



Executive Committee Meeting

Wednesday, December 8, 2021, 6:30 PM

Via Zoom Video Conference

<https://us06web.zoom.us/j/89707243371?pwd=bDVIZXYxc1dPYUZ4QXBYcUdTZ3E5QT09>

Meeting ID: 897 0724 3371 Passcode: 148790

One tap mobile +16699006833

For accommodations, please contact Doug Bonnet at 209-955-3656, or by email at 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
Margaret Heinz, President Action Item
- B. Review and Approval of Executive Committee Meeting Minutes of 11/10/21
Margaret Heinz, President Action Item
- 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 given.
- D. Items for Approval
Margaret Heinz, President
- 1. Special Assistant to the Director Job Description Action Item
Tony Anderson, Executive Director and Bud Mullanix, HR Director
 - 2. Division Manager of Consumer Services (Children) Job Description Action Item
Tony Anderson, Executive Director and Bud Mullanix, HR Director
 - 3. Fiscal Rate Specialist Job Description Action Item
Tony Anderson, Executive Director and Bud Mullanix, HR Director
 - 4. Cultural Specialist Manager Job Description Action Item
Tony Anderson, Executive Director and Bud Mullanix, HR Director
- 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
- F. President's Report
Margaret Heinz, President
- G. Executive Committee Closed Session for Executive Director Performance Review
Margaret Heinz, President
- H. Next Meeting - Wednesday, January 12, 2022, 6:30 PM
Margaret Heinz, President



Minutes for Executive Committee Meeting

11/10/2021 | 06:30 PM - 07:30 PM - Pacific Time (US & Canada)

Via Zoom Video

Committee Members Present: Lynda Mendoza (Vice President filling in for President), Alicia Schott (Treasurer), Linda Collins (Secretary)

Committee Members Not Present: Margaret Heinz (President – Informed Absence), Dr. Suzanne Devitt (Chair Consumer Services Committee – Informed Absence)

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

Public Present: Irene Hernandez (Interpreter)

Lynda Mendoza called the meeting to order at 6:30 PM.

A. Review and Approval of Meeting Agenda

Alicia Schott 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 10/13/21

Alicia Schott made a motion to approve the Executive Committee Meeting Minutes of 10/13/21. Linda Collins seconded the motion. The Executive Committee Meeting Minutes of 10/13/21 were approved unanimously.

C. Public Comment

None.

D. Items for Approval

None.

E. Items for Discussion

1. Executive Director's Report – Tony Anderson

1. Performance Contract public surveys in November as well.
2. We currently are testing all unvaccinated employees weekly
3. 85% vaccinated, 28 exemptions, 46 unknowns, 3 terminated and 5 quit. Our other central valley regional centers are reporting 70% in CVRC (the only require vaccine for staff who see consumers) and Kern is now at 50% vaccination.
4. We are ranked number 2 in the state for consumers 65 and older, 2nd for those 50-64 years old, 4th most for 16-49 years old. 12-15 year olds ranked right in the middle.
5. We are now at 50% capacity in the building, still on track to be fully opened by January.
6. Major Program Initiatives
 - Emergency Response Services and Coordinator position
 - Deaf and Hard and Hearing Community Service Liaison
 - Enhanced Caseloads Low to No POS
 - Reworking our self-determination positions - Participant Choice Specialists
 - Creating Early Childhood Caseload 0-5
7. Vaccination clinics - doing a survey to see if parents are interested.
8. 350 a month intake - 71 more a month than pre-pandemic
9. 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

1. We still do not have resolution of the potential fiduciary clients abuse case being investigated by the Stockton police department.
2. As of now the case is being considered by the district attorney

3. Vendor Information – Tony Anderson

1. We are discussing organizing a Job Fair with our providers maybe in conjunction with vaccination clinics or something else.

4. Self-Determination Updates – Tony Anderson

- We received our first complaint on Wednesday from DDS inquiring why it is taking so long to process Self-Determination requests.
- We received guidance from DDS last Thursday evening and we used it to develop our job descriptions for the Participant Choice Specialist.
- We posted our job announcements last Friday and we have 3 candidates so far for the three new Participant Choice Specialists positions. Two from Modesto and 1 from Stockton.
- The team is working on a promotional video to highlight the program and talk about the benefits of the new position.

5. Other Matters - Tony Anderson

Email breach: We had two email breaches. The first one involved our compliance manager and the second came from one of our community providers. The second breach involved 14 staff who opened the affected email. Our options were to open each email to look for names of impacted consumers, which would have included, about a weeks' worth of work for all these individuals, or send a mass mailing to all consumers, letting them know of the potential exposure. We opted to send the letters to everyone which includes:

17,198 total consumers

Status 0	739
Status 1	2494
Status 2	13,964

=====

Modesto	6079	
San Andreas	1204	
Stockton	9908	
Other	7	We are researching these now

=====

2568 Spanish speaking

6. Personnel and Union Update – Tony Anderson and Bud Mullanix

- Bud and Claudia will present on this.
- Union Negotiations have been completed.
- Last we reported to the committee the financial picture was not clear and the CFO advised no increases in salaries this time because the fiscal report showed we did not have the funds.
- CFO reported in negotiations that if funds were available we would offer an increase.
- We need to increase wages because we are on the bottom ranking is salaries and we will need to hire at least 50 people of the 2022-2024 fiscal years.

E. President's Report

Lynda Mendoza asked Doug Bonnet if there was anything to report from President Margaret Heinz. Doug Bonnet reported that Margaret Heinz did not have anything to Doug to report.

F. Next Meeting - Wednesday, December 8, 2021, 6:30 PM, Via Zoom Video Conference



Valley Mountain Regional Center Job Description

Title: Special Assistant to the Director

Reports To: Executive Director

General Statement of Duties: The Special Assistant to the Director reports directly to the Executive Director of Valley Mountain Regional Center (VMRC) and provides a wide range of highly confidential duties. Primary responsibilities include using independent professional judgment and initiative in managing the agency's emergency response system, managing the internal and external communications of VMRC including community outreach and agencywide events, managing the overall operations of the board of directors, and providing leadership in support of the Executive Director and the initiatives of the Director's Office.

Emergency Response Coordination

The position oversees the coordination of VMRC's response to natural disasters and public health emergencies. The response system will be coordinated by the Emergency Response Coordinator, which is supervised by this position. The related communications component of each emergency will be implemented by this position. In the absence of the Emergency Response Coordinator, this position will be responsible for the duties under that position. Examples of specific activities aimed at managing the agency's emergency response system include:

1. Supervising the Emergency Response Coordinator
2. Managing all communications internally and externally related to the emergency response implementation.
3. Develop and ensure implementation of the emergency response plan.
4. With the Emergency Response Coordinator, manage the training needs of each impacted stakeholder identified in emergency response plan.

Internal Communications

This position is also responsible supporting the leadership team in the planning and execution of major organization-wide initiatives and must have strong interpersonal skills and a commitment to internal customer service. Good communication within VMRC and in supporting board engagement is key to organizational effectiveness leading to clear expectations and increased morale. The position will facilitate the development, renewals and maintenance of the administrative procedures (APs) and memoranda of understanding (MOUs). An example of specific activities aimed at achieving continuous effective internal communications include:

1. Serving on the Social Committees of each of our three offices (located in Stockton, Modesto, and San Andreas) to assist in organizing and promoting the morale boosting activities of each committee.

2. Serving as the chief contributor to the “VMRC InsideXchange” (the organization’s intranet system).
3. Organizing the logistics and content for the bi-Annual Management Meetings and the Bi-Annual All-Staff Meeting and Trainings, and the Board of Directors meetings and events (see Management of Board Operations below).
4. Work closely with Quality Assurance, Resource Development, and all other internal units and departments involved in providing trainings and events, to strategize the development and promotion strategies needed for success.
5. Supports the Senior Leadership team, consisting of the VMRC Department Heads.
6. The position tracks action items and decisions made in Sr. Leadership meeting.
7. Assists with the messaging of the organizational initiatives put forth by the Senior Leadership team.
8. Supports the Senior Leadership team, assisting with the prioritization of actions and information across departments that will ultimately drive employee engagement.

External Communications

This position is responsible for overseeing public relations and media relations that promote and protect the VMRC image and reputation and showcases the good work of the regional center as a “partner in disability services and supports”. It is important to be prepared in terms of messaging from VMRC to the community. Another important stakeholder includes the policymakers on a local, state, and national level and the position will have to (1) maintain current files of media contacts and legislative contacts, (2) prepare briefing and background materials, (3) draft media advisories, and (4) assist in Grass Roots Day preparations. In addition to creating and executing the external communications strategy the position will engage in the following activities:

1. Manage the VMRC website that informs and engages our community and employees and informs the public of all activities of the board of directors, its committees, and VMRC.
2. Publish a VMRC newsletter quarterly soliciting articles from VMRC staff and community stakeholders.
3. Coordinate and manage and participate in the work of the VMRC Social Media team.
4. Engage and collaborate with community stakeholders communications efforts including (1) Self-Advocacy Council 6, (2) Coalition of local Area Service Providers , (3) the Association of Regional Center Agencies, and (4) other local partners such as State Council on Developmental Disabilities North valley Hills Office, Disability rights California, Family Resource Network, etc.
5. Assist with information dissemination of Employment First, Cultural Diversity, Affordable Housing, Safety Net Initiatives, Home and Community based Services new Rules, and other state and local priorities as they develop.

Management of Board Administration

Working together with the board president, committee chairs, and the executive director to develop, compile, publish, and distribute agendas, minutes, and other reports and materials for each meeting of the board and its committees. Other relevant tasks for the management of board operations include:

1. Maintain two years of records of the board of directors and its committees (archives of board actions, attendance, agenda, and former rosters of board members.)
2. Attend all board and committee meetings and take minutes (if needed) and prepare meeting rooms including public accommodations and catering services for committees who meet during the meals hours.
3. Compile, photocopy and mail board and committee meeting packets and promote the meetings on the website, social media, etc.
4. Assist Board Members with travel arrangements and with reimbursements for travel & other expenses.
5. Manage the submission of all reports required by the Department of Developmental Services, under the responsibility of the director's office or the board of directors.

Working Condition and Physical Requirement: Majority of duties are performed in an office. They require the ability to sit or stand for long periods of time, to rearrange meeting room furniture to configure for meetings, and to operate office machines requiring manual dexterity and repetitive key entry. Ability to read and comprehend large amounts of written material, use the telephone, and communicate via electronic mail. Excellent verbal and written communication skills are essential. Must be able to travel locally and out-of-town, including occasional over-night stays.

Minimum Position Requirements:

Bachelors in Arts or Science degree in Communications, English, Business, Social Work, Psychology, Education, Organizational Development, Public Administration, or any related field. The following is a list of skills and abilities necessary to be successful in this position:

1. Knowledge of the laws and principles of the regional center system and the Lanterman Act
2. Knowledge of Person-Centered Thinking and its relation to the purpose of VMRC and the community based developmental services system.
3. Familiarity with the logistics of the operations of a board of directors with a robust committee structure.
4. Ability to establish and maintain effective relationships with others in a team-based environment
5. Ability to independently perform high-level administrative duties competently and with discretion;
6. Ability to organize a complex workload, research, organize and compile written reports and materials.
7. Advanced knowledge of Microsoft Office, including Outlook, Word, OneNote, PowerPoint, excel.

8. Working knowledge of at least the following social media platforms: (1) Facebook, (2) Twitter, (3) LinkedIn, (4) Instagram, and (5) YouTube.
9. Working knowledge of a variety of online business tools such as email marketing programs, survey tools, scheduling tools, meeting tools, etc.
10. Ability to write operational and program oriented grant proposals clearly and concisely.

Advanced Qualifications:

A Master's degree in Communications, English, Business, Social Work, Psychology, Education, Organizational Development, Public Administration, Marketing, Public Relations, or any related field is highly desirable. Four years' experience in an increasingly responsible management, leadership or administrative position and or 2+ years' experience as a "Clerk of the Board" for a government board or council.

Salary (Confidential Exempt Position):

Pay Scale: \$3495 pay period/\$31.25 an hour - \$4684 pay period/\$58.55 an hour



VMRC Job Description

Title: Division Manager of Consumer Services (Children)

Reports To: Director of Consumer Services- Children

General Statement of Duties:

The Division Manager of Consumer Services (Children) under the direction of the Director of Consumer Services (Children) is responsible provide general management to the programs of the Department of Consumer Services for Children. Specifically, this Division Manager will focus primarily on the creation, management, and supervision of the Early Childhood Services Division consisting of teams with caseloads serving children 0-5 years old. This Division Manager will oversee Valley Mountain Regional Center's statutory Early Start mandates, provisional eligibility requirements, and all other legal requirements as delineated in the Lanterman Developmental Disabilities Act and ensure successful transition for these children and their families from one Early Childhood program to the next, including transitions from proceeding the eligibility from these programs. The Division Manager serves as liaison between the Department of Developmental Services (DDS), Education (i.e. SELPAs, and School districts, etc.), and VMRC with regard to Early Start and its multi-agency implementation encouraging consistency between procedures in each office. The individual in this position serves as a contact person for Early Start Service providers and monitors vendored infant-toddler programs in VMRC's catchment area.

Working Condition and Physical Requirement:

- Most duties are performed in the office and out in the community.
- The ability to drive an automobile is required daily.
- Must maintain a valid driver's license and be able to travel locally and out-of-town regularly.
- Must be able to sit at a workstation for long periods of time.
- Must be able to frequently stand, walk, bend and reach throughout offices.
- Must be able to operate office machines requiring manual dexterity and coordination to operate standard office equipment (i.e., computer, telephone, fax machine, etc.)
- Must be able to read, write and comprehend large amounts of written material, use the telephone, and communicate via electronic mail daily.
- Excellent verbal and written skills are essential.

Supervision Responsibility

- Direct Reports: Early Start Program Managers
- Indirect Reports: Early Start Service Coordinators

Minimum Position Requirements:

BA/BS degree in a social science, business, public administration, communication, or similar field is required. At least 5 years' experience in a case carrying position at VMRC or another regional center; at least 5 years of experience with Early Start services, and at least 5 years' experience in management of Early Start services.

Key Responsibilities:

- Support the Director of Consumer Services (Children) as needed to cover meetings, department projects, etc, including Early Start, children's services, provisional eligibility,

intake, Self Determination, autism and education services.

- Manage and Lead the Early Start programs collaborating and sharing information with counties, state agencies and other specified entities to identify and coordinate services for Early Start
- Providing DDS with data, implementation updates and recommendations
- Participating in the ARCA Early Start Discipline Committee.
- Supervise Early Start activities in all three VMRC offices
- Ensure compliance with Early Start and Lanterman timelines.
- Attend local and state-level trainings and meetings regarding trends and evidence-based practices in the field of infant-toddler intervention.
- Educate and work collaboratively with managers regarding changes in regulations, ongoing issues and implementation of changes and policies. Ensure compliance with agency and state policy, regulations and standards.
- Serve with the Director of Consumer Services-Children as the liaison to DDS Early Start Department and to the State Department of Education for all communication regarding Early Start rules, regulations, services, etc.
- Consult with Program Managers as they meet with local partners on issues regarding collaboration and Memorandums of Understanding (MOU's).
- Provide technical assistance to new and existing Early Start vendors.
- Monitor ES vendors regarding quality of service and work collaboratively with Community Resources to assure compliance. Communicate compliance to Clinical Director.
- Work collaboratively with VMRC's Resource Development team to identify needed Early Start services and modes of delivery.
- Serve as the local approval authority for all Early Start case management issues and decisions not requiring outside department involvement.
- Coordinate public relations activities for the assigned geographic area, with a particular emphasis on providing well-planned child find efforts and on connecting the efforts across counties and across agencies.
- Participate in the fair hearing process for early start issues.
- Participate with employees and managers in problem solving and determine resolution to complex problems regarding Early Start services.
- Comply with VMRC Policies and Procedures.
- Plan, direct, supervise and coordinate the work of the Early Start teams including management and supervision of staff.
- Evaluate staff as required and consult with HR on performance issues.
- Provide ongoing training to new and existing staff assigned to Early Start or Nursing.
- Other job-related duties as assigned

Intra-Agency Activities

- a. Provide training, support, and technical assistance to case management, clinical, and administrative staff and agency partners related to new clinical services or changes
- b. Act as a resource for agency staff and participate in planning team meetings as requested

Community Outreach Activities

- a. Provide training, support, and technical assistance to the community.
- b. Provide technical assistance to case management, clinical and Resource

Development team with the development of training materials, brochures, etc. for consumers, families, staff, and community outreach activities.

Complete other duties as assigned by supervisor

Date: December 2021

Position: Fiscal Rate Specialist

Location: Stockton

Reports to: Fiscal Manager

General Statement of Duties: Under general direction of the Fiscal Manager, the Rate Specialist will review a variety of complex vendor rates. Exercise initiative and independent judgement. This position must have a strong understanding of rate applications, rate structure, formulas and implementation of regulatory rate adjustments approved by Department of Developmental Services (DDS), Contract Compliance, Schedule of Maximum Allowances, and Usual and Customary criteria. This position was created under the Lanterman Act section 4519.10 to assist in the 5 year implementation of the state's uniform rate initiative. This effort will be initiated in fiscal year 2021-2022 and will consists of provider rate increases beginning in Fiscal Year 2021-22, a quality incentive program, incentives to enhance a person-centered outcomes-based system, and be completed by July 1, 2025 (this position exceeds the 2025 completion date).

Working Conditions and Physical Requirements:

- Most duties are performed in the office
- Must have reliable transportation and be able to travel locally and out of town
- The ability to sit at a workstation for long periods of time
- Frequent standing, walking bending, reaching, lifting throughout offices
- 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. Email and telephone communication is required daily
- Excellent oral and written skills are essential

Key Responsibilities – Essential Functions:

1. Reviews Vendor Status Notification (VSN) and Rate Approvals.
2. Ensure rate accuracy and compliance, including courtesy vendors.
3. Responsible for establishing and maintaining the rate table, sub-codes, rate guidelines.
4. Supports Fiscal Staff with rates and vendor information.
5. Provides rate/sub-code assistance to Resource Development for new vendorizations.
6. Generates various rate reports to coordinate with POS auth review.
7. Interprets and analyzes financial and statistical data.
8. Ensures proper documentation and rate support for DDS and CPA audits.
9. Responds to inquiries from staff, vendors and auditors related to rates.
10. Maintains familiarity with applicable regulations governing vendors and rate structures.

11. Performs special projects, participates in resolution of coding and/or rate related issues.
12. Respects confidentiality in discussing consumer, staff, vendor and fiscal matters.
13. Other job-related duties as assigned.

Minimum Education and Experience: A minimum of five years' experience in regional center Fiscal Accounting or Resource Development.



Date: December 1, 2021
(original February 3, 2020)

Position: Cultural Specialist Manager

Location: Stockton

Effective Change Date: January 2022

Reports To: Tony Anderson, Executive Director and Christine Couch, Director of Consumer Services (Adults)

Salary: \$38.95 - \$49.73 per hour

General Statement of Duties:

Organization and Communitywide Cultural and Linguistic Competence

Under the general supervision of the Executive Director, the Cultural Specialist Manager will create and manage cultural and diversity initiatives that help to ensure equitable access to and delivery of services and supports for all people with developmental disabilities and their families, pursuant to the provisions of the Lanterman Act and the mission, vision, values, and strategic objectives of VMRC. Specifically, this role: promotes cross-cultural training and communication support for improved service coordination, clinical and service provider levels to increase cultural competency; implements internal and external communication strategies that are both culturally and linguistically competent and promote and educate employees and the community on VMRC inclusion initiatives. Ensures community outreach projects, especially those for ethnic groups identified as potentially underrepresented or under-served by the Regional Center, are appropriately designed, and implemented. This position has duties throughout VMRC's five-county area but is mainly housed in Stockton.

Enhanced Caseloads for Low to No Services

Under the general supervision of the Director of Consumer Services (Adults), the Cultural Specialist Manager will manage and lead a small team consisting of a Senior Service Coordinator and specialized Service Coordinators with Enhanced Caseloads. The caseload will serve recently eligible consumers from ethnic communities who are Hispanic and or Non-English speakers to assist in the transition from intake to ongoing service coordination. These caseloads will serve 200 people in total.

Review and Authorize Applications for Health and Safety Waivers (Non-English Speaking Consumers)

The Department of Developmental services has targeted funding for improving language access, culturally competent services, and other needs as identified by people served, the community, and regional centers. This position will ensure the facilitation of applications for payments authorized to protect the health and safety of consumers, pursuant to Section 4681.6(a)(1), for non-English speaking individuals served. Activities include: specialized outreach and case management services toward identifying which individuals might have an unaddressed need for a health and safety waiver and assisting with guiding individuals through the application process to meet those needs. The Cultural Specialist Manager will track the number of individuals served through this effort and provide this information to DDS at least an annually.

Working Conditions and Physical Requirements:

- Job duties are performed in the office and in the community.
- 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 up to 25 pounds 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

- Use research and data analysis to identify diversity and inclusion challenges as well as opportunities for development.
- Design and implement community outreach projects, especially for ethnic groups potentially under-represented or under-served by the regional center.
- Coordinate, enhance and participate in support groups to help families understand services provided by the regional center, generic resources, and other community agencies.
- Lead the regional center's POS Variance Data process to include facilitating a cross-functional planning workgroup, creating and/or editing and posting the meeting notices by the required deadline, coordinating the annual community meetings, reviewing and analyzing the data reports, creating and/or editing PowerPoint and/or other presentations and related handouts, coordinating the translation of related materials, creating and/or editing the annual POS Variance narrative report and submitting to DDS, ensuring data and narrative reports are posted to VMRC's website by deadlines set in regulations, ensuring VMRC is in compliance with the regulations related to POS Variance Data reporting, and acting as the liaison with DDS in this process.

- Develop and coordinate the agency's Promotora Project. Additional details on the Promotora Project can be found at https://www.researchgate.net/publication/278166402_Use_of_Promotoras_de_Salud_in_Interventions_with_Latino
- Develop benchmarks and metrics for measuring and implementing strategic interventions and organizational goals that help move diversity and inclusion forward.
- Provide vision, leadership and coordination for the development of diversity and inclusion policy and procedures within VMRC that supports access to the services and supports available to assist in the achievement of the outcomes identified in their individual person-centered plans.
- Build organizational effectiveness at all levels by providing cross cultural training and communications to support increases in cultural competence across the continuum of care.
- Serve as the subject-matter expert in bias awareness in developing and coordinating services.
- Facilitate workshops/training for all stakeholders designed to address issues related to cultural competence
- Identify, build and sustain strategic partnerships with local community agencies and various stakeholders to assist in outreach efforts designed to identify, educate and inform persons served and families.
- Attend key inclusion & diversity conferences and participate in training activities that will assist VMRC's strategic approach to reaching identified goals and objectives.
- Extensive travel to the five county service area and throughout the State of California.
- Perform other related duties as assigned.

Minimum Position Requirements:

- Bachelor's Degree in social work, psychology, human development, sociology, counseling or a related field and three years' experience in developmental disabilities or a related field. A Master's degree in a related field can be substituted for one year of experience.
- Two-years of experience working in programs providing services for individuals with developmental disabilities and at least one-year of experience conducting community outreach to diverse populations.
- Bilingual preferred.
- Familiar with the customs and traditions of a wide variety of cultures.
- Proven, progressive experience and demonstrated effectiveness leading projects and coordinating large meetings.
- Strong analytical skills and ability to translate metrics, research and trends into strategy.
- Experience with social media and demonstrated software competency. Proficiency in MS Word, Excel, PowerPoint, and Internet search tools.

- Demonstrated policy development and project management ability with problem-solving skills and a demonstrated ability to apply independent judgment in critical situations.
- Enthusiastic commitment to the vision, mission and core values of the Regional Center as well as compassion and respect for all clients and their families.
- Experience working with families from diverse cultural, linguistic and socioeconomic backgrounds; an understanding of family systems and human dynamics
- Outstanding public speaking, presentation and written communication skills
- Experience in developing and delivering training and group facilitation.

EQUAL OPPORTUNITY EMPLOYER

DDS Directive and Employee Mandate Update

- Bottom line we did not loose anyone. Everyone either were vaccinated or filed a declination.
- 340 Vaccinated (including new hires) 43 Declinations 89% vaccinated

Recruiting Up Date

Number of hires/Start/Positions:

11/8/2021

Lillian Sealy – General Ledger Manager- Melissa Stiles

Bridget Martinez SC – Linda Barr

Vivian Tran – SC – Dave Vodden

Maylonie Pyatt-Labitoria – SC – Cindy Jimenez

11/29/2021

Crystal Ayala Rosas – SC – Jacinta Groves

Michael Pham – SC- Jacinta Groves

Number of Hires/Background/Positions::

Backgrounds:

Balbina Reyes- Fiscal Asst- Debbie Beyette

Cassandra Gabel – Fiscal Asst – Debbie Beyette

Rachel Burrow- SC- Josie Craig

Constance Bone – SC – Josie Craig

Jesse Lee Elrod- SC- Jenna Settlemoir

Thomas Boitano- SC – Jenna Settlemoir

Melissa Sanchez- SOT- Vickie Fisher

Arvin Villanueva- SC- Lena Dobson

Catherine McHenry – SC – Linda Barr

Number of interviews:

9 sets of interviews in then last month

Active Filters:

Headcount ⓘ

383

As of December 2021

Hired ⓘ

34

Termed ⓘ

25

Growth Rate ⓘ

2.4%

Turnover Rate ⓘ

6.6%

Average Tenure ⓘ

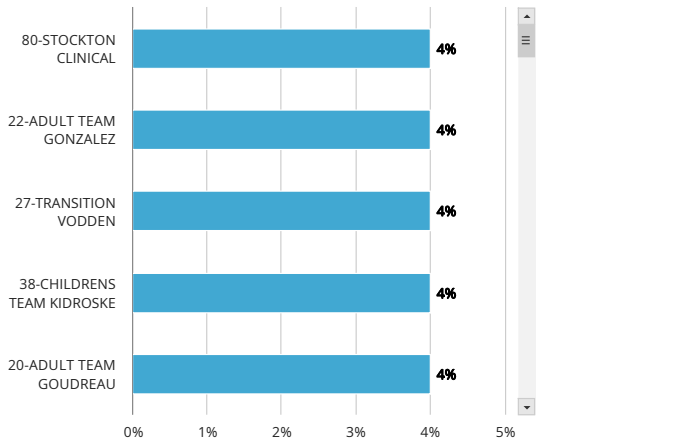
8.9

(Years)

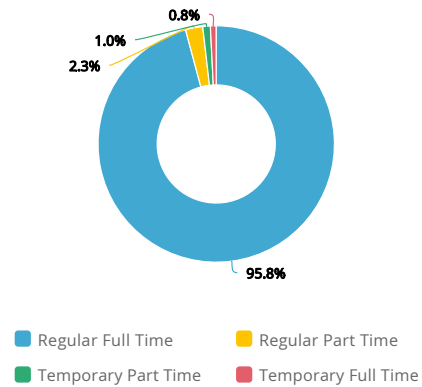
Active Employees

CC1: Department ▾

% #

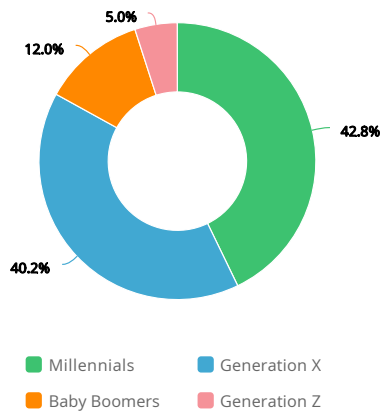


Employment Type

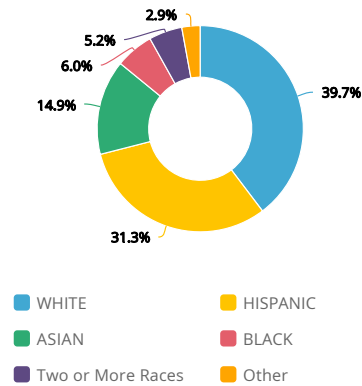


Generation

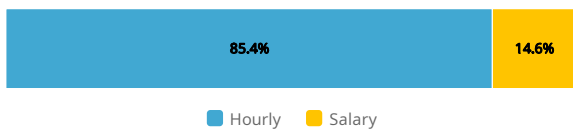
Current Trends



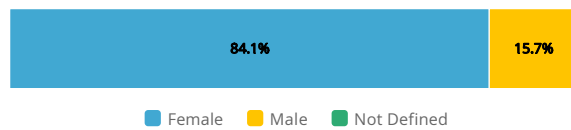
Ethnicity



Pay Type



Gender (Legal)



Insights Status

Last data update took place at 12/1/21, 2:45 AM.

# Positions	Position Title	Office	Dept Head
1	SC SL	Stockton	Brian
1	SC SL	Stockton	Brian
1	SOT	Stockton	Brian
1	SC	Stockton	Christene
2	SC—Early Start	Mod	Tara
3	SC—Early start	Stockton	Tara
2	SC—Children	Stockton	Tara
1	ES-PM	Mod/SA	Tara
1	Deaf and HOH Comm	Stockton	Brian
1	Emergency Response	Stockton	Tony
3	Participant Choice Spe	Stockton	Tara
5	Enhanced Caseload SC	Stockton	
11			

PM	Urgency			NOTES
	L	M	H	
Robert			H	Filled
Libby			M	
Robert			M	on recruiting sheet
Dave V			H	Filled
Jenna Settlemoir			H	Filled BG
Tricia			M	Filled
Cindy J			M	Filled
Tara			H	Filled
Robert			H	
Doug			H	
Liz			H	
			H	