



# Executive Committee Meeting

Wednesday, 11/04/20, 6:30 PM

Via Zoom Video Conference

<https://zoom.us/j/96315903775?pwd=N1pFMHR5QUd1ZnNNVUItZFNSYm9UQT09>

Meeting ID: 963 1590 3775 Passcode: 563059

Dial in Number: 1-669-900-6833

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



## Meeting Book - Executive Committee Meeting

### Executive Committee Meeting

A. Review and Approval of Meeting Agenda  
Margaret Heinz

Action Item

B. Review and Approval of Executive Committee Meeting Minutes of  
10/07/20  
Margaret Heinz

Action Item

Exec Com Minutes 10 07 20.pdf

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C. Public Comment  
Margaret Heinz

D. Items for Approval  
Margaret Heinz

1. Approval of Intake Specialist

Action Item

Intake Specialist.pdf

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E. Items for Discussion

1. Executive Director's Report  
Tony Anderson, Executive Director

2. Notable Consumer Information  
Tony Anderson, Executive Director

3. Vendor Information  
Tony Anderson, Executive Director

4. Self-Determination Update  
Tony Anderson, Executive Director

5. Other Matters  
Tony Anderson, Executive Director

6. Personnel and Union Update  
Bud Mullanix

F. President's Report  
Margaret Heinz

G. Next Meeting - Wednesday, 12/02/20, 6:30 PM, via Zoom Video  
Conference



## **Executive Committee Meeting Minutes**

10/07/2020 | 06:30 PM - 07:30 PM - Pacific Time (US & Canada)

**Committee Members Present:** Margaret Heinz, Dena Pfeifer, Mohamed Rashid

**Committee Members Not Present:** Lynda Mendoza, Linda Collins

**Staff Present:** Tony Anderson, Doug Bonnet, Bud Mullanix

**Public Present:** Lori Smith

**Margaret Heinz called the meeting to order at 637pm.**

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

Approved by unanimous consent.

### **B. Review and Approval of Executive Committee Meeting Minutes of 09/02/20**

Approved by unanimous consent.

### **C. Public Comment**

None.

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

#### **Director of Community Services Position**

Tony discussed the need for the new position as the result of the retirement of Assistant Director Nicole Weiss. Since we wanted to reorganize some things, after lots of discussion, review and analysis...we wanted to bring the 2 departments of Resource Development and Quality Assurance together. Current Assistant Director Brian Bennett will fill this new position of Director of Community Services. Should be roughly \$127,000 savings for the agency.

Dena Pfeifer made a motion to approve the Director of Community Services position. Mohamed Rashid seconded the motion. The Director of Community Services Position was approved unanimously.

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

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

#### **Strategic Planning**

We had a great turnout for our half day strategic planning board retreat last month and as a way to reduce the time commitment for the board members we have asked all involved to do some homework on their own that will be used to inform the planning process even more. Once we get all the information in from the participants we'll be gathering our senior leadership to meet one more time with Kinetic Flow before we begin organizing our work groups.

#### **Cultural and Linguistic Competence**

We have an internal group working on Cultural and Linguistic Competence and we are in the final phase of our work with Georgetown University. The group is working on the final report of our project that we'll present along with North Bay Regional Center to Georgetown professors and the DD Act partners (DRC, SCDD, UCEDs) plus we are participating in ongoing university training on Cultural and Linguistic Competence. Finally our committee is committed to the long term process for cultural competence and we have a plan internally to improve our work with the community and within our own organization.

#### **Onboarding**

We are currently organizing an onboard training for all 2020 New Hires via zoom - 40 new staff. This will be two half-day sessions featuring highlights from Senior Leaders, other discipline managers, topic specialists, and community partners. This will be a complicated effort including up to 70 people and several moving parts but hopefully the new hires will find it helpful in understanding VMRC and our purpose and community.

#### **Management**

We are organizing the biannual management training and meeting for the management staff at VMRC. We will review the IT updates and strategic direction with technology, update the managers on the Strategic Planning process, provide a management training, and answer questions from the managers.

#### **Job Promotion**

Developing a Job board on our website to promote jobs for consumers and DSPs.

## **2. Notable Consumer Incidents/Complaints**

Our COVID-19 exposures have been consistently decreasing in our reporting over the past 10 days however yesterday we just received a report that one of our consumers who tested positive in August last past away later in that month.

## **3. Vendor Information**

We got the directive from DDS and the pin from DSS that gives more guidance to day programs. We are doing lots of work helping the day programs figure out how they can deliver Alternative Services

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

The Department of Developmental Services has heard from advocates across the state that there is a concern about why people are dropping out of the selection for Self-Determination. The good news is that the most common reason given is that they are already satisfied with the services they are receiving. Here are a few of the findings:

The amount of money I can use is not enough for what I need – 11.94%

- Too much work to be in the program – 29.10%
- The services I want to use are not allowed in the program – 5.97%
- Too hard to find service providers for the program – 11.19%
- Too many appointments – 10.45%
- The services I am getting are fine for now – 39.55%
- I am still interested, but there are other things in my life that make it difficult right now – 14.93%

## **5. Other Matters**

On October 22nd the Supported Life Institute will be hosting a virtual conference and I am recording a video of a speech on why we are still striving during this global pandemic. As part of this speech I have asked people to "tell us something great that has changed for you in response to COVID-19 that you don't want to change back..." So far we have received over 80 responses.

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

Tony - We are currently discussing the contract status as a regular check-in period each October.

As a result of the retirement of the person leading the QA section of Community Services and after significant and careful consideration I have decided to merge the sections back into one department that will be led by a Department Director. The position will be called the Director of Consumer Services and will be paid at the Director pay scale. Other adjustments will take place after the position is in place and in the end we anticipate a cost savings of about \$127,055 annually.

Bud – We are at 361 staff, turnover rate is low under 3%, only ones really leaving are retirements, doing a good job given the market of finding SCs and bringing them in. Working now to fill new teams. BCBA and Psychologist will be tough to fill. All RC HR directors are doing a compensation market comparison. Lots of training on the on boarding. Trying to talk to staff about self-care and staff well-being. Biggest issue with staff having performance issues and managers addressing it. Some are having a tough time working from home. Some of the folks who live by themselves are struggling.

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

Let's have compassion for the staff working from home and also helping distance learn.

Strategic Plan day ended up awesome. It exceeded all of my expectations and those who attended got a lot about it.

Great work on the upcoming on boarding. I plan on being there as much as I can.

Some concerns about a few COI forms from 2 board members.

ARCA Board delegates meeting that I'll be attending next week...I'll report on that.

Presentation Food Pantry is doing a great job and we appreciate everything that they are doing.

Dena our thoughts and prayers are with you. The son of Linda Collins, Mark Collins, and the boyfriend of Dena passed away and it has hit hard.

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

## INTERNAL JOB ANNOUNCEMENT

**Date:**

**Position:** Intake Specialist, Early Start and Lanterman

**Location:** Stockton/Modesto/San Andreas (all locations)

**Available:** Immediately

**Reports To:** Tara Sisemore-Hester

**Salary:** \$29.17 - \$39.09 per hour

**General Statement of Duties:** The Intake Specialist, under general supervision, interviews and screens prospective clients for services; makes referrals to private and public service agencies as appropriate; conducts assessment; gathers information and arranges diagnostic evaluations needed to determine eligibility; ensures compliance with statutory time requirements through intake; develops initial client goals and development plans; and supports Intake Coordinators. Demonstrate knowledge of Early Start and Lanterman regulations and how they apply to eligibility- must be able to demonstrate fidelity. Comprehensive knowledge of academic instruments such as Woodcock Johnson, Kauffman and the Brigance.

**Working Conditions and Physical Requirements:** Duties are performed in the office and in the field. The ability to drive an automobile is required on a daily basis. The Intake Specialist must maintain a valid driver's license and be able to travel throughout San Joaquin county. . Travel throughout the five-county area will be required as workload demands. The job duties require the ability to sit or stand for long periods of time, and to operate office machines requiring manual dexterity and repetitive key entry. The ability to read, write and comprehend large amounts of written material, use the telephone, and communicate via electronic mail are required on a daily basis. Excellent oral and written skills are essential.

### Key Responsibilities – Essential Functions

- Interview and screen perspective consumers, identify goals and objectives and complete related documentation.
- Will utilize and implement high level screening (face to face if needed) to determine appropriateness of referral including utilization of the ASQ, SCQ, MChat RF, Gars, CARS, ASRS, SSSQ as necessary.
- Provide overview of the interpretation of Battelle and DAYC-2 test results.
- Monitor consumers assigned through the Intake process to ensure compliance.

- Gather information, attend meetings, e.g. court, IEP and arrange for diagnostic evaluations.
- Conduct and write intake assessment reports, and conducted initial meetings as needed.
- Participate in ID Team meetings with other clinical staff as needed. Assist in the development of revised Intake and ROI forms
- Participate as a team member including screening during vendor assessments in all five counties at screening clinic or vendor assessments in all 5 counties
- Assign cases to Intake Coordinators as directed by the Intake Manager/Assistant Director of Clinical Services.
- Participate in agency and community meetings and committees, act as liaison for public education, improving agency functions with external agencies as assigned.
- Provide consultation to assigned Intake Coordinators on difficult or complex cases.
- Collect, synthesize, and report consumer statistical data as requested.
- Assist in the training Intake Coordinators and provide follow-up training as necessary.
- Review applications to determine if assessment is warranted with understanding of comorbid conditions.
- Return calls to the referring party to gather additional information as needed, and provide appropriate community recommendations.
- Attend meetings on the behalf of the PM as requested.
- Provide community presentations with regard to VMRC intake and eligibility including evenings and weekends.
- Provide support to Early Start Intake and Lanterman Intake staff in all three Offices.
- Pick up additional cases when current caseload capacity is exceeded.
- Work closely with the Referral Specialists and community partners to ensure child find and other outreach in all five counties.
- Assist Clinical Manager in collaborating with community agencies such as Early Start service providers, mental health, LEAs in all five counties as needed.
- Participation in autism diagnostic evals-clinic
- Conduct assessments at jail for consumers that are currently incarcerated in order to assist in the determination of eligibility. Provide a report to the court in all five counties. Interview and facilitate assessments for referrals received under a minute order and provide report to court.
- Must be available to travel and work in all five counties and all three offices.



- Participate in the Northern California Intake Discipline group quarterly meetings when requested by Intake Manager.
- Work with Project 2 regarding the Early Start Evaluation Scheduler (ESES) calendar
- Participate in the assessment Early Start Evaluation Station in Stanislaus County as needed.
- Work with Resource Development and Clinical Managers on Clinical resources as it relates to intake.
- Case coverage for Intake Coordinators and Referral Specialists in all five counties as needed.
- Complete strategic plan requirements including development of an intake training manual, Lanterman training manual.
- Other duties as assigned.

### **Supervision Responsibility**

**Direct Reports:** None

**Indirect Reports:** None

### **Minimum Position Requirements:**

**Education and Experience:** Master's degree in Social Services or related field and three years of experience working in the capacity of an Intake Coordinator or Bachelor's degree in Social Service or related field and four (4) years working the capacity of an Intake Coordinator.

Preference will be given to applicants with VMRC experience and to those who have bilingual skills.

**Knowledge and Abilities:** Knowledge of both developmental disabilities and normal child developmental milestones, service needs of the developmentally disabled and developmental disabilities statutes. Ability to interact sensitively and positively with potential clients, their families, other VMRC professional staff and community professionals.

**Application Procedure:** Mail or Email a cover letter and resume to **Mary Jane Flores, Human Resources Generalist.**

**Application Deadline:** Cover letter and current resume must be received by \_\_\_\_\_. **Any changes or exceptions would require Department Head, HR Director, and Executive Director approval.**

**EQUAL OPPORTUNITY EMPLOYER**