



# VMRC Executive Committee Meeting

Wednesday, January 10, 2024, 6:30 PM

Valley Mountain Regional Center, Stockton Office, Cohen Board Room and via Microsoft Teams  
(Hybrid)

702 N. Aurora Street

Microsoft Teams: Meeting ID: 251 268 320 501 Passcode: s9DnYj

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 November 8, 2023**      Action

Brandy De Alba

**C. Items for Approval**      Action

Doug Bonnet

1. Compliance Officer Job Description and Approval
2. Cultural Specialist Job Description and Approval

**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

Doug Bonnet

2. Notable Consumer Information

Tara Sisemore-Hester and Christine Couch

3. Vendor Information

Brian Bennett

4. Self-Determination Update

Doug Bonnet

5. Other Matters

Doug Bonnet

6. Personnel and Union Update

Bud Mullanix

**F. President's Report**

Dr. Suzanne Devitt

**G. Next Meeting - Wednesday, February 14, 2024, 6:30 PM, Hybrid (Stockton Office Cohen Board Room and via Microsoft Teams)**

**H. Adjournment**

Brandy De Alba



## **Minutes for VMRC Executive Committee Meeting**

11/08/2023 | 06:30 PM - 07:30 PM

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

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

**Committee Members Not Present:** Jose Lara, Lynda Mendoza

**VMRC Staff Present:** Tony Anderson, Bud Mullanix, Doug Bonnet, Tara Sisemore Hester, Evelyn Ledesma Solis

**Public Present:** Rachelle Munoz (facilitator), Isela Bingham (interpreter), Irene Hernandez (interpreter), Tumboura Hill

Brandy de Alba called the meeting to order at 6:32 PM

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

Doug took roll and established a quorum.

### **B. Review and Approval of the Executive Committee Meeting Minutes of October 11, 2023**

Lisa Utsey made a motion to approve the Executive Committee Meeting Minutes of 10/11/23. Alicia Schott seconded the motion. The Executive Committee Meeting Minutes of 10/11/23 were approved unanimously.

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

None.

## **D. Public Comment**

Tumboura Hill – My name is Tumboura Hill. I'm here to represent Quality Assurance Training and Advocacy. I'm here, 1 is for concern and the other is for discouragement. I worked here for years and I know many people in this workplace. I even taught with Brandy at SUSD. So, I know people and I've seen them in their capacity of work and what they are capable of and how good they are. My concern is that when I come to you and tell you something, that you ignore it. And you think I'm not gonna keep going until it gets resolved. I told you last year that when I started I'm looking to ally. I'm not trying to combat or go against you. I'm looking to engage you and talk to you. I got 3 minutes here. So that's not enough time to talk. But there is nothing beyond this. Nothing from the public. We just say our piece and leave. Unfortunately, we you do that, then we have to reach out to other agencies and look for other methods. I could create my own podcast and have public comment all day long about what you guys have, but im trying to engage you. I give out my card to everybody, email, nobody calls, but If I go talk to another agency they want to hear everything. But I'm sitting right here in front of you trying to tell you and you think you are going to ignore me and that's not going to work. And I'm saying this in front of you all, you got my information, you want to talk, conversate, hear what I see, hear what I think, I'm available. I'm not trying to go against you, but I keep talking to you and I keep getting a time length time. I'm not listening to you. And that's not going to work. And I think you really need to rethink because it only gets worse. I came here a month ago. You guys have approved 92 million dollars in contracts. I talked to Brian, I talked to Robert, I sent 5 or 10 emails because this guy still haven't been paid a thousand dollars for work he'd done almost 6 months ago from my client. And everybody acts like they're listening, but they're not listening, but I'm telling you, it's only gonna get worse, and I keep trying to say, can we just talk before it goes there. Because it's not benefitting anybody being tone deaf and pretending like you don't hear us out there. \$1000. You guys have approved 92 million dollars in contracts since he did the work. And he still hasn't been paid. So what does he do? Sue the regional center? Do we come here and serve the board? Do we bring cameras in here? That's my question to you. Is that what you want? Cause you know I'll do it. Or, just pay him his money.

## **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 – Bud Mullanix and Tony Anderson

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

**G. Next Meeting - The Executive Committee will not meet in December 2023.**

## **H. Adjournment**



# Job Description

TITLE: Compliance Officer

REPORTS TO: Executive Director

**General Statement of Duties:** The Compliance Officer is responsible for managing consumer complaints, fair hearings, appeals, and monitors the VMRC management's regulatory compliance with all statutes with jurisdiction over the regional center operations. We are looking for a professional with a sincere interest in protecting the rights and responsibilities of our consumers while maintaining our integrity by upholding our public charge as outlined in the Lanterman Act.

**Working Condition and Physical Requirement:**

- Most duties are performed in the office and out in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly. The ability to sit at a workstation for long periods of time.
- Frequent standing and walking throughout offices, service provider facilities 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 daily.
- Excellent oral and written skills are essential.

**Key Responsibilities – Essential Functions**

- Manages the fair hearing process from receipt of submission to resolution.
- Shall serve in a consultation capacity for service coordinators and their managers on all matters related to the denial of services including the reductions in services.
- In the event of an appeal procedure where the consumer or their representative has secured legal counsel, the Compliance Officer will have to work effectively with the regional centers outside counsel.
- Manage and facilitate the VMRC obligation on the Legal Service Review Team (LSRT). While the Public Defender would represent the consumer, the Legal Affairs and Compliance Officer will assure that we meet our legal requirements and deliverable to the courts, District Attorney's office, and the Public Defender's office. The role is more supportive for case management staff to help protect the consumer's legal interest within the requirements of what a regional center can legally provide in the form of supports and services.
- Review, advise, and ensure VMRC compliance with the regulations and statutes including all 4731 complaints and whistleblower complaints as designated by the Executive Director.

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LAST REVISION: 12/20/2023

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

## VMRC Job Description – Compliance Officer

- Maintain current knowledge and understanding of the purpose and procedures for public transparency regulation and policies.
- Keep abreast of internal standards and organizational goals and provide training to address common issues you come across in the appeals.
- Fill the role of organizational change management lead for the DDS CERMS/UFSM project. Includes communications with DDS, assisting with change strategy, surveys, change presentations, and regional center trainings.
- Working with the Human Resources Department, the Compliance Officer will ensure the completion of the Conflict-of-Interest statements and facilitate the development of the mitigation plans.

### **Supervision Responsibility**

**Direct Reports:** Executive Assistant

**Indirect Reports:** N/A

**Minimum Position Requirements:** Human Services related master's degree and at least ten (10) years of increasingly responsible professional experience in protecting the rights of people with developmental disabilities, including expert knowledge of the Lanterman Act and knowledge sufficient to manage the fair hearing and appeals process.

### **Salary and Benefits**

Annual salary range depending on the experience and degrees and specialization: \$94,993.60 to \$127,316.80 Valley Mountain Regional Center provides a generous benefit package including health, dental, vision, vacation, and holiday schedule. Click here for details:  
<https://www.vmmc.net/wp-content/uploads/2023/11/SOB-NONBARGAINING-FEB-2023.pdf>.



## **Executive Committee Report**

### **HR and Union Update**

**December 2023**

**Bud Mullanix**

**Number of Employees: 527**

**Turnover Rate YTD (July to December): 2%**

#### **Union Update:**

- **Grievances: Zero**
- **Completed each month our Labor Management meetings, no issues**

#### **Special Events or notes:**

- **Cube and office decorating contest sponsored by HR and DEI, Trophies were handed out for the 1<sup>st</sup> place winners.**
- **Team luncheons or parties were held by each department**