



# Valley Mountain Regional Center Executive Committee Meeting

12/04/19

VMRC Stockton Office, Cohen Board Room

702 N. Aurora Street

Stockton, CA, 95202

Dial-in Number: 1-866-299-7945, Conference Passcode: 7793177#

Executive Committee Members: Margaret Heinz, Mohamed Rashid, Lynda Mendoza, Linda Collins,  
Dena Pfeifer



## Meeting Book - Executive Committee Meeting

### Valley Mountain Regional Center Executive Committee Meeting Agenda

- A. Review and Approval of Meeting Agenda  
Margaret Heinz  
Committee Action
- B. Review and Approval of Executive Committee Meeting Minutes of 11/06/9  
Margaret Heinz  
Committee Action
- Exec Comm Minutes 11 06 19.pdf  
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- C. Public Comments
- D. Items for Approval
1. Kinetic Flow Contract  
Tony Anderson  
Committee Action
2. Union Contract  
Tony Anderson and Bud Mullanix  
Committee Action
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- E. Items for Discussion
1. Executive Director's Report  
Tony Anderson
2. Notable Consumer Information  
Tony Anderson
3. Vendor Information  
Tony Anderson
4. Self-Determination Update  
Tony Anderson
5. Other Matters  
Tony Anderson
6. Personnel and Union Update  
Bud Mullanix
- Copy of New Recruiting Report - Open positions only, 12 2019.xlsx  
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7. Training Manager  
Bud Mullanix  
Committee Action

F. President's Report  
Margaret Heinz

G. Closed Session  
Margaret Heinz

H. Next Meeting - Wednesday, January 8, 6:30 PM, Stockton Office,  
Cohen Board Room  
Margaret Heinz



## Executive Committee Meeting

11/06/2019 | 06:30 PM - 07:30 PM - Pacific Time (US & Canada)

### Attendees (7)

**Committee Members Present:** Margaret Heinz, President and Chair, Lynda Mendoza, Secretary, Dena Pfeifer and Facilitator, Mohamed Rashid, Vice-President

**Staff Present:** Tony Anderson, Executive Director, Doug Bonnet, Assistant to the Executive Director

**Public Present:** None

Meeting Called to Order at 6:30 PM by Margaret Heinz.

#### A. Review and Approval of Meeting Agenda

Approved by unanimous consent.

#### B. Review and Approval of Executive Committee Meeting Minutes of 10/02/19

Approved by unanimous consent.

#### C. Items for Approval - None.

#### D. Items for Discussion

1. Executive Director's Report - Tony Anderson

On October 21 and 22nd we held a two day symposium workshop focused on helping Valley Mountain Regional Center become more culturally and linguistically competent. The first day focused on coming to a clearer understanding of what it means to be "becoming" culturally and Linguistically competent. The second day we participated in an in depth analysis of our policies we have to accomplish our core functions and how to ensure we are considering the cultural elements necessary to fully include all people.

We worked with a community partner, Fuerzas Unidas, to start organizing a one day symposium on In Home Support Services. We created an agenda for the day, identified expert speakers, and identified the logistics needed for a successful event. This was a highly productive meeting with

several advocates agreeing to take responsibility for many important logistics. The event will take place in late March 2010 and should be a great resource to help our families in understanding the In Home Support Services program.

The "Bridging the Gap" conference, "Overcoming Barriers: Medication Intervention, Crisis Response, and Psychiatric In-Patient"

Was a great success and the third and final event will be held in May 2020 in Modesto. It is our intent to request a continuation grant for the next round and to have all three events in Stockton.

One of my goals for 202 is to start work on increasing affordable and access housing options for people with developmental disabilities in our region.

2. Notable Consumer Incidents/Complaints - Tony Anderson

The family member who came to the last board meeting was complaining about a service called EIBT (Early Intensive Behavioral Treatment). Tara our Assistant director of clinical services has researched the issue and while the complaint was not related to something VMRC actually had control over we are directing the parent to the correct resource and helping her navigate that resource plus referring more advocacy services to the family. We'll have an update during our board training in December.

3. Vendor Issues - Tony Anderson

I visited a new service called Pacific Lifeskills in Stockton. This service will be a temporary (up to two years) program aimed at working with adults to help them become independent. There will be a partnership with the University of the Pacific to implement an independent living curriculum on campus with a focus on getting a job, going to work, going to college, getting a certificate or degree, and working with the Department of Rehabilitation and Enos Edmundson at VMRC on employment support services.

Two vendors are complaining that they are not getting enough referrals and one is claiming that other vendors are receiving favorable treatment over them. As a reminder to the executive Committee, the decisions for who will provide a consumer with supports and services are made in the individual's IPP. These decisions are individualized.

The CLASP conference was a great success, the feedback was overwhelmingly positive, and the organizing committee has already met is has begun planning for next year. The save the date announcement will follow for early November 2020.

4. Self-Determination Update - Tony Anderson

Doug and I will be attending the Self-Determination Conference in Los Angeles Nov 16th and two other staff will be attending on Friday the 15th. I will be serving on a panel focused on Employment and Self-Determination and another one on Disparities and Self-Determination.

5. Personnel and Union Update – Tony Anderson and Doug Bonnet for Bud Mullanix

The union wrapped up their meeting with our Human Resources Director, Bud Mullanix, and Chief Counselor, Cindy Mix, today. Management and the union came to a verbal agreement of an increase of .25% over the already agreed upon amount of 1.5%. We have expressed that the additional funds identified in the A-2 are set for specific position and any money left will go to case managers and case management support to try to reduce caseload overloading.

Lynda Mendoza made a motion to go to closed session. Mohamed Rashid seconded the motion.  
Approved unanimously.

Lynda Mendoza made a motion to go out of closed session. Mohamed Rashid seconded the motion.  
Approved unanimously.

6. Other Matters – Tony Anderson

As you have probably noticed our Stockton office is almost completely gated. This is being done for the safety of our staff and board and community members attending board and other public meetings. While no barrier can be 100% impenetrable, this will increase your safety. Please be aware of your surroundings and if possible do not go to your car alone.

**E. President's Comments - Margaret Heinz**

Doug, thank you Saturday was wonderful. The meals, the food, the service, the location was really nice. Tony, thank you for hosting afterwards.

Margaret having a phone meeting with all other Board Presidents through ARCA.

I have been in contact with Bud regarding Tony's contract.

December 6th is an incredible craft fair. The Micro Business fair. There is another one at SJCOE by young adult programs. Same date. Times are both 9am.

I met Tara at an IEP meeting with a young kindergarten student in 2003. It's an honor to work with people so dedicated. He is now attending college.

Margaret asked Mohamed if he will do a presentation on DRAIL at the December Board Meeting and Mohamed agreed.

**F. Public Comments - None.**

**G. Next Meeting - Wednesday, December 4, 2019, 6:30 PM, VMRC Stockton Office, Cohen Board Room**

Meeting adjourned at 7:25 pm.

Valley Mountain Regional Center  
Bargaining Unit Salary Schedule

Effective 11-01-2019

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Acct. Asst.	17.21	18.07	18.97	19.91	20.92	21.97	23.08	24.21
Case Mgt. Spec.	22.05	23.17	24.33	25.54	26.81	28.16	29.56	-
Clin. Svcs. Proj.	24.11	25.32	26.58	27.91	29.31	30.77	32.31	-
Comm. Svcs. Liais	21.85	22.94	24.09	25.30	26.56	27.90	29.28	-
Coord. Of Autism Svcs.	29.65	31.12	32.67	34.31	36.02	37.82	39.71	-
Employment Specialist	24.23	25.89	26.71	28.04	29.45	30.92	32.47	-
Fed. Progr. Nurse	25.84	27.15	28.49	29.92	31.40	32.98	34.64	-
Fed. Progr. Spec	21.85	22.94	24.09	25.30	26.56	27.90	29.28	-
Fiscal Asst.	15.26	16.02	16.81	17.66	18.55	19.47	20.46	21.49
Fiscal Monitor	18.85	19.80	20.78	21.82	22.92	24.05	25.24	-
Fiscal/TTL	16.40	17.21	18.08	18.97	19.91	20.92	21.97	23.08
Intake Coord.	24.11	25.32	26.60	27.91	29.31	30.77	32.31	-
IS Tech	15.26	16.02	16.81	17.66	18.55	19.47	20.46	21.49
Nurse Service Coord	21.02	22.05	23.17	24.33	25.54	26.83	28.16	-
Ofc. Aide		10.36	10.89	11.44	12.00	12.60	13.24	-
Ofc. Asst.	12.47	13.11	13.76	14.44	15.16	15.94	16.73	17.57
Office Technician	13.81	14.49	15.22	15.98	16.78	17.61	18.50	19.42
Referral Specialist (English)	15.96	16.76	17.58	18.47	19.40	20.36	21.39	22.44
Referral Specialist (Spanish)	15.96	16.76	17.58	18.47	19.40	20.36	21.39	22.44
Reg. Nurse Advocate	24.33	25.54	26.81	28.16	29.56	31.04	32.58	-
Revenue Coord.	16.40	17.21	18.08	18.97	19.91	20.92	21.97	23.08
Senior Office Tech	15.20	15.96	16.76	17.59	18.47	19.41	20.37	21.40
Senior RNA	27.17	28.52	29.95	31.45	33.03	34.67	36.40	-
Service Coordinator	20.01	21.02	22.05	23.17	24.33	25.54	26.81	28.16
Spec. Proj. Liaison	21.85	22.94	24.09	25.30	26.56	27.88	29.28	-
Sr Service Coord	24.35	25.56	26.84	28.18	29.60	31.07	32.63	-
Sr. Case Mgt Spec	24.35	25.56	26.84	28.18	29.60	31.07	32.63	-
Sr. Comm. Serv. Liais	24.09	25.30	26.56	27.88	29.28	30.75	32.26	-
Sr. Fed. Progr. Spec	25.37	26.63	27.96	29.38	30.84	32.40	33.99	-

\*Longivity 18 years (L) : 2%

\*Longivity 24 years (LL) : 2%



Valley Mountain Regional Center

Position	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step
	Pay Period	Hour	Pay Period	Hour	Pay Period	Hour	Pay Period	Hour	Pay Period	Hour	Pay Period	Hour	
Administrative Assistant	2,004.00	25.05	2,104.00	26.30	2,208.80	27.61	2,320.00	29.00	2,428.91	30.36	2,558.40	31.98	2,685.39
Application Support Technician IT	2,092.80	26.16	2,197.60	27.47	2,308.00	28.85	2,422.40	30.28	2,543.75	31.80	2,671.20	33.39	2,804.23
Assistant Director of Case Management	3,324.80	41.56	3,491.20	43.64	3,665.60	45.82	3,849.60	48.12	4,041.51	50.52	4,242.40	53.03	4,455.84
Assistant Clinical Director	3,324.80	41.56	3,491.20	43.64	3,665.60	45.82	3,849.60	48.12	4,041.51	50.52	4,242.40	53.03	4,455.84
Auditing Manager	2,010.40	25.13	2,111.20	26.39	2,216.80	27.71	2,327.20	29.09	2,443.63	30.55	2,565.60	32.07	2,694.34
Clinical Manager - Intake	2,741.60	34.27	2,879.20	35.99	3,023.20	37.79	3,174.40	39.68	3,332.52	41.66	3,499.20	43.74	3,674.40
Clinical Manager - Nursing	3,131.20	39.14	3,288.00	41.10	3,452.00	43.15	3,624.80	45.31	3,805.45	47.57	3,995.20	49.94	4,194.54
Clinical Manager - Psychology	Unfilled	-	-	-	-	-	-	-	-	-	-	-	-
Clinical Psychologist	3,198.40	39.98	3,357.60	41.97	3,526.40	44.08	3,702.40	46.28	3,887.66	48.60	4,082.40	51.03	4,285.71
Clinical Psychologist—Non-License	2,739.20	34.24	2,876.00	35.95	3,020.00	37.75	3,171.20	39.64	3,329.41	41.62	3,496.00	43.70	3,670.67
Community Services Manager	2,741.60	34.27	2,879.20	35.99	3,023.20	37.79	3,174.40	39.68	3,332.52	41.66	3,499.20	43.74	3,674.40
Compliance Manager	2,741.60	34.27	2,879.20	35.99	3,023.20	37.79	3,174.40	39.68	3,332.52	41.66	3,499.20	43.74	3,674.40
Cultural Specialist	1,938.40	24.23	2,035.20	25.44	2,136.80	26.71	2,243.20	28.04	2,355.72	29.45	2,473.60	30.92	2,597.47
DC/Deflection Manager	2,795.20	34.94	2,935.20	36.69	3,081.60	38.52	3,236.80	40.46	3,398.45	42.48	3,568.00	44.60	3,746.03
Director Clinical Services	4,920.80	61.51	5,166.40	64.58	5,425.60	67.82	5,696.00	71.20	5,981.27	74.77	6,280.00	78.50	6,594.21
Director of Case Management Services	4,920.80	61.51	5,166.40	64.58	5,425.60	67.82	5,696.00	71.20	5,981.27	74.77	6,280.00	78.50	6,594.21
Director of Fiscal Services / CFO	4,920.80	61.51	5,166.40	64.58	5,425.60	67.82	5,696.00	71.20	5,981.27	74.77	6,280.00	78.50	6,594.21
Director of Human Resources	3,881.60	48.52	4,076.80	50.96	4,300.80	53.76	4,516.00	56.45	4,741.55	59.27	4,978.40	62.23	5,226.69
Director of Information Technology	3,566.40	44.58	3,744.80	46.81	3,932.00	49.15	4,128.00	51.60	4,334.55	54.18	4,551.20	56.89	4,778.18
Executive Assistant	2,100.80	26.26	2,206.40	27.58	2,316.80	28.96	2,432.00	30.40	2,553.52	31.92	2,682.40	33.53	2,897.03
Executive Director	Employment Cor	-	-	-	-	-	-	-	-	-	-	-	-
Financial Analyst	2,497.60	31.22	2,622.40	32.78	2,753.60	34.42	2,890.40	36.13	3,036.22	37.95	3,188.00	39.85	3,347.17
Fiscal Manager	2,677.60	33.47	2,810.40	35.13	2,951.20	36.89	3,099.20	38.74	3,253.56	40.67	3,416.00	42.70	3,587.30
General Ledger Manager	2,876.00	35.95	3,020.00	37.75	3,170.40	39.63	3,329.60	41.62	3,496.13	43.70	3,670.40	45.88	3,854.29
Health Administrator	2,569.60	32.12	2,699.20	33.74	2,833.60	35.42	2,975.20	37.19	3,124.13	39.05	3,280.00	41.00	3,444.03
Human Resource Generalist	1,926.40	24.08	2,022.40	25.28	2,124.80	26.56	2,231.20	27.89	2,342.69	29.28	2,459.20	30.74	2,582.01
Human Resource Technician	1,214.40	15.18	1,276.00	15.95	1,340.00	16.75	1,406.40	17.58	1,477.41	18.47	1,551.20	19.39	1,628.00
Medical Director	Unfilled	-	-	-	-	-	-	-	-	-	-	-	-
Program Coordinator - FGP/SCP	2,004.00	25.05	2,104.00	26.30	2,208.80	27.61	2,320.00	29.00	2,435.49	30.44	2,558.40	31.98	2,685.39
Program Manager	2,741.60	34.27	2,879.20	35.99	3,023.20	37.79	3,174.40	39.68	3,332.52	41.66	3,499.20	43.74	3,674.40
Program Manager - FGP/SCP	2,741.60	34.27	2,879.20	35.99	3,023.20	37.79	3,174.40	39.68	3,332.52	41.66	3,499.20	43.74	3,674.40
Purchasing/Facilities Manager	2,140.80	26.76	2,247.20	28.09	2,360.00	29.50	2,477.60	30.97	2,601.54	32.52	2,732.00	34.15	2,868.54
Senior Accountant	1,924.80	24.06	2,020.80	25.26	2,123.20	26.54	2,228.80	27.86	2,340.25	29.25	2,457.60	30.72	2,580.38
Special Assistant to the Director	2,544.00	31.80	2,671.20	33.39	2,804.80	35.06	2,944.80	36.81	3,091.94	38.65	3,246.40	40.58	3,408.87
Technical Analyst I	1,732.00	21.65	1,818.40	22.73	1,909.60	23.87	2,005.60	25.07	2,105.00	26.31	2,211.20	27.64	2,321.53
Technical Engineer	2,232.80	27.91	2,344.00	29.30	2,461.60	30.77	2,584.80	32.31	2,713.88	33.92	2,849.60	35.62	2,992.26
Training Coordinator	2,130.40	26.63	2,236.80	27.96	2,349.60	29.37	2,466.40	30.83	2,590.15	32.38	2,718.40	33.98	2,855.51

\* Longevity : 18 Years 2%

\* Longevity : 24 Years 2%

2018-2019 VMRC Recruiting Report

<i>Position</i>	<i>New</i>	<i>Backfill</i>	<i>Backfill for whom</i>	<i>Interview</i>	<i>Background</i>	<i>Filled/Start Date</i>	<i>Internal ee</i>	<i>external ee</i>	<i>Candidate Name</i>	<i>Hiring Manager</i>
SC - Adult Stockton		X	Olivia Held							Mary Ann Gonzalez
SC - Adult Stockton		X	Ashley Sterling							Karen Jensen
SC - Adult Modesto		X	Erica White							Lena Dobson
SC-Transition - Modesto		X	Jennifer Stone							Neidra Clayton
Special Projects Liaison	X		N/A							Katina Richinson
Self Determination SC	X		N/A							Elizabeth Diaz

**Headcount** ⓘ

**338**

As of November 2019

**Hired** ⓘ

**51**

**Termed** ⓘ

**43**

**Growth Rate** ⓘ

**2.4%**

**Turnover Rate** ⓘ

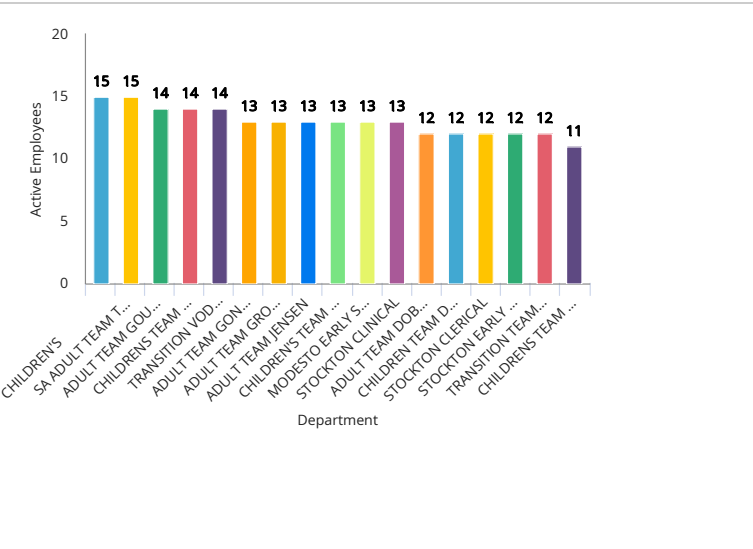
**12.7%**

**Average Tenure** ⓘ

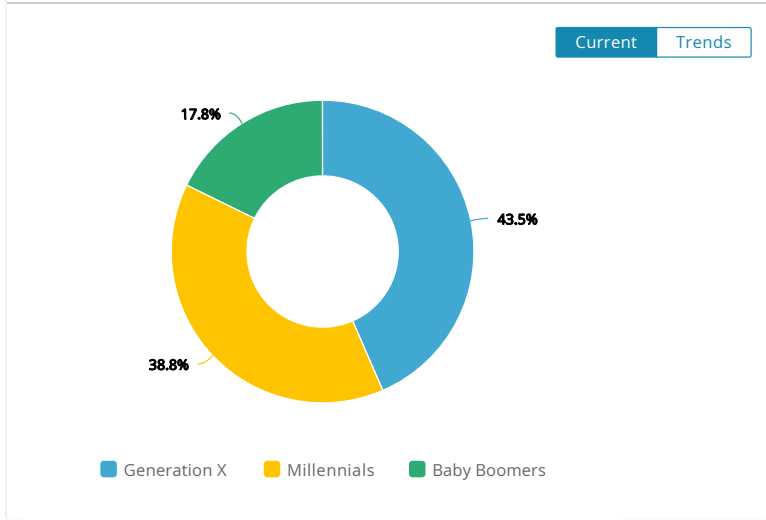
**9.0**

(Years)

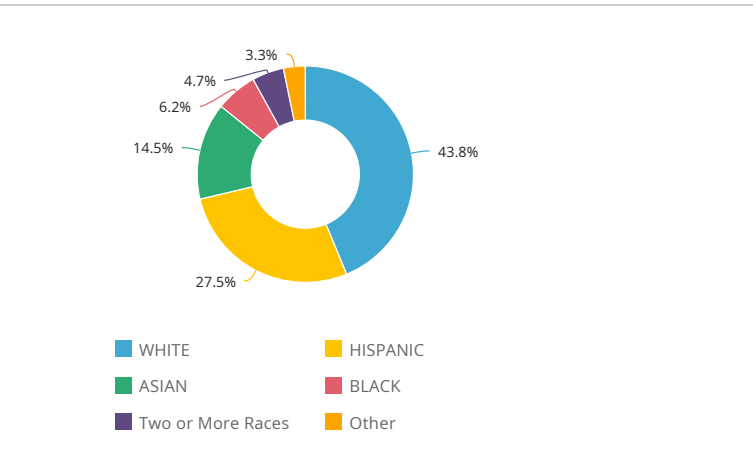
**Active Employees By Department**



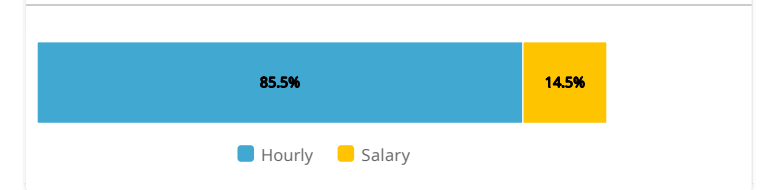
**Generation**



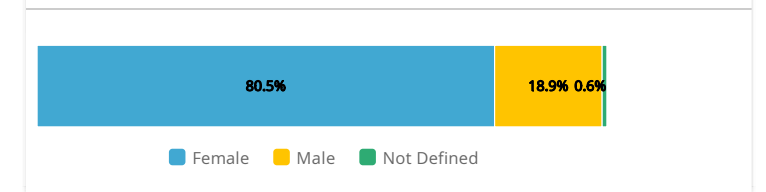
**Ethnicity**



**Pay Type**



**Gender**



**Insights Status**

Last data update took place at 11/21/19, 2:50 AM.

**Headcount** ⓘ

**338**

As of November 2019

**Hired** ⓘ

**30**

**Termed** ⓘ

**29**

**Growth Rate** ⓘ

**0.6%**

**Turnover Rate** ⓘ

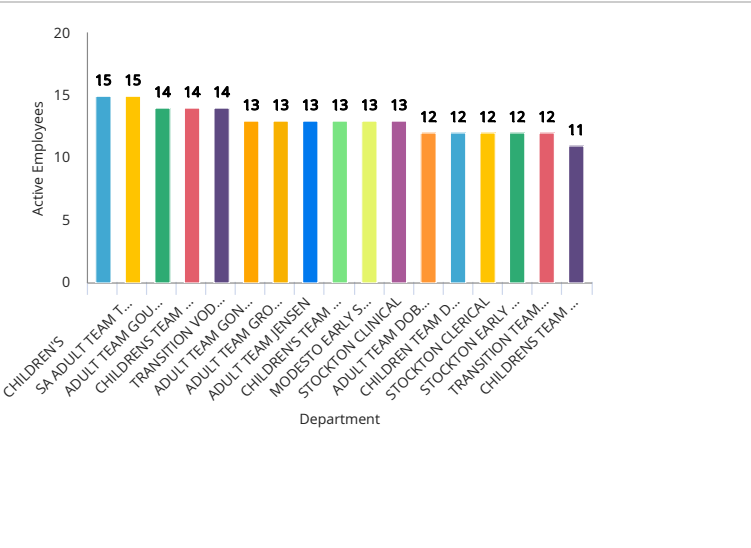
**8.5%**

**Average Tenure** ⓘ

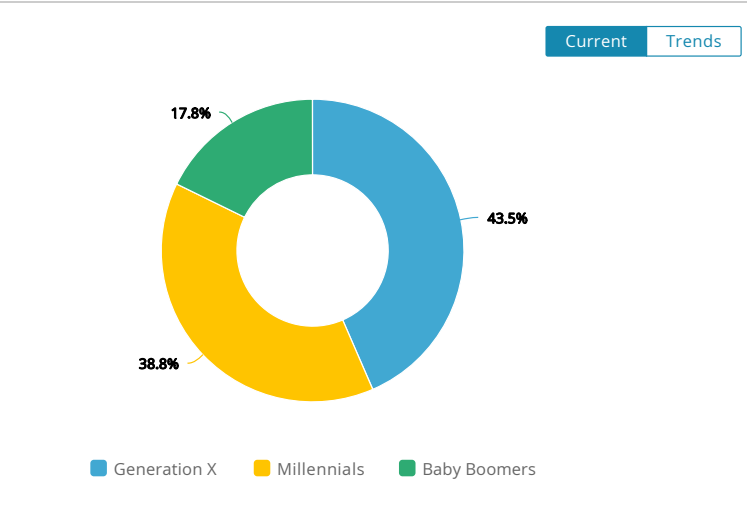
**9.0**

(Years)

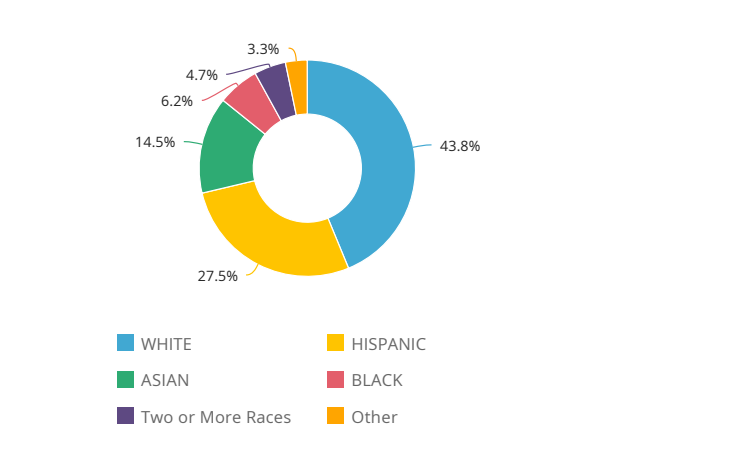
**Active Employees By Department**



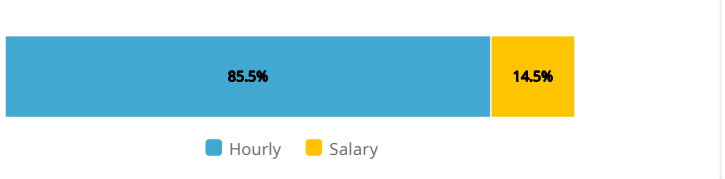
**Generation**



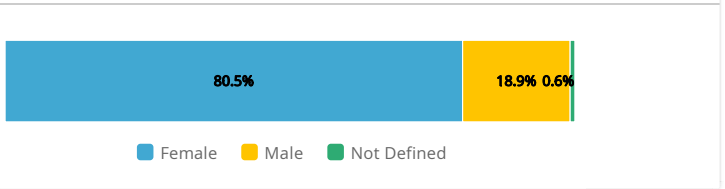
**Ethnicity**



**Pay Type**



**Gender**



**Insights Status**

Last data update took place at 11/21/19, 2:50 AM.



# Instructional Design and Training Manager

## Job Description

5/2019

This position is responsible for designing a comprehensive learning solution that will tie enterprise strategic goals, functional operational metrics, quality, and people performance together to realize business results and KPIs reporting in to the Director of Human Resources.

The IDTM will create the design, training business impact evaluation plans, and oversee the development of internal and external curriculum including eLearning, blended learning, virtual training, webinars, online and informal learning solutions using VMRC LMS and other systems. . The IDTM is responsible for the oversight of quality and alignment of all training curriculum content to ensure effectiveness and compliance.

### **How you will make an impact:**

- Designs and creates engaging learning experiences that include eLearning programs, videos, digital and paper based training, and virtual instructor-led materials, Lunch and Learns, for all Agency training programs.
- Works closely with the Director of HR, Training Focus Team Chairs, Program management and leadership, HR, Staff, IT, others to conduct training needs assessments to determine training solutions and/or make recommendations to business process improvement or metrics that align with VMRC agency strategic goals.
- Monitors Instructional Design deliverables to project scope and requirements and serves as a strategic instructional development resource to learning and development teams in the agency.
- Designs and participates in the implementation of all learning strategies including change management plan, pilot workshops, train-the-trainer of new initiatives, refresher, HR training, and core agency offerings.
- Creates evaluation plans to measure the impact of training and sets guidelines for agency/business impact and risk assessment evaluations.
- Indirectly Supervises and develops content developers, Focus Training Teams and/or project staff and determines staff training needs and development plans to improve performance.
- Designs and coaches others to utilize a variety of data collection tools (interviews, surveys, focus groups, etc.) to determine most appropriate learning solution in needs analysis and/or to evaluate results.
- Participates in process improvement to determine impact to training.
- Designs and coaches other on the learning transfer from training experience to performance and engagement.
- Manages training projects using sound project management tools and method and oversees temporary project groups.

### **What we look for:**

- Master's degree in education, training, social work.
- Bachelor's degree or equivalent education, training or experience is required
- A minimum of 5 years of related experience in instructional design, training, organizational development.
- A minimum of 3 years of either direct or indirect supervisory experience is preferred
- Experience in business and learner needs assessment and training design best practices to meet organizational metrics. Experience pertaining to training, focus team, and other at VMRC.
- Experience in design training solutions and training techniques to match the various individual learning of staff and managers.
- Experience managing training projects.
- Change management skills with proven experience in overcoming organizational and/or cross-functional resistance to change.
- Able to analyze business requirements and adopt new methods to develop materials, take preventative measures with projects, programs, and process designs to overcome potential barriers. Ability to foresee need for specific topics / changing needs. Identify problems and create solutions.
- Experience in designing and developing presentations for executive leadership.
- Experience in eLearning, video development, and virtual training development, webinars, learning platforms, streaming channels)
- Ability to work within a collaborative environment and within aggressive time frames.
- Strong knowledge of adult learning principles
- Experience in Healthcare, Non-Profit, Social Work, providing services to those with developmental disabilities a MUST.
- An understanding of VMRC's diversity / various functions in order to develop trainings specific to different departments.
- Focus team and Focus training group, PCT training and support to help move the mission of VMRC forward.