

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

Minutes of Regular Meeting
Friday, June 26, 2020
9:15 a.m. by Zoom due to COVID-19
Far Northern Regional Center
1900 Churn Creek Road, #114
Redding, California

1. Call to Order: 9:17 a.m. by Chair, Daniel Strauss
2. Roll Call:
 - a. Present: Deborah Anderson, William Battles, Adam Beals, Daniel Strauss, Terry Morton, Andreas Economopoulos, Anne Silcher, Kim Leeseman, Lori Childres, Leslie Corletto
 - b. Absent: None
3. Public Input/Open: Introduction of guests: FNRC Staff: Mike Mintline, Todd Clarkson, Wayne Doering, and Larry Withers. Tammy Torum, Executive Director, We Care A Lot, Phil Perez, Department of Developmental Services, Mary Agnes Nolan, North State Office SCDD.
4. Approval of Agenda for June 26, 2020: Motion to approve agenda for June 26, 2020 and second by Terry M. and Andreas Economopoulos. No discussion, motion passed.
5. Approval of Minutes from May 29, 2020: Motion to approve minutes from May 29, 2020 and second by Daniel Strauss and Anne Silcher. The following corrections are necessary:
 - a. Page 8: #3 – correct Maidranz to read Maikranz
 - b. Page 9: #6 – correct to read...Presented by Chairperson, Daniel Strauss...
 - c. Page 9: #6a – correct Straus to read Strauss
 - d. Page 12: #9b – correct an to read and
 - e. Page 13: #11b – remove “assuming is”

[MG1]
A motion to approve the corrections of the minutes and second by Daniel Strauss and Terry M. No further discussion, motion passed.

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

6. Report from Chairperson, Daniel Strauss: Thank you to all who helped him this past year as the Board Chair while he moves on to becoming Board Treasurer.

7. Management Reports
 - a. Financial Report: Mike Mintline, Chief Financial Officer
 - i. Purchase of Service Report FY 19-20: The contract allocation is expected to be as much as \$10.6 million more than projected expenses despite mandated rate increases for providers and COVID-19 expenses. Expenses are projected to be \$171.8 million less reimbursements of 2.4 million in day program and transportation costs from Intermediate Care (ICF facilities). Net Projected Annual Expenses, there are \$169.4 million compared to a contract allocation amount of \$180.0 million. Prior fiscal year expenses paid to date are \$154.1 million, so current year expenses may increase by as much as \$17.7 million or 11.5%. Fast moving expense categories that are expected to change significantly from the prior year include:
 - Out of Home
 - Respite
 - Personal AssistanceCommunity Placement Plan (CPP) program and start up cost expenses are projected to equal contract allocation amounts.
 - ii. Operations Report, FY 19-20: The following categories have significant increases from the prior year:
 1. Salaries and benefits – 5.4%
 - a. Increase resulted from the full year cost of a 2.0% salary increase effective November 1, 2018 and a \$100 per month increase for all employees in this fiscal year, new Service Coordinator positions were hired due to caseload growth and the Regional Center's health insurance rates rose by 7%.
 2. Facilities Rent – 2.7%
 - a. Increase reflects increase to both Chico and Redding lease renewals.
 3. Communications – 24.6%

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

- a. Expenses are projected to increase due to the monthly costs of iPads purchased for Case management use and the full year cost of infrastructure improvements.
- 4. Postage – 118.6%
 - a. Increased postage inventory to save expense for next fiscal year.
- iii. Action Item #1: Check signers: It is recommended and requested that the following authorized signer be approved by the Board of Directors:

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, Client Services
Michael J. Mintline, Chief Financial Officer
Audra K. Feedback, Controller/Fiscal Services Manager
Jim Knight, DDS, Deputy Director, Administration
Brian Winfield, DDS Chief Deputy Director, Programs

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

Melissa Gruhler, Executive Director
Michael Mintline, Chief Financial Officer
Jim Knight, DDS, Deputy Director, Administration
Brian Winfield, DDS, Deputy Director, Programs

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

- iv. Other: No other issues discussed.
- b. Community Services Report: Todd Clarkson, Interim Associate Director
 - i. Update on Community Services Activities: Todd reviewed the Community Services Report included in the Board

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

packet. Most changes from the previous report at COVID-19 related. Providers are experiencing overtime issues due to COVID-19. However, the State has developed a mechanism to deal with this as it is a Health and Safety issue. Most of the overtime issues are due to the lack of new staff as it is very difficult to add new staff during this pandemic. Far Northern Regional Center is very hopeful for the vendor community regarding the proposed Governor's budget. With respect to reopening the non-residential services, Diana Anderson is continuing to help the providers develop reopening plans.

- ii. Employment: Nothing new to report since May.
- iii. Other: Community Services is seeing the addition of new staff including a Resource Development/QA Specialist. This person will be working with the Promotores program. One vendor has stepped up to fill a large need – that of serving children with psychiatric needs. The board will soon be asked to approve a contract for a new safety-net resource, crisis home. There are concerns regarding the time of reopening day programs. However Todd says the process and progress of this has been steadily continuing. He and Melissa are also continuing to develop ways to get and keep consumers socially active.

c. Client Services Report: Wayne Doering, Associate Director, Client Services North

- i. Update on Client Services: Sites have been identified in all nine counties as delivery locations for Personal Protective Equipment (PPE). These sites will be operational by next week and set up as drive-through or pick-up as necessary. Personal deliveries can also be arranged if needed.

Fire season is here and the Everbridge emergency notification system will identify consumers and/or families in a possible fire path. The supervisors will be trained in this next week.

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

Staff are developing protocols regarding unannounced visits in this shut-down period. In-home visit protocols have been laid out with some visits already occurring.

- ii. Other: No other report
 - d. Human Resources Report: Kathy Jennings, Director
 - Update on Human Resources: Kathy gave a brief update on what is happening with staff, including retirements, new staff and vacancies.
 - ii. Annual Review: Kathy reviewed with the board the following annual reports:
 - 1. Abuse/Zero Tolerance Policy
 - 2. Whistleblower Policy
 - 3. Conflict of Interest Policy
 - iii. Other: No other report.
8. State Council on Developmental Disabilities, North State Office Report, Sarah May, Regional Manager. Mary Agnes Nolan reported the following for Sarah May: SCDD is concentrating on education and training individuals that are disproportionately impacted by disasters and COVID-19. SCDD is encouraging people to connect and communicate with others, share experiences, expand their community by talking to neighbors, setting up their safety nets, and using state and local resources to check on neighbors. We continue to stress that social distancing does not mean social isolation and staff encourage everyone to reach out to others.

Other reminders:

- We are entering wildfire season – please be prepared.
- Please encourage everyone to participate in the 2020 Census if they have not already done so.
- Please be aware of the various forms of scams be spread mainly due to COVID-19.

9. FNRC Board Committee Reports and Action Items:
- a. Service Provider Advisory Committee, Anne Silcher, Chairperson (Conference Call, May 24, 2020)
 - i. Melissa Gruhler – COVID-19: Melissa reviewed the statistics available on the DDS website. To date, there have

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

been three people in our catchment area that have tested positive.

- ii. Todd Clarkson – re-entry: FNRC has been meeting with Community Care Licensing regarding re-entry. Guidelines are being created and will be doing spot checks for day services. High risk consumers will not be part of the beginning transition and distance connectivity will continue so people will have some connection.
- iii. Melissa Gruhler – Self Determination: FNRC’s implementation is ahead of other areas with this program. There are currently 26 certified budgets and 24 spending budgets and an increase should be shown by the end of the year. The next local meeting will be held July 29th.
- iv. Budget: the trigger cuts are not in the final budget for DDS, IHSS, SSI, AND SSA, which is great news. There will be restoration for Independent Living, Early Start and Intervention services.
- v. State Council on Developmental Disabilities: Developmental grants are being reviewed, Wildfire season was discussed, and praise to Work Training Center regarding the Personal Protective Equipment (PPE)
- vi. Provider Updates & Announcements: Providers are continuing to be creative and figuring things out amid the pandemic. If Personal Protective Equipment are needed, please contact Wayne Doerning and/or Larry Withers.

There was some discussion regarding the committee membership. Applications are being distributed and a new co-chair needs to be voted on in September.

- b. Consumer Committee, Chairperson: The meeting was called to order at 3:09 by William Battles in the Chair’s absence. The committee, along with Melissa Gruhler reviewed the Board Packet, Action Item, Policy reviews and the proposed Slate of Officers. Melissa gave the committee an update on the state budget. The proposed budget cuts have been rejected and the budget outlook is much better than was shown in May. Melissa also discussed the re-entry plan developed for FNRC staff to return to work. However, with the increase of COVID-19 cases in

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

the FNRC counties, this plan is being reconsidered and staff do not have to return to the office if they are uncomfortable with the situation.

c. Nomination Committee:

i. Election of 2020-21 Board Officers: The slate presented at the March meeting was accepted with Daniel Strauss motioning and Lori Childres seconding the motion to accept. No further discussion, motion passed. The officers for 2020-21 are as follows:

- Deborah Anderson – Chairperson
- Adam Beals – Vice Chairperson
- Leslie Corletto – Secretary
- Daniel Strauss – Treasurer
- William Battles – Parliamentarian
- Adam Beals – ARCA representative

10. Report from Executive Director, Melissa Gruhler: Thank you for your patience with the need for another -conference call.

a. Re-entry Plan: In March a decision was made to allow people to work remotely if they chose not to come in. In June, as counties were opening, management was looking at having people return to the office. If people did not meet the original criteria, they were expected to return to the office. However, with the rise in positive cases, some staff have decided not to return to the office. At this time, FNRC has only had three individual test positive in all nine counties. None are in residential, congregate, or SLS settings. Severe staff and clients have been test, but have all been negative. The Personal Protective Equipment that have been distributed were originally established for the surge homes. However, an outbreak in the Gridley area occurred and those associated with this were provided with PPE. Work Training Center and the Chico staff got these items delivered. Collaborative work has been done with SCDD in getting PPE dispersed. Some have also gone to Modoc County. A plan is being developed for face-to-face meetings with families. Timelines have not been established in counties other than Modoc. If the family chooses to have no face-to-face visit, that is being honored.

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

DDS has COVID-19 information on its website. Currently, the deaths with the Regional Center system is 52. A survey was completed with a sampling of those served at day programs. People want out of their houses and are missing their friends. The day programs are being creative, but it is not the same and not enough.

Day programs are beginning to submit their re-entry plans. However, with that said, clients are anxious about going out to doctors and/or emergency rooms. FNRC is working on getting Telehealth information to those who can use it.

- b. Other: The May Revision of the Governor's budget was very concerning. However, this month, the budget is much less worrisome as the proposed cuts have been rejected by the assembly. It is anticipated that Governor will sign this revised budget proposal.

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

Deborah: Deborah expressed her appreciation to Melissa and the FNRC staff for their response to the COVID-19 pandemic.

William: William is continuing his work with We Care A Lot Foundation.

Adam: Adam was contacted by the Opportunity Center and may begin working again in July.

Terry: People First is trying to have Zoom meetings. Lighthouse is hoping to reopen, but the positive cases in Tehama County keep increasing.

Lori: Lori stated her appreciation regarding the sensitivity FNRC is showing during this time. She is also concerned with the continuing problem of transportation.

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

Anne: Mains'l is encouraging everyone to participate in their social Zoom get-togethers.

Kim: Kim voiced what everyone is feeling – that she is tired of COVID-19.

Dan: Dan wanted to thank everyone for participating in today's meeting.


12. Transition to Executive (Closed) Session, W & I 463 (A),
- (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.

Real Estate issues regarding the new Red Bluff office and wage negotiations were discussed during closed session.

13. Next Meeting: September 24 and 25, 2020, Gaia Hotel, Anderson, California.

14. Adjournment: Motion to Adjourn and second by Andreas Economopoulos and Terry M. No discussion, motion passed. Meeting adjourned at 12:00.

Respectfully submitted



Cynthia Presidio, Executive Assistant