

**North Bay Developmental Disabilities Services, Inc.  
Board of Directors' Regular Business Meeting  
Wednesday July 6, 2011, 5:00 p.m.  
North Bay Regional Center  
2351 Mendocino Avenue, Santa Rosa, CA 95403**

**MINUTES**

**NBRC BOARD MEMBERS PRESENT:**

Michael Statti, ARCA CAC Chair (Sara Walter, PA)  
Margi Stern  
Linda Washington (VAC Rep)  
Frankie Smithle (Kayte Ryann, PA)

Carol Urban, Secretary  
Martha Cornejo, President  
Harry Matthews, Treasurer  
Molly Dillon

**STAFF PRESENT:**

Kathy Newman, Exec. Assistant  
Thomas Maseda, Director, Administration  
Linda Jarvis, CSA  
Deanna Heibel, CMS  
Nona Koroluk, CMS  
Katherine Sefton, CPC  
Julie Blythe, CPC  
Marcia Parisi, CPC  
Michi Gates, Manager, Adult Services

Bob Hamilton, Executive Director  
Alfonso Carmona, Director, Client Services  
Barbara Sylvester, Intake Sup.  
Kathy Fitzjarrell, CPC  
Micheline Justman, CPC  
Patre Miller, CPC  
Lynda Wheeler, CMS  
Paul Bray, CS Unit  
Ellen McBride, CMS  
Suzette Soviero, CMS

**GUESTS PRESENT:**

Robert Phillips, AIVB  
Elizabeth Clary, OADS

Margaret Farman, UCPNB  
Lisa Ann Carbone, Dungarvin

**CALL TO ORDER** – Martha Cornejo, President, called the meeting to order at 5:05 p.m. Roll was called and a quorum was present. Board and audience introduced themselves.

**CONSIDERATION OF MINUTES**

**M/S/C (Matthews/Washington) Move that the minutes of May 4, 2011 regular business meeting be approved as submitted** **UNANIMOUS**

**TREASURER'S REPORT**

**M/S/C (Dillon/Washington) Move that the Treasurer's Report for the period of April 1 – May 31, 2011 be approved as submitted.** **UNANIMOUS**

**ANNOUNCEMENTS:**

- Bob Hamilton warmly welcomed the Frankie Smithle's to the Board meeting.
- Elizabeth Clary, Executive Director, OADS, noted their 40<sup>th</sup> anniversary celebration August 27<sup>th</sup> in Petaluma. The event is a fundraiser with live music and good food.
- The Frankie Smithle's thanked the Board for the personalized afghan in honor of their 50<sup>th</sup> wedding anniversary.

**NEW BUSINESS**

A. **Approval of CPA Audit – Thompson Noble** – Harry Matthews noted that North Bay Regional Center is in the process of executing a contract with Thompson Noble who will conduct the annual CPA audit for fiscal year 2011 – 2012. NBRC is pleased with the service they have provided in the past but due to current legislation, NBRC will interview and select a new audit company for next year's audit.

**M/S/C (Urban/Dillon) Approve Thompson Noble as North Bay Regional Center's auditors for fiscal year 2011-2012.** **UNANIMOUS**

B. **Resolution for Union Bank Line of Credit** – Bob Hamilton noted that NBRC obtained the necessary documentation and background information to secure a line of credit from Union Bank. Now that the State Budget has been signed, there is no need for the line of credit, although it serves as a good back up plan. NBRC will not act upon this item unless absolutely necessary as it costs money. Martha publically thanked ARCA for assisting in this process.

**M/S/C (Matthews/Stern) Move approval of the Union Bank line of credit.** **UNANIMOUS**

C. **CALPERS Resolution** – Thomas Maseda – The Board of Directors adopted a resolution to give notice of intent to amend the contract between the Board and CalPERS. The contract amendment will provide NBRC the option to offer two years of additional service credit as a cost savings measure to eligible employees.

Each offering must be approved by the Board. In a subsequent meeting, the Board will consider a resolution to actually amend the contract to add the benefit.

**M/S/C (Dillon/Washington) Move approval of the adoption of the resolution of intention to approve an amendment to contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors of North Bay Regional Center** **UNANIMOUS**

**M/S/C (Dillon/Stern) Move approval of further analysis of the amendment.** **UNANIMOUS**

**GENERAL PUBLIC COMMENT:** Michelene Justman noted positive optimism among NBRC employees. She thanked everyone responsible for the all-staff picnic. There was a positive feeling regarding the picnic despite what is happening publically from the war down to the State budget crisis.

## **COMMITTEE REPORTS**

A. Executive Committee – The Executive Committee met on June 21st and discussed the following:

- Policies and procedures for Board meetings.
- Responsibilities of the Board. Training from Judith Enright, Attorney at Law, at upcoming Board retreat.
- Summary of Regional Center master contract.
- ARCA requested additional funding for the Executive Director recruitment on a voluntary basis.
- Board Executive Committee will document meeting with written minutes.
- North Bay Regional Center Napa office lease. Martha noted that 43% of consumers reside in Solano County. Requested an analysis to relocate Napa office to Solano County.

B. Vendor Advisory Committee – Linda Washington VAC Rep – Linda noted the following:

- The VAC met on Tuesday, June 14, 2011.
- Effective June 2011, Edie Thomas, Connections for Life, and Carin Lawrence, Becoming Independent, have completed their terms as VAC members. The VAC has presented two nominees for the NBDDS Board of Directors' consideration and approval:
  - Darelyn Pazdel, Pride Industries, replacing Edie Thomas for the Solano County vacancy.
  - Margie Vondrak, Dungarvin, replacing Carin Lawrence for the Sonoma County vacancy. Margie Vondrak is no longer able to accept the position as a VAC member.

Both candidates were interviewed by the NBDDS Board of Directors. Approval for VAC membership is set for this meeting, July 6, 2011.

- Once again, the VAC thanks Edie and Carin for their contributions to the committee and vendor community, and we welcome Darelyn and Margie.
- The VAC meeting was facilitated by Donna Feingold, Executive Director, Moving Forward Toward Independence, and Co-Chair for the VAC. Donna's term ended June 2011. Stan Higgins, Executive Director, Oaks of Hebron, has graciously accepted the role of Co-Chair, Meeting Facilitator, with his term beginning this month, July 2011, and ending June 2013. Thank you Donna for assuming the Meeting Facilitator role as you did. Welcome Stan!
- Please refer to the VAC minutes for detail on the community concerns discussed at the meeting. One issue that could potentially affect the state of the supported living operations in California is whether or not SLS falls under wage order 15, as does IHSS, or wage order 5, as in care facilities. The labor commissioner's position is that SLS falls under wage order 5, therefore all the overtime requirements of wage order 5 would apply. This would be cost prohibitive for the SLS system in California. I will provide further detail at the board meeting.
- The next VAC meeting is scheduled for Tuesday, July 12, 2011.

C. Nominating Committee – Margi Stern, Chair; Martha Cornejo – Margi Stern presented Darelyn Pazdel, Pride Industries, Solano County Vendor Advisory Committee applicant, to the Board of Directors for approval.

**M/S/C (Stern/Dillon) Move approval of the seating of Darelyn Pazdel, Pride Industries, Solano County Vendor Advisory Committee member.** **UNANIMOUS**

## **EXECUTIVE DIRECTOR'S REPORT**

*Bob Hamilton, Executive Directors Report* – Bob reported the following:

- The State of California has a signed budget which encumbers billions of dollars more than the State will likely receive through tax revenue.
- The Regional Center system may not suffer further reductions but those service systems that do will come to the Regional Center as payers of last resort.
- The system is expecting three per cent growth in the current fiscal year.

- NBRC received the preliminary allocation which is approximately 75-80% of the total amount allocated.
- ARCA notes that the entire system will be within budget for the 2010-11 Fiscal Year.
- NBRC will adhere to SB74 and AB104, trailer bill language which requires Regional Center's additional reporting responsibilities and placing documentation on individual websites along with the Board of Directors approving all contracts over \$250,000. Another requirement identified in the trailer bill language is that Regional Center's will spend no more than 15% of their total allocation on Operations and 85% on Purchase of Service. NBRC's largest vendor is Becoming Independent which receives approximately \$13M annually. PACE receives approximately \$6-7M.

*Financial Report* – The B-3 amendment has been received and processed. There were no POS funds included in the amendment as DDS and NBRC have determined that we will not require additional POS funds in the current year. Our Operations budget was to be increased by \$71,583, but due to DDS adjustments, it was reduced to \$50,283.

Our forecast for POS remains within the allocated funds. Our B-2 amendment is sufficient to meet our service needs. With 91.7% of the year completed, we have expended 90.4% of the POS allocation. Our forecast for late bills is 1.25% of the POS budget, so together with the year-to-date expenditure forecast, we expect to be within the allocation by \$256,609.

As mentioned in previous reports, we are hiring temporary employees to backfill selected positions that are vacant due to staff leaves. We are also filling vacated positions for case management on a priority basis, consistent with Board policy. With 91.7% of the year completed, we have expended 92.8% of the current OPS allocation. We will have significantly less expense in June due to prepayments of certain line items, such as rent and insurance. We expect to expend nearly 100% of our operations allocation.

*Alfonso Carmona, Director, Client Services*

- Kudos to Laurie Andrews, Napa CSA, who cross-trained CSAs in the Napa and Santa Rosa offices.
- Kudos to Christie Null, Santa Rosa Early Intervention Specialist, who covered in the absence of her supervisor.
- Bob Hamilton extended kudos to the fiscal staff for their efforts in a successful fiscal year-end rollover.
- Bob Hamilton noted that Bob Phillips and Patrick Maher encouraged the Department to promulgate best practices for autism services.
- Michi Gates commented on Fair Hearings being withdrawn. She extended kudos to a Santa Rosa CPC who provided one of her families with the necessary information. The family was pleased when they understood all the issues involved.

**PUBLIC COMMENT (Client Services Only):** Elizabeth Clary requested clarification on Bob's financial report.

**LIAISON REPORTS**

A. Association of Regional Center Agencies – Martha Cornejo (10 minutes): Martha noted the following:

- Linda Washington attended the ARCA annual meeting as Martha's guest.
- Michael Statti was presented with the Sam Yi Golden Bear Award! The Sam Yi Golden Bear Award recognizes a person within the developmental disability services system for extraordinary efforts and advocacy on behalf of people with developmental disabilities. Michael expressed his gratitude and honor as a recipient of the award.
- "Inclusion Films" winner "Excellence in Employment Award" North Los Angeles Autism Regional Taskforce. Joey Travolta's (owner) provides practical film making workshops for individuals with developmental disabilities. Showed film productions featuring people with developmental disabilities. Inclusionville.com is a safe social network for individuals with developmental disabilities to create, share, and collaborate on their original artwork, video and music. The goal is to provide job opportunities in web design, monitoring and administration.
- "Meet Your Neighbors" was presented to the ARCA delegates. Meet Your Neighbors is a community outreach and awareness campaign that enables the general public to interact and learn about people with all types of disabilities while providing those individuals safe, informative and fun activities year round. Coordinated by Kern Regional Center, Rotary Clubs of Bakersfield, numerous SLS providers and other community partners, this project includes a variety of activities, events and seminars as well as a centralized calendar of events so that other organizations can promote their events.
- Budget update and overview provided by Terri Delgadillo.
- Terri Delgadillo provided direction to ARCA/Board members as to what their rolls and responsibilities entail.
- The Regional Center system no longer has the legislative support it once had. This is partly due to

legislative term limits and new legislators taking office. Regional Centers have been depicted as agencies involved in uncontrolled spending. There was discussion regarding the need for advocacy at the consumer level, plus more travel to the Capitol to let the legislature know who we are and what we do. Margaret Farman disagreed with the need for further advocacy and education to our legislators and noted how many people attended budget hearings and advocated for their services with standing room only. She thanked all who went to Sacramento and advocated for people with disabilities.

- Theresa Oliveri, Board Rep from Orange County Regional Center, is the President of ARCA.
- ARCA is in the process of recruiting for the Executive Director's position. ARCA Transition Committee will retain a California firm to locate qualified applicants. It is hopeful that the position will be filled by the end of the year.
- Martha requested input/suggestions regarding the "Board Member Delegates Feedback" document.
- ARCA Delegates and Regional Center Executive Directors participate in frequent conference calls to remain apprised of budgetary details.
- Next ARCA meeting will be held August 18-19<sup>th</sup> in Sacramento.

B. Area IV Board – Bob Phillips (10 minutes) – No report

**GOOD OF THE ORDER** – Linda Washington, Executive Director, Bayberry - The Napa Community in Action

The North Bay Association of Realtors selected Bayberry, Inc.'s Saratoga House as their annual renovation project for 2011. Saratoga House is a licensed community care facility and is home to six people with developmental disabilities. The services and supports for the residents are funded by medi-cal.

The house itself has been in need of serious repair. Bayberry, Inc., as a non-profit agency, has been unable to cover the significant cost associated with the necessary repair. It was with great excitement that Bayberry accepted NorBar's proposal to renovate Saratoga House. The renovation occurred on Saturday, June 25, 2011. The Napa Community joined us in full force to demolish and remove a damaged sun room, landscape, paint, repair electrical, clean, and decorate. It was indeed an extreme make over, with the residents leaving a drab living environment early that morning and returning to a beautifully decorated and renovated home in the evening.

Bayberry sincerely thanks the North Bay Association of Realtors, the Napa Community/ Businesses, and the City of Napa for the incredible effort and commitment involved in renovating Saratoga House!

**NEXT MEETING ANNOUNCEMENT** – The next Board meeting is regular Business Meeting scheduled for August 3, 2011 at North Bay Regional Center's Napa office at 5:00 p.m.

Closed session immediately following the meeting to discuss real estate.

**ADJOURNMENT – M/S/C (Statti/Urban) – Martha Cornejo adjourned the meeting at 7:01 p.m.**

**UNANIMOUS**