



Executive Committee Meeting

Wednesday, 02/03/21, 6:30 PM

Via Zoom Video Conference

<https://zoom.us/j/98828988181?pwd=VzI5THZaWWZRbkIYVzdIZIAxZEJOZz09>

Meeting ID: 988 2898 8181 Passcode: 180358

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For Spanish Translation, Dial 1-866-299-7945 and use Passcode 7793177#



Meeting Book - Executive Committee Meeting

Executive Committee Meeting

A. Review and Approval of Meeting Agenda Action Item
Margaret Heinz, President

B. Review and Approval of Executive Committee Meeting Minutes of 01/06/21 Action Item
Margaret Heinz, President

Exec Com Minutes 01 06 21.pdf

C. Public Comment
Margaret Heinz, President

D. Items for Approval
Margaret Heinz, President

1. Administrative Support Manager Job Description
Bud Mullanix, HR Director

JD - Administrative Support Manager--Consumer Services.pdf

E. Items for Discussion
Tony Anderson, ED and Bud Mullanix, HR Director

1. Executive Director's Report
Tony Anderson, ED

2. Notable Consumer Information
Tony Anderson, ED

3. Vendor Information
Tony Anderson, ED

4. Self-Determination Update
Tony Anderson, ED

5. Other Matters
Tony Anderson, ED

6. Personnel and Union Update
Bud Mullanix, HR Director

Data_Insights_Overview_Feb 2020 - Jan 2021.pdf

Stats.pdf

F. President's Report
Margaret Heinz, President

G. Next Meeting - Wednesday, 02/03/21, 6:30 PM via Zoom Video Conference
Margaret Heinz, President



Minutes for Executive Committee Meeting

01/06/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

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

Committee Members not Present: Mohamad Rashid (Informed Absence)

Staff Present: Christine Couch, Doug Bonnet, Tony Anderson

Public Present: Irene Hernandez (Interpreter), Lori Smith (Facilitator for Dena Pfeifer)

Meeting called to order by Margaret Heinz at 630 PM.

A. Review and Approval of Meeting Agenda

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

B. Review and Approval of Executive Committee Meeting Minutes of 12/02/20

Dena Pfeifer made a motion to approve the Executive Committee Meeting Minutes of 12/02/10. Lynda Mendoza seconded the motion. The Executive Committee Meeting Minutes of 12/02/20 were approved unanimously.

C. Public Comment

None.

D. Items for Approval

None.

E. Items for Discussion – Tony Anderson, Executive Director

1. Executive Director's Report

Vaccinations - Claire has done an incredible job staying in contact with representatives from County Public Health officers in each of our five counties. Amador has begun vaccinating our consumers in all licensed homes and supported living, Calaveras is having us contact the local Pharmacy program, Tuolumne is currently vaccinating our licensed homes and some SLS and has requested numbers for our staff, Stanislaus and San Joaquin Counties have taken the list of all of our licensed providers and both have requested a count of our staff. Our advocacy is centered on ensuring our community of consumers and families living in all other settings and their families are included in the early phases of the vaccinations.

Testing - Our local licensed providers are currently testing their staff regularly, some of our day programs have started testing through a partnership with us and Biocept, and VMRC has schedule regular drive through testing events (our first event tested 100 people and 20% tested positive). DDS is working on additional testing resources plus they are getting close to getting us self-administering testing kits for those who are home bound.

PPE - We continue to host drive through PPE Distributions with SAC6 and SCDD throughout our region and we have been delivering emergency requests daily by our staff. We are currently working with Transportation providers to figure out how to distribute more through them on a regular basis because this has exceeded our staff's capacity especially because their regular duties continue.

Contact Tracing - HR continues to perform contact tracing for any staff who has come in close contact with another staff who has entered our building plus we close the building to all staff once we learn of a positive test.

We are currently in the middle of our DDS Audit. The audit is not only fiscal but touches on all aspects of our contract.

Strategic Planning

We have begun to reach out to volunteers to participate in focus area workgroups under the five areas:

1. Training - Tony

2. Consumer Health (Physical and Emotional) - Claire
3. Consumer Support and Empowerment - Cindy
4. Communication - Doug and Brian
5. Organizational Culture - Bud

We would like board representation on each workgroup.

Job Board on the Website

The new job board we've developed with our contractor Project2 is now operable. We'll be introducing to our providers starting this week. The original plan for a job board was to create a resource for consumers looking for work but given the staffing crisis in the licensed homes we have pivoted to using it as a resource for the providers.

Overtime for Participant-Directed Respite Service

Pursuant to W&I Code section 4639.6, to reduce the risk of exposure to COVID-19, the Department authorizes regional centers to pay an increased rate of reimbursement for overtime hours for Participant-Directed Respite Service (Service Code 465). The rate of reimbursement is \$25.55 per consumer per hour for overtime hours when overtime is required by law. Regional centers should use the sub-code "OT" when authorizing claims for overtime.

2. Notable Consumer Incidents/Complaints

Bringing back out of state placements to California - anyone with an IEP will not be returned at this time.

3. Vendor Issues

Residential providers are getting more desperate for staff. We are regularly getting dangerously close to staff shortages.

Day Programs are moving forward with Alternative Services and now have the new Alternative Services rates

Alternative Services for Transportation and Group Supported Employment

For September and October 2020:

- *Providers shall use the current authorized rate and each consumer's average monthly attendance over the prior 12 months ending February 2020 for each consumer who received Alternative Services and the provider complied with Section V.*
- *Providers shall not submit reimbursement claims for consumers who did not receive services."*

4. Self-Determination Updates

34 complete 50 in process - 73 have attended orientation. We're moving forward now with Person Centered Planning services for the people wanting to enter SDP once it's open to everyone. The state is working on a new FAQ to answer questions for the public.

5. Union and Other Staff Issues

The remaining issue for the Community Services Department is whether or not we decide to contract out to a transportation broker (as other regional centers have done) or if we create a new, non-management level, Transportation Coordinator position. We are currently investigating the advantages and disadvantages of these options. Finally, the supervision of the Stockton lobby services will be done by Cindy Strawderman who is also currently supervising our Modesto and San Andreas lobby services.

Bud reports that recruiting is going well. We recently hired 5 new staff to backfill positions and while the psychologist position backed out we have an interview for another person.

6. Other Matters

None.

F. President's Report – Margaret Heinz, President

1. The Health Advisories are amazing...thank you for putting those out. They are important and appreciated. I share them everywhere.
2. Thank you, Claire and Consumer Services, for her presentation the other night and also to Christine for asking great questions.
3. The DC protests were awful. I'm not trying to be political but what happened today in the capitol is devastating.
4. California schools are doing stronger, tougher safety standards. The small Special Education cohorts are still going on site.
5. Lynda, Linda, Dena I hope you all can attend the ARCA Academy training this Saturday. They are good training. Daniel from ARCA does a great job and he does a great job about sending out updates.
6. Aaron Carruthers from SCDD is writing a letter to add our consumers to the current tier for vaccinations.
7. Legislative Presentation in March will be good.

8. I am so proud of everything that VMRC has accomplished since the pandemic began last March.

G. Next Meeting - Wednesday, 02/03/21, 6:30 PM via Zoom Video Conference

Meeting adjourned at 7:30 PM.



Job Description

TITLE: Administrative Support Manager—Consumer Services
Administrative Assistant—Case Management

REPORTS TO: Director of Consumer Services—Case Management

General Statement of Duties: The Administrative Assistant will perform a wide variety of complex and responsible administrative and secretarial functions. Under general direction, supervises, manages, coordinates, plans, and evaluates all clerical functions of an assigned department.

Working Condition and Physical Requirement:

- The majority of duties are performed in the office.
- Must have reliable transportation and be able to travel locally and out of town as needed.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting throughout offices, and other agencies.
- Adequate manual dexterity and coordination to operate standard office equipment (i.e. computer, telephone, fax machine, etc.)
- The ability to read, write and comprehend large amounts of written material such as reports and regulations, use the telephone, and communicate via electronic mail is required on a daily basis.
- Excellent oral and written skills are essential.

Key Responsibilities – Essential Functions

1. Provide support to the Director Consumer Case Management Services and/or Program Managers, including maintaining files, initiating correspondence, scheduling meetings, preparing minutes of various meetings.
2. Assist in preparing presentation materials for public meetings.
3. Supervise Case ManagementConsumer Services and Reception assigned staff for all 3 offices.
4. Process inter-regional center and intra-office consumer transfers.
5. Prepare monthly OD and Stockton reception backup schedule.
6. Maintain efficiency of branch (as assigned), including ordering supplies, maintaining office equipment, and communication with outside services.

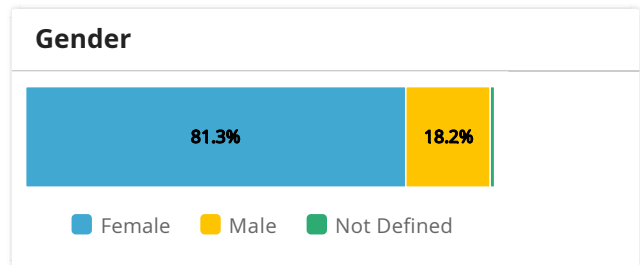
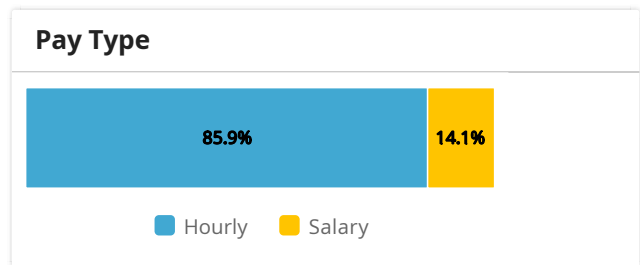
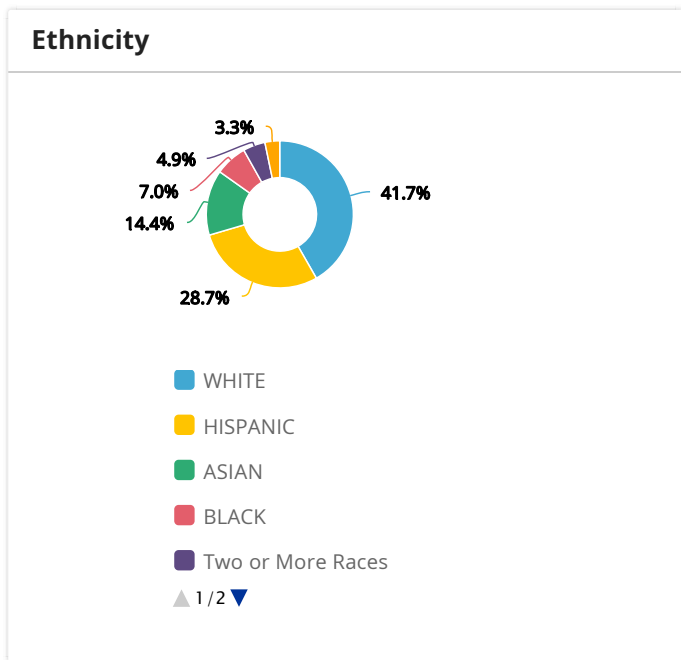
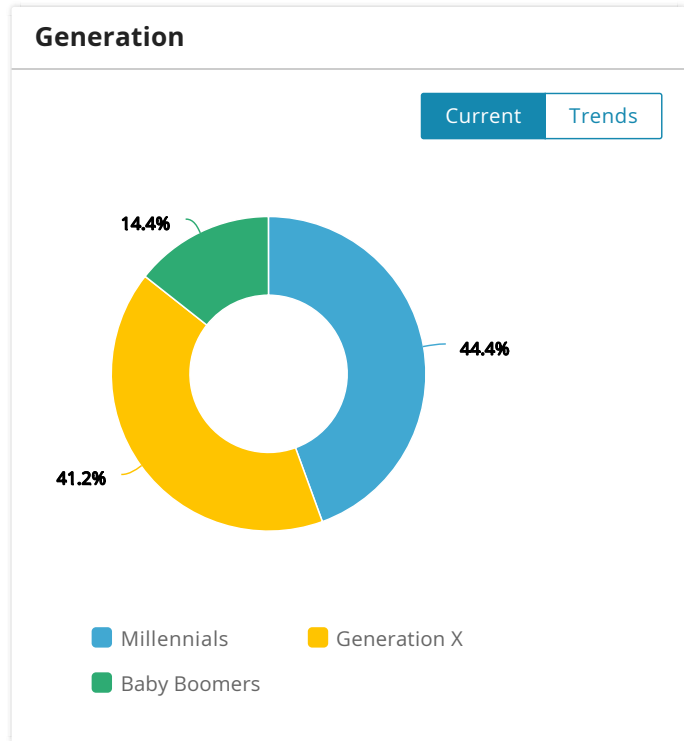
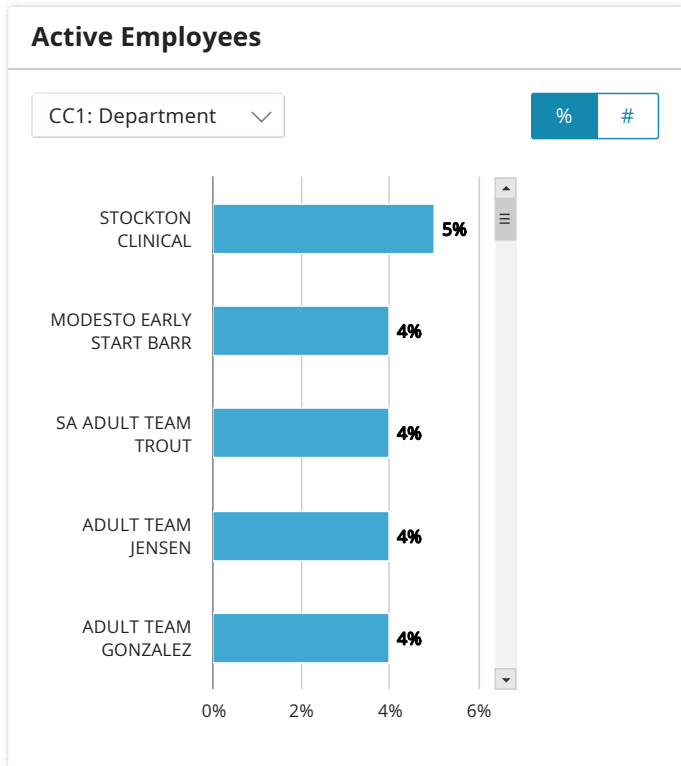
VMRC Job Description – Administrative Support Manager—Consumer Services
~~Administrative Assistant—Case Management~~

7. Supervise Laserfiche functions for ~~Case Management~~Consumer Services department.
- ~~8. Maintain and create databases for Special Projects.~~
- ~~9-8.~~ Maintain Conservatorship database.
9. Prepare a variety of reports and material for in-house and external use.
10. HIPAA Compliance: Maintain HIPAA compliance for all 3 offices, training staff, and working with the Compliance office on HIPAA related complaints. Prepare breach reports for submission to DDS.
- ~~10-11.~~ Records Requests: Maintain tracking database for records requests received by VMRC; ensure they are completed in a timely manner according to VMRC policy. Communicate on requests that are invalid or not complete.
- ~~11-12.~~ Other duties as assigned.

Minimum Position Requirements: Bachelor's degree in related field and one year management experience; Associate's degree in related field and two years management experience; or four years management experience in an increasingly responsible clerical or secretarial position using PC based software such as Word, Excel, Access or similar software.

Active Filters:

Headcount ⓘ 369 As of January 2021	Hired ⓘ 55	Termed ⓘ 24	Growth Rate ⓘ 9.2%	Turnover Rate ⓘ 6.8%	Average Tenure ⓘ 8.9 (Years)
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Insights Status

Last data update took place at 1/20/21, 3:02 AM.

Total headcount as of Jan 1, 2020 – 338

Total headcount as of Jan 1, 2021 – 369

Promotions in 2020- 19

Transfers in 2020- 9

Terminations in 2020- 28

Open positions: working on interviews for all

Modesto Transition Manager – Modesto

Clinical Psychologist- Stockton

Senior Service Coordinator ES – San Andreas

SC Transition team- Modesto

SC-Children's team – Modesto

Office Tech – Stockton

Fiscal Analyst- Stockton (filling before Larry leaves)

New Hire on 1/19/2021

Shana Molotch- SA Receptionist/SOT

New hires starting 2/1/2021

Mee Lo- SC for Danielle Wells

Alysia Cummings- SC for Danielle Wells

Heather West – SC for Erin Goudreau

Linnet Alvarado- SC for Nikki Gillespie

