

Alta California Regional Center
Board of Directors Meeting
Thursday, June 23, 2016
Minutes

Present: Jacqueline Armstrong, Cindy Benson, Janet Brandon, Romilda Jones, Dan Lake, Amy Lampe, Brendan Peacock, Anwar Safvi, Steven Sanchez, Austin Taylor, Rita Walker

Absent (* excused): Nasim Hedayati*, Walter Kaweski*, Rosa Meza-Villaseñor*, Kristin Wright*

Staff: Phil Bonnet, Alfonso Carmona, Camelia Houston, David Lopez, Peter Tiedemann, Lisa West

Facilitators: Amy Fulk, Larry Prosser

Visitors: Lisa Cooley, Cheryl Worthley

1. **Call to Order** - The Board of Directors met at 4:03 p.m. on Thursday, June 23, 2016, at ACRC's main office in Sacramento.
2. **Introductions – Reading of ACRC's Mission & Vision Statements** - All present introduced themselves. Mr. Peacock read aloud ACRC's Mission and Vision statements.
3. **Consent Agenda – By consensus, the following consent agenda items were approved:** a) excused absence for Nasim Hedayati, Walter Kaweski, Rosa Meza-Villaseñor, and Kristin Wright; b) regular session Board meeting minutes of May 26, 2016; c) CAC meeting minutes; d) Chair for the 2016-17 FY; e) PAC meeting minutes; f) Chair for the 2016-17 FY; and g) accept Board Development, Executive and Finance reports.
4. **New Business**
 - ◆ *Community Comments*
 - Mr. Prosser shared that the Client Advisory Committee's (CAC's) meeting at Sonoma Developmental Center (SDC) was a wonderful experience!
 - ◆ *Board Recognitions*
 - Board members were recognized for their past year of service to ACRC's Board of Directors and the community.
 - ◆ *Executive Committee*

Issue 1: Election of Board Officers and CAC & PAC Designated Representatives to the Board

Discussion and Action: The Nominating Committee submits to the Board of Directors the following slate of Officers and designated representatives to the Board of Directors for the 2016-17 fiscal year (FY):

Brendan Peacock – President

Dan Lake – Vice President

Jacqueline Armstrong – Secretary

Austin Taylor – CAC designated representative

Janet Brandon – Provider Advisory Committee (PAC) designated representative

M/S/C (Cindy Benson) **To approve the slate as presented.** (11 in favor)

Issue 2: 2016-17 Board Meeting Schedule

Discussion and Action: Mr. Peacock shared that the proposed Board meeting schedule for the new FY is in the Board packets for review and approval.

Mr. Lake will be sending information regarding the Board Trainings and the annual Board Retreat to Board member so that they can be added to their calendars.

M/S/C (Cindy Benson) **To approve the 2016-17 Board meeting schedule as presented.** (11 in favor)

◆ *Finance Committee*

Issue 1: Monthly Financial Report

Discussion and Action: Mr. Safvi shared that the Finance Committee met on June 13th to discuss the April 30, 2016 financial report which reflects ten months of expenditures for the current fiscal year (FY). ACRC has expended 76.2% of Purchase of Services (POS) and 81.1% of Operations (OPS).

Mr. Tiedemann is projecting that ACRC will have between \$4.9 and \$6.3 million in reserve POS funding this FY. This may increase slightly before the end of the FY.

- **The monthly finance report was accepted as submitted.**

Issue 2: Engage Independent Audit Firm

Discussion and Action: Mr. Safvi shared that the Finance Committee is recommending that ACRC engage Stroub Thompson Noble LLC for the agency's 2016-17 independent audit. This is a new firm that merged with Thompson Noble who has conducted ACRC's audit the past two FYs.

M/S/C (Anwar Safvi) **To engage Stroub Thompson Noble LLC for the 2016-17 independent audit.** (11 in favor)

Issue 3: Contracts of \$250,000 and above

Discussion and Action: Due to the timing of getting the contracts completed by the end of this FY, Mr. Tiedemann did not have the information available to share with the Finance Committee at the June 13th meeting. There are nine contracts which are related to ACRC's Community Placement Plan (CPP) for clients moving out of Sonoma Developmental Center (SDC) require Board approval.

- Eight contracts for acquisition and renovation (four Adult Residential Facilities for Persons with Special Healthcare Needs; two Enhanced Behavioral Support Homes for Adults; and two Community Crisis Homes for Adults).

Mr. Tiedemann explained that the contracts are written until 2048 because the homes remain in perpetuity for our clients. The funding for the acquisition of the property is not intended to be the total cost of the home; the vendor needs to come up with the additional funding. ACRC also has to approve the location of these homes. This is a highly regulated process.

All of these contracts go through a Request for Proposal (RFP) process. Due to the complexity of these projects only two vendors responded to the RFP – Brilliant Corners and California Housing Foundation. These homes will be owned by a non-profit who will lease it to another organization that will operate that facility. There are many clauses that will protect the regional center and the Department of Developmental Services (DDS).

- One contract for start-up of leased facility. Funding for furnishings, training and staff travel to develop an Enhanced Behavioral Support Home with nursing care for adults.

This home will be leased from one of the non-profit organizations (NPO) for which ACRC is also providing funds. This home will operate under a lease agreement with the NPO and also a service agreement with ACRC.

These contracts are critical to the successful closure of SDC. With the partnership of DDS and our attorney, CPP is the topic of regular meetings across the state. The Board must be sensitive to the end of the FY; if the contracts are not approved by June 30th, funding for these projects could be jeopardized.

M/S (Brendan Peacock) **To convene a special meeting prior to June 30th to discuss these contracts further.**

****motion withdrawn***

- **In order to make an informed decision, the Board will contact our agency's attorney and continue this discussion at the end of this meeting.**

◆ *Committee Updates*

- Board Development Committee (BDC)
 - Mr. Lake shared that the BDC met on June 13th.
 - The group discussed forming workgroups.
 - They critiqued the May Board Training – discussions were beneficial.
 - Short Board surveys will be placed in the Board's blue folders a few times throughout the year.
 - Board members are encouraged to utilize the card that is in everyone's blue folders for suggested agenda topics.
 - Starting in July, BDC meetings will be held from 4 to 5 p.m. on the second Monday of the month. The Finance and Executive Committees will begin at 5 and 5:30 p.m., respectively.
 - The group discussed reviewing ACRC's bylaws.
 - We are starting to plan for the upcoming September Retreat.
 - The recruitment workgroup is developing a plan.
- Client Advisory Committee (CAC)
 - Mr. Taylor shared that the CAC held their meeting at Sonoma Developmental Center (SDC) on June 14th.
 - This was the CAC's fourth visit to SDC and was a heartfelt meeting. Those individuals that reside there look forward to this annual visit, as well.

- Several committee members shared their personal stories, and a family member of an individual who moved out of SDC in April 2016 shared their story.
 - The group is committed to holding an annual meeting at SDC until all of ACRC's clients are successfully moved out into the community.
 - It was a tremendous meeting!
 - Provider Advisory Committee (PAC)
 - Ms. Brandon shared that the PAC met on June 9th.
 - The Cultural Diversity Sub-Committee met just prior to the meeting; the Office of Clients' Rights Advocacy (OCRA) joined in on the discussion.
 - The group continues to talk about the crisis in the community. A sub-committee has been formed.
 - ACRC's Community Services Department provided an update on the upcoming vendor forums.
 - Ms. Brandon is looking forward to working with Eric Ciampa, from UCP of Greater Sacramento, Inc., in the next FY.
- ◆ *President's Report*
- Mr. Peacock shared that Board members and staff attended the Sacramento Book Fair on Saturday, June 4th.
 - He appreciates that everyone is committed to the wellbeing of the clients that ACRC serves.
 - Mr. Peacock is looking forward to another productive year on this Board.
- ◆ *Executive Director's Report*
- Mr. Bonnet shared that we are waiting for Governor Brown to sign the budget that the legislature passed by June 15th. The budget will allow regional centers to hire staff to help address the continuing growth in client numbers and caseload ratios; ACRC will be able to hire approximately 20 Service Coordinators (SCs). Additional funding is included in the budget to create new positions for each regional center – an individual to oversee the new rules and a Cultural Diversity Specialist.
 - ACRC assisted DDS and our service providers to improve survey participation, and the state now has a sufficient amount of information for them to distribute the additional funding to service providers. Providers must provide feedback on how the funding was used in October 2017.
 - ACRC remains on track to assist every ACRC client who resides at SDC to find a home in our community prior to the closure of the

facility in 2018. The great news for all is that we are absolutely on the same team as the families who have loved ones residing there.

- ACRC, in collaboration with North Bay Regional Center (NBRC), is holding a Provider Training on Monday, June 27th, from 10 a.m. to 1 p.m. regarding the new Center for Medicaid Services (CMS) Rules. This training will be videotaped for distribution to interested service providers and regional centers across the state.
- Mr. Bonnet would like the Board to consider holding a 50th Anniversary Celebration of the Lanterman Act this fall. ACRC's CAC expressed interest in possibly co-sponsoring a local celebration here at ACRC's Sacramento office.

◆ *ARCA Report*

- Mr. Lake attended the ARCA meeting on Friday, June 17th.
 - This was the last meeting of the FY.
 - Regional center dues are not increasing.
 - The group discussed AB 1606 (Committee on Budget).
 - Approved their 2016-17 budget.
- This was the second ARCA meeting that Mr. Lake attended and he continues to be impressed by the discussions that take place. It is a great opportunity to meet other Board members from across the state.

**Steven Sanchez left the meeting*

Contracts of \$250,000 and above (continued discussion)

Alan Zuckerman, with Musick, Peeler & Garrett, joined by phone to answer questions regarding the nine contracts that need Board approval.

Mr. Zuckerman shared that when DDS started promoting moving clients into their own communities from developmental centers (DCs), they required each regional center to develop their own CPP annually. Each plan requires the department's approval before implementation. DDS sets aside funding specific to these plans.

After many years, the department has develop strategies to acquire housing for the plans – a "buy it once" model. Regional center locate a home, purchase it and then renovate it.

DDS provides a portion of the funding (3 to 1) to purchase the property, under a restricted covenant (the home will only exist to house regional center clients). The department provides renovation funding to customize the home

based on the needs of the clients. Regional centers are regularly updated while the changes are being done.

Once the house is completed, a lease is drafted between a NPO and another organization that will operate that facility.

Mr. Zuckerman's job is to protect our clients and the agency in doing the right thing. He clarified that the regional center does not own the property, nor do they lease the property, but they have the oversight over the property. Regional centers do not have any direct liability; paying the mortgage and the taxes are the responsibility of the NPO.

**Romilda Jones & Anwar Safvi left the meeting*

M/S/C (Rita Walker) **To approve the nine contracts as presented.**
(8 in favor)

5. ***Adjournment***

The meeting adjourned at 6:10 p.m.

Lisa West
Executive Secretary

cc: Phil Bonnet