

**Far Northern Coordinating Council on Developmental
Disabilities dba Far Northern Regional Center
Minutes**

Minutes of Regular Meeting
Friday, March 25, 2016
9:20 a.m.
The Oxford Suites
2035 Business Lane
Chico, CA 95928

1. Call to Order: 9:20 a.m. by Chairperson, Margaret Shipp
2. Roll Call:
 - a. Present: Adam Beals, Ronda Crisp, Kathryn McCreary, Margaret Shipp, Margot Madson, Susan Hess, Roger Hatton, Colleen Ryberg, Jennifer Bowman, Melanie Combes, Chrissie Clapp, Ronda Dever, William Battles, Michael Green
 - b. Absent: Michelle Phillips, Leslie Corletto
3. Public Input/Open: Introduction of guests: Sarah May, Regional Manager, State Council on Developmental Disabilities, North State Office, Allan Smith, of the Department of Developmental Disabilities, Marcus Stuart, Thor Smith, Rob Griffith of K•Coe and Isom and FNRC staff: Diana Anderson, Lauren Leisz, Cyndy Madison, and Mike Mintline.
4. Approval of Agenda for March 25, 2016: Motion to approve the agenda made and seconded by Roger Hatton and Ronda Dever. It was agreed to move the Mike Mintline's Financial Reports to #6 on the agenda. No further discussion, motion passed.
5. Approval of Minutes from January 29, 2016: Motion to approve and second by Kathryn McCreary and William Battles, with the following changes/corrections:

Page 26: Republications be corrected to Republicans.

No further discussion, motion passed.

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

6. Report from Chairperson, Margaret Shipp: The Board was informed that Suzette Serrano was not reappointed to the Board by People First. New Board Members, Michael Green (Lassen County) and William Battles (People First) were introduced.

Butte County Special Olympics sponsored an event and made lunches for over 500 people. The Northern California Special Olympics will be held in June.

Two People First conferences (Anderson and Sacramento) are approaching soon. Butte College is holding mini-conference May 3rd.

Grass Roots Day will be held next week in Sacramento, along with a rally by the Capitol steps to say "Thank you" to the legislature for the increase in funding for fiscal year 2016-17.

7. Transition to Executive (Closed) Session – W & I 4663, a (1), (2), (3), (4), (5),
 - (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

No closed session necessary.

8. State Council on Developmental Disabilities, North State Office Report, Sarah May, Regional:
 - On Monday, March 21st, the State Council approved the objectives of the goals of the proposed five-year plan. This plan still has to be approved by the Federal Government. This plan is to begin October 1, 2016.
 - Regional Offices gathered recommendations from our Regional Advisory Committee members and stakeholders to identify two focus areas from our proposed Five-year State Plan for grant Cycle 39. North State Office outcomes were: Housing and Employment. The Request for Proposal will be released on April 15th and will include instructions, information for the one grant in the amount of \$20,000.00

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- Commissioner Aaron Bishop from AIDD spoke to the Council at the March 8th meeting. He provided positive feedback regarding California's progress the past two years related to our Corrective Action Plan and delivery of 85% of what AIDD has demanded in a 14 month period.
- Senator Tony Mendoza introduced Senate Bill (SB) 1072 in response to a 19-year old man with autism who died tragically trapped inside a school bus parked in a Whittier School District parking lot on September 11, 2015. SB 1072 would mandate that all school busses have an alert system so that drivers are more likely to find people left on a bus. At the March 8th meeting, the Council took a support and sponsor position on this bill.
- The National Core Indicators Quality Assurance program is being managed by the State Council North Coast office in Ukiah. The target of this project was families with children. 1005 surveys (83 in Spanish) were mailed out to FNRC families. The goal is a 20% response. FNRC is in the process of a second mailing to reach the 20% goal. A summary will be prepared and delivered to the Department of Developmental Services and Far Northern Regional Center.
- Sarah May distributed a report developed by SCDD on the status of California remaining four open Developmental Centers.

9. Report from Executive Director, Laura Larson:

- a. Laura discussed the Special Session and the positive results.
- b. There will be a new rate structure by 2019.
- c. Laura gave a review of the Native American Relational Experience held at the Gaia Hotel in Anderson. She also showed the board a PowerPoint: FNRC's *Demographic and Expenditure Data*, and reviewed areas of disparity in Purchase of Service expenditures.

10. Management Reports:

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- a. Financial Reports: Mike Mintline, Associate Director, Administration (This report was heard directly after the approval of the January 2016 minutes as #6 on the agenda)
 - i. Purchase of Service Report FY 14-15: There is no deficit in spending authority at this time. However, expenses are expected to increase by \$9.6 million, or 8.7%, over the prior year. Also, about 2.2% or \$2.4 million, of the increase in expenses is the result of mandated provider rate increases. The largest increase in expenses include the following categories: Out of Home, Community Integrated Training, Supported Living, Personal Assistance, Day Programs, Specialized Autism Programs and Non-Medical Services. Reasons for the increases are as follows:
 - Out of Home: Expenses will likely rise by \$3,057 thousand this fiscal year despite decrease in the number of consumers living in residential care facilities. Most of the dollar increase is due to a projected \$1.6 million increase in Specialized Residential Facility expenses.
 - Community Integrated Training: Expenses are expected to increase by almost \$1.7 million due primarily to the development or expansion of several new work-related programs.
 - Supported Living: Expenses are projected to increase by \$1.5 million. About \$1.2 million of the increase is due to the mandated rate increases. The remainder of the increase is due primarily to more consumers served and the higher cost of serving more clients with challenges.
 - Personal Assistance: Expenses are projected to increase \$826 thousand primarily to increased numbers of hours paid to serve clients with significant needs, particularly consumers in Supported Living. The expected increase also includes approximately \$300 thousand in mandated rate increases plus reclassification of some costs from the Home Health Care expense category.

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- Day Programs: Expenses in this category increased due primarily to an increase in the number of expected program operating days. In the prior year, DDS restricted the number of operating days, but cannot do so now because of an unfavorable court decision.
- Specialized Autism: Expenses are expected to increase significantly due to restoration of the state's Early Start program for children aged 0-3 and increased outreach efforts to those consumers.
- Non-Medical Services, Programs: Expenses classified here increased because of expanded telehealth services and increased amounts paid to providers for the purpose of funding contracted specialized nursing services for certain medically needy consumers.

Regarding Community Placement Plan (CPP) expenses: An additional \$1.0 million in start up and \$85 thousand in placement cost funding has been allocated specifically for consumers that must be placed from the Sonoma Developmental Center (SDC). The SDC is scheduled to close in 2018. These funds will be spent to develop a home for consumers with intensive medical needs, specialized residential and day programs, specialized transportation, and health services.

- ii. Operations Report, FY 15-16: The Regional Center is projecting \$71 thousand in remaining operations spending authority at this time. Contract spending authority decreased by \$11 thousand from the prior report. Expenses decreased \$115 thousand because a Behaviorist position will not be hired at this time. Also, delays in hiring positions created \$45 thousand in savings and staff overtime expense estimates were reduced by \$10 thousand. Operating expenses estimates increased by a net amount of \$98 thousand due to several factors, which include, but are not limited to:

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- A \$31 thousand increase in Information Technology Hardware expense for high speed scanners, monitors and projectors;
 - A \$20 thousand increase for a consultant to redesign the Regional Center's main and health websites;
 - A \$19 thousand increase for security improvements in the Redding office and facility improvements in Chico
- iii. Review of FY 2014-15 Audited Financial Statements and presentation by K•Coe and Isom: Rob Griffith of the Accounting Firm, K•Coe and Isom presented the annual audit to the Board. There were no Significant Deficiencies identified and no Findings to report.
 - iv. Other: None
- b. Case Management Directions: Cyndy Madison, Associate Director, Case Management South
 - i. Cyndy Madison is retiring May 4th, after 34 years with the Regional Center. Cyndy took this time to thank the board for the opportunity to serve this community for this time. She went on to remind the Board that changes are coming. Including Self Determination and Person Centered Planning. She added that the Service Coordinators are learning new ways and will need the support and feedback from the board, families and consumers.
 - c. Community Services Directions: Diana Anderson, Associate Director, Community Services:
 - i. Action Item #1 - #14 were approved individually by the Finance Committee (see Committee minutes). Motion to approve Action Items #1 - #14 made by the Finance Committee and seconded by Roger Hatton. No discussion. Vote taken with Jennifer Bowman abstaining, motion passed.
11. Association of Regional Centers Agencies Report, Ronda Dever, Delegate:
- a. Meeting report:

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- Talked about MCO funding/ABX2-1 Special Session. ARCA thanked everyone for their efforts regarding the Lanterman Coalition's 10% and Reform. The grassroots effort was what really helped get this passed.
- *On the Brink* Update—Amy Westling revised with current information to be used as a supplement to the *On the Brink* from last year Feb. 2015. Was approved with some changes, has not been put on their website yet, but will make copies available when we can.
- Strategic Planning Committee will be meeting via phone conference on April 6, 2016 and should have something for the Board to review/approve by the June meeting. All of the discipline groups will have been consulted to get their feedback and once approved will be the new 3 year plan commencing on 7/1/16.
- Grassroots Day will be on March 30, 2016. Colleen and Margaret will be going. Thank you for being willing to go and represent Far Northern.
- Rick Rollens gave the Legislative Report. Most importantly, wanted to make sure we thanked out legislators for voting to support our system. That vote was unanimous. Even though most of the Republicans did not vote for the MCO Tax Reform, 5-6 of them did cross party lines to vote in favor of it, which our funding was tied to. Really important to realize what a big deal that is, especially in an election year, and to go out and support them. ARCA is sponsoring SCR 98 which honors the 50th anniversary of the Lanterman Act.
- For ARCAs annual dinner (which is held in June each year), instead of bringing in a speaker, they are be asking each regional center to make 15 second videos of people saying what their services mean to them. ARCA will then compile them into a movie for us to watch at the dinner.

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- **Regional Center Governance and Administration Summary:**

- The Board Delegates spent a good deal of time reviewing this document, and brainstorming about different ideas/topics of interest to them that they would like to hear about at each meeting. Some ideas were the evaluation process of the Executive Directors, the hiring process of Executive Directors, and from the Director's Group were ideas for Ethics training and training on the RFP process.
 - This document came about because of Sec. Dooley from Health and Human Services Dept. This is a "first" document, and believe it will evolve with time. This was in response to her wanting to know if/what/how Board members are educated/trained, what ARCA does to support them, and how ARCA can help regional centers that may be having serious difficulties.
 - Ronda brought this to our Board of Directors for review. More oversight is beginning of all of the Boards of Directors across the state, and this document is what will be used to start the process. Ronda suggested the possibility of a training/presentation to discuss "Periodically and consistently assess the performance of the board, its committees, and its members."
- b. Statewide Self Determination Committee report: Attended by Ronda Dever and Laura Larson
- ◆ Local Committee has met twice (June 2015, Sept. 2015)
Next meeting is Friday, May 6 from 10 am – 12 noon at FNRC Chico office, and is open to the public.
 - ◆ Role of Statewide Self-Determination Advisory Committee (will have 2 face-to-face meetings per year)
 - Come up with Best Practices
 - Robert's Rules of Order
 - Bagley-Keene

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- ◆ Introductions—I think most RC were there. Mostly parents and consumers.
- ◆ Asked “What’s one thing that’s working in your region, and what is one thing you could use more support with?” Several of the responses are below:
 - FNRC chose Person Centered Planning as focus until more direction, and waiver is passed. Laura’s already talked about this...
 - Some Self-Determination Committees are having trouble getting support from their RC
 - Need Person Centered Planning training
 - Need documents in People First language
 - Need documents in diverse languages
 - Need educational materials in general
 - Need FMS training
 - Need clear direction for our advisory committees
 - One page introductory letter to families and other interested parties
 - Suggested the Statewide Committee have a workgroup
- ◆ Overview of SDS program—Catherine Blakemore from DRC
- ◆ Panel Presentation—Willie West from Redwood Coast RC and one of the members on the committee from Kern RC, Rick Wood.
- ◆ Jim Knight from the Department of Developmental Services gave an update on SDS Waiver
- ◆ Overview of Financial Management Services.
- ◆ Information Sharing
- ◆ No future meeting date set, suggested monthly conference calls. No information at this time.

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

- ◆ Facebook Page—Self Determination SB468

12. FNCC Board Committee Reports and Action Items:

- a. Consumer Committee, Suzette Serrano, Chairperson: The meeting was called to order by Laura Larson as Suzette Serrano is no longer a member of the Board of Directors. The following items were discussed:
 - ❖ Roger Hatton was elected by the committee as the new chairperson
 - ❖ The Board Packet and Action Items were discussed and reviewed.
 - ❖ The upcoming People First Conferences (local and Sacramento) were discussed.
 - ❖ Laura discussed the future of day programs and how they will look and how it will affect the people who attend.
 - ❖ A new FNRC office Yreka is being established.
 - ❖ The Person Centered Planning Project is beginning. IPPs will change and the questions asked during reviews will take more time and require a great deal of thought. These changes should be good for everyone, and may bring more employment to clients.
 - ❖ An educational/board retreat is being planned possibly for June.

Meeting adjourned by 3:50.

- b. Service Provider Advisory Committee, Jennifer Bowman, Chairperson: The meeting was held March 23rd at the Tehama Visitors Center in Red Bluff with 17 individuals present
 - Laura Larson presented for Far Northern Regional Center with the following topics:
 - Assembly Bill X2: This bill was passed on February 29th. This is good news for providers and the regional center
 - DDS Survey to Determine Rate Increases: 2000 surveys went out across the state for 25 different service types. It is important for providers to fill out the surveys because it will determine rate increases. FNRC is providing time in Chico and Redding for providers to get assistance with

Far Northern Coordinating Council on Developmental Disabilities dba Far Northern Regional Center Minutes

completing the Cost Statements as well as the other information requested in the survey.

- Governor's Budget May Revise: The Revise should be out the second weekend in May. Laura is optimistic that there will be good things in it for our service system.
 - Purchase of Service Expenditures Data – PowerPoint presentation: Laura discussed the Native American Relational Experience that was held March 23rd. She also discussed creating different service models that would work for different ethnic groups.
 - Habilitation providers and the Department of Rehabilitation met earlier today. Diana Anderson reported that they are working together to make the changes that need to occur by this fall. There are providers who are piloting different projects to ascertain what kind of programs may work. The group will be meeting monthly for the foreseeable future.
 - Health Wellness Initiative – Diana Anderson
 - Updates: The committee has a meeting scheduled for May. They are collaborating with a company out of New York to design a new website. It will also include different types of social media such as Instagram.
 - Provider Announcements:
 - Rural Education Institute conference will be held May 3rd at the Butte College Skyway Center. Flyers were passed out.
 - Mid Valley Providers announced that they are doing a Superhero and Villain camp August 26 – 28. Clients must have staff and cannot be dropped off in case of evacuation.
 - The next meeting is May 18th at 1:30 at the Tehama Visitors Center.
- c. Finance Committee: Diana Anderson attended the meeting and gave brief descriptions of each Action Item.

**Far Northern Coordinating Council on Developmental
Disabilities dba Far Northern Regional Center
Minutes**

- i. Action Item #1: It is requested the Board approve contract PST-1973 with ARC OF Butte County, Inc for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$346,093.65. Moved and seconded by Roger Hatton and Ronda Dever. No discussion, motion passed.
- ii. Action Item #2: It is requested the Board approve contract PST-1976 with California Vocations, Inc. for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$800,280.00. Moved and seconded by Ronda Dever and Roger Hatton. No discussion, motion passed.
- iii. Action Item #3: It is requested the Board approve contract PS-1986 with Tehama County opportunity Center dba North Valley Service (Gilmore Ranch Home) for Specialized Adult Residential Services effective May 1, 2016 through June 30, 2018 for a total maximum contract amount of \$1,259,493.48. Moved and seconded by Roger Hatton and Adam Beals. No discussion, motion passed.
- iv. Action Item #4: It is requested the Board approve contract PST-1980 for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$292,353.00. Moved and seconded by Ronda Dever and Roger Hatton. No discussion, motion passed.
- v. Action Item #5: It is requested the Board approve contract PST-1983 with Modoc Work Activity Center for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$318,329.13. Moved and seconded by Ronda Dever and Adam Beals. No discussion, motion passed.
- vi. Action Item #6: It is requested the Board approve contract PST-1987 with Tehama County Opportunity Center dab North Valley Services for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$2,389,650.00.

**Far Northern Coordinating Council on Developmental
Disabilities dba Far Northern Regional Center
Minutes**

- Moved and seconded by Ronda Dever and Roger Hatton. No discussion, motion passed.
- vii. Action Item #7: It is requested the Board approve contract PST-1995 with Shascade Community Services, Inc – Burney for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$362,100.00. Moved and seconded by Ronda Dever and Adam Beals. No discussion, motion passed.
 - viii. Action Item #8: It is requested the Board approve contract PST-1994 with Shascade Community Services, Inc. – Trinity for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$253,470.00. Moved and seconded by Adam Beals and Ronda Dever. No discussion, motion passed.
 - ix. Action Item #9: It is requested the Board approve contract PST-1993 with Shascade Community Services, Inc. for Transportation Services effective April 2016 through March 31, 2019 for a total maximum contract amount of \$799,920.00. Moved and seconded by Ronda Dever and Roger Hatton. No discussion, motion passed.
 - x. Action Item #10: It is requested the Board approve contract PST-1594 Add #1 with Shasta County Opportunity Center for Transportation Services effective July 1, 2015 through March 31, 2016 for a total maximum contract amount of \$692,300.00 due to an expansion of service. Moved and seconded by Ronda Dever and Roger Hatton. As this is an amendment to the original contract a motion was made to amend the original contract. Moved and seconded by Ronda Dever and Adam Beals. No further discussion, motion passed.
 - xi. Action Item #11: It is requested the Board approve contract PST-1996 with Shasta County Opportunity Center for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$990,000.00. Moved and seconded by Roger Hatton and Ronda Dever. No discussion, motion passed.

**Far Northern Coordinating Council on Developmental
Disabilities dba Far Northern Regional Center
Minutes**

- xii. Action Item #12: it is requested the Board approve contract PST-1997 with Siskiyou County Opportunity Center for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$488,700.00. Moved and seconded by Adam Beals and Ronda Dever. No discussion, motion passed.
- xiii. Action Item #13: It is requested the Board approve contract PST-1998 with Southern Oregon Goodwill Industries for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$712,800.00. Moved and seconded by Roger Hatton and Adam Beals. No discussion, motion passed.
- xiv. Action Item #14: It is requested the Board approve contract PST-1999 with Work Training Center, Inc. for Transportation Services effective April 1, 2016 through March 31, 2019 for a total maximum contract amount of \$5,245,796.16. Moved and seconded by Roger Hatton and Ronda Dever. No discussion, motion passed.

Laura discussed the Audit findings from DDS from 2012-14. The housing foundation that FNRC was funding was the cause of an audit exception. Mike Mintline conducted an audit and the Department of Developmental Services accepted Mr. Mintline's findings of the housing service and this issue is now closed.

The ABX-21 (Thurmond) was passed February 29th. This bill will provide approximately \$500 million to the regional center service system beginning July 1st.

- d. Membership Committee: Due to the lack of a committee quorum, no meeting was held.
- e. Nominating Committee: Nominations for the 2016 - 2017 year were determined during a meeting via conference call on March 10, 2015. The following slate of officers was chosen to be presented to the Board of Directors in March:

**Far Northern Coordinating Council on Developmental
Disabilities dba Far Northern Regional Center
Minutes**

Chairperson:	Margaret Shipp (continuing)
Vice-Chairperson:	Ronda Dever (continuing)
Secretary:	Susan Hess (continuing)
Treasurer:	Colleen Ryberg (continuing)
Parliamentarian:	Chrissie Clapp
ARCA Representative:	Margaret Shipp
ARCA Alternate:	Adam Beals (continuing)

A motion was made to accept this slate of officers by the Nominating Committee and seconded by Roger Hatton. No discussion, motion passed.

13. Announcements, Reports, Questions and Answers, Summary Comments: All Board Members

Adam: A new FNRC office will be opening in Yreka.

Susan: Susan interviewed, Sean Green of Mains'l. Sean has been with Mains'l seven years, attends college classes and is involved with the Health and Wellness Project.

Ronda D.: Chico Challenger baseball starts tonight.

Michael: Michael is excited to be part of the Board of Directors.

Roger: The Food Pantry continues to grow and expand.

14. Adjournment: Motion to adjourn made and seconded by Jennifer Bowman and Adam Beals. No discussion, motion passed.

15. Next meeting: May 19 and 20, in Redding, California

Respectfully submitted



Cynthia R. Presidio
Executive Assistant/Board Secretary