



# Executive Committee Meeting

Wednesday, May 5, 2021, 6:30 PM

Via Zoom Video Conference

<https://zoom.us/j/99371733524?pwd=bW5oK2QyNIBPVTJWY002Z05kUURMdz09>

Meeting ID: 993 7173 3524 Passcode: 488248

One tap mobile +16699006833

For accommodations, please contact Doug Bonnet at 209-955-3656, or by email at [DBonnet@vmrc.net](mailto:DBonnet@vmrc.net)



## 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 Action Item  
04/07/21  
Margaret Heinz, President

Exec Com Minutes 04 07 21.pdf

C. Public Comment  
Margaret Heinz, President

D. Items for Approval Action Item  
Margaret Heinz, President

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  
Tony Anderson, ED and Bud Mullanix, HR Director

F. President's Report  
Margaret Heinz, President

G. Next Meeting - Wednesday, 06/02/21, 6:30 PM via Zoom Video  
Conference  
Margaret Heinz, President



## **Minutes - Executive Committee Meeting**

04/07/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

**Committee Members in Attendance:** Margaret Heinz, Dena Pfeifer, Linda Collins, Mohamed Rashid, Lynda Mendoza

**Committee Members not in Attendance:** None

**Staff in Attendance:** Doug Bonnet, Christine Couch, Tony Anderson, Bud Mullanix

**Public Present:** Irene Hernandez, Interpreter

**Meeting called to order at 6:30 PM**

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

Margaret motioned to add an amendment to the agenda under Section E – Union and Other Issues of Retirement and Restructuring. The agenda was approved unanimously.

### **B. Review and Approval of Executive Committee Meeting Minutes of 03/03/21**

The Executive Committee Meeting Minutes of 03/03/21 were approved unanimously.

### **C. Public Comment**

None.

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

1. Tony reviewed the new job description for the Application Support Technician position in the IT Department and answered any questions that the committee members had.

Margaret Heinz asked for a motion to approve the Application Support Technician position. Dena Pfeifer made a motion to accept the Application Support Technician position in the IT department. Mohamed Rashid seconded the motion. The Application Support Technician position in the IT Department was approved by unanimous approval.

## E. Items for Discussion

### 1. Executive Director's Report

These Days it's **all vaccines all the time**. We are running two 3-Day Clinics  
We had a lot of problems today registering people for the vaccination clinics, as we kept getting notices that the clinics were filled. By the end of the day today it looks like that worked it's way through. Valley Mountain Regional Center Modesto

4/13/2021	77
4/14/2021	29
4/15/2021	22

Valley Mountain Regional Center Stockton  
1st dose Clinic Dates and Times (Pfizer)  
4/23/21 9am-4pm (Friday)  
4/24/21 9am-4pm (Saturday)  
4/25/21 9am-4pm (Sunday)

**Robert sent out instructions today describing the how to get transportation to the vaccination clinics**

#### **New Conflict of Interests Policy**

Christine , Bud, and I reworked the Conflict of Interest Policy and Procedure following a training by Phil Perez from DDS on COI.

1. COI completed by each employee and returned to HR upon hire, annually (by Aug 1st), and upon new duties or change in circumstance
2. The Conflict Resolution Plan (CRP) will be attached to the Form 6016 to be completed in case there is a present or perceived conflict.
3. The executive director of VMRC shall review the conflict-of-interest statement of each employee within 10 days of receipt of the statement.
4. The Executive Director will sign the DS 6016 and indicate whether or not the statement identifies a present or potential conflict-of-interest.
5. If the employee does NOT have a perceived or actual conflict the DS 6016 form will be returned to HR.
6. If the employee identifies a perceived or actual conflict on their Form 6016 they should complete the Form 6016, date it and sign it and complete the Conflict Resolution Plan.
7. The completed plan shall be signed by the employee and their supervisor and sent to the Human Resources.

#### DDS Involvement

1. Upon receipt of a Form 6016, and the CRP from the Human Resources Department, the Compliance Manager will record the receipt of the form, inform the Executive Director to ensure the form 6016 is posted on the VMRC transparency page of the website, obtain the Executive Director's
2. review and signature, and make a determination of whether or not the plan has met the requirements by law.

3. If the Compliance Manager approves the plan they will sign it and forward the Form 6016 and the Conflict Resolution Plan to: [OCO@dds.ca.gov](mailto:OCO@dds.ca.gov). If the plan does not meet the legal standard the
4. Compliance Manager will return the plan to the supervision with directions on what is missing from the plan.
5. The Department of Developmental Services will make a final determination of the Conflict-of-Interest Conflict Resolution Plan and will inform the VMRC Compliance Manager of their decision.
6. The Compliance Manager will inform the Executive Director of the DDS decision and if approved the Executive Director will ensure the Form 6016 and Conflict Resolution Plan will be removed from the website.
7. The Compliance Manager will send the Form 6016, Conflict Resolution Plan, and the DDS decision to VMRC Human Resources, the supervisor and the employee.
8. If DDS does not approve we will follow the guidance from the department until a final resolution can be made.

### **Therap - SIR Update**

Our Therap project that will help us manage and automate our Special Incidents Reports and provide a resource to help our providers improve their reporting and maintain a record of their SIRs has taken a significant step today in being able to move forward. The remaining barrier for this program was that we had no way to integrate this data with SANDIS and without this it was going to require double entries on a lot of our information. Therap has now committed to building a "script" to interface with SANDIS and this should move the project forward very quickly.

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

### **Enhanced Family Support During the Pandemic**

DDS is hearing from community groups that regional centers are rolling back the enhance supports to fast. We have heard in public forums that families are concerned about this but that it hasn't happened yet at VMRC. We have said that there will be no automatic rescinding of services all authorizations are based on person-centered identified needs based on the individual's circumstances.

### **Early Start/Child Find**

1. While intakes in Early Start are improving, the Early Start enrollment is still not approaching expected trends statewide. DDS will be
2. There is a need for additional discussion on what else can we do to identify the children who should be enrolled in the program but are not.
3. ARCA staff will follow-up with Brian to schedule a targeted conversation on this topic.

## **3. Vendor Issues**

### **PPP Attestation Forms/Process**

1. DDS will send us a directive to not hold payment for March services due to the PPP attestation.
2. Providers should complete the e-billing certification to allow for billing for March services.
3. This certification for the PPP attestation will be disregarded.
4. In the end there will probably be some type of attestation required because CMS has given direction to DDS to get these if the state wants federal reimbursement.

### **Future Directives**

1. In-Person Monitoring - DDS will start their monitoring activities face to face
2. Day Service Attendance - DDS is planning to send out guidance that will return the decision-making authority to the individual planning teams for in-person Day Program services

3. Residential Visitation - DDS will send out a directive like the DSS one on visits to care homes focused on following the more restrictive state or local requirements.

#### 4. Self-Determination Updates

1. Liz Diaz has been asked to be a speaker at the upcoming Self-Determination Conference
2. I have been asked to serve on a weekend panel at the Self-Determination Conference
3. ARCA has decided to maintain the Self-Determination discipline group
4. Action plan from the SDP Special Events Committee:
  - a. Self Determination Speakers Bureau with Self Determination materials to present at trainings, presentations and outreach events.
  - b. RFP) Self Determination Program “hand over hand” service
  - c. Self Determination presentation at a future Coalition of Local Area Service Providers
  - d. VMRC SDAC to host quarterly Self Determination Meet and Greets to check in with participants
  - e. Stand-alone presentation on the Self Determination Budget and Spending Plan process and record for future viewing.

#### 5. Other Matters

The Lobby Construction is moving along nicely.





## 6. Union and Other Staff Issues

Tony Anderson and Bud Mullanix presented the proposed restructuring of the the Director of Consumer Services position. Cindy Mix is retiring in May 2021, and Tony is proposing to divide the Director of Consumer Services Position into 2 positions, 1 being the Director of Consumer Services (Adults) and the other the Director of Consumer Services (Children). The position of Assistant Clinical Director will be eliminated. Tara Sisemore-Hester, who is currently the Assistant Clinical Director, will move into the new Director of Consumer Services (Children), and will bring with her Intake, Early Start, Education Specialist, and Autism Specialist and will oversee the Children's and Adolescent's Units (ages 3-17), as well as Self-Determination.

The Director of Consumer Services (Adults) will oversee Transition and Adults teams, as well as the Deflection Unit, After Hours and BMRC.

The Cultural Specialist will now report to the Director's Office.

This is for discussion only, and will be voted on by the full board at the Board Meeting on 04/19/21.

Job Description for new position "[Corporate Application & Reporting Specialist](#)" (for Vote)

Job Description for new position "[Director of Consumer Services \(Adults\)](#)" (for review)  
 Job Description for new position "[Director of Consumer Services \(Children\)](#)" (for review)

Vacant - Director of Consumer Services (Adults)			Tara - Director of Consumer Services (Children)	Directors Office
		<b>Splint Responsibilities</b>	Early Start	
Deflection Unit (LSRT) - Adults		Program Managers	Education Specialist	Spec Asst to the Director
Transition Case Management 15/17-23		ARCA Chief Counselors Meeting	Self-Determination	Cultural Specialist
Adult Case Management 23 - ...		Committees (Exceptions and Popplewell recommendations)	Children and Adolescents Case Management 3-14/17	Disparity Projects and Cultural and Linguistic Competence
BMRC - Karen		Reporting (Performance Contract)	Intake	Compliance Manager
After Hours		Rhonda *	Autism Specialist	Legal Counsel
		IT/Case Management Interface - ESES, Aticus, SANDIS, Therap, etc.		
		Cindy *		

### F. President's Report

I am very excited about the vaccination clinic. I can't wait to help.  
 Is there a possibility that we would open it up to a broader spectrum? I have contacted everyone from our school district in terms of teachers and special education directors.  
 Meal deliveries are continuing through Presentation pantry. Gaby Lopez is doing a wonderful job organizing this. Please let me know if anyone wants to participate. Then next one is on April 17<sup>th</sup>.  
 Most schools are back in session, some with hybrid, every district is doing it a bit differently. I am so excited and my students are to be back.

### G. Next Meeting - Wednesday, 05/05/21, 6:30 PM via Zoom Video Conference

**Meeting Adjourned at 7:30 PM.**