



## **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**