



Executive Committee Meeting

Wednesday, April 13, 2021, 6:30 PM

Hybrid - VMRC Stockton Office Cohen Board Room and via Zoom Video Conference

702 N. Aurora Street

[https://us06web.zoom.us/j/83114838936?](https://us06web.zoom.us/j/83114838936?pwd=M0tUaHkwUGY2UzJGTGJjUzh4Y3lmUT09&from=addon)

[pwd=M0tUaHkwUGY2UzJGTGJjUzh4Y3lmUT09&from=addon](https://us06web.zoom.us/j/83114838936?pwd=M0tUaHkwUGY2UzJGTGJjUzh4Y3lmUT09&from=addon) Meeting ID: 831 1483 8936 Passcode:
482374 One tap mobile +16699006833

Stockton, CA, 95202

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

<p>A. Review and Approval of Meeting Agenda</p>	<p>Action Item</p>	<p>Margaret Heinz, President</p>
<p>B. Review and Approval of Executive Committee Meeting Minutes of 03/09/22</p> <p style="padding-left: 40px;">Exec Com Minutes 03 09 22.pdf - 4</p>	<p>Action Item</p>	<p>Margaret Heinz, President</p>
<p>C. Public Comment</p> <p style="padding-left: 40px;">Each member of the public may have 3 minutes for comment. If a translator is needed, 6 minutes will be given.</p>		<p>Margaret Heinz, President</p>
<p>D. Items for Approval</p> <p style="padding-left: 40px;">1. Approval of IT Rate Specialist Job Description</p> <p style="padding-left: 80px;">IT Rate Specialist JD.pdf - 7</p> <p style="padding-left: 40px;">2. Approval of Rate Specialist Resource Development Job Description</p> <p style="padding-left: 80px;">Rate Specialist Resource Development- Job Description (proposed).docx - 9</p>	<p>Action Item</p> <p style="padding-top: 20px;">Action Item</p>	<p>Margaret Heinz, President Bud Mullanix, HR Director</p> <p style="padding-top: 20px;">Bud Mullanix, HR Director</p>
<p>E. Items for Discussion</p> <p style="padding-left: 40px;">1. Executive Director's Report</p> <p style="padding-left: 40px;">2. Notable Consumer Information</p> <p style="padding-left: 40px;">3. Vendor Information</p> <p style="padding-left: 40px;">4. Self-Determination Update</p> <p style="padding-left: 40px;">5. Other Matters</p> <p style="padding-left: 40px;">6. Personnel and Union Update</p> <p style="padding-left: 80px;">Exec Com Reports April 2022.pdf - 11</p>		<p>Tony Anderson, Executive Director and Bud Mullanix, HR Director Tony Anderson, Executive Director Tony Anderson, Executive Director Tony Anderson, Executive Director Tony Anderson, Executive Director Bud Mullanix, HR Director</p>
<p>G. Next Meeting - Wednesday, May 11, 2022, 6:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference</p>		<p>Margaret Heinz,</p>



Executive Committee Meeting

Chaired by, Margaret Heinz, President

March 9, 2022

6:30 pm Zoom Remote and In-Person Meeting

Attendees

Board Members Present: Linda Collins, Lynda Mendoza, Margaret Heinz, Suzanne Devitt,

Board Members Not Present:

Informed Absences:

Staff Present: Tony Anderson, Christine Couch

Public Present: Irene Hernandez, Interpreter

A. Review and Approval of Meeting Agenda

Margaret Heinz reviewed the agenda. Lynda Mendoza made a motion to approve the agenda. Linda Collins seconded the motion. The motion passes with unanimous consent.

B. Review and Approval of the Executive Meeting Minutes of 02/09/2022 – Linda Collins made a motion to approve the minutes of 2-9-2022. Lynda Mendoza seconded the motion. The motion passes with unanimous consent.

C. Public Comment – n/a

D. Items for Discussion

Tony Anderson, Executive Director

1. This week will be our 100th Health Advisory

2. Major Program Initiatives
 - Emergency Response Services and Coordinator position - filled by Aaron McDonald.
 - Deaf and Hard and Hearing Community Service Liaison - fill by Nicholas Bolger (we'll also be contracting with an ASL interpreters to support the employee.)
 - Enhanced Caseloads Low to No POS - The team has a supervisor, Gaby Lopez, a Senior SC, and now all but one of the SCs have been hired (four out of five).
 - The Self-Determination or Participant Directed Services Team is now fully hired.
 - We've completed the first new Early Childhood Caseloads (0-5 years) team and we are moving on to the next. We are also trying to position ourselves to be ready in case the state decides to change the ratio to 1-40 in the new fiscal year.
3. Phase Two of the Cultural Competency and the creation of a board committee.
4. POS data and community meeting and public forums.

Notable Consumer Incidents/Complaints

1. Our consumer that we reported on last month who was long term homeless and now is gravely ill went back to the hospital and has now been transfer to a skilled nursing facility in Chico. He is on hospice at this time and Christine and her team are working on getting transportation for his wife to visit him regularly during his end of life treatment. The SNF in Chico has reached out to the Service Coordinator to discuss return to Lodi Memorial. The SC is working with Lodi Memorial.

Vendor Issues

1. I'm getting questions weekly about how the state plans to stop alternative services. No update from DDS at this time.
2. There is a PIN from licensing that allows for an accommodation if someone can't wear a mask because of their disability then they don't have to. This is causing others to claim they can't wear the mask either. At some point no one will be wearing a mask.
2. In a recent meeting with day program providers, they reported that they have not been able to get their services back up to fully support our consumers. They feel that 75% of the problem is due to transportation barriers, 20% is hesitancy from consumers and families to return, and rest is associated with having enough staff. Though some reported that staff shortages are a bigger problem than this.
3. R&D, who works with about 5 other regional centers, reports that every regional center catchment area is struggling to return to services as before due to the major staff shortages. In the VMRC area programs are clearly seeing transportation as a barrier since commercial providers are experiencing the same staff constraints as their colleagues across the state.
4. Tony met with the CLASP leadership tomorrow to discuss a potential initiative to focus on the developmental services system provider network to promote their meaningful work employment opportunities and the regional centers and our employment opportunities. Tony had one initial meeting with the Alta regional center director, and she is meeting with her folks next. If all goes well, we'll get both together to see if we can advance a joint effort.

Self-Determination Updates

- The Self-Determination or Participant Directed Services Team is now fully hired. The manager is now full time for the team, the budgeting manager has had their responsibilities streamlined, fiscal will engage the whole team so not to be depended on one person, and there are six Participant Choice Specialists on the team. Future plans for the program include a full time manager, part time manager, and full time dedicated fiscal staff.

Union and Other Staff Issues

The two major areas for concern in HR are:

1. Recruiting, and
2. Gas Prices

Recruiting: The initiative with providers is an important potential step in being strategic and prepared for the enhance recruiting needs in the upcoming months. Bud is also, exploring the many current innovative recruiting techniques to bring people into VMRC. Ideas such as Sign on bonus's, Monthly stipend (100-150 mo) to assist with gas and expenses, etc. We are holding our own right now, but I am worried about the recruiting issue combines with overall cost and especially gas.

Gas Prices: Bud and Tony will be reviewing the different strategies companies are coming up with to mitigate this impact.

- E. President's Report - Margaret Heinz:** Thank you for everyone who attended the ARCA webinar last night, 3/8/2022. Emily Grunder wants to be on Leg and Consumer Services Committee. She is concerned about transportation needs. The board is interested in a tour of the new homes, the community crisis home and an EBSH.

Next Meeting - Wednesday, April 13, 2022, 6:30 PM, on Zoom and In Person chaired by Margaret Heinz, President



Job Title: Information Systems Technician Rate Specialist

Reports To: Information Technology Director

General Statement of Duties: Under general direction of the IT Director, the IT Rate Specialist will support the Fiscal and Resource Development teams with the review of complex vendor rates. 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 consist 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). In addition, this role will also support the IT team working with them to achieve critical IT objectives as needed.

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
- The ability to lift, push and pull and carry up to 25 pounds.
- The ability to bend, stoop and crawl
- The ability to reach including reaching at heights above the shoulders

Key Responsibilities – Essential Functions:

- Facilitate rate updates such as Minimum Wage Rate Adjustment requests, DDS-directed rate increases/changes, Alternative Service Rates, Courtesy Vendorization rate updates, etc. Also assists with rate update projects by collaborating with Fiscal Manager and/or Fiscal Analyst, research rate history, median rates.
- Assist with the Fiscal Impact Report by placing rate adjustment information on document and sharing with Fiscal Manager/CFO.
- Rate Study Implementation: Report back to DDS/Burns for information requested, work with Fiscal to communicate updated rate information, etc.
- Responsible for implementation of rate increases pursuant to Trailer Bill Section 25: Section 4519.10, which includes a quality incentive program, to be completed by July 1, 2025. Other rate directives may also be included.
- Collaborate efforts with the Rate Specialist in Accounting.
- Print checks after each check run.
- Assist Fiscal with AS400 data flow and technical needs.
- Equipment set up for new employees
- Upload rate reports back to DDS/Burns for information requested
- Technical support for end-users through the help desk
- Supports Fiscal Staff with rates and vendor information
- Assist with IT projects and tasks as needed
- Other job-related duties as assigned.

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 services related field and three (3) years experience in a IT related or Fiscal related role. This position will support Fiscal but also assist the VMRC IT Team. . Knowledge of AS400 is very important.

Pay Scale: Hourly Rate

Step 1: \$27.68 hr
Step 2: \$29.06 hr
Step 3: \$30.51 hr
Step 4: \$32.04 hr
Step 5: \$33.65 hr
Step 6: \$35.32 hr
Step 7: \$37.09 hr

Annual is \$57,574 - \$77,147



Job Description

Rate Specialist	27.68	29.06	30.51	32.04	33.65	35.32	37.09
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Title : Resource Development Rate Specialist (RDRS)

Reports to: Division Manager, Resource Development

General Statement of Duties: Under general direction of the Division Manager, Resource Development , the Resource Development Rate Specialist (RDRS) will support the Resource Development and Fiscal teams with the review of complex vendor rates. The RDRS shall 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:

- Assist in updating Sandis & Laserfiche with approved Health & Safety Waivers.
- Create new Vendor Status Notifications, share with Fiscal Dept.

- Facilitate rate updates such as Minimum Wage Rate Adjustment requests, DDS-directed rate increases/changes, Alternative Service Rates, Courtesy Vendorization rate updates, etc. Also assists with rate update projects by collaborating with Fiscal Manager and/or Fiscal Analyst, research rate history, median rates, maintaining rate templates on K drive.
- Assist with the Fiscal Impact Report by placing rate adjustment information on document and sharing with Fiscal Manager/CFO.
- Rate Study Implementation: heading project and directing team on implementing updates for vendors, participating in DDS meetings, report back to DDS/Burns for information requested, work with Fiscal to communicate updated rate information, etc.
- Maintaining the Specialized Facility Rate documents and Certification of Rates documents on the P drive for Case Management & Fiscal.
- Annual rate changes for Money Management vendors, IHRA mileage, U&C rate updates and other service categories released via DDS website/directives.
- Support the Resource Development team with changes to public transit tickets for consumers
- Financial Statements: send out annual reminders on behalf of CFO, post information on website, as needed, sort UFS spreadsheet forwarded by CFO from DDS, create/save/maintain/review/follow-up on new tracking sheets for current fiscal year, update tracking sheet as reports are approved by CFO, send certain reports to DDS (over 2mil), submit reports to OA for scanning/filing including direction on which vendor number(s) the report is for, checking quality of scanned documents in files, filing exemption letters as forwarded by CFO, researching previous reports received, research previous exemption letters possibly granted.
- Review Bus Ticket report provided by Fiscal & communicate changes needed to applicable support staff (replacements, cancellations, etc.).
- Create and submit bus ticket orders for all offices.
- Completes, submits, and tracks monthly bus ticket orders for all offices.
- Be a “bus vendor liaison” to be the point of contact for bus vendors when there are changes to vendorization, rates, services, etc.

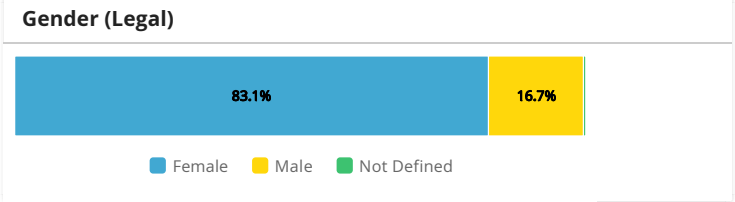
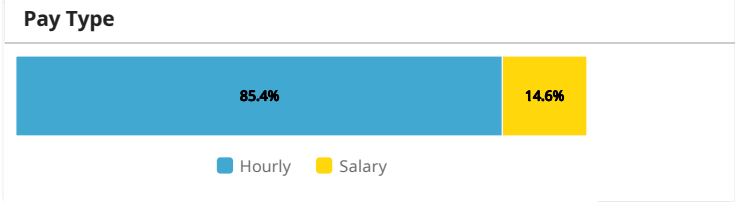
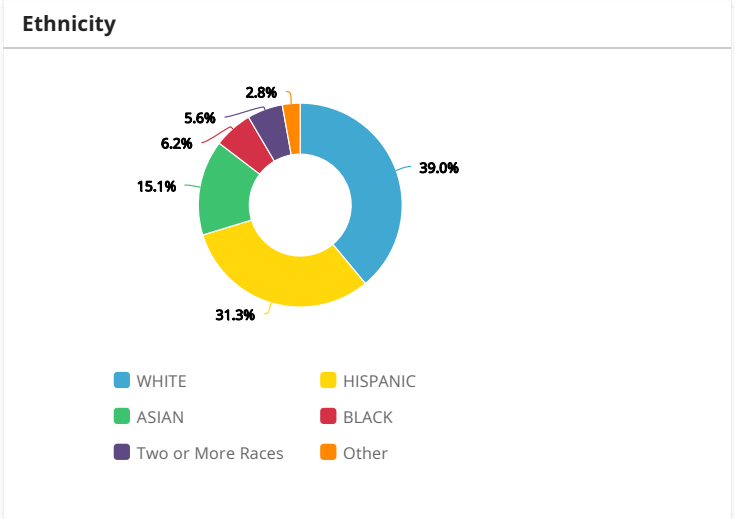
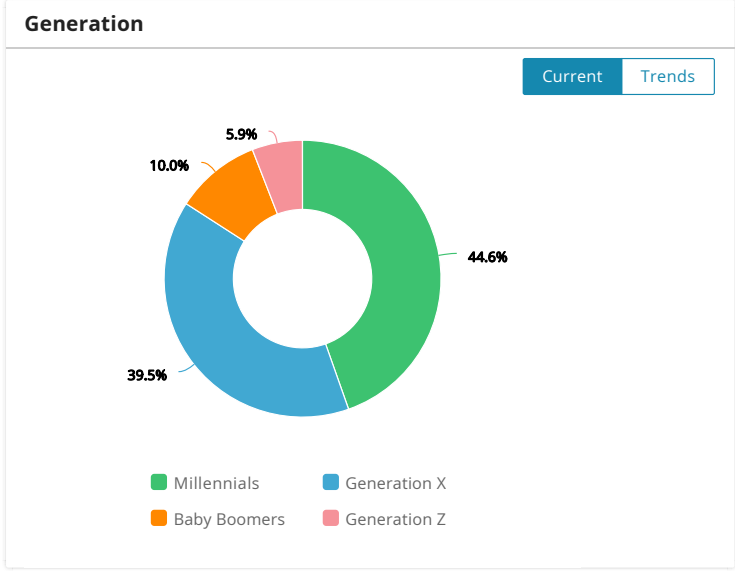
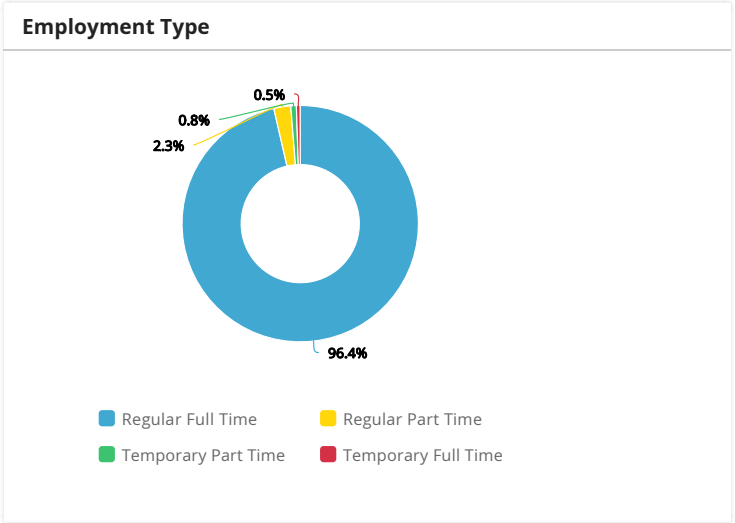
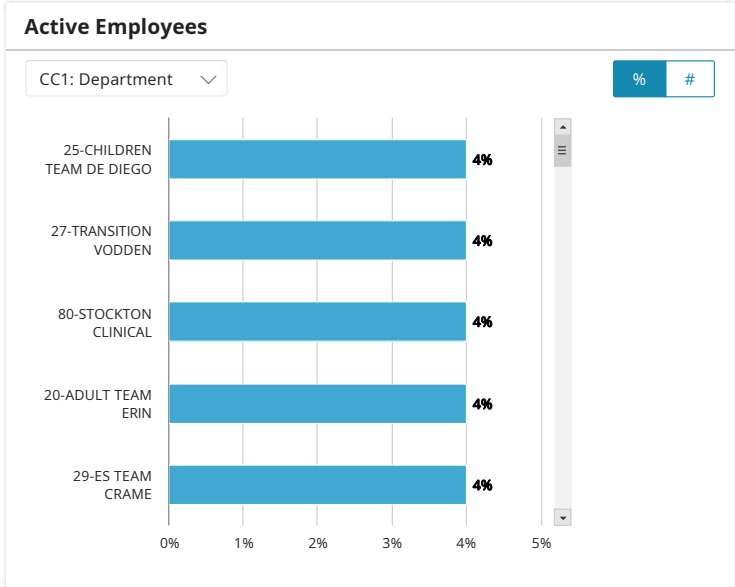
Minimum Education and Experience: A minimum of three years’ experience in regional center Fiscal, Accounting or Resource Development. experience in an increasingly responsible clerical or secretarial position using PC based software such as Word, Excel, Access, or similar software. Familiarity with use of SANDIS

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Active Filters:

Headcount ⓘ 390 As of April 2022	Hired ⓘ 74	Termed ⓘ 55	Growth Rate ⓘ 5.1%	Turnover Rate ⓘ 14.5%	Average Tenure ⓘ 8.6 (Years)
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Insights Status
Last data update took place at 4/1/22, 6:12 AM.