



# VMRC Executive Committee Meeting

Wednesday, October 11, 2023, 6:30 PM

Valley Mountain Regional Center, Stockton Office, Cohen Board Room and via Zoom Video Conference

702 N. Aurora Street

<https://us06web.zoom.us/j/81261678155?pwd=Y0xLZXVkJUZZSajBnWXN6b1BRSDbQQT09>,  
Webinar ID: 812 6167 8155 Passcode: 487864, US: +1 669 900 6833

Stockton, CA, 95202

For accommodations, please contact Doug Bonnet at 209-955-3656, or [DBonnet@vmrc.net](mailto:DBonnet@vmrc.net). Spanish translation is included without requesting.



## Meeting Book - VMRC Executive Committee Meeting

### Executive Committee Meeting

#### A. Call to Order, Roll Call, Review of Meeting Agenda

Brandy De Alba

#### B. Review and Approval of the Executive Committee Meeting Minutes of September 13, 2023

Brandy De Alba

Action

#### C. Items for Approval

Bud Mullanix

Action

1. Community Outreach and Events Manager Job Description

Action

2. Benefits Counselor Job Description

Action

#### D. Public Comment

Brandy De Alba

Each member of the public may have 3 minutes for comment. If a translator is needed, 6 minutes will be given. Public comment can address items on the agenda that have been properly noticed for action and/or items that are not on the agenda, however, items not on the agenda can not be responded to or discussed in the public board meeting because they are not properly noticed items (7 days advance notice).

#### E. Items for Discussion

##### 1. Executive Director's Report

Tony Anderson

##### 2. Notable Consumer Information

Tara Sisemore-Hester and Christine Couch

##### 3. Vendor Information

Tony Anderson and Brian Bennett

##### 4. Self-Determination Update

Tony Anderson

##### 5. Other Matters

Tony Anderson

##### 6. Personnel and Union Update

Bud Mullanix and Tony Anderson

#### F. President's Report

Dr. Suzanne Devitt

#### G. Next Meeting - Wednesday, November 8, 6:30 PM, Hybrid (Stockton Office Cohen Board Room and via Zoom Video Conference)

Brandy De Alba

#### H. Adjournment

Brandy De Alba



## **Minutes for Executive Committee Meeting**

08/09/2023 | 06:30 PM - 07:30 PM

Valley Mountain Regional Center, Stockton Office, Cohen Board Room

**Committee Members Present:** Margaret Heinz, Dr. Suzanne Devitt, Lisa Utsey, Brandy De Alba, Alicia Schott

**Committee Members Not Present:** Jose Lara (informed absence)

**VMRC Staff Present:** Christine Couch, Tony Anderson, Evelyn Solis, Brian Bennett, Claire Lazaro, Donna Sioson, Tara Sisemore Hester, Gabriela Lopez

**Public Present:** Isela Bingham, Interpreter and Irene Hernandez, Interpreter; Rachelle Munoz, Facilitator

### **A. Call to Order, Roll Call, Review of Meeting Agenda**

Brandy De Alba called the meeting to order at 6:33pm. A quorum was established. The agenda was reviewed with no changes.

### **B. Review and Approval of the Executive Committee Meeting Minutes of August 9, 2023**

The Executive Committee Meeting Minutes of 08/09/2023 were approved unanimously.

### **C. Items for Approval**

1. System of Care Coordinator Job Description – Tony Anderson and Brian Bennett answered questions about the job description from the board.
  - a. Alicia Schott made a motion to approve the System of Care Coordinator Job Description. Lisa Utsey seconded the motion. The motion was approved unanimously.

## D. Public Comment - none

## E. Items for Discussion

### Executive Director's Report

1. Definition of Medical and Dental for Generic Services Trailer Bill Language (TBL) is still being worked on but this is where we'll be able to fund for services that usually need denials for approvals.
2. Underspent Purchase Of Service funds (POS) conversation on using unspent POS funds for additional start-up.
3. Contract Negotiation
  - a. DDS has several concepts it would like to discuss during contract negotiation and will propose dates for early October to begin these conversations.
4. AB 1147 (Addis) - now a two-year bill.
5. Home and Community-Based Alternatives (HCBA) Waiver positions
6. Medi-Cal Redetermination - During the pandemic, counties did not disenroll people from Medi-Cal, but redetermination is being started again.
7. Common Data Definitions - The August TBL (AB 138) requires more consistent data collection on topics related to race/ethnicity.
8. October 7th Disability Resource Fair – we will add Board of Directors positions to their name badges for the resource fair.
9. Oct 24th Vendor Group Conference - tickets still available about 100 tickets sold so far:  
<http://events.r20.constantcontact.com/register/event?llr=pnnut8zab&oeidk=a07ejv3seh4db55c5f&oseq=>
10. We're all celebrating National DSP Week -  
<https://www.dds.ca.gov/initiatives/workforce-initiatives/>
11. We're working on our new website: [www.vmrc.net](http://www.vmrc.net)
12. Media - Sponsors of AB1147 have been working with some local papers now to get public support for their bill. A recent story came out that focused on two consumers in our region that were not completely true.

### Notable Consumer Incidents/Complaints

We are still growing at 285 eligible a month. Tara Sisemore-Hester shared that eligible children continue to grow at a phenomenal rate. Christine Couch shared an incident from the weekend that involved four individuals who live in licensed residential care who reported allegations of abuse. The After-Hours Response Staff and Community Services team quickly responded and insured safety and the removal of the alleged perpetrator. The team is working with investigative agencies to maintain safety pending outcomes.

### Vendor Issues

#### 13. Rate Policy Issues Timing

a. Conversations regarding the timing of rate model implementation elements have continued with representatives from advocates.

b. Advocates have proposed related to equivalencies for RBT and CNA staff it will pass along to DDS.

c. There is consideration being given to how to balance an interest in a small percentage of individuals (~10%) wanting to receive at least some of their services remotely with data-tracking needs and monthly in-person visits by service providers.

### Union Issues

New contract is coming soon.

### Self-Determination Updates

14. Participant Choice Specialists - these positions are anticipated to end in the budget but we're putting together the argument for continuing these positions statewide.

### Other Matters

15. The SSI Savings Penalty Elimination Act would raise the SSI asset limit to \$10,000 for individuals and index it to inflation moving forward. It would also raise the limit for married couples to \$20,000 to help correct a harmful marriage penalty. This bill is sponsored by the ARC.

16. Bureau of Labor Statistics (BLS), an agency of the U.S. Department of Labor. But there is a bill in Congress that asks BLS to recognize DSPs as a profession, with a consistent job classification. This bill is sponsored by ANCOR.

17. LACC Grant - Benefits Counselors and an Outreach Coordinator - are jobs being developed through the grant funding.

## **F. President's Report**

Thank you to staff for their dedication to serving individuals and their families. She appreciates all that the staff do to maintain safety, enhance lives, and support needs. She also expressed thanks to the board members for the commitment to the agency.

## **G. Next Meeting - Wednesday, October 11, 6:30 PM, Hybrid (Stockton Office Cohen Board Room and via Zoom Video Conference)**

## **H. Adjournment at 7:16pm**



# Community Outreach and Events Manager

## Pay Scale: Non-Bargaining

2,411.72	30.15	2,532.98	31.66	2,659.68	33.25	2,792.71	34.91	2,932.07	36.65	3,079.58	38.49	3,325.73	41.57
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### SUMMARY

The Community Outreach and Events Manager, working under the direction of the Special Assistant to the Executive Director, shall coordinate VMRC’s strategic and targeted outreach and engagement to community organizations and community events in VMRC’s 5 county catchment areas.

### Essential Duties

The Community Outreach and Events Manager will be responsible for expanding VMRC’s engagement and outreach throughout the service area. This individual will coordinate attendance at community events with outside organizations and the internal outreach team.

- Plan and coordinate to attend community engagement activities designed to identify, educate, and inform clients and non-clients and their families about VMRC’s support and services.
- Attend community events with the internal outreach team.
- Track all community events the agency participates in, including their dates, locations, times, staff in attendance, and type of event.
- Manage all outreach materials and distribute accordingly to outreach teams for events.
- Manage all promotional materials and distribute them accordingly to outreach teams for events.
- Work to identify, build and maintain strategic partnerships with local community agencies and various stakeholders to help promote VMRC’s mission, vision, and values.
- Support the planning, organization, and implementation of special events, including recruitment and supervision of volunteers, and day-of-event management.
- Maintains social media accounts, including Facebook, Twitter (X), Instagram, YouTube, Linked In, as well as any future accounts, in partnership with the agency social media team.

- Maintains VMRC's Screen fluence subscription and content for the monitors in the lobbies of all offices.
- Participates in content to be placed on VMRC's website, [www.vmrc.net](http://www.vmrc.net), as well as the VMRC Weekly Newsletter.
- Supports other agency events not coordinated by Community Outreach and Events Specialist by assisting, participating, and covering for the VMRC website, VMRC social media, and VMRC Weekly Newsletter.
- Other duties as assigned.

### Education/Experience:

- Bachelor's Degree and a minimum of 3 years of experience is required.
- Experience working with community members from diverse cultural, linguistic, and socioeconomic backgrounds.
- Understanding community organization and development of community networks for achievement of desired outcomes.
- Ability to communicate effectively verbally, in writing, and via electronic networks, including excellent creative writing skills, with individuals and groups from a variety of educational and socioeconomic backgrounds.
- Working knowledge of developmental disabilities, family support systems, and community-based resources to address special needs of clients.
- Ability to manage multiple projects and work collaboratively with multi-disciplinary team members, including individuals with developmental disabilities, family members, service providers, and staff.
- Current California driver's license and State-required insurance required when using personal vehicle on Center business and a driving record acceptable to the organization and/or its insurance carrier.
- Capacity to be flexible and work in a changing environment.
- Computer skills are sufficient to meet production demands of the job, including Microsoft Office and software for public information and learning management.
- Availability/flexibility to work varied hours including occasional evenings, nights, and weekends.
- Knowledge of emergency procedures of the Regional Center.

### Knowledge And/or Abilities:

- Knowledge of individuals with developmental disabilities.
- Knowledge of regional center programs.
- Effective communication techniques.
- Ability to plan and schedule your own work.
- Formulates and implements project goals and objectives.
- Organizes meetings and events.
- Effective oral presentation skills.



- Effective writing skills in English and a language other than English (Spanish/Asian Languages).
- Interact with others from a wide variety of cultural and social backgrounds.
- Knowledge of word processing software (Microsoft Word) is required.
- Working knowledge of Excel and Power Point Presentations.



www.vmrc.net

VALLEY  
MOUNTAIN  
REGIONAL  
CENTER

# Job Description Draft

TITLE: Benefits Counselor

REPORTS TO: Director of Adult Case Management

## General Statement of Duties:

Under the direction of the Director of Adult Case Management, the **Benefits Counselor** is responsible for assisting families and consumers in VMRC's 5-county area through a temporary, grant-funded project. This position supports the delivery of services to regional center consumers, ensuring that the consumer's Individual Program Plan or the Individual Family Services Plan, and its objectives are pursued by assisting in accessing community resources while ensuring cultural and linguistic competence. The position is a limited term, grant-funded opportunity for up to 40 hours a week and up to 24 months, with the potential for full time permanent assignment. The **Benefits Counselor** is responsible for understanding and addressing the services and support needs, considering cultural and linguistic barriers to services and supports, and identifying the unmet needs of the individual. The Benefits Counselor will assist the individual and their families to gain knowledge of services, and access available generic resources that appropriately meet their needs through a referral process. The **Benefits Counselor** will work in conjunction with the Service Coordinators to provide education and resources on topics related to community resources.

## Minimum Position Requirements:

- Bachelor's degree in human services related field with (1) year of related experience.
- Must be bilingual—fluent in Spanish/English (verbal and written)
- A Driver's License is required, and you must meet our driver acceptability criteria.
- Experience working in a California Regional Center is highly desirable, but not required.

## Key Responsibilities – Essential Functions

1. Through referrals from the assigned Service Coordinator, assist to identify needed community resources to support the individual's IPP/IFSP goals.
2. Research community service options to provide culturally sensitive resources that the individual and family may obtain.
3. Provide advocacy, education and other support for families and individuals in an effort to ensure all generic services and community resources are available to them.
4. Assist individuals and families by providing guidance to navigate the various systems in understanding and accessing those resources through completion of necessary application processes, potential due process, and ongoing reassessments.

5. Coordinate computer access and provide training to consumers and families in the use of electronic equipment in their homes and regional center offices to ensure remote meetings, services, and generic services.
6. Collect, synthesize, and report statistical data as requested.
7. Participate on internal and external committees with the Cultural Specialist for purposes including public education, improving internal agency functions and promoting positive communication with external agencies.
8. Participate in training to increase knowledge and skills in the field of developmental services and other related areas.
9. Participate in community outreach and engagement events to build partnerships with community resources.

**Working Condition and Physical Requirement:**

- Duties will be performed in the home of the person with a disability, the four regional center offices, and within the communities of the five counties served.
- Must have reliable transportation and be able to travel.
- The ability to read, write and comprehend large amounts of written material such as reports and regulations.
- Use of the telephone, and communication via electronic mail is required daily.
- Excellent oral and written skills are essential.

**Salary Range:**

\$25.09 hour to \$33.62 (seven steps)