



# Valley Mountain Regional Center Executive Committee Meeting

Executive Committee: Margaret Heinz, President,  
Mohamad Rashid, Vice President, Linda Collins, Treasurer,  
Lynda Mendoza, Secretary, Dena Pfeifer, Consumer  
Services Chair

Wednesday, 10/07/20, 6:30 PM

Via Zoom Video Conference

<https://zoom.us/j/97286203327?pwd=OGtINjZ5UlllNXZwQkFPYzJSakR4dz09>

Meeting ID: 972 8620 3327, Password: 343813

Call in Number: 1-669-900-6833

For Spanish Translation, Dial 1-866-299-7945, Participant Code 7793177#



## Meeting Book - Valley Mountain Regional Center Executive Committee Meeting

### Valley Mountain Regional Center Executive Committee Meeting Agenda

A. Review and Approval of Meeting Agenda  
Margaret Heinz

Action Item

B. Review and Approval of Executive Committee Meeting Minutes of  
09/02/20  
Margaret Heinz

Action Item

Exec Com Minutes 09 02 20.pdf

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C. Public Comment  
Margaret Heinz

D. Items for Approval

1. Director of Community Services

Action Item

Director of Community Services 9-20 Job Description.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 revised 202-2021 Recruiting-Staffing October 2020.pdf

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Data\_Insights\_Overview\_2020-09-29\_at\_02\_46PM Octoer  
2020.pdf

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F. President's Report  
Margaret Heinz

G. Next Meeting - Wednesday, November 4, 2020, 6:30 PM, via Zoom  
Video Conference



## **Executive Committee Meeting Minutes**

09/02/2020 | 06:30 PM - 07:30 PM - Pacific Time (US & Canada)

**Attendees:** Margaret Heinz, Linda Collins, Lynda Mendoza, Dena Pfeifer

**Informed Absence:** Mohamed Rashid

**Staff in Attendance:** Tony Anderson, Doug Bonnet

**Public Present:** Lori Willis, Irene Hernandez (Interpreter)

**Margaret Heinz called the meeting to order at 6:34 PM**

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

Linda Collins made a motion to approve the Meeting Agenda. Dena Pfeifer seconded the motion. The Meeting Agenda was approved unanimously.

### **B. Review and Approval of Executive Committee Meeting Minutes of 08/05/20**

Linda Collins made a motion to approve the Executive Committee Meeting Minutes of 08/05/20. Dena Pfeifer seconded the motions. The Executive Committee Meeting Minutes of 08/05/20 were approved unanimously.

### **C. Public Comment**

None.

### **D. Items for Approval**

None.

### **E. Items for Discussion – Tony Anderson**

#### **1. Executive Director's Report**

##### **POS Expenditure Public Forums**

Throughout August we hosted several public forums to review our services expenditures for the past year. We compared our expenditures by age groups and ethnicity analyzing trends to see the differences by groups. We do see much less spent on younger consumers, Hispanic

consumers make up the large majority of the children, Caucasian make up a large majority of the adults, Hispanic utilize a large majority of children services and the Caucasian group uses the majority of the adult services. Our next step is to write up our report to DDS then we'll meet with some community groups to discuss our strategy to further understand the expenditure trends and needs of different ethnic groups.

During August Doug continued to organize the distribution of Personal Protective Equipment for our consumers, families, and providers. He held a joint event with SCDD and SAC6 in Stockton, Modesto, and San Andreas offices.

## **2. Notable Consumer Information**

The California wildfires are causing people with disabilities all over the state to be relocated and evacuated. Our resource development staff was in close contact with North Bay Regional Center in case they needed a local residential placement for people displaced due to the fires in their area. We also had fires in our area but luckily no one was permanently displaced. When checking in on consumers we found some had been evacuated but returned home, some were on watch but didn't need to go, staff drove out to some homes that could not be contacted, no homes destroyed in the SCU Fire near Patterson, we have had some assistance from local law enforcement to check on people in areas where we can't go. Our Quality Assurance Liaisons have made calls to all the vendors at risk and all reported they were being vigilant and were prepared to evacuate if necessary.

## **3. Vendor Information**

The biggest policy change that occurred in August was a new policy for Alternative Nonresidential Services. The department informed the community that they would no longer be able to make retainer payments anymore. The resolution is the new Alternative Nonresidential services which will eventually include a monthly rate pay for services which now include:

1. Supports related to COVID-19 risk management;
2. Completion of individual assessments and/or program plans;
3. Completion of a person-centered plan;
4. Remote services delivered via telephone or video communication;
5. Delivery of supplies and other items to the consumer's home;
6. Confirmed use of self-guided materials;
7. Skills training to individuals within the consumer's household who are specifically designated to support the consumer;
8. Services provided in-person at the consumer's home, modified to comply with the most restrictive state or local guidelines in effect at the time the service is to be delivered;

9. Services provided in-person in a community setting, modified to comply with the most restrictive state or local guidelines in effect at the time the service is to be delivered;
10. Services provided in-person at the vendor's facility, modified to comply with the most restrictive state or local guidelines in effect at the time the service is to be delivered;
11. Supports for transition to the Self-Determination Program; and
12. Training provided to vendor staff that is necessary for consumers to receive alternative delivery of no

#### **4. Self-Determination Update**

The Statewide Self-Determination Committee recently published a report called, "A Statewide Self-Determination Advisory Committee Report on the Barriers to Implementing the Self-Determination Program." After reviewing the report here are the points from the report I think are the most helpful for us in our region (some are things we're doing already):

1. VMRC Updates at LAC meeting: (1) number of SDP participants, (2) the pace of enrollment, (3) orientation, (4) development of person-centered plans and budgets.
2. VMRC can establish interim goals for going live.
3. Report success stories each meeting
4. Regional centers should provide opportunities for participants to meet and engage with independent facilitators.
5. Regional centers open forum for service providers about the SDP, and invite non-vendored providers to offer services to SDP

#### **5. Other Matters**

None.

#### **6. Personnel and Union Update**

We have one complaint and our team of Bud Mullanix and Cindy Mix have met with the union officials and describe it as very positive.

#### **F. President's Report – Margaret Heinz**

Thank you Tony for the Annual Staff Meeting agenda...we've stolen those ideas and use it in my classroom.

Thank you for forwarding the ARCA academy survey out. It sounds like something good and cool. Last year was really well done. At least we can now do it online.

Thank you to Committee Chairs for agreeing to be chairs again this year.

Thank you Doug for the PPE Distribution. Keeping our consumers safe is why our numbers are looking good now.

A couple of instances with Board Members and COI forms but we will continue to work on it.

Thank you for the Health Advisories.

Reading some of the waiver extensions into October should help reduce some stress.

**G. Next Meeting - Wednesday, October 7, 2020, 6:30 PM via Zoom Video Conference**

**Meeting Adjourned at 7:30 PM**

# VALLEY MOUNTAIN REGIONAL CENTER

## Job Description

**Title: Director of Community Services**

**Department: Executive Office**

**Salary: 126,900 -170,064**

This position reports to the Executive Director and is responsible for providing leadership for the successful delivery of community-based services for people with intellectual and developmental disabilities and their families. The position provides directions for oversight of resource development, quality assurance and improvement, training or other service provider relations activities pursuant to the Lanterman Act and applicable state and federal regulations as well as policies established by Valley Mountain Regional Center.

Other Detailed Essential Job Duties include:

- Maintain collaborative and cooperative working relationships with other directors, employees, other agencies and stakeholders.
- Maintains knowledge of the innovations in community services across the state and country and regularly studies and researches trends of services and regularly attend professional development seminars etc.
- Serve as a representative to DDS committees, other Regional Centers, community agencies, such as Community Care Licensing, the Board of Directors and certain board committees, such as the Vendor Advisory Committee, etc.
- Participate in approving expenditures of agency funds.
- Oversight and management support of the SIR processes and Federal Programs
- Prepare statistical/analytical reports, surveys, summaries, budgets, and plans as necessary.
- Participate on a number of internal committees, such as strategic planning committees, POS expenditure meeting (cultural outreach, service standards, Risk Mitigation, residential placement review, etc.)
- Participate as a member of Association of Regional Center Agencies (ARCA) Committees, as appointed.
- Oversee the development of Request for Proposals, contract development and implementation of start-up activities for resource development, including the management of state funds.
- Coordinates the development of new services and supports in general including the Community Placement Plan (CPP) and Community Resource Development Plan (CRDP) in collaboration with Director of Consumer Services and Deflection Unit, and senior leadership.
- Implement and/or develop special projects, such as mental health (MHSA) grant projects, etc.
- Assure the agency's proactive approach to developing quality services and the appropriate response to complaints and concerns regarding vendored services.
- Develop and implement guidelines and forms for providers of vendored services.
- Demonstrate effective leadership skills that will ensure proper alignment, selection, training, development, coaching and accountability of employees regarding the array of community services.
- Conduct Department meetings and meets regularly with department managers and direct reports.
- Supervise Special Projects Manager, offer guidance and assist with problem solving related to Federal Programs, Medicare Part D, and Special Incident Reporting and follow-up.
- Ensure training of agency staff on special incident reporting, and provide vendor(s) training on special incident reporting requirements. Oversee VMRC special incident reporting systems, work flow and SIR follow-up procedures.
- Oversee VMRC's risk mitigation plan and strategy, as well as mortality review procedure.
- Oversee Medicaid Waiver program and related federal programs, Nursing Home Reform, NF- waiver, and Institutional Deeming procedures to conform with federal program requirements.
- Oversee, Agency Medicare Part D systems and procedures to assure that consumers are assigned to "best fit" prescription drug plans.

- Other responsibilities may be assigned, as required.

Must have experience and knowledge of working with people of various cultures (race and ethnicities, disabilities, gender issues, etc.).

### **Minimum Qualifications and Knowledge:**

A Master's Degree in Social Work, Psychology, Sociology, Business Administration, or a closely related field and a minimum of three years experience in a management position that includes supervisory responsibilities. A Bachelor's Degree, and a minimum of five years experience in a management position that includes supervisory responsibilities, may be substituted for the Master's Degree requirement. Knowledge of regional center service systems, effective quality service delivery and leadership principles is required.

### **Competencies:**

- Effectively leads own team: proactively communicates and shares information, creates commitment to team goals, the Agency's mission and creates a positive climate for employees.
- Creates an environment where employees hold themselves and each other accountable for delivering results, addresses and resolves performance problems in a timely manner.
- Communicates respectfully with others: manages reactions, shows cultural awareness, is direct and honest in communication, and responds positively to feedback.
- Makes effective decisions, collaborates with others to gather input and effectively facilitating to ensure that all team members' views are heard; actively explores pros and cons of options and recommendations that will impact the Agency as a whole.
- Implements cultural, system or policy change within the Agency by establishing challenging goals and gaining support and enrollment from others.
- Demonstrates integrity and professionalism by maintaining confidentiality and boundaries as appropriate; stands by management decisions that benefit the Agency as a whole, even if controversial or unpopular.

### **Other Requirement**

Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.



New positions requested

		# Emp		
POS	Fiscal Assistant	2	Debbie	
CM	Service Coordinators	2	?	
CM	Case Aides	7	?	
Clinical	Administrative Assistant	1	?	
Intake	Senior Intake Coordinator	1	Tara	posted but
Early Start	ES Service Coordinator	Jaelyn Crump	Nikki	Filled in Ba
Clinical	BCBA	1	Claire	

Bring forward some of last years unfilled positions

CM	Service Coordinators	10	only 4	
CM	Senior Service Coordinator	Kalleann Sokbour	Cindy J	
CM	Program Manager	Cindy Jimenez	Cindy Mix	
RD	Foster Grandparents	1	?	
Fiscal	Fiscal Assisatn	Athina Miles	Debbie	10/12
Clinical	Service Coordinator	Alexa Peraza	Tricia	BG
CM	Service Coordinator	Brandi Jones	Mary Ann	BG
CM	Service Coordinator	Morgon Patton	Angie	BG
CM	Service Coordinator	Anna Martinez	Amy	Transfer

**BACKFILL**

		Sourcing	Interview
Stockton	Service Coordinator Team Four	x	x
Modesto	Service Coordinator Team One	x	
Modesto	Service Coordinator Team Four	x	x
Stockton	Service Coordinator Team Seven	F	
Modesto	Senior Service Coordinator Team Five	x	
Stockton	Service Coordinator Children's	x	x
Stockton	Community Service Liaison (1)	x	
Stockton	Service Coordiator Adult	x	x
Modesto	Service Coordinator Children's	x	
Modesto	Service Coordiator Adult	x	
Stockton	Service Coordinator Children's	x	
San Andreas	Senior Service Coordinator	x	
San Andreas	Service Coordinator	x	x
San Andreas	Service Coordinator	x	x
San Andreas	Service Coorinator	x	x
San Andreas	Service Coordinator	x	x
Stockton	ES Service Coordinator	x	
Modesto	Senior Office Tech	x	
Stockton	Case Management Specialist	x	x
Stockton	Case Management Specialist	x	x

Stockton	Service Coodinator	x	x
Stockton	Senior Community Service Liaison RD	x	x
Stockton	Cultural Specialist	x	x
Stockton	Service Coordinator	x	x
Stockton	Service Coordinator	x	
Stockton	Service Coorinator	x	
Stockton	Service Coorinator	x	x
Stockton	Service Coordinator	x	
Stockton	Service Coordinator	x	
Modesto	Service Coordinator	x	
Modesto	Service Coordinator	x	x
Modesto	Service Coordinator	x	x
Modesto	Service Coordinator	x	x
Modesto	Service Coorinator	x	x
Modesto	Service Coorinator	x	x
Stockton	Fiscal Assistant	x	x
Stockton	Service Coordinator	x	x
Stockton	Service Coordinator	x	x
Modesto	Service Coordiator Adult	x	
Stockton	Service Coordinator	x	
Stockton	Service Coordinator	X	
Stockton	Service Coordinator	X	x
Stockton	Service Coordinator	X	x
Modesto	Service Coordinator	X	
Stockton	Service Coordinator	X	
Stockton	Service Coordinator	x	
Stockton	Senior Office Tech	X	
Modesto	Service Coordiator	x	
Stockton	Community Service Liaison (1)	X	X
Stockton	Service Coordiantor	X	x
Modesto	Senior Service Coordinator	X	X
Modesto	Intake Coordinator	X	
San Andreas	Service Coordinator	X	
Modesto	Office Tech/ Receptionist	x	
Stockton	Service Coordinator	X	
Stockton	Service Coordinator	X	
Stocton	Service Coordinator	X	
Modesto	Service Coordinator	X	
Stockton	Service Coordinator	X	X
Modesto	Service Coordinator	X	X
Modesto	Service Coordinator	X	
Stockton	Case Management Specialist	X	
Stockton	Service Coordinator	X	

waiting  
ckgrounds

4 open BF's for SC and the 6 SC's starting below that equals the 10 in the report. ☺

5 open backfills including carry over from last year

Background Offer \$	EE Name	Replacement	Manager	
x	Olivia Held	Yang Lor	Mary Ann Gonzalez/ Stk	Filled
	Erica White	Yesneia Melcor	Lena Dobson/Mod	Filled
x	Jennifer Stone	Weston Perry	Neidra Clayton/Mod	Filled
	Ashley Sterling	Nissie Ambion	Karen Jendsen/Stk	filled
	Anna Sims	Elsabeth Johnson	Pam Kidroske/Mod	filled
N/A	Alexander Ponce	Albert Garcia	Danielle Wells/Stk	Filled
	Linda, Wanda, Josh	Kaiyah/Erick	Patricia Green/Stk	Filled 2
x	Erica Barajas	Brandi Jones	Mary Ann Gonzalez/ Stk	Filled
	Miriam Brambila (P	Teresa Dixon	Amy Browning/Mod	Filled
	Stephanie Chinsami	Lue Thao	Lena Dobson/Mod	Filled
	Monica Cazares	SunJum Hadal	Julie De Diego/Stk	Filled
	Jenna Settlemoir	Josie Craig	Rhonda Trout	Filled
x	Brittney Coleman	Timothy Bulger	Rhonda Trout	Filled
x	Johanna Powell	Logan Malavey	Rhonda Trout	Filled
x	Josie Craig	Casey Robertshaw	Rhonda Trout	Filled
x	Karen Cloyd (April)	Kim Reiner	Rhonda Trout	Filled
	Olivia Held	Jaslyn Valencia	Tricia Simmons	Filled
	Lily Mendoza	Margaret Romo	Chrissy Lopez/ Mod	Filled
	Maria Garcia	Tim Mangrich	Nicole Weiss	Filled
	Alissa Agbulos	Chris Pillsbury	Nicole Weiss	Filled

	Janelle Van Dyk	Malik Turner	Angie Shear	Filled
	Jason Toepel	Jessica Gonzalez	Robert Fernanadez	Filled
	Carlos Hernandez	Gabby Lopez	Cindy Mix	Filled
	Tim Mangrich	Nicole Marjon	Mary Ann Gonzalez/ Stk	Filled
	Chris Pillsbury	Alicia Loza	Mary Ann Gonzalez/ Stk	Filled
	Erick Hernandez	Ja'Ree Clayton	Erin Gouldreau	Filled
x	Pa Yang/Bianca Mo	Sarah B/Azucena V	Danielle Wells/Stk	Filled
	Rukaiyah Jones	Malik Turner	Angie Shear	Filled
	Jessi Dhillon	Grace Rehman	Mary Ann Gonzalez/ Stk	Filled
	Gabby Lopez	Nicky Brenes	Pam Kidroske/Mod	Filled
	Teresa Dixon	Katie S	Neidra Clayton/Mod	Filled
x	Elizabeth Johnson	Matthew Threet	Neidra Clayton/Mod	Filled
x	Michele Poaster	Annabel Oshana	Pam Kidroske/Mod	Filled
x	Victor Gonzalez 1/2	Vanessa Astorga	Pam Kidroske/Mod	Filled
	Prajot Kaur	Stephanie Sommerfiel	Linda Barr/ Mod	Filled
	Paoshoua Vue	Athina Miles	Debbie Beyette	Filled
	Briemann Santos	Kayla Vang	Nikki Gillespie	Filled
x	Jessica Gonzalez	Brianna Gall	Danielle Wells/Stk	Filled
	Julie Vangvichit	Katie S	Lena Dobson/Mod	Filled
	Roxanne Morales	Vanessa Alexander	Julie De Diego/Stk	Filled
	Nicky Brenes	Jacklynn Dunn	Linda Barr/ Mod	Filled
x	Grace Rehman	Sherri Jones	Tricia Simmons	Filled
x	Jose Vasquez	Benjamin Gonzalez	Angie Shear	Filled
	Jenny Proce	Vanessa Designa	Linda Barr/ Mod	Filled
	Nerieda Brisceno	Michelle Romero	Nikki Gillespie	Filled
		Deanna Wageman	Liz Diaz/ Stk	Filled
	Carrie Vsquez	Ray Baguio	Corina Ramirez/RD	Filled
	Katie S	Renato Gutierrez	Neidra Clayton/Mod	Filled
		Katie Murphy	Patricia Green/Stk	Filled
	Kalleann Sokbour	Jessica Zamora	Danielle Wells/Stk	Filled
	Danielle Johnson	Jessica Swope	Linda Barr/ Mod	Filled
	Jessica Swope Barri	Destiny Edwards	Kazu Enoki/ Mod	Filled
	Kimberly Rainier	Brett Bunge	Rhonda Trout	Filled
	Marciela Rodriguez	Brenda Collins	Cindy Strawderman	Filled
	Hortensia Perez	Ais Her	Liz Diaz/ Stk	Filled
	Johanna Powell	Aleza Pereza	Tricia Simmons	Filled
	Johanna Powell	Morgan Patton	Angie Shear	Filled
	Destiny Edwards	Anna Martinez	Amy Browning/Mod	Filled
	Katie Murphy	Janeth Bautisa	Liz Diaz/ Stk	Filled
	Anna Martinez		Neidra Clayton/Mod	
	Vanessa Designa		Linda Barr/ Mod	
	Stephanie Chinsami		Nicole Weiss	
	Shanice Butler		Erin Gouldreau	

BG

BG  
BG  
Transfer  
BG

Active Filters:

Headcount ⓘ

361

As of September 2020

Hired ⓘ

16

Termed ⓘ

6

Growth Rate ⓘ

2.8%

Turnover Rate ⓘ

1.7%

Average Tenure ⓘ

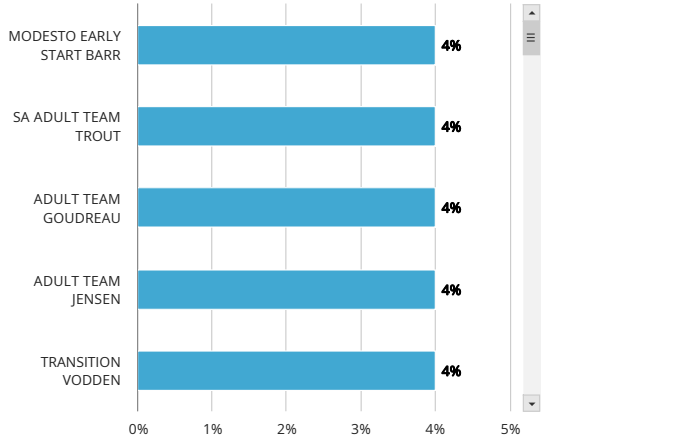
8.9

(Years)

Active Employees

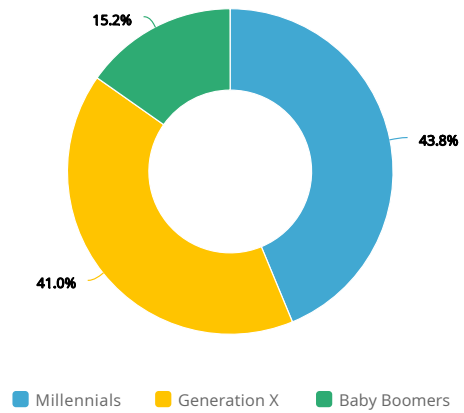
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% #

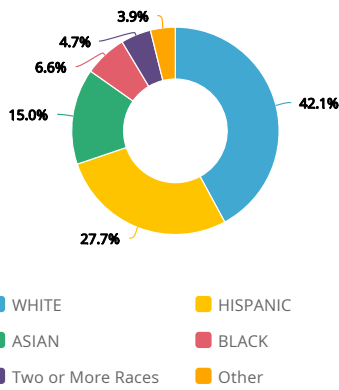


Generation

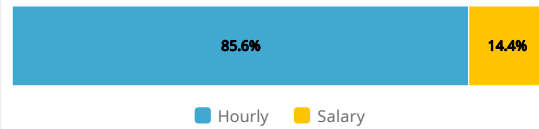
Current Trends



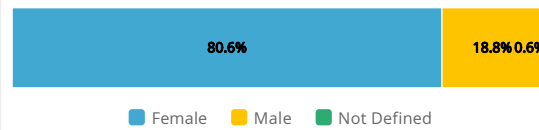
Ethnicity



Pay Type



Gender



Insights Status

Last data update took place at 9/29/20, 3:00 AM.