



Executive Committee Meeting

Wednesday, October 12, 2022, 6:30 PM

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

702 North Aurora Street

[https://us06web.zoom.us/j/83274959195?](https://us06web.zoom.us/j/83274959195?pwd=TzRCWE9Ta1VHQ1BWd3dmYS9LVTKwUT09&from=addon)

[pwd=TzRCWE9Ta1VHQ1BWd3dmYS9LVTKwUT09&from=addon](https://us06web.zoom.us/j/83274959195?pwd=TzRCWE9Ta1VHQ1BWd3dmYS9LVTKwUT09&from=addon), Meeting ID: 832 7495 9195,
Passcode: 947060, 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

- A. Review and Approval of Meeting Agenda Action Item
Margaret Heinz
- B. Review and Approval of Executive Committee Meeting Minutes of 09/14/22 Action Item
Margaret Heinz
- C. Public Comment
Margaret Heinz
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 Action Item
Margaret Heinz
1. Approval of Facilities Assistant Job Description Action Item
Bud Mullanix
- E. Items for Discussion
1. Executive Director's Report
Tony Anderson
2. Notable Consumer Information
Tony Anderson
3. Vendor Information
Tony Anderson
4. Self-Determination Update
Tony Anderson
5. Other Matters
Tony Anderson
6. Personnel and Union Update
Tony Anderson
- F. President's Report
Margaret Heinz
- G. Next Meeting - Wednesday, November 9, 2022, 6:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)
Margaret Heinz



Minutes for Executive Committee Meeting

09/14/2022 | 06:30 PM - 07:30 PM

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Committee Members in Attendance: Margaret Heinz, Lynda Mendoza, Alicia Schott

Committee Members not Present: Linda Collins (informed), Suzanne Devitt (informed)

VMRC Staff Present: Tony Anderson, Doug Bonnet, Bud Mullanix

Public Present: Isela Bingham (Interpreter)

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

A. Review and Approval of Meeting Agenda

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

B. Review and Approval of Executive Committee Meeting Minutes of 08/10/22

Alicia Schott made a motion to approve the Executive Committee Meeting Minutes of 08/10/22. Lynda Mendoza seconded the motion. The Executive Committee Meeting Minute of 08/10/22 were approved unanimously.

C. Public Comment

None.

D. Items for Approval

None.

E. Items for Discussion

1. Executive Director's Report – Tony Anderson

Vaccine Clinic - September 29, 2022 in Modesto

Oct 29th Disability Resource fair

A lot of conversations on Transportation and Tailored Day Services and the ending of Alt Services

Reviewing the Auditor's report that says

DDS also has not done enough to ensure that regional centers allow families to receive the full number of allowable respite service hours. Although state law used to limit the number of respite service hours that a family could receive per quarter, that law was repealed in 2018.

Nevertheless, we found that some regional centers still have policies that impose limits.

Dental Virtual Home - almost ready to go live

Little Hoover Institute just called for an interview

Family Wellness Program - just hired

IDEA Specialist just hired

DEI Manager - interviews

Unannounced visits all are in-person now regardless of COVID rate being over 5%

No longer required to wear masks

Memorial Project September 17, 2022

Conservatorship

The D1 just came in Friday evening and we're going through it to check our the targeted allocations in the 2022-2023 budget for VMRC

2. Notable Consumer Information – Tony Anderson

NIMBY - Issue

Family Support Services - Still no written policy yet but DDS is ready to meet

3. Vendor Information – Tony Anderson

Fast Food Wages - worried

DSP Week

HCBS

4. Self-Determination Update – Tony Anderson

- SDP Update

- a. Data Collection

- b. Targets/Benchmarks for Performance Incentives

- c. Latino Self-Advocates or Family Members
 - d. SC Training
 - e. FMS Shortage
 - f. Independent Facilitator Vendorization
5. Other Matters
- None.
6. Personnel and Union Update – Bud Mullanix
- Bud reviewed the recruiting report in the packet. Bud reported this week we had 8 new people start, and 2 new positions also filled.
- We are making some changes in recruiting to get more good candidates.
- We are at about 423 or 424 employees.
- Our turnover rate is down to 2%. What's tough is that there are lots of transfers and promotions. We have had some retirees and some leaving the area.
- Morale is good and no union issues.
- Tony – when we fill new jobs internally, it creates backfill positions that we need to fill.

F. President's Report – Margaret Heinz

I was invited to the open house at the TBI home last week and I wasn't able to make it. But I will contact Brian to see if I can go out to visit the home. I'm going to try for Tuesday afternoon.

Board Retreat is on December 3rd...reminder.

Also reminder about the Disability Resource Fair on October 29th.

The letter from CLASP regarding R&D Transportation is being followed up on.

We sent flowers to Suzanne Devitt and Tara Sisemore-Hester.

Public Health Order still requires masking in the health care settings. Also the requirement to test weekly for non-vaccinated individuals has also been lifted.

Thomas the Train has a new car/character, Bruno the Break Car, and Bruno has Autism.

G. Next Meeting - Wednesday, October 12, 2022, 6:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)



Valley Mountain Regional Center Job Description

21.43

22.51

23.62

24.80

26.06

27.34

28.69

Title: Facilities Assistant

Reports To: Purchasing / Facilities Manager

General Statement of Duties: Under the general direction of Purchasing/ Facilities Manager, this position is primarily responsible for maintenance functions, tracking and stocking supplies, moving furniture, files, and supplies.

Working Conditions and Physical Requirements:

- Duties are performed in all VMRC's offices.
- Must have reliable transportation and be able to travel to Modesto and San Andreas regularly.
- Frequent standing and walking throughout offices.
- Adequate manual dexterity for repetitive typing and data entry utilizing computers and floor plan software.
- Considerable use of hand trucks, carts, and dolly's
- Stooping, lifting up to 50lbs, reaching overhead, and moving furniture and supplies weighing up to 50lbs.
- Electrical and Plumbing experience a plus. Must be able to change commercial light bulbs, batteries, troubleshoot issues, and repair.
- May occasionally be called to the facility outside of normal business hours to help with facility emergencies.
- Excellent oral and written skills are essential.

Responsibilities:

1. Maintains a thorough working knowledge of and adheres to organization policies and procedures.
2. Develops, recommends, and documents policies, standards, procedures, and metrics as they relate to the facilities functions.
3. Keeps immediate supervisor well-informed of activities, results of efforts, and problems identified. Identifies and analyzes problems. Recommends and implements solutions to those problems.
4. Respects confidentiality in discussing consumer, staff, volunteers and fiscal matters.

5. Maintain floorplans and seating charts for all VMRC offices.
6. Becomes thoroughly knowledgeable, interprets and implements regulations and guidelines of federal and state governments as they relate to the regional center facilities.
7. Maintains excellent working relationships with vendor organizations assuring that VMRC is presented professionally and positively
8. Maintains the encumbrance file including research and removal of items that should be disencumbered according to proper accounting procedures.
9. Assists manager in the relationship with the outside facilities vendors. Assures that facilities are clean and well maintained.
10. Works directly with manager and/or repairmen to maximize the comfort and working conditions in all facilities.
11. Assists manager in all facility moves to ensure the best utilization of space and resources.
12. Other job-related duties as assigned.

Supervision Responsibility

Direct Reports: None.

Indirect Reports: None.

Minimum Position Requirements: Three years of facilities/maintenance experience or Associates of Arts degree preferably in business administration with one year of facilities experience. Experience with Microsoft PC applications and spreadsheets required. Knowledge of facilities management terminologies, practices, and procedures required.

LAST REVISION: September 18, 2022

This job description describes key responsibilities and duties and is subject to periodic revision.

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Dismiss

Active Filters:

Headcount ⓘ

419

As of September 2022

Hired ⓘ

20

Termed ⓘ

12

Growth Rate ⓘ

1.9%

Turnover Rate ⓘ

2.9%

Average Tenure ⓘ

8.1

(Years)

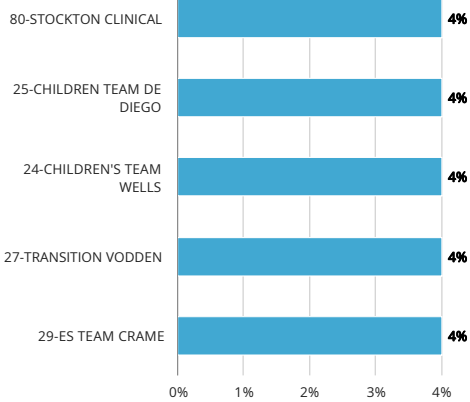
Active Employees

CC1: Department

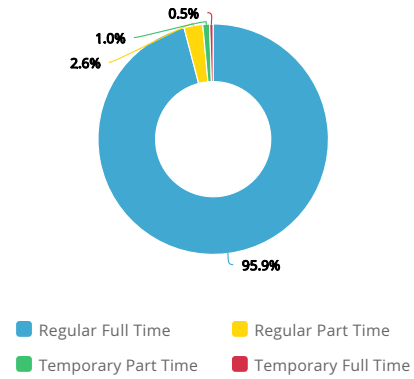


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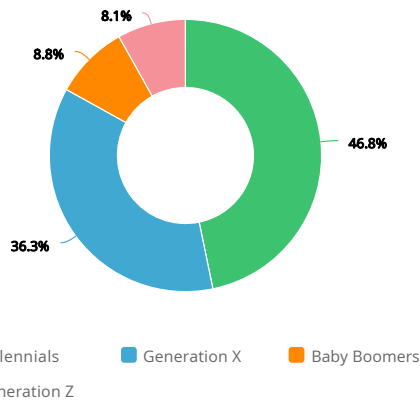
Employment Type



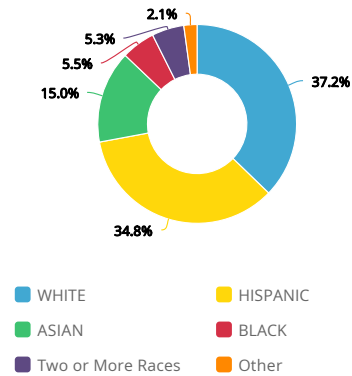
Generation

Current

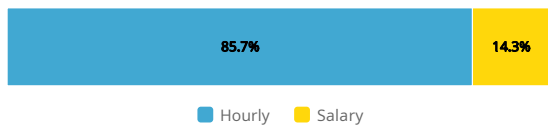
Trends



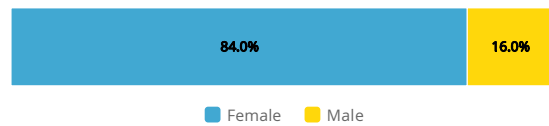
Ethnicity



Pay Type



Gender (Legal)



Insights Status

Last data update took place at 10/3/22, 3:29 AM.