



Executive Committee Meeting Minutes

08/05/2020 | 06:30 PM - 07:30 PM - Pacific Time (US & Canada)

Committee Members Present: Lynda Mendoza, Dena Pfeifer, Margaret Heinz, Linda Collins

Informed Absence: Mohamed Rashid

Staff Present: Tony Anderson, Doug Bonnet, Christine Couch, Bud Mullanix

Public Present: Carlos Hernandez (meeting interpreter), Lori Smith

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

A. Review and Approval of Meeting Agenda

Dena motions, Lynda seconds, unanimous consent

B. Review and Approval of Executive Committee Meeting Minutes of 07/01/20

Lynda motions, Dena seconds, unanimous consent

C. Public Comment

D. Items for Approval

E. Items for Discussion

1. Executive Director's Report – Tony Anderson

Throughout July we hosted several presentations to review the outcomes from the Kinetic Flow surveys. We held one for the managers only, one for all staff, one for families and consumers, one for the provider community, and one for our self-advocates during the SAC6 Friday Zoom Chats. All presentations were well attend except for the families events. Next steps for the strategic plan is to have a presentation during the board of directors meeting this month then I will move forward with facilitating our next plan for VMRC.

I am now attending four meetings a month with our provider community. The first is the regular planning meeting with our leadership team of the CLASP, then the regular membership meeting of CLASP and then two subgroups one focused on day programs and the other focused on residential services. There is a lot happening in our service system due the state's response to COVID-19 and our regional center implementation of several new and changing rules.

I received a status report with Claudia Reed our CFO and Beverly Davis our contractor working to create policies and testing procedures to keep our regional center in compliance with HIPAA laws and requirements. The project implementation proposal is about 60% complete and should be ready for first review in 2-3 months.

Organizing a few new workgroups:

- Reinventing Day Services/Non-residential Services
- Funding for Technology and Internet Access
- Strategic Planning

2. Notable Consumer Information – Tony Anderson

The month of July was our worst month regarding exposures to COVID-19. From March through May we had 5 confirmed cases and through June the number was 21. But in the month of July our total has increased to 77 meaning 73% of our cases occurred in the month of July. One of the regular activities of VMRC is to have our Risk Management team review all deaths of our consumers but we have instituted a separate process for deaths related to COVID-19 to get a focused analysis of everything we are doing to prevent the exposures and spread of this dangerous virus.

3. Vendor Information – Tony Anderson

See above section.

4. Self-Determination Update – Tony Anderson

Our Self-Determination team led by Cindy Mix, her program managers Liz Diaz and Angie Sheer, and three Service Coordinators David Narbona, Tania Candelaria, and Michele Poaster will be participating in a meeting with DDS and a few other regional centers to advise the department on our positive experiences and successes with Self-Determination.

5. Other Matters – Tony Anderson

We held our bi-annual all staff meeting on Wednesday July 29th to provide updates for the staff a deliver agency-wide messaging on our priorities and any new policies, training on team work and self-care while working at home, and a celebration of longevity milestone for many of our staff. The recognition of longevity also included a few words of wisdom from a few of the following 30 year staff:

1. Nicole Weiss
2. Nikki Gillespie
3. Catherine “Cathy” Johnson
4. Maria Melgarejo

This event was held online and was a huge success because of the hard work of our entire IT team, several managers who helped test out the process, and Doug Bonnet who managed the entire event. Here's an overview of the day:

9:50 AM – 10:00 AM	Join Waiting Room
10:00 AM – 10:05 AM	Tech Brief with Doug
10:05 AM -10:25 AM	Welcome from Tony
10:25 AM -10:30 AM	Dance Break/Grab a Coffee/Tea /Bathroom Break
10:30 AM – 11:00 AM	One Year Later - Celebrating our Coronations w/ Chris Littlefield
11:00 AM – 11:30 AM	Epic Virtual Scavenger Hunt (Bring Computer, Phone, and Paper & Pen)
11:30 AM - 12:00 PM	Lunch
12:00 PM -12:50 PM	Being Resilient & Self Care in Times of Uncertainty (Bring your Lunch, Paper, & Pen)
12:50 PM - 1:00 PM	Dance Break/Grab a Coffee/Tea /Bathroom Break
1:00 PM to 1:30 PM	Service Awards and Closing

6. Personnel and Union Update – Bud Mullanix

Bud discussed Doug's job description:

1. Although we had a good understanding of the duties we did not understand how much time and effort would need to be demonstrated to be successful.
2. Doug's performance as a whole exceeds expectations
3. Even though he does not manage staff he does manage many large projects
4. There have been additional duties added to his job description since it was originally developed.
5. See as a value member to the senior leaders and has worked hard to build trust and rapport
6. Actual duties and performance exceeds his current job responsibilities and pay scale
7. Change the job description to add, "This position will be responsible for researching and applying for grant funding to support special projects of Valley Mountain Regional Center not funded in the state's budget allocation to VMRC."
8. Change his salary scale to be in line with the Program Manager job.

Linda Collins made a motion to increase Doug's salary with the change of duty. Dena Pfeifer seconded the motion. Doug's salary increase with the change of duty was approved unanimously.

8 staff tested positive COVID-19, 2 required hospitalization, all are recovered. The precautions that we are doing are paying off.

We are at 357 employees, had 4 start this week. We have 6 more in background. Will be at 363 by our next meeting.

Staff meeting with HR today. This week we got lots of calls from staff who are parents and are stressed out due to having to do digital learning and work from home.

Margaret do you have anything that you have that we can send out to our staff on that? If you happen to have anything that you can share please let me know?

Margaret – I wish I had all of the answers, but I don't. The school districts should be sharing information on this. I suggest for staff that they can flex their hours a lot to help their children.

Bud – I'm worried about 2 things...1 people wanting to go part time, or people leaving all together worrying about educating their child.

F. President's Report – Margaret Heinz

My topic was going to be on education. See above.

If you know a parent, teacher, special education teacher, please give extra TLC at this time. Everyone is nervous from parents, teachers and students. Even my district does not have answers and hasn't gotten back to me yet. It will be a big learning curve. Lots of TLC, accommodations and adjustments if you can.

Thank you for the Health Advisories. I share them all over the place.

Thank you Christine for the Fair Hearing survey.

ARCA board delegates meet regularly. We are really a couple of steps ahead. Thank you Tony for keeping us ahead.

Education parallels our day programming.

G. Next Meeting – Wednesday, September 2, 2020, 6:30 pm via Zoom Video Conference