



*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 meeting scheduled as follows:

**DATE:** November 4, 2020

**TIME:** 6:00 pm

**PLACE:** Via Zoom Webinar

**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

**Español traducción:**

Numero: 1-844-621-3956

Código de acceso: 130 197 75

ID: '#' (*libra de prensa*)

**Agenda Enclosed**

**Board Related Meetings:**

- The next Vendor Advisory Committee meeting will be on November 10, 2020 at 10:00am.
- The next Cultural and Linguistic Competency Committee meeting will be on November 19, 2020 at 12:00pm.
- The next Client Advisory Committee meeting will be on November 6, 2020 at 1:00pm.
- The next Legislative Advisory Committee meeting will be on November 24, 2020 at 10:00am.

**REMINDER:** Notices are posted at [www.nbrc.net](http://www.nbrc.net). All meetings are made accessible to persons with disabilities and all members of the public are welcome to attend. Please contact Danielle Bernardo 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**

**Wednesday, November 4, 2020, 6:00 p.m.**

**Join by Zoom Webinar:**

<https://us02web.zoom.us/j/89709687840?pwd=QjllcTc0dzBBNXA2OEplLanVjOFItUT09>

**Join by Phone:**

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- I. CALL TO ORDER – Angel Hixson, President
- II. ROLL CALL AND INTRODUCTIONS – Sara Speck, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Meeting Minutes from the October 7, 2020 Regular Business Board Meeting be approved as submitted. (Pgs. 1-5) (2 min) ACTION
- IV. GENERAL PUBLIC COMMENT – Please use the chat in the Zoom meeting to sign up, or if attending by phone, please text your name to (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- V. DDS AUDIT FISCAL YEARS 18-19 AND 19-20 –
  - A. Overview – Isabel Calder, Chief Financial Officer (Pgs. 6-13) (15 min) INFO
  - B. Board Opportunity Fund Request for Senior Companion Program – Gabriel Rogin, Executive Director (3 min) ACTION
- VI. CONTRACTS OVER \$250,000 – Courtney Singleton, Director of Community Services (15 min)
  - A. Residential Homes (Pg. 14)
  - B. Supported Living Services (Pgs. 15-18)
- VII. TREASURER'S REPORT – Rosemarie Pérez, Treasurer
  - A. Treasurer's Report be approved as submitted (Pgs. 19-20) ACTION
- VIII. COMMITTEE REPORTS –
  - A. Nominating Committee – Angel Hixson, Board President (5 min)
    - a. Removal of a Board Member, Abel Moya (Pg. 21) INFO
  - B. Vendor Advisory Committee Update – Ali Tabatabai, VAC Rep. (Pgs. 22-25) (5 min) INFO
  - C. Legislative Advisory Committee Update – Ali Tabatabai, VAC Rep. (5 min) INFO
  - D. Cultural and Linguistic Competency Committee Update – Rosemarie Pérez, Treasurer (5 min) INFO
  - E. Client Advisory Committee Update – Franklin Phillips, Board Mentor, CAC Chair
    - a. Date Change: November 6, 2020 1:00 pm (Pg. 26) INFO
- IX. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (5 min) 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 to sign up, or if attending by phone, please text your name to (707) 501-0065 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)

XII. CLOSED SESSION

- A. Labor contract negotiations
- B. A matter specifically dealing with a particular regional center client
- C. Executive Director Performance Evaluation

ACTION  
INFO  
INFO

XIII. RETURN FROM CLOSED SESSION

- A. Report on any action taken during the closed session.

XIV. ADJOURNMENT

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 on December 2, 2020 at 6:00 pm via Zoom.
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**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
October 7, 2020, 6:00 p.m.  
Via Zoom**

**MINUTES**

**NBRC BOARD MEMBERS PRESENT:**

Sara Speck, Secretary, Solano County  
Rosemarie Pérez, Treasurer, Sonoma County  
Jose Ayala, Napa County  
Andrea Bednarova

Jeremy Johnson, Vice President, Solano County  
Angel Hixson, President, Solano County  
Lynette Stagner, Napa County  
Rita Edmonds-Norris, Solano County  
Ali Tabatabai, VAC Representative, Napa County

**NBRC BOARD MEMBERS ABSENT:**

Abel Moya, Sonoma County

Alexis Jarreau, Solano County  
Hue Truong, Sonoma County

**NBRC STAFF PRESENT**

Danielle Bernardo, Executive Assistant  
Lindsay Franco, Diversity and Equity Specialist  
Dr. Katie Pedgrift, Psychologist  
Dee Skrzypczak, Fiscal Supervisor  
Joanne Giardello, Case Management Supervisor

Gabriel Rogin, Executive Director  
Isabel Calder, Chief Financial Officer  
Jennifer Crick, Acting Director of Administrative Services  
Courtney Singleton, Director of Community Services  
Beth DeWitt, Director of Client Services  
Deanna Mobley, Associate Director of Client Services  
Ellisa Reiff, Case Management Supervisor

**GUESTS:** (\*Based on participants names in the Zoom meeting.)\*

Angeles Higareda, Community  
Breeanne Burris (24 Hour Home Care)  
Derek Hearthtower, Community  
Edith Thomas, Connections 4 Life  
Holly Pagel, Connections 4 Life  
Jerry Corradi, WineBev

Leticia Robles, Pacific Homecare Services  
Maxine Milam, DDS  
Morgan, New Leaf  
Orlando O'Shea, Community  
Paula Finley, Telecare  
Rhonda, Community  
Joe Schunk, Community  
Justin Hamilton Hole, Community

**CALL TO ORDER** – *Angel Hixson, President*, called the regular business meeting to order at 6:04 pm.

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

**CONSIDERATION OF MINUTES** –

**M/S/C (Speck/Pérez) Move that the minutes of the September 2, 2020 regular business board meeting be approved as submitted.**

**UNANIMOUS**

**GENERAL PUBLIC COMMENT** –

*Morgan, Operations, New Leaf Solutions*, noted their contract is on the agenda for renewal this evening. She shared information regarding New Leaf's internal improvements and also noted the following: New Leaf is a representative payee agency appointed by the Social Security Administration. New Leaf serves individuals with developmental disabilities who need support and benefits and have no one else in their life. New Leaf uses benefits received to pay for rent, food, and other needs of our clients.

*Orlando O'Shea, Parent of a 21 year old individual served by the regional center*, noted his son was moved into Northern Star Crisis Care Home and is stabilized. In 2019 he was moved to Beck Lane, in Vacaville. Mr. O'Shea alleged that his son was neglected, abused, thrown outside naked as punishment and that he was sexually harassed by staff. Mr. O'Shea noted school staff reported his son was sent to school with clothes that did not fit him and he was full of urine. His behaviors skyrocketed causing him to face legal charges. Mr. O'Shea's son recently returned to Northern Star

and his behaviors have decreased significantly. Mr. O'Shea noted that the placement was highly detrimental to his son's well-being. Mr. O'Shea alleges that he received silence from the regional center during that year of advocating for his son. Based on Mr. O'Shea's experience, he created a North Bay Regional Center Accountability Task Force group on Facebook. The goal of the task force is to work collaboratively with NBRC, as well as offering checks and balances to ensure client centered care.

*Justin Hamilton Hole, Individual served by the regional,* noted he has not received his bus pass.

#### **ETHNIC DISPARITY REPORT –**

*Lindsay Franco, Diversity and Equity Specialist,* presented the Ethnic Disparity Report. The Ethnic Disparity Report can be found on pages 5-8 of the October 2020 board packet.

#### **MHSA GRANT SOCIAL-SEXUAL EDUCATION PROJECT –**

*Dr. Katie Pedgrift, NBRC Psychologist,* presented the MHSA (Mental Health Services Act) Grant Social-Sexual Education Project. The presentation can be found on pages 9-36 of the October 2020 board packet. The curriculum is available to the public at [relationshipsdecoded.com](http://relationshipsdecoded.com).

The Board noted how much they appreciated Dr. Pedgrift's presentation and they really enjoyed it.

- *Ali Tabatabai, VAC Representative,* noted this is an important topic. Ali asked if this project continues to be funded. He also asked if Dr. Pedgrift would be willing to present the project at a VAC meeting.
- *Dr. Pedgrift* noted it is funded for the next 3 years and the goal is to have the funding continue. Dr. Pedgrift noted she would be willing to present to the VAC.

#### **FY 2020-2021 PERFORMANCE CONTRACT –**

*Courtney Singleton, Director of Community Services,* brought the Performance Contract that was presented at the September meeting back for a vote. There were no proposed changes. The Performance Contract can be found on pages 37-46 of the October 2020 board packet.

**M/S/C (Speck/Bednarova) Move to approval the 2020-2021 Performance Contract.**

**UNANIMOUS**

#### **CONTRACT OVER \$250,000**

##### **A. New Leaf Solutions –**

- ❖ *Ali Tabatabai, VAC Representative,* recused himself and was put into a breakout room. Mr. Tabatabai is the Executive Director of New Leaf Solutions.

*Courtney Singleton, Director of Community Services,* presented the New Leaf Solution's contract for approval.

**M/S/C (Johnson/Edmonds-Norris) Moved to approve New Leaf Solutions contract noted on the attached spreadsheet.**

**7 out of 9 board members, Johnson, Hixson, Stagner, Edmonds-Norris, Speck, Ayala, and Bednarova voted in favor. APPROVED**

**Pérez ABSTAINED**

- ❖ *Ali Tabatabai, VAC Representative,* returned from the breakout room.

#### **TREASURER'S REPORT –**

##### **A. Treasurer's Report be approved as submitted**

*Rosemarie Pérez, Treasurer,* reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found on pages 48-49 of the October 2020 board packet.

**M/S/C (Speck/Bednarova) Move to approve the Treasurer's Report as submitted.**

**UNANIMOUS**

#### **COMMITTEE REPORTS –**

##### **A. Executive Committee –**

*Angel Hixson, President* noted the Executive Committee met on September 21, 2020. The Committee approved two items.

- **B-1 Contract** – the B-1 contract amendment was approved and can be found on page 50 of the October 2020 board packet.
- **Doug Cleveland Board Opportunity Fund donations to help fire victims** –  
The Executive Committee approved additional funding from the Board Opportunity Fund to purchase gift cards to support NBRC clients and families who suffered significant loss during the recent fires. The Board originally approved 10, \$100 gift cards for families at the September board meeting. The Executive Committee decided to increase the amount from \$100 to \$200. The total amount approved was \$2,400. \$200 each for 12 families. The Executive Committee also gave the Executive Director approval to purchase additional gift cards if needed. (For a total of 15 gift cards)

**B. Nominating Committee – *Angel Hixson, President***

a. Proposed Board Member:

- Derek Hearthtower (to serve October 01, 2020 – September 31, 2023)

The Nominating Committee recommended Derek Hearthtower for membership on the Board. Mr. Hearthtower was introduced at the September board meeting and was brought back for a vote during the October meeting. Mr. Hearthtower's bio can be found on page 51 of the October 2020 board packet.

- ❖ *Before voting, Angel Hixson asked Mr. Hearthtower to say a few words about why he is interested in serving on the Board.*
- *Derek Hearthtower* noted he is involved in supporting his peers by helping them organize meetings and creating writing communication tools. He knows what it's like to not feel safe and have no one that understands him. He also knows what it's like to want to reach out for help but feel like it isn't worth it because of all of the challenges. Mr. Hearthtower firmly believes that Autistics can change the world and if they could be accepted for who they are, all would see that. If Mr. Hearthtower were to become a Board member he would use it to become a voice for the community.
- ❖ *Before voting, Mr. Hearthtower was moved into a breakout room and brought back after the vote. It was noted Mr. Hearthtower's unique perspective would be a wonderful addition to the Board.*

**M/S/C (Edmonds-Norris/Speck) Move that Derek Hearthtower be seated on the Board.  
UNANIMOUS**

**C. Vendor Advisory Committee Update –**

*Ali Tabatabai, VAC Representative*, noted the VAC members created a workgroup to explore who our most exemplary providers in our community are and to work towards a monthly recognition. Minutes from the September 8<sup>th</sup> VAC meeting can be found on pages 52-56 of the October 2020 board packet.

**D. Legislative Advisory Committee Update –**

*Ali Tabatabai, VAC Representative*, noted the committee met on September 29<sup>th</sup>.

- The committee is keeping an eye on the HEROEs Act. It is supposed to be the second version of a COVID-19 stimulus package.
- The thank you letter to local legislators for their support of our system during federal budget cuts has been mailed out.
- There are new employment requirements that were signed into law by Governor Newsom. If an employee tests positive for COVID-19, the employer has to notify the rest of the employees of the potential exposure. You must report it to your local health agency within 48 hours. It does not apply to those who are working remotely.

- There is a workgroup developing an advocacy campaign to support the visibility of Direct Support Professionals. A “You need to know me, I am a DSP” banner and visuals are being created that will soon be delivered to legislators and policy makers.
  - The next meeting is on October 28<sup>th</sup>.
- E. Cultural and Linguistic Competency Committee Update –**  
*Rosemarie Pérez, Treasurer*, noted the committee had its first meeting on September 25<sup>th</sup>. There were 12 people in attendance including 2 board members and NBRC staff.
- The next meeting will be on October 22<sup>nd</sup>.
- F. Client Advisory Committee Update –** Franklin Phillips, Board Mentor, CAC Chair  
*Franklin Phillips, Board Mentor, CAC Chair*, noted the next CAC meeting will be on October 23, 2020 1:00 – 2:30 pm. Franklin noted he is discussing future meeting topics with Gabriel and Sara.

## **EXECUTIVE DIRECTOR’S REPORT –**

*Gabriel Rogin, Executive Director*, noted the following:

- Gabriel acknowledged the great work Lindsay Franco and Dr. Pedgrift shared during their presentations. Their presentations are just a few examples of the fantastic work happening every day within the regional center.
- The LNU Lighting Complex fire that was reported on last month is not yet fully extinguished. Now our community is dealing with an additional fire, the Glass Fire. Gabriel noted it really is devastating, financially, and emotionally.
  - o 287 clients have evacuated from the Glass Fire, and 241 have been contacted. The regional center continues to send out alerts of evacuation warnings and orders. NBRC tracks the number of people evacuated and notifies DDS.
  - o The gift cards for the LNU Lightning Complex fires were a thoughtful gesture. Staff will let the board know if gift cards are needed for the Glass Fires.
- There’s been a few COVID outbreaks recently, among Service Provider staff and a few clients. We are still paying close attention to COVID.
  - o We are currently aware of 46 positive cases among clients. 1 of those individuals are in the hospital in serious condition.
- Alternative Services Delivery: Staff are working hard to remain supportive and collaborative to our Service Provider community.
  - o Service Providers are engaging in team meetings. Individuals are making choices about going out into the community/program. Service Providers are evolving their services.
- NBRC is wrapping up the DDS fiscal/compliance audit. It’s a very clean audit. There are a few areas and procedures that NBRC needs to modify.
- Our audit exit meeting is Friday, October 9<sup>th</sup> at 10:00 am.

## **GOOD OF THE ORDER –**

- *Rosemarie Pérez, Treasurer*, noted how unbelievable NBRC staff is. She acknowledged our Service Providers for all of their heroic work and commitment.

## **GENERAL PUBLIC COMMENT – None**

**ADJOURNMENT –** *Angel Hixson, President*, adjourned the regular business meeting at 8:12 pm.

Date submitted to NBRC Board for review

10/07/2020

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

10/07/2020

Operations ☐

Purchase of Service ☒

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

Purpose of Contract	Contractor Name and Vendor# (if applicable)	Term of Contract	Approved	M/S/C	Notes
Money Management/ Representative Payee  1150 Consumers Served	New Leaf Solutions- PN1016	11/1/20-10/31/23	YES	(Johnson/Edmonds- Norris)  Tabatabai RECUSAL Pérez ABSTAINED	751,824 Annually not to exceed  \$27.24/Per Hour. Minimum 2 hours per client

**Summary:**

New Leaf provides money management services to individuals served by NBRC that are unable to manage their funds without assistance. With help from a consumer's support team, New Leaf Solutions develops a detailed budget to organize a client's monthly expenses. These expenses can include rent, grocery funds, utility bills, funds for personal expenses, medical expenses, and other recurring monthly expenses. New Leaf will pay rent and bills directly to landlords and agencies whenever possible. New Leaf will save any funds left over at the end of each month in the consumer's trust account. Conserved funds are monitored with total resources not to exceed resource maximums for SSI and Medi-Cal beneficiaries. Money management services work with the consumer and their planning teams for spending on additional purchases such as, clothing, furniture, entertainment, or other personal comfort items. New Leaf sends checks and completes direct deposits every Tuesday and Thursday, with additional reimbursements scheduled around the 1<sup>st</sup> and 3<sup>rd</sup> when SSI and Social Security deposits are received.



# DDS Audit Summary

FY 2018-2019 and FY 2019-2020

# Audit Overview

- ▶ Authority for the audit
  - ▶ Welfare and Institutions Code, Section 4780.5
  - ▶ Regional Center contract with Department of Developmental Services (DDS)
- ▶ Audit Period
  - ▶ July 1, 2018 through June 30, 2020
- ▶ Audit Criteria
  - ▶ Welfare and Institutions Code
  - ▶ California Code of Regulations Title 17
  - ▶ Regional Center contract with DDS
- ▶ Audit phases
  - ▶ Fieldwork
  - ▶ Report Processing and Review
  - ▶ Informal Exit
  - ▶ Final Report

# Financial Compliance

## ► Operations Expenses

- Bank Reconciliations
- Credit Cards
- Cash Analysis
- Payroll
- Overhead allocation
- Inventory
- Senior Companion Grant Program

Overhead Allocation

Budget and State Claims process

UFS Reconciliation

Caseload Ratio

Rent Survey

Operations Vendors/Consultants

# POS Expenditures

- ▶ POS Expenses - 100 files
- ▶ Vendor Files - 100 files
- ▶ Median Rates
- ▶ Transportation and Negotiated Rates
- ▶ Electronic Billing
- ▶ Electronic Storage

# POS Expenditures continued

- ▶ Procurement - Board approval for contracts over \$250,000
- ▶ Indicators -
  - ▶ Duplicate payments,
  - ▶ Overlapping authorizations
- ▶ Deceased Consumers - 20 files

# Other Funding Sources

- ▶ Part C - Services for children under the age of 3 years
- ▶ Community Placement Program
- ▶ Annual Family Program Fee
- ▶ Family Cost Participation Program
- ▶ Parental Fee Program
- ▶ Donation Accounts - Doug Cleveland Opportunity Fund

# Other Audit Areas

- ▶ Conflict of Interest - Board of Directors
- ▶ Internal Controls
- ▶ Independent CPA Audit Report (Marcum)
- ▶ Resolution of prior audit findings
- ▶ Policy and Procedures

# Audit Results

- ▶ There were a total of 35 audit sections that were reviewed.
- ▶ As of the end of October, there were 5 exceptions pending which included the following:
  - ▶ Missing 7 death certificates - *Pending*
    - ▶ Have been requested
  - ▶ Conflict of Interests (COI) - Board Members - **Exception**
    - ▶ 9 COIs were not submitted timely to DDS by 8/1
    - ▶ 1 COI was not completed within 30 days of being appointed
  - ▶ Representative Payee - *Pending*
    - ▶ Discussion related to services and rate
  - ▶ Senior Companion - **Exception**
    - ▶ Error in timecard formulas \$941.98 overpayment and \$391.20 Underpayment



Date submitted to NBRC Board for review

11/04/2020

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	Contractor Name and Vendor#	Term of Contract	Contract Amounts	Notes
Specialized Residential Facility	4	Kalusugan Home (HN0452)	01/01/21-12/31/23	\$ 20,463/Per client per month \$ 982,224 Annual Contract	

**Summary:**

A specialized residential facility is a home licensed by California Social Services, Department of Community Care Licensing and vendored by North Bay Regional Center to serve individuals with medical and or behavioral needs. This home provides 337 staffing hours, 40 hours of Lead Staff and 40 hours of a House Manager per week of which 40 hours are a Lead Staff on shift. Each individual receives 16 hours per quarter of consultation services by a licensed professional (Registered Nurse, Physical Therapist or Psychologist). Each individual has his or her own room.

Purpose of Contract	Consumers Served	Contractor Name and Vendor#	Term of Contract	Contract Amounts	Notes
Adult Residential Facility for Persons with Special Healthcare needs	5	NEA dba Narasol Home (HN0420)	01/01/21-12/31/23	\$ 22,900.1/Per client per month \$ 1,374,007/Annual Contract	

**Summary:**

An Adult Residential Facility for Persons with Special Healthcare Needs (ARFPSHN) is a four or five bedroom home licensed by Department of Social Services-Community Care Licensing, certified by The Department of Developmental Services and vendored by a regional center. An ARFPSHN provides care to individuals that require 24 hour licensed nursing care in a home setting. Staffing requirements are two staff to five individuals, with 24 hours a day of licensed nursing of which 40 hours a week must be a Registered Nurse. Individuals also receive 60 day in home visits by their physician. Individuals in these homes are some of NBRC's most medically fragile. Each individual has his or her own room. This home was developed for people moving from Sonoma Developmental Center.

**Acronyms**

SDC-Sonoma Developmental Center

DC- Developmental Center

CPP-Community Placement Plan



Date submitted to NBRC Board for review

11/04/20Operations ☐Date approved by NBRC Board Executive Committee (if applicable) N/APurchase of Service ☒

Date approved by NBRC Board

The following contracts have been reviewed by Courtney Singleton, Director 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 2019-20	Contractor Name and Vendor#	Term of Contract	Contract Amounts
Supported Living Service	57	265,416	A BRIGHT FUTURE SLS PN1129	01/01/21-12/31/21	\$ 7,973,900 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	62	173,437	COMMUNITY CONNECTIONS P21003	01/01/21-12/31/21	\$ 4,940,767 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	12	4,243	ATLAS COMMUNITY SVCS PN1043	01/01/21-12/31/21	\$ 572,063 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	22	180,166	BAYBERRY INC. P20287	01/01/21-12/31/21	\$ 2,554,200 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	73	113,644	BECOMING IND SUPP LVG P20294	01/01/21-12/31/21	\$ 3,158,178 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	49	118,413	CONNECTIONS FOR LIFE PN0227	01/01/21-12/31/21	\$3,387,605 Actual FY 2019-20 Estimated projected payment to exceed \$250,000

**Acronyms****SDC**-Sonoma Developmental Center**DC**- Developmental Center**CPP**-Community Placement Plan

Supported Living Service	21	83,564	HELPING HAND PN0914	01/01/21-12/31/21	\$ 2,276,230 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service (CPP)	18	72,147	INCLUSION SERVICES, LLC PN1014	01/01/21-12/31/21	\$ 2,233,469 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	7	26,398	JAQUT' FOUNDATION INC PN0660	01/01/21-12/31/21	\$ 798,791 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	75	247,622	LIFEHOUSE, INC PN1008	01/01/21-12/31/21	\$ 6,213,031 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	27	42,006	LIGHTHOUSE LIVING SVCS PN0795	01/01/21-12/31/21	\$ 1,340,406 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	37	183,075	LYNN AND DARLA SLS PN0641	01/01/21-12/31/21	\$ 5,771.391 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	50	106,533	NEW BEGINNINGS PN0471	01/01/21-12/31/21	\$ 3,305,857 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	5	25,218	NEW HORIZONS SLS, LLC PN1021	01/01/21-12/31/21	\$ 725,612 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	30	38,013	OAKS OF HEBRON SLS P20286	01/01/21-12/31/21	\$940,555 Actual FY 2019-20 Estimated projected payment to exceed \$250,000

**Acronyms****SDC**-Sonoma Developmental Center**DC**- Developmental Center**CPP**-Community Placement Plan

Supported Living Service (DC, CPP)	8	4,854	OMELAGAH, INC PN1023	01/01/21-12/31/21	\$ 1,407,790 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	46	135,175	ON MY OWN INDEPENDENT PN0929	01/01/21-12/31/21	\$ 3,771,086 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	11	36,077	SEASONS SUPPORTED LVG PN1168	01/01/21-12/31/21	\$894,467 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	9	19,499	SIDE BY SIDE SUPPORTED LIVING PN1100	01/01/21-12/31/21	\$ 546,592 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service (Medical)	6	90,637	SPECIAL CARE SUPPORTED PN1065	01/01/21-12/31/21	\$2,945,439 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service (SDC, CPP)	17	97,655	STRATEGIES TO EMPOWER PN1067	01/01/21-12/31/21	\$ 2,373,434 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service (SDC, CPP)	31	165,008	TAILORED LIVING CHOICES PN0473	01/01/21-12/31/21	\$ 4,160,047 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	15	36,153	WOOD SUPPORTED LIVING PN0981	01/01/21-12/31/21	\$ 1,085,943 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	8	16,755	HEART'S DESIRE SUPPORTED LIVING PN1132	01/01/21-12/31/21	\$ 469,128 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	10	3,669	AA LIVING OPPORTUNITIES PN1174	01/01/21-12/31/21	\$ 47,707 Actual FY 2019-20 Estimated projected payment to exceed \$250,000

## Acronyms

**SDC**-Sonoma Developmental Center

**DC**- Developmental Center

**CPP**-Community Placement Plan



Supported Living Service	4	11,741	ADVANCED SUPPORTED LIVING PN1134	01/01/21-12/31/21	\$ 364,824 Actual FY 2019-20 Estimated projected payment to exceed \$250,000
Supported Living Service	17	21,544	WELLNESS SUPPORTED LIVING PN0519	01/01/21-12/31/21	\$681,855 Actual FY 2019-20 Estimated projected payment to exceed \$250,000

### 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

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.

<https://www.dds.ca.gov/SLS/Index.cfm>



# **North Bay Regional Center Doug Cleveland Board Opportunity Fund November 4, 2020 Board Meeting**

This month we are pleased to announce that the banking has successfully been transitioned to US Bank.

The Doug Cleveland Board Opportunity Fund ending balance as of September 30, 2020 was **\$66,188.67**.

There were no awards issued. The only activity on the account included the purchase of gift cards for families affected by COVID (50 \$50.00 cards) and the fires (12 \$100.00 cards).

The account had a service charge in the amount of \$141.45 which included the check stock order and a \$14.00 bank fee. NBRC is working with US Bank to have the bank fees waived.

Ops Expenditures 3 months 24%	North Bay Regional Center CFO Board Report As of September 30, 2020 25% of the fiscal year has elapsed				POS Expenditures 3 months 25%
OPERATIONS					
Total Ops Allocation: \$ 23,761,066					
Total General Ops Contract: \$ 22,723,920		Total CPP Contract: \$ 677,892			
General Ops Amount Available: \$ 17,103,999		CPP Contract Amount Available: \$ 677,892			
Total YTD					
OPERATIONS EXPENSE (OPS)	YTD Actual	% by category	Forecast*	Actual + Forecast	
Personnel	\$ 3,869,326	68.85%	\$ -	\$	3,869,326
Benefits	\$ 1,001,631	17.82%	\$ -	\$	1,001,631
Facilities	\$ 552,830	9.84%	\$ -	\$	552,830
Equipment	\$ 107,487	1.91%	\$ -	\$	107,487
Communications	\$ 38,886	0.69%	\$ -	\$	38,886
Mileage	\$ 2,143	0.04%	\$ -	\$	2,143
Legal	\$ 3,421	0.06%	\$ -	\$	3,421
General Office	\$ 6,574	0.12%	\$ -	\$	6,574
Consultants	\$ 26,597	0.47%	\$ -	\$	26,597
Bank Fee and LOC	\$ 12,300	0.22%	\$ -	\$	12,300
Other Expenses	\$ 22,307	0.40%	\$ -	\$	22,307
Revenue	\$ (23,581)	-0.42%	\$ -	\$	(23,581)
Community Placement Plan (CPP)	\$ -	0.00%	\$ -	\$	-
Total Operations Expenses	5,619,921		\$ -	\$	5,619,921
Senior Companion Program - Grant					
	YTD Actual	% by category	Forecast*	Actual + Forecast	
Senior Companion Program - Grant	\$ 55,463		\$ 303,791	\$	359,254
PURCHASE OF SERVICES					
Total POS Allocation: \$ 313,703,720					
Total POS Contract: \$ 313,670,120		Total CPP Contract: \$ 33,600			
POS Contract Amount Available: \$ 236,172,032		CPP Contract Amount Available: \$ (128,643)			
Total YTD					
PURCHASE OF SERVICES (POS)	YTD Actual	% YTD Total	Forecast*	Actual + Forecast*	
Community Care Facilities	\$ 26,131,863	33.6%	\$ -	\$	26,131,863
Supported Living Services	\$ 19,789,353	25.5%	\$ -	\$	19,789,353
Day Programs	\$ 12,775,511	16.5%	\$ -	\$	12,775,511
Behavioral Services	\$ 8,429,464	10.9%	\$ -	\$	8,429,464
Other	\$ 2,466,479	3.2%	\$ -	\$	2,466,479
Transportation	\$ 2,542,158	3.3%	\$ -	\$	2,542,158
Respite	\$ 1,881,679	2.4%	\$ -	\$	1,881,679
Medical Services	\$ 3,481,581	4.5%	\$ -	\$	3,481,581
Community Placement Plan (CPP)	\$ 162,243	0.2%	\$ -	\$	162,243
TOTAL POS EXPENSES	\$ 77,660,331	100.0%	\$ -	\$	77,660,331
*This budget reflects through the B-1 amendment.					
Total Regional Center Budget:				\$	337,464,786

**TWELFTH RESTATEMENT OF BYLAWS OF  
NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**  
A California Nonprofit, Public Benefit Corporation

**Section 5.11 Removal of Directors**

(a) Any Director may be removed as a Director with or without cause at any time by resolution duly adopted by the Directors of the Corporation, provided that the following two conditions are satisfied:

(1) Notice of intention to offer a resolution for such removal is given to each Director of the Corporation not less than fifteen (15) days prior to the date of adoption of such resolution; and

(2) At least sixty-six and two-thirds percent (66 2/3 %) of the full number of persons who at the time are Directors of the Corporation vote in favor of such removal.

(b) If any Director of the Corporation be absent for three (3) consecutive meetings of the Board of Directors or three (3) consecutive meetings of any Standing Committee of the Corporation of which such Director is a member, such Director may, by vote of a majority of the full number of persons who at the time are directors of the Corporation, be removed from office as a Director at the conclusion of the meeting of the Directors of the Corporation next succeeding such three (3) consecutive absences. Notice of such three (3) consecutive absences and of the immediately preceding sentence of these Bylaws shall be included by the Secretary in the notice of the meeting of the Directors of the Corporation next succeeding such three (3) consecutive absences.

(c) Whenever a Director is removed, the Secretary shall give written notice of such removal to such Director





# MINUTES

October 13, 2020 at 10:00 am -  
11:30 am

Location/Zoom Meeting

## A. CALL TO ORDER

- a. Roll Call of Voting Members – Holly Pagel, James Cox, Linda Plourde, Jamie Thompson, Michael Lisenko, Stacey Martinez, Kelley Hanson, Andrea Mendoza, Eric Martin, Michelle Ramirez, Michele Condit (excused)
- b. Establish Quorum - Established



## B. CONSIDERATION OF AGENDA:

- a. Additions or modifications to this agenda by voting members

## C. APPROVAL OF MINUTES: Action Item for voting VAC members

- a. September 8, 2020, Meeting Minutes
  - i. Stacey Martinez moved, Linda Plourde seconded. No opposition.



## D. SPECIAL PRESENTATION

- a. Acumen, Financial Management Service (FMS) for SDP- Yvette Torres
  - i. Yvette discussed services for self-directed individuals supported (participant) by the regional center. She covered role of the FMS, the role of the participant, and the role of the vendor/service provider. She provided information to better understand where service payments originate and how they are processed. The state and regional centers still originate the funds, FMS helps provide the fiscal processing services tailored to the individual. The FMS also helps with initial tax forms. Jeremy Hogan asked about the role of the independent facility. Yvette explained that the roles are kept separate, the FMS helps with the fiscal side of services. Holly will be sending out Yvette's presentation.

## E. NEW BUSINESS

- a. DDS FAQ's released 10/02/20
  - i. Please review before meeting and bring questions
  - ii. Stacey M. spoke about impact on SLS services. She raised a question about how to manage in person service and alternative services in the SLS format. She asked for some clarification on wellness checks.  
Ali discussed the role of the ISP as stated in the DDS FAQ.  
Louis asked in chat, should regional center SC's attend all ISP meetings?  
Maura M. said yes, they should be part of the ISP meeting and will take that question back to everyone at NBRC.  
Louis also expressed concerns over no-shows.

Beth DeWitt said this is a challenging part of the process. She discussed the role of the IPP and the ISP and the need for a more clarification and training. She stated that there is a huge demand on request for meetings. Beth said to continue to have ISP meetings and invite the service coordinators.

Beth Kahiga asked for additional clarification on content of ISP and what specifically needed.

Beth DeWitt mentioned that NRBC must send out a letter to each person who agrees to participate in the alternative model.

Beth Kahiga asked who the plans should be submitted to. Beth DeWitt replied that the clarification will be provided in upcoming email.

b. CARES Act: Phase 3

i. Apply October 5 - November 6

ii. Holly provided link to more information.

Beth Kahiga says that CDSA's understanding is that everyone is eligible for the funding, but need to provide information on need.

Linda Plourde said ANCOR provided information from CMS. She encouraged people to apply and provide information on impact to revenues. More info on Cares Act Provider Relief Fund can be found at HHS.gov. Providers can get up to 2% of your revenue. Linda recommended that applications be submitted as soon as possible, because there will be a backlog and potential delays.

c. Evacuation contact information- Rick Burkett

i. Holly provided information from Rick clarifying the messaging system. The system looks to notify people in affected areas. If you are not receiving the Everbridge notifications, please contact Rick Burkett at rickb@nbrc.net

F. GROUP REPORTS

a. NBRC Board Report- Ali T.

i. Ali: Board of Directors met last Wednesday. Lindsay Franco presented The Ethnic Disparity Report and discussed integrating services to create a more culturally competent environment for participants. As information comes along with the committee, it will be passed along to VAC. Dr. Pedrick presented on sexual education sexual abuse training for clients. Ali discussed employment law changes due to COVID-19 that will impact vendors and regional centers. Also, a new board member was voted in, Derek Hearthtower. He is a neurodiverse individual who is a Direct Support Professional.

b. ARCA- Gabriel Rogin

i. Gabriel Rogin provided more insight from DDS on new alternative rates and training tomorrow for providers on rates. Gabriel said if there are changes or adjustments needed in the policy, to let DDS and regional center know. He acknowledged the service and effort providers have given during the Glass fire and other major wildfires. The Board specifically stated they wanted to acknowledged service providers during this time. Gabriel provided power shutoff warnings and COVID-19 updates. He also recommended everyone get their flu shots. Gabriel gave an update on the DDS audit of the regional center. NBRC will be posting a position opening to replace January Crane's position. There will also be a Self Determination Program Coordinator position posted soon.

c. Services, Vendor Relations, & SLS Subcommittee

- i. Maura M thanked people for attending subcommittee. She discussed some glitches with PPE delivery. She provided more information on SIR regarding exposures. DDS is collecting information on staff exposure to COVID-19. Requested Debbie discuss Kyla. Debbie Davis using service called Kyla.com to do routine testing of employee. Debbie says using the provider relief funding to pay for testing.  
Rhonda Mottern asked when service coordinators are returning to in-person services. Gabriel said there is not a timeline, but the management team is discussing the process. Emphasis on conducting virtual whenever possible and then determining when an in-person visit is necessary. Gabriel said that if there is anyone that requires and in person visit, to notify NRBC so that a plan can be made that maximizes safety.

d. Legislative Committee- Linda P.

- i. Linda discusses HEROES Act sitting in the Senate and there has been discussions in public but no movement. Temporary 10 percent increase for Intermediate Care Facilities. ANCOR is putting out information to highlight the work of Direct Support Professionals (DSPs). The NBRC Board of Directors to send out a thank you letter to California State Legislators thanking them for work being done on behalf of our community. State budget cuts to programs are a reality if HEROES Act funding cannot be passed.  
Jeremy Hogan provided an update on the "You need to know me, I'm a DSP" campaign.  
Ali discussed bringing the rules of the committee into alignment with the Board's bylaws.

e. DSP Subcommittee

- i. Holly discussed the formation of a new committee to recognize and award outstanding service of provider staff. DSP Subcommittee Meeting will meeting on October 27th at 2pm.

G. NBRC Updates:

a. Fiscal

- i. Isabel C. gathered and processing significant information from DDS training.

b. Quality Assurance

- i. Maura discussed meet and greet with DDS. In the meeting they conveyed what challenges are being faced in our region. Gabriel stressed that our providers are particularly impacted by not just COVID-19 but multiple, huge fires, year after year. Maura also discussed forms PPE requests. There is form for individuals and families, and one for agencies.

H. OLD BUSINESS

a. PPE

- i. Reviewed new procedure with R & D.

b. Concerns by service type (not already covered)

i. Rep Payee/Financial Services

- 1. SSA advisory Forum held, payee selection process, self-directed with supports favored more than a rep. payee appointment. Favor payees

connected to institutions, as opposed to services that stand alone and collect a fee from the client.

2. Ali: The purpose of the forum was improving the representative payee appointing process; this is due to new technology. A huge focus was keeping people as their own payee with supportive models. There is less of an emphasis on fee for service for representative payee. Institutional representative payees, like New Leaf, are preferred. There is an emphasis on autonomy. This is all very in the development stages, but we have already seen a shift in the way social security is appointing representative payees.

- ii. Residential – None
- iii. SLS/ILS – None
- iv. Day Programs - None
- v. Respite - None
- vi. Early Start - None
- vii. Transportation

1. Leticia Leon provided updates on meeting between R&D and DDS to discussed reimbursement methodology.

#### I. GENERAL ANNOUNCEMENTS

##### a. Training/Events

- i. Stacey Martinez announced the Arc-Solano's Sprout Film Festival in October 19th screening for consumers. The event is free on this day and asking that people pre-register.

##### b. Community concerns

- i. Ali provided an update on missing stimulus payments, Gabriel offered a way to collaborate and build greater advocacy. Leticia Leon provided additional information on R&D operations and policy.

##### c. Reminders

- i. Ashly McConnell provided a reminder that the release of grant guidelines from HCBS will be released soon. Expecting the new grant cycle soon. Compliance for HCBS rule is extended to March 2023.



#### J. AGENDA ITEMS FOR FUTURE MEETINGS

#### K. ADJOURNMENT adjourned at 11:43AM



# CLIENT ADVISORY COMMITTEE

Friday, November 6, 2020  
1:00 pm – 2:00 pm

## Join Zoom Meeting

<https://us02web.zoom.us/j/88649877033?pwd=ZFVHemRVOWR6ajNVOHA5ZWVSUGw1QT09>

## Join by Phone

Call-in: 669-900-6833  
Meeting ID: 886 4987 7033  
Passcode: 379177

# Disaster Preparedness Discussion

Please email [DanielleB@nbrc.net](mailto:DanielleB@nbrc.net) if you have any questions.

AGE RANGE	NUMBER	% TO TOTAL	GENDER	NUMBER	% TO TOTAL	RESIDENCE TYPE	NUMBER	% TO TOTAL
0 - 2	1,179	12.3 %	MALES	6,182	64.5 %	OWN HOME	7,029	73.4 %
3 - 17	2,978	31.1 %	FEMALES	3,390	35.4 %	ILS	620	6.4 %
18 - 40	3,456	36.1 %				SLS	644	6.7 %
41 - 60	1,234	12.8 %				DC	12	.1 %
61 - 80	693	7.2 %				SNF	40	.4 %
						ICF	194	2.0 %
80 & OLDER	32	.3 %				CCF	764	7.9 %
						FOSTER CARE	194	2.0 %
						OTHER	75	.7 %
TOTAL:	9,572	100.0 %	TOTAL:	9,572	100.0 %	TOTAL:	9,572	100.0 %

ETHNICITY	NUMBER	% TO TOTAL	DISABILITY	NUMBER	% TO TOTAL CONSUMERS	COUNTY	NUMBER	% TO TOTAL
MIXED	608	6.3 %	AUTISM	2,860	29.8 %	28. NAPA	1,195	12.4 %
ASIAN	239	2.4 %	EPILEPSY	1,063	11.1 %	48. SOLANO	4,052	42.3 %
BLACK	844	8.8 %	CEREBRAL PALSY	909	9.4 %	49. SONOMA	4,210	43.9 %
FILIPINO	353	3.6 %	MENTAL RETARDATION	4,788	50.0 %			.0 %
NATIVE AMERICAN	41	.4 %	OTHER	975	10.1 %			.0 %
POLYNESIAN		.0 %						.0 %
SPANISH/LATIN	2,402	25.0 %	CONSUMERS MAY HAVE MULTIPLE DIAGNOSES					.0 %
WHITE	4,333	45.2 %						.0 %
OTHER	240	2.5 %						.0 %
UNKNOWN	512	5.3 %						.0 %
						OTHER	115	1.2 %
TOTAL:	9,572	100.0 %				TOTAL:	9,572	100.0 %

PRIMARY LANGUAGE	NUMBER	% TO TOTAL	Status	Count	% TO TOTAL
SIGN LANGUAGE	25	.2 %	0	344	3.5
ENGLISH	7,850	82.0 %	1	1,058	11.0
SPANISH	1,561	16.3 %	2	8,158	85.2
OTHER LATIN LANG.	1	.0 %	3		
CANTONESE CHINESE	6	.0 %	8	12	
MADARIN CHINESE	3	.0 %			
JAPANESE	2	.0 %			
VIETNAMESE	14	.1 %			
KOREAN	3	.0 %			
LAOTIAN	2	.0 %			
CAMBODIAN	2	.0 %			
OTHER ASIAN LANG.	4	.0 %			
RUSSIAN	2	.0 %			
ALL OTHER LANG.	97	1.0 %			
TOTAL	9,572	100.0 %	TOTAL	9,572	100.0



610 Airpark Rd, Napa, CA 94558  
Phone: (707) 256-1100 • TTY (707) 252-0213

[www.nbrc.net](http://www.nbrc.net)

2351 Mendocino Ave, Santa Rosa, CA 95403  
Phone: (707) 569-2000 • TTY (707) 525-1239

## FAIR HEARING & MEDIATION UPDATE

OCTOBER 1 – OCTOBER 31, 2020

Eligibility (19-05)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (19-12)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Denial of SLS Services (20-04)	<u>Reason for Appeal:</u> Claimant appeals denial of SLS services. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (20-06)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.
Eligibility (20-07)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request withdrawn.
Eligibility (20-08)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Fair Hearing request pending.