

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

Minutes of Regular Meeting
Friday, March 27, 2020
9:15 a.m. by Conference Call
Far Northern Regional Center
1900 Churn Creek Road, #114
Redding, California

1. Call to Order: 9:18 a.m. by Vice Chairperson, Adam Beals
2. Roll Call:
 - a. Present: Deborah Anderson, William Battles, Adam Beals, Leslie Corletto, Terry Morton, Kathryn McCreary, Anne Silcher, Andreas Economopoulos
 - b. Absent: Daniel Strauss, Roger Hatton, and Kim Leeseman
3. Public Input/Open: Introduction of guests: FNRC Staff: Mike Mintline, Audra Feedback, Todd Clarkson. Tammy Torum, Executive Director, We Care A Lot, Phil Perez, Department of Developmental Services, Sarah May, Manager, North State Office SCDD, and Mary Agnes Nolan, SCDD.
4. Approval of Agenda for March 27, 2020: Motion to approve agenda for March 27, 2020 and second by Andreas Economopoulos and Terry Morton. Items to be added to the agenda include: The Consumer Committee Report (9c), and Action item #5 (7diii). Motion to accept amended agenda and second by Terry Morton and Andreas Economopoulos. No further discussion, motion passed.
5. Approval of Minutes from January 31, 2020: Motion to approve minutes from January 31, 2020 and second by Terry Morton and Anne Silcher. The following corrections are necessary:
 - a. Page 12: #8ai – corrected to read: ...\$9.9 million more than expected, but expenses will increase....
 - b. Page 12: #8ai – corrected to read: ...rate increases granted to providers to assist them in paying...
 - c. Page 13: #8ai – corrected to read: ...There is no spending....
 - d. Page 13: #8aii – corrected to read: ...In November 2019, the Regional Center was projected to possibly overspend...

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- e. Page 13: 8aiii – corrected to read: ...It is requested the board of Directors approve...
- f. Page 13: 8aiv – corrected to read: ...It is requested the Board of Directors approve...
- g. Page 14: 8av – corrected to read: ...if the State cannot pay its obligations to the Regional Center in a timely fashion.
- h. Page 14: 8bi – corrected to read: ...habilitation programs and has converted...
- i. Page 15: 8bi – corrected to read: ...Therefore there are fewer beds at a higher cost.
- j. Page 15: 8bi – corrected to read: ...and more assistance, and...
- k. Page 15: 8ci – period after “casino”
- l. Page 17: 11 – replace “Gruhler” with “Director”
- m. Page 17: 12 – corrected to read: ...Hoping to ease board members minds’...
- n. Page 18: 12 – corrected to read: ...their budgets and have now completed...
- o. Page 18: 13 – corrected to read: ...three people are working at or are involved...
- p. Page 18: 14 – corrected to read: ...They are making a review...

A motion to approve the corrections of the minutes and second by Andreas Economopoulos and Terry Morton. No further discussion, motion passed.

- 6. Report from Chairperson, Daniel Strauss: Presented by Vice-Chairperson, Adam Beals
 - a. Approval to reappoint Andreas Economopoulos as Member-at-Large
 - i. Motion to reappoint Andreas Economopoulos as Member-at-Large and second by Terry Morton and Anne Silcher. No discussion, motion passed.
 - b. Executive Director Evaluation Committee: The Evaluation of the Executive Director will be held by conference call in April (date to be determined) with Daniel Strauss, Andreas Economopoulos and Kathryn McCreary.
- 7. Management Reports
 - a. Financial Report: Mike Mintline, Chief Financial Officer

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- i. Purchase of Service Report FY 19-20: Contract allocation is expected to be as much as \$9.8 million more than projected expenses despite mandated rate increases for providers.

Respite is in very high demand and may increase up to 25% due to the COVID-19 pandemic.

Mike Mintline and other FNRC staff are in the process of designing overtime rates for vendors due to the COVID-19 pandemic.

Non Residential Service Vendors will continue to receive State of Emergency funds for March and April 2020. Although FNRC is spending \$105,000 per month extra more than average, there are no deficits in Purchase of Service projections.

- ii. Operations Report, FY 19-20: Travel expenses will decrease during the COVID-19 pandemic as most Service Coordinators are working from home and not traveling to client homes and/or outlying areas. (No face-to-face meetings are being held at this time.)

\$80,000 - \$90,000 extra expenses have occurred due to the set-up for remote working. However, this will not cause FNRC to exceed its allocation.

- iii. CalPERS unfunded liability valuation: Based on discussions with higher level accounting companies, FNRC is using the "Corporation Valuation" for the CalPERS accounting. This is a change from the "Governmental Valuation" used previously. Because of this switch, the valuation will change as the board will see when presented with this audit report in May.
- iv. Action Item #1: Bank signers: It is recommended that the following authorized signers be approved by the Board of Directors:

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MUFG Union Bank Operations and Purchase of Service checking accounts, Money Market account, Representative Payee Checking Account (two signatures required):

Melissa Gruhler, Executive Director
Wayne R. Doering, Associate Director of Client Services
Mike J. Mintline, Chief Financial Officer
Audra K. Feedback, Controller/Fiscal Services Manager
John Doyle, DDS Deputy Director, Operations
Brian Winfield, DDS Deputy Director, Programs

Tri-Counties Business Yield MMI Safekeeping account (one signature required):

Melissa Gruhler, Executive Director
John Doyle, DDS Deputy Director, Operations
Michael Mintline, Chief Financial Officer
Brian Winfield, DDS Deputy Director, Programs

Motion to approve the authorized signers and second by Terry Morton and Andreas Economopoulos. No discussion, motion passed.

- v. Action Item #2: Revolving loan: It is recommended that the Board of Directors authorize the Chief Financial Officer and Executive Director to negotiate a committed line revolving loan facility for up to \$30.0 million with a term of six months starting approximately April 1, 2020.

If the Regional Center needs more funds than the \$30.0 million, it will attempt to increase the loan and will pay additional commitment fees and interest costs.

Motion to approve a revolving loan and second by Kathryn McCreary and Andreas Economopoulos. No discussion motion passed.

- vi. Other: We have committed to pay Non-Residential Service vendors as directed by the State of Emergency DDS directive for March and April in an effort to help stabilize business continuity and keep their doors open.

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Client SSP checks will be mailed early, Monday, April 6th instead of April 10th.

- b. Community Services Report: Diana Anderson, Director, presented by Todd Clarkson
 - i. Update on Community Services Activities: Todd reviewed the Community Services report presented to the board. Todd is also happy to report the addition of a Senior Office Assistant to the Community Services Division.
 - ii. Action Item #3: Contract #PS-2237: It is requested the Board approve contract PS-2237 Addendums #1 and #3 which provided additional funding in the contract. Addendum #1 included an additional \$23,469.00 to address due diligence costs incurred by Brilliant Corners when escrow did not close on a home at Paramount Way in Redding, due to DDS concerns with the covenants, conditions, and restrictions recorded on the property. Subsequently, another property was identified for the project located on Cedars Road in Redding. The property on Cedars Road was purchased in 2008 by Resources for Rural Community Development, dba Access Homes, and the deed for the property was “transferred” to Brilliant Corners. Realtor and closing costs were less than anticipated since the transaction was not a full sale between the parties and DDS deallocated \$44,417.00 from the original project.

Addendum #2 included an additional \$99,963.00 for unanticipated project costs caused by vandals (demolition of a barn, rewiring exterior clad lines, debris removal under home and in barn) as well as cost overruns for fences, framing and other items.

The new maximum contract amount of \$979,015.00 effective May 1, 2018 through February 29, 2020.

Motion to approve contract PS-2237 Addendums #1 and #3 and second by Andreas Economopoulos and Leslie Corletto. No discussion, motion passed.

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- c. Client Services Report: Wayne Doerning, Associate Director, Client Services North
 - i. Update on Client Services: Wayne Doerning, Associate Director, Client Services, North: Many phone calls are being made to clients during the COVID-19 shut-down. Programs are being very creative and also staying in touch with clients. Most FNRC Service Coordinators are working remotely, and the only face-to-face meetings are those approved by family with the proper social distancing. People supporting those with Independent Living services are being asked to leave the client at home while doing the client's shopping.
 - d. Human Resources Report: Kathy Jennings, Director
 - i. Update on Human Resources: Kathy gave a brief update on what is happening with staff, including retirements, new staff and vacancies.
 - ii. Action Item #4: Retired Annuitant, Diana Anderson: It is requested that the Board of Directors appoint Diana Anderson to be re-employed by FNRC effective April 6, 2020 for a period of no more than 12 months, in compliance with Government Code requirements. Motion to appoint Diana Anderson as a retired Annuitant and second by Andreas Economopoulos and William Battles. No discussion, motion passed.
 - iii. Action Item #5: Retired Annuitant, Judy Kruse: It is requested that the Board of Directors appoint Judy Kruse to be re-employed by FNRC effective April 1, 2020, for a period of no more than 12 months, pursuant to the Government Code requirements. Motion to appoint Judy Kruse as a Retired Annuitant and second by Terry Morton and Kathryn McCreary. No discussion, motion passed.
8. State Council on Developmental Disabilities, North State Office Report, Sarah May, Regional Manager. SCDD is continuing to recruit for Regional Advisory Committee (RAC) members. Members are needed for Lassen, Modoc, Plumas, Tehama and Trinity counties.

SCDD sent a letter to Governor Newsom addressing additional recommendations for consideration to protect the health and safety of

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people who use services. In addition to addressing the need to identify one cross-disability point person to address the needs of people with disabilities, the letter focused on the following:

- Non-Discrimination in Healthcare
- Direct workforce, In-Home Supportive Services, Regional Center Services
- Medi-Cal
- Education and Transition Services

Due to the COVID-19 crisis several meetings have been cancelled including:

- The SCDD Council Meeting scheduled for March 17, 2020
- The March Tehama County Coordinating Council meeting
- The March Butte County Coordinating Council meeting
- The March 13th local Self-Determination Advisory Committee meeting

9. FNRC Board Committee Reports and Action Items:

a. Service Provider Advisory Committee, Anne Silcher, Chairperson: (Conference Call). Diana Anderson gave a summary of what is occurring at Far Northern Regional Center regarding the Coronavirus (COVID19) outbreak including:

- Far Northern has established an email link on the website for COVID19 issues, problems, and questions. This email is cov19@farnorthernrc.org.
- DDS is giving Regional Centers the ability to fund some services on average daily attendance for March and April 2020. Expectation is that a service will be provided for the funding.
- Day Programs are doing the following:
 - Most doing modified activities – telephone video calls, sending out activity packets, holding on-line classes
 - Some staff are working in residential or SLS settings
 - A Staffing Registry is being created
 - Resource drop-off locations are being reviewed such as ARC in Chico and ELC in Redding.

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- FNRC is looking for locations to use as shelters for individuals who are displaced or those who need isolation, but are not ill
- Residential – Rearrange staffing schedules to accommodate residents home from day programs to avoid need for additional staffing
 - Program Protocols need to be in place should residents/staff test positive for COVID-19 or get ill
 - Overtime for staff is available when staffing numbers go down
 - DSS PIN is available related to waivers
- SLS – additional staffing due to day program closures to be added on w/062 codes – and only to be used if not staffed by day program staff
 - Program Protocols need to be in place should residents/staff test positive for COVID-19 or get ill
 - Overtime for staff when staffing numbers go down
- ILS – FNRC is receiving mixed messages. The hope is ILS continues to give supports to individuals who live independently; remote check-ins are at a minimum.
- Letter regarding essential services will be provided by FNRC to providers.
- Early Start Services
 - Most EI providers are providing services remotely or via technology
 - Assessments are continuing, albeit modified
- Respite
 - Extra hours have been approved
 - Working on an Overtime rate for over 8 hrs/day
- Food Pantry

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- Food pantries are open and continuing and can be expanded with referrals through resources@farnorthernrc.org
- Most other services being provided remotely or via technology
- Work – SEP continuing for many groups; some individually placed clients and two internships continuing with no new ones being processed at this time.
- Housing Surge is beginning
- Melissa Gruhler report:
 - FNRC has been asked to hold all placements until receiving approval from DDS.
 - Thank you to all of the providers for their continuing work in this crisis. Providers are stepping up and going above and beyond what is needed. Thank you, also, for your patience with Far Northern Regional Center.
 - The Service Coordinators working remotely are making calls from their IPADS, and are checking their office Voicemails every two hours.
 - As most Service Coordinators are working from home, other FNRC staff are not. POS/Trust checks are continuing to be processed, as well as duties that cannot be completed outside the office.
 - A Shasta County resident has received a positive COVID19 diagnosis. However, this particular person is not currently receiving FNRC services, but the Service Coordinator is continuing to use technology to remain in contact with the client.
 - Please remember your Social Distancing.
 - Correspondence should be only through email.

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- Kimberlee Candela added that the resources available are for all associated with FNRC.
 - Several providers shared ideas and activities they are using to keep people occupied and engaged.
- b. Nominating Committee
- i. Proposed Slate of Officers for FY 2020-2021: Everyone nominated is accepting of this slate. Therefore this slate will continue forward to be voted on in June.
- c. Consumer Committee, Chairperson: The meeting (conference call) was called to order by Andreas Economopoulos. The committee, along with Melissa Gruhler reviewed the Board Packet and Action Items. The committee also reviewed the Board Academy that most of the board members attended. Melissa gave the committee an update on the Coronavirus outbreak and pandemic.
10. ARCA March 2020 meeting: Melissa Gruhler, Executive Director. The meeting scheduled for March 20, 2020 was cancelled due to the COVID-19 pandemic.
11. ARCA Board Academy: Board Members: Melissa gave an overview of the academy. Andreas, William, Terry, Daniel and Deborah attended. They all enjoyed and learned from the break-out sessions.
12. Report from Executive Director, Melissa Gruhler: Thank you for your patience with the need for a conference call.
- a. Coronavirus: This national and global pandemic is changing our staff and they way FNRC does business. Approximately one-half of the FNRC staff are working remotely, while those in the office are practicing social distancing. We are adjusting to creative ways to provide services. Melissa would like to acknowledge her appreciation for what each person is doing. We want to provide the necessary services. Community Services is actively working on places for isolation cases, if needed. Supplies are coming, including lab coats, gloves, disinfectants and face shields. Face

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masks have been provided to Residential and SLS settings. We are appreciative of the department for help with this situation. There have been 12 DDS directives beginning March 12th, when a state-wide state of emergency was declared.

- b. Other: Self-Determination is continuing. HCBS and Board training is coming. A letter has been placed on the FNRC website and social media asking for supply donations.

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

Deborah: A children's fair will take place in June if things are back to normal. This fair is doing more to include children with Autism.

William: People First meetings have been cancelled, and boredom is setting in.

Adam: Very quiet in Siskiyou County, with no major events.

Leslie: Her children are doing well on the College Plus program and are staying connected.

Terry: Although there was no Tehama County Coordinating Council meeting in March, they are continuing to plan for the Emergency Preparedness Fair scheduled for September 11th. Lighthouse is on a break to keep staff and consumers safe, but are continuing to make care packages for clients.

Kathryn: Staying safe at home with social distancing.

Anne: Hoping people stay in contact with each other.


Andreas: The CAC meeting was cancelled. We Care A Lot is closed and all advocates are remaining home.

14. Next Meeting: May 28 and 29, 2020, Gaia Hotel, Anderson, California.

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15. Adjournment: Motion to Adjourn and second by Andreas Economopoulos and Kathryn McCreary. No discussion, motion passed. Meeting adjourned at 11:38.

Respectfully submitted



Cynthia Presidio, Executive Assistant