



*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:** October 4, 2023

**TIME:** 6:00 pm

**PLACE:** Hybrid - In Person or Zoom

### **In-Person**

610 Airpark Road, Napa, CA 94558

### **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

American Sign Language Interpretation Available

### **Agenda Enclosed**

**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 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 – Hybrid  
October 4, 2023, 6:00 p.m.**

**610 Airpark Road  
Napa, CA 94558**

**AND**

**Join by Zoom Webinar:**

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

**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 – Rosemarie Pérez, President (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Board Meeting Minutes from September 6, 2023 be approved as submitted. (2 min) (pgs. 1-5) ACTION
- IV. CONSIDERATION OF AGENDA – Additions or modifications to this agenda by Board Members. ACTION
- V. MOMENT OF SILENCE IN REMEMBRANCE OF RANDY KITCH, FORMER NBRC CONSUMER ADVOCATE
- VI. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- VII. PRESENTATION ON COMMUNITY OUTREACH & ENGAGEMENT – Abigail Andrade, NBRC Community Outreach & Engagement Specialist (20 mins.) (pgs. 7-11) INFO
- VIII. TREASURER'S REPORT – Andrea Bednarova, Treasurer
  - A. Treasurer's Report be approved as submitted (5 min) (pgs.12-13) ACTION
- IX. COMMITTEE REPORTS –
  - A. Executive Committee Update – Rosemarie Pérez, President (5 min) INFO
    - i. ARCA Update
    - ii. Report on action taken during closed session
  - B. Cultural/Linguistic Competency Committee Update – Rosemarie Pérez, President (5 mins) INFO
  - C. Vendor Advisory Committee Update – Breeanne Kolster, VAC Co-Chair (5 mins) (pgs. 14-16) INFO
  - D. Public Policy Advisory Committee Update – Breeanne Kolster, VAC Representative (5 mins) INFO
  - E. Client Advisory Committee Update – Breeanne Kolster, VAC Representative (5 mins) INFO
  - F. Risk Reduction Advisory Committee Update – Joanne Giardello, Board Member (5 mins) INFO
  - G. Nominating Committee Update – Joanne Giardello, Nominating Committee Chair (15 mins)
    - i. Board Candidate Introduction INFO
      - a. Martha Valdez (pg. 17)
- X. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director (15 mins) ACTION
  - A. Revised 2023 Board Meeting Schedule – December Board Meeting (pg. 18)
  - B. 2024 Board Meeting Schedule (pg. 19)

- XI. GOOD OF THE ORDER – Any other Board business may be brought up at this time.
- XII. GENERAL PUBLIC COMMENT – Please use the sign-up sheet if attending in-person or chat in the Zoom meeting to sign up. If attending by phone, please text (707) 320-3106 to sign up. (2 minutes per person unless otherwise allowed by Board Chairperson). (10 min)
- XIII. CLOSED SESSION (20 mins)  
A. The appointment, employment, evaluation of performance, or dismissal of a regional center employee
- XIV. RETURN FROM CLOSED SESSION  
A. Report on any action taken during the closed session (1 min) INFO
- XV. 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 Regular Business Meeting on November 1, 2023 at 6:00 pm.
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**North Bay Developmental Disabilities Services, Inc.**  
**Board of Directors Regular Business Meeting**  
**September 6, 2023, 6:00 p.m.**  
**Via Zoom Webinar**

**NBRC BOARD MEMBERS PRESENT:**

Rosemarie Pérez, President, Sonoma County  
Candace White, Vice President, Solano County  
Sara Speck, Secretary, Solano County  
Rachel Ford, Solano County

Breeanne Kolster, VAC Representative  
Ronald Gers, Sonoma County  
Andrea Bednarova, Treasurer  
Joanne Giardello, Solano County

**NBRC BOARD MEMBERS ABSENT:**

Jeremy Johnson, Solano County

**NBRC STAFF PRESENT:**

Gabriel Rogin, Executive Director  
Beth DeWitt, Director of Client Services  
Isabel Calder, Chief Financial Officer  
Amethyst de la Pena, Service Coordinator

Courtney Singleton, Director of Community Services  
Deanna Mobley, Director of Intake and Clinical Services  
Janelle Santana, Executive Assistant  
Guadalupe Lopez, Intake Supervisor

**GUESTS:** (\*Based on participants' names listed on the signup sheet or in the Zoom Webinar meeting)

1707\*\*\*\*036

Ali Tabatabai

Ana Acosta, Matrix Parent Network & Resource Center

Angel Hixson

Carin Hewitt

Cindy Cahill

Denise Scott

Holly Pagel

Jessica Ricker

Julie Feliz, Matrix

Karina Farias

Linda Plourde

Lisa Hooks

Martha Valdez

Marlena Garcia

Maureen Fitzgerald

Maxine Paula Milam, DDS

Nancy Bezares

Orlando O'Shea

Pamela Perales

Sahira Arroyos

Stacey Martinez

Taylor Berry, 24 Hour Home Care

Lisa Colarusso, ParentsCAN

Hilda Gutierrez, ParentsCAN

Pamela, Spanish Interpreter

ASL Interpreter – Jessica

ASL Interpreter – Liz

Keely Hamilton, Matrix Parent Network

Maria Calderon, ParentsCAN

**MINUTES**

**CALL TO ORDER** – Rosemarie Pérez, President, called the regular business meeting to order at approximately 6:01 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 July 19, 2023 be approved as submitted.

**M/S/C (Speck/Ford) Moved to approve the minutes from the July 19, 2023 Regular Business Meeting.**

**APPROVED  
UNANIMOUS**

**GENERAL PUBLIC COMMENT** –

- Angel Hixson, Community Member, gave an update on the concern she shared at the July Board

Meeting regarding the need in accessibility with the Health & Safety Waiver process.

- Angel Hixson is partnering with the Department of Developmental Services to look into resources needed in the regional center system to support children in the family home, especially those children who have extremely challenging behaviors.
- Orlando O'Shea, Community Member, expressed concerns regarding service equity in the Social Recreational Program.
  - Mr. O'Shea noted the complexity of accessing social recreational services and respectfully asked NBRC to consider additional options for parents and families to access these services.

## **PRESENTATION ON COMMUNITY NAVIGATOR PROGRAM**

The following individuals presented on the Community Navigator Program. A copy of the presentation can be found as an attachment to the September 2023 board packet on NBRC's website.

- Hilda Gutierrez, ParentsCAN
- Keely Hamilton, Matrix Parent Network
- Lisa Colarusso, ParentsCAN
- Julie Feliz, Matrix Parent Network
- Ana Acosta, Matrix Parent Network

Breeanne Kolster, VAC Representative, to connect with the staff listed above to present the Community Navigator Program to the Vendor Advisory Committee.

## **CONTRACTS OVER \$250,000 –**

Courtney Singleton, Director of Community Services, presented the following contracts for approval.

### **A. New Leaf Solutions**

Ali Tabatabai, President and CEO of New Leaf Solutions was invited to share about the services that New Leaf Solutions provides.

**M/S/C (Ford/Giardello) Moved to approve the New Leaf Solutions contract on page 8 of the September 2023 board meeting packet.**

**APPROVED  
UNANIMOUS**

## **TREASURER'S REPORT –**

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

Rosemarie Pérez, President, reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found in the September 2023 board packet.

- Doug Cleveland Board Opportunity Fund
  - The report summarizes activity on the accounts through July 31, 2023.
- Operations
  - As projected, staff completed the year with a balanced Operations Budget. The CFO report reflects a discretionary balance at the end of the fiscal year 23. This funding includes allocation amounts specific to targeted programs, such as ARPA funding, Social Recreation Grants, Employee Tuition funding, along with additional late funding received in the D-2. As a reminder, we are anticipating a deallocation in the D-3 in the amount of \$348,260 from our Operations contract.
  - As done in prior years, the Executive team has established purchase orders for future spending on IT software and support, monitors and laptops for anticipated growth positions, and continued Diversity and Equity staff training.
  - NBRC received the E-Preliminary contract for the new fiscal year.
  - NBRC is expecting to receive the E-1 amendment by the middle of September. It is expected to include the remaining Operations allocation for core staffing.
  - NBRC is currently preparing the new year budget for fiscal year 2024.
- Cash Flow
  - NBRC cash flow remains stable.
- Purchase of Service
  - NBRC staff submitted the Projected Expenditures for Purchase of Service report (the PEP

- report) on August 10, 2023, for services paid through June 2023.
- The total Purchase of Service (POS) Allocation of \$502,324,570 includes allocation approved for POS through the D-2 contract. NBRC's POS expenditures reflected 84% of the total POS allocation.
- The E Preliminary contract for the new fiscal year allocated 80% of the total anticipated Purchase of Service (as of March 2023).
- The D-2 included funding for Direct Service Provider training stipends and Rate Reform. NBRC will implement the Training Stipend reimbursement once the directive is received from DDS.
- NBRC staff are working closely with DDS in anticipation of the final rate adjustment schedule for July 2024. NBRC anticipates a huge workload over the next 9 months as we prepare for the changes to vendor rates, authorizations, and services.
- Audit Update for Fiscal Year 2023
  - NBRC is preparing for the Windes Independent Audit. Staff are working with auditors to provide the requested documents for audit.

**M/S/C (Kolster/Spek) Motioned to approve the Treasurer's Report as submitted.**

**APPROVED  
UNANIMOUS**

## **COMMITTEE REPORTS –**

### **A. Executive Committee Update –**

- a. Rosemarie Pérez, President, updated the board on the following items.
  - a. Approved Board Opportunity Fund Request
    - 1. AG – the approved request can be found in the September 2023 board meeting packet.
  - b. ARCA Update
    - 1. Rosemarie Pérez shared about the recent ARCA meetings and highlighted the Fiscal Year 2024-25 Budget Priorities. More information can be found on pages 14-19 of the September 2023 board meeting packet.
  - c. Board Committees and Descriptions List
    - 1. Rosemarie Pérez, President, presented a draft version of the board committees that can be found on pages 20-21 in the September 2023 board meeting packet.
    - 2. Rosemarie asked the board for participation in committees that they have interest in.

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

- a. Rosemarie Pérez, President, shared the following.
  - a. NBRC staff are organizing a tribal outreach event on October 7<sup>th</sup>. Details to come shortly.
  - b. The CLCC reviewed ways the funding for Language Access and Cultural Competency (LACC) Grant can support community outreach.

### **C. Vendor Advisory Committee (VAC) Update –**

- a. Breeanne Kolster, VAC Co-Chair, listed the following items discussed during the Vendor Advisory Committee meeting.
  - 1. Presentation from Erlisa Koci, NBRC Deaf & Hard of Hearing Resource Developer
  - 2. Update from R&D Transportation services
  - 3. Update from ANCOR – Congress is in recess
  - 4. Reminder – ARC/UCP Conference is upcoming
  - 5. NBRC's Santa Rosa office move is complete.
  - 6. NBRC's Napa office is undergoing a reconfiguration
  - 7. August Board Retreat recap
  - 8. The Vendor Fair is scheduled for October 26<sup>th</sup>. More details to come.

### **D. Public Policy Advisory Committee (PPAC) Update –**

- a. Breeanne Kolster, VAC Representative, shared the following.

- a. The PPAC skipped this meeting to plan for the 2024 Legislative Breakfast Event.
- b. We are scheduled to resume the PPAC meeting on September 26<sup>th</sup> at 10am.

**E. Client Advisory Committee (CAC) Update –**

- a. Sara Speck, Board Secretary & CAC Co-Chair, shared the next CAC meeting is on September 22<sup>nd</sup> from 1:00pm-2:30pm. In Person and via Zoom. Topics are to be determined.

**F. Risk Reduction Advisory Committee (RRAC) Update –**

- a. Sara Speck, Board Secretary & Risk Reduction Advisory Committee Member shared the next meeting is scheduled for September 27<sup>th</sup> from 1pm-2pm.

**G. Nominating Committee Update –**

Joanne Giardello, Nominating Committee Chair Member, shared the following.

- a. Board Candidate Introduction & Election
  - 1. Carl Vinson was interviewed on July 27, 2023 by the Nominating Committee and recommended to the Board of Directors for a vote.
  - 2. Carl Vinson shared a few thoughts as to why he'd like to become a board member.
  - 3. Carl Vinson was excused from the meeting while board members took a vote.

**(Gers/Speck/Pérez/Kolster/Ford/Giardello/Bednarova) Voted to approve Carl Vinson as a Board of Director for a one-year term starting September 2023.**

**APPROVED  
UNANIMOUS**

- b. Review Board Bylaws – Section 5.11 Removal of Directors
  - 1. The Board of Directors had a discussion around the verbiage used in Section 5.11 of the board bylaws. The Board suggested that the Nominating Committee identify what they would like to change and return back to the full board once that's decided.
- c. Board Mentor Policy
  - i. It was agreed that board members will form a subgroup to discuss a board mentor policy. The following board members volunteered.
    - 1. Carl Vinson
    - 2. Rachel Ford
    - 3. Rosemarie Pérez
    - 4. Joanne Giardello

**EXECUTIVE DIRECTOR'S REPORT –**

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

- a. The rates of positive COVID cases are increasing. We will share best practices with our staff and vendors.
- b. Gabriel Rogin acknowledged and thanked staff members from ParentsCAN and Matrix Parent Network for presenting on the Community Navigator program.
- c. Gabriel gave an update on the recent Parent Reunion event that North Bay Regional Center collaborated on.
- d. The Department of Developmental Services released the Service Access and Equity Grant Program for regional centers and community-based organizations.
- e. Gabriel Rogin shared a brief overview of some items in the Trailer Bill Language.
  - i. Standardize parts of the intake process across regional centers
  - ii. Respite evaluation tool across regional centers
  - iii. Individualized Program Plans (IPP) template across regional centers
- f. A draft version of Board Meeting Locations for 2024 was presented to the Board for review.

**GOOD OF THE ORDER – None**

**GENERAL PUBLIC COMMENT – None**

**CLOSED SESSION –**

The Board of Directors moved into closed session at 8:20pm to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

**RETURN FROM CLOSED SESSION –**

The Board of Directors returned from closed session at 8:32pm and there was no action taken.

**ADJOURNMENT –** *Rosemarie Pérez, President*, adjourned the meeting at 8:32pm.



Date submitted to NBRC Board for review

09/06/2023

Date approved by NBRC Board Executive Committee (if applicable)

09/06/2023

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# (if applicable)	Term of Contract	Contract Amounts	APPROVED	Notes
Money Management/Representative Payee	1001	New Leaf Solutions- PN1016	11/1/2023-10/31/2026	\$650,790.84 Actual FY 22-23 Estimated projected payment to exceed \$250,000 annually	<b>M/S/C Ford/Giardello</b>	\$27.24/Per Hour. Minimum 2 hours per client per month

**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.

Name	Agency/CBO	Information	Where	Notes	Date of Event	Done	Notes about the event:	County	Attendance
<b>Backpack Distribution Event</b>	NBRC & 24 Hour Home Care	Free backpacks, donated by 24 Hour Home Care, were distributed to our NBRC community	400 Whispering Bay Lane, Suisun City, CA 94585	Matrix Parent Resource Network provided informational table  24 Hour Home Care attended	7/31/2023	Yes	Attended by Abigail Andrade, Deborah Simms, Sabina Linares, Geri Audette	Solano	11
<b>Backpack Distribution Event</b>	NBRC & 24 Hour Home Care	Free backpacks, donated by 24 Hour Home Care, were distributed to our NBRC community	610 Airpark Rd, Napa, CA 94558	Matrix Parent Resource Network provided informational table 24 Hour Home Care attended  ParentsCan attended and provided informational tote bags	8/4/2023	Yes	Attended by Abigail Andrade, Lilitana Campos, Luz Cruz, Beth DeWitt, Gabriel Rogin	Napa	30
<b>Backpack Distribution Event</b>	NBRC & 24 Hour Home Care	Free backpacks, donated by 24 Hour Home Care, were distributed to our NBRC community	390 Arlen Drive, Rohnert Park, CA 94928	Matrix Parent Resource Network provided informational table  24 Hour Home Care attended	8/7/2023	Yes	Attended by Abigail Andrade, Sabina Linares, Anaïd Carreño, Suly Gomez	Solano	23
<b>The Parent Reunion</b>	NBRC & ParentsCan	8 workshops were hosted 38 vendors attended the resource fair Keynote was presented by Common Ground Society	2277 Napa Valley Hwy, Napa, CA 94558	Co-Hosted with ParentsCan	8/26/2023	Yes	All counties were invited to attend  Attended by Abigail Andrade, Deborah Simms, Katy Vanzant, Beth DeWitt, Gabriel Rogin, Ellen Sweigert, Rosemarie Perez, Shonetrice Smith, Courtney Singleton, Ellisa Reiff, Mariel Islas, Fabiola Delgado	Napa	110
<b>Tribal Outreach Event</b>	Acorns to Oak Trees NBRC SCIHP	OT and Speech assessments provided	Sonoma County Indian Health Project		10/7/2023	No	Attended by Abigail Andrade, Anaïd Carreño, Maria Aguado Zuniga, Maria Gonzalez, Gabriel Rogin	Sonoma	
<b>Trunk-or-Treat</b>	NBRC & Equiventure	Trunks hosted by NBRC Staff & Vendors, CBO's and community resources	Solano County	Planning Committee Meetings	10/31/2023	No	All counties are welcome to attend	Solano	
<b>Holiday Toy Distribution</b>	NBRC & 24 Hour Home Care	Coming soon...	NBRC Offices	SC "Shopping" opportunities Toys donated by 24 Hour Home Care	11/29/2023	No		All	
<b>Holiday Event</b>	NBRC & 24 Hour Home Care	Coming soon...	Sonoma County	Co-hosted with 24 hour home care	12/15/2023	No	All counties are welcome to attend	Sonoma	

Name	Agency	Contact info	Where:	Notes	Presentation Date	County	Done	Notes from the presentation:	Interaction
Child Start Virtual Community Resource Hour	Child Start		Microsoft Teams	3:00-3:15pm Presented by Abigail Andrade	2/27/2023	Solano	Yes		
Avance Program	La Luz Center		17000 Arnold Drive, Sonoma, CA	11-11:45 Presented by JC Andrade	4/24/2023	Sonoma	Yes		
Avance Program	La Luz Center		17000 Arnold Drive, Sonoma, CA	11-11:45 Presented by JC Andrade & Abigail Andrade	4/25/2023	Sonoma	Yes		
Parents Empowering Parents - Weekly Meeting	Parents Empowering Parents		5350 One Lake Dr, Fairfield, CA	Attended by Abigail Andrade & Michelle Bautista	4/26/2023	Solano	Yes		
Avance Program	La Luz Center		17000 Arnold Drive, Sonoma, CA	11-11:45 Presented by JC Andrade	4/27/2023	Sonoma	Yes		
Parents Empowering Parents - Weekly Meeting	Parents Empowering Parents		308 Main St, Vacaville, CA 95688	Attended by Abigail Andrade & Michelle Bautista	5/4/2023	Solano	Yes		
NBRC Presentation	Sonoma County Indian Health Project		144 Stony Point Rd, Santa Rosa, 94501	Presented by Abigail Andrade	6/14/2023	Sonoma	Yes		
NBRC Presentation	The Neighborhood Initiative		McPherson FRC	PU Coordinator: Asenet Segura 8:30am-9:30am  Presented by Abigail Andrade & Anaid Carreño	10/11/2023	Napa	No		
NBRC Presentation	The Neighborhood Initiative		Shearer FRC	PU Coordinator: Maite Melgoza 8:30am-9:30am  Presented by Abigail Andrade & Anaid Carreño	10/17/2023	Napa	No		
NBRC Presentation	The Neighborhood Initiative		Phillips FRC:	PU Coordinator: Daisy Perez 8:30am-9:30am  Presented by Abigail Andrade & Anaid Carreño	10/23/2023	Napa	No		
NBRC Presentation	The Neighborhood Initiative		Snow FRC	PU Coordinator: Jarumi Carrera 8:30am-9:30am  Presented by Abigail Andrade & Anaid Carreño	10/24/2023	Napa	No		
NBRC Presentation	The Neighborhood Initiative		Napa Junction FRC (American Canyon)	PU Coordinator: Elia Perez 8:30am-9:30am  Presented by Abigail Andrade & Anaid Carreño	10/25/2023	Napa	No		
NBRC Presentation	NEWS		Ole Health - 1141 Pear Tree Ln	5:30-7:30pm Presented by Abigail Andrade	11/1/2023	Napa	No		

Community Outreach Event	Agency/CBO	Information	Where	Notes	Date of Event	Done	County	Interaction
Mixteco Resource Fair	Napa County		2590 1st Street, Napa, CA	Attended by Abigail Andrade & Michelle Bautista	2/26/2023	Yes	Napa	30
H.O.P.E Resource Fair	City of Fairfield Police Department		1234 Empire Street, Fairfield, CA 94533	Attended by Abigail Andrade & Michelle Bautista	3/1/2023	Yes	Solano	33
Sonoma Transition Consortium	Sonoma County Office of Education		1455 Corporate Center Parkway, Santa Rosa, CA 95407	Attended by Abigail Andrade & Caitlin Igoe	3/15/2023	Yes	Sonoma	30
Community Health Fair	Napa County		560 Jefferson St, Napa, CA 94559	Attended by Abigail Andrade & Anaïd Carreño	4/16/2023	Yes	Napa	35
Solano County Transition Fair	Solano County Office of Education		5100 Business Center Drive, Fairfield, CA 94534	Attended by Abigail Andrade, Caitlin Igoe & Ellen Sweigert	4/19/2023	Yes	Solano	20
Translife Conference	Positive Images		2060 W College Ave, Santa Rosa, CA 95401	Attended by Abigail Andrade	4/29/2023	Yes	Sonoma	40
Be You! A Celebration for Special Needs Awareness	Vacaville People's Forum		815 Elmira Rd, Vacaville, CA 95687	Attended by Abigail Andrade	4/30/2023	Yes	Solano	36
Inclusion Festival	Alchemia		320 N McDowell Blvd, Petaluma, CA 94954	Attended by Abigail Andrade	5/13/2023	Yes	Sonoma	61
Sonoma County Indian Health Project Resource Fair	Sonoma County Indian Health Project		3771 Cleveland Ave, Santa Rosa, CA	Attended by Abigail Andrade & Rosemarie Perez	5/18/2023	Yes	Sonoma	55
Indigenous People's Gathering	Indigenous People's Gathering Committee		1350 Bennett Valley Rd, Santa Rosa, CA	Attended by Abigail Andrade	5/20/2023	Yes	Sonoma	47
Community Resource Fair	NAMI & Emmanuel Arms Apostolic Church		900 6th Street, Vallejo, CA 94590	Attended by Abigail Andrade	5/23/2023	Yes	Solano	17
Community Mental Health Hub Grand Opening	Hanna Center		17000 Arnold Drive, Sonoma, CA 95476	Attended by Abigail Andrade & Anaïd Carreño	5/31/2023	Yes	Sonoma	40

H.O.P.E Resource Fair	City of Fairfield Police Department	600 Texas Street, Fairfield, CA 94533	Attended by Abigail Andrade & Michelle Bautista	6/7/2023	Yes	Solano	56
McPherson Elementary School Open House	McPherson Elementary School	2670 Yajome Street, Napa, CA 94558	Attended by Abigail Andrade & Claudia Calderon	6/7/2023	Yes	Napa	18
Juneteenth Block Party	Tri City NAACP	680 Main Street, Suisun City, CA 94585	Attended by Abigail Andrade & Shonetrice Smith	6/18/2023	Yes	Solano	32
Social Service Day	Sebastapol Regional Library	7140 Bodega Ave, Sebastapol, CA 95472	Attended by Abigail Andrade	6/20/2023	Yes	Sonoma	7
Dia de la Familia	Napa Valley Farmworker Foundation	Napa Street, Napa CA	Attended by Abigail Andrade	7/16/2023	Yes	Napa	84
National Night Out	Suisun City Police Department	611 Village Drive, Suisun City, Ca 94585	Attended by Abigail Andrade	8/1/2023	Yes	Solano	26
Sonoma Valley Back to School Health Fair	Sonoma Valley Community Health Center	17805 Arnold Drive, Sonoma, CA 95476	Attended by Abigail Andrade & Katy Vanzant	8/5/2023	Yes	Sonoma	15
Suscol Inter-Tribal Council Pow Wow	Suscol Inter- Tribal Council	2201 Imola Ave Napa CA 94559	Attended by Abigail Andrade	9/30/2023	Yes	Napa	
Health Fair	Kaiser Permanente Napa	3285 Claremont Way Napa, CA	Attended by Abigail Andrade & Anaid Carreño	10/1/2023	Yes	Napa	
David Weir Preparatory Harvest Festival	David Weir Preparatory Academy	1975 Pennsylvania Ave, Fairfield, CA	Attended by Abigail Andrade	10/24/2023	No	Solano	
Dia de Los Muertos	City of Napa	<a href="https://www.cityofnapa.org/1158/Napa-Dia-de-los-Muertos">https://www.city ofnapa.org/1158 /Napa-Dia-de- los-Muertos</a>	Downtown Napa Altar/Activity needed	11/4/2023	No	Napa	
<b>Total</b>							<b>682</b>

Meeting	Language	Information	Where	Notes	Date of Event	Done	County	Attendees
Community Conversation	English/ASL	POS Data presented	Zoom	Presented by Ana Horta	1/25/2023	Yes	All	7
Focus Group	English/ASL	Listening Session	Zoom	Presented by Ana Horta	1/26/2023	Yes	All	1
Focus Group	Spanish	Listening Session	Zoom	Presented by Ana Horta & Abigail Andrade	1/27/2023	Yes	All	14
Focus Group	Tagalog	Listening Session	Zoom	Presented by Ana Horta & Michelle Bautista	1/30/2023	Yes	All	0
Focus Group	Spanish	Listening Session	Crosswalk Community Church 2590 1st St, Napa, CA 94558	Presented by Ana Horta	2/2/2023	Yes	Napa	10
Community Conversation	Spanish	POS Data presented	Crosswalk Community Church 2590 1st St, Napa, CA 94558	Presented by Ana Horta	2/15/2023	Yes	Napa	23
Focus Group	English/ASL	Listening Session	Crosswalk Community Church 2590 1st St, Napa, CA 94558	Presented by Abigail Andrade	2/21/2023	Yes	Napa	2
Focus Group	Tagalog	Listening Session	Crosswalk Community Church 2590 1st St, Napa, CA 94558	Presented by Michelle Bautista	2/24/2023	Yes	Napa	2
Community Conversation	Tagalog	POS Data presented	John F. Kennedy Library 505 Santa Clara St, Vallejo, CA 94590	Presented by Michelle Bautista	3/17/2023	Yes	Solano	3
Focus Group	English/ASL	Listening Session	Solano County Events Center 601 Texas St, Fairfield, CA 94533	Presented by Abigail Andrade	4/3/2023	Yes	Solano	15
Focus Group	Spanish	Listening Session	Solano County Events Center 601 Texas St, Fairfield, CA 94533	Presented by Abigail Andrade	4/27/2023	Yes	Solano	7
Focus Group	Tagalog	Listening Session	Solano County Events Center 601 Texas St, Fairfield, CA 94533	Presented by Abigail Andrade & Michelle Bautista	4/28/2023	Yes	Solano	3
Community Conversation	Tagalog/ASL	POS Data presented	Solano County Events Center 601 Texas St, Fairfield, CA 94533	Presented by Abigail Andrade & Michelle Bautista	5/19/2023	Yes	Solano	0
Community Conversation	English/ASL	POS Data presented	Santa Rosa Central Library 211 E St, Santa Rosa, CA 95404	Presented by Abigail Andrade	5/24/2023	Yes	Sonoma	4
Community Conversation	Spanish	POS Data presented	Santa Rosa Central Library 211 E St, Santa Rosa, CA 95404	Presented by Abigail Andrade	5/26/2023	Yes	Sonoma	3
Focus Group	English/ASL	Listening Session	Zoom	Presented by Abigail Andrade & Anaïd Carreño	6/6/2023	Yes	All	5
Focus Group	Spanish	Listening Session	Zoom	Presented by Abigail Andrade	6/13/2023	Yes	All	6
Focus Group	Tagalog/ASL	Listening Session	Zoom	Presented by Abigail Andrade & Michelle Bautista	6/27/2023	Yes	All	4
Focus Group	English/Spanish/ASL/Tagalog	Listening Session	Zoom	Facilitated by CircleUp Education	7/24/2023	Yes	All	9
Focus Group	English/ASL	Listening Session	Zoom	Facilitated by CircleUp Education	7/24/2023	Yes	All	3
Focus Group	Spanish	Listening Session	Sonoma County	Presented by Abigail Andrade & Anaïd Carreño	11/8/2023	No	Sonoma	
Focus Group	English/Tagalog/ASL	Listening Session	Sonoma County	Presented by Abigail Andrade & Anaïd Carreño	11/8/2023	No	Sonoma	



# **North Bay Regional Center Doug Cleveland Board Opportunity Fund October 4, 2023, Board Meeting**

The Doug Cleveland Board Opportunity Fund ending balance as of August 31, 2023, was **\$43,876.67**.

Below are the transactions that occurred in the month of August 2023:

## **Donations and Deposits:**

- |                |         |
|----------------|---------|
| • No Donations | \$ 0.00 |
| • One Deposit  | \$ 2.42 |

## **Awards:**

- |                       |         |
|-----------------------|---------|
| • No award was issued | \$ 0.00 |
|-----------------------|---------|

## **Other Transactions:**

- None

Ops Expenditures 12 month 22%	CFO Board Report 31-Aug-23 17% of the fiscal year has elapsed			POS Expenditures 12 month 18%
OPERATIONS		Total Ops Allocation: \$		22,118,363
Total General Ops Contract: \$ 21,788,741		Total CPP Contract: \$		-
General Ops Amount Available: \$ 17,075,974		CPP Contract Amount Available: \$		-
Total YTD				
OPERATIONS EXPENSE (OPS)	YTD Actual	% by category	Forecast*	Actual + Forecast
Personnel	\$ 3,485,750	73.96%	\$	3,485,750
Benefits	\$ 679,263	14.41%	\$	679,263
Facilities	\$ 509,017	10.80%	\$	509,017
Equipment	\$ 64,166	1.36%	\$	64,166
Communications	\$ 36,584	0.78%	\$	36,584
Mileage	\$ 21,752	0.46%	\$	21,752
Legal	\$ 6,873	0.15%	\$	6,873
General Office	\$ 12,728	0.27%	\$	12,728
Consultants	\$ 2,250	0.05%	\$	2,250
Bank Fee and LOC	\$ 4,583	0.10%	\$	4,583
Other Expenses	\$ 9,126	0.19%	\$	9,126
Revenue	\$ (119,325)	0.00%	\$	(119,325)
Total Operations Expenses	\$ 4,712,767		\$	4,712,767
Community Placement Plan (CPP)	\$ -		\$ -	\$ -
Senior Companion Program - Grant	\$ 47,406	14%	\$ 282,216	\$ 329,622
Total Ops Paid: \$ 4,760,173				
PURCHASE OF SERVICES		Total POS Allocation: \$		357,778,008
Total POS Contract: \$ 357,778,008		Total CPP Contract: \$		-
POS Contract Amount Available: \$ 294,098,856		CPP Contract Amount Available: \$		-
Total YTD				
PURCHASE OF SERVICES (POS)	YTD Actual	% YTD Total	Forecast*	Actual + Forecast*
Community Care Facilities	\$ 20,823,227	32.7%	\$ -	20,823,227
Supported Living Services	\$ 15,954,595	25.1%	\$ -	15,954,595
Day Programs	\$ 11,336,904	17.8%	\$ -	11,336,904
Behavioral Services	\$ 5,922,447	9.3%	\$ -	5,922,447
Other	\$ 4,637,903	7.3%	\$ -	4,637,903
Transportation	\$ 2,466,987	3.9%	\$ -	2,466,987
Respite	\$ 1,539,175	2.4%	\$ -	1,539,175
Medical Services	\$ 997,914	1.6%	\$ -	997,914
Community Placement Plan (CPP)	\$ -	0.0%	\$ -	-
TOTAL POS EXPENSES	\$ 63,679,152	100.0%	\$ -	63,679,152
*This budget reflects through the E Preliminary for FY24.				
Total Regional Center Budget:		\$		379,896,371



## VAC MEETING MINUTES



**Vendor Advisory Committee**

North Bay Regional Center

July 11, 2023, at 10:00 am - 11:30 am  
Via Zoom & In Person



- A. CALL TO ORDER- *Stacey Martinez, VAC Co-Chair*, called the meeting to order at 10:03 am.
  - a. Roll Call of Voting Members: Stacey Martinez, Breeanne Kolster, Eric Martin, Jeremy Hogan, Jamie F Thompson (absent), James Cox, Jessica Sadowsky, Mary Eble, Carin Hewitt, Samantha Wilhite, and Adria Carson.
  - b. Establish Quorum: established
- B. CONSIDERATION OF AGENDA
  - a. Additions or modifications to this agenda by voting members – None
- C. APPROVAL OF MINUTES:
  - a. May 9, 2023, Meeting Minutes – We will vote on these minutes at the next meeting.
- D. GROUP REPORTS
  - a. Napa-Solano Vendor Group – None
  - b. Sonoma Vendor Group –
    - a. Eric Martin shared about a vendor/billing situation.
    - b. Isabel Calder, NBRC Chief Financial Officer, asked vendors to please copy [ebilling@nbrc.net](mailto:ebilling@nbrc.net) on those types of situations to help find a resolution.
  - c. Residential/Housing
    - a. Mary Eble shared a housing opportunity.
      - 1. [Housing - American Canyon.jpg](#)
  - d. Transportation
    - a. Leticia Leon, R&D Transportation, shared statistics of commercial transportation services given to people served.
  - e. Trade Associations
    - a. CDSA
      - 1. Michelle Ramirez shared that her term ended as CDSA Board President.
      - 2. CDSA will be electing a new board president soon.
    - b. CCLN
      - 1. Jacquie V. Foss shared that the State budget was released on Friday.
        - a. Jacquie shared important things to note in Assembly Bill 1568 – Independent Living Skills Services & Rates.
        - b. Jacquie gave an overview of the Direct Support Professional (DSP) recognition pay.
    - c. ANCOR – None

- d. ARC/UCP – Jim Frazier was recently hired as the Public Policy Director of the Arc of California.
- f. NBRC Board Report
  - a. The next board meeting is on July 19<sup>h</sup> at 6pm at the new Santa Rosa office location (520 Mendocino Ave, Santa Rosa, CA 95401) and available via Zoom.
- g. ARCA – None
- h. Committees/Subcommittees
  - a. Public Policy Advisory Committee (PPAC)
    - 1. Jessica Sadowsky shared the following.
      - a. PPAC reflected on the Legislative Breakfast event and discussed holding it again next year. The group will potentially host a symposium prior.
      - b. Congress is in between recesses.
  - b. Early Intervention/Early Start Subcommittee – None
  - c. SLS/ILS Subcommittee –
    - 1. Eric Martin shared the topics the group discussed.
      - a. Hiring
      - b. End of Life Planning

#### E. NBRC UPDATES:

- a. Fiscal
  - a. Isabel Calder, NBRC Chief Financial Officer, shared the following.
    - 1. Update on Rollover
      - a. The check run for June services is scheduled for July 14, 2023.
      - b. Reminder – Funds will be available within 2 business days for all auto deposit (EFT).
      - c. Invoices will be posted on Monday, July 17<sup>th</sup>.
  - b. Napa Office Space Planning
    - 1. NBRC is working with consultants to do a reconfiguration of the Napa office.
      - i. Most of NBRC Napa staff will be working remotely for a relatively short period of time.
- b. Vendor
  - a. Circle Up Education Trainings
    - 1. NBRC has partnered with Circle Up Education, a diversity, equity, and inclusion training service. NBRC plans to implement specialized trainings across the year for staff and vendors. More information to come.

#### F. OLD BUSINESS

- a. DDS Workforce Study due by the end of the month
  - 1. [DSP Workforce Survey - Registration](#)
- b. Bridge to Recovery Grant due by July 17, 2023
  - 1. <https://apply.yourcausegrants.com/apply/auth/signin>

#### B. NEW BUSINESS

- a. VAC Opening
- b. Application: <https://forms.gle/KRCVVfNWX1VgYXwY6>

- c. VAC Website: <https://sites.google.com/view/nbrcvac/home>
  - 1. Responsibilities of North Bay Regional Center with VAC Website
    - a. Breeanne Kolster, VAC Co-Chair, will share the VAC website with the NBRC Board of Directors at the next board meeting.
    - b. Isabel Calder, CFO, to discuss the suggestion of including the VAC website on NBRC's website with the Executive Team.

C. VENDOR COMMUNITY OPEN FORUM

- a) To complete the Google Form: <https://forms.gle/dRKKvPr1As3sHA8Z8>

D. GENERAL ANNOUNCEMENTS

- a) The next VAC meeting will be held on Tuesday, August 8, 2023, at 10 am. The meeting will be hybrid so you can attend by Zoom or at the NBRC Napa Office.

E. AGENDA ITEMS FOR FUTURE MEETINGS – None

- F. ADJOURNMENT- *Stacey Martinez, VAC Co-Chair*, ended the meeting.  
10:37AM





**Proposed Board Candidate: Martha Valdez**

**County: Sonoma**

Martha Valdez is an organizer of a non-profit organization called Parent Voices of Sonoma. She is also a facilitator at Parent Cafe of 4C's Sonoma County. Martha participated on the Santa Rosa High School Board of Directors for approximately 2 years as a parent representative and was also a member of the DELAC and ELAC programs. She is dedicated to practicing childcare advocacy and strengthening the community. Her focus is on increasing family strengths, enhancing child development, and reducing the likelihood of child abuse and neglect.

A passionate, hard-working, honest person oriented towards family and social values, who offers her bilingual services in counseling and assistance to non-profit organizations. She promotes optimal communication, training, and technological development of organizations to maximize the impact of their mission.

Martha is an immigrant and first-generation student at Sonoma State University. Her education plan is to obtain a Major in Sociology. Martha is not only a devoted wife but also a dedicated mother who is committed to raising her children with her husband. Their daughter is currently a freshman. Their son is a fourth-grade student and a person receiving services from North Bay Regional Center.

The Nominating Committee recommends Martha Valdez to the NBRC Board of Directors for a one-year term starting November 2023.



### Board Meeting Locations 2023

6:00 pm – 8:00 pm

January 4, 2023	Regular Business Meeting	<i>Via Zoom</i>
February 1, 2023	Regular Business Meeting	<i>Via Zoom</i>
March 1, 2023	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
April 5, 2023	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
May 3, 2023	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
June 7, 2023	<i>Annual Board Meeting</i>	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
July 19, 2023	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Santa Rosa Office</i>
August 9, 2023	<i>No Board Meeting</i>	<i>Board Retreat – NBRC Napa Office</i>
September 6, 2023	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
October 4, 2023	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
November 1, 2023	Regular Business Meeting 6:00 pm – 8:00 pm	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
December 6, 2023	Short Business Meeting 7:00 pm – 8:00 pm	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>



### Board Meeting Locations 2024

6:00 pm – 8:00 pm

January 3, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
February 7, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Santa Rosa Office</i>
March 6, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; Solano Office of Education</i>
April 3, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
May 1, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; Solano Office of Education</i>
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August 7, 2024	<i>No Board Meeting</i>	<i>Board Retreat – NBRC Napa Office</i>
September 4, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; Solano Office of Education</i>
October 2, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Santa Rosa Office</i>
November 6, 2024	Regular Business Meeting	<i>Hybrid – Zoom &amp; NBRC Napa Office</i>
December 4, 2024	Short Business Meeting	<i>Hybrid – Zoom &amp; Solano Office of Education</i>



**FAIR HEARING & MEDIATION UPDATE**

**SEPTEMBER 1, 2023 – SEPTEMBER 30, 2023**

Eligibility (23-3)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Mediation completed. Fair Hearing rescheduled.
Funding (23-7)	<u>Reason for Appeal:</u> Claimant appeals denial of personal assistant services. <u>Ruling:</u> Mediation completed. Resolution found.
Funding (23-8)	<u>Reason for Appeal:</u> Claimant appeals denial of personal assistant services. <u>Ruling:</u> Mediation completed. Resolution found.
Funding (23-10)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for preschool services. <u>Ruling:</u> Fair Hearing rescheduled.
Funding for Services (23-12)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for services. <u>Ruling:</u> Resolution found.
Placement (23-14)	<u>Reason for Appeal:</u> Claimant appeals placement. <u>Ruling:</u> Mediation completed. Hearing rescheduled.
Eligibility (23-15)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Appeal withdrawn.
Eligibility (23-16)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal Meeting held. Mediation and Hearing not requested at this time.
Eligibility (23-17)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal Meeting held. Mediation and Hearing scheduled.

Eligibility  
(23-18)      Reason for Appeal: Claimant appeals denial of eligibility.  
Ruling: Informal Meeting held. Mediation scheduled. Fair Hearing not requested at this time.

Eligibility  
(23-19)      Reason for Appeal: Claimant appeals denial of eligibility.  
Ruling: Mediation and Fair Hearing scheduled.

Eligibility  
(23-20)      Reason for Appeal: Claimant appeals denial of eligibility.  
Ruling: Fair Hearing requested.