

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

Committee of the Whole
Minutes of Regular Meeting
Friday, September 25, 2020
9:15 a.m.
ZOOM meeting
Due to COVID-19

1. Call to Order: 9:15 a.m. by Chairperson Deborah Anderson
2. Roll Call:
 - a. Present: Deborah Anderson, William Battles, Adam Beals, Leslie Corletto, Daniel Strauss, Terry Morton, Lori Childres, Andreas Economopoulos, Anne Silcher, Kim Leeseman, Christina Johnson, Cali McKinzie
 - b. Absent: Adrian Hugo
3. Public Input/Open Forum: Introduction of guests: FNRC staff: Mike Mintline, Todd Clarkson, Wayne Doering, DDS Liaison, Phil Perez, SCDD representative, Mary Agnes Nolan.
4. Approval of Agenda for September 25, 2020: Motion to approve agenda and second by Terry M. and Leslie Corletto. Discussion includes Action Items 3, 4, 5, and 6 will be removed and Sou Saechao be added to Community Services Report. No further discussion, motion passed.
5. Approval of Minutes from June 26, 2020: Motion to approve and second by Lori Childres and Adam Beals. No discussion, motion passed.
6. Approval of Minutes from August 14, 2020: Motion to approve and second by William Battles and Lori Childres. No discussion, motion passed.

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7. Report from the Chairperson, Deborah Anderson:
 - a. Action Item #1: 2021 Board Meeting Schedule: Motion to approve the 2021 Board Meeting Schedule as presented and second by Andreas Economopoulos, Lori Childres. No discussion, motion passed.
 - b. Other: Welcome to new member, Christina Johnson
8. Management Reports
 - a. Financial Report: Mike Mintline, Chief Financial Officer
 - i. Purchase of Service Report FY 20-21: POS expenses are lower than expected at this time. The continuing COVID-19 pandemic has caused this, as vendors are not able to provide services. This situation will result in funds being sent back to the state.
 - ii. Operations Report, FY 20-21: Due to the COVID-19 pandemic, there have been significant changes in the Operations budget. Increases in spending include Communications, Printing, IT Equipment and Consulting while decreases include Travel, and Interest Revenue. Although there are also increases in Salaries, Benefits, and Facilities Rent, there is approximately \$51 thousand in excess funds at this time.
 - iii. Action Item #2: Lag Funding: Motion to approve a loan agreement with Ridgeline regarding Lag Funding and second by Daniel Strauss and Terry M. No discussion, motion passed.
 - iv. Other: None.
 - b. Community Services Report: Todd Clarkson, Interim Associate Director
 - i. Sou Saechao, Employment Services Specialist spoke regarding Evan who is now employed at Walgreen's. Evan and his employer received plaques commemorating this milestone.
 - ii. Community Services update: Todd Clarkson spoke about Sou Saechao and his projects and the continuing issues surrounding the COVID-19 pandemic. Day programs and residential staff are doing a phenomenal job continuing to provide care to consumers while staying safe themselves. The Clinical Team is continuing to work with Community

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Services with preemptive care and when a COVID-19 case arises.

- iii. Action Item #3: Contract PS-2441 – REMOVED
 - iv. Action Item #4: Contract PS-2442 – REMOVED
 - v. Action Item #5: Contract PS-2443 – REMOVED
 - vi. Action Item #6: Performance Contract – TABLED UNTIL NOVEMBER
- c. Client Services Report: Wayne Doerning Associate Director, Client Services, North
- i. Client Services update: Clients Services continue to be busy with COVID-19. Personal Protection Equipment (PPE) continue to be distributed county by county. If people cannot get to the distribution point, personal deliveries are available. Client services continues to meet with the Clinical Team daily. A home recently closed and four people had to be quickly placed. Some supported living was developed for some consumers coming back into the area. A person in an ARFPSHN wanted to be relocated, so an ARFPSHN was located out of the area. Disaster activities have increased due to the fires and power shut-offs. Robo calls have been utilized for these, along with personal calls. Some residential facilities were evacuated, however, all have returned. Some homes may have been lost in the Berry Creek area and this is being investigated. Red Cross is doing hotel vouchers rather than communal evaluation centers. Information is continuing to be distributed as is comes in.
- d. Human Resources report: Kathy Jennings, Director, Human Resources.
- i. Human Resources update: Human Resources is very busy and interviews are being conducted remotely by ZOOM. There have been several promotions due to retirements and several transfers. Most new employee trainings are happening in-house.
9. State Council on Developmental Disabilities, North State Office Report, Sarah May, Regional Manager: Mary Agnes Nolan presented in place of Sarah May. The last Council meeting was on

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September 15, 2020. Items of Significance addressed at the meeting included:

- California Office of Emergency Services Shelter format for California Wildfires has changed due to COVID-19
- LPPC These for Legislative Work: This is important as local issues or concerns help direct issues SCDD looks at to address the needs of all Californians with intellectual and developmental disabilities
- Reviewed and approved the proposed 2022-2026 State Plan that will be posted for public comment. The proposed plan is built on federal requirements that focus on advocacy, systems change and capacity building.
- The Cycle 42 Grant Project Outcome includes a YouTube video reflecting work on employment
- A recent collaboration with Red Cross will result in the Council providing Emergency Preparedness training to 1500 trainees statewide.
- Reminder to sign into the SCDD email distribution list for information and updates.
- Housing Rights – Legal Services of Northern California has provided information on Knowing Your Rights and put together a list of frequently asked questions on the COVID-19 Eviction Protections.
- Voting: Every State and Territory received funding annually to address the “Help American Vote Act”.

10. FNRC Board Committee Reports and Action Items:

- a. Bylaws Committee, Andreas Economopoulos, Committee Chair: Melissa discussed the reason for the changes to the bylaws, and per the Article XIII of the Bylaws these changes will be brought to the Board of Directors as Action Items in November.
- b. Membership Committee, Deborah Anderson, Committee Chair:
 - i. Approval of Member-at-Large candidate: The committee members met and discussed the questions to be asked of the interviewee. One person was interviewed for a Member-at-Large Board Composition position. This interview was conducted with the assistance of a translator.

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After the interview, the committee passed the motion and second by Terry M. and Lori Childres place Selene Mercado on the Board of Directors. Motion to approve the appointment of Selene Mercado to the Board of directors and second by the Membership Committee and William Battles. No discussion, motion passed.

- c. Consumer Committee, Andreas Economopoulos, Committee Chair: The committee along with Melissa Gruhler reviewed the Action Items together with the Finance Committee. After the Finance Committee adjourned, the Consumer Committee continued. Melissa spoke with the committee regarding the continuing issues with COVID-19. Some of these issues revolve around daycare and residential staff needing to care for their own children that are not in school while also needing to care for clients.
- d. Finance Committee, Daniel Strauss: Mike Mintline gave a brief overview of the Purchase of Service budget. Mike will be providing additional information as questions arise. Audra Feedback, Manager of Fiscal Services/Controller, gave an overview of the Operations budget for the committee. Action Items were addressed as follows:
 - Action Item #2: It is requested that the Board of Directors approve a loan agreement with Ridgeline contingent upon legal counsel's review of an agreement that contains language providing security for the loan and a reasonable interest. The maximum amount of the loan would \$100,000 and the loan would be payable in full by March 31, 2021. Motion and second by Adam Beals and Leslie Corletto. No discussion passed.
 - Action Item #3: No longer applicable under the terms submitted.
 - Action Item #4: No longer applicable under the terms submitted.
 - Action item #5: No longer applicable under the terms submitted.
- e. Service Provider Advisory Committee: Anne Silcher, Committee Chair: Melissa Gruhler spoke to the committee regarding COVID-19, Self-Determination, and State Council on Developmental Disabilities happenings. Also discussed at the

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meeting was Provider Updates, Announcements, and
Successes. Anne Silcher was re-elected to Chair with Josh
Flom as Co-Chair.

11. Report from Executive Director, Melissa Gruhler: Melissa spoke to the board regarding COVID-19 numbers as of September 9th. To date, there are 22 positive cases in the FNRC consumer population. Most residential staff desire to continue to provide care to consumers testing positive. Calls are made each morning reaching out to those testing positive.

There is great deal of work being done to get programs back up and running. All counties have opened other than Butte and Glenn. Some work programs have opened with “Essential Workers” – most with modifications.

To date 24 individuals are enrolled in Self-Determination and utilizing the program. The Regional Center team feels that all 60 participants will be enrolled by June 2021. The next orientation will be in October.

Mike Mintline and his division have done an outstanding job with the state audit. The written report will be following.

12. Announcements, Reports, Questions and Answers, Summary
Comments: All Board members

William: People First – All presidents of each Region 2 chapter had a Chime meeting and will continue this once a month, with a representative of People First of California joining in. People First dues continue to be collected by PayPal. Most Region 2 chapters are meeting by Zoom or Chime. The People First of California conference has been cancelled.

Terry: The Tehama County Coordinating Council met by Zoom and are discussing the Emergency Preparedness Fair.

Anne: Supported Life is meeting by Zoom on October 22, 2020.

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Melissa: Melissa discussed the ARCA survey. This will be sent to all board members for completion.

13. Transition to Executive (Closed) Session, W & I 4663, (a): None needed.

14. Next meeting: November 19 and 20, 2020, Gaia Hotel, Anderson, CA. Motion to adjourn and second by William Battles and Kim Leeseman. No discussion, motion passed.

Respectfully submitted



Cynthia R. Presidio
Executive Assistant/Board Secretary