ruling:</u> Mediation completed. Resolution found.