

KERN REGIONAL CENTER

3200 N. Sillect Avenue • Bakersfield, CA 93308 • (661) 327-8531

Board of Directors Meeting

6:00 p.m. – 7:30 p.m.

KRC Malibu Conference Room

3300 N. Sillect Ave.

Bakersfield, CA 93308

MINUTES

August 22, 2017

Present Board Members:

Kurt Van Sciver

Lorie Stewart

Ismael Romero

Laurie Hughey

Matthew Lagrand

Veronica Quezada

Kevin Gosselin

Oscar Axume

Quanah Mason

Araceli Gonzalez

GENERAL BUSINESS

1. Call to Order and Introductions

The meeting was called to order at approximately 6:00 p.m. by Kurt Van Sciver. It was determined that a quorum was present.

2. Approval/Additions to Agenda

- A.** Regular Meeting of the Board of Directors Agenda dated August 22, 2017.
M/S/C - (Lagrand/Hughey) to approve the Agenda with modifications as follow: add item E: "Performance Contract" and item 7A: "Update Signature Cards". 9-0-0.

3. Meeting Minute Approval

- A.** Minutes of the Regular Meeting of the Board of Directors held May 23, 2017.
M/S/C - (Lagrand/Hughey) to approve Minutes. 8-0-1 (Stewart).

4. Public Input

- a) Virginia Gantong, Exceptional Families and Ava Kirby, Director of Technology at Exceptional Family Center** – EFC received a grant to provide a 7 week training, which started in July. The training will end in September. This training was presented to the Program Managers and Service Coordinators some

months ago. This program was granted to EFC in June of 2016. The program is open to any consumer over 17 years of age on the Spectrum who have graduated from High School. This program has been very successful and Exceptional Family Center plans on doing it again. There are four different tracks for consumers, from basic computer skills all the way through to technical medical field training. EFC is partnering with Bakersfield Adult School and Bakersfield College. The Department of Labor would like to see this program branch out into Inyo and Mono counties.

- b) Cindy Martinez, Thanksgiving Basket Committee, KRC Employee** – The Thanksgiving Basket Committee will be holding a meeting on September 8th at 8:15 am. There will be emails to All Staff with updates. On November 20th, the baskets will be raffled. To date, the Thanksgiving Basket Committee has made \$200 from the sale of cookies and a donation. Three referrals will be accepted from each service coordinator; any additional referral will be on a waitlist.

UNFINISHED BUSINESS

REPORTS

5. Board President Report

- a. Columbus has been at Kern for four of their six months. The Board is tremendously thankful and has received very positive feedback. The whole community is really embracing the changes that are taking place.
- b. There was a board meeting towards the end of June where staff gave a presentation. The Board was very thankful for the presentation and the work Columbus is putting into KRC.
- c. Ismael Romero communicated that the Board has 60 candidates for the Executive Director position. Interviews will be held in the next few weeks.
- d. There were some public meetings held in the last few months and the Board received feedback from the community related to what the community would like to see in the new Executive Director.
- e. There is an email for the Board on the KRC website; if the public wishes to reach the Board directly, they can send correspondence to this email.
- f. Kurt is also very appreciative of Robert Riddick and Lynn Fjeld's work at KRC.

6. Financial Report

- A. Jon Gusman presented his financial report.
 - a. Please see **Attachment 1**.
 - b. Kern's cash flow balance to date is at \$16.4 million.
 - c. Since the last Board Meeting, Kern Regional Center did receive all three of its cash advances for FY 17/18.
 - d. The first cash advance was received on July 19th in the amount of \$22.8 million; the last cash advance was received on August 7th in the amount of 11.4 million.
 - e. Kern had to draw on its line of credit on July 14th in the amount of \$3 million. Kern paid off the line of credit on July 21st. The interest amount that was charged on that draw was \$2,479 at 4.2% interest for 7 days.
 - f. For FY 17/18 on budget allocation, Kern received a preliminary budget allocation in late June. The amount received was \$137 million.

- g. Jon is asking for a motion of the Board to have the Board President sign the D1 contract amendment upon arrival.
M/S/C - (Romero/Mason) to allow the Board President to sign the D1 contract amendment upon arrival. 9-0-0.
- h. For FY 16/17 Kern received the C3 contract amendment in August 2017 in the amount of \$741,000. Of this amount, \$91,000 was received for Placement Plan Operations while \$650,000 was received for Community Placement Plan start up.
- i. State Contract requires regional centers to periodically update its signature card agreements. Kern has an update to the Kern Signature Card agreement and Jon is requesting a motion from the Board to update the Bank Signature Card agreement.
M/S/C - (Kurt/Hughey) Kurt Van Sciver makes a motion to remove Frank Meyer as contracting officer and add self and Jon Gusman as contracting officers. 9-0-0.

7. Interim Director Report

- a. Max Jackson and Robert Riddick are sharing responsibilities. This will be the last public time Robert serves as Interim Director. Kern has come a long way since Robert stepped in in May of 2015. Robert Riddick and Lynn Fjeld will continue to work with Columbus in the coming months.
- b. The Department worked with Regional Centers to provide a safety net for consumers who leave the Developmental Centers.
- c. For the Psychologist mentioned in the May Revise, there must be a referral from a Psychologist for the service; it is not a self-referral.
- d. The implementation of the CMS rule has been postponed until 2022.
- e. Regional Center Operations and Service Provider Rates are under review with the Developmental Services Task Force. They will make recommendations in June/July.

8. Vendor Advisory Committee

- a. The Vendors Advisory Committee met today and discussed various issues.
- b. The Columbus Group was introduced to the Vendors of Kern.
- c. Vendors were provided a budget update, changes in regulations.
- d. Cherylle Mallinson provided a draft form of the transportation policy for vendors to review and provide feedback; Cherylle's new staff was introduced to the vendors.
- e. The Vendor Advisory Committee will come up with a training curriculum for vendors and is looking for volunteers for the committee.
- f. Roy Rocha discussed his program visits and is very adamant about bringing back social recreation.
- g. Vendor Luncheon will be November 9th at the Double Tree. This will be the 26th year of the Vendor Luncheon. There will be Vendor Booths, Raffles, and Staff Recognitions.
- h. The next meeting will take place July 25th.

9. Staff Report

A. Columbus Group

- a. Max provided a brief summary of the Special Contract Language. All required timelines have been met with the exception of the hiring of the Executive Director.
- b. Columbus has brought into Kern Regional Center a concept of how employee directed and employee managed teams can solve problems and perform most of the work of operating the center.
- c. The response from the community, consumers, vendors and staff has been exceptional. All of the work groups have exceeded Columbus' expectations.
- d. The next phase involves a great deal of trainings.
- e. The fundamental concept is that services delivered through a team of people called service coordinators and that each team is led by Program Managers.
- f. The challenge of Columbus and the Boards is to ensure that during the election of the Executive Director, we keep this enthusiasm going.
- g. Kern will be holding a Happiness Advantage Training on September 20th in Bakersfield and September 21st in Ridgecrest. Sign up with Eva Rocha.
- h. All Staff Meeting is on September 6th. DDS will be arriving at Kern on September 5th and will be attending the All Staff meeting.

B. Vendors Advisory Committee

- a. Met on July 25th; Cherylle Mallinson and Directors usually attend this meeting and are able to provide information related to changes with Kern Regional Center.
- b. Kern Regional Center is having their 2nd annual Carnival on October 7th at Shriner's Noble Park. VAC will be donating \$500 towards the Carnival Committee to help ensure that the Committee is successful for years to come!
- c. The 26th Annual Vendor Luncheon will be held on November 9th at Hodel's. Registration is \$40.00 per person.
- d. Cathy Snow will be the speaker; topic will be Disability is Natural.
- e. Cindy Martinez and the Thanksgiving Committee will be at the Luncheon holding raffles.

C. Code of Ethics

- a. The Shared Mission Vision and Values Team successfully came up with a shared mission and a set of shared values. They were also responsible for the code of ethics. This took approximately 5 weeks to complete.
- b. Jim Freyvogel requested feedback from the board on the draft code of ethics that was presented to them.
- c. These and other work groups are laying the ground work for other work groups and progress.
- d. Some of these work groups are permanent groups.
- e. Units will now be called "teams" and will be self-managed. With this concept, the organization decides what to do; the teams decide how to do it.

D. Self Determination

- a. Last night's meeting was canceled due to no quorum.
- b. DDS has sent a letter announcing to the community that the first series of trainings for Self Determination will be taking place in the month of September.

Regional Centers received a letter talking about Regional Center involvement in these trainings.

- c. Community Based organizations are invited to attend these trainings.
- d. Kern Regional Center is registered for October 18th and 19th at Central Valley Regional Center. There is a slot for five staff members to attend.
- e. The invitation will be posted on the website.

E. Community Placement Plan

- a. For 15/16 FY, Kern has one home that is very close into vendorization and set to open. Kern has identified two individuals from Porterville Developmental Center to transition into this home.
- b. For 15/16 FY, Kern has made an offer and closed escrow on a property. Escrow closed August 9th; property is for a specialized residential facility for four beds.
- c. Kern is also looking to go into escrow with another property.
- d. For FY 16/17, Kern has several properties that we need to acquire during that period. The property for the Adult Residential Facility for Persons with Special Health Care Needs is currently under escrow.
- e. Kern Regional Center was able to obtain an additional \$91,000 in the CPP budget for mobility technology (up to 110 tablets/IPads).
- f. Jon Gusman and his team have secured Mobile Sandis.

F. Performance Contract

- a. Cherylle presented a draft performance contract to the Board. The Performance Contract can be found at Kernrc.org.
- b. The Intake and Assessment turnaround timelines have greatly progressed and scheduling now only takes up to a week and a half.

G. Disparity Report

- a. Karina Proffer, Cultural Specialist, spoke on cultural competency and a training that Dr. Joubert provided for the Board earlier this year.
- b. Karina was able to attend a four day training presented by Dr. Joubert and two other doctors.
- c. Kern will be training cultural competency trainings to Kern Regional Center on the month of November. There will also be personal leadership trainings on November 2nd and 3rd.
- d. Karina Proffer thanked Laurie Hughey and the VAC for the funding towards the Carnival. Karina also thanked all of the vendors that are very involved and make the Carnival possible.
- e. Laura Hughes reported that the Disparity Unit has officially been created and are working on tools that can be used across Case Management.
- f. Laura Hughes will be working with the Disparity Unit on ways and tools to maximize utilization for consumers and empower the parents to use their services.

10. Client Representative

- a. Roy Rocha has been sharing a book with clients. The book consists of 7 chapters which go over consumer's rights and rules/laws that protect them. The books are in both Spanish and English.

- b. Social Recreation did not make it onto this year's budget.

NEW BUSINESS

GOOD AND WELFARE

- a. Meeting is adjourned at approximately 7:43 p.m.

The next Regular Meeting of the Board of Directors is scheduled for Tuesday, August 22, 2017, at 6:00 p.m. in the Malibu Conference Room at the Kern Regional Center.

Note: Requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Administrative Assistant during regular business hours at 661-852-3360.

Respectfully submitted: _____
Eva Rocha

DRAFT

Action Items:

M/S/C - (Lagrand/Hughey) to approve the Agenda with modifications as follow: add item E: "Performance Contract" and item 7A: "Update Signature Cards". 9-0-0.

Minutes of the Regular Meeting of the Board of Directors held May 23, 2017.

M/S/C - (Lagrand/Hughey) to approve Minutes. 8-0-1 (Stewart).

M/S/C - (Romero/Mason) to allow the Board President to sign the D1 contract amendment upon arrival. 9-0-0.

M/S/C - (Kurt/Hughey) Kurt Van Sciver makes a motion to remove Frank Meyer as contracting officer and add self and Jon Gusman as contracting officers. 9-0-0.

DRAFT

KERN REGIONAL CENTER
 BUDGET AND EXPENSE REPORT
 FY 2016/2017
 AS OF JUNE 30, 2017

	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9
(1) - OPERATIONS	Preliminary Allocation - C Series	C-1 Allocation	C-2 Allocation	C-3 Allocation	Total Allocation To Date thru C-3 Allocation - Sum of Col.1 thru Col. 4	Operations By Claim to State July to June 2017	Projected - June 2017	Total Projected - Col. 6 + Col. 7	Projected Balance - Col. 5 - Col. 8
GENERAL									
Salaries and Benefits	\$ 13,269,648	\$ 2,177,088	172,266		\$ 15,619,002	\$ 14,020,539	\$ -	\$ 14,020,539	
Operating Expenses	3,051,457	350,000	350,000		3,401,457	4,408,250	682,978	5,091,228	
TOTAL PERSONNEL SERVICES	13,269,648	5,228,545	522,266		19,020,459	18,428,788	682,978	19,111,767	(91,308)
Less: Interest Income						(65,711)	-	(65,711)	65,711
Less: ICF SPA Fees (see Note 2)						(52,807)	-	(52,807)	52,807
Less: Other Income						(12,374)	-	(12,374)	12,374
SUBTOTAL GENERAL	\$ 13,269,648	\$ 5,228,545	\$ 522,266		\$ 19,020,459	\$ 18,297,896	\$ 682,978	\$ 18,980,874	\$ 39,585
Percentage					100%	96.20%	3.59%		0.21%
COMMUNITY PLACEMENT PLAN (CPP)									
Salaries & Benefits	\$ 533,950	\$ 243,363			\$ 777,313	\$ 416,526	\$ -	\$ 416,526	
Operating Expenses	28,525			91,000	119,525	69,861	49,664	119,525	
SUBTOTAL CPP	\$ -	\$ 562,475	\$ 243,363	\$ 91,000	\$ 896,838	\$ 486,388	\$ 49,664	\$ 536,051	\$ 360,787
FOSTERGRANDPARENT (FGP)									
Salaries & Benefits	\$ 59,043	\$ 3,511			\$ 62,554	\$ 62,550	\$ -	\$ 62,550	
Operating Expenses	112,977				112,977	104,926	-	104,926	
SUBTOTAL FGP	\$ -	\$ 172,020	\$ 3,511		\$ 175,531	\$ 167,476	\$ -	\$ 167,476	8,065
GRAND TOTAL OPERATIONS	\$ 13,269,648	\$ 5,963,040	\$ 769,140	\$ 91,000	\$ 20,092,828	\$ 18,951,759	\$ 732,642	\$ 19,684,401	\$ 408,427
Percentage					100%	94.32%	3.65%		2.03%

Note 1: The "Projected Balance" is an estimate of the difference between KRC's funding allocation from DDS (col. 5), and Total Projected (col. 8)

Note 2: The Intermediate Care Facility State Plan Amendment (ICF SPA) administrative fees are included in this fiscal year as an offset to current year expenditures. The fees are 1.5% of current year day program and transportation costs for KRC clients that resided in ICF's.



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 BUDGET AND EXPENSE REPORT
 FY 2016/2017
 AS OF JUNE 30, 2017

	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9
(2) - PURCHASE OF SERVICES									
GENERAL									
Out of Home Care	\$ 27,586,864	\$ 6,491,275	\$ 166,983		\$ 34,255,122	\$ 34,627,809	\$ 136,171	\$ 34,763,980	\$ (508,858)
Day Programs	21,393,226	7,419,872	162,389		28,975,487	29,402,762	89,243	29,492,005	(516,518)
Other Services	72,174,104	20,702,444	673,428		93,549,976	85,245,453	2,689,309	87,934,762	5,615,214
SUBTOTAL GENERAL	121,164,194	34,613,591	1,002,800		156,780,585	149,276,024	2,914,723	152,190,747	4,589,838
Less: ICF SPA Funded					(3,251,324)		(342,236)	(3,593,560)	3,593,560
TOTAL GENERAL	\$ 121,164,194	\$ 34,613,591	\$ 1,002,800		\$ 156,780,585	\$ 146,024,700	\$ 2,572,487	\$ 148,597,187	\$ 8,183,398
Percentage					100%	93.14%	1.64%		5.22%
COMMUNITY PLACEMENT PLAN (CPP)									
Out of Home Care	\$ 295,134	\$ 218,512			\$ 513,646	\$ 691,669	\$ (47,098)	\$ 644,571	\$ (130,925)
Day Programs	198,010				198,010	51,989	29,812	81,801	116,209
Other Services	3,996,996	650,000			4,646,996	174,590	4,443,975	4,618,565	28,431
TOTAL CPP	\$ 4,490,140	\$ 218,512	\$ 650,000		\$ 5,358,652	\$ 918,248	\$ 4,426,889	\$ 5,344,937	\$ 13,715
Percentage					100.00%	17.14%	82.61%		0.26%
TOTAL PURCHASE OF SERVICE	\$ 121,164,194	\$ 39,103,731	\$ 1,221,312		\$ 162,139,237	\$ 146,942,948	\$ 6,999,176	\$ 153,942,124	\$ 8,197,113
Percentage					100%	90.63%	4.32%		5.06%
GRAND TOTAL ALL BUDGETS	\$ 134,433,842	\$ 45,066,771	\$ 1,990,452		\$ 182,232,065	\$ 165,894,707	\$ 7,731,818	\$ 173,626,525	\$ 8,605,540
Percentage					100%	91.03%	4.24%		4.72%

Note 1: The "Projected Balance" is an estimate of the difference between KRC's funding allocation from DDS (col. 5), and Total Projected (col. 8)

Note 2: Reimbursement for the estimated costs of day program and transportation for Intermediate Care Facility State Plan Amendment clients is not funded by DDS's Standard Agreement. The reimbursement to KRC will be provided from the SPA ICF's within the catchment area.