



## KERN REGIONAL CENTER

*Striving to Achieve Equality,  
Independence and Empowerment*

### Board of Directors Meeting Agenda May 25, 2021

General Business		
1. Call to Order and Introductions	Action	Dr. Jasmeet Bains
2. Approval/Additions to Agenda	Action	Dr. Jasmeet Bains
3. Meeting Minute Approval of April 27, 2021 Meeting (Attachment 1)	Action	Dr. Jasmeet Bains
4. Public Input	Info.	Et al
Unfinished Business		
5. Finalization of review and pending approval of KRC Board Policy C-9 (Attachment 2)	Action	Dr. Jasmeet Bains Cherylle Mallinson
Reports		
6. Board President Report	Info.	Dr. Jasmeet Bains
7. Financial Report (Attachments 3 and 4)	Info.	Tom Wolfgram
8. Executive Director's Report	Info.	Dr. Michi Gates
9. VAC Report	Info	Shawn White
10. Staff Report CRDP Plan for 2022	Action	Cherylle Mallinson

Meeting Location and Time:  
Via Zoom Webinar on May 25, 2021 at 6:00 PM

<https://us02web.zoom.us/j/84225043586?pwd=TEFTOHduUTQ1b0w4M0hJeHhHRkpuQT09>

Webinar ID: 842 2504 3586, Passcode: 671547  
Dial-In Number: 1 669 219 2599

*Board Education Session: June 22, 2021 at 6:00 PM  
No Public Meeting*

**Kern Regional Center (KRC)  
Board of Directors Meeting**

ATTACHMENT 1

April 27, 2021

6:00 – 7:30 p.m.

Zoom Webinar

3200 N. Sillect Avenue ∞ Bakersfield, CA 93308 ∞ 661-327-8531

**MINUTES**

**KRC BOARD MEMBERS PRESENT:**

Jasmeet Bains, MD, Vice President  
Kevin Gosselin, Treasurer  
Ryan Jones, Board Member  
Mark Tolentino, Board Member  
Martin Vasquez, Secretary  
Simon Verdugo, Board Member  
Shawn White, VAC

**KRC BOARD MEMBERS ABSENT:**

Oscar Axume, Board Member  
Nickole Renee Mensch, Vice President

**STAFF PRESENT:**

Michi Gates, Executive Director  
Kristine Khuu, Assistant Director of Client Services  
Cherylle Mallinson, Director of Community Services  
Celia Pinal, Director of Client Services  
Tom Wolfgram, CFO

**ATTENDEES PRESENT:**

Cindy Cox, Advocate for Donald Tobias  
Tammie Inman  
John Noriega, Advocate for Simon Verdugo  
Edwin Pineda, DDS  
Donald Tobias  
Mitzi Villalon  
Ruth Watterson

**INTERPRETER:**

Nidya Madrigal Navia

**CALL TO ORDER**

Dr. Jasmeet Bains, President, called the meeting to order at 6:08 PM. A quorum was present.

**APPROVAL/ADDITIONS TO AGENDA**

President Bains requested a motion to accept the agenda for the Board of Directors meeting dated April 27, 2021

M/S/C (White, Gosselin)

Ayes = 7; Nays = 0; Abstained = 0

Motion Carried

**REVIEW OF MINUTES**

All Board Members have reviewed the minutes of the previous meeting. President Bains requested a motion to approve the minutes of the Board of Directors meeting held on February 23, 2021.

M/S/C (Gosselin, White)

Ayes = 7; Nays = 0; Abstained = 0

Motion Carried

**PUBLIC INPUT**

No public input was submitted in advance and no public input was presented at this meeting.



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## **NEW BUSINESS**

*Dr. Jasmeet Bains, President*

### Nominations and Voting for New Board Members: Donald Tobias and Ruth Watterson

Dr. Bains briefed the members that interviews had been conducted by the Nominating Committee for Donald Tobias and Ruth Watterson who have applied to be members of the Kern Regional Center Board of Directors. The Nominating Committee was pleased after the interviews and agreed to present these nominees to the Board of Directors and ask for a vote. Mr. Tobias was unable to introduce himself due to technical difficulties with the sound on his Zoom connection, so Dr. Bains gave a synopsis of Mr. Tobias' application and interest in being a Board Member. Ms. Watterson introduced herself to the Board and also gave a brief synopsis of her desire to be a Board Member. Dr. Bains then presented these candidates to the Board of Directors and asked for a vote on each.

A motion was made by Mr. Shawn White to accept Mr. Donald Tobias as a new member of the KRC Board of Directors. The motion was seconded by Mr. Mark Tolentino.

M/S/C (White, Tolentino)

Ayes = 7; Nays = 0; Abstained = 0

Motion Carried

A motion was made by Mr. Kevin Gosselin to accept Ms. Ruth Watterson as a new member of the KRC Board of Directors. The motion was seconded by Mr. Mark Tolentino.

M/S/C (Gosselin, Tolentino)

Ayes = 7; Nays = 0; Abstained = 1

Motion Carried

Mr. Donald Tobias and Ms. Ruth Watterson were unanimously voted in to be a members of the Kern Regional Center Board of Directors effective April 27, 2021. Dr. Bains welcomed the two new Board Members and expressed how appreciative we are of their desire to serve.

## **KRC BOARD OF DIRECTORS PRESIDENT REPORT**

*Dr. Jasmeet Bains, President*

Dr. Bains was very happy to participate in the ARCA Grass Roots event. It was a great experience to talk with our legislative officials about our services to our clients here in Kern County and to express our goals for the future.

President Bains' top priority is to increase COVID-19 vaccination in Kern County. She is working on dispelling the myths that the vaccination is harmful in any way and to encourage everyone she meets to be vaccinated. She asked all Board Members to please encourage clients, families, and anyone they know that has not received the vaccine to get it. She firmly believes that vaccination is the main force in lowering and eliminating COVID-19 infections.

## **FINANCIAL REPORT**

*Tom Wolfgram, Chief Financial Officer*

Mr. Wolfgram presented the KRC Operations Report for month ending February 28, 2021. This document is Attachment 2 and is filed with these minutes. He asked the Board Members to keep in



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mind that salaries for January and February increased due to hiring more staff; March will also show an increase. He anticipates that the ending Operations balance will be \$853,000.

Mr. Wolfgram presented the KRC Purchase of Services Report for month ending February 28, 2021. This document is Attachment 3 and is filed with these minutes. During the presentation, Mr. Wolfgram noticed an error within the worksheet that resulted in an incorrect monthly figure appearing on the document; this will be corrected and the report re-published to the Board. The Purchase of Services total spent is approximately \$124 Million. There are roughly \$2 Million in unbilled services yet to be paid, bringing the total anticipated spending to around \$126 Million. Purchase of Services balance is approximately \$541,000.

## **EXECUTIVE DIRECTOR'S REPORT**

*Dr. Michi Gates*

### **COVID-19**

Since March 2020, KRC has had 477 clients and 433 Service Providers with a positive COVID-19 diagnosis and 21 client deaths. Statewide, there are 17,409 positive cases and 621 deaths. Vaccination is KRC's main focus with efforts to eliminate every possible barrier to clients. The DDS flyer promoting the COVID-19 vaccine to age 16 and above is posted on our website and social media accounts, along with transportation options. Service Coordinators are contacting all of their clients about the vaccine. Presently, 29% of our clients have received at least one vaccine shot; 16% of our clients are declining the vaccine. Since the Johnson & Johnson vaccine is now approved to resume, Bakersfield College has reached out to KRC to hold another clinic. Celia Pinal, Director of Client Services, is working with Service Coordinators and Exceptional Family Resources to get a minimum of 100 individuals registered.

### **DDS Directives**

The Department of Developmental Services has issued a new directive to resume regional center in-person monitoring visits to individuals residing in licensed residential facilities, Adult Family Home Agencies, Supported and Independent Living. This directive requires that regional centers begin conducting in-person visits no later than 30 days from the date of the directive (April 21, 2021). KRC has continued in-person visits during the pandemic when needed and we are working on a procedure to expand the process to meet the DDS timeframe.

### **Day Programs**

Cherylle Mallinson, Director of Community Services, met with vendors today. Several proposals have been received from vendors to reopen day programs for in person services. KRC is reviewing these for proper safety protocols and procedures.

### **Early Start**

KRC did not see as drastic of a decline as some regional centers in the State during the pandemic; our numbers for Early Start are now comparable with pre-pandemic 2020 data. KRC is continuing to communicate with community partners to promote Early Start. The DDS Public Service Announcement is on the KRC website and our social media sites.

### **Self-Determination Program**

There are 74 individuals registered in our Self-Determination program. Due to various reasons, some pandemic-related, some clients are taking a pause. We anticipate these individuals will restart at a later date. Work is moving forward to remove barriers to transition. Orientation is being provided by Program Manager Andrea Conetto for individuals and families who are interested in transitioning to SDP



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when it opens to everyone in June. Celia and Andrea have been providing additional SDP training to Program Managers to increase their understanding and confidence with SDP.

#### Technology

Transitioning to the Cloud continues to progress and we are providing new IT hardware to staff. Work on a new KRC website is moving forward with a goal to be more user-friendly to clients, families and the community.

#### Foster Grandparent and Senior Companion Volunteers Honored

Melissa Searson, Coordinator for the KRC Foster Grandparent/Senior Companion Program, honored our volunteers on Thursday, April 22 with a drive through ceremony where volunteers were presented with certificates and gift baskets. The event was a great success. These volunteers made a positive difference during the pandemic making masks and providing online classes for individuals. One volunteer has been in the program for 22 years.

#### Grass Roots

Thank you to everyone who participated in Grass Roots this year. Dr. Bains and Nickole Renee participated along with Celia Pinal and two of our Service Coordinators, Roberto Bravo and Shannon Thompson, and myself. Celia Pinal once again did a great job coordinating KRC's participation. Usually, this is held in person in Sacramento; this year it was a virtual event. We participated with 6 different legislators. Daniel Savino, Community Affairs/Community Relations Director at ARCA, executed a seamless virtual experience.

#### **VENDOR ADVISORY COMMITTEE**

*Shawn White, Board Member*

The VAC Committee did not meet for the month of April, so there is no report. The next meeting will be on May 25, 2021.

#### **STAFF REPORT**

*Cherylle Mallinson, Director of Community Services*

##### KRC Board Policy C-9 Review

Ms. Mallinson presented KRC Board Policy C-9 for information and review. The KRC Board Policy C-9 is Attachment 4 and is attached to these meeting minutes. The purpose of bringing the policy to this meeting is for the Board of Directors to review language changes made to the policy regarding emergency funds. The Board of Directors will review and Ms. Mallinson will bring the policy back for consideration at the May Board of Directors meeting.

#### **ADJOURNMENT**

With nothing further to discuss, President Jasmeet Bains, MD, adjourned the meeting at 7:28 PM.

**The next meeting will take place on Tuesday, May 25, 2021 at 6:00 p.m.**

*Minutes respectfully submitted by Darlene Pankey*



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## KERN REGIONAL CENTER

## BOARD OF DIRECTORS

## POLICY

TITLE: Use of RFPs to Address Service NeedsPOLICY NO. C-9DATE SUBMITTED: 03/23/2021PAGE 1 OF 1**PURPOSE:** To provide ~~an umbrella~~ guidelines under which RFP procedures shall be used.**POLICY:** Kern Regional Center (KRC) has maintained procedures on the use of Request for Proposals (RFPs) for resource development purposes since 1999. This Board Policy provides ~~an umbrella~~ guidelines under which KRC shall implement RFP procedures.

1. KRC shall use the RFP process for identified resources development needs under each of the following circumstances (subject to Sections 5 and 6 below) ~~with the exception of the acceptance and review of unsolicited proposals which do come:~~
  - a. Any development where Start Up monies are available;
  - b. When KRC determines that the billings from a vendor are expected to exceed \$500,000 during the first 12 months after the vendor commences providing services; and
  - c. The development of residential facilities.
    - i.
2. ~~If an applicant delivers an unsolicited proposal for services to KRC, then KRC may vendorize such applicant as long as it meets all applicable Title 17 vendorization requirements. However, per Title 17, KRC has no legal obligation to enter into contracts with any vendor, since vendorization alone does not guarantee utilization of such vendor's services. However, if KRC desires to enter into a contract with a new applicant who has submitted an unsolicited proposal for services, KRC may do so without complying with the RFP process, as long as KRC determines that the billings from such applicant during the first 12 months of service are expected to be less than \$500,000. The RFP process shall be used in any circumstances where Start Up monies are available. The RFP process shall also be mandatory whenever the expected annual billings from a program would exceed \$120,000.~~
3. ~~RFP's shall be circulated through the KRC vendor email list and the KRC Vendor Voice list at a minimum and posted on the KRC website.~~ RFPs shall be posted on the KRC website and may be circulated using the KRC email lists. The RFP ~~procedures~~ provides specific details on proposal requirements and review processes.
4. This Board Policy and ~~the RFP Procedures~~ any current RFPs shall be posted and ~~are to be~~ maintained on the KRC website.
5. Under unusual circumstances, when the RFP process has been implemented but has not been successful in adequately identifying ~~resource development needs~~, vendor resources to meet the need, KRC may contract with a vendor on a case by case basis to identify secure needed resources through direct procurement. KRC may use direct procurement in any of the following circumstances:

- a. KRC has not identified a qualified vendor through the completion of the RFP process;
  - b. The service need ~~is~~ may be for consumer populations considered difficult to serve, which may include but not be limited to consumers exiting from or at risk of entering a State Developmental Center, or for services where resources are scarce; or
  - c. The services to be procured are based on specific KRC contract requirements.
6. If KRC identifies an emergency need for services, such as emergency vendorization under Title 17 Section 54324, KRC may authorize the service without following the RFP process, provided the vendor contract is approved by KRC's Executive Director.

KERN REGIONAL CENTER  
OPERATIONS  
FY 2020/2021  
AS OF MARCH 31, 2021

ATTACHMENT 3

	PROPOSED EXPENDITURE	YEAR TO DATE	07/31/20	08/31/20	09/30/20	10/31/20	11/30/20	12/31/20	01/31/21	2/29/2021	03/31/21	04/30/21	05/31/21	06/30/21	TOTAL	OVER/UNDER
OPERATIONS																
Salaries & Benefits	16,595,693	12,765,918	919,279	1,231,923	1,176,715	2,136,073	1,055,096	1,183,572	1,386,569	1,517,200	2,272,888				12,879,315	(113,397)
Operating Expenses	4,410,000	3,307,500	206,684	444,232	166,698	479,027	281,663	389,276	307,435	366,002	436,892				3,080,107	227,393
SUBTOTAL OPS	21,005,693	16,073,418	1,126,163	1,676,155	1,345,413	2,615,100	1,336,759	1,572,848	1,694,004	1,883,202	2,709,779				15,959,422	113,996
COMMUNITY PLACEMENT PLAN																
Salaries & Benefits	971,271	747,132		(629)		236,219	62,062	64,067	64,878	4,058	134,592				565,267	181,864
Operating Expenses	236,352	177,264	16,828	14,432	24,120	10,620	29,752	16,064	10,143	20,764	41,141				173,722	3,542
SUBTOTAL CPP		-	16,828	13,803	24,120	246,839	91,814	80,151	64,878	24,822	175,733				738,989	185,407
FOSTER GRANDPARENT PROGRAM																
Salaries & Benefits	69,809	53,699	3,738	3,952	3,831	11,171	5,186	5,246	5,305	5,249	7,142				50,818	2,881
Operating Expenses	127,864	95,898	6,223	138	18,176	10,446	11,762	10,746	10,143	9,047	11,291				87,973	7,925
SUBTOTAL FGP	197,673	149,597	9,960	4,090	22,007	21,617	16,948	15,992	15,448	14,296	18,433				138,791	10,806
SENIOR COMPANION PROGRAM																
Salaries & Benefits	85,320	65,631	4,568	4,799	4,714	13,653	6,338	6,411	6,484	6,416	8,729				62,111	3,519
Operating Expenses	155,596	116,697	4,809	169	8,266	4,505	4,520	4,047	4,083	3,636	4,808				38,842	77,855
SUBTOTAL SCP	240,916	182,328	9,377	4,967	12,980	18,158	10,858	10,458	10,567	10,052	13,537				100,954	81,374
TOTAL OPERATIONS	21,444,282	16,405,343	1,162,329	1,695,016	1,404,519	2,901,714	1,456,378	1,679,448	1,784,896	1,932,372	2,917,483				16,938,155	391,583



KERN REGIONAL CENTER  
PURCHASE OF SERVICE  
FY 2020-2021  
AS OF MARCH 31, 2021

ATTACHMENT 4

PURCHASE OF SERVICES	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	2020-2021 Total
OUT-OF-HOME													
Community Care Facility	4,045,377	4,155,029	4,138,505	4,236,597	4,227,385	4,223,616	4,266,906	4,233,132	4,162,986				37,689,533
ICF/SNF Facility	109,394	103,143	108,188	102,140	101,168	101,781	78,449	81,450	85,693				871,406
TOTAL OUT OF HOME	4,154,771	4,258,172	4,246,693	4,338,737	4,328,553	4,325,397	4,345,355	4,314,582	4,248,679	-	-	-	38,560,939
DAY PROGRAMS													
Day Care	30,816	38,347	39,628	36,442	41,776	54,336	51,683	44,218	49,287				386,533
Day Training	2,697,305	2,564,192	2,586,247	2,651,876	2,396,843	2,577,372	2,274,348	2,207,171	2,022,827				21,978,181
Supported Employment	416,657	410,070	395,118	388,128	347,856	371,031	367,467	344,229	401,982				3,442,538
Work Activity Program	7,648	7,006		6,899	7,060	4,599	6,045	5,268	6,364				50,889
TOTAL DAY PROGRAMS	3,152,426	3,019,615	3,020,993	3,083,345	2,793,535	3,007,338	2,699,543	2,600,866	2,480,460	-	-	-	25,858,141
OTHER SERVICES													
Non Medical Services Prof	399,464	386,737	361,118	417,265	379,206	398,929	397,353	420,664	326,294				3,487,030
Non Medical Services Prog	1,575,925	1,567,587	1,553,599	1,553,095	1,357,735	1,499,306	1,340,037	1,339,855	1,347,299				13,134,438
Home Care Services Prog	13,197	19,870	25,675	29,378	29,161	23,551	26,974	26,113	25,088				219,007
Transportation	521,643	484,344	482,975	500,781	434,462	479,366	442,431	443,830	507,195				4,297,027
Transportation Contracts	619,614	588,993	613,453	624,301	549,772	594,831	552,160	564,013	607,506				5,314,643
Prevention Services	518,484	486,244	473,806	480,887	424,253	456,129	427,066	462,177	514,613				4,243,659
Other Authorized Services	3,648,349	3,675,352	3,608,308	3,622,491	3,533,610	3,594,920	3,615,139	3,457,585	3,640,958				32,396,712
P & I Expense	7,755	10,320	11,180	9,536	10,084	9,517	8,893	9,289	9,202				85,776
Hospital Care	36,250												36,250
Medical Equipment	8,437	33,059	10,177	11,776	2,931	12,958	5,521	5,836	2,878				93,573
Medical Services Prof	148,167	157,325	155,326	146,882	160,678	159,176	153,502	144,727	117,317				1,343,100
Medical Services Prog	68,736	73,367	70,794	61,464	55,349	54,291	22,412	27,670	24,522				458,595
Respite Care - In Home	1,133,083	1,183,975	1,281,592	1,384,468	1,375,476	1,449,829	1,501,587	1,542,272	940,433				11,792,715
Respite Care - Out of Home	12,515	19,907	17,260	7,124	2,791	12,655	12,390	12,292	16,083				113,017
TOTAL OTHER SERVICES	8,711,619	8,687,080	8,665,263	8,849,438	8,315,508	8,745,458	8,505,465	8,456,323	8,079,388	-	-	-	77,015,542
TOTAL PURCHASE OF SERVICES	16,018,816	15,964,867	15,932,949	16,271,520	15,437,596	16,078,193	15,550,363	15,371,791	14,806,527	-	-	-	141,434,622
COMMUNITY PLACEMENT PLAN													
Community Care Facility	186,069	187,325	202,921	220,599	241,540	242,274	242,334	186,263	188,421				1,887,746
ICF/SNF Facility													-
Day Training													-
Non-Medical Services	425	478		956	478								2,337
Non-Medical Services-Programs													-
Other Authorized Services	1,015	1,440	2,113	2,376	3,114	1,626	2,102	813	78,966				93,565
Other Services													-
Medical Care - Prof													-
Community Care Facility								892	9,052				9,944
TOTAL COMMUNITY PLACEMENT PL	187,509	189,243	205,034	223,931	245,132	243,900	244,436	187,968	276,439	-	-	-	2,003,592
TOTAL PURCHASE OF SERVICE	16,206,325	16,154,110	16,137,983	16,495,451	15,682,728	16,322,093	15,794,799	15,559,759	15,084,966	-	-	-	143,438,214