

**Far Northern Coordinating Council on Developmental  
Disabilities dba Far Northern Regional Center  
Minutes**

Regular Meeting  
Friday, June 24, 2022  
9:15 a.m.  
Gaia Hotel / Zoom  
Draft Minutes

1. **Call to Order:** 9:18 a.m. by Chair Deborah Anderson
2. **Roll Call:**
  - a. Present: Deborah Anderson, William Battles, Lori Childres, Daniel Strauss, Terry M., Andreas Economopoulos, Cali McKinzie, Adrian Hugo, Araceli Garcia
  - b. Absent: Kim Leeseman, Josh Flom, Timothy Howard, Christina Johnson, Selene Mercado
3. **Public Input/Open Forum:** Introduction of guests: FNRC Staff Mike Mintline, Todd Clarkson, Wayne Doering, Keith French, Dr. Christine Austin, Kathy Bogue, Cristal Diaz, Travis McIver, Stephen Mitchell (SPAC), Tina Ritzler (SCDD), Cindi Freshour (WCAL), Alma Janssen (DDS), Breanne Burr (Vendor)
4. **Approval of Agenda** June 24, 2022  
Motion to approve agenda and Second Daniel Strauss and Adrian Hugo discussion addition under Membership Committee (9b) add Membership approval of Joseph Cullis. No further discussion motion passed.
5. **Approval of Minutes** from May 20, 2022  
Motion to approve and Second by Andreas Economopoulos and Terrie M. No discussion, motion passed.
6. **Report from Chairperson,** Deborah Anderson:
  - a. Conflicts of Interest Forms - Any one who still needs to sign please sign and return to Shelly Nickle as soon as possible.

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**7. Management Reports**

**a. Financial Report:** Mike Mintline, Chief Financial Officer

i. Monthly Financial Report for May 2022

Operations:

Estimated Contract Allocation is \$23,900,990; Projected Annual Expenses \$23,843,312; Projected Funds Available \$57,678.

ii. Purchase of Service Report FY 21-22

May 2022 Open POS Contract Year Summary

Regular POS \$211,404,077 CPP (Community Placement Plan) \$665,235 total Allocation \$212,069,312. Projected Annual Expenses \$186,217,208 (a) Expenses are net of ICF/SPA (Intermediate Care Facility) reimbursements. Allocation Excess Regular POS \$25,895,682; CPP POS (43,578) total Allocation Excess \$25,852,104.

Money given late in the year makes it difficult to spend in entirety. Any unspent money refers back to the state. Mike clarified that the returning of funds does not effect the next year's budget.

Purchase of Service Expenses: Seeing an increase in expenses for in-home respite, personal assistance and supported living. Group setting services and all services outside of the home have decreased.

iii. Operations Report, FY 21-22

Salaries and benefits

Increase is due primarily to the projected addition of 15 new, designated positions funded by the current year revenue allocation. Positions include an Emergency Coordinator, Rate Reform Implementation staff, a Deaf

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and Hard of Hearing Specialist, Service Coordinators for clients with no or low services, staff to implement Early Start provisional eligibility for 3-4 year old clients, Self-Determination Program Specialists, and staff that will provide Health and Safety Waiver Assistance for Non-English speaking clients. Increases given during Union Negotiations.

Facility maintenance/improvements

Increase includes projected leasehold improvements to office space at 1367 E. Lassen Ave, Chico. Creating 33 new office spaces including some unassigned offices for persons who may spend some of their time working remotely.

Non-IT Equipment

Increase includes equipping new office space in Chico and Redding including workstations, copiers and printers.

IT Contract/Software

Consolidated print software to manage security and usage, required software to update virtual machines, Security Software.

Travel

Increase assumes that travel would resume to pre-pandemic levels: however, we have not spent what we had projected.

Preparing for two audits currently. The Department of Disability Services (DDS) requesting records from 20-21 and 21-22. Conference with DDS will be July 15, 2022. Finance committee members let us know if you would like to participate.

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Burns study rate increase still in process. Community care and therapist saw the highest increase.

The Burns study done 3 years ago created rate models for 30% of our services. These services were mostly service oriented service codes. A 25% increase will be effective April 2022 and April 2023; with a 50% increase awarded in 2024.

Providers doing the same service will have the same rate. This will simplify the entire process.

Looking to next year at the possibility of adding a staff member to take care of these rate changes.

iv. IT Report, Keith French, Manager of Information Technology

Focus is on security. The IT department recently implemented training for all staff. Training takes place once a month. A short training will be sent to all staff about something that is actually taking place in the real world. A video is sent the first week, second week a flyer reminder, third week another reminder and then one week off.

Managed Security events go to Secure Works now upgraded to SDR system taking into account all areas of our system. Once an alert is received a security team comes up with a solution looking at our alerts 24/7.

Internal and external situations are being watched as well. Secure Works also watches the internet traffic coming through our system.

Infrastructure upgrade circuits have been completed at both offices (Redding/Chico) making it possible that if one office were to go down we can now move over to the other server.

Multi layers of backup are being implemented. Keith explained how these systems work keeping our

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information secure in case of a fire or other disaster. The Cloud backup is performed a few times per week

The goal of the IT department is minimum down time. Covering all bases short term and long term.

**b. Client Services Report:** Wayne Doerning Associate Director, Client Services North Reporting:

The construction being done in Chico is complete. Staff should be able to start moving in July 6<sup>th</sup> and 7<sup>th</sup>.

Redding remodel complete the clinical department moved to second floor

Staffing – We are close to being fully staffed.

Client Services is working on updating operations manual to include all the changes that have been taking place. This is an ongoing process.

CCH (Community Crisis Home) is opening. This home is a step down from being in a restrictive environment. The first clients will be moving in during the month of July. Each client can stay in this home for a max of 18 months.

- i. **Success Story-** Katherine Bogue –Case Management Supervisor shared  
December 2020 DDS brought community partners together regarding an emergency placement for a young lady in Florida that needed to move back to California in 21 days. All involved embraced the challenge. DDS, Far Northern Regional Center, Butte County Children Family Services, Public help, Department of Social Services, CASA worker and FNRC vendors such as Mains'l, along with other community members.

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Client was excited to move home, she captured our hearts with her joyful spirit, hopes and dreams to belong. DDS –Star program- Specialized treatment (short term stabilization and treatment) central star facility was able to locate her biological father. He was committed to developing a relationship with his daughter. He invited this young lady to move in with his family in New York. Although these steps were not easy this was the first time she felt happy. On her 18<sup>th</sup> birthday she joined her father to start her new life in New York with her new found family.

**c. Community Services:** Todd Clarkson, Associate Director

- i. Action Item #6 – Siskiyou County Opportunity Center  
This contract had been approved in March 25, 2022; however due to the loss of an alternative transportation provider in the Siskiyou County area the monthly miles had increased.  
It is requested the Board approve contract PS-2557 with Siskiyou County Opportunity Center (H11598) for Transportation Services effective April 1, 2022 through March 31, 2025 for a total maximum contract amount of \$670,680.00  
Motion to approve and Second by William Battles and Adrian Hugo, No discussion motion passed
- ii. Community Services Update  
Vendorization: In May 2022 (6) packets were sent out to prospective vendors; vendorization was completed for (10) new service providers; and (10) vendor files were closed.
- iii. Paid internship & Competitive Integrated Employment  
Todd Clarkson Associate Director of Community Services gave an overview of this program:

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85 Internships year-to-date

YTD-PIP Bonuses since July 1, 2021

(46\*)- 30-day

(41\*)- 60-day

YTD-EMP Bonuses since July 1, 2021

(14\*)- 30-day

(9\*) – 6-month

(7\*) – 12 month

\*These numbers are an underrepresentation as several job development agencies have paperwork still to be submitted.

Continuing to network with the community.

Yellow Napkin Event/Disability awareness-which entails a message being put on cocktail napkins recognizing disability awareness hoping to establish conversation in places such as restaurants.

Currently this project is in discussion phase.

Cathy Tillman our RD-Employment Specialist is working on implementing this project along with Melissa Gruhler.

iv. Other

Todd gave an overview of the Public Meeting held by the Board on 6/23/22 regarding prior year 2021 Performance Contract for Far Northern Regional Center.

a) Continue to promote John O'Brien's and Beth Mount's "Five Valued Experiences"

b) Far Northern Regional Center met or exceeded goals in the following areas: More children live with families, More adults live in home settings, fewer children live in large facilities (more than 6 people) and Fewer adults live in large facilities (More than 6 people). In addition, Far Northern Regional Center met or exceeded in seven of the eight compliance areas.

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c) The one area that was not met in compliance was ability to meet intake timelines. Primarily due to vendors are needed in our area that can do the initial evaluations.

d) Full report available on our webpage under the Transparency Portal.

**d. Human Resources Report:** Cristal Diaz Human Resource Specialists

- i. Update on Human Resources
  - a) Separations: 3
  - b) Transfer: 1
  - c) New Employees: 5
  - d) Open positions/active recruitment: 7
  - e) Total number of employees as of 6/8/2022: 223

Cristal explained that we will begin doing all the retired Annuitant's together making tracking much easier.

- ii. Action Item #1: Retired Annuitant, Diana Anderson  
It is requested that the Board of Directors appoint Diana Anderson to be re-employed by FNRC effective June 1, 2022, for a period of no more than 12 months, pursuant to the Government Code requirements  
Motion and Second Daniel Strauss and William Battles, no discussion, Motion passed
- iii. Action Item #2: Retired Annuitant, Carol Henderson  
It is requested that the Board of Directors appoint Carol Henderson to be re-employed by FNRC effective July 1, 2022, for a period of no more than 12 months, pursuant to the Government Code requirements.  
Motion and Second Adrian Hugo and William Battles, no discussion, Motion passed
- iv. Action Item #3: Retired Annuitant, Cynthia Presidio



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It is requested that the Board of Directors appoint Cynthia Presidio to be re-employed by FNRC effective July 1, 2022 for a period of no more than 12 months, pursuant to the Government Code requirements.

Motion and Second Andreas Economopoulos and Araceli Garcia, no discussion, Motion passed

- v. Action Item #4: Retired Annuitant, Joan Monvik  
It is requested that the Board of Directors appoint Joan Monvik to be re-employed by FNRC effective July 1, 2022, for a period no more than 12 months, in compliance with Government Code requirements.  
Motion and Second Adrian Hugo and Araceli Garcia, no discussion, Motion passed
  
- vi. Action Item #5: Retired Annuitant Suzanne Pitcher  
It is requested that the Board of Directors appoint Suzanne Pitcher to be re-employed by FNRC effective July 1, 2022, for a period of no more than 12 months, pursuant to the Government Code requirements  
Motion Second Terrie M. and Adrian Hugo, no discussion, Motion passed
  
- vii. Travis McIvor-Emergency Response Safety Assistant-
  - a) Fire Season Update:  
To keep up to date on all that is going on in our counties multiple tools are being used to help track all emergencies.
  
  - b) "Everbridge"  
We currently use "Everbridge" to notify our staff and clients of any emergencies that may effect them.  
This device is monitored 24 hours per day 7 days per week.

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- c) Safety Committee: Working on several projects
  - 1. New training programs available to staff and clients. Helping to train and educate on several different emergency situations. These trainings are also being posted to our YOUTUBE channel.
  - 2. Working with PBS to bring these trainings to the public in the future.
  - 3. Currently working with the Department of Disability Services in helping to train other safety coordinators.
  
- d) Those individuals in need of a Power Packet source have been identified and the equipment is being released to these individuals.
  
- e) To-go-bags are also going to be available soon. The bags will include some supplies but still leaving room for personal items. Training on how to use this bag and supplies is still being developed.
  
- f) The Emergency Trailer will be stationed in Oroville. In case of a major emergency this trailer can be taken to the location to help with our clients immediate needs. In most locations emergency supplies are now readily available. The state has developed programs that are much better now for individuals and families. DDS is now working with The Red Cross to make them more aware of the needs of those with disabilities.

- e. **Clinical Division:** Dr. Christine Austin-Medical Director
  - i. Supporting Client Health and Wellness Training  
Held the 2<sup>nd</sup> Wednesday of the month @ 2 PM on Zoom  
All are welcome to join. Sign up on Eventbrite.

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- ii. Currently working on creating an “Outreach Committee”. This committee would include staff from different departments working together on all outreach projects.
- iii. Medicaid Waiver audit is going well.
- iv. Dr. Boyle along with Dr. Austin are working with the children’s unit regarding Family Wellness.
- v. During the early part of June there seemed to be an uptick in COVID cases. The clinical unit is providing support to our providers, staff and families once again.

**8. State Council on Developmental Disabilities, North State Office Report –Tina Reszler**

- a) SCDD conducted 2<sup>nd</sup> interviews for the North State Regional Office Manager position and Julie Eby-McKenzie is the office manager in the interim.
- b) SCDD is close to the end of the Family Mail-In Survey Cycle. We are looking for more surveys of minors living with their parents and adults living outside the family home. Had a great return on the Adult Family Surveys (adult children living in the family home).
- c) After this month, we will move to the next cycle of In Person Surveys. Adults using Regional Center services will be interviewed. We are currently recruiting for interviewers and the application is available online. To find out more information and/or complete an application for the QA Project, please refer to the SCDD website. QA Project Interviewers: <https://scdd.ca.gov/qup/> Mary Agnes will reach out to those who have submitted an application in July.

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d) SB 639 Stakeholder Workgroup session #3 will be held on Friday June 24 regarding phasing out subminimum wages in California.

\*SB 639 Stakeholder Workgroup session #3 will be held on Friday June 24, 2022:

<https://scdd.ca.gov/sb639stakeholderworkgroups/>

e) Covid-19 Vaccine Project: North State Team is working with Tamica Foot-Rachal to bring a vaccine and PPE event to our region the North State. We are looking for an event that we could join in August.

f) Butte County Public Health is working on a project called Functional Assessment Service Teams (FAST) to assist individuals with Access and Functional Needs when a disaster event happens and a shelter becomes open. The plan includes assisting individuals upon entering a shelter to ensure needs are being met.

**9. FNRC Board Committee Reports and Action Items:**

b. Consumer Committee, Kim Leeseman Chair Given by Adrian Hugo

i. Mike Mintline, Chief Financial Officer discussed and explained the Admin/Financial section of the Board Packet.

ii. Melissa Gruhler, Executive Director Reviewed the remaining sections of the Board Packet including the Action Items.

iii. Andreas requested that the Board Packet Font Size be increased to make reading the packet more comfortable for those with vision problems

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- b. Membership Committee, Deborah Anderson, Chair
  - i. Reappointment of Adrian Hugo as a Member at Large Motion and second Membership Committee and Daniel Strauss, no discussion, Motion passed.
  - ii. Approval of new Board Member Joseph Cullis as a Member at Large Family Representative. Motion and second Membership Committee and William Battles, no discussion, Motion passed.
  - iii. Membership Committee Tabling Board Applicant Ryan Duncanwood to obtain further information in regards to his role with the State Council Committee. Committee will follow up with the applicant.
- c. Service Provider Advisory Committee, Stephen Mitchell Meeting held Wednesday June 22, 2022
  - i. HCBS Compliance-Todd Clarkson/Tracy Duarte DSP Work Force Survey  
HCBS-Completed their surveys  
DDS with PCG (Public Consult Group) in November 2021 completed 1200 provider assessments in person.  
Far Northern Regional Center (FNRC) -234 providers were included and 231 have been completed.  
Validation forms have been sent out and these forms must be completed by June 30, 2022.  
For those needing follow up, there is a July 22, 2022, compliance completion agreement. Forms were sent again by FNRC to providers through SPAC member Josh Flom.  
All agencies fell into validated or remediation. If considered for remediation, agencies have until March of 2023 to comply.

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ii. Quality Incentive-Upcoming Quality Incentive Program Workgroup Public Meetings June 23, 2022 10:00 AM–12:00 PM. Minutes from previous meetings can be found at:

<https://www.dds.ca.gov/initiatives/stakeholder-events/minutes>

The meeting on June 24<sup>th</sup>, 2022 is a culmination of all decisions and actions associated with the workgroups. Emphasis for the incentive amount of \$8k was emphasized. It is not bound by agency and employee size for consideration or amounts received. Todd Clarkson (FNRC Associated Director of Community Services) addressed frequently asked questions.

iii. Success Stores

a) Steve with Shasta Opportunity Center reported:

Staff starting to return and consumers are engaging more resulting in higher attendance. Staff working on increasing involvement with virtual engagement. This platform opened the door to see if more individuals are interested in attending the hybrid system and coming back to services.

b) Staff member Jeff M. received an HHSA award for excellence and adaptability.

c) A long term client has taken the steps to go after applying for work in the community.

iv. State Council on Developmental Disabilities

a) Held several successful events for “Let’s Work” had over 500 in attendance.

b) Cal-Statewide is taking place July 15<sup>th</sup>, 2022

c) Project Safe Emergency Preparedness was successful and happening again July 8<sup>th</sup>, 2022. Focus will be on Wild Fire Safety.

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d) Working on events for hands off CPR and First Aid along with working to recruit a position for Quality Assessment

e) Help North State is hoping to join another event in August for Vaccinations and Boosters. \$50 incentive is awarded to those individuals receiving these boosters.

f) Provider Updates/Announcements  
Bob Irvine reported June 7<sup>th</sup> REI event- "Get to Know your Neighbor" was successful. Training was recorded and will be available on the website soon.

g) Report from Melissa Gruhler Executive Director FNRC  
Far Northern Regional Center Clinical Division will be doing a health and wellness training series for all DSP's on the 2<sup>nd</sup> Wednesday of the month.

h) The next SPAC meeting was corrected to reflect September 21, 2022 hoping to be meeting in person soon.

v. Nomination Committee- Deborah Anderson, Chair

a) Election of 2022-23 Board Officers-  
Presented Slate of Officers as follows:

Chair- Cali McKinzie

Vice Chair – Timothy Howard

Secretary – Deborah Anderson

Treasurer – Lori Childres

ARCA Representative-Daniel Strauss

Motion and second by Nomination Committee and Andreas Economopoulos, No discussion, Motion passed

10. **Association of Regional Center Agencies (ARCA):** Daniel Strauss, Representative

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- a) ARCA represents California's network of 21 regional centers-approximately 400,000 people with developmental disabilities.
- b) Achieve "the intent and mandate of the Lanterman Developmental Disabilities Services Act in providing community based services that enable individuals with developmental disabilities to achieve their full potential and highest level of self-sufficiency"
- c) Fiscal Year 2022-23 Budget update:  
Major policies ARCA supported:
- \* \$87.5M to implement the Regional Center Performance Incentive Program, with an emphasis on caseload reduction
  - \* Work Activity Program transitions
  - \* \$185.3M for promoting workforce stability in the developmental services system.
  - \*Expansion of Early Start eligibility
  - \*Elimination of the Annual Family Program Fee and Family Cost Participation Program.
- d) Quality Incentive & Regional Center Measures
1. DDS hosted Quality Incentive and Regional Center Measures Workgroups
    - \*Better Measuring individual outcomes
    - \*Ensure equity and consumer satisfaction are measured.
    - \*Measure the job satisfaction of people served by the Regional Centers.
    - \*DDS is exploring refinements in the following areas to support this work:
      1. Measuring authorization timelines
      2. Refinements to provider directories
      3. Expectations for intake processes; &
      4. Choice of providers



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e) ARCA Strategic plan 2022-23 Priorities

1. Funding and Sustainability

\*Pursue rate reform for development services

\*Advocate for an equitable and sustainable regional center operations funding methodology.

\*Encourage and empower community members to participate in the legislative process

2. Inclusive Communities

\*Increase integrated employment opportunities

\*Increase affordable integrated housing options

\*Enhance regional centers' responses to the needs of individuals and families from culturally and ethnically diverse communities.

3. Flexible and Sustainable Service Models

\*Increase regional centers' capacity to meet the individual needs of people with developmental disabilities through strategic resource development.

\*Increase community understanding of the value of person-centered thinking and planning.

\*Implementation of the Self-Determination Program (SDP)

4. Social recreation and camp services

\*Webinar, hosted in collaboration with The Arc California.

\*For people served by regional centers and their families who want to learn more about inclusive social recreation and camp programs.

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\*How to start a conversation with your service coordinator about accessing these services.

\*Open to the public, but you will need to register for the event

**11. Report from Executive Director, Melissa Gruhler**

Melissa spoke to the board regarding the following topics:

\*Stakeholder meetings are still occurring addressing such questions as:

What is our future and how can we better work together in supporting providers with precise communication.

\*Currently still waiting for the budget to be signed.

Waiting to see how this new budget is going to effect Early Intervention and what we will need to do to move forward.

\*What we do know is there is going to be growth and we are preparing for that. Currently as of 5/31/2022 we are currently serving 8,880 individuals. Our intake department is very busy.

\*We are in the process of developing an “Outreach Committee”. This committee will include staff from different departments working together to make the outreach process less time consuming and more consistent.

\*Tribal Engagement includes two service coordinators and two supervisors reaching out to these communities. A conference/symposium took place recently and was attended by this team. Three out of the four actually presented at the conference. It was discovered at this conference that a small population of these communities are being served by the regional centers.

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\*Future funding may become available to develop a network of support to help those aging caregivers giving longterm support. Social connections are what make a difference in the individual lives.

\*We are moving thru two audits in the fiscal department, along with Medicaid Waiver audit. All three audits are going well. A report will be given at the next Board Meeting.

**12. Announcements, Reports, Questions and Answers, Summary**  
Comments: All Board Members

\*Deborah Anderson: Announced that committee assignments will be done over the summer by the new Chair Cali McKinzie. All of the committees are listed in your Board Book.  
If you have a preference on the committee you would like to serve on please let Shelly Nickle know then she will forward to Cali (Chair).

\*Terry M.: On June 14th, 2022 the "People First" in person meeting was held at the Round Table Pizza in Red Bluff.  
26 people attended plus Pucket residential representatives. Next meeting will be the 2<sup>nd</sup> Wednesday in July with the social "Meet and Greet" beginning at 5:00-6:00 PM. Meeting will begin at 6:00-7:00 PM

\*Andreas Economopoulos: Andreas applied to be the ARCA consumer-Chair.  
Transportation in Siskiyou County is going cashless, Andreas is advocating for those with disabilities that this process will not work for those with disabilities.

\*Daniel Strauss: Long Term support services- Plan network creation of support networks. 'Dignity of Risk" vs "Duty of Care"  
Risk is essential for dignity and self-esteem.  
Do we have a process to deal with Duty of Care-vs-Dignity of Risk?

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Without “Dignity of Risk” we become more cautious and the quality of life goes down. Dan posed the question could the regional center look at developing something for this?

\*William Battles: “People First of Shasta” meeting will be in person in for the month of July at the Black Bear Diner.  
Region 2 Conference -1500 prizes were given out and the conference was well attended.

\*Adrian Hugo: Adrian shared he cooks breakfast the 2<sup>nd</sup> Saturday of every month at his church. He will also be helping to plan a conference through his church this summer. He just returned from a conference also with his church.

Motion to move into close session Daniel Strauss and William Battles, no discussion, Motion pass

Transition to Executive (Closed) Session, W & I 4663 (a),

- (1) Real estate negotiations.
- (2) The appointment, employment, evaluation of performance, or dismissal of a regional center employee.
- (3) Employee salaries and benefits.
- (4) Labor contract negotiations.
- (5) Pending litigation.

13. **Next Meeting:** September 23 and 24, 2021, Gaia Hotel, Anderson, CA

14. **Adjournment:** Motion to adjourn and second by William Battles and Daniel Strauss, no discussion Motion passed

Meeting Adjourned 11:57 AM.