



# VMRC Executive Committee Meeting

Wednesday, February 14, 2024, 6:30 PM

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

702 N. Aurora Street

Meeting ID: 251 268 320 501 Passcode: s9DnYj +1 347-690-4401,,929229353#

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 January 10, 2024

Brandy De Alba

Action

#### C. Items for Approval

Christine Couch

Action

##### 1. Compliance Officer Job Description and Approval

##### 2. Cultural and Language Division Manager 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

Christine Couch

##### 2. Notable Consumer Information

Tara Sisemore-Hester and Christine Couch

##### 3. Vendor Information

Brian Bennett and Christine Couch

##### 4. Self-Determination Update

Christine Couch

##### 5. Other Matters

Christine Couch

##### 6. Personnel and Union Update

Bud Mullanix and Christine Couch

#### F. President's Report

Dr. Suzanne Devitt

#### G. Next Meeting - Wednesday, March 13, 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**

01/10/2024 | 06:30 PM - 07:30 PM

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

**Committee Members Present:** Lisa Utsey, Alicia Schott, Margaret Heinz, Brandy De Alba, Jose Lara, Lynda Mendoza

**Committee Members Not Present:** Suzanne Devitt (informed absence)

**VMRC Staff Present:** Christine Couch, Evelyn Solis, Bud Mullanix, Aaron McDonald, Gabriela Lopez, Tara Sisemore Hester

**Public Present:** Rachelle Munoz (facilitator), Irene Hernandez (interpreter), Isela Bingham (interpreter), JTT Guest

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

Jose Lara called the meeting to order at 6:39pm. A quorum was established. The agenda was reviewed with no changes.

### **B. Review and Approval of the Executive Committee Meeting Minutes of November 8, 2023**

Lynda Mendoza made the motion to approve the Executive Committee Meeting Minutes of November 8, 2023, and Lisa Utsey seconded the motion. The Executive Committee Meeting Minutes of 11-08-2023 were approved unanimously.

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

1. Compliance Officer Job Description and approval – Bud Mullanix presented the job description.
  - a. Margaret Heinz said there were not enough board members present to review this job description or the next job description. Alicia Schott agreed with Margaret. Margaret stated the two job descriptions would be tabled until the next Executive Committee Meeting.
2. Cultural Specialist Job Description and approval – Bud Mullanix was not able to present the job description, per the direction of the Executive Committee.

#### **D. Public Comment n/a**

#### **E. Items for Discussion**

1. Executive Director's Report – none
2. Notable Consumer Information – Tara Sisemore Hester reviewed a person who remains at the Lodi Hospital awaiting placement. This person was removed from their home by CPS and the team continues to search for placement. CPS is the placing agency, and the Interdisciplinary team has conducted an internal search, a statewide search and still have no resources.  
  
Christine Couch reviewed a young man who recently celebrated his 18<sup>th</sup> birthday. Historically this has been difficult to serve family. The young man shared his hopes and dreams in the IPP meeting, and the team is putting together services and supports based on his preferences for the first time.
3. Vendor Information – none
4. Self-Determination Update – Christine Couch share the Self Determination Advisory Committee meets this month and continues to work together to educate the community about self-determination.
5. Other Matters – none
6. Personnel and Union Update – Bud Mullanix shared there are 527 employees on board, and we continue to hire. There are no employee grievances currently. The union is working on a couple of policies.

**F. President's Report - none**

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

**H. Adjournment at 6:50pm**



# 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>.



# Job Description

**TITLE: Cultural and Language Division Manager**

**REPORTS TO: Director of Case Management**

**General Statement of Duties:** Under the general supervision of the Director of Case Management, the Cultural and Language Division 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 at the service coordination, clinical and service provider levels to increase cultural competency; implements internal and external communication strategies that promote and educate employees and the community on VMRC inclusion initiatives. The Cultural and Language Division Manager is responsible to provide general management of the Enhanced Case Management Team, including the Benefits Counselor, the Multilingual Access Specialists, the Deaf and Hard of Hearing Community Coordinator.

The Cultural and Language Division Manager 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.

## **Key Responsibilities – Essential Functions**

1. Use research and data analysis to identify diversity and inclusion challenges as well as opportunities for development.
2. Design and implement community outreach projects, especially for ethnic groups potentially under-represented or under-served by the regional center.
3. Coordinate, enhance and participate in support groups to help families understand services provided by the regional center, generic resources, and other community agencies.
4. 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

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LAST REVISION: January 3, 2024

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



## VMRC Job Description – Cultural Specialist

- 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.
5. 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](https://www.researchgate.net/publication/278166402_Use_of_Promotoras_de_Salud_in_Interventions_with_Latino)
  6. Develop benchmarks and metrics for measuring and implementing strategic interventions and organizational goals that help move diversity and inclusion forward.
  7. 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.
  8. Build organizational effectiveness at all levels by providing cross-cultural training and communications to support increases in cultural competence across the continuum of care.
  9. Serve as the subject-matter expert in bias awareness in developing and coordinating services.
  10. Facilitate workshops/training for all stakeholders designed to address issues related to cultural competence.
  11. Identify, build, and sustain strategic partnerships with local community agencies and various stakeholders to assist in outreach efforts designed to identify, educate and inform people served and families.
  12. Attend key inclusion & diversity conferences and participate in training activities that will assist VMRC’s strategic approach to reaching identified goals and objectives.
  13. Extensive travel to the five-county service area and throughout the State of California.
  14. Supervise case management teams in all VMRC offices.
  15. Ensure compliance with Lanterman timelines.
  16. 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.

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LAST REVISION: January 3, 2024

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

## VMRC Job Description – Cultural Specialist

- Bilingual in Spanish/English.
- 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.

Reliable and timely transportation to perform regular job duties on a routine basis out of the office. Must maintain a valid driver's license and minimum liability car insurance coverage.

### **Working Condition and Physical Requirement:**

- 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 workstation for long periods of time.
- Frequent standing, walking bending, reaching, lifting 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.

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