

Board of Directors Executive Committee Meeting
Monday, September 15, 2025 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. REQUEST TO RECORD MEETING – Martha Valdez, President INFO
- III. ROLL CALL AND INTRODUCTIONS – Ronald Gers, Secretary
- IV. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- V. CONSIDERATION OF MINUTES – Martha Valdez, President ACTION
Minutes of the Executive Committee Meeting of August 18, 2025 be approved as submitted (pgs. 1-2)
- VI. CONSIDERATION OF AGENDA – Any additions or modifications to the agenda. ACTION
- VII. DDS DIRECTIVE: APPROVAL OF CONTRACTS OVER \$250,000 INFO
Courtney Singleton, Director of Community Services (10 mins) (pg. 3)
- VIII. REVIEW OF SEPTEMBER 3RD BOARD MEETING INFO
- IX. OCTOBER 1ST BOARD MEETING PREP INFO
- X. EXECUTIVE DIRECTOR'S REPORT – Gabriel Rogin, Executive Director INFO
A. Holiday Gift Card Discussion
- XI. OTHER BUSINESS - Any other Board business may be brought up at this time.
- XII. PUBLIC COMMENT – 2 minutes per person unless otherwise allowed by Board Chairperson.
- XIII. CLOSED SESSION (10 mins) INFO
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 – 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 October 20, 2025 at 6:30pm.
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**Board of Directors' Executive Committee Meeting
Monday, August 18, 2025, 6:30 pm
North Bay Regional Center - Via Zoom**

NBRC BOARD MEMBERS PRESENT:

Martha Valdez, President, Sonoma County
Christopher Bennett, Napa County
Alan Kerzin, Sonoma County

Sahira Arroyos, Vice President, Solano County
Joanne Giardello, Solano County
Breeanne Kolster, VAC Representative

NBRC BOARD MEMBERS ABSENT:

Ronald Gers, Secretary, Sonoma County

Cheryl Snavelly, Sonoma County
Andrea Bednarova, Treasurer

NBRC STAFF PRESENT:

Deanna Mobley, Acting Executive Director

Janelle Santana, Executive Assistant

GUESTS:

Amber Lopez, Interpreter

MINUTES

CALL TO ORDER – Martha Valdez, President, called the meeting to order at 6:30pm.

REQUEST TO RECORD MEETING – No objections.

ROLL CALL AND INTRODUCTIONS – Sahira Arroyos, Vice President, conducted roll call and confirmed quorum was present.

PUBLIC COMMENT – None

CONSIDERATION OF MINUTES – Minutes of the Executive Committee Meeting of July 21, 2025 be approved as submitted.

M/S/C (Arroyos/Valdez) Moved to approve the July 21, 2025 minutes as submitted.

**APPROVED
UNANIMOUS**

CONSIDERATION OF AGENDA –

M/S/C (Arroyos/Valdez) Moved to approve the agenda as submitted.

**APPROVED
UNANIMOUS**

REVIEW OF AUGUST 6TH BOARD RETREAT

Martha Valdez, Board President recapped the August 6th Board Retreat.

- Board members shared their experiences visiting residential homes in July.
- An additional meeting is needed for board members to discuss Robert's Rules of Order and board onboarding documents.

SEPTEMBER 3RD BOARD MEETING PREP

Deanna Mobley, Director of Intake and Clinical Services, reviewed the tentative agenda for the September 3rd Board Meeting.

- The Executive Committee decided to defer the Clinical Overview presentation to October.
- Introduction of Claudia Ritchie, Director of Equity and Engagement
- Vote on Andrea Bednarova's Third Officer Term

- Potential of a presentation from Herman, Los Cien
- Closed session to discuss appointment, employment, evaluation of performance, or dismissal of a regional center employee.

ACTING EXECUTIVE DIRECTOR'S REPORT

Deanna Mobley, Director of Intake and Clinical Services, gave an overview of the following topics.

- Public Records Act Training for Board Members on September 4th and 18th from 2-4pm
- Napa Office Remodel Update

OTHER BUSINESS –

- Christopher Bennett, Board Member, shared a demo example for the Client Advisory Committee (CAC) to share their stories.
- Alan Kerzin, Board Member, shared there will be a Self-Determination presentation at the October Board meeting.

PUBLIC COMMENT – None

CLOSED SESSION –

The board moved into closed session at 6:54pm to discuss the appointment, employment, evaluation of performance, or dismissal of a regional center employee.

RETURN FROM CLOSED SESSION-

- A. Report on any action taken during closed session.
 - a. The board returned from the closed session at 7:21pm and there was no action taken.

ADJOURNMENT – Martha Valdez, President, adjourned the meeting at 7:21pm.



PETE CERVINKA
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

May 22, 2025

G-2025-Regional Center Operations-001

TO: REGIONAL CENTER BOARD PRESIDENTS
REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REGIONAL CENTER GOVERNING BOARD APPROVAL OF
CONTRACTS

This letter provides guidance regarding [Welfare and Institutions Code \(WIC\) Section 4625.5\(b\)](#), related to approval by the regional center governing board of contracts totaling two hundred fifty thousand dollars (\$250,000) or more.

WIC Section 4625.5(b), states: “No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless **approved by the governing board** of the regional center...” (emphasis added). Boards shall only consider and approve contracts that have a stated monetary value, identified in a contract, of \$250,000 or more. WIC Section 4625.5 does *NOT* apply to vendor approval letters, service provider contracts that may result in payments of \$250,000 or more depending on utilization of services, or individual purchase of service (POS) authorizations where the totality of the POS authorizations for a vendor may exceed \$250,000. Such transactions are not the considered “contracts” specified in WIC Section 4625.5.

Regional centers must review, and if necessary, update existing bylaws, policies and procedures to align with this letter.

Should you have any questions or concerns regarding this letter, please contact your primary regional center liaison in the Office of Community Operations via email at oco@dds.ca.gov, or by phone at (916) 654-1958.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Service Directors
Association of Regional Center Agencies