

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

Minutes of Regular Meeting
Friday, March 26, 2021
9:15 a.m.
ZOOM

4125 Riverside Place, Anderson, CA 96007

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, Cali McKinzie, Christina Johnson, Selene Mercado, Araceli Garcia, Timothy Howard
 - b. Absent: Adrian Hugo, Lisa Lauderdale
3. Public Input/Open Forum: Introduction of guests: FNRC staff: Mike Mintline, Kathy Jennings, and Wayne Doerning and SCDD North State Office Regional Manager, Sarah May, Mary Agnes Nolan (SCDD), Cindy Freshour (WCALF), Scott Blow (CVI), Julia Blair, (Interpreter), and Erin Brady, DDS Liaison and Breanne Burris (24Hours Home Care).
4. Approval of Agenda for March 26, 2021: Motion to approve agenda and second by Cali McKinzie and Kim Leeseman. No discussion, motion passed.
5. Approval of Minutes from January 29, 2021: Motion to approve and second by Cali McKinzie and Andreas Economopoulos. Corrections to be made as follows:

Page 13: “who the vaccine is being distributed” > “to whom the vaccine is being distributed.

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Page 14: Remove “Andreas Economopoulos, Committee Chair”

No further discussion, motion passed.

6. Report from the Chairperson, Deborah Anderson:
 - a. Introduction of new Board Members: Timothy Howard and Lisa Lauderdale (not in attendance)

7. Management Reports
 - a. Financial Report: Mike Mintline, Chief Financial Officer
 - i. Purchase of Service Report FY 20-21: Community Placement Plan (CPP): The Department of Development Services (DDS) has allocated \$100 thousand to cover client placement costs and \$1.1 million for start up costs.

Non-CPP Expense: Contract allocation is expected to be as much as \$13.3 million more than projected expenses. The total number of clients served has decreased from June 2020 to January 31, 2021, primarily due to a decline in the number of Early Start clients (0-3). The following expense categories are projected to change significantly from the prior year:
 - Out-of-Home: May increase by \$7.5 million, or 15.5%.
 - Work Programs: decrease by \$.4 million, or 13.8%, due to the redesign of Work Activity Programs into Community Integrated Training Programs.
 - Transportation: decrease of \$.9 million, or 10.7%
 - Respite: May rise as much as \$2.0 million, or 19.9%
 - Supported Living: May increase by \$4.4 million, or \$17.0%.
 - Community Integrated Training and Work: may increase by \$.7 million or 3.2%.
 - Specialized Autism program: May decrease by \$1.6 million, or \$30.1%.

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- Personal Assistance: may increase by \$1.3 million, or 18.0%.
- ii. Operations Report, FY 20-21:
 - Salaries and benefits from prior year: \$1,067,915.00 (6.3%). Increases will result from the full year cost of negotiated \$100.00 per month salary increase effective April 1, 2020, additional \$100 per month increase in the current fiscal year effective November 1, 2020. Additional expense due to the New Service Coordinator positions hired to cover caseload growth, hiring current open positions that have been vacant due to COVID-19, and negotiated Remote Work pay of \$25.00 per month, retroactive to April 2020. Savings in medical insurance costs offset increases.
 - Facilities Rent increase from prior year: \$50,775.00 (5.1%): Reflects increase of \$28k due to Red Bluff lease, COLA on leased facilities as required and full year of increase on Chico and Redding leases.
 - Facilities Maintenance/Improvement increase from prior year: \$76,778.00 (70.9%): Includes one-time expenses for Redding reception area remodel and Chico office changes
 - Communications increase from prior year: \$50,554 (31.7%). Expense for increased bandwidth to accommodate continued remote work and increased remote meetings. Overage fees for data usage. IT has updated plans to reduce overage going forward.
 - Insurance, increase from prior year: \$16,255.00 (11.6%): Increase expected in next policy year beginning February 2021.
 - IT Contracts and Software decrease from prior year: \$20,608.00 (-6.1%). Decrease in one-time purchases of software to accommodate current working conditions.

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- Consulting increase from prior year: \$30,343.00 (105.9%). Current year Self Determination Advisory group increase and prior year payments to Self Determination Advisory groups of \$35,822 not yet made.
 - Travel decrease from prior year: \$210,215.00 (72.2%). Travel decreased due to COVID19 restrictions. Training and daily travel not back to levels pre-COVID
 - Interest revenue decrease from prior year: \$210,324.00 (92.9%). Due to decreased interest rates, earnings on excess cash will decrease in current year.
 - Miscellaneous Revenue decrease from prior year: \$248,171 (n/a). CARES Act revenue – restricted use – COVID expense.
- iii. Other: Action Item #1: Revolving Credit: It is recommended the Board of Directors authorize the Chief Financial Office and Executive Director to sign the Required Documents, which will enable the Regional Center to borrow up to \$32 million using a six-month committed and six-month uncommitted loan. Loan commitment fees will amount to approximately \$32,000 for the six-month committed loan. Interest will be charged on any amounts loaned. Motion and second by Daniel Strauss and Terry M. Discussion followed regarding the necessity of this action with Mike Mintline giving further explanation as to why this is necessary with the possibility of delays in cash reimbursement from the State of California. No further discussion, motion with two nay votes
- iv. Other: None.
- b. Community Services Report: Todd Clarkson, Associate Director
- i. Community Services update: Far Northern Regional Center paid total contracts of \$2,494,937.42 in January and \$2,699,598.73 in February 2021. Between January and February 2021 19 vendorizations were completed for 19 new service providers and 23 vendor files were closed.

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- c. Client Services Report: Wayne Doerning Associate Director, Client Services, North
 - i. Client Services update: Wayne Doerning gave the board an update about the vaccine clinics and the re-opening of day programs.
 - d. Clinical Services Report: Christine Austin, MD, Director Clinical Division: Although Dr. Austin was unable to attend, the following items were included in her submitted report:
 - i. COVID-19 update:
 - Vaccine Clinics: In collaboration with several counties, we were able to arrange specific clinics for our consumers
 - As of March 15, all consumers are eligible to receive a COVID-19 vaccine.
 - FNRC is collaborating with United Way to provide vaccine education to the nine Northeastern counties of California. Funding is through a grant from Sierra Health.
8. State Council on Developmental Disabilities, North State Office Report, Sarah May, Regional Manager
- SCDD Vaccine Efforts: SCDD advocacy work continues. Executive Director Aaron Carruthers was appointed to the Governor's Department of Public Health Vaccine Community Advisory Committee, and, along with others, he has been advocating for people who receive HCBS services to have priority for vaccine availability.
 - SCDD Council Meeting: The SCDD Council meeting took place March 23, 2021 and addressed the advocacy efforts made regarding COVID Vaccine Guidelines and Implementation of new criteria to prioritize individuals with disabilities and their caregivers if they chose to be vaccinated.
 - Statewide Self-Determination: The Statewide Self-Determination Advisory Committee met on February 16, 2021 and began drafting recommendations that designed to assist the 21 Regional Centers in completing the enrollment of the remaining individuals chosen to participate in the Self-Determination Program.

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- Cycle 44 Grants: Two Statewide grants have been approved, one for \$100,000 for inclusive education targeting increasing inclusive practices and one \$160,000 for Health & Safety targeting mental health and well being. Request for Proposals are due May 15, 2021.
- Public safety and wildfires: SCDD Executive Director is involved with public utilities and meets weekly to address various issues and is advocating for the public utilities companies to develop solutions that do not create additional problems, i.e. public safety power shutoffs, and burdening the ratepayer with rising costs.
- Training and Collaboration with Red Cross Go Bags: SCDD has been the recipient of a grant to expand Emergency Preparedness trainings and being able to provide more Go Kits to a limited number of people.

9. FNRC Board Committee Reports and Action Items:

a. Nominating Committee, Deborah Anderson, Chair

- i. Presentation of 2021-22 Slate of Officers: Deborah Anderson called the meeting of the Nominating Committee to order on March 8, 2021. After a brief discussion, the following board members were chosen for 2021-22 Board of Directors Slate of Officers:

Deborah Anderson	Chair
Cali McKinzie	Vice-Chair
Lori Childres	Secretary
Dan Strauss	Treasurer
Kimberly Leeseman	Parliamentarian

Motion and second by William Battles and Daniel Strauss, no further discussion, motion passed.

- b. Consumer Committee, Andreas Economopoulos, Committee Chair: Melissa Gruhler reviewed the Board Packet and Action Item with committee members Andreas Economopoulos, Terry M., Adam Beals, and Kim Leeseman

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- c. Executive Committee: Deborah Anderson, Chairperson: It is requested that the Board of Directors appoint Carol Henderson to be re-employed by FNRC effective January 19, 2021 for a period of no more than 12 months, pursuant to the Government Code requirements. On February 16, 2021, a ZOOM meeting was held. During this meeting, a brief explanation was given as to why this Action Item is necessary. The discussion revolved around funding. At this time, funding is not an issue but will be reviewed in June. A motion and second by Daniel Strauss and Andreas Economopoulos. No discussion, motion passed. Terry M is bringing this motion to the Board with a second. No further discussion, motion passed.
- d. Service Provider Advisory Committee: Anne Silcher, Committee Chair: This meeting was held March 24, 2021 with the following topics:
 - i. COVID-19 updates – Melissa Gruhler: COVID cases are decreasing. The Gridley vaccination clinic was cancelled. However, the Oroville and Chico clinics were well attended.
 - ii. Celebration of Heroes: Melissa Gruhler: Candidates are being recruited via email.
 - iii. Self Determination: Melissa Gruhler: FNRC is continuing with the rollout, with approximately 60 people in process and orientation.
 - iv. Success Stories: Committee: Sign language classes at COMPASS are continuing with ILS members teaching their peers.

An elderly family member supporting a FNRC client at the vaccine clinic was also able to receive a vaccine also. This family member was very grateful and appreciated the accommodation.

- v. State Council on Developmental Disabilities: The next state council meeting will be held April 9, 2021.
- vi. Office of Clients Rights Advocacy: Statewide chats will be held April 23 from 10:00 – 12:00. They are very busy, but are available for trainings.

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- vii. Provider Updates/Announcements: CVI Passport for Better Lives is beginning.
 - viii. The next meeting will be held May 26, 2021
10. Association of Regional Center Agencies (ARCA): Adam Beals, Representative Adam reported to the board about the upcoming Board Academy. This Academy will occur Saturday, March 13, 2021 with a rebroadcast on March 17.
11. Report from Executive Director, Melissa Gruhler: Melissa spoke to the board regarding the following topics:
- a. Directive from DDS
 - January 29th Regional Centers were given the Directive to contact each consumer and family by February 29th. Majority of the consumers and families have been appreciative of the increased contact. One of the purposes of the Directive was to provide information on the Vaccine.
 - February 12 we received a directive to contact those 65 and older regarding the Vaccine –The purpose of the contact is to inquire about the health, safety and well-being of the consumer and family, and to obtain information regarding testing and vaccinations and any outstanding needs, such as services and supports and personal protective equipment (PPE) FNRC was able to contact 96% of all clients and families.
 - March 9 we received an additional Directive was given to provide the following information to families regarding Vaccines 16-64. With Advocacy individuals with Developmental Disabilities were officially recognized as eligible to receive the vaccine. An additional Letter was mailed out last week to all families with information regarding the vaccines. FNRC has been sending out Everbridge messages as clinics become available in each of the counties.

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b. COVID-19 Update

- March 23, 311 Individuals supported by FNRC have tested positive for Covid 19. That is approximately 2% of the individuals supported.
- Along with the other tasks Clinical Team has now added assistance with Vaccine Clinics. FNRC Clinical Team with Case Management, has partnered with Public Health to provide clinics for Vaccine to FNRC consumers.
- FNRC Website has been updated. Every County has a link with an option for Myturn.ca.gov to sign up for vaccine.

c. Day Programs

- Many of the Day Programs are starting to provide in person services with appropriate Safety plans. All Nine counties are at the Red – Substantial (Some non-essential indoor business operations will continue to remain closed) – for opening up services. With Counties in these tiers Day Programs can slowly open up there services outside of the Alternative Service Options. Some programs may provide more traditional style of services dependent on there county and the safety measures they have put in place.

d. Self Determination

- The Self Determination Team continues to move forward with the roll out of SDP. This June SDP will be available for all that are interested. FNRC was allotted 60 slots out of 2500 through out the state.
- To prepare for SDP opening to all interested we will be providing more training to SCs and the admin team. An area in FNRC operations that needs additional support is the Purchase of Service Dept. due to the need to certify the budget and establish a spending plan.
- What we have learned from the roll out is there is an increase in workload for the Service Coordinators and the Admin Department. We anticipate further workload demands in June and will adjust to meet those demands.

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

Deborah Anderson said thank you to the new members and is hoping for a face-to-face soon.

William: People First local chapters are doing well and looking forward to meeting in person

Terry: Tehama County People First met via ZOOM.

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

14. Next meeting: May 20 and 21. Motion to adjourn and second by Andreas Economopoulos and Araceli Garcia. No discussion, motion passed.

Respectfully submitted



Cynthia R. Presidio
Executive Assistant/Board Secretary