

Alta California Regional Center
Board of Directors Meeting
Thursday, July 27, 2017
Minutes

Present: Jacqueline Armstrong, Cindy Benson, Eric Ciampa, Nasim Hedayati, Romilda Jones, Dan Lake, Amy Lampe (via phone), Michelle Rewerts, Steven Sanchez, Retha Seabron, Austin Taylor, Rita Walker

Absent (* excused): Tatiana Kuzminchuk*, Rosa Meza-Villaseñor*, Anwar Safvi*

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

Facilitators: Amy Fulk, Larry Prosser

Visitors: Melissa Kelly, Cheryl Worthley

1. **Call to Order** - The Board of Directors met at 4:00 p.m. on Thursday, July 27, 2017, at ACRC's main office in Sacramento.
2. **Introductions – Reading of ACRC's Mission & Vision Statements** - All present introduced themselves. Mr. Ciampa read aloud ACRC's Mission and Vision statements.
3. **Consent Agenda – By consensus, the following consent agenda items were approved: a) excused absences for Tatiana Kuzminchuk, Rosa Meza-Villaseñor and Anwar Safvi; b) regular session Board meeting minutes of June 22, 2017; c) CAC report; d) ratify new member of CAC; and e) accept Board Development, Executive, Finance and PAC reports.**
4. **New Business**
 - ◆ *Community Comments*
 - No comments were shared.
 - ◆ *Finance Committee*

Issue 1: Monthly Financial Report

Discussion and Action: Mr. Tiedemann shared that the Finance Committee met on July 10th, and reviewed the May 31, 2017 financial report which reflects eleven months of expenditures for the 2016-17 fiscal year (FY). ACRC has expended 86.5% of Purchase of Services (POS) and 86.8% of Operations (OPS).

Mr. Tiedemann is projecting that ACRC will have between \$5 and \$5.3 million in POS funding at the end of the 2016-17 FY. This is largely the result of

increases related to the ABX2-1 funding and the minimum wage being less than was allocated in ARC's contract budget.

Statewide, a majority of the regional centers are reporting a surplus, while some need additional funding. It appears that the statewide system will have enough funding for the 2016-17 FY; funds will be moved between centers to make everyone whole.

At the beginning of the current FY, ACRC had to borrow \$4.7 million from our line of credit with U.S. Bank. We received our first allocation from the Department of Developmental Services (DDS) on August 25th. The agency incurred \$2,500 in interest during this time period, but we were able to continue to pay our bills. There are no cash flow issues at this time.

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

Issue 2: Board budget for 2017-18 FY

Discussion and Action: Mr. Tiedemann shared that the proposed Board budget for this FY is the same as last year; this budget is not required by DDS. The Board's expenditures will likely increase due to the offsite September Board Retreat.

- **Information only.**

Issue 3: Service Provider ABX2-1 Survey

Discussion and Action: Mr. Tiedemann distributed copies of the online survey that every service provider that received ABX2-1 funding must complete by October 1st. If providers do not follow the law, the rate increase will be forfeited.

ACRC is monitoring to make sure all of our service providers are in compliance. Our goal is 100% completion – 486 providers, some with multiple surveys to complete (one for each vendor code).

Mr. Ciampa shared that the Provider Advisory Committee (PAC) reviewed and discussed this survey and they believe this survey is as simple as it could possibly be.

- **Information only.**

◆ *Committee Updates*

- Board Development Committee (BDC)
 - Mr. Lake shared that the BDC met on July 10th.
 - The group reviewed their accomplishments of the committee over the last year – recruitment efforts, reviewing our bylaws, working on better communication as a Board, updating the agency’s Mission & Vision statements, ongoing training, etc.
 - Article 3 – Directors, Section 3.01 Elected and Designated Directors was reviewed; suggested revisions will be sent to the bylaw subcommittee.
 - They discussed plans for the upcoming September Board Retreat in South Lake Tahoe.
 - Lorenzo Cuesta will speak about *Robert’s Rules of Order*.
 - Alfonso Carmona, ACRC’s Director of Adult & Residential Services, will do a team building exercise with the group.
 - Peter Tiedemann, ACRC’s Chief Operating Officer, will provide an explanation on the monthly financial reports that the Board approves every month.
 - Possibly hold a “Meet & Greet” for the community.
- Client Advisory Committee (CAC)
 - Ms. Rewerts shared that the CAC met on July 11th.
 - With today’s consent agenda, the CAC has a new member – Patty Wallace!
 - The CAC is talking about holding some of their meetings at day programs throughout our catchment area.
 - Jena Swafford, with the Sacramento Police Department, came and spoke to the group about disaster preparedness.
 - CAC members shared updates on the various advocacy groups that they are a part of.
- Provider Advisory Committee (PAC)
 - Mr. Ciampa shared that the PAC met on July 13th.
 - Michelle Ramirez, with On My Own, is the new PAC Chair.
 - The group discussed the online survey for the ABX2-1 funding. Members will assist ACRC in reaching out to various service providers to make sure that everyone completes the survey by October 1st.
 - They talked about the budget and discussed some legislative bills that are pending.
 - The PAC is a very active group; they are at the State Capitol quite a bit.

- Members of the PAC completed a survey that was developed to gather input about the meetings. The group had a brainstorming session about what their goals should be for this FY. They spent a significant amount of time discussing outcomes. The PAC will be developing an action plan; they want to support the Board, the agency and each other.

◆ *President's Report*

- Mr. Lake expressed appreciation for everyone's attendance today.
- A copy of ACRC's Whistleblower Policy/Process is in each Board member's blue folder for review.
 - Mr. Bonnet shared that ACRC expects that anyone who reports any wrong doings of the Board, agency or staff are to be protected. The agency has a special phone number/fax number that anyone can use to report suspected or actual illegal or improper activity. No retaliation; it is a confidential process.
- The Board is required to share the restrictions of Austin Taylor and Eric Ciampa.
 - As a governing ACRC Board member, Austin Taylor will not participate in any discussion or vote on any matter involving Lincoln Training Center. ACRC's Board of Directors and ACRC's Executive Management staff will be informed of this Conflict Resolution Plan and will be informed of the need to ensure that as a Board member, Mr. Taylor does not participate in any discussion or vote on any matter relating to Lincoln Training Center. The Executive Committee of ACRC's Board of Directors has been informed of and has approved the submission of this Proposed Conflict Resolution Plan. And, ACRC's Board of Directors will be responsible for ensuring that the provisions contained in this Conflict Resolution Plan are applied and monitored.
 - DDS approved Mr. Taylor's conflict in May 2017. ACRC will resubmit his conflict resolution plan in May 2018.
 - As the PAC designated representative to the Board, Eric Ciampa cannot vote on anything financial.
- Without objection, Rita Walker and Dan Lake will be ACRC's Association of Regional Center Agencies (ARCA) representative and alternate. Cindy Benson and Austin Taylor will be ACRC's ARCA-CAC representative and alternate.
- Mr. Lake will have the committee assignments completed by the September Board meeting.

◆ *Executive Director's Report*

- As part of this year's budget, the statewide quarterly cap on respite hours for clients who live at home with their family will be officially eliminated effective January 1, 2018. The 21-day out-of-home respite cap will also be lifted. Mr. Bonnet will have agency staff prepare documents for the Board's consideration and review as it creates and approves an updated Respite Policy.
- The December 2018 deadline for the closure of Sonoma Developmental Center (SDC) is rapidly approaching. ACRC has acquired 19 specialized homes to accommodate the needs of our clients leaving SDC. We are also developing other resources, including a state of the art specialized dental clinic that will benefit ACRC clients, as well as other community members. More than 25 developmental center residents from other regional centers have transferred to ACRC.
- ACRC's Community Services & Supports (CSS) Department is developing a strategic plan to help streamline and focus the development of new resources based upon geography and need. CSS staff are initially seeking input from agency staff and service providers as they begin a comprehensive needs assessment for our regional center's catchment area.
 - Mr. Ciampa shared that the PAC discussed this and providers are excited about this process.
- Mr. Bonnet shared that the Supported Life Institute (SLI) 31st Annual Conference will be held in Sacramento on October 5th & 6th. As in years past, the agency will pay for Board members to attend. If you are interested, please contact Ms. West and she will complete the process for you.
- ACRC has been coordinating with DDS to improve our response time to emergencies. We are using the *Everbridge Alert System*. ACRC hosted a training last week for our managers and communications staff. A workgroup is being formed to create prerecorded and prewritten template announcements in multiple languages to be used in the event an emergency notification is needed. We can help get the word out when we have notice.

◆ *ARCA-CAC Report*

- Ms. Benson attended the last meeting which was held on Friday, July 14th.
 - The meeting started off with an icebreaker.
 - The respite cap will be lifted effective January 1, 2018.
 - Workgroups discussed how to get people with disabilities jobs.

- They had a presentation on California's Competitive Integrated Employment (CIE) Blueprint, entitled "Real Work for Real Pay in the Real World". This is a five-year plan.
- The next telephone meeting is scheduled for Friday, August 8th. The next in-person meeting will be held on Friday, October 13th, in Sacramento.

5. ***Adjournment***

The meeting adjourned at 5:10 p.m.

Lisa West
Executive Secretary

cc: Phil Bonnet