



Board of Directors Meeting

Wednesday, February 22, 2023, 6:00 PM

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

702 N. Aurora Street

Stockton, CA, 95202

<https://us06web.zoom.us/j/86398668015?pwd=K1MyNTRrTjFvb2UxNmNUN0cycXRQZz09>, Webinar ID: 863 9866 8015, Passcode: 358505, +16699006833

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 - Board of Directors Meeting

Board of Directors Meeting

A. Call to Order, Roll Call, Reading of the Mission Statement

Margaret Heinz

The Mission of Valley Mountain Regional Center (VMRC) is to support people with developmental disabilities as they enrich their lives through choices and inclusion. VMRC is committed to securing quality, individualized services in collaboration with families and the community.

B. Review of the Meeting Agenda

Margaret Heinz

C. Review and Approval of the Board of Directors Meeting Minutes of 12/14/22 Action

Margaret Heinz

D. Presentation - National Core Indicators (NCI) 2019/2020 Data

Angie Shear

1. Public Comment on National Core Indicators (NCI) Presentation

Each member of the public may have 3 minutes for comment. If an interpreter is needed, 6 minutes will be given. Comments only in relation to NCI presentation.

E. Public Comment

Margaret Heinz

Each member of the public may have 3 minutes for comment. If an interpreter is needed, 6 minutes will be given.

F. Consent Calendar Items Action

Margaret Heinz

1. Finance Committee Meeting Minutes of January and February 2023

2. Executive Committee Meeting Minutes of January and February 2023

3. Consumer Services Committee Meeting Minutes of January 2023

G. Committee Reports

1. VMRC Professional Advisory Committee, Coalition of Local Area Service Providers (CLASP) Liz Herrera-Knapp

2. Self-Determination Advisory Committee (SDAC) Mariela Ramos

3. Consumer Advisory Council, Self-Advocacy Council Area 6 (SAC6) Crystal Enyeart

4. Finance Committee Alicia Schott, Melissa Stiles, and Corina Ramirez

a. Approval of Contract Status Reports (CSR) for January and February 2023
Melissa Stiles

Action

b. Presentation of Purchase of Service (POS) Expenditures and Operations (OPS) Expenditures for January and February 2023
Melissa Stiles

c. Approval of Contracts Over \$250,000 for January and February 2023
Corina Ramirez

Action

5. Consumer Services Committee
Dr. Suzanne Devitt

6. Legislative Committee
Lynda Mendoza

7. Bylaws Committee
Lynda Mendoza

8. Nominating Committee
Linda Collins

9. Popplewell Review Team
Erria Kaalund

H. Executive Director's Report
Tony Anderson

1. Coordinated Family Support (CFS)

I. Other Matters
Margaret Heinz

J. Board Member Activities and Reports
Margaret Heinz

K. President's Report
Margaret Heinz

1. Emergency Response and Safety Specialist Job Description Approval
Bud Mullanix

Action

2. Employment Specialist Job Description Approval
Bud Mullanix

Action

3. Family Wellness Licensed Marriage Family Therapist (LMFT) Job Description Approval
Bud Mullanix

Action

4. Family Wellness Licensed Clinical Social Worker (LCSW) Job Description Approval
Bud Mullanix

Action

5. Closed Session
Margaret Heinz

L. Next Meeting - Wednesday, April 26, 2023, 6:00 PM, Hybrid (In-Person and via Zoom)
Margaret Heinz

M. Adjournment
Margaret Heinz



Minutes for Board of Directors Meeting

12/14/2022 | 06:00 PM - 08:00 PM

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

Board Members Present: Robert Balderama, Margaret Heinz, Jose Lara, Lisa Utsey, Crystal Enyeart, Emily Grunder, Brandy DeAlba, Tom Toomey, Anthony Owens, , Dr. Suzanne Devitt, , Lynda Mendoza, Jessica Quesada, Dr. Li,

Board Members Not Present: Alicia Schott informed absence, Linda Collins, Tina Vera, Linda Collins, Liz Herrera Knapp (informed absence), Ken Britter, Dr. Steve Russell, Erria Kaalund, Gabriella Castillo

VMRC Staff Present: Tony Anderson, Doug Bonnet, Christine Couch, Bud Mullanix, Tara Sisemore-Hester, Brian Bennett, Aaron McDonald, Melissa Stiles, Claire Lazaro, Corina Ramirez, Emelia Vigil, Donna Sioson, Mark Creer, Sandra Smith, Angie Shear, Marlene Lombardo, Michele Poaster

Public Present: Bobbi, Chelsea Silviera, Erin Brady, DDS, Holli Ivory-Jones, Iphone, James Ford, Julie De Diego, Melanie Gonzales, Irene Hernandez, Chelsea Silveira Burgos, George Lewis, Lisa Culley, Angela Lewis, Tumboura Hill, Jeannett K., Graciela Estrada, Lourdes Gomez, Trina Castro, Erika Millan, Lilian Escudero, Reyna Rangel-Simon, Rubi Saldana, Maria Solano, Nancy Avila, C. Hernandez, Cristina Marquez, Caro Azarte, Ana Soto

Margaret Heinz, President, called the meeting to order at 6:04pm

A. Call to Order, Roll Call, Reading of the Mission Statement

Tony Anderson took the roll. A quorum was established. Margaret thanked everyone for showing up both in person and online.

B. Review and Approval of the Meeting Agenda - Action

Lynda Mendoza motioned to approve the meeting agenda with amendments. Crystal Enyeart seconded the motion.

C. Review and Approval of the Board of Directors Meeting Minutes of 10/26/22 - Action

Emily Grunder made a motion to approve the Board of Directors Meeting Minutes of 10/26/22. Lisa Utsey seconded the motion. The Board of Directors Meeting Minutes of 10/26/22 was approved unanimously.

D. Presentation – Performance Contract, Tony Anderson

Tony Anderson presented the Performance Contract.

1. Board Member Comment:
 - a. Margaret Heinz: appreciated the comment about employed students
 - b. Brandy De Alba: how is it presented to the public? Tony explained done through the surveys in order to collect public comment. There were 10 responses. One survey was sent out in English and another in Spanish, we didn't receive any Spanish language survey comments.
2. Public Comment:
 - a. Rubi Saldana: thank you. In my experience it was totally different. She heard from Hispanic people or people who speak Spanish, VMRC doesn't have any. She can help with that. Her experience is totally different. Our kids have a lot of regression because of the pandemic and other issues. We can help with the surveys. Our experience is totally different with the districts at this moment.
 - b. Gricelda Estrada: Thank you all and appreciate you taking all of our comments. I just want to talk on the support and the help that our youngsters are receiving to finding employment. I find that the help that VMRC provides is very slow when it comes to finding a job coach for our youngsters that are out looking for employment. Many are finding barriers with agencies stating that they don't have the personnel and or the resources needed for them. They don't want to take us. This has been an ongoing issues for over a year and still are unable to find a coach. I really do appreciate a lot of the great information I heard tonight however I would like us to further look into this matter and see what else VMRC can do to help with those barriers. My other question is regarding soc rec and community integration and I would prefer it would be reinstated the way it was originally placed.
 - c. Lourdes Gomez: I want to point out something that is a big concern to me. I work with SDP families only. Services are added into the IPP and there is a transition period to get SDP. I find that we write goals, and agree on services and then 0 implementation for a couple of months. This is a disparity and it takes a couple

months to get an FMS and then there are no services. There are traditional services that can work during the transition period and we can work together on this and people get options while transitioning into SDP. They don't have to wait for SDP to get services. They should get services until they get in SDP. Thank you.

- d. Maria Solano: My comment is regarding Griceldas comment about employment. My son is 21 yo high functioning young man and seeking job for 8 months and unsuccessful. We have been referred to agencies without success. I understand that there is higher funding and now there is such difficulty finding employment. He shouldn't be at home, he should find a job, why does this injustice keep happening?
- e. Tumboura Hill, Quality Assured Training and Advocacy, Inc.: before I left VMRC I was the HCBS evaluator. The first question is that w just ha a disability fair with over 400 people, was there a survey provided to share the information. Is VMRC HCBS compliant? Does this setting meet HCBS compliance. Home and Community based services final rule. Is VMRC with the locked gates and doors, lack of community involvement, no outside vendors, is it really and truly HCBS compliant?
- f. George Lewis: per Dena Hernandez wishes a happy holiday season on behalf of SCDD.

E. Presentation – National Core Indicators (NCI)

George Lewis presented the NCI data for the in-person survey for 20/21 and now we are conducting 22/23.

- 1. Board Member Comment:
 - a. Brandy De Alba: what languages in written and in person interviews? Interviews are conducted in all languages. The mailed surveys are sent out in all languages.
 - b. Emily Grunder: wanted to address the limited access to the building comment. She has been a consumer for a long time and she hasn't had any trouble with the limited access. She believes our limited access is due to a shooting that happened in southern California a few years ago and is for our safety.
- 2. Public Comment:
 - a. Fernando Gomez: what was the return rate for completed surveys and was it reflective of the diversity of the community? George responded that it was diverse data from all communities. There were a wealth of surveys returned. it may be on the dds website.
 - b. Tumboura Hill: the shooting was not the reason. This is the most locked up place. There are cameras. This is for the consumers and not for you. this is their hub. Just making sure this is clarified. I toured the campus and this place is locked up.

F. Public Comment:

- a. Tumboura Hill – I asked on 9-8-21 for OT reports for all SCs for last two years. I want to verify that VMRC employees is getting OT. I want to see how much OT you are giving the SCs that work on the extra caseloads. Everything I'm doing I am making a complaint on. I'm being transparent. The bagley keene is being violated by the Finance Committee. IT's an open meeting and you are meeting big decisions on \$28 million contract and this is public money. I want to see every last meeting. Look at these chairs, look at this stuff. I can yell across the room at you. this is not the senate floor. This is my advocacy hat. This is my complaint, a 4731 complaint. This is the investigatory process I helped write with Patricia Green. This is the process I helped write. It is not followed. We went to a trinaing. I have a certificate that says what we do. I'm goin forward with DDS. this is a report from the state auditor. I looked though the report, this on the condition of the RC and DDS right now. It says the income was frozen in 1991. This is the report from the state auditor. This is all the complaints I'm making next week. I'm trying to talk to you. trust me, you know I know. if anyone knows I know. it would behoove you to contact me. the doors aren't ADA compliant. Do I have to contact? You have all of these obstacles.

1. Consent Calendar Items – **Action** Lisa Utsey made a motion to approve the consent calendar items, Crystal Enyeart seconded the motion. Motion passes unanimously.
2. Finance Committee Meeting Minutes of November 2022 –
3. Executive Committee Meeting Minutes of November 2022
4. Consumer Services Committee Meeting Minutes of November 2022

G. Committee Reports

1. VMRC Professional Advisory Committee, Coalition of Local Area Service Providers (CLASP) Liz Herrera-Knapp was not present. No report.
2. Self-Determination Advisory Committee (SDAC), Mariela Ramos – Tony shared that they meet next week. Many of the members attended a large SDP conference. We paid for anyone who wanted to attend this online conference. There were over 20 people who attended. Tony was a moderator for one of the break out sessions.
3. Consumer Advisory Council, Self-Advocacy Council 6 (SAC6) Crystal Enyeart

Sac 6 report to VMRC Board, December 2022

On November 2, Sac 6 had their practice zoom chat. We decided to only do the Friday zoom chats once a month now. Since people are returning to day programs and work. This way at least once a month we get to share an important topic / training

November 4th was our Friday Zoom Chat, and the topic was on voting. It was presented by sac 6 members, and we showed a power point to go along with our presentation.

November 10th, some Sac6 members joined the Transportation meeting via zoom.

November 15, sac 6 had their monthly Leadership meeting with Executive Director and Sac6 Liaison and the SCDD North Valley Hills Office. Her we talk about business matters and future Friday Zoom Chat topics.

November 15th and 16th Catrina C. attended the DDS CAC (Consumer Advisory Committee) meeting via zoom.

November 17, Sac 6 had their quarterly Finance Committee meeting, via zoom.

November 23rd, Chairperson Dena assisted VMRC with delivering Thanksgiving meals to the Stockton Area. Sac 6 consultant Lisa U. also assisted VMRC with delivering meals to the Modesto area.

November 30th, Sac 6 meet via zoom for the monthly Friday Zoom Chat practice.

December 2nd, Sac 6 Friday Zoom Chat was on Fire Prevention and have an escape plan presented by Sac6.

December 3rd, Lisa, Jessica, Crystal and Robert all attended the VMRC Board retreat where we listened to presenters and learned lots of new things.

Upcoming events:

December 21st, some Sac 6 members will be having Coffee with the COPS at VMRC, in Stockton.

December 28th- Sac 6 will be having a meeting to have their annual elections and discuss office hours in the different VMRC offices.

January 7, 2023, we are having our goals meeting to talk about our contract goals.

Sincerely,

Crystal Enyeart

SAC6 representative to the VMRC Board and Consumer Services.

4. Finance Committee, Alicia Schott. Melissa Stiles shared the information on behalf of Alicia who had an informed absence.
 - a. Approval of Contract Status Reports (CSR) for November and December 2022 –
Action
 - i. Lynda Mendoza made a motion to approve the amended CSR report for November and December as presented. Emily Grunder seconded the motion. The motion was approved unanimously.

- b. Purchase of Services (POS) Expenditures and Operations (OPS) Expenditures for November and December 2022 – presented by Melissa Stiles.
 - c. Approval of Contracts over \$250,000 for November 2022 – **Action**.
 - i. The Finance Committee presented as a motion to approve the contracts over \$250,000 for November 2022. Emily Grunder seconded the motion. The contracts over \$250,000 for November were approved.
 - ii. Corina presented the December 2022 contracts. Brandy De Alba asked about the day rate for some of the contracts but not all contracts.
 - 1. Brandy De Alba made a motion to approve the December 2022 contracts. Lisa Utsey seconded the motion. The motion passes unanimously.
5. Consumer Services Committee, Suzanne Devitt: The last meeting was November 2, 2022. There was a presentation by Joe Stancil from Department of Rehabilitation. The next meeting is January 4, 2023.
- a. Brian Bennett gave an update on transportation, 637 application process. VMRC identified with R&D, about 250 total individuals impacted by transportation, either delays or entirely that there is not a service for them to return to their adult day program. Our approach is to pursue with DDS, a 637 waiver. These 637 waivers allows for RC to negotiate with the vendor, based on their actual costs rather than the way we currently set rates (thru DDS median rate chart). We recognize these rates are too low to hire qualified drivers and retain them. We've talked over the last year about the statewide transportation issues. We believe pursuing 637 for 880 and 875 is the best route to offer a competitive rate to address our transportation deficits right now. we've met with DDS and they have provided some cost worksheets that R&D will distribute, if the board supports this. Consumer services and clasp will be part of this. R&D has helped us identify timelines. The 637 process is rigid with steps that must occur before any date can be submitted for consideration to DDS. The first step was on Dec 8 in our transportation forum that we want to pursue this waiver with the providers. Now we are sharing with the board and consumer services. we want to present ab637 to clasp on 12-19 and then we would like to notify the public of our intent to pursue a waiver, 10 days before the public hearing. We will notify on 12-20 to have public comment section on 1-4-23 at the next consumer services meeting. if these things occur then we would like to have service providers under 880n and 885 submit data to R&D and VMRC through the month of January 2023. We return on 2-22-23 board meeting to review findings and cost statement on 2-27-23. That's our proposal to petition the DDS to modify the rate for the 2 service codes.

This allows us to apply the rate to new providers and can be used as a mechanism for recruitment and is ongoing. It will no longer be necessary when the median rate chart rises to the current level. We have 23 current 880 providers that are considered active. We have 37 total, 14 of those are not doing the service because it's cost prohibitive.

6. Legislative Committee, Lynda Mendoza shared they have a presentation on 12-20 from 330-5pm. It will be a hybrid presentation. They did meet last week to plan the presentation.
7. Bylaws Committee, Linda Collins is not here tonight. There is no update until April or June 2023.
8. Nominating Committee, Linda Collins is not here tonight. Doug shared that we are always looking for people to join the board when there is a vacancy.
9. Popplewell Review Team, Erria Kaalund is not here tonight. There was not a meeting last month. They meet as needed when the fund is used to cover expenses we are not able to support based on Lanterman regulations. The Popplewell Fund did approve Target gift cards for December. They also approved Thanksgiving meals in November.

H. Executive Director's Report – welcome Mark.

1. Closed Session – not needed

I. Other Matters - none

J. Board Member Activities and Reports – Margaret shared that she had fun delivering meals for Thanksgiving and helping the community. On December 3 we came together with Peter Johnson, Matthew Bahr, VMRC staff, Doug Bonnett and Tony Anderson as well as Christine Couch, thank you to everyone who participated. It was an enriching day. She learned a lot.

K. President's Report – Margaret Heinz.

Bud Mullanix presented the three new positions that will focus on customer service and welcoming visitors. WE feel strongly about this new concept.

1. Approval of Senior Receptionist Job Description – **Action.**
2. Approval of Front Desk Receptionist Job Description – **Action**

3. Approval of Administrative Clerk Job Description- **Action**

The Executive Committee brought this motion to the Board. Lisa Utsey seconded the motion. The motion carried unanimously.

Margaret asked Tony if the board can approve a holiday gift to the employees. Tony will check with Melissa and confirm that we are able to provide this gift and he will report back to the Executive Committee.

L. Next Meeting – Wednesday, February 22, 2023, 6pm, Hybrid

M. Adjournment at 816pm



Minutes Finance Committee Meeting

01/11/2023 | 05:30 PM - 06:30 PM

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

Committee Members Present: Margaret Heinz, Alicia Schott, Jose Lara, Linda Collins, Connie Uychutin, Lisa Utsey, Apriely Sisk

Committee Members Not Present:

VMRC Staff Present: Doug Bonnet, Tony Anderson, Christine Couch, Corina Ramirez, Melissa Stiles, Tara Sisemore-Hester

Public Present: Irene Hernandez, Rachelle Munoz

A. Review of the Meeting Agenda

We reviewed the meeting agenda.

B. Approval of Contracts over \$250,000 for February 2023

Corina Ramirez presented the contracts over \$250,000 that are for renewal at the end of February 28, 2023. Linda Collins made a motion to approve the Contracts over \$250,000. Lisa Utsey seconded the motion. Connie Uychutin abstained. The Contracts over \$250,000 were approved.

C. Fiscal Department Update

1. Contract Status Report (CSR) – Melissa Stiles presented the Contract Status Report (CSR) as of November 30, 2022 and answered questions from the board members. Jose Lara made a motion to approve the Contract Status Report (CSR). Lisa Utsey seconded the motion. The Contract Status Report (CSR) was approved unanimously.

2. Purchase of Services (POS) Expenditures – Melissa Stiles presented the Purchase (POS) Expenditures and answered questions.
3. Operations (OPS) Expenditures-Melissa Stiles presented the Operations (OPS) Expenditures and answered questions.

D. Next Meeting - Wednesday, February 8, 5:30 PM, Hybrid (via Zoom and Cohen Board Room)



Minutes for Finance Committee Meeting

02/08/2023 | 05:30 PM - 06:30 PM

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

Committee Members Present: Linda Collins, Connie Uychutin, Lisa utsey, Alicia Schott, Apriely Sisk

Committee Members Not Present:

VMRC Staff Present: Doug Bonnet, Christine Couch, Tony Anderson, Brian Bennett, Corina Ramirez, Melissa Stiles, Tara Sisemore-Hester

Others Present: Rachelle Munoz

A. Review of Meeting Agenda

We reviewed the meeting agenda.

B. Review and Approval of Finance Committee Meeting Minutes of 01/11/23

Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 01-11-2023. Connie Uychutin seconded the motion. The motion was approved unanimously.

C. Approval of Contracts over \$250,000

Corina Ramirez presented the contracts over \$250,000 that are for renewal at the end of 03-31-2023. She also presented two new contracts, Mindpath Health and HQ Children Services Inc. Brian Bennett and Corina answered questions from the board. Linda

Collins made a motion to approve the Contracts over \$250,000. Lisa Utsey seconded the motion. Connie Uychutin abstained. The Contracts over \$250,000 were approved.

D. Fiscal Department Update

1. Contract Status Report (CSR) – Melissa Stiles presented the Contract Status Report (CSR) as of December 31, 2022 and answered questions from the board members. Lisa Utsey made a motion to approve the Contract Status Report (CSR). Linda Collins seconded the motion. The Contract Status Report (CSR) was approved unanimously.
2. Purchase of Services (POS) Expenditures – Melissa Stiles presented the Purchase (POS) Expenditures and answered questions.
3. Operations (OPS) Expenditures – Melissa Stiles presented the Operations (OPS) Expenditures and answered questions.

E. Next Meeting - Wednesday, March 8, 2023, 5:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)



Minutes for Executive Committee Meeting

01/11/2023 | 06:30 PM - 07:30 PM

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

Committee Members Present: Margaret Heinz, Alicia Schott, Linda Collins, Lynda Mendoza, Suzanne Devitt

Committee Members Not Present:

VMRC Staff Present: Doug Bonnet, Christine Couch, Tony Anderson, Tara Sisemore-Hester

Public Present: Irene Hernandez, Isela Bingham, Maribel Barrera, Aleida O, Lilliana Escudero, Ana Soto, Maria Solano, Gricelda Estrada, Nancy Millan, Maria Elena Diaz, Diaz Aguilar Ernesto, Eren Torres, Dora Contreras, Rosy, Bertha, Maria Gutierrez, Maria del Rosario, Maria, Anita Hurtado, Juan Moran

A. Review of Meeting Agenda (No Minutes for Approval, Most Recent Minutes Approved by the Board in December) We reviewed the agenda.

B. Public Comment – n/a

C. Items for Approval – n/a

D. Items for Discussion

Executive Director's Report – Tony Anderson shared

- About \$22 billion short fall in the Governor's Budget for FY2023-24
- Attached is the ARCA summary of the Governor's January Budget for FY2023-24. Key notations
 - The overall DD Budget now stands at \$14.2 Billion – 60% (\$8.6 billion) of which is General Fund.
 - The net increase from Revised FY2022-23 is \$1.6 Billion.
 - This reflects a 12.7% increase from FY2022-23.
- The proposed Budget puts forward an extra \$102.1M TF to support the reduced caseload ratio for children ages 0-5. This special lower caseload, set at 1:40, was started last year. The extra money reflects a revised and improved estimate of the actual costs of hiring service coordinators.
- The only reduction in the budget is the delay in a preschool integration grant that saves the state \$10M. The language on what we were supposed to do was vague so this also gives DDS time to flesh this out more.
- The item I was most worried about was the service provider rate reform but the Budget proposal is clear that the promised funds (\$355.9M) will be in the budget for 2023-2024. This also includes the additional funding related to the increased mileage rate the IRS allows.
- The increase to the state's minimum wage will also impact many providers and this adjustment is in the budget as well.
- Added more funding for the next phase of the new fiscal and case management systems (Uniform Fiscal System Modernization (UFSM) and the Consumer Electronic Records Management System (CERMS) Project).
- 6 positions at DDS for a new Autism Services Branch.
- Additional regional center staff to help implement trauma-informed services for foster children (this came from a bill signed into law in 2018).
- Money to relicense two STAR (Stabilization Training Assistance Reintegration) homes to better serve people with intense psychiatric needs.
- Additional funds to support provisional eligibility for children 4-5 years old.
- Safety Net Report:
 - 15 positions foster youth 2083
 - Extends
 - Complex needs program 5 people in state operated behavioral Health (mental health and IDD)
- Family Cost participation program is scheduled to be reinstated but the state is planning on meeting to propose a change in the May Revise

Notable Consumer Incidents/Complaints

Christine shared an update on T – preliminary hearing 1-19-23.

J – cancer at PDC which delayed his move to the community; he opted for a one time procedure to eradicate the cancer; and moved into community 12-20-22. He is doing well.

P – has had no contact with Dad and is doing well. She has requested that we do not communicate with her father and has rescinded the signed release of information.

F– Temporary restraining order not granted as he is not a danger per the court right now.

Vendor Issue

- The two AB 637 applications (Psychologists and Transportation) are still on track and moving forward.
- Transportation Follow-up meeting is being scheduled with CLASP - so far the response has been very positive.
- The most pressing issue we are faced with at this time related to our providers in processing all the HCBS Compliance applications so that providers can continue to be paid without delay after March 16th.
- New policy on transportation: *This Directive authorizes providers of transportation services to use a monthly reimbursement rate for the provision of transportation services to individuals effective January 1, 2023 through December 31, 2023. Each provider will utilize a unique monthly reimbursement rate calculated based on their monthly average reimbursement prior to the pandemic, minus fuel expenses.*

Union and Other Staff Issues

Tony reviewed the Multilingual Access Specialist job description that is part of the Language Access Grant. This gives us in house interpretation and translation services for the Spanish language, as well as support to the DEI (Diversity, Equity and Inclusion) Manager. Suzanne Devitt asked about long-term goals for other language specialist positions- Tony explained it's funded through a grant and is time limited, which supports only the Spanish language.

Lynda Mendoza made a motion to approve the MAS, Multilingual Access Specialist position as presented. Linda Collins seconded the motion. The motion was approved.

We just completed the union reopener negotiations. We agreed to a:

1. 1% pay increase will be given to all staff except senior leadership. Effective payroll 12/18/22.
2. VMRC agrees to increase the medical contribution from \$1,000 to \$1,015 for non-smokers and smokers. Eliminated separate smokers benefit rate.
3. VMRC commits to investigating and pricing pet insurance and various dental options during the 2023 open enrollment period and sharing the information with union leadership.
4. VMRC (Bud/Melissa) commit to review the salary schedules and look at the overall cost to VMRC by moving all steps from 7 to 8.

We are halfway there on the hiring of 70 new staff. We will have a social media blast for recruitment videos to encourage people to pursue a career in our community and having an open house for hiring!

Self-Determination Updates

- The new budget and spending plan shall be completed no later than 60 days following the end date of the previous budget year, or a Notice of Action shall be issued.

Other Matters - none

E. President's Report – Margaret Heinz shared the updates on the budget which has an increase of \$1.6billion or 12.7% from last year. She and Tony have their next ARCA meeting is next Thursday and Friday in Sacramento.

Please remember to be safe when traveling in the weather. It can be dangerous out there.

Thank you to super advocate Linda Collins!!

A Board member posted on facebook during bad weather and a giant thank you to staff Aaron McDonald for responding within 7 minutes!!! Aaron, you are amazing and fabulous!!

F. Next Meeting - Wednesday, February 8, 2021, 6:30 PM, Hybrid (via Zoom Video Conference and Cohen Board Room)



Minutes for Executive Committee Meeting

02/08/2023 | 06:30 PM - 07:30 PM

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

Committee Members Present: Apriely Sisk, Margaret Heinz, Alicia Schott, Suzanne Devitt

Committee Members Not Present:

VMRC Staff Present: Doug Bonnet, Tony Anderson, Christine Couch, Bud Mullanix, Tara Sisemore-Hester

Public Present: Irene Hernandez, Isela Bingham

A. Review of Meeting Agenda – The meeting agenda was reviewed.

B. Review and Approval of Executive Committee Meeting Minutes of 01/11/23

Alicia Schott made a motion to approve the Executive Committee Meeting Minutes of 01-11-2023. Suzanne Devitt seconded the motion. The motion passed unanimously.

C. Public Comment – Margaret shared that this is the only time for public comment. There are three minutes per comment or six minutes if you use a translator for support.

There were no comments tonight.

D. Items for Approval - none

E. Items for Discussion

Executive Director's Report

- Director's Travels are included in the weekly newsletter.
- Future Updates are Scheduled – 10 am to 11 am 4th Thursday of the Month and will be traveling to the different offices.
- We have created a New Staff Orientation program that will take 6 months then will be repeated over the next 6 months. We will follow this schedule until all staff who have been hired over the past 2 years have gone through the training.
- We have already met with DDS and we are moving forward with setting up a branch office in the Tracy area.
- We expect the new Tuition Reimbursement program to be completed this week and we have developed draft policies and procedures and will announce to staff within the next couple of weeks.
- We have an amazing team of volunteers who have been working on the organization and promotion of an upcoming job fair in the Stockton office. The fair is next week February 16th.
- This month we'll be reporting to the board progress on the strategic plan and surveys will be going out to all staff, consumers and families, and providers to measure our success since we created the Strategic Plan.
- Summer All Staff – August at the SJCOE Wentworth Education Center
- Deaf+ Service Access and Foster Care Focused caseloads are in development.

Notable Consumer Incidents/Complaints

- Four consumers who are served by the St. Andrew's Manor home had to relocate temporarily to the Hilton Hotel in Stockton on Sunday 1/15/23. This was not a long term viable option due to access issues and we tried to relocate everyone together in one home but we were unable. The house sustained significant damage and was unhealthy to live in due to the flooding and mud throughout the home. As of 2/4/23, all consumers have been relocated. We are working with the provider to get updates on the repairs and status of timing for reuniting everyone.

Vendor Issue

- The two AB 637 applications (Psychologists and Transportation) are still on track and moving forward.
- We received a message from the CLASP leadership that some homes are reporting there is a backlog on processing administrator certification renewals.

Union and Other Staff Issues

- We have hired 55 expansion positions and are on track to meet the goal of 70. We are hopeful that DDS will give us more in the D2 because of our growth rate.
- We are looking at three specialist positions to include all of their regular duties and get salary schedules equitable.

Self-Determination Updates

- Our advisory committee funded the translation of the book by Disability Voices United on Self-Determination. This is the second edition and we will be receiving these books next week.

Other Matters

- I will be helping to organize the training of regional center executive directors next week in San Diego. My section is the role of regional center directors in public policy.

F. President's Report

Margaret Heinz shared that she received an email from Daniel Sevino from the ARCA office with an Op-Ed from Amy Westling in the Capitol Weekly about funding the system. Governor Newsom has some good budget allocations for service access and equity. The Department of Aging also has funding for aging care needs. An amazing hiring event is scheduled for February 16 – hiring on the spot for VMRC. Margaret and Brandy did a board member visit to Chrissy's Fishies – seeing amazing things being done for people. She wants to get board members out in the community seeing services and programs!! Board members just reach out to Margaret.

G. Next Meeting - Wednesday, March 8, 2023, 6:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)



Minutes for Consumer Services Committee Meeting

01/04/2023 | 05:15 PM - 06:45 PM

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

Called to order at 5:19pm

Committee Members Present: Suzanne Devitt, Margaret Heinz, Lisa Utsey, Anthony Owens, Crystal Enyeart, Daime Hoornaert, Erria Kaalund, Liz Knapp, Sarah Howard, and Dora Contreras

Committee Members Not Present: Linda Collins

VMRC Staff Present: Enos Edmerson, Christine Couch, Brian Bennett, Tony Anderson, Libby Contreras, Tara Sisemore Hester, Erin Martin and Katina Richison

Public Present: Dena Hernandez, Isela Bingham, Irene Hernandez, Ana Soto, Melinda Gonsler, Anel Renteria, Rachelle Munoz, Trina Castro, Steven Herrera, Erick Thurmpmd, Tumboura Hill, Leticia Leon, Maria Elena Diaz, Marisela Moroyoqui and , Minnet Oliver

A. Call to Order, Welcome, Roll Call: meeting called to order at 5:19pm. Tony Anderson took roll. A quorum was established.

B. Review and Approval of the Consumer Services Committee Meeting Minutes of 11/02/22

Lisa Utsey made a motion to approve the meeting minutes of 11/02/2022. Crystal Enyeart seconded the motion. The meeting minutes were approved with one abstention by Daime Hoornaert.

C. Presentation - Kavere Services – postponed due to the weather and state of emergency.

D. Public Comment –

Dena Hernandez – The State Council on Developmental Disabilities North Valley Hills Office (SCDD) has a regional advisory committee meeting on January 31 from 6-8pm. The SCDD statewide meeting is January 24 from 1030-4pm on zoom. CHOICES is April 14, 2023 and it will be hybrid. Registration will be \$30 for in person and \$10 for zoom. The t-shirt and video contest entries are due on January 17.

E. Intake, Early Start, and Case Management Update

Tara Sisemore Hester reviewed the intake numbers which are continuing to rise in all counties. Christine Couch reviewed the transfer status report, POS exceptions data and the Special Incident Reporting data. The committee had questions about special incident reporting; Katina Richison, Brian Bennett and Christine Couch answered the questions. Dora Contreras requested more training and information – but as a point of order we cannot make a change at this time as it is not on the agenda.

F. Self-Advocacy Council Area 6 (SAC6) Update

Crystal Enyeart reported: On November 2, Sac 6 had their practice zoom chat. We decided to only do the Friday zoom chats once a month now. Since people are returning to day programs and work. This way at least once a month we get to share an important topic / training

November 4th was our Friday Zoom Chat, and the topic was on voting. It was presented by sac 6 members, and we showed a power point to go along with our presentation.

November 10th, some Sac6 members joined the Transportation meeting via zoom.

November 15, sac 6 had their monthly Leadership meeting with Executive Director and Sac6 Liaison and the SCDD North Valley Hills Office. Her we talk about business matters and future Friday Zoom Chat topics.

November 15th and 16th Catrina C. attended the DDS CAC (Consumer Advisory Committee) meeting via zoom.

November 17, Sac 6 had their quarterly Finance Committee meeting, via zoom.

November 23rd, Chairperson Dena assisted VMRC with delivering Thanksgiving meals to the Stockton Area. Sac 6 consultant Lisa U. also assisted VMRC with delivering meals to the Modesto area.

November 30th, Sac 6 meet via zoom for the monthly Friday Zoom Chat practice.

December 2nd, Sac 6 Friday Zoom Chat was on Fire Prevention and have an escape plan presented by Sac6.

December 3rd, Lisa, Jessica, Crystal and Robert all attended the VMRC Board retreat where we listened to presenters and learned lots of new things.

Upcoming events:

December 21st, some Sac 6 members will be having Coffee with the COPS at VMRC, in Stockton.

December 28th- Sac 6 will be having a meeting to have their annual elections and discuss office hours in the different VMRC offices.

January 7, 2023, we are having our goals meeting to talk about our contract goals.

G. Resource Development Update

1. AB 637 for current and future providers of (785) Psychologist services: Brian Bennett explained the AB637 waiver proposal for psychologists; it is a request for a rate increase for the services that VMRC purchases from the psychologists under service code 785.
 - a. Public Comment on 785 Psychologist Services
 - i. Liz Herrera Knapp asked if the rate increase would apply to every vendor under 785. Brian answered yes. Liz then asked if you are an inactive vendor and then reactivate, would the new rate apply to you? Brian shared that we are asking DDS to apply the new rate to all current and future vendors under 785.
 - ii. Dora Contreras asked if we have a shortage of Psychologist in the State of California.
 - iii. Dora Contreras noted that we did not state the current rate in the letter. Brian shared that the current allowed rate for 785 is \$1250 for assessments. Kaiser's rate is \$3000 for the same assessment. Private pay is from \$3500-\$4000 in the community.
 - iv. Dora Contreras asked if we are having difficulty keeping psychologists due to the rate.
 - v. Daima Hoornaert asked how long psychologists work with us. Brian shared that the providers have told us that they cannot afford to work with us at the current rate.
 - vi. Dora Contreras asked how many psychologists we currently have vendored. Brian answered that we have less than 20 but more than 15
 - vii. Maria Elena Diaz asked how much money a psychologist is offered per year. Brian answered the current rate is per individual assessed. Maria Elena Diaz then asked if there was a standard

rate. Brian shared that the current rate is \$1250 per assessment. Maria Elena Diaz stated that Brian didn't understand the question; DDS gives RC money for each resource, so how much is the amount of money received from DDS, what do you report to DDS to get the money, do you say we have an assessment, so we need money or do we receive the money ahead of time? Brian shared that the payment process is the same for all services. RC is paid for the services after the services are provided. Maria Elena Diaz then stated that the referral is made for the assessment and then RC reports to DDS and then RC gets the money from DDS to pay the vendor.

viii. Leticia Leon asked if there was a budget, not to exceed, for the assessments. Brian shared that we develop a contract with a psychologist with a not to exceed amount for the provider, based on the anticipated work that year.

2. AB 637 for current providers of (880) transportation-Additional Component and (875) Transportation Companies: Brian Bennett shared that this request is about transportation services, 880 and 875 service codes. Letty Leon from R&D is going to explain the proposal which will increase the rate and opportunities for these providers due to the RC being bound by DDS median rates. The timeline has our public comment tonight; a provider survey has been sent out. Letty shared a presentation on the topic which includes the timeline and dates to complete the tasks.

a. Public Comment on 880 and 875 Transportation

- i. Dora Contreras shared her understanding of the presentation. Letty clarified that 875 is for commercial transportation companies. Dora asked about self-determination rates for transportation. Brian shared that it is not prohibited.
- ii. Tumboura Hill asked about the transportation company services and their payment during the alternative services period of time when they weren't used at full capacity. Brian shared that DDS allowed alternative services for 875. The 875 providers did a variety of things during this period of time. This ended prior to the ending of alternative services for other service codes. 880 was not a service code eligible for alternative services. Letty shared that they are asking providers to support the process due to the unmet services needs that have been identified.

- iii. Maria Elena Diaz asked if RC has proposed the increase to DDS. Brian shared that we have not yet sent the proposal to DDS. We need to finish gathering the information and data. Letty explained that we are in the process of gathering information. Maria asked how far back are you collecting the information. Letty said April 2020 to December 2022 is the data being gathered. Maria Elena Diaz stated that there have been so many years of this not being reported and so many barriers that VMRC should consider reporting every 6 months. She sees this as a barrier for consumers who need services and cannot receive them. And here we are talking about information from 2 years ago. Brian responded that our goal is to minimize barriers to services by supporting 880 and 875 providers.

H. Quality Assurance Update

Katina Richison shared the QA alert report. The committee asked questions about alerts and Katina explained the alert process. Tumboura Hill asked a question about an untimely SIR and the finding was substantiated and the action was technical assistance. He questioned the following of the regulations and Katina explained that some of the reportable categories are not in Title 17.

I. Transportation Update

R&D Transportation: Leticia Leon shared in December 2021 there were 13 contractors for 875 and 880. There has been a lot of vendor development activities, currently there are 39 contractors, 10 commercial and 29 880 service providers.

VMRC transportation letter to Board Of Directors dated 8.30.22: Brian shared that the CLASP vendor advisory group shared a letter regarding transportation barriers and its impact on consumers. VMRC worked with an independent contractor, Melinda Gonser to identify the barriers. Melinda Gonser shared that she reviewed the letter and sorted out the main issues. She identified 6 areas to gather information on: communication, process, priorities, vendorization, training and accountability. Melinda shared the 2022-12-07 Plain Language Version of Transportation Report – CLASP Concerns.

J. Fair Hearing Update – no report this month.

K. Coalition of Local Area Service Providers (CLASP) Update

Daime Hoornaert reported:

- 1) CLASP held it's first hybrid meeting in December on zoom and VMRC. CLASP provided coffee and bagels to those who were able to make it in person.
- 2) CLASP was introduced to VMRC's Diversity, Equity, and Inclusion Manager, Mark Crear.
- 3) Vendor Uniform Holiday 2023 schedule has been approved by CLASP and sent to VMRC.
- 4) CLASP continues to have On Going Discussions on Current DDS Directives and CCL PINS (Provider Information Notice)
Alternative Services ended December 31, 2022.
Minimum Wage Increase
Tailored Day Services (Tailor Day Services process, Individualized Service Designs, Vendorization/Program Design Addendums)
Remote Services
- 5) Transportation continues to be an unmet need. R&D presents every month to CLASP and continue to hold forums the 2nd Thursday of the month at 11:00 AM for transportation updates. They continue to look for more transportation vendors to provide services to those people waiting to get routed.
- 6) CLASP's Provider Conference has been scheduled for October 24. The committee is finalizing location and speakers. There next meeting is January 9, 2023 @ 2pm via zoom.
- 7) Tony Anderson gave an update on the Workforce Collaboration with Alta Regional Center and vendors in both areas. They are working on a website to assist in hiring. The Goal is to raise awareness in the field of intellectual/developmental disabilities and attract new people to field. They are working on a website and social media package to help with awareness. The Workforce is also planning a job fair in both areas.
- 8) CLASP continues to appreciate VMRC staff reports on:
HCBS News-
Resource Development Projects
Quality Assurance Updates
Early Start
Employment
Consumer Services
Clinical
Ex. Director updates

Next CLASP meeting will be Hybrid: January 23, 2023.

L. Clinical Update

Christine Couch shared on behalf of Claire Lazaro:

- Dr. Lazaro attended the ARCA Clinical Directors Meeting and the ARCA Physicians Meeting.
- Discussion was around the lack of psychologist providers across the state and how to possibly improve that; what other regional centers are doing with the lack of nursing providers; and updates from ARCA.
- VMRC staff education on Pressure ulcers done on Nov. 10. This is part of the VMRC strategic plan to focus on consumer health. We want to empower and equip our SCs about these topics so they can support our consumers better.
- Met with HPSJ together with Christine and Brian on the transition of ICF funding to Managed-Care Medi-Cal Plans. We are awaiting letter from Department of health care services about this. HPSJ will try to reach out to ICFs again.
- We have a new part time staff physician, Dr. Beatriz Villabona. She is trained and will cover the eligibility load of Dr. Funamura who has retired on Dec. 31, 2022.
- Last meeting with Coalition for Compassionate Care of California on December 7, 2022. That was about this grant funding on how we can incorporate Advanced Care Planning on our IPP. They worked with VMRC and ACRC. They are hoping to get more funding to disseminate the information we have gathered to the other regional centers.
- Dr. Lazaro is part of the San Joaquin County Public Health Maternal, Child, and Adolescent Health (MCAH) Branch, Children & Youth with Special Health Care Needs (CYSHCN) program, Community Advisory Board (CAB). They met on Dec. 12, 2022. VMRC is hoping to host a Focus Group on this, in partnership with Family Resource Network. We are hoping families will attend this focus groups which we are planning to hold in a hybrid format at the Cohen Board room.
- Regarding the Family Wellness Pilot Project – the Family Wellness Navigator has been hired and started on December 19, 2022. He is Matthew Threet, or Mat Threet. His role is primarily focused on families and connecting them with various community resources that would help them and support them during the challenging time of getting a developmental disability diagnosis on their child.

M. Next Meeting, Wednesday, March 1, 2023, 5:15 PM, Hybrid (In-Person and via Zoom Video Conference)

Valley Mountain Regional Center

Contract Status

AS OF: Nov 30, 2022

	OPS	Grant & Other Allocated Funds	POS including Federal C	General Total	OPS CPP	POS CPP	CPP Total	FG/SC Total
Current FY 2023								
Contract Year D-1	43,667,697	329,702	312,173,740	356,171,139	243,332	100,000	343,332	560,300
Spent to Date	19,404,955	-	116,337,214	135,742,169	14,723	152,660	167,383	150,590
Unspent	24,262,742	329,702	195,836,527	220,428,971	228,609	(52,660)	175,949	409,710
Prior FY 2022								
Contract Year C-3	38,610,964	2,476,300	285,284,990	326,372,254	486,684	2,021,393	2,508,077	497,593
Spent to Date	38,584,393	479,272	257,760,151	296,823,816	327,165	394,977	722,142	344,428
Unspent	26,571	1,997,028	27,524,839	29,548,438	159,519	1,626,416	1,785,935	153,165
2nd Prior FY 2021								
Contract Year B-4	34,646,607	-	253,549,473	288,196,080	469,833	3,016,620	3,486,453	484,702
Spent to Date	33,988,522	-	244,393,623	278,382,145	469,833	2,648,804	3,118,637	465,777
Unspent	658,085	-	9,155,850	9,813,935	-	367,816	367,816	18,925

Valley Mountain Regional Center

Contract Status

AS OF: Dec 31, 2022

	OPS	Grant & Other Allocated Funds	POS including Federal C	General Total	OPS CPP	START	POS CPP	CPP Total	FG/SC Total
Current FY 2023									
Contract Year D-1	43,667,697	329,702	312,173,740	356,171,139	243,332		100,000	343,332	560,300
Spent to Date	23,622,387	-	141,744,435	165,366,822	14,723	-	152,660	167,383	180,025
Unspent	20,045,310	329,702	170,429,305	190,804,317	228,609	-	(52,660)	175,949	380,275
Prior FY 2022									
Contract Year C-3	39,845,964	1,241,300	285,284,990	326,372,254	486,684	1,135,000	2,021,393	3,643,077	497,593
Spent to Date	39,819,393	152,272	257,760,151	297,731,816	327,165	327,000	394,977	1,049,142	344,428
Unspent	26,571	1,089,028	27,524,839	28,640,438	159,519	808,000	1,626,416	2,593,935	153,165
2nd Prior FY 2021									
Contract Year B-4	34,646,607	-	253,549,473	288,196,080	469,833		3,016,620	3,486,453	484,702
Spent to Date	33,988,522	-	244,367,251	278,355,773	469,833	-	2,648,804	3,118,637	465,777
Unspent	658,085	-	9,182,222	9,840,307	-	-	367,816	367,816	18,925

POS EXPENDITURES

November 30, 2022

41.6%

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Community Care Facility	44,321,926	39,098,025	118,000,000	37.6%
ICF/SNF FACILITY	52,306	38,092	450,000	11.6%
Day Care	516,411	565,055	1,530,000	33.8%
Day Training	17,394,621	15,408,591	45,000,000	38.7%
Supported Employment	698,064	727,429	2,250,000	31.0%
Work Activity Program	177,090	197,086	504,000	35.1%
Non-Medical Services-Professional	565,957	623,249	1,449,482	39.0%
Non-Medical Services-Programs	10,588,325	10,224,332	30,000,000	35.3%
Home Care Services-Programs	688,062	558,897	2,500,000	27.5%
Transportation	1,672,317	557,634	3,000,000	55.7%
Transportation Contracts	2,832,861	2,254,145	12,864,258	22.0%
Prevention Services	6,510,455	6,233,888	17,000,000	38.3%
Other Authorized Services	14,626,043	11,449,715	38,700,000	37.8%
P&I Expense	32,076	22,770	100,000	32.1%
Hospital Care		191,250	630,000	0.0%
Medical Equipment	147,963	115,567	345,600	42.8%
Medical Care Professional Services	1,699,361	1,721,638	4,300,000	39.5%
Medical Care-Program Services	7,148	12,738	50,400	14.2%
Respite-in-Home	13,187,887	12,122,760	32,000,000	41.2%
Respite Out-of-Home	585,249	186,473	1,000,000	58.5%
Camps	33,092	2,600	500,000	6.6%
	116,337,214	102,311,933	312,173,740	37.3%
CPP	152,660	729,813	100,000	152.7%
Total Purchase of Service	116,489,873	103,041,746	312,273,740	37.3%

Page 35 of 55

ICF SPA RECEIVABLES \$ 3,136,177

OPERATIONS EXPENDITURES

Dec 16, 2022

45.8%

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Salaries and Wages	11,835,999	11,016,819	28,000,000	42.3%
Temporary Help	6,440	17,870	80,000	8.1%
Fringe Benefits	3,800,046	2,508,217	8,285,767	45.9%
Contracted Employees	56,749	55,333	108,000	52.5%
Salaries and Benefits Total	15,699,234	13,598,239	36,473,767	43.0%

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	997,147	1,006,642	2,000,000	49.9%
Facilities Maintenance	465,129	342,617	900,000	51.7%
Information Technology	1,303,734	1,209,078	2,000,000	65.2%
General Office Expense	279,522	128,556	600,000	46.6%
Operating Expenses	114,014	124,468	260,000	43.9%
Equipment	20,707	18,716	80,000	25.9%
Professional Expenses	417,602	254,997	560,000	74.6%
Office Expenses	29,993	41,406	80,000	37.5%
Travel and Training Expenses	77,873	80,809	240,000	32.4%
Foster Grandparent/Senior Companion Expenses	150,590	142,402	560,300	26.9%
CPP Expense	14,723	54,646	243,332	6.1%
Total Operating Expenses	19,570,268	17,002,576	43,997,399	44.5%

Operating Expenses: Telephone, Utilities

Equipment: Equipment Purchases, Equipment Contract Leases

Professional Expenses: Accounting Fees, Advertising, ARCA Dues, Bank Fees, Consultants, Insurance, Interest, Legal Fees, Fees, Licenses and Miscellaneous

Office Expenses: Consumer Medical Record Fees, Postage and Shipping, Printing

Travel and Training Expenses: Board of Director Expense, Travel Admin, Travel Consumer Services

POS EXPENDITURES

December 31, 2022

	Year to Date	Prior Year to Date	Budget	50% % of Total Budget
Community Care Facility	54,014,296	46,634,171	118,000,000	45.8%
ICF/SNF FACILITY	62,182	45,780	450,000	13.8%
Day Care	618,363	676,955	1,530,000	40.4%
Day Training	20,911,583	18,663,345	45,000,000	46.5%
Supported Employment	784,412	901,875	2,250,000	34.9%
Work Activity Program	210,802	232,204	504,000	41.8%
Non-Medical Services-Professional	623,237	758,776	1,449,482	43.0%
Non-Medical Services-Programs	12,685,820	12,093,945	29,100,000	43.6%
Home Care Services-Programs	818,266	685,385	2,500,000	32.7%
Transportation	2,205,350	689,381	3,900,000	56.5%
Transportation Contracts	3,532,317	2,562,261	12,864,258	27.5%
Prevention Services	8,051,705	7,567,172	17,000,000	47.4%
Other Authorized Services	17,717,356	13,975,873	38,200,000	46.4%
P&I Expense	40,809	27,747	100,000	40.8%
Hospital Care		230,000	630,000	0.0%
Medical Equipment	156,403	136,084	345,600	45.3%
Medical Care Professional Services	2,119,436	2,038,221	4,300,000	49.3%
Medical Care-Program Services	7,314	14,846	50,400	14.5%
Respite-in-Home	16,503,359	14,574,953	32,200,000	51.3%
Respite Out-of-Home	648,333	235,207	1,300,000	49.9%
Camps	33,092	1,990	500,000	6.6%
	<u>141,744,435</u>	<u>122,746,171</u>	<u>312,173,740</u>	<u>45.4%</u>
CPP	152,660	729,813	100,000	152.7%
Total Purchase of Service	<u><u>141,897,095</u></u>	<u><u>123,475,985</u></u>	<u><u>312,273,740</u></u>	<u><u>45.4%</u></u>

Page 37 of 55

ICF SPA RECEIVABLES \$ 3,078,439

OPERATIONS EXPENDITURES

Jan 18, 2023

	Year to Date	Prior Year to Date	Budget	54% % of Total Budget
Salaries and Wages	15,170,252	13,157,555	28,000,000	54.2%
Temporary Help	10,285	21,787	60,000	17.1%
Fringe Benefits	4,202,097	2,531,442	8,285,767	50.7%
Contracted Employees	72,558	68,389	108,000	67.2%
Salaries and Benefits Total	19,455,192	15,779,173	36,453,767	53.4%

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	1,163,338	1,166,844	2,000,000	58.2%
Facilities Maintenance	510,555	393,538	900,000	56.7%
Information Technology	1,287,414	1,306,011	2,000,000	64.4%
General Office Expense	302,698	150,798	560,000	54.1%
Operating Expenses	135,646	152,863	230,000	59.0%
Equipment	21,961	19,328	80,000	27.5%
Professional Expenses	577,428	266,095	650,000	88.8%
Office Expenses	33,122	46,733	80,000	41.4%
Travel and Training Expenses	135,033	94,847	240,000	56.3%
Foster Grandparent/Senior Companion Expenses	180,025	173,589	560,300	32.1%
CPP Expense	14,723	54,646	243,332	6.1%
Total Operating Expenses	23,817,135	19,604,465	43,997,399	54.1%

Operating Expenses: Telephone, Utilities

Equipment: Equipment Purchases, Equipment Contract Leases

Professional Expenses: Accounting Fees, Advertising, ARCA Dues, Bank Fees, Consultants, Insurance, Interest, Legal Fees, Fees, Licenses and Miscellaneous

Office Expenses: Consumer Medical Record Fees, Postage and Shipping, Printing

Travel and Training Expenses: Board of Director Expense, Travel Admin, Travel Consumer Services

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the contracts below and passed the following resolution:

RESOLVED THAT in compliance with VMRC's BOD Contract Policy, the contracts listed below between VMRC and stated vendors were reviewed and approved by the VMRC BOD in Stockton, CA and Board hereby authorized any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

1 Above the Clouds PV1719 116	\$	820,208
2 Family Therapeutic Services SV0027 896	\$	1,680,000
3 Howard Prep HV0306 515	\$	600,000
4 Howard Prep HV0206 954	\$	307,562
5 Howard Prep HV0203 950	\$	889,203
6 Howard Prep HV0157 855	\$	393,117
7 Howard Prep H29498 904	\$	330,810
8 Howard Prep H29428 880	\$	337,491
9 Howard Prep HV0205 954	\$	412,795
10 Howard Prep H29188 510	\$	660,331
11 Jacktone Road Care Home HV0533 113	\$	727,052
12 The Golden Touch SV0026 896	\$	624,000

VMRC Board of Directors hereby authorizes and designates any office of VMRC to finalize, execute and deliver the Contract on behalf of VMRC, in such form as VMRC's counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidence by the execution of the Contract by such Officer. For purposes of this authorization, and "Officer" means VMRC's Executive Director, Chief Financial Officer and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of VMRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by VMRC's Board of Directors; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lynda Mendoza, Board Secretary

Date

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the contracts below and passed the following resolution:

RESOLVED THAT in compliance with VMRC's BOD Contract Policy, the contracts listed below between VMRC and stated vendors were reviewed and approved by the VMRC BOD in Stockton, CA and Board hereby authorized any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

1 Baby Moves, PV1747 116	\$ 1,390,000
2 Choice Harney Home, HV0361 113	\$ 863,420
3 Synergy Behavior Consultants, Inc., PV1740 048	\$ 600,000
4 Victor Learning Center, S29365 515	\$ 3,000,000
5 Victor Learning Center, HV0129 880	\$ 627,169
6 Mindpath, PV2885 780	\$ 820,500
7 HQ Children Services Inc, HV0637 113	\$ 1,030,944

VMRC Board of Directors hereby authorizes and designates any office of VMRC to finalize, execute and deliver the Contract on behalf of VMRC, in such form as VMRC's counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidence by the execution of the Contract by such Officer. For purposes of this authorization, and "Officer" means VMRC's Executive Director, Chief Financial Officer and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of VMRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by VMRC's Board of Directors; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lynda Mendoza, Board Secretary

Date

VALLEY MOUNTAIN REGIONAL CENTER

Emergency Response & Safety Specialist

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: \$34.55-45.62 FLSA Status: Exempt Date Approved: Current

SUMMARY:

Valley Mountain Regional Center (VMRC) implements a comprehensive cross discipline emergency response effort with actions on the part of several departments and functions such as case management, human resources, community services, communications, clinical services (public health emergencies), information technology, and data mining from fiscal. This position will be the point person for our regional center to the Department of Developmental Services (DDS) and outside emergency response professionals regarding emergencies and will serve as “command and control” for our internal efforts. Internally, each sector of our organization with emergency response obligations will develop their own processes, alerting protocols, and tracking activities and the coordinator will trace the progress of each responsible party until the emergency has abated. The position will also facilitate a reconnaissance process after each event to assess the effectiveness of the plan implementation and areas for improvement.

In collaboration with various internal and external stakeholders the position will be responsible for developing, implementing, and training emergency action plan for the regional center’s employees and individuals served, their families, vendors, and employees. Plan, manage, direct and coordinate the different activities in execution of the emergency action/response plans in preparation for disasters. Review, evaluate and analyze work environments and design programs and procedures to control, eliminate and prevent disease or injury.

In addition, the position will have Program Management accountability in terms of Managing VMRC’s safety program accountable for all offices. This will include working with the team to update the safety handbooks and having the safety committee to provide training for all staff.

SUPERVISION RECEIVED:

Because the position crosses over almost all internal departments in VMRC the position will be located in the Director’s Office and will be managed by the Special Assistant to the Director who also directs the regional center’s internal and external communications.

SUPERVISION EXERCISED:

While no supervision is included in this position, the position is granted the authority to require immediate response to inquiries during an emergency event.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
2. Assess the emergency needs that are to be addressed in disaster planning or providing technical support to Case Management, Community Services, and administration.
3. Develop and maintain liaisons with officials of local and area governments, school, hospitals, and other institutions to facilitate plan development, response effort coordination and

- exchanges of personnel and equipment. Consult with these officials to determine needs and capabilities in the event of a natural disaster or other emergency.
4. Coordinate emergency/disaster response or crisis management activities including but not limited to mitigation, preparation, response, and recovery programs. Communicate evacuation orders, liaison with public shelters and implement plans and programs.
 5. Update and maintain the emergency notification system (Everbridge). Communicate emergency/disaster activities. Collaborate with other regional centers personnel to ensure maintenance, utilization, testing, and ongoing reviews of the system are completed.
 6. Inspect facilities and equipment to determine their operational and functional capabilities in emergency situations, including accessibility.
 7. Review emergency plans of vendors and individuals to ensure client safety.
 8. Apply for federal, state and local funding and/or grants for emergency management related needs; administer such grants and report on their progress. Provide aid in applying for FEMA assistance.
 9. Keep informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations.
 10. Develop, implement, and maintain emergency plans and procedures to be used in response to disaster/emergencies and recovery from these events.
 11. Design and administer emergency/disaster preparedness training courses that teach others how to effectively respond to major emergencies and disasters.
 12. Provide exercises of various scenarios with vendors and other community agencies to identify gaps in preparedness, and ways to address them.
 13. Design instructional materials to help individuals we serve; vendors and employees plan for disasters/emergencies.
 14. Inspect or evaluate workplace environments, equipment, or practices to ensure compliance with safety standards and government regulations.
 15. Develop, implement, and maintain employee safety programs. Manage the safety program and oversight of the safety handbook and training working with the safety committee.
 16. Maintain first aid and AED equipment to ensure it is fully operational.
 17. Develop and conduct safety training and education programs including ergonomics, and how to use equipment properly. Develop and provide training to new hires.
 18. Develop and perform tests and evaluations of emergency management plans in accordance with local, state, and federal regulations.
 19. Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials.
 20. Investigate accidents to identify causes or to determine how such accidents might be prevented in the future.
 21. Analyze incident data to identify trends in injuries, illnesses, accidents, or other hazards.
 22. Develop and maintain medical monitoring program for employees.
 23. Provide detailed reports verbally and in writing regarding an emergency event or accident as requested.
 24. Perform key staff functions in support of the Special Assistant to the Director, in (1) outreach efforts with the community, (2) internal staff development training and events, and (3) participation in statewide coordination meetings and training to improve emergency response capacity for our regional center and the regional center system.
 25. Perform other like duties as assigned.

B. Other Job Specific Duties:

1. Maintains respectful and clear communication with supervisor and coworkers.
2. Accepts guidance, constructive advice, and supervision.
3. Seeks clarification or support as needed.
4. Work alternative hours as required.
5. Attend all meetings, trainings, and conferences as assigned.
6. Maintains safe and functional work environment.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Basic knowledge of the Emergency Services Act (ESA), Incident Command System, Standardized Emergency Management Systems, Emergency Support Function, Recovery Support Functions, Emergency Management Mutual Aid, Hazard Mitigation Plan and Emergency Communications Systems
- Appropriate federal, state and local laws pertaining to emergency plans
- FEMA's National Incident Management System preferred.
- Federal/State financial aid policies

Ability to:

- Maintain strict adherence to all confidentiality laws.
- Effectively present information in group settings to individuals served, their support system, vendors and employees of the organization.
- Ability to work with government agencies, law enforcement, fire officials, individuals served and support system, vendors, employees, and public to coordinate emergency responses.
- Communicate effectively verbally and in writing. Read, write, and possess good grammatical skills which include accuracy and spelling, word usage, and punctuation.
- Make timely decisions, often in stressful situations. Must identify the strengths and weakness of all solutions and approaches, as well as the costs and benefits of each action.
- Anticipate hazards and problems that may arise from an emergency to respond effectively.
- Possess an attitude of self-sufficiency needed to overcome challenges when support from others may be unavailable.
- Work well with others as a contributing team member.
- Work well independently.
- Work under changing priorities and extreme time constraints
- Adapt to change in the work environment.
- Collect and analyze data and develop and implement programs.
- Work long extended hours during an emergency event.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in emergency management, public administration, public safety or in a related field from an accredited college
- Three years' experience or equivalent combination of education and experience

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Full use of automobile or ability to provide for independent transportation.
- Must be able to drive to various sites as assigned. Must be willing to stay overnight.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed in a professional office environment.*
- *Manual dexterity for typing on a computer keyboard.*

- *Sitting for extended periods of time.*
- *Vision required to view computer monitor, read numbers and printed material.*
- *Mobility sufficient to reach, lift and transport files and other work material to work areas.*

DRAFT

INTERNAL JOB ANNOUNCEMENT

Date: February 7, 2023

Position: Employment Specialist

Location: Stockton

Available: Immediately

Reports To: Robert Fernandez

Salary: \$23.12 - \$30.98 per hour **Current (union)**
\$34.55 - \$45.62 Exempt (non-Union)

General Statement of Duties:

Under the general supervision of the **Manager** of resource development, will coordinate Employment First initiatives for individuals served by Valley Mountain Regional Center (VMRC). Coordinate and track consumer internship and employment programs in the community.

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 work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting up 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.

Key Responsibilities – Essential Functions

1. Develop and provide training to service coordinators and service providers regarding employment and Regional Center services.
2. Participate in the development of paid internship opportunities for consumers.
3. Act as resource person for service coordinators and service providers for matters concerning employment services.
4. Track and maintain employment data in order to assist with performance contract measures.
5. Help to promote employment first legislation to improve employment opportunities for individuals.
6. Assist in the development of work-focused programs to new and existing Day Programs.
7. Present employment information to consumers, families, service providers, and other stakeholders.

8. Facilitate relationships with the business community and vendors to help promote job opportunities.
9. Implements internal and external communications strategies that promote and educate employees and the community regarding internship and employment initiatives.
10. Serve as a member of agency and community committees as assigned.
11. Perform with a degree of independence in accomplishing above listed functions and complete special assignments assigned. It is anticipated that, as experience and expertise are developed, the incumbent will function with a large degree of independence.
12. Extensive travel to all five-county service area and throughout the State of California.
13. Perform other related duties as assigned.
14. Assist Supported Employment Vendors with training new/existing Job Developers in areas of marketing and the hiring process.
15. Work with Supported Employment vendors during the Job Development Process to ensure consumers have all the tools necessary to achieve CIE employment.
16. Follow up and track consumers within the Job Development Process.
17. Provide consumers, Service Coordinators, and families with college resources to increase employment opportunities specific to Business Information Management i.e. filing, phone answering, computer typing, and printers/faxes.
18. Refer to DRAIL and provide basic information to consumers and payees regarding work income and how it affects Social Security benefits.
19. Act as an Administrator for VMRC LinkedIn Social Media web page.
20. Networking with Managers and Specialists to promote general information about Valley Mountain Regional Center.
21. Job Fairs for consumers and VMRC HR department
22. Deliveries PPE/bus tickets/DME equipment.
23. Chamber of Commerce in catchment areas networking directly with businesses and employers.
24. DOR referrals review, track, and assist SC's/Families with each of the DOR offices in our catchment area.
25. Communicate with DOR counselors and management regarding updates pertaining to individuals with disabilities, Competitive Integrated Employment.
26. POS DOR transition reports for job coaching, and CIE/PIP payments.

Everything in blue above was added when his job changed and he started reporting to Brian's team.

27. Take the lead on the Transition fairs working with the transition case management managers and staff
28. Assists the Director of Administration, Special Assistant to the Executive Director and others with special projects as requested.
29. Work with community job placement service providers, consumers and families, and adult case management staff to recruit and hire people with disabilities to work at VMRC.

RED ARE THE NEW ITEMS WE DISCUSSED>

Supervision Responsibility

Direct Reports: None

Indirect Reports: None

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. The position requires reliable and timely transportation to perform regular job duties on a routine basis out of the office. Employee must maintain a valid driver's license, minimum liability auto insurance coverage and must meet Valley Mountain Regional Center's driver acceptability criteria.

VALLEY MOUNTAIN REGIONAL CENTER
FAMILY WELLNESS Licensed Marriage Family Therapist (LMFT)

Position: Family Wellness Licensed Marriage Family Therapist (LMFT)

PENDING VMRC BOARD OF DIRECTOR APPROVAL

Licensed Marriage Family Therapist - \$96,600 annual salary – This will be base salary (Step 1). It will increase 5% every year in a stepwise manner up to Step 7. Plus, fringe benefits which is 29% of annual salary. (124,614 + 130,844.7 = \$255,458.70)

Step 1: \$96,600 annual salary (\$46.442/hour) – **Salaried/Exempt position**

Step 2: \$101,430 annual salary

Step 3: \$106,501.5

Step 4: \$111,826.575

Step 5: \$117,417.90

Step 6: \$123,288.799

Step 7: \$129,453.24

Location: All 3 offices.

Available: Immediately

Reports to: Family Wellness Coordinator Weston Perry

Salary: (\$96,600 - \$ 129,453.24) – Salaried/Exempt Position

General Statement of Duties:

Licensed Marriage Family Therapist (LMFT)

LMFT will help family members communicate better, solve problems, lessen their stress, and find new ways to work together. Family therapy can't always make a problem go away. But it can give family members new skills to get through difficult situations in healthier ways. The LMFT will provide counseling to couples, families or siblings. The LMFT would have to be familiar with Trauma-Informed Care and its application, as well as Adverse Childhood Events (ACEs) Screening and utilize those in the course of the sessions.

Working Conditions and Physical Requirements: The majority of duties are performed in the office and out in the community. The ability to drive an automobile is required on a daily basis. The job duties require the ability to sit or stand for long periods of time, and to operate office machines requiring manual dexterity and repetitive key entry. The ability to read, write and comprehend large amounts of written material, use the telephone, and communicate via electronic mail are required on a daily basis. Excellent oral and written skills are essential. Must be able to travel locally and out-of-town regularly.

Key Responsibilities – Essential Functions:

1. Assess, evaluate, and treat relational issues, emotional disorders, behavioral problems, mental illness, alcohol and substance use, and to modify intrapersonal and interpersonal behaviors.
2. Application of marriage and family therapy principles and methods such as: assessment, evaluation, and prognosis; treatment, planning, and evaluation; individual, relationship, family or group therapeutic interventions; relational therapy; psychotherapy; client education; clinical case management; and consultation.

3. Guide clients and families through transitional crises such as receiving a lifelong diagnosis.
4. Observe how people interact within family units.
5. Evaluate and resolve relationship problems by providing therapeutic services to patients/clients and families.
6. Assess and treat psychosocial disorders within a family context.
7. Highlight problematic relational or behavioral patterns and help resolve it.
8. Help replace dysfunctional behaviors with healthy alternatives.
9. Utilize ACEs Screening and Trauma Informed Care in the process.
10. Travel to various location sites for counseling.
11. Utilize Zoom or other virtual platform for virtual counseling.
12. Completes required documentation and paperwork including biopsychosocial assessments and treatment planning and implementation in a timely manner.
13. Maintain documentation of all client encounters in a progress note and complete reporting requirements according to organization standards.
14. Maintain strict confidentiality in accordance with agency policies and statutory regulations.
15. Communicate with Care Team members (Family Wellness Coordinator, Family Wellness Navigator, Clinical Director, other licensed counselors and other health care providers) to facilitate client care.
16. Present strategies/training to groups of parents, families, staff or vendor in larger setting.
17. May attend and represent the organization at professional conferences, in-service training, and meetings with the approval of supervisor.
18. Collaborate with case management and other VMRC teams as needed with permission from direct supervisor.
19. Demonstrates cultural competency and commitment to patients/clients.
20. Demonstrates commitment to the philosophy of the agency.
21. Perform other duties as assigned by the Family Wellness Coordinator and/or the Clinical Director.

Supervision Responsibility

Direct Reports: None

Indirect Reports: None

Minimum Position Requirements:

- Licensed as LMFT in the State of California
- A doctoral or master's degree in marriage, family, and child counseling, marriage and family therapy, couple and family therapy, psychology, clinical psychology, counseling psychology, or either counseling or clinical mental health counseling with an emphasis in either marriage, family, and child counseling or marriage and family therapy. The degree shall be obtained from a school, college, or university accredited by a regional or national institutional accrediting agency that is recognized by the United States Department of Education or approved by the Bureau for Private Postsecondary Education.
- At least one year experience as a clinical counselor.
- At least one year experience as a counselor with individuals with developmental disabilities preferred.
- Interest in working with families of consumers with developmental disabilities.
- Strong understanding of cultural competency with the target population
- Bilingual (English/other language) preferred
- Computer literacy desirable

Physical requirements:

- » Physical demands associated with office work.
- » Extensive local travel.
- » Some evening and weekend work may be required.

VALLEY MOUNTAIN REGIONAL CENTER
FAMILY WELLNESS Licensed Clinical Social Worker (LCSW)

Position: Family Wellness Licensed Clinical Social Worker (LCSW)

PENDING VMRC BOARD OF DIRECTOR APPROVAL

Licensed Clinical Social Worker - \$89,000 annual salary – This will be base salary (Step 1). It will increase 5% every year in a stepwise manner up to Step 7. Plus, fringe benefits which is 29% of annual salary. (144,810+120,550.50 = \$235,360.50)

Step 1: \$89,000 annual salary (\$42.79/hour) – **Salaried/Exempt position**

Step 2: \$93,450 annual salary

Step 3: \$98,122.5

Step 4: \$103,028.625

Step 5: \$108,180.06

Step 6: \$113,586.06

Step 7: \$119,265.51

Location: All 3 offices.

Available: Immediately

Reports to: Family Wellness Coordinator Weston Perry

Salary: (\$89,000 - \$119,265.51) – Salaried/Exempt Position

General Statement of Duties:

Licensed Clinical Social Worker (LCSW)

LCSW will help family members communicate better, solve problems, lessen their stress, and find new ways to work together. Family therapy can't always make a problem go away. But it can give family members new skills to get through difficult situations in healthier ways. The LCSW will provide counseling to couples, families or siblings. The LCSW would have to be familiar with Trauma-Informed Care and its application, as well as Adverse Childhood Events (ACEs) Screening and utilize those in the course of the sessions.

Working Conditions and Physical Requirements: The majority of duties are performed in the office and out in the community. The ability to drive an automobile is required on a daily basis. The job duties require the ability to sit or stand for long periods of time, and to operate office machines requiring manual dexterity and repetitive key entry. The ability to read, write and comprehend large amounts of written material, use the telephone, and communicate via electronic mail are required on a daily basis. Excellent oral and written skills are essential. Must be able to travel locally and out-of-town regularly.

Key Responsibilities – Essential Functions:

1. Help patient/client to achieve more adequate, satisfying, and productive social adjustments.
2. Application of special knowledge of social resources, human capabilities, and the part that unconscious motivation plays in determining behavior, to counseling and using applied psychotherapy of a non-medical nature with individuals, families, or groups; providing information and referral services; explaining or interpreting the psychosocial aspects in the situations of individuals, families, or

groups; and helping colleagues to organize, to provide, or to improve social or health services.”

3. Counsels and provides crisis intervention for patients/clients and families, including assessment and treatment of emotional and behavioral problems as per their scope of practice, especially those receiving a lifelong diagnosis and its effect on family life.
4. Coaches patients/clients and families how to manage ongoing health conditions or family challenges and provides therapy to help patients make positive behavior changes.
5. Evaluate and resolve relationship problems by providing therapeutic services to patients/clients and families.
6. Assess and treat bio-psychosocial disorders, impairment and problematic relational or behavioral patterns within a family context and help resolve it.
7. Support and enhance bio-psychosocial strengths and functioning through optimal prevention of bio-psychosocial dysfunction, and replace dysfunctional behaviors with healthy alternatives.
8. Utilize ACEs Screening and Trauma Informed Care in the process.
9. Travel to various location sites for counseling.
10. Utilize Zoom or other virtual platform for virtual counseling.
11. Completes required documentation and paperwork including biopsychosocial assessments and treatment planning and implementation in a timely manner.
12. Maintain documentation of all client encounters in a progress note and complete reporting requirements according to organization standards.
13. Maintain strict confidentiality in accordance with agency policies and statutory regulations.
14. Communicate with Care Team members (Family Wellness Coordinator, Family Wellness Navigator, Clinical Director, other licensed counselors and other health care providers) to facilitate client care.
15. Present strategies/training to groups of parents, families, staff or vendor in larger setting.

16. May attend and represent the organization at professional conferences, in-service training, and meetings with the approval of supervisor.
17. Collaborate with case management and other VMRC teams as needed with permission from direct supervisor.
18. Demonstrates cultural competency and commitment to patients/clients.
19. Demonstrates commitment to the philosophy of the agency.
20. Perform other duties as assigned by the Family Wellness Coordinator and/or the Clinical Director.

Supervision Responsibility

Direct Reports: None

Indirect Reports: None

Minimum Position Requirements:

- Licensed as LCSW in the State of California
- A a master's degree from a school of social work accredited by the Commission on Accreditation of the Council on Social Work Education.
- At least one year experience as a clinical counselor.
- At least one year experience as a counselor with individuals with developmental disabilities preferred.
- Interest in working with families of consumers with developmental disabilities.
- Strong understanding of cultural competency with the target population
- Bilingual (English/other language) preferred
- Computer literacy desirable

Physical requirements:

- » Physical demands associated with office work.
- » Extensive local travel.
- » Some evening and weekend work may be required.