



Minutes for Executive Committee Meeting

12/08/2021 | 06:30 PM - 07:30 PM - Pacific Time

Via Zoom Video Conference

Committee Members Present: Margaret Heinz (President), Lynda Mendoza (Vice President), Suzanne Devitt

Committee Members Not Present: Alicia Schott (informed absence), Linda Collins

Staff Present: Tony Anderson, Doug Bonnet, Bud Mullanix, Christine Couch, Tara Sisemore-Hester

Public Present: Irene Hernandez (Interpreter)

Margaret Heinz called the meeting to order at 6:30pm.

A. Review and Approval of Meeting Agenda

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

B. Review and Approval of Executive Committee Meeting Minutes of 11/10/21

Suzanne Devitt made a motion to approve the Executive Committee Meeting Minutes of 11/10/21. Lynda Mendoza seconded the motion. The Executive Committee Meeting Minutes of 11/10/21 was approved unanimously.

C. Public Comment

None.

D. Items for Approval

1. Special Assistant to the Director Job Description – Tony Anderson presented to the committee the proposed changes to the job description of Special Assistant to the Director and answered any questions that the committee members had. The main new duties are the oversight of the Emergency Response Coordinator. Lynda Mendoza made a motion to approve the Special Assistant to the Director Job Description. Suzanne Devitt seconded the motion. The Special Assistant to the Director Job Description was approved unanimously.
2. Division Manager of Consumer Services (Children) Job Description – Tony Anderson presented to the committee the proposed job description of the Division Manager of Consumer Services (Children) job description and answered any questions that the committee members had. Suzanne Devitt made a motion to approve the Division Manager of Consumer Services (Children) job description. Lynda Mendoza seconded the motion. The Division Manager of Consumer Services (Children) Job Description was approved unanimously.
3. Fiscal Rate Specialist Job Description – Tony Anderson presented to the committee the proposed job description of Fiscal Rate Specialist and answered any questions that the committee members had. Lynda Mendoza made a motion to approve the Fiscal Rate Specialist job description. Suzanne Devitt seconded the motion. The Fiscal Rate Specialist Job Description was approved unanimously.
4. Cultural Specialist Manager Job Description – Tony Anderson presented to the committee the proposed job description of Cultural Specialist Manager and answered any questions that the committee members had. Suzanne Devitt made a motion to approve the Cultural Specialist Manager job description. Lynda Mendoza seconded the motion. The Cultural Specialist Manager Job Description was approved unanimously.

E. Items for Discussion

1. Executive Director's Report – Tony Anderson

Performance Contract: I'll be publishing the recorded version of the performance contract plan and presenting a summary at the board meeting.

All our staff either were vaccinated (340) or filed a declination because of a health concern or a personally held religious belief (43). In total 89% are vaccinated and the 11% not vaccinated will be testing for COVID-19 every week.

We are now at 75% capacity in the building, still on track to be fully opened by January, however, last week we had to close the building for cleaning after we had an exposure in the building in Stockton.

Major Program Initiatives

- Emergency Response Services and Coordinator position - we're hoping to have the hiring decision by early January.
- Deaf and Hard and Hearing Community Service Liaison - Brian Bennett has selected a highly qualified candidate who just has to pass the ASL certified test.
- Enhanced Caseloads Low to No POS - The supervisor position is being reviewed today.
- Reworking our self-determination positions - the team interviewed several great candidates for the Participant Choice Specialists and is making the offers now.
- Creating Early Childhood Caseload 0-5. First step is to hire the manager of this new division in Children's Services, this position is being reviewed tonight.

Vaccination clinics - doing a survey to see if parents are interested but so far not very many people have said they were interested.

All the Strategic Planning Committees are in full stride and preparing for the February outcomes reports to the board.

2. Notable Consumer Incidents/Complaints – Tony Anderson

We still do not have resolution of the potential clients abuse case being investigated by the Stockton police department. Christine Couch provided the investigators with more documents requested.

This week for the first time in a while we did not report any deaths due to COVID-19.

3. Vendor Information – Tony Anderson

We are beginning to see our FMS vendors scaling back significantly. Some continue to deny services to our consumers for now because the FMS is too booked.

Some people are about to lose their services for a month or two because they can't get the FMSs.

4. Self-Determination Updates – Tony Anderson

- We provided DDS extensive clarification regarding the rumors that we are not doing anything for Self-Determination until January. It is not and our team has several meetings everyday with consumers and families on their Self-Determination plan.
- SCDD orientation 5 modules regional center can still do some training if they want

5. Other Matters – Tony Anderson

- We just had our bi-annual meeting with the managers last week to provide updates on the departments and give our first training on implicit bias. The training was well received.

6. Personnel and Union Update – Bud Mullanix

- A meeting today with the Union President went well. There are no issues or grievances, and everyone seems happy.

- We are up to 386 total staff, and we have 9 that are in backgrounds. We have added over 80 people so far this year, not all new employees, but 80 hires to fill backfills along with new hires.
- Our turnover rate has slowed down, and a few retirees effected this.

F. President's Report – Margaret Heinz

- Thank you to everyone who contributed to the Thanksgiving Meal deliveries. We delivered 74 premade full turkey dinner meals to our families in the 5 counties with funding from the Popplewell Fund.
- The recent ARCA Academy was once again very good. I encourage all board members to do their best to continue to attend these academies.
- The ARCA meetings for board Presidents will begin to resume in person.

G. Executive Committee Closed Session for Executive Director Performance Review

The Executive Committee, along with Bud Mullanix and Doug Bonnet, met in closed session to discuss the Executive Director Performance Review.

H. Next Meeting - Wednesday, January 12, 2022, 6:30 PM, Stockton Cohen Board Room AND via Zoom. This will be a “hybrid” meeting.