



Executive Committee Meeting Minutes

12/04/2019 | 06:30 PM - 07:30 PM - Pacific Time (US & Canada)

Attendees (10)

Committee Members Present: Margaret Heinz, Board President, Mohamed Rashid, Vice-President, Lynda Mendoza, Secretary, Linda Collins, Chair Finance Committee, Dena Pfeifer and Facilitator, Chair Consumer Services Committee

Staff Present: Tony Anderson, Executive Director, Doug Bonnet, Assistant to the Executive Director, Bud Mullanix, Human Resources Director

Public Present: Mariela Ramos

Margaret Heinz, President, called the meeting to order at 6:30 PM

A. Review and Approval of Meeting Agenda

Margaret Heinz requested one change to the agenda. The request is that the Executive Director's Report by Tony Anderson be moved up on the agenda to just after the approval of the agenda. Linda Collins made a motion to move the Executive Director's Report up on the agenda. Dena Pfeifer seconded the motion. Approved unanimously.

Executive Director Report – Tony Anderson

I am attending the movie premiere of "Carol of the Bells" in Lodi tonight with filmmaker Joey Travolta and Liz Zastrow.

Last month we attended the annual National Association of State Directors of Developmental Disability Services (NASDDDS) in Washington DC. The main lessons were that the new rules on the Home and Community Based waiver settings will be a major focus this year but person-center decision making will be the predominate factor.

We had four staff (including myself) attend the very successful Self-Determination conference in Los Angeles in November. I spoke at the conference on How Self-Determination Impacts Employment of people with developmental disabilities.

Cindy Mix and several program managers did a great job working to update and amend our respite assessment tool and policy. They listened closely to several advocates who were requesting modifications and incorporated several of the ideas that came forward. They presented a draft to the Consumer Services committee, held a focus group over several hours, met with a community group privately, held a public forum for additional feedback, made more changes and most recently presented a final draft to the Consumer Services committee for their approval next month. If approved it will go the full board for a vote and then sent off to DDS for approval. Our experience with approvals for service standard changes is that it can take several months to over a year to get approval.

I completed the report by the California State Council for Developmental Disabilities (SCDD), "Strategic Framework for Housing for People with Intellectual/Developmental Disabilities" as the first step in preparing the survey to staff on the impact of the affordable housing crisis in our region. These are some of the initial steps to developing a VMRC Strategic Plan to address affordable housing needs.

Completed the presentation and report for the board Legislative Committee on the new laws passed in 2019. Our committee presentation will be in January 2020.

After an extensive review process to analyze our information technology department and the services that began last fiscal year Claudia Reed and I agreed to make significant structural changes to the department. The department will remain under the supervision of the Chief Financial Officer and will be managed by Sarah Tenisi and Carlo Cacciatore who will be replacing the leadership of Gordon Hofer. Mr. Hofer has been offered another key role in our organization and we are awaiting his decision.

B. Review and Approval of Executive Committee Meeting Minutes of 11/06/19

Margaret asked for a motion to approve the Executive Committee Meeting Minutes of 11/06/19.

Mohamed Rashi made a motion. Dena Pfeifer seconded the motion. Approved by unanimous consent.

C. Public Comments

None.

D. Items for Approval

1. Kinetic Flow Contract - Tony Anderson

This is a 3 year contract to do 3 surveys. Kinetic Flow will survey our staff, our community and our providers. Two surveys have been completed, they will do a third.

Margaret Heinz asked for a motion to approve the Kinetic Flow Contract. Lynda Mendoza made a motion. Linda Collins seconded the motion. Approved by unanimous consent.

2. Union Contract – page 8 - Bud Mullanix

We had meetings at the end of the 2nd year of the contract. The contract was to increase 1.5%, but the Union wanted 2.5%. Management and the Union negotiated back and forth and both parties have agreed to 1.75% increase (a total of \$60,000).

Margaret Heinz asked for a motion to approve the Union Contract. Lynda Mendoza made a motion. Mohamed Rashid seconded the motion. Approved by unanimous consent.

E. Items for Discussion

1. Executive Director's Report - Tony Anderson (moved up on the agenda)
2. Notable Consumer Information – Doug Bonnet for Tony Anderson

This month we had three incidents with consumers in the hospital going through end of life treatment. Advanced planning continues to be a serious short fall for us with none of the consumers having an advanced directive or any type of indication that they were provided supported decision making guidance to make these important decisions. Nevertheless, our case managers, program managers, clinical staff and service providers and hospital partners provided tremendous person-centered support to provide the most compassionate care during their end of life moments.

3. Vendor Information – Doug Bonnet for Tony Anderson

Doug Bonnet has been working very closely with the Resource Development team in promoting the requests for proposals to attract vendors who provide services we are in need of especially in the clinical services department. Tara Sisemore-Hester and Claire Lazaro have also worked closely with Resource Development to build up the capacity for clinical services.

4. Self-Determination Update – Doug Bonnet for Tony Anderson

On November 22nd DDS selected the next round of Self-Determination participants but VMRC has not been notified yet of who has been selected. Currently we have two individuals who are actively fully participating in the Self-Determination program.

5. Other Matters - None
6. Personnel and Union Update – pages 10 – 12 - Bud Mullanix
7. Training Manager – page 13 – Bud Mullanix

Bud Mullanix presented the instructional design of the new Training Manager position. Bud asked for a waiver of the 30 days which will allow us to offer the position to Gordon in case he decides to accept the offer.

Margaret Heinz asked for a motion to approve the training manager and a 30 day waiver. Lynda Mendoza made a motion. Mohamed Rashid seconded the motion. Approved by unanimous consent.

F. President's Report - Margaret Heinz

On February 22nd there is an ARCA Board Training in Sacramento. Tony is going to Carol of the Bells (young man adopted, lost his adoptive parents, looking for family in his life, found out his mother was DD, getting to know her). The movie is done by Joey Travolta and the majority of the crew are people with developmental disabilities. This film is playing at the Lodi Theatre for the week.

Tony and Margaret were talking about employee morale. All employees of VMRC will be given a half day off for the holidays.

Committee agreed to move to closed session.

G. Closed Session

H. Next Meeting - Wednesday, January 8, 2020, 6:30 PM, VMRC Stockton Office, Cohen Board Room

Meeting adjourned at 710pm.



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
- 2019 Salary Schedule for Board Approval.pdf
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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 positons only, 12
2019.xlsx
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- Dashboard-Jul18-Nov19, 12 2019.pdf
Page 11
- Dashboard-Jan-Nov-19, 12 2019.pdf
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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/TL	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	12.47	13.11	13.76	14.44	15.16	15.94	16.73	17.57
Ofc. Asst.	13.81	14.49	15.22	15.98	16.78	17.61	18.50	19.42
Office Technician	15.96	16.76	17.58	18.47	19.40	20.36	21.39	22.44
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	-

* Longevity 18 years (L) : 2%

* Longevity 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	2,566.60	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%
 * Longivity : 24 years 2%

2018-2019 VMRC Recruiting Report

Position	New	Backfill	Backfill for whom	Interview	Background	Filled/Start Date	Internal ee	external ee	Candidate Name	Hiring Manager
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							Katrina Richinson
Self Determination SC	X		N/A							Elizabeth Diaz

Data Insights

July 2018 - November 2019

Headcount **338**

As of November 2019

Hired **51**

Termed **43**

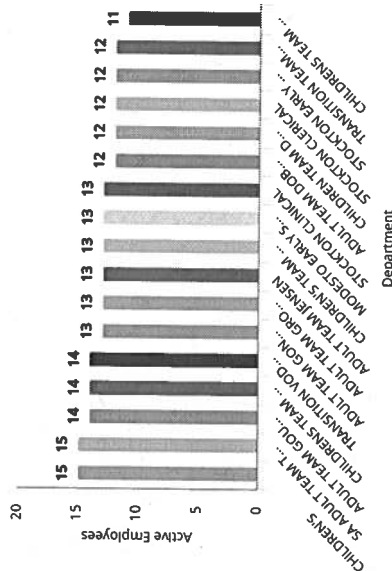
Growth Rate **2.4%**

Turnover Rate **12.7%**

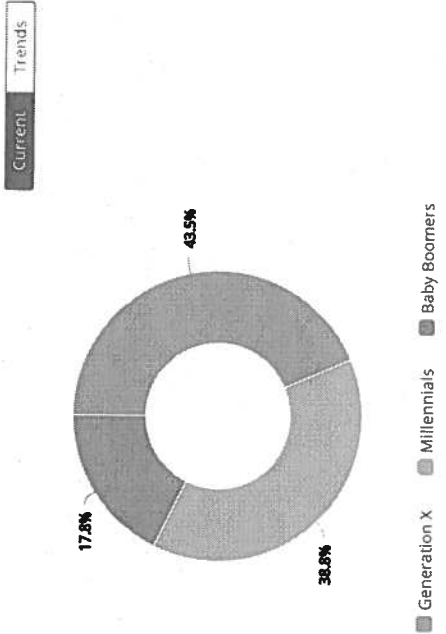
Average Tenure **9.0**

(Years)

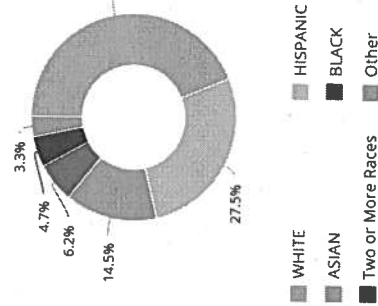
Active Employees By Department



Generation



Ethnicity



Insights Status

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

Pay Type



Gender



Data Insights

January 2019 - November 2019

Headcount
338
As of November 2019

Hired
30

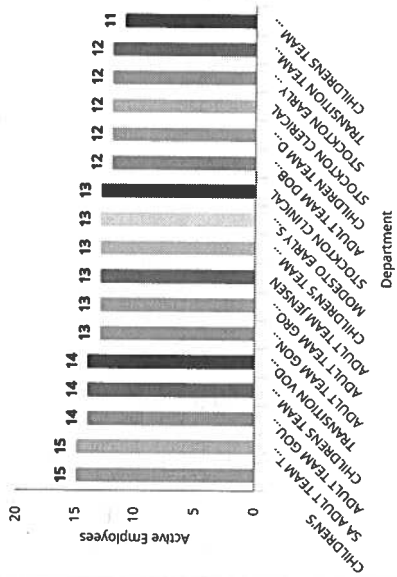
Termet
29

Growth Rate
0.6%

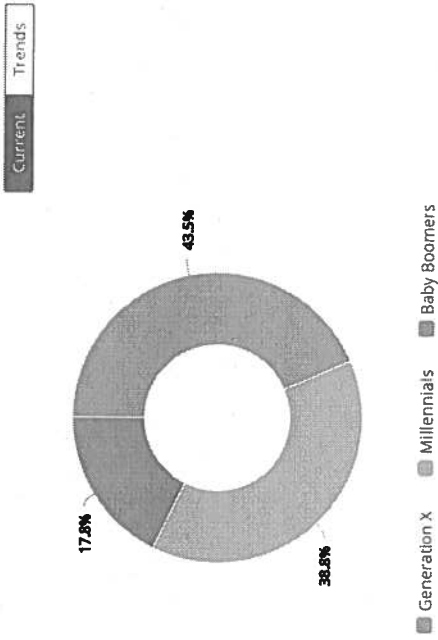
Turnover Rate
8.5%

Average Tenure
9.0
(Years)

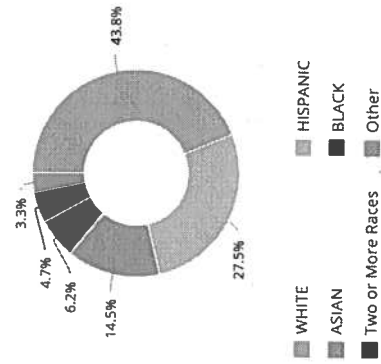
Active Employees By Department



Generation



Ethnicity



Insights Status

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

Pay Type



Gender





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.