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

### **Our Mission:**

(what we do and for whom)

Our mission is to empower, respect and serve each child and adult with or with the potential for a developmental disability, while promoting the health and well-being of each individual, their families, and our community.

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## **MEETING NOTICE**

The next meeting of the Board of Directors is a Regular Business Meeting scheduled as follows:

**DATE:** September 4, 2024

**TIME:** 6:00 pm

**PLACE:** Hybrid – In Person or Zoom

**Please click the link below to join the webinar:**

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

### **Join by Phone:**

Phone Number: 1-669-900-6833

Webinar ID: 897 0968 7840

Passcode: 912329

*Se Habla Español*

*American Sign Language Interpretation Available*

### **Agenda Enclosed**

The NBRC Board of Directors is actively recruiting for board members. Please email your completed application or send any questions to Janelle Santana at [janelles@nbrc.net](mailto:janelles@nbrc.net).

- [NBRC Board Application - English](#)
- [NBRC Solicitud de Junta - Español](#)
- [Ang Aplikasyon para Maging Miyembro ng Lupon ng mga Direktor ng - Tagalog](#)

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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**  
**September 4, 2024, 6:00 p.m.**  
**Solano County Office of Education**  
**5100 Business Center Dr, Fairfield, CA 94534**

**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 – Ronald Gers, Secretary (3 min)
- III. CONSIDERATION OF MINUTES – Regular Business Board Meeting Minutes from July 10, 2024 be approved as submitted. (2 min) (pgs. 1-12) ACTION
- IV. CONSIDERATION OF AGENDA – Additions or modifications to this agenda by Board Members. ACTION
- V. 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)
- VI. CONTRACT FOR APPROVAL OVER \$250,000 – Isabel Calder, CFO ACTION
  - A. E-3 Contract (5 min) (pgs. 13)
- VII. TREASURER'S REPORT – Andrea Bednarova, Treasurer ACTION
  - A. Treasurer's Report be approved as submitted (5 min) (pgs. 14-15)
- VIII. COMMITTEE REPORTS –
  - A. Executive Committee Update – Rosemarie Pérez, President (10 min)
    - i. Approved Board Opportunity Fund Request for JM (pg. 16-17) INFO
    - ii. Board Email Accounts Effective Date ACTION
    - iii. NBRC Executive Director Succession & Recruitment Policy for Approval (pgs. 18-21) ACTION
    - iv. NBRC Mission/Vision/Values Discussion ACTION
      - a. NBRC Mission Statement Tagline for Approval (pg. 22)
    - v. August Board Retreat – Person- Centered Thinking Follow Up INFO
  - B. Nominating Committee Update –  
Andrea Bednarova, Treasurer and Nominating Committee Member (15 mins) ACTION
    - i. Vendor Advisory Committee (VAC) Candidate Introductions & Elections
      - 1. Kelley Hanson (pg. 23)
      - 2. Kaela Talifili (pg. 24)
    - ii. Board Member Term Election (pgs. 25)
      - 1. Martha Valdez's Second Term – November 2024 to October 2027 (pg. 27)
    - iii. Board President Election (pg. 26)
      - a. Martha Valdez – October 2024 – September 2026 (pg. 27)
  - C. Cultural/Linguistic Competency Committee Update – Rosemarie Pérez, President (15 mins)
    - vii. Community Events – September & October Outreach Calendars (pgs. 28-29) INFO
  - D. Vendor Advisory Committee Update – Breeanne Kolster, VAC Co-Chair (5 mins) (pgs. 30-39) INFO
  - E. Public Policy Advisory Committee Update – Breeanne Kolster, VAC Representative (5 mins) INFO
  - F. Client Advisory Committee Update – Sara Speck, CAC Co-Chair (5 mins) INFO
  - G. Risk Reduction Advisory Committee Update – Joanne Giardello, Board Member (5 mins) INFO

- IX. UPDATE ON MASTER PLAN FOR DEVELOPMENTAL SERVICES MEETING – Sara Speck, Board Vice President (5 min) INFO
- X. EXECUTIVE DIRECTOR’S REPORT – Gabriel Rogin, Executive Director (10 mins) INFO
- A. Proposed Plan of Action for Board Conflict of Interest Mitigation Plans
    - i. Sahira Arroyos (pgs. 40-47)
    - ii. Joanne Giardello (pgs. 48-55)
- 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. 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 Regular Board Meeting is on October 2, 2024 at 6:00 pm at NBRC’s Santa Rosa office – 520 Mendocino Avenue, Santa Rosa, 95401.

**North Bay Developmental Disabilities Services, Inc.**  
**Board of Directors Regular Business Meeting**  
July 10, 2024, 6:00 p.m.  
Via In Person & Zoom Webinar  
610 Airpark Road, Napa, CA 94558

**NBRC BOARD MEMBERS PRESENT:**

Rosemarie Pérez, President, Sonoma County  
Breeanne Kolster, VAC Representative  
Joanne Giardello, Solano County

Andrea Bednarova, Treasurer  
Sara Speck, Vice President, Solano County  
Martha Valdez, Sonoma County  
Ravinder Rangji, Solano County

**NBRC BOARD MEMBERS ABSENT:**

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

Sahira Arroyos, Solano County

**NBRC STAFF PRESENT:**

Gabriel Rogin, Executive Director  
Mariam Guirguis, Executive Assistant – Compliance

Jennifer Crick, Director of Administrative Services  
Courtney Singleton, Director of Community Services  
Deanna Mobley, Director of Intake and Clinical Services

**GUESTS:**

Rudy Lopez, ICS Interpreting Services  
Deblois Hitchman, ASL Interpreter  
Nicole Sotelo, ASL Interpreter  
Abigail  
Adrian Andrade  
Bobbie Scott  
Chris Aguire-DDS  
Emme Hoffman (SC)  
Faith Cross

Holly Armijo, CBEM  
iPhone  
Jonathan Kiesler  
Karre Williams  
Kenya Martinez, SCDD  
Lisa Hooks  
Paula Finley, BI  
Karelia Barton

**MINUTES**

**CALL TO ORDER** – Rosemarie Pérez, President, called the regular business meeting to order at approximately 6:02 pm.

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

**CONSIDERATION OF MINUTES** – Regular Business Meeting Minutes from the May 1, 2024 and Annual Meeting Minutes from June 5, 2024 be approved as submitted.

**M/S/C (Speck/Rangji) Moved to approve the May 1, 2024 and June 5, 2024 minutes as submitted.**

**APPROVED  
UNANIMOUS**

**CONSIDERATION OF AGENDA**

- **No additions or modifications.**

**M/S/C (Bednarova/Kolster) Moved to approve the agenda as submitted.**

**APPROVED  
UNANIMOUS**

**GENERAL PUBLIC COMMENT –**

Lisa Hooks, State Council on Developmental Disabilities, shared that Kenya Martinez is replacing Lisa as the NBRC representative.

**APPROVAL OF CONTRACTS OVER \$250,000 –**

Courtney Singleton, Director of Community Services, presented the following contracts for approval. They can be found on pages 8-9 of the July Board Meeting Packet.

- A. Specialized Residential Facility (SRF) –
  - a. Bright Horizons Care Services, LLC

**M/S/C (Speck/Bednarova) Moved to approve the contract for Bright Horizons Care Services, LLC.**

**APPROVED  
Kolster/Valdez ABSTAINED**

- B. Presentation on Crisis Intervention Services by Bobbie Scott, Holly Armijo and Frank Quinliven from C.B.E.M.
  - a. Creating Behavioral + Educational Momentum (C.B.E.M.)
    - i. Joanne Giardello, Board Member and RRAC chair, thanked C.B.E.M. for their participation and feedback during the Risk Reduction Advisory Committee (RRAC) Meetings.
    - ii. C.B.E.M. will include data for the types of phone calls received the next time they present to the Board.
    - iii. Martha Valdez, Board Member, shared the importance of C.B.E.M. having an office in Sonoma County.

**M/S/C (Giardello/Speck) Moved to approve the contract for C.B.E.M. as submitted. APPROVED  
Kolster/Valdez ABSTAINED**

**FEEDBACK ON PERFORMANCE CONTRACT PLANS FY 24/25 & PERFORMANCE OUTCOMES FROM 2022**

Courtney Singleton, Director of Community Services, presented the revised data for Performance Contract for Fiscal Year 24/25 & Performance Outcomes from 2022. The presentation can be found as an attachment next to the July Board Meeting Packet on the NBRC Website.

- Purchase of Service (POS) Expenditure usage per Capita by Ethnicity or Race
  - o Joanne Giardello and Martha Valdez, Board Members, commented on the need for data on the reason for disparities in utilizing POS.
  - o Breeanne Kolster, VAC Representative, shared her thoughts on what’s contributing to the POS expenditure disparity: staffing shortages and lack of funding.
  - o Martha Valdez, Board Member, and Gabriel Rogin, Executive Director, to discuss Martha’s idea about providing technology training for families and individuals served by the regional center.

**UPDATE ON MASTER PLAN FOR DEVELOPMENTAL SERVICES MEETING**

Sara Speck, Vice President, shared an update on the Master Plan for Developmental Services Meeting held on June 5<sup>th</sup> in Sacramento.

- Reviewed goals and plans
- The group divided into 5 workgroups for focus areas.
- The next Master Plan for Developmental Services Meeting is on August 21<sup>st</sup> in Sacramento.

**UPDATE ON PARTNERS IN POLICY MAKING**

Martha Valdez, Board Member, shared about her experience attending the Association of Regional Center Agencies (ARCA)’s Partners in Policy Making program.

- The Association of Regional Center Agencies (ARCA) and its member agencies had an opportunity

to bring together self-advocates and family advocates to break down barriers to full participation in their community and ensure people served by regional centers can become leaders in society.

## **TREASURER'S REPORT –**

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

- a. Andrea Bednarova, Treasurer, reviewed the Treasurer's Report. A summary of the Board Opportunity Fund and the CFO board report can be found in the July 2024 board packet.
  - i. Doug Cleveland Board Opportunity Fund
    1. A summary of this report is included in the board packet. There were 2 grants approved and paid totaling \$2,050.00.
    2. The account balance on May 31, 2024, was \$27,587.13.
  - ii. Operations
    1. As of May 2024, 92% of the fiscal year has lapsed with our paid to date reflecting 85% of the Operations allocation. Overall, we continue to maintain a balanced budget.
    2. Below is a breakdown of how much we have paid out by allocation:
      - a. General Operations: NBRC has paid out 80% of our allocated budget.
      - b. Community Placement Plan (CPP): NBRC has paid out 92% of our allocated budget. The E-2 contract includes additional CPP funds.
      - c. Senior Companion Program (SCP) Grant: NBRC has funded 79% of our allocated grant.
      - d. Mental Health Services Act (MHSA): NBRC has funded 66% of our allocated grant.
      - e. We will continue to closely monitor our expenditures through the remaining part of the budget year. The forecast includes estimate for June operation expenses and encumbered funding for future needs. This includes equipment, website enhancement, staff training, and facilities maintenance.
  - iii. Purchase of Service
    1. NBRC paid a total amount of \$388,268,831 for POS expenditures through May 31, 2024. This represents 73% of the total POS budget. The forecast represents estimates for June services.
  - iv. Audit Update
    1. NBRC staff are preparing for both the biennial DDS audit that begins on July 29, 2024 and our Windes CPA audit for FY 2023/2024.

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

**APPROVED  
UNANIMOUS**

## **COMMITTEE REPORTS –**

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

Rosemarie Perez, President, shared the following updates.

- i. Approved Contracts over \$250,000 by the Executive Committee at the May 20<sup>th</sup> meeting.
  - a. Enhanced Behavioral Support Home (EBSH)
  - b. Community Crisis Home (CCH)
  - c. Transportation Vendors
- ii. Action taken during closed session
- iii. Planning for August Board Retreat
  - a. August 7<sup>th</sup> at 9am – 3pm in person

- b. Finalize Executive Director Succession Plan
- c. Focus on Person Centered Thinking

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

- a. Rosemarie Pérez, President, noted the following.
  - i. The committee had an in-person meeting on June 10<sup>th</sup>. The group talked about the following during that meeting.
    - 1. Tribal Outreach and the importance of partnering with tribal communities
    - 2. The need for a comprehensive assessment to determine how NBRC is doing in its efforts around equity and diversity
    - 3. Making NBRC offices more approachable and welcoming
  - ii. Community Events – July Outreach Calendar
  - iii. Approval of Board Policies
    - 1. Service Equity, Diversity, and Inclusion Policy

**M/S/C (Speck/Kolster) Motioned to approve the Service Equity, Diversity, and Inclusion Policy as submitted.**

**APPROVED  
UNANIMOUS**

- 2. Education and Wellbeing Policy

**M/S/C (Bednarova/Kolster) Motioned to approve the Education and Wellbeing Policy as submitted.**

**APPROVED  
UNANIMOUS**

**b. Vendor Advisory Committee (VAC) Update –**

- a. Breeanne Kolster, VAC Co-Chair, shared an update on the following.
- b. June VAC Meeting
  - i. Presentation from Teresa Anderson, Director of California’s Public Policy Center
  - ii. Discussion on Workforce Violence and OSHA requirements.
  - iii. Discussion on changing the format for VAC meetings.
- c. July VAC Meeting
  - i. Breakout sessions
  - ii. Planning for Vendor Fairs
  - iii. Bylaw Review Subcommittee
  - iv. Future agenda topics
  - v. Advocacy update on rate implementation
  - vi. Fiscal rollover acknowledgement

**c. Public Policy Advisory Committee Update –**

- a. Breeanne Kolster, VAC Representative, noted the following.
  - i. The PPAC flyer can be found on page 42 of the July board meeting packet.
  - ii. The next meeting will be on July 23<sup>rd</sup> at 10am.

**d. Client Advisory Committee Update –**

- a. Sara Speck, Board Member and CAC Co-Chair, noted the next meeting is on September 27<sup>th</sup> at 1:00pm.

**e. Risk Reduction Advisory Committee Update –**

- a. Joanne Giardello, Board Member and RRAC Chair, noted the following items discussed during the committee meeting.
  - i. Implicit bias conversation
  - ii. Risks identified with online relationships
  - iii. Making material relevant to those with special needs
  - iv. Relationships Decoded training update
  - v. Discussion on how to involve more people in the RRAC.
    - a. Will create an RRAC flyer.

**f. Nominating Committee Update –**

Joanne Giardello, Nominating Committee Chair, noted the following.

a. Board Member Term Election

- i. Sara Speck’s Third Term – July 2024 to June 2025
  - a. Sara Speck left the room.
  - b. Board Members took a vote.

**M/S/C (Bednarova/Kolster) Motioned to approve Sara Speck’s third term as a Board of Director from July 2024 to June 2025. All Board Members Present APPROVED UNANIMOUS**

- ii. Carl Vinson’s Second Term – September 2024 to August 2027
  - a. Carl Vinson was not present at this meeting.
  - b. Board Members took a vote.

**M/S/C (Bednarova/Kolster) Motioned to approve Carl Vinson’s second term as a Board of Director from September 2024 to August 2027. All Board Members Present APPROVED UNANIMOUS**

b. Board President Nominations

- i. Rosemarie Pérez, President, ends the last term as President in September 2024.
- ii. Joanne Giardello, Board Member, asked the board to send nominations to her.

**EXECUTIVE DIRECTOR’S REPORT –**

Gabriel Rogin, Executive Director, shared the following State Budget Updates.

- Individual Program Plan (IPP) and Individual Family Service Plan (IFSP) remotely
- Eliminate two family fees: Family Cost Participant program and Annual Family Program.
- Tuition Reimbursement program phases out in June 2024
- Quality Incentive Program – Provider Directory

**GOOD OF THE ORDER –**

Rosemarie Pérez, President, shared that she will send board members a letter addressed to Senator McGuire via email for a vote at the next Executive Committee Meeting.

**GENERAL PUBLIC COMMENT – None**

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

*The Board of Directors had a Conflict of Interest and Whistleblower Training after the business meeting adjourned.*



Date submitted to NBRC Board for review

07/10/2024

Date approved by NBRC Board Executive Committee (if applicable)

N/A

Date approved by NBRC Board

07/10/2024

Operations

Purchase of Service

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Contract Amounts	APPROVED	Notes
Crisis Intervention Services	185 (FY 23/24)	Creating Behavioral + Educational Momentum (CBEM) PN0913	09/01/2024- 08/31/2027	\$2,000,000/ Annual Contract \$3,274.71/per client per month	<b>M/S/C</b> (Giardello/Speck)  <b>ABSTAINED</b> (Kolster/Valdez)	Napa, Solano and Sonoma Counties

**Summary:**

Creating Behavioral Educational Moments (CBEM) has been providing crisis intervention services to NBRC clients since 2012. They provide an intensive short-term support system, geared towards achieving stability for those at risk of losing placement, being hospitalized for long periods of time, and/or other unforeseen circumstances. CBEM typically serves an individual for 3 to 6 months, but will not end services until stability is achieved. They provide emergency on-call services after hours to assist individuals in crisis 24 hours a day 7 days a week for any NBRC in need. NBRC can call CBEM 24 hours a day for assistance in serving any client in crisis.

Purpose of Contract	Consumers Served	Contractor Name and Vendor# (if applicable)	Term of Contract	Contract Amounts	APPROVED	Notes
Specialized Residential Facility - Elderly	4	Bright Horizons Care Services, LLC HN0739	08/01/2024-12/31/2027	\$1,030,992/Annual Contract \$21,479/per client per month	M/S/C (Speck/Bednarova)  ABSTAINED (Kolster/Valdez)	Sonoma County
<p><b>Summary:</b> This <b>Specialized Residential Facility (SRF)</b> for the elderly, will be licensed by California Social Services, Department of Community Care Licensing and vendored by North Bay Regional Center to serve individuals with medical needs transitioning out of Skilled Nursing Facilities. This home will serve 4 adults in Sonoma County. The home provides between 2 -3 staff to 4 client ratios during awake hours with a 2 staff to 4 client ratio overnight. Professional Consultation services may include: A Registered Nurse, Board Certified Behavior Analyst, Occupational Therapist, Registered Dietician, Recreational Therapist and/or Physical Therapist. These homes are monitored/visited on a quarterly basis by each client's NBRC Service Coordinator, on an annual basis by NBRC's Quality Assurance Staff and annually unannounced by Community Care Licensing. Individuals served in this home will be over the age of 59 years.</p>						

**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

**BOARD POLICY NO. 13**

**M/S/C (Speck/Kolster) Motioned to approve the Service Equity, Diversity, and Inclusion Policy as submitted.**

**SERVICE EQUITY, DIVERSITY AND, INCLUSION POLICY**

**BACKGROUND**

North Bay Regional Center acknowledges inequity exists, and therefore, inequity is historically reflected in systems and institutions, including the regional center system. North Bay Regional Center is committed to identifying opportunities for change with an enhanced focus on equity, diversity, and inclusion, bringing awareness of different cultures and identities throughout our entire community. This policy shall serve as an overall plan embracing the philosophy, general goals, and acceptable procedures within North Bay Regional Center. Diversity, equity, and inclusion should be reflected in NBRC's culture, practices and relationships with a commitment to accountability and transparency, working to eliminate barriers in service delivery by increasing utilization, and reducing disparities in our system.

**DEFINITIONS**

**Equity** is the fair opportunity to have access to services, support and quality for all population groups. Equity seeks to render justice by deeply considering structural factors which benefit some communities and have harmed other social communities in access to services, quality of services, and adverse effects in the general quality of life. Sometimes justice demands, for the purpose of equity, an unequal response.

**Diversity** includes all the ways in which people differ and encompasses all the different characteristics which make one individual or group different from another. It is all-inclusive and recognizes the value everyone brings. This includes, but is not limited to, national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures.

**Inclusion** is a state of being valued, respected, and supported. Inclusion is the process of creating a culture and environment which recognizes, appreciates, and effectively utilizes the talents, skills, and perspectives of everyone.

**Linguistic Competence** is the capacity of an organization and its personnel to communicate effectively and convey information in a manner that is easily understood by diverse groups including persons of limited English proficiency, those who have low

literacy skills or are not literate, individuals with disabilities, and those who are deaf or hard of hearing.

**Intersectionality** is to see the interactive effects of various forms of discrimination and disempowerment. It is the acknowledgement everyone has their own unique experiences of discrimination and oppression.

**Culturally Appropriate** denotes an approach which considers multiple cultural factors in the design and delivery of services, training, research, collaboration/partnerships, and community engagement.

**Cultural Humility** is the ability to recognize one's own limitations to avoid making assumptions about other cultures. It is the commitment to ongoing learning of cultural sensitivities.

**Respecting Individual Choice** in relation to identity, pronouns, and names is essential. It reflects commitment to acknowledging and honoring each person's unique self-expression.

- a) Identity:
  - o Identity encompasses a person's sense of self, including their gender identity, cultural background, and personal beliefs.
  - o Respecting identity involves recognizing and validating how someone identifies themselves, whether it's as male, female, non-binary, or any other gender.
  - o Using preferred pronouns is a way to honor an individual's identity.
- b) Pronouns:
  - o Respecting pronouns means using the pronouns that a person prefers.
  - o Avoid assumptions: Don't assume someone's pronouns.
- c) Name:
  - o Names hold significant meaning and are integral to a person's identity.

**Respecting names** involves using the name someone chooses for themselves, even if it differs from their legal name.

**Implicit Biases** are negative associations people unknowingly hold. They are expressed automatically, without conscious awareness. It affects individuals' attitudes and actions, thus creating real-world implications, even though individuals may not even be aware those biases exist within themselves.

**Racism** is a powerful collection of racist policies which lead to racial inequity and are substantiated by racist ideas.

**Institutional Racism** is the way in which institutional policies and practices create different outcomes for different racial groups.

**Audism** is negative stigma toward anyone who does not hear; like racism or sexism, audism judges, labels, and limits individuals based on whether a person hears and speaks.

**Disparity** is defined as an unequal or different outcome or condition which can adversely affect groups of people.

**Privilege** is unearned social power accorded by the formal and informal institutions of society to ALL members of a dominant group. Privilege is usually invisible to those who have it.

**Language Deprivation** is lack of linguistic stimuli that are necessary for the language acquisition processes. This results when a child does not receive sufficient language input to acquire or learn any language or readily develop cognitive capabilities.

## POLICY

NBRC recognizes and embraces diversity, equity, and inclusion as an integral part of our agency and our strategic plan. NBRC will adopt and implement strategies toward eliminating disparities, promoting inclusion and increased representation.

NBRC will turn these values into measurable actions which promote Service Equity, Diversity, and Inclusion, including development of procedures, performance contract measures, training, resource development, community outreach, internal and external communications. NBRC will actively seek feedback from clients and their families to assess the effectiveness of efforts made to address service equity needs. NBRC will analyze, review and share Purchase of Service expenditure data by ethnicity, age, location and by living situation and employ strategies to address differences and potential deficiencies.

NBRC believes that developing the competency of staff and service providers facilitates a service provision which is empathetic, compassionate, collaborative, and sensitive to interactions with our community.

NBRC values collaboration with the diverse community we serve.

For 4731 Complaints: <https://www.dds.ca.gov/general/appeals-complaints-comments/>

For Fair Hearing: <https://www.dds.ca.gov/general/appeals-complaints-comments/fair-hearings-complaint-process/>



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**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

**BOARD POLICY NO. 4**

**M/S/C (Bednarova/Kolster) Motioned to approve the Education and Wellbeing Policy as submitted.**

**EDUCATION AND WELLBEING POLICY**

**PURPOSE**

NBRC places a great emphasis on educating individuals with developmental disabilities and the communities of which they are a part. The primary goal of our agency is to improve the general well-being of the individuals we serve by identifying and addressing areas of need, promoting awareness, encouraging self-sufficiency, self-advocacy, and outreach. NBRC seeks to empower individuals and cultivate a more inclusive and supportive society for people with developmental disabilities, fostering an environment where everyone can thrive.

**POLICY**

1. NBRC promotes positive health outcomes for individuals served and their families to reach their optimum mental, physical, and social, health.
2. NBRC is dedicated to the dissemination of educational materials in collaboration with community-based organizations and partners. Our goal is to offer educational resources and support that cover health topics, particularly those associated with developmental disabilities.
3. NBRC believes it is valuable for our staff to have relevant, current, and accessible information about health topics that affect our clients, especially related to the 5 diagnostic criteria of the Lanterman Act. We believe that providing training lessens stigma, fosters a shared learning environment for growth, creates understanding of challenges that may be faced by families and individuals, and improves connection between staff and the people with whom they serve.
4. Our commitment is to continue raising awareness and sharing valuable information about the 5 diagnostic criteria of the Lanterman Act and other health factors frequently linked to developmental disabilities.

5. NBRC also acknowledges the need for a focus on social factors that negatively impact health outcomes and perpetuate inequity. These factors include but are not limited to, social and economic status; inadequate (or unequal) access to healthcare and education; and the effects of stigma, language access, and racism.
6. NBRC collaborates with community partners to address barriers in order to increase access and knowledge of the resources available for clients and caregivers.
7. NBRC collaborates and educates community partners to provide information regarding developmental disabilities, regional center services and early intervention support.



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Date submitted to NBRC Board for review

9/4/2024

Date approved by NBRC Board Executive Committee (if applicable)

Date approved by NBRC Board

Operations

Purchase of Service

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

Purpose of Contract	Contractor Name and Vendor#	Term of Contract	Total Contract Amount	Notes
E-3 Contract for Fiscal Year 23/24	Department of Developmental Services	July 1, 2019 – June 30, 2026	<b>\$573,135,408</b>	The E-3 contract for FY 23/24 includes the following: <ul style="list-style-type: none"> <li>• Ops: <b>\$76,362</b></li> <li>•</li> </ul>

Operations allocation included the following:

- \$76,362 additional rent for the Vacaville office.





# North Bay Regional Center Doug Cleveland Board Opportunity Fund September 4, 2024, Board Meeting

The Doug Cleveland Board Opportunity Fund ending balance as of July 31, 2024, was **\$35,893.71**.

There were two (2) transactions that occurred in **June 2024**:

Donations and Deposits:

- One Donation \$1,300
- One Deposit \$6,000

There were one (1) transaction that occurred in **July 2024**:

- One Deposit \$1,006.58

Awards:

- No awards issued

Other Transactions:

- None

Ops Expenditures 12 months 96%	CFO Board Report June 30, 2024				POS Expenditures 12 months 80%
100% of the fiscal year has elapsed					
<b>OPERATIONS</b>		<b>Total Ops Allocation: \$ 38,248,650</b>			
<b>Total General Ops Contract: \$ 36,192,135</b>		<b>Total CPP Contract: \$ 1,455,498</b>			
<b>General Ops Amount Available: \$ 1,577,007</b>		<b>CPP Contract Amount Available: \$ 109,705</b>			
<b>Total YTD</b>					
<b>OPERATIONS EXPENSE (OPS)</b>	<b>YTD Actual</b>	<b>% by category</b>	<b>Forecast*</b>	<b>Actual + Forecast</b>	
Personnel	\$ 23,513,293	67.93%	\$ -	\$ 23,513,293	
Benefits	\$ 6,808,069	19.67%	\$ -	\$ 6,808,069	
Facilities	\$ 2,530,458	7.31%	\$ 100,000	\$ 2,630,458	
Equipment	\$ 898,155	2.59%	\$ 300,000	\$ 1,198,155	
Communications	\$ 447,121	1.29%	\$ 350,000	\$ 797,121	
Mileage	\$ 328,297	0.95%	\$ 100,000	\$ 428,297	
Legal	\$ 139,548	0.40%	\$ 130,000	\$ 269,548	
General Office	\$ 144,399	0.42%	\$ 150,000	\$ 294,399	
Consultants	\$ 454,394	1.31%	\$ 300,000	\$ 754,394	
Bank Fee and LOC	\$ 31,901	0.09%	\$ -	\$ 31,901	
Other Expenses	\$ 46,970	0.14%	\$ 147,007	\$ 193,977	
Revenue	\$ (727,477)	-2.10%	\$ -	\$ (727,477)	
<b>Total Operations Expenses</b>	<b>\$ 34,615,128</b>	<b>100%</b>	<b>\$ 1,577,007</b>	<b>\$ 36,192,135</b>	
<b>Community Placement Plan (CPP)</b>					
	\$ 1,345,793	92%	\$ 109,705	\$ 1,455,498	
<b>Senior Companion Program (SCP) - Grant</b>					
	\$ 288,353	87%	\$ 41,269	\$ 329,622	
<b>Mental Health Services Act (MHSA) - Grant</b>					
	\$ 226,578	83%	\$ 44,817	\$ 271,395	
<b>Total Paid for Operations: \$ 36,475,852</b>					
<b>PURCHASE OF SERVICES</b>		<b>Total POS Allocation: \$ 534,810,396</b>			
<b>Total POS Contract: \$ 532,400,353</b>		<b>Total CPP Contract: \$ 2,410,043</b>			
<b>POS Contract Amount Available: \$ 105,446,631</b>		<b>CPP Contract Amount Available: \$ 2,410,043</b>			
		<b>%</b>		<b>Total YTD</b>	
<b>PURCHASE OF SERVICES (POS)</b>	<b>YTD Actual</b>	<b>YTD Total</b>	<b>Forecast*</b>	<b>Actual + Forecast*</b>	
Community Care Facilities	\$ 137,738,640	32.3%	\$ 109,199	\$ 137,847,839	
Supported Living Services	\$ 103,820,524	24.3%	\$ 223,876	\$ 104,044,400	
Day Programs	\$ 77,164,743	18.1%	\$ 178,472	\$ 77,343,215	
Behavioral Services	\$ 37,784,626	8.8%	\$ 171,567	\$ 37,956,193	
Other	\$ 32,737,091	7.7%	\$ 314,770	\$ 33,051,861	
Transportation	\$ 17,585,800	4.1%	\$ 10,236	\$ 17,596,036	
Respite	\$ 11,040,826	2.6%	\$ 1,198,004	\$ 12,238,830	
Medical Services	\$ 9,081,472	2.1%	\$ 608,928	\$ 9,690,400	
Community Placement Plan (CPP)	\$ -	0.0%	\$ -	\$ -	
<b>TOTAL POS EXPENSES</b>	<b>\$ 426,953,722</b>	<b>100.0%</b>	<b>\$ 2,815,052</b>	<b>\$ 429,768,774</b>	
*This budget reflects through the E - 2 for FY24.					
<b>Total Regional Center Budget:</b>				<b>\$ 573,059,046</b>	



## Board Opportunity Fund Request

**Approved unanimously via text by the BOD Executive Committee on 8/3/2024  
(Pérez, Gers, Bednarova, Speck)**

Date: 7/27/24
Service Coordinator: MA
Individual Name: JM
County of Residence: Solano
Type of Request: Rent assistance

### Summary

Include diagnosis, detailed circumstances and why the funds are needed. Please also include an itemized list of costs (approximate).

JM is a 21-year-old unconserved male, eligible for North Bay Regional Center services with a diagnosis of autism spectrum disorder. JM lives with his mother in Fairfield. His parents divorced many years ago and there is little contact with his father. He currently attends an Adult School and is determined to complete his education. JM's social security income has become the primary income for him and his mother. He receives approximately \$1000 a month but unfortunately, his benefits were recently terminated. This was due to the notification being sent only in English, which is not the family's primary language. This made it difficult for JM and his mother to understand the situation.

Per Disability Rights California (DRC) - "The appeal can take some time, but we are hoping his social security benefits could be re-instated under aid paid pending in the next month or two. We do not know the exact timeframe, but we know one or two months of board funds will prevent the family from being homeless, while they try to access General Assistance benefits, or SSI under aid paid pending, and local rent assistance programs we have provided them."

JM's social security income was used to pay most of the rent for his home and now he and his mother are delinquent in their rent and are asking for assistance. JM's mother is undocumented and unable to work. They have accessed financial aid programs such as St. Vincent's, family, friends from their church and aid through Solano County but they have run out of options. They were able to cover the month of June but have been unable to pay for July or August.

The ID team respectfully requests \$1,200 dollars for 2 months, a total of \$2,400, to assist JM and his mother with two months of rental assistance which would provide him and his family extra time for DRC to pursue an appeal. DRC has submitted paperwork for aid paid pending, referred the family to a "cash grant program" and believe that this rental assistance will carry them through until those financial supports are in place. In addition, his sister is helping JM apply for In-Home Support Services (IHSS) and if eligible, this would bring additional income that can be contributed to JM and his mother.

DRC expects JM's social security income to be reinstated retroactively. If so, JM may be able to repay all or part of the Board Fund amount through a repayment plan.

TOTAL FUNDS REQUESTED: \$2,400

ALTERNATIVE RESOURCES EXPLORED: Office of Clients' Rights Advocacy/ Social Security-pending/ North Bay Housing Coalition/ Local churches/ Family and friends/ Food Banks

Senior Service Coordinator: MA
Supervisor: NM

## Policy

### North Bay Regional Center (NBRC) Executive Director Succession and Recruitment Policy

**Scope:**

Applies to the North Bay Regional Center Board of Directors (BOD) and the Executive Director (ED) position.

**Rationale:**

The purpose of this policy is:

- To ensure continuous coverage of executive duties, critical to NBRC's ongoing operations, in the event of a planned or unplanned, short-term or long-term absence of the Executive Director.
- To provide a recruitment strategy in the event of a long-term planned or unplanned absence which results in the vacancy of the NBRC ED position

***Temporary Succession Plan – Planned Absence***

- In the event the NBRC ED is anticipated to be unavailable for one (1) business week or longer, the ED will notify the BOD and members of the Executive Team, of their identified designee who is authorized to act on their behalf during the absence. This notification should occur at least two (2) business days prior to the first day of absence.
- In the event the NBRC ED is anticipated to be out of the office for thirty (30) days or longer, the BOD will direct the ED's designee to ensure NBRC's social media information is updated appropriately with current contact information for public access.
- In the event of a planned absence of thirty (30) days or more, the BOD may consider granting the interim ED additional compensation for the duration of the assignment.

***Temporary Succession Plan – Unplanned Absence***

- In the event of a temporary, unplanned absence which results in the NBRC ED becoming incapacitated and/or not available, the BOD may appoint an interim ED.
- The BOD will immediately direct the interim ED to ensure NBRC's social media information is updated appropriately with their current contact information for public access.
- Following an unplanned absence of one pay period or more by the ED, the BOD may consider granting the interim ED additional compensation for the duration of the assignment.

### ***Long-Term Succession and Recruitment***

- In the event of a vacancy of the NBRC ED position, the BOD may appoint an interim ED and begin the recruitment process.

### ***Recruitment of the Executive Director of NBRC***

- NBRC's BOD is committed to the recruitment and hiring of the most qualified candidate for the position of ED. The intent is for the recruitment and selection process to be as neutral and transparent as possible, while still respecting the confidentiality of the applicants and decision-making process.
- NBRC's BOD will not discriminate against any internal or external applicant for employment based on race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, physical or mental disability, medical condition, age, or on any other basis protected by Federal, state or local employment discrimination laws.
- In the event a long-term change in relationship is required, the BOD will appoint an Executive Transition Committee (ETC) within fifteen (15) business days of the event. This Committee will be comprised of at least four (4) members of the BOD, at least two (2) of which will be members of the BOD Executive Committee, and the rest from the BOD Members at large with the exception of Vendor Advisory Committee (VAC) member.
- It will be the responsibility of this ETC to implement the preliminary transition plan below:
  - Communicate with key stakeholders regarding actions taken by the BOD in naming an interim successor, appointing the ETC, and implementing this policy.
  - The Agency will provide a current list of key stakeholders to the ETC who must be contacted, including the Department of Developmental Services (DDS), the Association of Regional Center Agencies (ARCA) and NBRC staff members.
  - Key operational contacts must also be included such as the financial institution(s) used for operations and payroll accounts. See attached list of positions that would be notified.
  - Utilize consulting assistance based on the circumstances of the transition, i.e. transition management services, executive recruitment/search consultants, etc.
  - Meet with the identified interim ED (see above) to review short-term or urgent issues which may need to be addressed during the transition process.
  - Meet with members of the NBRC Executive Team to identify attributes and characteristics which are important to considering the selection of the next ED.
  - Meet to establish members of the Executive Search Committee (ESC) who will participate in the recruitment and selection process. The ESC may include members from the ETC, from the current and former NBRC BOD, and/or identified community partners, such as ARCA.
- Once the ESC has been established, the members will meet with the NBRC Director of Administrative Services (DAS) to begin a multi-prong approach for recruiting the most qualified candidate. This will include both internal and external recruitment efforts.
  - Internal Recruitment Efforts
    - The position will be posted internally using such means available at the time of the vacancy.

- Email announcement(s) will be shared with the HR Directors/Managers of all other Regional Centers for advertisement within their respective Regional Centers.
  - External Recruitment
    - Professional executive search vendor would be selected to promote as neutral a hiring process as possible, the involvement of NBRC's DAS will be limited to the assistance and facilitation of the executive search firm vendor selection process for the NBRC BOD.
    - NBRC's DAS will not participate in the determination or selection of an executive search vendor which will manage the external recruitment process. Final vendor selection of an executive search vendor will be made by the NBRC ETC and/or ESC.
    - Once an executive search vendor has been selected, the BOD may request the DAS work directly with the chosen vendor to collaborate and partner on advertising and/or recruitment efforts.
  - Final Selection
    - Final selection of the most qualified candidate for the position of NBRC's Executive Director will be made by the NBRC Board of Directors.

***Due Diligence***

- Under California law, an offer of employment must be made prior to any background check being initiated.
  - After selection of a final candidate, the NBRC ETC will work with NBRC's DAS to ensure an Employment Agreement is appropriately prepared for verbal and written presentation to the candidate. The Employment Agreement will be made contingent only upon successful results from the background check.
  - Upon acceptance of the verbal offer of employment, the selected candidate will participate in an investigative process to review their background and verify their eligibility for employment at NBRC. The background check will include, at a minimum:
    - Verification of highest educational degree earned
    - Verification of certification or licensure (if applicable)
    - Employment Credit Report
    - Social Security Address Trace
    - Criminal History Check for each county lived in for the last seven years of residence history (based on Social Security Address Trace)
    - Nationwide Sex Offender Registry
    - Motor Vehicle Report
    - Employment Verification (at least 3 prior employers)
    - Reference Checks (at least 2)
  - No confirmation of start date will be made until the background check is completed and all items are determined as satisfactory.
  - Once the results of the background check have been reviewed and communicated by the DAS to the NBRC ETC, and provided all results are favorable, members of the ETC will finalize the Employment Agreement with the candidate, obtain final signatures, and confirm a start date of employment for the new ED.

***Important Note***

- The sequence of the steps above is more important than any estimated time frames, which depend on the length of time before the ED's departure, and length of the search process.
- This succession plan should be reviewed and approved by the Board of Directors on even years (e.g. 2024, 2026, 2028, etc.)

DRAFT



**North Bay Regional Center  
Mission Statement Proposal:  
Adopting an Informal/Short-Form Mission Statement (Tagline)**

**Objective:** In order to resonate with our stakeholders and create a living Mission Statement, NBRC wishes to create a shorter, memorable Mission Statement based on the original group created Mission Statement. The full existing Mission Statement approved by the Board of Directors would remain as the official and formal NBRC Mission Statement, while the proposed shorter Mission Statement would be used as a tagline in community pieces, on the website, etc.

**2023 Board of Director Adopted Values, Vision, Mission**

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**Our Values:**

*(what we believe in)*

Belonging ~ Compassion ~ Dignity and Respect ~ Honesty and Integrity ~ Humility

**Our Vision:**

*(our primary, long-term goal)*

We envision a world where individuals determine and achieve the life they choose, surrounded by a diverse and supportive community.

**Our Mission:**

*(what we do and for whom)*

Our mission is to empower, respect and serve each child and adult with or with the potential for a developmental disability, while promoting the health and well-being of each individual, their families, and our community.

**Our Proposed Mission (short/informal tagline):**

*(what we do and for whom)*

Supporting and empowering people with developmental disabilities to live the lives they choose.

**Proposed VAC Voting Member: Kelley Hanson**

**County: Solano**

Kelley Hanson, Executive Director of Pace Solano, graduated with a BA in Economics from the University of California, Davis. Following college, Kelley became a Buyer for the Emporium in the Young Men's Department. She left the Emporium in 1992 to join Levi Strauss & Co. where she became the Business Planning Manager of the Men's Jeans and Women's Teleservices Divisions.

In 2003, Kelley was hired to be the Operations Manager for Connections for Life, a non-profit agency providing living services for individuals with developmental disabilities. In this role, she was also responsible for the total operation of Transportation Connections, a transportation service that scheduled transportation to and from day programs for 1200 developmentally disabled adults in Napa, Solano, and Sonoma Counties.

Kelley is the second generation in her family to enter the social services field. In 1983, her mother, Carolyn Dillard, founded Pace (Positive Approach to Consumer Education), a non-profit providing training, education, and work opportunities to individuals with developmental disabilities. Pace merged with USARC, a Fairfield non-profit providing similar services, and is known as Pace Solano today.

In 2006, Kelley became the Chief Financial Officer of Pace Solano where she transitioned into the role of Executive Director six months later. Pace Solano has an annual budget of \$9 million and provides support services and transportation to over three hundred individuals at 6 program sites throughout Solano County. Pace is one of the largest non-profit employers in Solano County with approximately 145 staff and has been in business for 70 years. Robust fundraising efforts, six sessions of bingo each week garnering \$1m in revenue, help supplement the shortfall of funds from the State of California, ensuring the continued operation of the day programs and transportation.

Kelley resides in Vacaville with her husband John and their two children.

**Proposed VAC Voting Member: Kaela Talafili**

**County: Sonoma**

Kaela worked in the human services field, supporting children with intellectual and developmental disabilities, before joining BI in 2010. Kaela further developed her skills and transitioned to management focusing on developing programs that support people in discovering their interests and exploring community engagement opportunities that align with their personal aspirations. Kaela has played an integral role in designing and delivering education series to better support the community in their understanding of individuals with IDD. Since 2018, Kaela has trained over 200 Sonoma County Sheriff's Department employees in best practices when engaging with the IDD community. She has also championed the initiative to bring future leaders into the field of human services, helping to create and steward a Leadership Development program at BI. Kaela is a graduate of and serves as a facilitator for the National Leadership Consortium on Developmental Disabilities program through the University of Delaware and is currently pursuing a bachelor's degree in Organizational Leadership through Columbia Southern University.

Kaela's interested in joining the VAC committee as she believes the people of Becoming Independent are a key demographic for providing advice and feedback for policies, processes and issues that are handled at the Regional Center level. On a personal level, as Kaela grows as a leader, she's learning the importance of building allies in the community as well as how powerful many voices can be. Kaela thinks this will be a great benefit for her to learn from others (outside of her organization) and build connections to better improve the world of human services.

**NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.**

**BOARD OF DIRECTORS**

<b><u>Term</u></b>	<b><u>Name</u></b>	<b><u>County</u></b>
5/18 – 4/21 5/21 – 4/24 5/24 – 4/25 (4/25) <b>TREASURER:</b> 9/18 – 8/20, 9/20 – 2/22 <b>PRESIDENT:</b> 3/22 – 2/24, 3/24 – 9/24	<b>Rosemarie Pérez</b>	Sonoma
11/19 - 10/22 11/22 – 10/25 11/24 – 10/26 (10/26) <b>TREASURER:</b> 3/22 – 2/24, 3/24 – 2/26	<b>Andrea Bednarova</b>	
07/22 – 06/23 07/23 – 06/26 07/26 – 06/29 (06/29) <b>SECRETARY:</b> 3/24 – 2/26	<b>Ronald Gers</b>	Sonoma
7/18 – 6/21 7/21 – 6/24 7/24 – 6/25 (6/25) <b>SECRETARY:</b> 3/20 – 2/22, 3/22 – 2/24 <b>VICE PRESIDENT:</b> 5/24 – 6/25	<b>Sara Speck</b>	Solano
1/22 – 12/23 1/24 – 12/25 (12/25) VAC REP	<b>Breeanne Kolster</b>	Napa, Solano, Sonoma / VAC
02/22 – 01/23 02/23 – 01/26 02/26 – 01/29 (01/29)	<b>Joanne Giardello</b>	Solano
09/23 – 08/24 09/24 – 08/27 09/27 – 08/30 (08/30)	<b>Carl Vinson</b>	Solano
11/23 – 10/24 <b>11/24 – 10/27</b> 11/27 – 10/30 (10/30)	<b>Martha Valdez</b>	Sonoma
01/24 – 12/24 01/25 – 12/27 01/28 – 12/30 (12/30)	<b>Sahira Arroyos</b>	Solano
03/24 – 02/25 03/25 – 02/28 03/28 – 02/31 (02/31)	<b>Ravinder Rangi</b>	Solano

(Dates in brackets are the 7<sup>th</sup> consecutive year)

**Revised 9/2024**

## NBRC Board of Director's Bylaws

### **Section 6.3 Duties of the President**

The President shall preside at all meetings of the Board of Directors and at all meetings of the Executive Committee; shall execute all agreements with the Department of Developmental Services and the State of California for funding of the Corporation and all leases of real property; shall, with the approval of the Board of Directors, appoint the chairpersons of all committees, except the Executive Committee, the Nominating Committee and the Service Provider Advisory Committee; shall be a member, ex officio with vote, of all Standing Committees other than the Service Provider Advisory Committee (except that the President may designate the First or the Second Vice President, in place of the President, to be a member, ex officio with vote, of any such Standing Committee other than the Service Provider Advisory Committee); and shall perform such other duties as may be required of him or her by these Bylaws or may be required of him or her from time to time by the Board of Directors.



**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 for a second term as a Board of Director from November 2024 to October 2027.**

**The Nominating Committee recommends Martha Valdez for a two-year term as Board President from October 2024 to September 2026.**

# SEPTEMBER/SEPTIEMBRE

09/24

SUNDAY <i>DOMINGO</i>	MONDAY <i>LUNES</i>	TUESDAY <i>MARTES</i>	WEDNESDAY <i>MIERCOLES</i>	THURSDAY <i>JUEVES</i>	FRIDAY <i>VIERNES</i>	SATURDAY <i>SABADO</i>	NOTES
1	2	3	4	5	6	7	<div style="background-color: yellow; padding: 5px; text-align: center;"><b>Community Presentation</b> <i>Presentación Comunitaria</i></div> <div style="background-color: orange; padding: 5px; text-align: center;"><b>NBRC Hosted Event</b> <i>Evento organizado por NBRC</i></div>
8	<div style="background-color: lightgreen; padding: 5px; text-align: center;"><b>NBRC Office Hours at SCDD</b> 2-7PM <i>Vallejo</i></div>	10	11	12	13	<div style="background-color: orange; padding: 5px; text-align: center;"><b>The Family Reunion Symposium</b> Time TBD <i>Santa Rosa, CA</i></div>	<div style="background-color: lightgreen; padding: 5px; text-align: center;"><b>Community Outreach Event</b> <i>Evento de Alcance Comunitario</i></div>
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

# OCTOBER/OCTUBRE

10/24

SUNDAY <i>DOMINGO</i>	MONDAY <i>LUNES</i>	TUESDAY <i>MARTES</i>	WEDNESDAY <i>MIERCOLES</i>	THURSDAY <i>JUEVES</i>	FRIDAY <i>VIERNES</i>	SATURDAY <i>SABADO</i>	NOTES
		1	2	3	4	5	<div style="background-color: yellow; padding: 5px; text-align: center;"><b>Community Presentation</b> <i>Presentación Comunitaria</i></div> <div style="background-color: orange; padding: 5px; text-align: center;"><b>NBRC Hosted Event</b> <i>Evento organizado por NBRC</i></div> <div style="background-color: lightgreen; padding: 5px; text-align: center;"><b>Community Outreach Event</b> <i>Evento de Alcance Comunitario</i></div>
6	7 <div style="background-color: lightgreen; padding: 5px; text-align: center;"><b>NBRC Office Hours at SCDD</b> 2-7PM <i>Vallejo</i></div>	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			



## VAC MEETING MINUTES



March 12, 2024, at 10:00 am - 11:30 am  
Via Zoom & In Person



### VAC VOTING MEMBERS PRESENT:

Stacey Martinez, VAC Co-Chair, The Arc-Solano  
Carin Hewitt, ALift, LLC  
Adria Carson, On My Own  
Samantha Wilhite, Connections for Life  
Eric Martin, Oaks of Hebron  
Mary Eble, North Bay Housing Coalition

Jamie F Thompson, Napa Valley Support Services  
Breeanne Kolster, VAC Co-Chair, 24 Hour Home Care  
Jessica Sadowsky, Bayberry Inc.  
Jeremy Hogan, United Cerebral Palsy of the North Bay  
Marissa Elder, Enriching Lives  
James Cox, Becoming Independent

### VAC VOTING MEMBERS ABSENT:

None

### NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director  
Janelle Santana, Executive Assistant  
Dee Skrzypczak, Fiscal Supervisor  
Beth DeWitt, Director of Client Services  
Diana Azinger, Supervisor

Ellen Sweigert, Consumer Advocate  
Courtney Singleton, Director of Community Services  
Deanna Heibel, Associate Director of Client Services  
June Ursini, Resource Developer

### GUESTS (Names listed as seen on Zoom):

Mike Hukkins, Respite Inn  
Alisha Gutierrez  
Alisha Krupinsky, Lifehouse Agency  
Amber Miller  
Brittanni Murphy  
Dalia Flores, NBI  
Debbi Davis, RN, Special Care Services  
Denise Hunley, Operations Administrator, Connections for Life  
Duke Philippe-Auguste  
Eddie Esquivez, Manos Home Care  
Elizabeth Clary, Alchemia  
Emma Bourke, NBI  
Emmy Bennett  
Eric's iPhone 13  
Gabrielle Philippe-Auguste  
Heather Crocker  
Holly Armijo, CBEM  
Janna Peters  
Jeannie Smith  
Jesse Carbone, NBI  
Jesse Hansen, Dungarvin  
Jillianne Irving  
Jose Hernandez, Inclusion Services  
Joseph D  
Julia Prentice, SDS  
Kelley Hanson, Pace Solano  
Keshia Deberry, SYW  
Vanessa Dean

Kreative Community Services  
Landon VanderGriend  
Laura Alvarado  
Lea Ronald, Napa Valley PSI  
Lea, IRIOC  
Leo Dela Cruz/Glenn Vargas Inclusion Concepts, Inc.  
Leticia Leon, R&D Transportation Services  
Linda Plourde  
Louis Chiofalo, SDS  
Melissa Cardenas, Dungarvin  
Michelle Ramirez  
Montel  
Natalie  
Nicole Geames  
Paloma Rodriguez  
Paul  
Rhonda Mottern  
Robert Hutt  
Rochelle Henderson  
Ronda Reyes, Solano Diversified Services  
Sanailalesumaisainiai  
Stephanie Munson, Goodwill – Redwood Empire  
Sydney Pekarek, ICS  
Talusa  
Taylor Berry, 24 Hour Home Care  
Tiffany Spiecker  
Tobias Weare

A. CALL TO ORDER- *Jeremy Hogan, VAC Co-Chair*, called the meeting to order at 10:02 am.

- a. Roll Call of Voting Members
- b. Establish Quorum: established

## B. CONSIDERATION OF AGENDA

- a. Additions or modifications to this agenda by voting members – None
- b. Approved by Stacey Martinez. Seconded by Carin Hewitt. All in favor, none opposed.

## C. APPROVAL OF MINUTES:

- a. March 12, 2024, Meeting Minutes – Approved by Adria Carson. Seconded by Eric Martin. All in favor, none opposed.



## D. VAC Voting Member Exiting

- a. James Cox will move out of state next month and announced his resignation as a VAC Voting Member. This is his last meeting with VAC.

## E. SPECIAL PRESENTATION

- a. Social Recreation Discussion
  - a. Beth DeWitt, Director of Client Services, gave a summary and overview of the process for social recreational services at North Bay Regional Center.
    - 1. NBRC will have internal trainings for service coordinators on the process for the social recreational policy.

## F. GROUP REPORTS

- a. Napa-Solano Vendor Group
  - a. Kelley Hanson shared the topics the group discussed.
    - 1. Discussion of new process to submit restricted healthcare plans.
    - 2. Responsiveness with NBRC
    - 3. Workplace violence prevention plans
    - 4. Discussion around individual's aggression and documenting when it happens
    - 5. DDS Directory and its purpose
    - 6. Vendor Meet & Greets at NBRC
      - a. A 4-hour block is reserved for vendors
      - b. Gabriel Rogin, Executive Director, provided clarification around the vendor meet & greets.
      - c. Kelly Hanson shared that service providers would like to cut the meet and greets down to 2 hours.
        - i. Gabriel Rogin to let Abigail Andrade, NBRC Community Outreach and Engagement Specialist, know of this change.
    - 7. Cell Phone Stipends
    - 8. Board Evaluations
    - 9. Transportation
- b. Sonoma Vendor Group

- a. Eric Martin shared the group discussed the plan for the Vendor Fair.
- c. Residential/Housing
  - a. Mary Eble
    - 1. No housing committee meeting was held.
    - 2. Mary gave an overview of a recently released article.
      - a. Mary Eble to send Jeremy Hogan the article for distribution.
    - 3. Information about the Bay Area bond that Mary Eble mentioned in the report: [Raising the Roof – May 9, 2024 BAHA Update \(mailchi.mp\)](#)
- d. Transportation
  - a. Leticia Leon, Vice President at R&D Transportation, reported on the transportation statistics for the month of April 2024.
    - 1. 1,554 people served traveled. 55 transportation providers contracted to 233 routes. Traveled 62,331 trips!
- e. Trade Associations
  - a. CDSA
    - 1. Michelle Ramirez shared about a May Day Rally coming to Sacramento soon. Click flyer [MaydayRally.pdf](#)
  - b. CCLN
    - 1. Jessica Sadowsky gave an update on the following topics.
      - a. Congress and legislative priorities.
      - b. Purpose of the Proposed Final Rule.
      - c. National Advocacy
  - c. ANCOR – None
  - d. ARC/UCP – None
- f. NBRC Board Report
  - a. Breeanne Kolster, VAC Representative, gave an overview of the May Board of Director’s meeting.
    - 1. Approval of contracts over \$250,000
    - 2. Performance Contract overview from 2022 and fiscal year 2024/2025.
    - 3. Katie Hornberger presented on her role as the DDS Ombudsperson.
    - 4. Sara Speck was voted in as Board Vice President.
- g. ARCA Report
  - a. Gabriel Rogin, NBRC Executive Director, shared the following.
    - 1. Advocacy to not delay the rate increase.
      - a. May 16<sup>th</sup> Assembly and Senate Hearing
      - b. May 22<sup>nd</sup> Assembly Hearing
    - 2. NBRC updates
      - a. The IPP Template will be unveiled to all regional centers in June 2024.
      - b. NBRC is close to implementing a person-centered thinking plan.
      - c. Vacaville satellite office will open soon.
      - d. Regional center responsiveness follow-up
      - e. The annual board meeting is scheduled for June 5<sup>th</sup> at NBRC’s Santa Rosa office at 6pm.

#### h. Committees/Subcommittees

##### a. Public Policy Advisory Committee (PPAC)

1. Breeanne Kolster, VAC Co-Chair, shared that the group discussed the following.

##### a. Legislative Breakfast debriefs

- i. Follow ups/what we want to continue from next year
- ii. Need better coordination on the date next year and potentially partner with other regional centers to host the event.

##### b. Emergency Backpack Distribution

- i. Contact Jeremy Hogan at [NBRCvac@gmail.com](mailto:NBRCvac@gmail.com) to connect with Mariam at NBRC to pick up the backpacks.

##### b. SLS/ILS Subcommittee – None

##### c. By-Laws Review

1. Carin Hewitt shared the following topics discussed during the by-laws review subcommittee meeting.

##### a. Enhancing the voice in vendor community

##### b. Contributing to VAC

##### c. Define process of joining the Vendor Advisory Committee (VAC)

##### d. Roles and responsibilities of VAC

##### e. Meeting structure

##### f. Diversity, equity, and variation of providers

##### g. The subcommittee plans to meet at 9:00am – 9:45am June, July, and August prior to the VAC Meetings. Zoom Link below.

- i. <https://us06web.zoom.us/j/88069144643?pwd=cdljhaEQayUkQubXGqLRagelKjQr4.1&from=addon>

- ii. Meeting ID: 880 6914 4643

- iii. Passcode: 182087

#### G. NBRC UPDATES:

##### a. Fiscal – None

##### b. Vendor Relations

a. Courtney Singleton, Director of Community Services, shared the following.

1. Early Start Incentive payment for timely services provided.

a. Courtney Singleton will send more information to early start providers.

2. Sick Leave rate adjustments, Courtney Singleton will send more information to vendors.

3. NBRC is in the process of hiring a Rate Coordinator.

##### c. Consumer Advocate Update

a. Ellen Sweigert, NBRC Consumer Advocate, shared upcoming events and advocating opportunities.

#### H. OLD BUSINESS

a. Review Agenda Structure – what do you find useful in our meetings?

b. Review 2024 – 2025 Holiday Closure Schedule

H. NEW BUSINESS

- a) California State Fair – [click here for flyer](#)
- b) Sub Committee for planning Vendor Fair
  - a. Email [nbrcvac@gmail.com](mailto:nbrcvac@gmail.com) to join
- c) Mike Hukkins promoted the Respite Inn, Specialized Respite
  - a. [The Respite Inn information flier \(1\).pdf](#)
- d) Title 17 QA question re: immunization records
  - a. Courtney Singleton, Director of Community Services will follow up on this.
- e) CDER Follow up – 2 pages vs pages
  - a. Beth DeWitt, Director of Client Services, will follow up with her team on this.
- f) VAC Voting Positions – 3 vacancies we want to fill by end of the year.

I. VENDOR COMMUNITY: OPEN FORUM

- a) Please submit any questions, comments, or issues you wish the VAC facilitator to bring up during the meeting. Before the meeting, complete the Google Form: <https://forms.gle/dRKKvPr1As3sHA8Z8>

J. GENERAL ANNOUNCEMENTS

- a) May Day Rally
- b) The next VAC meeting will be held on Tuesday, June 11<sup>th</sup>, at 10 am in Napa.
- c) Cultural and Linguistic Competency Committee – May 16<sup>th</sup>
- d) Public Policy Advisory Committee Meeting – May 28<sup>th</sup>
- e) Risk Reduction Advisory Committee – June 5<sup>th</sup>
- f) The Sonoma Vendor group meets the last Friday of each month.

K. AGENDA ITEMS FOR FUTURE MEETINGS – None

L. ADJOURNMENT-

- a) *Jeremy Hogan, VAC Co-Chair*, ended the meeting.  
11:39AM



## VAC MEETING MINUTES



### Vendor Advisory Committee

North Bay Regional Center

June 11, 2024, at 10:00 am - 11:30 am  
Via Zoom & In Person  
610 Airpark Road, Napa, CA 94558

#### VAC VOTING MEMBERS PRESENT:

Stacey Martinez, VAC Co-Chair, The Arc-Solano  
Eric Martin, Oaks of Hebron  
Adria Carson, On My Own  
Samantha Wilhite, Connections for Life  
Jamie F Thompson, Napa Valley Support Services  
Mary Eble, North Bay Housing Coalition

Breeanne Kolster, VAC Co-Chair, 24 Hour Home Care  
Jessica Sadowsky, Bayberry Inc.  
Jeremy Hogan, United Cerebral Palsy of the North Bay  
Carin Hewitt, ALift, LLC

#### VAC VOTING MEMBERS ABSENT:

James Cox, Becoming Independent

Marissa Elder, Enriching Lives Family Home Agency

#### NBRC STAFF PRESENT:

Gabriel Rogin, Executive Director  
Janelle Santana, Executive Assistant  
Beth DeWitt, Director of Client Services  
Isabel Calder, CFO

Ellen Sweigert, Consumer Advocate  
Courtney Singleton, Director of Community Services  
Dee Skrzypczak, Fiscal Supervisor  
June Ursini, Community Resource Consultant

#### GUESTS (Names listed as seen on Zoom):

Michelle Ramirez, On My Own (in person)  
Kelley Hanson  
Andrea Mendoza  
Anel Renteria, R&D  
Barbara Nontaldo  
Cathy Forsyth  
Dalia Flores, North Bay Industries  
Dannell Merritt  
Debbi Davis, Special Care Services  
Denise Hunley, Connections for Life  
DS  
Eddie Esquiviz  
Emma Bourke, NBI  
Emmy Bennett  
Gace Menor  
Ian Davies  
Jesse Carbone, NBI  
Julia Prentice, Solano Diversified Services  
Julie Schuder

Kaela Talafili, BI  
Kreative Community Services  
Landon VanderGriend  
Lea Ronald, Napa Valley PSI  
Lea, IRIOC  
Louis Chiofalo, SDS  
Marc Anglade  
Natalie  
Nicole Geames  
Rhonda Mottem  
Rochelle Henderson  
Ronda Reyes, Solano Diversified Services  
Sara Speck, NBRC Board Vice President  
Taylor Berry, 24 Hour Home Care  
Tobias Weare  
Tsoro  
Vanessa Dean

- A. CALL TO ORDER- *Jeremy Hogan, VAC Co-Chair*, called the meeting to order at 10:03 am.
- Roll Call of Voting Members
  - Establish Quorum: established

B. CONSIDERATION OF AGENDA

- Additions or modifications to this agenda by voting members – None



- b. Approved by Jessica Sadowsky. Seconded by Stacey Martinez. All in favor, none opposed.

C. APPROVAL OF MINUTES:

- a. April 9, 2024, Meeting Minutes – Approved by Stacey Martinez. Seconded by Adria Carson. All in favor, none opposed.

D. SPECIAL PRESENTATION

- a. DSP Workforce Study
  - a. Teresa Anderson, Executive Director of California Policy Center for Intellectual and Developmental Disabilities (CPCIDD), shared a presentation on helpful information and upcoming focus groups related to the Direct Support Professional (DSP) workforce study.
    - 1. More information to be sent to the vendor community as it's gathered.

E. GROUP REPORTS

- a. Napa/Solano Vendor Group –
  - a. Kelley Hanson shared the group discussed the following topics.
    - 1. DSP Workforce Survey
    - 2. DDS Sick Leave spreadsheet
    - 3. DSP Stipend ending in June
    - 4. OSHA requirements at the beginning of July
    - 5. ANCOR Training reimbursement check
    - 6. Vendor Advisory Committee (VAC) vacancies
- b. Sonoma Vendor Group
  - a. Eric Martin shared the group will be passed to Elizabeth Clary.
- c. Residential/Housing –
  - a. Mary Eble shared the following.
    - 1. The group will review NBRC's Strategic Plan focus area on housing at the next meeting.
    - 2. Overview of housing brochure/flyer
      - a. NBRC Community Services department & Mary Eble to partner on this brochure/flyer
    - 3. NBRC Housing Committee: 4th Wed of each month from 3:00-4:00.  
<https://us02web.zoom.us/j/81453527830?pwd=a1hDWkV1TWp0aGV3VXFUZ1U3bXUrZz09>
- d. Transportation
  - a. Anel Renteria, Customer Service Manager at R&D Transportation, reported on the transportation statistics for the month of May.
    - 1. 55 transportation providers
    - 2. 234 routes for NBRC community scheduled to serve
    - 3. 63,140 trips were performed during the month of May!
- e. Trade Associations

- a. CDSA - None
- b. CCLN – None
- c. ANCOR – Linda Plourde gave a legislative update on the following topics.
  - 1. House Resolution 2941
  - 2. Overtime Rule
- d. ARC/UCP –
  - 1. Action Alert Information: <https://p2a.co/oTEAb4Z>
- f. NBRC Board Report
  - a. Breeanne Kolster, VAC Representative, gave an overview of the June Annual Board meeting.
    - 1. Client Success Stories
    - 2. Vendor Recognition
    - 3. Mary Ida Cook Lifetime Achievement Award
    - 4. Employee Anniversaries
    - 5. The next Board Meeting is in Napa on Wednesday, July 10th at 6pm.
- g. ARCA Report
  - a. Gabriel Rogin, NBRC Executive Director, shared the following.
    - 1. Gabriel Rogin will meet with the Association of Regional Center Agencies (ARCA) next week.
    - 2. NBRC will conduct a caseload ratio meeting on June 12<sup>th</sup>
    - 3. An NBRC Fun Fest Celebrating Community & All Identities” will take place on July 19<sup>th</sup> from 1:00pm-5:00pm at our Napa office.
    - 4. NBRC Event Call Line (888) 327-4100
      - a. [Event Call Line Flyer](#)
- h. Committees/Subcommittees
  - a. Public Policy Advisory Committee (PPAC)
    - 1. Linda Plourde gave an update on topics discussed at the recent PPAC meeting.
      - a. Legislative priorities
      - b. State Budget Advocacy
      - c. If you would like to join the next PPAC meeting, email [lsplourde@bayberryinc.net](mailto:lsplourde@bayberryinc.net)
  - b. SLS/ILS Subcommittee
    - 1. Eric Martin shared the topics discussed at the subcommittee meeting.
      - a. Workplace Violence Prevention Program
      - b. Private Attorney Generals Act (PAGA)
        - i. Here’s the PAGA website: <https://fixpaga.com/>
  - c. By-Laws Review Subcommittee
    - 1. The next meeting is on the second Tuesday of every month from 9:00am – 9:45am. Please email Carin Hewitt if you are interested in joining this subcommittee.
    - 2. [carin@aliftllc.com](mailto:carin@aliftllc.com) if you want to join the Bylaws Committee.

F. NBRC UPDATES:



- a. Fiscal
  - a. Isabel Calder, CFO, shared the following update.
    - 1. Direct Support Professional (DSP) stipend
      - a. We just received the stipend for the Implicit Bias Trainings
    - 2. Fiscal Rollover
      - a. UFS system down: Friday, June 28<sup>th</sup>. Any authorizations will not be able to be entered on that date.
      - b. You will be able to enter your e-billing data over the weekend.
      - c. Monday, July 1<sup>st</sup>: UFS System back up
      - d. The check run is planned for July 12<sup>th</sup>
- b. Vendor Relations
  - a. Courtney Singleton, Director of Community Services, shared the following.
    - 1. Vendor Trainings
      - a. 2-Day Person Centered Thinking Training
      - b. Circle Up Diversity and Equity Trainings
    - 2. Wage Reimbursement for Trainings
      - a. [NBRC Training Wage Reimbursement.pdf](#)
    - 3. Subminimum Wage ends in December of 2024
    - 4. Home and Community Based Services (HCBS) Update
- c. Consumer Advocacy Update
  - a. Ellen Sweigert, NBRC Consumer Advocate, shared about upcoming events.

## G. OLD BUSINESS

- a. Review Agenda Structure & discuss possible changes
  - a. Vendors join VAC at 10am
  - b. Old business/new business first
  - c. Regional Center staff join at 10:45am.
- b. Sub Committee for planning Vendor Fair
  - a. Volunteers: Breeanne Kolster, Jeremy Hogan, Courtney Singleton, Nicole Geames, Jessica Sadowsky, Kelley Hanson, Jamie Thompson, and Mary Eble
- c. VAC Voting Position opening
  - a. To apply to be a Voting VAC member, click here:
  - b. <https://forms.gle/KRCVWfNWX1VqYXwY6>
  - c. After you submit your application, you'll need to send your resume to [nbrcvac@gmail.com](mailto:nbrcvac@gmail.com)

## H. NEW BUSINESS

- a. Workplace Violence Plan vs Behavioral Supports Protocol
  - a. The committee discussed the idea of inviting a guest speaker to share their expertise on the OSHA reporting requirements for Workplace Violence Prevention.
- b. Michelle Ramirez, On My Own, shared about a housing platform application that she's in the process of developing in partnership with Alta Regional Center.

I. VENDOR COMMUNITY: OPEN FORUM

- a. Please submit any questions, comments, or issues you wish the VAC facilitator to bring up during the meeting. Before the meeting, complete the Google Form: <https://forms.gle/dRKKvPr1As3sHA8Z8>

J. GENERAL ANNOUNCEMENTS (from vendors, NBRC, & public)

- a. The next VAC meeting will be held on Tuesday, July 9<sup>th</sup>, at 10 am in Napa.
- b. Forum for SLS Roommate Needs- Jessica S.
- c. Public Policy Advisory Committee- Tues, June 25<sup>th</sup>, 10 - 11:30 am
- d. The Sonoma Vendor group meets the last Friday of each month

K. AGENDA ITEMS FOR FUTURE MEETINGS – None

L. ADJOURNMENT-

- a) *Jeremy Hogan, VAC Co-Chair*, ended the meeting.  
11:42AM





North Bay  
Regional Center

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

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

520 Mendocino Ave, Santa Rosa, CA 95401  
Phone: (707) 569-2000 • TTY (707) 525-1239

August 1, 2024

Ms. Sophia Agafonow  
Department of Developmental Services  
1215 O Street  
Sacramento, CA 95814

Via Email: [Sophia.Agafonow@dds.ca.gov](mailto:Sophia.Agafonow@dds.ca.gov)

Re: Mitigation Plan for Sahira Arroyos

Dear Ms. Agafonow,

Per Title 17 § 54534. Conflict Resolution Plan Review Procedures, NBRC is submitting a mitigation plan for Sahira Arroyos, who serves as a member of our Board of Directors. We have reviewed Ms. Arroyos's situation and her conflict of interest status. We will comply with the plan as stated below.

If you should have any questions, please feel free to contact me.

Sincerely,

Jennifer L. Crick, SPHR, PHRca, SHRM-SCP  
Director of Administrative Services  
North Bay Regional Center  
[jenniferc@nbrc.net](mailto:jenniferc@nbrc.net)  
707-256-1271

August 1, 2024

Nancy Bargmann, Director  
Department of Developmental Services  
1215 O Street  
Sacramento, CA 95814

RE: Request for Waiver for Potential Conflict of Interest for Sahira Arroyos

Dear Ms. Bargmann:

Pursuant to Section 54523 of Title 17, California Code of Regulations, this letter serves as a request by North Bay Regional Center for a waiver of a potential conflict of interest for our Board Member Sahira Arroyos.

Enclosed please find the following:

1. A copy of Ms. Arroyos's Conflict of Interest Disclosure Statement;
2. A Disclosure Conflict of Interest, Request for Waiver and Plan of Action.

The limitations proposed by North Bay Regional Center are set forth in the plan of action and no other limitations are proposed.

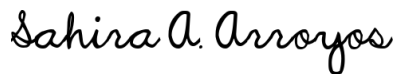
This Waiver packet is also being served upon the North Bay Regional Office and State Council as required by Title 17.

Thank you for your consideration of Waiver Request. We look forward to hearing from you.

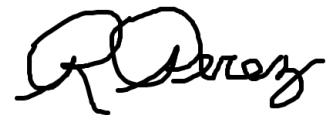
Sincerely,



Gabriel Rogin  
Executive Director



Sahira Arroyos  
Director, Board



Rosemarie Perez  
President, Board

Cc: Human Resources  
NBRC Board of Directors



<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

2. Do you or a family member<sup>2</sup> work for any entity or organization that is a regional center provider or contractor?  yes  no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity.
3. Do you or a family member own or hold a position<sup>3</sup> in an entity or organization that is a regional center provider or contractor?  yes  no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.
4. Are you a regional center advisory committee board member?  yes  no -- If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers?  yes  no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.
5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest?  yes  no -- If yes, please explain.

N/A

<sup>2</sup> Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brother-in-laws, sister-in-laws, son-in-laws and daughter-in-laws. See California Code of Regulations, title 17, sections 54505(f).

<sup>3</sup> For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member<sup>4</sup>? [Note: Governing board members do not have to answer “yes” to this question if the financial benefit would be available to regional center consumers or their families generally].

yes  no -- If yes, please explain.

My cousin works for North Bay Regional Center as a Case Management Supervisor.

7. Are you responsible for negotiating, making,<sup>5</sup> executing or approving contracts on behalf of the regional center?  yes  no -- If yes, please explain.

Board of Director's approve contracts over \$250,000

8. Do you have a financial interest in any contract<sup>6</sup> with the regional center?  yes  no -- If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center?  yes  no -- If yes, please explain.

9. Do any of your family members have a financial interest in any contract with the regional center?  yes  no  
 If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center?  yes  no  
 If yes, please explain.

<sup>4</sup> Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

<sup>5</sup> California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

<sup>6</sup> For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?  
 yes  no -- If yes, please explain.

11. Your job duties require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers?  yes  no -- If yes, please explain.

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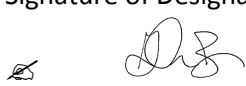
**B. ATTESTATION**

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Sahira Arroyos

I \_\_\_\_\_ (print name) HEREBY CONFIRM that I have read and understand the regional center’s Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center’s Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center’s designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626.

Signature Sahira A. Arroyos Date 8/1/2024

INTERNAL USE ONLY	
Date this Statement was received by Reviewer:	
The reporting individual <input checked="" type="checkbox"/> does <input type="checkbox"/> does not have a <input type="checkbox"/> present <input type="checkbox"/> potential conflict of interest	
Signature of Designated Reviewer 	Date Review Completed <b>8/1/2024</b>



## Law Concerning Governing Board Member Conflict of Interest

The prohibition against a Regional Center governing board member having a conflict of interest is derived from Welfare and Institutions Code section 462(a). The conflict of interest definition is set forth in more detail in the California Code of Regulations, Title 17.

Title 17 section 54520(a) “A conflict of interest exists when a regional center governing board member ... or a family member of such a person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations, except to the **extent such position is permitted by Welfare and Institutions Code sections 4622 and 4626.**” (Emphasis added)

Section 54520 concludes: “(b) No regional center governing board member who has a conflict of interest shall continue to serve as a board member in violation of these provisions unless the board member has eliminated the conflict of interest or **obtained a waiver pursuant to these regulations.**” (Emphasis added)

## Disclosure of Conflict of Interest for Ms. Sahira Arroyos

### Potential or Actual Conflict of Interest

Sahira Arroyos was elected to the North Bay Regional Center Board by the Board of Directors in January, 2024. Ms. Arroyos’s cousin works for North Bay Regional Center as a Case Management Supervisor.

### Request for Waiver of Conflict of Interest

This information is being provided to the Department along with a proposed Waiver should the Department determine that Ms. Arroyos has a conflict of interest as defined in the W&I Code and Title 17.

For the reasons that follow, pursuant to Title 17, section 54523, North Bay Regional Center requests a Waiver of any potential or actual conflict of interest given that:

- a) Ms. Arroyos was elected by the Board of Directors;
- b) Ms. Arroyos fulfills North Bay Regional Center’s compliance requirements and is a dedicated board member;
- c) By adhering to this mitigation plan, Ms. Arroyos would be removed from any discussions related to her cousin.

### **Proposed Plan of Action**

North Bay Regional Center's suggested plan of action for resolving this "conflict of interest" is as follows:

1. As a governing North Bay Regional Center Board Member, Ms. Arroyos will recuse herself from any discussion or vote of any matter involving employee salaries, employee benefits, or any other matter that may financially benefit her cousin.
2. North Bay Regional Center's governing board and senior management team will be informed of this Plan of Action and will be informed of the need to ensure that Ms. Arroyos does not participate in any discussion or vote on any issue relating to employee salaries, employee benefits, or any other matter that may financially benefit her cousin.
3. Additionally, Ms. Arroyos will recuse herself from any employee matter or disciplinary action that directly or indirectly involves her cousin.
4. North Bay Regional Center's Board of Directors itself will be responsible for ensuring that the above plan and limitations are applied and monitored.
5. This request for Waiver packet is being served to the Department of Developmental Services and the North Bay Regional Office of the State Council on Developmental Disabilities as required by Title 17, Section 54523.



August 1, 2024

Ms. Sophia Agafonow  
Department of Developmental Services  
1215 O Street  
Sacramento, CA 95814

Via Email: [Sophia.Agafonow@dds.ca.gov](mailto:Sophia.Agafonow@dds.ca.gov)

Re: Mitigation Plan for Joanne Giardello

Dear Ms. Agafonow,

Per Title 17 § 54534. Conflict Resolution Plan Review Procedures, NBRC is submitting a mitigation plan for Joanne Giardello, who serves as a member of our Board of Directors. We have reviewed Ms. Giardello's situation and her conflict of interest status. We will comply with the plan as stated below.

If you should have any questions, please feel free to contact me.

Sincerely,

Jennifer L. Crick, SPHR, PHRca, SHRM-SCP  
Director of Administrative Services  
North Bay Regional Center  
[jenniferc@nbrc.net](mailto:jenniferc@nbrc.net)  
707-256-1271

August 1, 2024

Nancy Bargmann, Director  
Department of Developmental Services  
1215 O Street  
Sacramento, CA 95814

RE: Request for Waiver for Potential Conflict of Interest for Joanne Giardello

Dear Ms. Bargmann:

Pursuant to Section 54523 of Title 17, California Code of Regulations, this letter serves as a request by North Bay Regional Center for a waiver of a potential conflict of interest for our Board Member Joanne Giardello.

Enclosed please find the following:

1. A copy of Ms. Giardello's Conflict of Interest Disclosure Statement;
2. A Disclosure Conflict of Interest, Request for Waiver and Plan of Action.

The limitations proposed by North Bay Regional Center are set forth in the plan of action and no other limitations are proposed.

This Waiver packet is also being served upon the North Bay Regional Office and State Council as required by Title 17.

Thank you for your consideration of Waiver Request. We look forward to hearing from you.

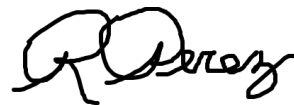
Sincerely,



Gabriel Rogin  
Executive Director



Joanne Giardello  
Director, Board



Rosemarie Perez  
President, Board

Cc: Human Resources  
NBRC Board of Directors



<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

2. Do you or a family member<sup>2</sup> work for any entity or organization that is a regional center provider or contractor?  
 yes  no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity.

In Harmony Music LLC - Social Recreational Services

3. Do you or a family member own or hold a position<sup>3</sup> in an entity or organization that is a regional center provider or contractor?  yes  no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.

My daughter owns In Harmony Music LLC - Social Recreational Services

4. Are you a regional center advisory committee board member?  yes  no -- If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers?  yes  no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.

5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest?  yes  no -- If yes, please explain.

N/A

<sup>2</sup> Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brother-in-laws, sister-in-laws, son-in-laws and daughter-in-laws. See California Code of Regulations, title 17, sections 54505(f).

<sup>3</sup> For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member<sup>4</sup>? [Note: Governing board members do not have to answer “yes” to this question if the financial benefit would be available to regional center consumers or their families generally].

yes  no -- If yes, please explain.

See attached mitigation plan

7. Are you responsible for negotiating, making,<sup>5</sup> executing or approving contracts on behalf of the regional center?  yes  no -- If yes, please explain.

The Board of Directors approves contracts over \$250,000.

I will recuse myself from any such votes involving social recreational services.

See attached mitigation plan.

8. Do you have a financial interest in any contract<sup>6</sup> with the regional center?  yes  no -- If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center?  yes  no -- If yes, please explain.

9. Do any of your family members have a financial interest in any contract with the regional center?  yes  no  
If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center?  yes  no  
If yes, please explain.

I will recuse myself from any such votes involving social recreational services due to having a family member that works for In Harmony Music LLC, a Social Recreational Services provider.

See attached mitigation plan.

<sup>4</sup> Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

<sup>5</sup> California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

<sup>6</sup> For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?  
 yes  no -- If yes, please explain.

11. Your job duties require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers?  yes  no -- If yes, please explain.

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**B. ATTESTATION**

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I Joanne Giardello (print name) HEREBY CONFIRM that I have read and understand the regional center's Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center's Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center's designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626.

Signature *Joanne Giardello* Date 8/1/2024

INTERNAL USE ONLY	
Date this Statement was received by Reviewer:	
The reporting individual <input checked="" type="checkbox"/> does <input type="checkbox"/> does not have a <input checked="" type="checkbox"/> present <input checked="" type="checkbox"/> potential conflict of interest	
Signature of Designated Reviewer <u><i>[Signature]</i></u>	Date Review Completed <u>8/1/2024</u>



## Law Concerning Governing Board Member Conflict of Interest

The prohibition against a Regional Center governing board member having a conflict of interest is derived from Welfare and Institutions Code section 462(a). The conflict of interest definition is set forth in more detail in the California Code of Regulations, Title 17.

Title 17 section 54520(a) “A conflict of interest exists when a regional center governing board member ... or a family member of such a person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations, except to the **extent such position is permitted by Welfare and Institutions Code sections 4622 and 4626.**” (Emphasis added)

Section 54520 concludes: “(b) No regional center governing board member who has a conflict of interest shall continue to serve as a board member in violation of these provisions unless the board member has eliminated the conflict of interest or **obtained a waiver pursuant to these regulations.**” (Emphasis added)

### **Disclosure of Conflict of Interest for Ms. Joanne Giardello**

#### **Potential or Actual Conflict of Interest**

Joanne Giardello was elected to the North Bay Regional Center Board by the Board of Directors in February, 2022. Ms. Giardello’s daughter owns In Harmony Music, LLC, a social recreation services provider. In Harmony Music provides socialization training, music and movement classes, drumming, rhythm activities, singing, composition, dancing and games. They provide services for children, ages 0 to 6, in Napa, Solano, Sonoma, Marin and San Francisco Counties.

In Harmony Music was recently vendorized by NBRC to provide private lessons and family classes. However, Ms. Giardello has no involvement with In Harmony Music. Moreover, as described in the mitigation plan, Ms. Giardello will recuse herself from any discussion regarding In Harmony Music and/or social recreation services.

#### **Request for Waiver of Conflict of Interest**

This information is being provided to the Department along with a proposed Waiver should the Department determine that Ms. Giardello has a conflict of interest as defined in the W&I Code and Title 17.

For the reasons that follow, pursuant to Title 17, section 54523, North Bay Regional Center requests a Waiver of any potential or actual conflict of interest given that:

- a) Ms. Giardello was elected by the Board of Directors;
- b) Ms. Giardello fulfills North Bay Regional Center’s compliance requirements and is a dedicated board member;
- c) Ms. Giardello does not have any financial interest in or decision-making authority related to In Harmony Music, LLC.

### **Proposed Plan of Action**

North Bay Regional Center's suggested plan of action for resolving this "conflict of interest" is as follows:

1. As a governing North Bay Regional Center Board Member, Ms. Giardello will recuse herself from any discussion or vote of any matter involving Social Recreation Services and/or In Harmony Music LLC.
2. North Bay Regional Center's governing board and management staff will be informed of this Plan of Action and will be informed of the need to ensure that Ms. Giardello does not participate in any discussion or vote on any issue relating to Social Recreation Services and/or In Harmony Music LLC.
3. The Executive Committee of the North Bay Regional Center Board has been informed of and has approved the submission of this proposed Plan of Action for Waiver of Conflict of Interest.
4. North Bay Regional Center's Board of Directors itself will be responsible for ensuring that the above plan and limitations are applied and monitored.
5. This request for Waiver packet is being served to the Department of Developmental Services and the North Bay Regional Office of the State Council on Developmental Disabilities as required by Title 17, Section 54523.

# REGISTER TODAY!



**Community Resource Fair** offers connections and information from local organizations.

**Panel Discussions** featuring experts and community members, leaders, and change makers discussing services/resources to benefit NBRC clients and families.

**Lunch & Entertainment**



**SEP  
14  
2024**



## NBRC PARENT CONFERENCE

The Backdrop at Becoming Independent  
1455 Corporate Center Pkwy,  
Santa Rosa, CA 95407

**REGISTER  
HERE!**



FOR MORE INFORMATION, CONTACT: [DEIB@NBRC.NET](mailto:DEIB@NBRC.NET)

FOLLOW US ON SOCIAL MEDIA!

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# ¡REGÍSTRESE HOY!



**La Feria de Recursos Comunitarios** ofrece conexiones e información de organizaciones locales.

**Paneles de discusión** con expertos y miembros de la comunidad, líderes y creadores de cambios que discuten servicios y recursos para beneficiar a los clientes y familias de NBRC.

**Almuerzo y Entretenimiento**



**SEP  
14  
2024**



## **CONFERENCIA DE PADRES DE NBRC**

**The Backdrop at Becoming Independent  
1455 Corporate Center Pkwy,  
Santa Rosa, CA 95407**

## **¡REGÍSTRESE AQUI!**

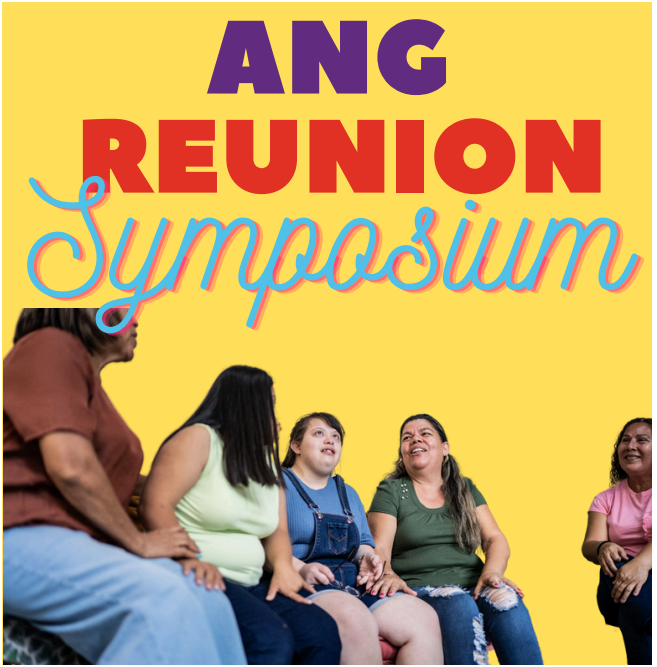


**PARA MÁS INFORMACIÓN, CONTACTE: [DEIB@NBRC.NET](mailto:DEIB@NBRC.NET)**

**¡SÍGUENOS EN LAS REDES SOCIALES!** 57



# MAGREHISTRO NGAYON!



**Nag-aalok ang Community Resource Fair** ng mga koneksyon at impormasyon mula sa mga lokal na organisasyon.

**Panel Discussion** ng mga eksperto at miyembro ng komunidad, pinuno, at gumagawa ng pagbabago para talakayin ang mga serbisyo at mapagkukunan upang makinabang ang mga kliyente at pamilya ng NBRC.

**Tanghalian at Libangan**

**SEP  
14  
2024**



## NBRC PARENT CONFERENCE

**The Backdrop at Becoming Independent**  
**1455 Corporate Center Pkwy,**  
**Santa Rosa, CA 95407**

**MAGPAREHISTRO DITO!**



**PARA SA KARAGDAGANG IMPORMASYON, MAKIPAG-UGNAYAN SA: DEIB@NBRC.NET**

**SUNDAN KAMI SA SOCIAL MEDIA!**

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**FAIR HEARING & MEDIATION UPDATE**

**JUNE 1, 2024 – AUGUST 31, 2024**

Eligibility (24-7)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Resolved. Found eligible.
Service (24-9)	<u>Reason for Appeal:</u> Claimant appeals denial of request to fund service. <u>Ruling:</u> Mediation held. Fair Hearing rescheduled.
Eligibility (24-14)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Resolution found. Eligible.
Eligibility (24-15)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal Meeting held. Resolved. Found ineligible.
Service (24-16a)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for service. <u>Ruling:</u> Resolution found.
Service (24-16b)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for service. <u>Ruling:</u> Mediation and Fair Hearing scheduled.
Service (24-17)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for service. <u>Ruling:</u> Informal meeting held.
Service (24-18)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for service. <u>Ruling:</u> Informal meeting held. Mediation scheduled.
Eligibility (24-19)	<u>Reason for Appeal:</u> Claimant appeals denial of eligibility. <u>Ruling:</u> Informal meeting held.
Service (24-20)	<u>Reason for Appeal:</u> Claimant appeals denial of funding for service. <u>Ruling:</u> Informal meeting pending.