



# Executive Committee Meeting

Wednesday, October 13, 2021, 6:30 PM

Via Zoom Video

<https://us06web.zoom.us/j/87294277672?pwd=Um8xWXJuWWxMQjRaaSttd0hjeIFKZz09>

Meeting ID: 872 9427 7672 Passcode: 611327

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). Spanish translation is included and is available without requesting.



## 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 09/08/21 Action Item  
Margaret Heinz, President

Exec Com Minutes 08 25 21.pdf

C. Public Comment  
Margaret Heinz, President  
Each member of the public may have 3 minutes for comment. If a translator is needed, 6 minutes will be allowed.

D. Items for Approval  
Margaret Heinz, President

1. Enhanced Caseload Service Coordinator Job Description Approval Action Item  
Bud Mullanix, HR Director

Enhanced Caseload Low to No POS.pdf

2. Director of Administration Job Description Approval Action Item  
Tony Anderson, Executive Director

JD-Dir of Admin.pdf

3. Participant Choice Specialist Job Description Approval Action Item  
Bud Mullanix, HR Director

JD - Self Determination Senior Service Coordinator (002).pdf

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

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  
Tony Anderson, Executive Director and Bud Mullanix, HR Director

Data\_Insights\_Overview for October Exec Com Meeting.pdf

F. President's Report  
Margaret Heinz, President

G. Next Meeting - Wednesday, November 10, 2021, 6:30 PM, Location  
TBD  
Margaret Heinz, President



## **Minutes for Executive Committee Meeting**

09/08/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

**Committee Members Present:** Margaret Heinz, President, Suzanne Devitt, Linda Collins, Secretary, Alicia Schott, Treasurer, Lynda Mendoza, Vice-President

**Committee Members Not Present:** None.

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

**Public Present:** Irene Hernandez, Interpreter

**Meeting called to order by Margaret Heinz, Board President, at 6:31 PM.**

### **A. Review and Approval of Meeting Agenda – Action Item**

Suzanne Devitt 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 08/11/21 – Action Item**

Suzanne Devitt made a motion to approve the Executive Committee Meeting Minutes of 08/11/21. Alicia Schott seconded the motion. The Executive Committee Meeting Minutes of 08/11/21 were approved unanimously.

### **C. Public Comment**

None.

## **D. Items for Approval**

None.

## **E. Items for Discussion**

### **1. Executive Director's Report – Tony Anderson, Executive Director**

Performance Contract Process is coming up

We now have 270 vaccinated staff

Health and Safety waivers are set to expire on Oct 3<sup>rd</sup> DDS is non-committed at this time.

May get an answer tomorrow.

Alternative Services are expected to go on for some time. Most directors feel providers could not ramp up to deliver traditional onsite only services.

DDS wants regional centers to tell them when the timelines should start for SDP we said after the budget is approved and accepted (DDS probably won't go for that).

So far it looks like over half the regional centers now require vaccinations. Lanterman reported their meeting with the union was very positive regarding this. Los Angeles County Public Health sent an email saying vaccinations are required to North Los Angeles County Regional Center – this written communication will mean all 7 LA regional centers will soon be complying.

We currently are testing all unvaccinated employees weekly

- a. We have gotten five very long letters from staff who strongly oppose this new policy.
- b. Weekly testing for unvaccinated is required of all our licensed providers.

### **2. Notable Consumer Information – Tony Anderson, Executive Director**

Fiduciary Abuse Allegation

We have removed our agency from the investigation and the Adult Protective Services and Stockton Police are investigating.

The alleged perpetrator is an employee and we have put the employee on administrative leave with pay pending the investigation by authorities.

### **3. Vendor Information – Tony Anderson, Executive Director**

Next week is national direct support professionals week.

### **4. Self-Determination Update – Tony Anderson, Executive Director**

It has been decided by DDS that VMRC will receive funding for 3 Participant choice specialists to help consumers transition from regular service coordination to SDP or Participant Directed Services.

We currently have three Senior Service Coordinators who perform this duty short of the Participant Directed Services. This will change their roles a little and provide them with three more colleagues.

## **5. Other Matters – Tony Anderson, Executive Director**

None.

## **6. Personnel and Union Update – Tony Anderson, Executive Director**

New Expansion Positions:

- Cindy Jimenez- 1
- Early Start SC's for new manager – 2 (Manager decision should be coming soon which will create a backfill somewhere)
- Staff Physician for Claire--Contract

Backfills:

- Jacina Groves –1 SC
- Vickie Fisher-1 SOT (Val this am)
- Danielle Wells – 1 SC
- Debbie Beyette- 1 Fiscal Asst
- Pam Kidroske- 1 SC
- 12 in backgrounds....

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

Drive Through Flu Shot Clinics are upcoming. They are on October 7<sup>th</sup> and 14<sup>th</sup>. I won't be able to help because I'll be working.

The ARCA web academies are really good, and the one upcoming is on services for infants and toddlers. I strongly suggest any board members attend that can. Doug just sent out another reminder about that.

## **G. Next Meeting - Wednesday, October 13, 2021, 6:30 PM, Location TBD**

**Meeting adjourned at 7:12 PM.**

**Valley Mountain Regional Center  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>ENHANCED CASELOAD SERVICE COORDINATOR</b>	<b>DATE: SEPTEMBER 2021</b>
------------------------	--	-----------------------------

**UNIT:**

<b>REPORTS TO:</b>	<b>STATUS: NON-EXEMPT</b>
--------------------	---------------------------

**CRITICAL DUTIES & RESPONSIBILITIES:**

Under direction of a Consumer Services Program Manager, shall provide enhanced service coordination to persons with developmental disabilities and their families. Will manage a 1:40 caseload ratio of consumers currently served by VMRC with the lowest per capita expenditures (maximum of \$2000 annually) and/or no POS expenditures. Utilizing a Person Centered approach to the Individual Program Plan Process, will work to identify barriers is accessing services and supports; to enhance relationship between consumer/family and VMRC; to empower individuals to partner with VMRC and other community agencies and to assist in identification of new resources that are culturally relevant to our community. Works in collaboration with the PCP Specialists, Cultural Specialist, and other VMRC Departments to identify innovative approaches to service coordination. Using PCP strategies will be responsible for the development and implementation of the consumer's IPP, progress reports, the consumer's annual reviews. Provides follow-up, reassessments, and periodic review of consumer's progress and program effectiveness. Adheres to the agency mission, philosophy and core values. Assists in locating and developing natural supports. Initiates the purchase of vendor and generic services and monitors service delivery. Keeps abreast of state and federal regulations, agency policy and procedure and guidelines related to consumer services. Acts as an advocate on social, legal, education, mental health and/or forensics issues related to the consumer. Participates in outreach and represents the agency in community meetings and events. May conduct public presentations regarding regional center services and activities. May serve on intra-agency and/or inter-agency committees. May participate in data gathering and analysis activities. Additional duties may be assigned as deemed appropriate.

**QUALIFICATIONS:**

Bachelor's Degree in Social Work, Psychology, or related field, plus at least one year experience working at VMRC or another Regional Center. Trained in and experience with Person Centered Practices. Experience working with families from diverse cultural, linguistic and socio-economic backgrounds. Possess an understanding of family systems and human dynamics. Ability to establish and maintain positive working relationships with all levels of staff. Possess excellent conflict resolutions skills and has the ability to seek creative solutions. Ability to relay information clearly, effectively and accurately, both verbally and in writing. Ability to establish harmonious and effective relationships with staff, consumers, families, and the general public. Evidence of leadership abilities as evidenced by experienced by active participation in agency workgroups, training sessions, or events. Exceptional organizational skills as evidenced by ability to work independently in determining priorities and completion of assignments. Demonstrated ability that person is a self- starter with a positive attitude, willing to adapt as projects and related work evolve. Must be available to work weekends and evenings, when necessary. Valid CA driver's license and proof of automobile insurance must be presented. Must be computer proficient. Must have an automobile and present proof of auto insurance.

**PHYSICAL REQUIREMENTS:**

- Extensive sitting at workstation (50% + of time).
- Frequent walking throughout office to resolve the issues with staff.
- Occasional lifting of up to 20lbs. moving stored files, supplies.
- Frequent bending, stooping and stretching to access files, binders, charts, etc.
- Adequate manual dexterity and coordination to operate standard office equipment, computer, copier, telephone, etc.





# Job Description

**TITLE: Director of Administration**

**REPORTS TO: Executive Director**

**General Statement of Duties:** The Director of Administration will coordinate all human resources, safety, security, facilities, purchasing, agency training, information technology, foster grandparent/senior companion program, and front lobby operations for each site. The Director of Administration is responsible for leading these departments and producing timely and accurate information, reports, goals, and projections for the Executive Director, Board of Directors, and Department of Developmental Services, and functioning as a member of the senior management team.

## **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 regularly.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting throughout offices, service provider facilities 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**

Provide leadership, direction and management assistance and training to all departments as stated above.

## **HUMAN RESOURCES AND TRAINING:**

1. Interpret and implement HR laws and regulations pertaining to recruiting, hiring, training, discipline, termination, records and benefits.
2. Participate as the number one chair in labor negotiations, Grievances, and contract negotiations. Policies and procedures for the agency.
3. Implement and monitor agency's union contract.

## VMRC Job Description – Director

4. Provide training, support and assistance to management involving all issues, including performance and discipline working with the Training Manager
5. Oversee training opportunities provided to VMRC staff working closely with the Training Manager. Provide management support and coaching to the Training Manager
6. Conduct investigations relating to HR issues (alleged harassment and/or discrimination) and produce final report for Executive Director.
7. Review and update agency's job descriptions and assist in the development of descriptions for new positions.
8. Administer Paylocity HR System and other related computer applications.
9. Oversee all agency recruiting methods and practices.
10. Oversee w/c claim and related activities.
11. Oversee employee benefits and related activities including Cal PERS Health and Pension Plan administration.
12. Ensure compliance with EEO laws and regulations and act as agency representative.
13. Prepare a variety of complex reports and data for various departments and agencies.
14. Participate as an active member of the Department Heads Team. Business Partner working closely with the Senior Leadership team and all managers
15. Provide principal staff support to the VMRC Executive Committee.
16. Comply with VMRC Policies and Procedures.

### **INFORMATION TECHNOLOGY:**

1. Work with Information Technology, Applications, and Website contractors to assure VMRC is obtaining excellent service and monitor each contract budget to assure compliance and accuracy
2. In coordination with the IT director, this position will coach and mentor VMRC IT staff
3. Oversee IT services to assure customer satisfaction and follow-up to meet the agency needs.
4. Provide management support to the Director of IT and the IT Team as needed

**SENIOR COMPANION AND FOSTER GRANDPARENT PROGRAM:**

1. Lead and oversee the Foster Grandparent and Senior Companionship program for the agency working with the FGP/SC Manager
2. Oversee the leadership, budget accountabilities, legalities, regulatory and compliance of these programs working with the FGP/SC Manager.
3. Assure DDS reports and regulatory documents are completed on time and sent to DDS as requested

**SAFETY AND SECURITY:**

1. Oversee agency wide Safety and Security programs (3 offices)
2. Working with the Safety Committee including the Safety/Security/Manager Develop and maintain safety manual and IIPP.
3. Lead and Manage Health and Safety committee, including periodic safety review for each location.
4. Conduct training and drills for the agency pertaining to fire, evacuation, active shooter, etc.
5. Assure the safety and protection of all staff inside and outside of the building. Coordinate plans and actions with Senior Management, Management and Facilities.
6. Work with outside agencies such as the fire and police department to ensure safety and training for all employees.

**ADMINISTRATIVE SERVICES**

1. Oversee the Reception and Lobby Operation of each building site for VMRC.
2. Assure the front lobby and receptionist area is safe, clean, and free of any issues which could negatively impact our visitors, consumers, consumer families or staff.
3. Assure front office policies and procedures are adhered too

## VMRC Job Description – Director

4. Working with the Purchasing/Facilities Manager to assure needed supplies are ordered and we are staying within budget.

### **Supervision Responsibility**

#### **Direct Reports:**

All staff in the Human Resource Department, including the Generalist, Training Manager, Foster Grandparents Manager, IT Director and team, and the Manager of Facilities, Safety, Security, and Purchasing.

#### **Minimum Position Requirements:**

Bachelor's degree, Master's degree preferred and minimum of 10+ years' experience and knowledge of current Human Resources and Administrative Services practices and leadership; knowledge of correspondence practices; ability to organize work to meet deadlines; ability to use PC, Internet, and related software such as Word, Power Point and Excel; ability to establish and maintain effective relationships with others and work in a team environment.

Management and/or experience with Paylocity or similar HR Software desirable. Strong Union Environment experience required. Strong knowledge of Safety, Security, and program management required. Solid Organizational Development and Training experience required including course development, stand up training, managing large projects. Experience at a senior level in a Vice President or Director position managing multiple departments and staff. This is a senior level staff position.



# Job Description

TITLE: Participant Choice Specialist

REPORTS TO: Program Manager

**General Statement of Duties:** Under direction of the Program Manager, the Participant Choice Specialist will participate in the assessment of the needs of consumers who are developmentally disabled. As facilitator of the Interdisciplinary (ID) team, the Participant Choice Specialist will develop, implement, and coordinate a program plan for each consumer. The Participant Choice Specialist will project and advocate the legal, civil, and service rights of consumers who are developmentally disabled, and perform related work as required.

## **Working Condition and Physical Requirement:**

- The majority of duties are performed in the office and out in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a workstation for up to 5 hours at a time.
- Frequent standing and walking throughout offices, service provider facilities 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 for reports and other documentation.
- The ability to lift, push and pull up to 25 pounds.

## **Key Responsibilities – Essential Functions**

- Will lead the Person- Center Planning session/meeting
- Will help develop the person center Individual Program Plan (IPP)
- Start Individual Budget process/certify the amount of the Individual Budget by obtaining signatures
- Will lead spending plan process and finalize the process by reviewing the spending plan with the circle of supports that may include but are not limited to: Consumer, Family, Financial Management Services provider, Independent Facilitator, etc. and will obtain required signatures
- Ensure Consumer/Family is accessing “generic resources” available to the Consumer
- Help the Consumer/Family understand what types of services are eligible for Self-Determination funding

## VMRC Job Description – Self Determination Senior Service Coordinator

- Will be available to answer questions and serve as a guide to what's positive and possible within Self-Determination
  - Help the Consumer determine how to be healthy, safe, and living to their full potential at home and in their community
  - Ensure the Consumer is meeting their IPP goals based on their input and service provider's reports
  - Ensure the money from the Consumers Individual Budget is spent as approved in the Individual Program Plan
  - Will help Consumer if there is a need to change the budget due to an unmet need or a change in current needs (the budget process starts over at this point)
  - Will help Consumer if there is a need to change the spending plan and will work with circle of supports (the spending plan process may start over at this point/depending on the change)
  - Will ensure documentation of the Person-Center Plan
  - Will assist to ensure documentation of the person center Individual Program Plan
  - Will serve as a guide for Service Coordinators of any Consumer that is successfully transitioned to the SD program and remains on the caseload of their traditional SC.
  - Will keep monthly tracking report on individuals in the SD program, as deemed appropriate
- The Participant Choice Specialist may have a small caseload. For those consumers, the Participant Choice Specialist will be responsible for all IPP documentation that the traditional SC has in conjunction with everything that needs to be done as part of the Self-Determination process. This also includes all other case management duties as described in the SC job description.
- ❖ The Participant Choice Specialist will provide on-going community training and staff training about the Self-Determination program. This includes but is not limited to the mandatory Self-Determination orientation, changes/updates in the SD program, changes/updates on VMRC's internal process of the SD program. Trainings at times may be held on weekends.
  - ❖ May/will participate in outreach events
  - ❖ May/will meet with DDS on an on-going basis as deemed appropriate to discuss changes/updates success stories and, barriers of the SD program.
  - ❖ May/will meet with Senior Managers on an on-going basis as deemed appropriate to discuss changes/updates success stories an, barriers of the SD program.
  - ❖ May/will participate in meetings held by the SD Local Advisory Committee
  - ❖ May/will participate in meetings held by the SD State Advisory Committee

## VMRC Job Description – Self Determination Senior Service Coordinator

- ❖ May/will be a part of special work groups within the VMRC agency as deemed appropriate

### Supervision Responsibility

**Direct Reports:** None

**Indirect Reports:** None

**Minimum Position Requirements:** Bachelor's degree in Human Services or related field and one (1) year related experience, OR Bachelor's degree in a non-human service-related field and three (3) years' experience providing training or direct services to persons with developmental disabilities in a setting such as day program, special education, or residential setting OR RN License and two (2) years related experience. All driving positions are required to meet our driver acceptability criteria.

Active Filters:

Headcount ⓘ

378

As of September 2021

Hired ⓘ

19

Termed ⓘ

15

Growth Rate ⓘ

1.1%

Turnover Rate ⓘ

4.0%

Average Tenure ⓘ

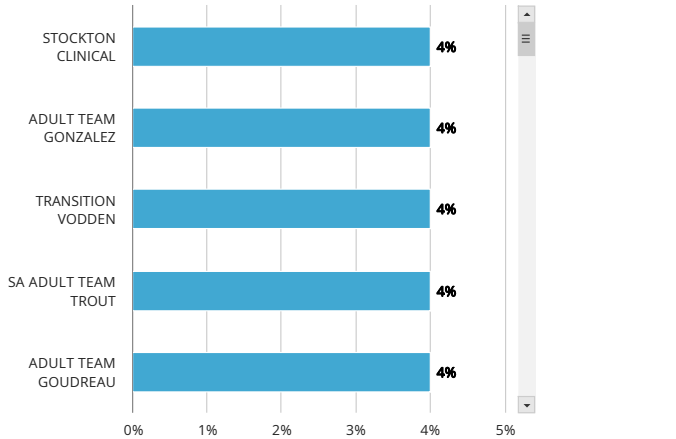
9.0

(Years)

Active Employees

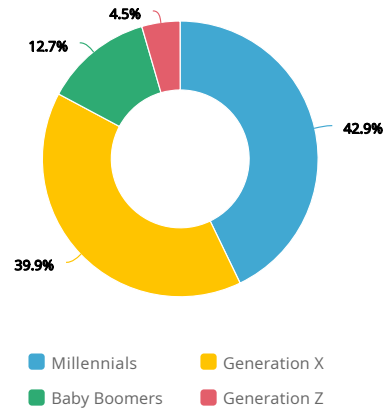
CC1: Department ▾

% #

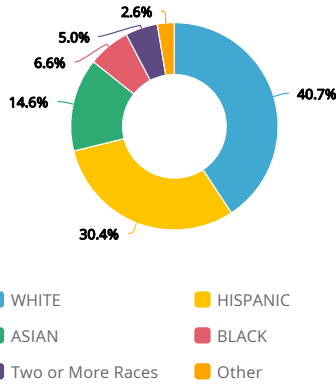


Generation

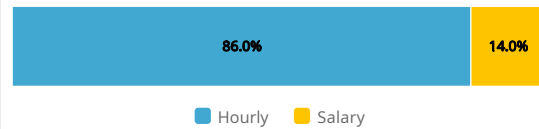
Current Trends



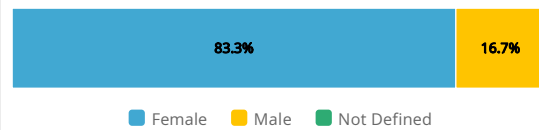
Ethnicity



Pay Type



Gender (Legal)



Insights Status

Last data update took place at 9/29/21, 3:20 AM.