

Alta California Regional Center
Board of Directors Meeting
Thursday, May 28, 2020
Minutes

Present: Eric Ciampa, Johnny Deng, Dan Lake, Amy Lampe, Ron Mainini, Michelle Rewerts, Retha Seabron, Yang Sun, Rita Walker

Absent (* excused): Carmen Aguilar*, Romilda Jones*, Luis Rivera, Steven Sanchez*

Staff: Phil Bonnet, Iqbal Ahmad, Lori Banales, Tracy Brown, Jennifer Crick, John Decker, Camelia Houston, Mechelle Johnson, Lisa West

Facilitators: Amy Fulk

Visitors: Kathy Brian, Breeanne Burris, Sharon Chand, Maureen Fitzgerald, Doris Harrington, Maxine Milam, Michelle Ramirez

1. **Call to Order** - The Board of Directors met at 4:04 p.m. on Thursday, May 28, 2020, by Webex/teleconference.
2. **Introductions – Reading of ACRC’s Mission & Vision** - All present introduced themselves. Ms. West read aloud ACRC’s Mission and Vision.
3. **Consent Agenda – By consensus, the following consent agenda items were approved:** a) excused absences for Carmen Aguilar, Romilda Jones and Steven Sanchez; b) regular session Board meeting minutes of March 26, 2020 and January 23, 2020; c) accept CAC report and CAC Chair & Designated Rep to Board; d) accept PAC report and PAC Chair & Designated Rep to Board; and e) accept Board Development, Executive and Finance reports.
4. **New Business**
 - ◆ **Community Comments**
 - Ms. Ramirez introduced herself as the new Provider Advisory Committee (PAC) designated representative to the Board and provided a brief overview of her agency, On My Own.
 - Ms. Chand requested an update on ACRC’s Whistleblower Policy and inquired what the legal obligations of the Board/Board President are when a complaint is received, especially if the complaint is against Senior Management.
 - Mr. Lake requested that the caller email her questions to the Board through ACRC’s website.
 - Ms. Brian shared that the State Council on Developmental Disabilities (SCDD) was pleased to work with ACRC during the three day drive-

thru event earlier this month in which Personal Protective Equipment (PPE) was distributed to clients/families and service providers.

◆ *Board Recognitions*

- Board members were recognized for their past year of service to ACRC's Board of Directors and the community.
 - Mr. Lake expressed appreciation to everyone. It has been a pleasure to serve.
 - Ms. Walker and Mr. Bonnet acknowledged Mr. Lake's participation over the last seven years – his level of leadership is unparalleled.
 - Ms. Lampe has been a constant source of inspiration to Mr. Bonnet. She is a great advocate for all of the clients that are served by ACRC.
 - Mr. Ciampa is a remarkable PAC representative.

◆ *Executive Committee*

Issue 1: Approve Slate for 2020-21 FY

Discussion and Action: The Slate for the 2020-21 fiscal year (FY) is as follows:

Rita Walker – President

Ron Mainini – Vice President

Michelle Rewerts – Secretary

Yang Sun – Treasurer

Rita Walker – ARCA Rep

Ron Mainini – ARCA Rep (alternate)

Michelle Rewerts – ARCA-CAC Rep

Steven Sanchez – ARCA-CAC Rep (alternate)

Without objection, Retha Seabron made the motion to approve the slate as presented.

Issue 2: Approve Succession Policy

Discussion and Action: Mr. Lake shared that the Personnel Committee has previously shared this policy with Board members.

Without objection, Eric Ciampa made the motion to approve the Succession Policy as presented.

◆ *Finance Committee*

Issue 1: Monthly Financial Report

Discussion and Action: Mr. Ahmad shared that the Finance Committee met on May 11th, and reviewed the March 31, 2020 financial report which reflects nine months of expenditures for the current fiscal year (FY). With 75% of the year elapsed, ACRC has expended 69.3% of Purchase of Services (POS) and 69.7% of Operations (OPS).

Mr. Ahmad is projecting that ACRC will need between \$7.6 and \$17.6 million in additional POS funding at this FY's end. In March, ACRC closed down our offices and 97% of our staff started working remotely. We are adjusting rates for our service providers that are working overtime. Mr. Ahmad expects to have more accurate projections next month.

Accounting staff are meeting weekly with the Department of Developmental Services (DDS) to discuss funding. Our A-6 amendment is expected to be approximately \$20 million; this will ensure that we have sufficient POS funding for this FY. Accounting staff communicate regularly to make sure that the department is aware of our increased expenses; we must make sure that our clients remain safe during this time.

Since the majority of our staff are now working remotely, we have upgraded our servers to ensure that staff have what they need to assist our clients. Other expenses, such as travel, have decreased. Mr. Ahmad believes we will have sufficient funding for this FY.

Without objection, Dan Lake made the motion to accept the monthly finance report as submitted.

Issue 2: Contracts over \$250,000

Discussion and Action: The Finance Committee discussed two contracts for the start-up of a Community Crisis Home for Children. DDS has granted funding specifically for this project.

The \$1 million contract will be awarded to Brilliant Corners for the acquisition and renovation of the home. The \$300,000 contract will be awarded to Advance Kids for staffing, trainings and furnishings.

ACRC staff are responsible for the oversight of these two contracts.

Without objection, Michelle Rewerts made the motion to approve the two contracts for start-up funding for the Community Crisis Home for Children.

◆ *Committee Updates*

- Board Development Committee (BDC)
 - Ms. Walker shared that the BDC met on May 11th.
 - Reminder – the BDC will have a training at the beginning of their June 8th meeting entitled “Intake & Clinical – Working Together to Determine Eligibility”.
 - Board members are encouraged to attend.
 - We are actively recruiting. The group will be exploring new ways to hold panel interviews. Updates on current applications will be shared at the June meeting.
- Client Advisory Committee (CAC)
 - Ms. Rewerts shared that the CAC met on May 12th.
 - Mr. Bonnet provided an update on what has been happening at ACRC since his team made the decision, as a regional center, to start shutting things down. Keeping people safe is the number one goal.
 - He encouraged everyone to stay connected by visiting the agency’s website and social media accounts.
 - The group nominated their Chair and designated representative to the Board for the next fiscal year; this was part of the consent agenda earlier in the meeting.
 - Members provided updates about the advocacy groups that they are a part of – everyone seems to be utilizing technology now.
- Provider Advisory Committee (PAC)
 - Mr. Ciampa shared that the PAC met on May 14th.
 - A significant amount of time and effort is being made to keep clients in several different settings. The health and safety of our clients remains a priority.
 - The group discussed the proposed cuts that are being considered in the Governor’s May Revise. We may be facing huge challenges; the cuts that are being proposed are severe.

- Concern remains about the retainer payments to non-residential service providers. If they do not continue, providers will face dire consequences.
- Providers are meeting to try to adapt and change services. It is becoming incredibly difficult to have these conversations.
- Service providers are trying to understand the proposed policy changes, while continuing to provide recommendations to DDS.
- Personnel Committee
 - Mr. Lake shared that the Executive Director's evaluation will begin on June 1st. He and Ms. West will be coordinating and assisting with this process.
 - This committee developed goals for the Executive Director and they have presented them to Mr. Bonnet.
- ◆ *President's Report*
 - Mr. Lake appreciates the opportunity he has had to serve as an ACRC Board member. He expressed appreciation to Mr. Bonnet and his staff for all of their hard work during this crisis.
- ◆ *Executive Director's Report*
 - Mr. Bonnet acknowledged his staff for all of their support during this critical time. The latest data in regards to the pandemic in California is as follows:
 - 91,000 individuals have tested positive, with 3,700 deaths
 - 375 regional center clients have tested positive, with 37 deaths.
 - Four ACRC clients have tested positive, with one death.ACRC did act early and we are in an area of the state that is not as affected. Mr. Bonnet remains proud of our service providers, especially our residential providers. Testing remains an issue throughout the state.
 - Currently, 95 to 97% of our staff are working remotely.
 - Our Information Technology (IT) staff have done an amazing job keeping the information flowing. With Mr. Ahmad's leadership, we are continually picking up things that assist staff (e.g., whenever a staff person receives a voicemail on their desk phone, they immediately receive an email to let them know).
 - Our mailroom staff are coming into the office to make sure that our mail is delivered promptly.
 - The remote work that our Service Coordinators (SCs) are doing have become more efficient with the use of technology.

- The May Revise includes about a \$300 million (general fund) cut to service providers rates, just as we were preparing for much needed rate increases. It's going to be very challenging. Mr. Bonnet remains concerned about how service providers will maintain reliable staff and be able to hire more. He is involved in weekly conversations with Senior DDS staff.
- There is also a proposed \$30 million (general fund) cut to regional center OPS; approximately 10% of the overall budget. When you take into account the federal matching funds, it equates to roughly \$40 million. Mr. Bonnet shared that ACRC will remain cautious when hiring, while maintaining our current staff. Caseloads will continue to grow, because individuals will continue to become eligible for service.
- ACRC staff continue to have regular communication with our service providers while utilizing technology. They discuss the updated guidance/directives that DDS provides. Staff are also meeting bi-weekly with their respective Association of Regional Center Agencies (ARCA) counterparts. It is clear that every service provider is going to be impacted by this health crisis. ACRC staff continue to be as transparent as possible. We recognize that direct service professionals (DSPs) are on the front lines, working daily with our clients. A lot of questions remain as we look at the proposed trailer bill language.
- Ms. Banales shared that there has been a public discussion about how clients/families are not being contacted by SCs. It's important to note that ACRC has had a \$25 million POS increase during this pandemic. She asked the Client Service Managers (CSMs) to get data from their SCs and ACRC created a survey for clients/families to complete regarding outreach. This survey was a platform where clients/families were provided a comfortable way to reach out to staff.
 - If you have any additional suggestions, please reach out to Mr. Bonnet/Ms. Banales.
 - Mr. Ciampa expressed appreciation with all of the support and collaboration that ACRC staff has had with service providers during this time.
- The Dashboard Indicators for the Quarter Ending March 31, 2020 are in the Board packets. If you have any questions, please contact Mr. Bonnet.
- Back in March, Mr. Bonnet and his Executive Management Team made the difficult decision to have staff shelter-in-place. The idea of re-opening our offices is even more challenging. Mr. Bonnet has mentioned several times that he created an ACRC COVID-19 Task Force at the end of February. The group will be meeting next

Monday to discuss the agency's draft re-opening plan. Mr. Bonnet continues to receive messages of gratitude from employees for the care that we showed in closing our offices to protect everyone during this pandemic. The re-opening plan will be based on the best advice from public health officials. We are trying to do this as an organization so there is no confusion between counties/offices. The expectation is that the re-population will be slow; it will start with a small increase to staff coming into the offices.

- All of our offices have signs posted for safety.
- There are four stages in the Governor's Resilience Plan; Stage 3 is where most things will be opening back up and Stage 4 is where we go back to normal.
- ACRC is in receipt of face masks, hand sanitizer and gloves. As mentioned earlier, we held a three day drive-thru opportunity for clients/families to stop by our Sacramento office to receive masks for themselves and each of their family members. We will be holding similar opportunities in our outlying counties, as well.

◆ *ARCA Report*

- Ms. Walker shared that one of the purposes of ARCA is for regional centers to come together for sharing and brainstorming.
- The ARCA Executive Committee has met twice this month to discuss the budget and COVID-19. ARCA staff have also testified in hearings at the State Capitol.
- It's important to note the need for federal funding, as part of the state's budget. Ms. Walker has shared community advocacy efforts that individuals can participate in.
- The Board delegates met and have shared what their various regional centers have been doing.
 - Ms. Walker appreciates everything that ACRC has done to support our clients during this time.
- Each year, the Board delegates elect new Officers. For the 2020-21 FY, Larry DeBoer (from Frank D. Lanterman Regional Center) will act as Chair, with Ms. Walker as the Vice Chair.

◆ *ARCA-CAC Report*

- Ms. Rewerts shared that the next ARCA-CAC meeting is scheduled for Friday, June 19th, from 10 a.m. to 1:30 p.m.
 - The group will be voting on their Chair and Vice Chair. Applications should be submitted prior to June 15th.

5. **Closed Session** – At 5:48 p.m. the Board adjourned to closed session in order to discuss personnel issues.

6. ***Announcement of Closed Meeting Discussion*** - At 6:03 p.m. the Board reconvened in open session following a closed session in which personnel issues were discussed.

7. ***Adjournment***

The meeting adjourned at 6:59 p.m.

Lisa West
Executive Secretary

cc: Phil Bonnet