

Board of Directors Executive Committee Meeting
Monday October 21, 2024 6:30 pm
North Bay Developmental Disabilities Services, Inc.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84374801550?pwd=VXFJU1ovbVFoelNWVEcxK3J0T2c0QT09>

Join by Phone:

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

AGENDA

- I. CALL TO ORDER – Martha Valdez, President
- II. ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary
- III. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- IV. CONSIDERATION OF MINUTES – Martha Valdez, President ACTION
Minutes of the Executive Committee Meeting of September 16, 2024 be approved as submitted. (pgs. 1-2)
- V. CONSIDERATION OF AGENDA – Any additions or modifications to the agenda. ACTION
- VI. PROPOSED CHANGE TO VENDOR ADVISORY COMMITTEE (VAC) BYLAWS ACTION
Breeanne Kolster, VAC Representative (pg. 3)
- VII. REVIEW OF OCTOBER 2ND BOARD MEETING INFO
- VIII. NOVEMBER 6TH BOARD MEETING PREP INFO
- IX. EXECUTIVE DIRECTOR’S REPORT – Gabriel Rogin, NBRC Executive Director INFO
- X. OTHER BUSINESS - Any other Board business may be brought up at this time.
- XI. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XII. CLOSED SESSION –
 - a. The appointment, employment, evaluation of performance, or dismissal of a regional center employee (10 mins) INFO
- XIII. RETURN FROM CLOSED SESSION -
 - a. Report on any action taken during the closed session (1 min) INFO
- XIV. ADJOURNMENT – Martha Valdez, President

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

NEXT MEETING ANNOUNCEMENT – The next Board of Directors Executive Committee call is on November 18, 2024 at 6:30pm.
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**Board of Directors' Executive Committee Meeting
Monday, September 16, 2024, 6:30 pm
North Bay Regional Center - Via Zoom**

NBRC BOARD MEMBERS PRESENT:

Rosemarie Pérez, President, Sonoma County
Andrea Bednarova, Treasurer
Sahira Arroyos, Solano County

Sara Speck, Vice President, Solano County
Joanne Giardello, Solano County

NBRC BOARD MEMBERS ABSENT:

Ravinder Rangji, Solano County
Martha Valdez, Sonoma County
Breeanne Kolster, VAC Representative

Ronald Gers, Secretary, Sonoma County
Carl Vinson, Solano County

NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director

Janelle Santana, Executive Assistant

GUESTS:

Amber Lopez, ICS Spanish Interpreter

MINUTES

CALL TO ORDER – Rosemarie Pérez, President, called the meeting to order at 6:32 pm.

ROLL CALL AND INTRODUCTIONS – Sara Speck, Board Vice President, conducted roll call and confirmed quorum was present.

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES – Minutes of the Executive Committee Meeting of August 19, 2024, be approved as submitted.

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

**APPROVED
UNANIMOUS**

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

- Other Business: Master Plan Update from Sara Speck, Board Vice President

M/S/C (Pérez/Speck) Moved to approve the agenda as submitted.

**APPROVED
UNANIMOUS**

CONTRACT FOR APPROVAL OVER \$250,000

Isabel Calder, CFO, presented the A-1 contract for approval.

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

**APPROVED
UNANIMOUS**

REVIEW OF THE SEPTEMBER 4TH BOARD MEETING

Gabriel Rogin, Executive Director, recapped the September 4th Board Meeting.

- Approval of E3 Contract
- Committee Reports
 - o Executive Committee Approved Items
 - Board Email Effective Date

- NBRC's Executive Director Succession and Recruitment Policy
- Mission Statement Tagline
- Nominating Committee Action Items
 - Newly elected VAC Voting Members
 - Martha Valdez's second term as a Board Member was approved.
 - Martha Valdez was approved to start as the Board President in October.
- Executive Director's Report
 - Gabriel Rogin, Executive Director, shared Sahira Arroyos's and Joanne Giardello's Conflict of Interest Mitigation Plans.

OCTOBER 2ND BOARD MEETING PREP

- Gabriel Rogin, Executive Director, reviewed the tentative agenda for the October 2nd Board Meeting.
 - Moment of Silence
 - Nominating Committee Action
 - VAC Candidate Vote
 - Committee Reports
 - Respite Policy Presentation – tentative
 - Disaster Preparedness Presentation
 - Closed Session
- Rosemarie Perez, Board President, shared the following.
 - Consent Agenda – write committee reports ahead of time so that everybody has time to review/read it.
 - Revisit the topic of inviting someone to speak to the Board on streamlining the Board Meeting agendas.
- The Executive Committee had a discussion around Board & Committee Meeting times and will revisit the topic at another time.

EXECUTIVE DIRECTOR'S REPORT –

Gabriel Rogin, Executive Director, gave an overview of the following topics.

- NBRC is actively interviewing candidates for the Director of Equity and Engagement position.
- The Parent Reunion Symposium occurred on Saturday, September 14th. The feedback from parents was that NBRC is becoming more welcoming and inclusive.
 - It was suggested that a list of board responsibilities be included with the board application. Also, indicating where to return the application.

OTHER BUSINESS –

- Sara Speck, Vice President, shared the following update on the Master Plan for Developmental Services Meeting.
 - Workgroup 3 Update
 - The discussion involved expanding career paths to develop a diverse workforce.
 - The next Master Plan meeting is on Wednesday, September 18th.
 - Sara Speck recommended we invite DDS to explain the Master Plan process at a future Board or Committee Meeting.

PUBLIC COMMENT – None

ADJOURNMENT – Rosemarie Pérez, President, adjourned the meeting at 7:44pm.



Date: 10/14/24

This is a proposal to modify the current practice for onboarding members to the Vendor Advisory Committee (VAC) of North Bay Regional Center. This proposal intends to:

- Maintain high standards for vetting members of the VAC
- Streamline the onboarding process and reduce the timeline
- Enhance the VACs ability to recruit and maintain membership
- Duplicate what other VACs are doing around the state
- Align with revised VAC Articles of Incorporation that are currently in review by the VAC By Law Subcommittee

Current Practice

1. All members apply when vacancies are open
2. Co-Chairs monitor applications and share potential candidates with the full membership
3. Members vote (using majority rule) to recommend members to move forward for approval by the NBRC Board of Directors Nominating Committee.
4. Candidates interview with the NBRC Board of Directors, Nominating Committee and if accepted, are recommended to the full board for approval.
5. Candidates attend the next available NBRC Board meeting, share about themselves and are voted onto the VAC

Proposed Practice

1. Members apply when vacancies are open and are first vetted (to the greatest extent possible) so the membership will reflect:
 - the three (3) counties served by NBRC including Sonoma, Napa and Solano County
 - a wide variety of vendor service types
 - a variety of large and small organizations
 - a variety of expertise (person centered thinking, event planning, government affairs, service delivery, and program administration, etc.)
 - individuals who hold or aspire to hold leadership positions within their organizations
 - the cultural and linguistic diversity of the individuals and families served by NBRC
 - individuals who have demonstrated consistent active participation in VAC meetings
2. Executive Committee (made up of Co-Chairs and a Secretary) monitors applications and shares candidate applications with the full membership
3. Candidates are interviewed by members of the VAC committee
4. Members vote (using majority rule) to recommend members to the VAC
5. If a member is going to be considered as a Co-Chair/Board Representative (meaning the VAC membership has voted majority rule to recommend that position), the Co-Chair/Board Representative interviews with the NBRC Board of Directors, Nominating Committee and if accepted, are recommended to the full board for approval.
6. Co-Chair candidates attend the next available NBRC Board meeting, share about themselves and are voted into position.