



## **Board of Directors Meeting**

Monday, October 23, 2023

Virtual Meeting

Approved 11/27/2023

### **RCEB BOARD MEMBERS PRESENT:**

Frank Paré, President/Supports&Services Co-Chair  
Sadia Mumtaz, Vice-President/Diversity&Equity Co-Chair  
Dr. Steven Whitgob, Assistant Treasurer  
Reneé Perls, Secretary  
Nyron Battles, CAC Chair/Diversity & Equity Co-Chair  
Brian Blaisch  
Teresita DeJesus  
Daniel Hogue, PVAC Representative  
April Key-Lee  
Dinah Shapiro  
Linda Stevens

### **ABSENT:**

Carmen Quinones  
Lisa Soloway

### **STAFF PRESENT:**

Lisa Kleinbub, Executive Director  
Lynn Nguyen, Director of Finance & Administration  
Caylin Patterson, Director of Human Resources & Support Services  
Ronke Sodipo, Director of Client Services  
Steve Robinson, Director of Community Services  
Ben Braun, Associate Director of Federal Programs  
Chris Hanson, Associate Director of Client Services/Adults  
Elvia Osorio-Rodriguez, Associate Director of Client Services/Children  
Lindsay Meninger, Associate Director of Client Services/SDLAC  
Michael Minton, Manager of Risk Management and Quality Assurance  
Priscilla Gomez, Community Services Supervisor/Transportation, Health & Safety Waivers  
Herb Hastings, Consumer Advocate  
Michi Toy, Executive Assistant

### **GUESTS:**

Sophia Agafonow/DDS  
Geneva Carlos-Valentino  
Rose Coleman

Vi Ibarra  
Wendell James  
Danielle Mackey

Tandra DeBose  
Families United for Equity  
Donna Feingold  
Maureen Fitzgerald  
Erika Gonzalez  
J Douglas Hollie

Kristel Maikranz-auditor  
Dominique Mellion  
Sheraden Nicholau/SCDDC  
Wynnette Pleas  
Ann Pringle  
Maria Ramirez

### **CALL TO ORDER**

Frank Paré called the regularly scheduled business meeting of the Regional Center of the East Bay to order at 7:03 pm. A quorum was established.

### **CONSENT AGENDA / MINUTES**

M/S/C “The Board moves to approve the October 23, 2023 Agenda as presented”  
[Perls/Shapiro] Unanimous The motion was adopted

M/S/C “The Board moves to approve the September 25, 2023 (no BOD meeting in July/Aug)  
Minutes as presented.” [Perls/Shapiro] Unanimous The motion was adopted

### **PUBLIC COMMENT**

*Regional Center of the East Bay uses Robert’s Rules of Order to guide our meetings. Robert’s Rules of Order is the most used manual of parliamentary procedure in the United States. Robert’s Rules of Order is designed to provide structure and guidance while facilitating the orderly operation of a meeting.*

*According to Robert’s Rules of Order, our board members are not allowed to comment, debate or respond to the public during our public meetings. There are other meetings such as our Diversity & Equity or Supports & Services meetings that begin at 5:30pm before the board meetings.*

There were no public comments at this time.

### **Independent Audit Report for Fiscal Year 2022/23**

The Budget and Finance Committee and interested board members met earlier this afternoon with our independent auditors AGT CPA’s & Advisors and summarized the audit report in depth, as well as answered questions from the committee.

Mr. Paré introduced Kristel Maikranz, a Partner from AGT who gave an overview of the results of that Audit draft report for Fiscal Year 22-23. Ms. Maikranz will also be available to address any questions that the board may have between now and the November board meeting. That meeting will be when the board will be asked to approve the draft audit report.

The results from the draft audit:

- The report was issued an unmodified opinion on the financial statement, which means the report is a clean opinion. This opinion is the best that an organization can receive in an audit.
- Tests, procedures, inquiries and observations on the financial statements were made to arrive at an opinion.
- There were no internal control findings or deficiencies.
- Ms. Maikranz stated that the audit went very smoothly and quickly due to RCEB management's preparation to have June financial statements ready by October. There is a lot of time and effort that goes into closing the books and records and having them ready for the audit.

Questions were asked and addressed by the auditor. There were explanations of how there were no findings in management override, fictitious vendors, or grant years in contracts. The actual draft report has these specifics in more detail and were discussed in the finance committee meeting earlier today. The auditor confirmed that there were no issues or concerns identified and indicated the same in the management comment letter, which would provide for any details if any issues existed. The overview is a clean audit report. Mr. Paré requested that the auditors be available for a second meeting with interested board members to go over the audit report since they received the report this afternoon.

As mentioned earlier, the approval of this report will be an action item at the November Board Meeting. If you have any questions prior to the November meeting, please do not hesitate to contact Lynn Nguyen, our Director of Finance and Administration.

**EXECUTIVE DIRECTOR'S REPORT - Lisa Kleinbub, Executive Director**

**Regional Center Performance Measures**

Last month we announced that we will hold a public meeting on October 25<sup>th</sup> to share the performance contract outcomes from the 2022 year. This meeting will be in English with simultaneous Spanish interpretation. We did not receive any requests for other language interpretations. We did not receive all the updated information from DDS until this summer; therefore, we are having this public meeting in October.

<https://www.rceb.org/event/public-meeting-rceb-performance-contract-outcomes/>

**Request for Proposal Policy [RFP] for Resource Development**

The draft of this policy was completed last month and has been updated to reflect the Provider/Vendor Advisory Committee [PVAC] suggestions. There were a couple of additional comments that were shared late last week and will be incorporated in the revised write-up of the policy. By approving the policy this evening, we hope to proceed with it in January when we receive the funding for the RFP.

M/S/C      “The Board moves to approve the Request for Proposal for Resource Development Policy, given that the changes requested and addressed are incorporated in the revision.” [Hogue/Battles] Unanimous The motion was adopted

Ms. Kleinbub added that the most recent RFP that was put out incorporated most of what was in the original revised RFP.

### **RCEB ByLaw Changes- format**

Ms. Kleinbub restated that in order for us to reflect current laws in our ByLaws, we would need to make some changes to them. As informed last month, the choices discussed:

1. Full revision of the ByLaw format, which is the most cost effective and efficient method
2. Make just the necessary changes to our existing ByLaw format

Our Executive Committee decision was for a full format revision; but to show the current laws side-by-side with the changes initially, so that it would be easier for the board to see what was changed in order to approve it. Ms. Kleinbub will check with the attorney to see if that is a possibility.

### Regional Center Updates

- Service provider rate increase
- Service code changes and how things are looked at in the system. We received assurance from DDS that by the end of October, we will receive guidance that will explain steps in the process.
- Service providers will be able to receive the last 10% of their rate, which is performance incentive money through different measures such as submitting information via a vendor portal to enable DDS to track activity that they are not able to track currently.  
This will be a large endeavor for vendors and regional center staff to complete.
- DDS has several trailer bills and language that came out this year that will require several standardized policies.
- Respite- recently approved by DDS starting with a base of 40 hours. We are hoping that this will not change, and will be less onerous for those to receive supports that they need.

### Staff Trainings

#### **Cultural Ability & Equity Training**

In September, the regional center staff began a 4-part training series by Circle Up. They are focusing on concerns from the community on social interactions.

#### **Implicit Bias Training**

We are working with Equitify, an organization focused on training our staff on Implicit Bias. The online modules will be individualized by how they are looking at certain situations. Group training will follow and some of our policies and procedures may be updated to address issues of implicit bias that may be evident.

### **COMMITTEE REPORTS**

**Executive Committee Report/President's Report:** Frank Paré

#### **Acronym List**

**ARFPSHN** Adult Residential Facility for Persons with Specialized Health Care Needs

**BAHC** Bay Area Housing Corporation

**HCBS** Home and Community Based Services

<b>CCH</b>	Community Crisis Home	<b>ILS</b>	Individual Living Services
<b>CPP</b>	Community Placement Plan	<b>ILS</b>	Individual Living Services
<b>CRDP</b>	Community Resource Development Plan	<b>OPS</b>	Operations
<b>DDS</b>	Department of Development Services	<b>PEP</b>	Purchase of Service Expenditure Projection
<b>EBSH</b>	Enhanced Behavioral Support Home	<b>POS</b>	Purchase of Service
<b>FHA</b>	Family Home Agency	<b>SLS</b>	Supported Living Services

**CONTRACT APPROVAL**

[Note: The contracts were submitted to the board of directors on October 17th prior to the board meeting for their review and opportunity to ask questions and provide comments.]

**Toolworks, Inc.**

In FY 22/23, DDS allocated RCEB with Home and Community-Based Services [HCBS] funding that is to be used towards activities that will ensure compliance with the HCBS Final Rule. Based on a listening tour that was facilitated by RCEB staff with direct service providers, \$400k of this funding has been dedicated towards contracting with an organization that will be responsible for gathering a team of people who will provide technical assistance to about 500 organizations and help them meet HCBS Final Rule Compliance in practice.

Term: 11/1/2023-6/30/2025

Cost: \$400K

M/S/C “The board moves to approve of this contract with Toolworks, Inc. to provide technical assistance to providers in our catchment area to meet HCBS Final Rule Compliance” [Key-Lee/Stevens] 1-abstain The motion was adopted

**DDS D-3 Contract Amendment**

This contract represents the D-2 contract amendment of the “D” series contract between DDS and RCEB for fiscal year 2022-23.

Term: 7/1/2022-6/30/2025

Rent: \$133k

Language Access & Cultural Competency: \$737k

Disallocation due to reduced caseload ratio for children 0-5y/o: \$1.8M

Total OPS: -(\$930k)

M/S/C “The Board moves to approve the Department of Developmental Service’s D-3 contract amendment as specified.” [Shapiro/Battles] Unanimous. The motion was adopted.

**RCEB Strategic Plan/Draft Survey Proposal - Frank Paré & April Key-Lee**

The original strategic plan presented by Helen Sanderson Associates U.S., LLC. was revised, given several recommendations from the board. Thirteen board members voted their approval of the revisions via SurveyMonkey earlier this month. The Strategic Plan survey will be distributed to everyone.

Mr. Paré added that RCEB’s Mission and Vision should be looked at once the results of the survey can be

studied and the Mission and Vision re-evaluated to see if they align with what the community needs are.

**Board Meeting Format Change**

Ms. Kleinbub reiterated that the Executive Committee discussed our current board meeting format and whether we should have shorter committee reports as well as use a different format for the board meetings. Ms. Kleinbub had provided the Executive Committee with some templates, so this subject may need to go back to the committee for further discussion and to study various templates. Mr. Paré stated that the purpose for this change is to allow us to get the information out to the board and our community and end the meeting by a designated end time.

**Consumer Advisory Committee [CAC]:** Nyron Battles

There was a virtual meeting on Monday, October 9<sup>th</sup>. We were informed that DDS is working on standardizing many reports; such as our current intake processes, IPP’s, vendorizations, and many more. Also discussed was that in the budget language, regional centers are to fund within 60-days, medical services that are not available from health insurers. This is another topic where we are waiting for more guidance to understand.

**Membership Development Committee:** April Key-Lee  
BOD Officers for 2024

Ms. Key-Lee presented the current slate of officers and since there has not been any more nominations, they remain on the slate for voting to take place in November via confidential SurveyMonkey.

BOD 2024 Slate of Officers:

- President ..... Frank Paré
- Vice-President ..... Sadia Mumtaz
- Treasurer ..... (vacant)
- Assistant Treasurer ... Dr. Steven Whitgob
- Secretary ..... René Perls (current) & Dinah Shapiro

We are currently looking for new members who are Latinx who reside in the Contra Costa County. Please check our website and read about the board and e-mail your interest:

<https://www.rceb.org/about-us/board-directors/members/>

**Supports & Services Committee:** Frank Paré

Mr. Paré stated that the main topic was on how to support our clients who are homeless/unhoused/transient and the challenges that entails. During this meeting, Ms. Kleinbub shared statistics including those closed cases of individuals who choose not to receive regional center services, as well as those who have never been referred to regional center.

There were a couple of participants with issues with services and vendors not being respected. Ms. Kleinbub will be following up with both individuals. Ms. Sodipo presented information on outreach material as well as information on regional center services.

**Provider/Vendor Advisory Committee [PVAC]: Dan Hogue**

PVAC met on October 13<sup>th</sup> where there was a presentation by DDS on the DSP Training Stipend on their new workforce development specifically with the DSP training stipend. Those interested will receive stipends when they complete the online training courses approved by the Department of Developmental Services (DDS). The Training Stipend Program ends June 30, 2024 and all courses must be completed by that date. Lots of questions were asked on how that would be rolled out. RCEB has a good outline of how vendors are to get paid, as well as how to certify that staff actually completed their surveys. The regional centers are awaiting guidance from DDS. A provider sub-committee meeting is this Friday on October 27<sup>th</sup> and there will also be regional center staff attending to clarify and explain the program further.

Request for Proposal policy- Mr. Hogue stated that as Ms. Kleinbub reported, the provider equity group submitted their comments on the RFP the other month, which RCEB will be incorporating most of them. The committee will now focus on the fair and equal distribution of referrals to combat implicit bias in that procedure.

Also a topic of importance is the Mason Tillman report; the service providers as well as RCEB have been pushing on the completion of this report, as it has taken so long.

Miscellaneous- Topics on the mind of providers are on the continuation specifics of remote services as well as the 055 vendors.

**PUBLIC COMMENT**

*Maria Ramirez* informed all that Family United for Equity is having a community engagement event in conjunction with a presentation from DDS on this Friday in San Leandro at 6pm.

*Wynnette Pleas* had questions about ILS/SLS services and will be giving us her contact information for further discussion on that category of services.

**Sheraden Nicholau, State Council on Developmental Disabilities [SCDD], Bay Area Office**

Supported Decision Making Technical Assistance Program: Preparing to offer grants for systems change proposals in areas of education, IDD services, Legal/ Judicial settings, healthcare settings, and financial settings. Check out info about the program <https://scdd.ca.gov/sdm-tap/> how to get on the announcement list for SDP-TAP.

**Oct 23-27:** Join one of our upcoming community conversations happening <https://scdd.ca.gov/sdm-tap-community-conversations/>

SCDD Bill ideas / 'There should be a Law' submissions:

[https://scdd.sic1.qualtrics.com/jfe/form/SV\\_8c9wD1u72jkHEF0](https://scdd.sic1.qualtrics.com/jfe/form/SV_8c9wD1u72jkHEF0)

Self-Determination Statewide Orientations (this month offered in English, ASL, Spanish, Hmong, Chinese): <https://scdd.ca.gov/sdp-orientation/>

Reminder, we can offer PPE and antigen tests for orgs and community groups. Email us!  
[Sheraden.nicholau@scdd.ca.gov](mailto:Sheraden.nicholau@scdd.ca.gov)

SCDD Virtual Trainings Calendar: <https://scdd.ca.gov/scdd-trainings/>

Other meeting and event dates coming up, info available at <https://scdd.ca.gov/scddcalendar/>

**Oct 25:** CA Statewide Self-Advocacy Chat at 11am

**Oct 26:** SCDD Legislative and Public Policy Meeting

**Oct 30:** This National Disability Employment Awareness Month (NDEAM), join the Statewide Self-Advocacy Network (SSAN) on a webinar regarding pathways to employment from 1:30 -3:00PM.

[https://us02web.zoom.us/webinar/register/WN\\_Jm70j7tcQgezpXGWKI9wHQ#/registration](https://us02web.zoom.us/webinar/register/WN_Jm70j7tcQgezpXGWKI9wHQ#/registration)

**Nov 28:** SCDD Council Meeting

**Nov 29:** Bay Area Regional Advisory Committee Meeting

*Vi Ibarra, Contra Costa County Developmental Disabilities Council [ACCDDC]*

Vision for the Future Conference- both Alameda and Contra Costa Counties are involved in this conference for post-secondary education opportunities for students with disabilities. It was going to be held in-person this year, but unfortunately due to a low registration, we will not have the conference this year.

Through discussions, it was decided that the Alameda County Transition Fair will be expanded and include both counties. Traditionally, this was held at the College of Alameda with a huge resource fair and many breakout sessions. The conference will be held in the spring and the location will be determined.

**Oct 25:** This is the next CCCDDC board meeting and it will be in-person at Las Trampas/Lafayette. There will be a presentation, *Regional Centers and Emergency Coordination: A Brief History and Introduction* given by RCEB staff, John Lee, Emergency Coordinator Specialist.

**ARCA** – Frank Paré

ARCA met this month, and there was discussion on board training as well as the homeless issue within our communities, and how we will address the challenges.

**CLOSED SESSION** - Personnel

**MEETING ADJOURNED**

The board meeting adjourned at 8:37 p.m.



Virtual Meetings on November 27, 2023

The next Diversity & Equity Meeting will be at 5:30 PM

The next Board Meeting will be at 7:00 PM

DRAFT