



VMRC Board of Directors Meeting

Wednesday, February 28, 2024, 6:00 PM

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

702 N. Aurora Street

Stockton, CA, 95202

Meeting ID: 268 459 047 302, Passcode: QWTg9k, +1 347-690-4401,,181786510#

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



Meeting Book - VMRC Board of Directors Meeting

Board of Directors Meeting

- A. Call to Order, Roll Call, Reading of the Mission Statement
Dr. Suzanne Devitt

- B. Review of the Meeting Agenda
Dr. Suzanne Devitt

- C. Review and Approval of the Board of Directors Meeting minutes of 12/13/23 Action
Dr. Suzanne Devitt

- D. Presentation - The DSP Collaborative
Brian Bennett

- E. Public Comment
Dr. Suzanne Devitt
Each member of the public may have 3 minutes for comment. If an interpreter 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).

- F. Consent Calendar Items Action
Dr. Suzanne Devitt
 - 1. Finance Committee Meeting Minutes of January and February 2024
 - 2. Executive Committee Meeting Minutes of January and February 2024
 - 3. Consumer Services Committee Meeting Minutes of January 2024

- G. Committee Reports
 - 1. VMRC Professional Advisory Committee, Coalition of Local Agency Service Providers (CLASP)
Liz Herrera Knapp
 - 2. Self-Determination Advisory Committee (SDAC)
Vivian Nicolas
 - 3. Consumer Advisory Council, Self-Advocacy Council Area 6 (SAC6)
Crystal Enyeart
 - 4. Finance Committee
Alicia Schott and Melissa Stiles
 - a. Approval of Contract Status Reports (CSR) for January and February 2024 brought forth as a motion from the Finance Committee. Action
 - b. Approval of Contracts over \$250,000 for January and February 2024 brought forth as a motion from the Finance Committee. Action
 - 5. Consumer Services Committee
Jose Lara
 - 6. Legislative Committee



Minutes for VMRC Board of Directors Meeting

12/13/2023 | 06:00 PM - 08:00 PM

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

Board Members Present: Dr. Suzanne Devitt, Brandy de Alba, Lisa Utsey, Alicia Schott, Robert Balderama, Crystal Enyeart, Jose Lara, Margaret Heinz, Linda Collins, Emily Grunder, Erria Kaaland, Gabriela Castillo, Tom Toomey, Jeff Turner

Board Members not Present: Dr. Jody Burriss (informed absence), Liz Herrera Knapp (informed absence), Lynda Mendoza (informed absence), Dr. Steve Russell (informed absence), Anthony Owens (informed absence), Dr. Yan Li, Jessica Quesada

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

Dr. Suzanne Devitt called the meeting to order at 6:01 PM. Doug Bonnet took roll. A quorum was established. The board read the Mission Statement.

B. Review of the Meeting Agenda

The board reviewed the agenda with no recommended changes.

C. Review and Approval of the Board of Directors Meeting minutes of 10/25/23

Lisa Utsey made a motion to approve the Board of Directors Meeting Minutes of 10/25/23. Crystal Enyeart seconded the motion. Robert Balderama abstained. The Board of Directors Meeting Minutes were approved.

D. Presentation - National Core Indicators (NCI)

George Lewis of the California State Council on Developmental Disabilities (SCDD) and Angie Shear, VMRC Project Manager, presented the NCI survey and results and answered any questions that the board members had.

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

None.

E. Public Comment

Tumboura Hill – Today I just wanted to identify something that I've witnessed and give some kudos. I work at St. Mary's Community Services. What I've witnessed since we started to identify individuals that may have developmental disabilities. Since November 27th we have identified 8 individuals, and we notified the regional center. I'm happy to report that of those 8, 3 were identified with services. Kudos to Karen Jensen, Rena Ing, Florence Kikuby, Julie de Diego, Christina Syzmanski, Brenda Bardo, Jaslyn and Corina. Within 3 days they had Emergency IPP meetings. One individual was placed in a home, got evicted, and was homeless, and Karen and Florence set up an emergency IPP meeting and he was placed in a home the next day.

Dena Hernandez – Good evening. I'm with SCDD North Valley Hills. Thanks to George and Angie for the NCI report. Our CHOICES conference is April 12, 2024 at SJCOE. Thanks to VMRC for becoming a sponsor. We have 4 sponsors to date. Will help offset costs and help with scholarships. CHOICES is for people with disabilities over the age of 18. All speakers are people from our area. This year we have Chrissy Franzone, Bev Legault, and Cheyenne Anderson from Turlock. The conference is going to be very exciting. Right now, we have a vide contest and a t-shirt contest going on. The videos are due on January 16. Doug has put it in the newsletter each week. Also, the Self-Determination Program, on Monday will have their first town hall all on the Fiscal Management Services. December 18 on Zoom. It will be recorded. Thanks to the SD team in the back corner.

F. Consent Calendar Items

Lisa Utsey made a motion to approve the consent calendar items. Alica Schott seconded the motion. The consent calendar items were approved unanimously. Robert Balderama abstained.

1. Finance Committee Meeting Minutes of November 2023
2. Executive Committee Meeting Minutes of November 2023
3. Consumer Services Committee Meeting Minutes of November 2023

G. Committee Reports

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

No report as Liz Herrera Knapp is absent.

Doug Bonnet reported that the last membership meeting of the year is 12/18/24 at 10:00 AM.

2. Self-Determination Advisory Committee (SDAC) Vivian Nicolas

Updated directives re: SDP from DDS:

- a. <https://www.dds.ca.gov/wp-content/uploads/2023/12/Remote-Services.pdf>

This Directive provides consumers the ability to continue to voluntarily choose remote delivery of the following services through June 30, 2025, as described in the Department's November 23, 2022 and February 28, 2023 directives.

- Day programs
- Look-a-like day programs
- Independent living services
- Behavioral therapy services
- Clinical assessment activities for Lanterman Act eligibility

- b. <https://www.dds.ca.gov/wp-content/uploads/2023/11/2023.11.28-Coordinated-Family-Support-Services-in-the-Self-Determination-Program.pdf>

Effective December 1, 2023, the CFS Services Pilot Program is available to participants in the SDP. Regional centers should refer to the January 27, 2023 guidance for SDP participants who request CFS as a needed

service. When authorizing the service, regional centers shall fund it outside of the SDP participant's individual budget.

- c. <https://www.dds.ca.gov/wp-content/uploads/2023/11/SDP-23-24-Funding-to-Support-Implementation-of-SDP.pdf> In accordance with Welfare and Institutions (W&I) Code section 4685.8(f), funds have been allocated to regional centers to support implementation of the Self-Determination Program (SDP) for fiscal year 2023-24. The purpose of this letter is to provide guidance on the use of these funds, including required collaboration with local volunteer advisory committees (LVAC) in determining local priorities for the funding. W&I Code section 4685.8(f) specifies these funds shall be used to maximize the ability of SDP participants to direct their own lives and to ensure the department and regional centers successfully implement the program. The statute further requires that the Department of Developmental Services (DDS), in consultation with community engagement groups, including a statewide self-determination advisory workgroup, shall prioritize the use of the funds to meet the need of participants, increase service access and equity, and reduce disparities, and to implement the program, including costs associated with all the following:
- Recruitment and training of person-centered planning and Self-Directed (SD) Supports providers and independent facilitators with a focus on increasing the number of bilingual, bicultural providers;
 - Joint training for participants, families, regional centers, LVAC members and others with a focus on training self-advocates and families from diverse communities that are under-represented in the SDP;
 - Assistance with spending plan development; and,
 - Collaborative groups/workshops to foster ongoing, shared learning and problem-solving opportunities. DDS will provide funding separately to the Statewide Self-Determination Advisory Committee, which plays a key role in providing advice and guidance on successful implementation of the SDP.
- d. <https://www.dds.ca.gov/wp-content/uploads/2023/11/TBL-for-Restored-Services-and-New-Participant-Directed-Services.pdf> The purpose of this correspondence is to provide information related to a statutory change effective July 1, 2023, which added Welfare and Institutions (W&I) Code section 4688.22 and 4519.5(a)(8), affecting

camping services; social recreation activities; educational services for children; and nonmedical therapies, including, but not limited to, specialized recreation, art, dance, and music (herein referred to as restored services). Statutory changes include the prioritization and expedition of policies that may increase access, collect data, or track expenditures pertaining to these services. The Department of Developmental Services (Department) previously provided guidance to regional centers on implementation and funding of restored services. The October 7, 2021 correspondence required regional centers to develop or update purchase of service (POS) policies related to restored services and develop and conduct outreach to communities about the available services. On February 8, 2022, regional centers were informed of a new sub-code for billing and claiming associated with restored services. The November 16, 2022 correspondence provided clarification about the timing of payments for restored services to align with typical processes used by non-regional center payors under certain circumstances.

- e. <https://www.dds.ca.gov/wp-content/uploads/2023/11/Self-Determination-Program-Meetings-of-the-Local-Volunteer-Advisory-Committees.pdf> Guidelines for Self-Determination Program Local Volunteer Advisory Committees

-VMRC supported parent conferences for families in traditional and those seeking this conference in SDP by funding attendance to DVU. Our Participant Choice Specialist, Michele Poaster, spoke on a panel about SDP myths, and there was be a breakout session on barriers to SDP.

-Officers will be meeting with leadership at VMRC every other month to help advise and provide feedback from committee on supporting efforts in improving SDP access within our VMRC community as well as help address barriers in SDP. Our next meeting is scheduled January 4th, 2024.

-Dena-announced that the CHOICES conference will be Friday, April 12, 2024, at SJCOE. She invited the SDAC to have a table at the conference.

-We had a good turnout at the Resource Fair as many families and vendors were interested in learning more about SDP. Discussed possible workgroups (TBD) that help conference from committee members. Any information on number of attendees from VMRC?

Next meeting for the workgroup committee is January 25, 2024.

-Join the VMRC SDAC on Facebook:

<https://m.facebook.com/groups/401810838352575/?ref=share&mibextid=DcJ9fc>

The Statewide Self-Determination Advisory Committee is holding a virtual Townhall event on December 18, 2023 from 10:30am to 12:30pm.

The SSDAC wants to hear about SDP participants' experiences with Financial Management Services (FMS), and their ideas for improvement. (see attached flyer)

October 2023 LVAC Report

106 Participant

As of 10/19/2023 and includes people starting in November

Any category with a count of 0-4 will be reported as “other” to ensure confidentiality

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

November 1, 2023, Crystal, and Lisa attended the VMRC Consumer Services Committee and gave a report on the things Sac6 has been doing.

November 2, Sac6 had their monthly Leadership meeting via Hybrid.

November 3- Sac6 had their Area meeting in Turlock at Cornerstone Covenant Church.

November 7, Sac6 had their Party Committee Planning meeting.

November 8, Sac6 Consultant Lisa U attended the VMRC Finance meeting at 5:30pm followed by the Executive meeting at 6:30pm.

November 13, Sac6 party Planning Committee meet again via zoom.

November 14th, Lisa, and Crystal had a meeting to develop and practice their PowerPoint for the Southeastern Asian Presentation.

November 15th Sac6 members attended the CHOICES meeting via zoom. Also, Sac6 member Catrina attended the DDSCAC meeting via zoom.

On November 15th Lisa U also attended the Executive interviews 1st batch.

November 16, Lisa attended the Executive interviews 2nd batch.

November 17th Sac6 had their quarterly Finance meeting via zoom.

On November 17th, Lisa presented at Day Program in Modesto telling them about Self Advocacy. Also, on this day Lisa and Crystal presented at the Southeastern Asian Presentation.

November 21, Sac6 consultant Lisa U. attended the DEBI meeting via zoom.

November 27 Sac6 members meet for the party Planning Committee

November 28th, Lisa attended the 3rd batch of the Executive Interview

November 29th, Sac6 members: minette, Jessica, Lisa, Catrina, Steven, Kerstin, and Dena attended the RAC meeting.

November 30th Sac 6 meet for the Sac6 Zoom Practice.

4. Finance Committee Melissa Stiles and Alicia Schott

a. Approval of Contract Status Report (CSR) for November 2023 brought forth as a motion from the Finance Committee. Melissa Stiles and Alicia Schott – Linda Collins seconds the motion brought forth to approve the Contract Status Report of November 2023. Robert Balderama abstained. The November 2023 Contract Status Report was approved.

b. Approval of Contract Status Report (CSR) for December 2023. This report will be fully presented as there is not a Finance Committee Meeting in December 2023. Melissa Stiles and Alicia Schott – Melissa Stiles presented the Contract Status Report for December 2023 and answered any questions that committee members had. Emily Grunder made a motion to approve the Contract Status Report. Jose Lara seconded the motion. Robert Balderama abstained. The Contract Status Report was approved.

1. Purchase of Service (POS) Expenditures for December 2023 – Melissa Stiles presented the POS Expenditures Report for December 2023 and answered any questions that the board had.

2. Operations (OPS) Expenditures for December 2023 – Melissa Stiles presented the OPS Expenditures and answered any questions that the committee members had.

c. Approval of Contracts over \$250,000 for November 2023 brought forth as a motion from the Finance Committee. – Emily Grunder seconds the motion brought forth to approve Contracts over \$250,000. The contracts over \$250,000 were approved. Robert Balderama abstained.

d. Approval of Contracts over \$250,000 for December 2023. This report will be fully presented as there is not a Finance Committee Meeting in December 2023. – Corina Ramirez presented the Contracts over \$250,000 and answered any questions that the board had. Lisa Utsey made a motion to approve the Contracts over \$250,000. Erria seconded the motion. The contracts over \$250,000 were approved unanimously.

Myra from R&D Transportation presented the transportation contracts over \$250,000 and answered any questions that the board had. Emily Grunder made a motion to approve the transportation contracts over \$250,000. Robert Balderama seconded the motion. The transportation contracts over \$250,000 were approved unanimously.

5. Consumer Services Committee Jose Lara

At our last meeting, November 1, we had a visitor from transportation, which was very interesting because they were open on hearing about any new routes or increasing routes that the public needs.

The next meeting will be on Wednesday, 01/17/24 at 5:00 PM.

6. Legislative Committee Lynda Mendoza

The committee met on 12/04/23 and reviewed some of the new bills that passed and we are preparing a presentation for Monday, 12/18/23 at 3:00 PM.

7. Bylaws Committee Linda Collins

The Bylaws Committee has not met since the last board meeting.

8. Nominating Committee Margaret Heinz

Margaret announced that we have a new Executive Director, Leinani Walter, who will be starting on 02/15/24. Thank you to Tony, the committee, Doug, Suzanne, and Mary Jane to assist with the hiring process. I'm excited and I think she will be wonderful. We are sad to see Tony leave.

9. Popplewell Review Team Erria Kaalund

We met just today prior to the board training. In that meeting we decided that we will do five \$50 gift cards per children's team for a Christmas treat for some of our families in need. We have about \$14,000 in the fund right now. We also discussed a loan from the Popplewell Fund.

10. Diversity, Equity, Belonging and Inclusion (DEBI) Committee Erria Kaalund

We did a survey to figure out what we can do better, and when they could take place. Next meeting is January 23rd at 5:00 PM, in Modesto.

H. Executive Director's Report

Tony Anderson presented the results of the Performance Contract and answered any questions that the board had.

1. Public Comment on the Performance Contract

None.

I. Other Matters

None.

J. Board Member Activities and Reports

Alicia Schott – I approached Brian Bennett that I want to visit some licensed care homes. Brian is setting me up for some visits and I hope to report on them at the next board meeting.

Linda Collins – I had a positive experience at the mall when I ran into a day program out in the community.

K. President's Report

The selection committee did meet on 12/02 and made a recommendation to the board on the new Executive Director. The board met in closed session to discuss and vote, and Leinani Walter was chosen as the new Executive Director. She will begin on 02/15/24.

The board would like to continue the tradition of gifting 4 hours back to staff for the holidays. Tony has agreed that we can accommodate this.

Margaret made a motion to gift 4 hours of appreciation back to staff. Emily Grunder seconded the motion. The board voted unanimously to give each staff member 4 hours of appreciation.

L. Next Meeting - Wednesday, February 28, 2024, 6:00 PM, Hybrid (In-person and via Zoom)

M. Adjournment



Minutes for VMRC Finance Committee Meeting

01/10/2024 | 05:30 PM - 06:30 PM

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

Committee Members Present: Alicia Schott, Lisa Utsey, Linda Collins, Margaret Heinz, Jose Lara

Committee Members Not Present: Suzanne Devitt and Connie Uychutin

VMRC Staff Present: Melissa Stiles, Christine Couch, Corina Ramirez, Tara Sisemore-Hester, Evelyn Solis, Aaron McDonald, Bud Mullanix, Gabriela Lopez, Brian Bennett

Others Present: Rachelle Munoz (facilitator), Irene Hernandez (interpreter), Isela Bingham (interpreter), Lynda Mendoza

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

Alicia Schott called the meeting to order at 5:35pm. Roll was taken and a quorum was established. The Meeting Agenda was reviewed with no changes.

B. Review and Approval of the Finance Committee Meeting Minutes of November 8, 2023

Jose Lara made a motion to approve the Finance Committee Meeting Minutes of 11/08/2023. Margaret Heinz seconded the motion. The Finance Committee Meeting Minutes of 11/08/2023 were approved unanimously.

C. Approval of Contracts over \$250,000

Corina Ramirez reviewed the Contracts over \$250,000 that expire 02/28/2024 and answered any questions that the Finance Committee members had. Corina also presented on a contract that was added, Denali Home.

Lisa Utsey made a motion to approve the Contracts over \$250,000 as presented. Linda Collins seconded the motion. The Contracts over \$250,000 were approved.

D. Fiscal Department Update

1. Melissa Stiles reviewed the Contract Status Report (CSR) as of November 30, 2023, and answered any questions that the committee members had. The reports were mislabeled as December 30, 2023.

No action was taken due to the mislabeled reports in the Finance Committee Meeting packet.

2. Melissa Stiles reviewed the Purchase of Service (POS) Expenditures. She answered any questions that the committee members had.
3. Melissa Stiles reviewed the operations (OPS) Expenditures and answered any questions that the committee members had.

E. Next Meeting - Wednesday, February 14, 2024, 5:30 PM Hybrid (Stockton Office Cohen Board Room and Via Zoom Video Conference)

F. Adjournment



Minutes for VMRC Finance Committee Meeting

02/14/2024 | 05:30 PM - 06:30 PM

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

Committee Members Present: Alicia Schott, Lisa Utsey, Suzanne Devitt, Connie Uychutin, Linda Collins

Committee Members Not Present: Jose Lara informed absence

VMRC Staff Present: Aaron McDonald, Gabriela Lopez, Doug Bonnet, Christine Couch, Corina Ramirez, Melissa Stiles, Myra Montejano (R&D), Claire Lazaro

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

Alicia Schott called the meeting to order at 5:32pm. Roll was taken and a quorum was established. The Meeting Agenda was reviewed with no changes.

B. Review and Approval of the Finance Committee Meeting Minutes of January 10, 2024

Linda Collins made a motion to approve the Finance Committee Meeting Minutes of 01/10/24. Lisa Utsey seconded the motion. Suzanne Devitt abstained. The Finance Committee Meeting Minutes of 01/04/24 were approved.

C. Approval of Contracts over \$250,000

Corina Ramirez reviewed the Contracts over \$250,000 that expire 03/31/2024 and an additional contract, Mylestones, is asking for an increase outside of their contract expiration date due to the growth of people they serve based upon referrals. Corina answered any questions that the Finance Committee members had.

Linda Collins made a motion to recommend the Board of Directors approve the Contracts over \$250,000 as presented. Suzanne Devitt seconded the motion. Connie Uychutin abstained. The motion to recommend the Board of Directors approve the Contracts over \$250,000 as presented was approved.

Myra Montejano, R&D, presented a contract for transportation services for March 1, 2024 thru June 30, 2027. Myra answered any questions that the Finance Committee members had. Lisa Utsey made a motion to recommend the Board of Directors approve the Contract as presented. Linda Collins seconded the motion. Connie Uychutin abstained. The motion to recommend the Board of Directors approve the Contract as presented was approved.

Fiscal Department Update

1. Melissa Stiles reviewed the Contract Status Report (CSR) as of December 31, 2023, and answered any questions that the committee members had. Lisa Utsey made a motion to approve the Contract Status Report as presented. Suzanne Devitt seconded the motion. The Contract Status Report was approved unanimously.
2. Melissa Stiles reviewed the Purchase of Services (POS) Expenditures. She answered any questions that the committee members had.
3. Melissa Stiles reviewed the Operations (OPS) Expenditures and answered any questions that the committee members had.

D. Next Meeting - Wednesday, March 13, 2024, 5:30 PM, Hybrid (Stockton Office Cohen Board Room and Via Microsoft Teams)

E. Adjournment



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 18th 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



Minutes for VMRC Executive Committee Meeting

02/14/2024 | 06:30 PM - 07:30 PM

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

Committee Members Present: Lisa Utsey, Alicia Schott, Lynda Mendoza, Suzanne Devitt, Brandy De Alba

Committee Members Not Present:

VMRC Staff Present: Evelyn Ledesma, Doug Bonnet, Aaron McDonald, Gabriela Lopez, Christine Couch, Bud Mullanix, Claire Lazaro

Public Present: Irene Hernandez (Interpreter), Gloria Sanchez, Isela Bingham (Interpreter), Minette Oliver, Tumboura Hill, Erick Thurmond

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

Brandy DeAlba called the meeting to order at 6:30pm. A quorum was established. The agenda was reviewed with no changes.

B. Review and Approval of the Executive Committee Meeting Minutes of January 10, 2024

Alicia Schott made the motion to approve the Executive Committee Meeting Minutes of January 10, 2024, and Lynda Mendoza seconded the motion. The Executive Committee Meeting Minutes of January 10, 2024 were approved unanimously.

C. Items for Approval

Christine Couch, Director for Case Management Services presented the proposal

1. Compliance Officer Job Description and Approval – Suzanne Devitt made the motion to approve the Compliance Officer Job Description. Lisa Utsey seconded the motion. The Compliance Officer Job Description was approved unanimously.
2. Cultural and Language Division Manager Job Description and Approval – Suzanne Devitt made the motion to approve the Cultural and Language Division Manager job description. Margaret Heinz seconded the motion. The Cultural and Language Division Manager Job Description was approved unanimously.

D. Public Comment

Tumboura Hill commented on outreach and responsibility. Since Thanksgiving he has identified 8 individuals who are homeless and do not receive services, though they are eligible. One person has been homeless for 17 years and there is no pathway to access the regional center. They have no knowledge on how to access the regional center.

E. Items for Discussion

ED report – new ED starts tomorrow and will be in the Stockton office!

Notable Consumer Information

1. HH lived with his parental grandparents, attending maintain stream charter school. Grandparents were unable to support him in the family home due to his extensive needs. The SC, Rhoda Legaspi supported the family with making a residential placement referral. HH, approved for Kavere crisis home for 16 months. HH then met his goals and moved into a step-down facility for 6 months. We are happy to report HH returned home to live with his grandparents in January 2024. The family is receiving behavioral support for the transition. HH is doing well and is improving his social skills.
2. SC, Nikki Misasi held an IPP a few months ago for a KI, teenager with Autism. The parent was vulnerable with the SC for the first time and showed emotion when recalling how she just wants to get her son the attention he needs and provide opportunities he's worthy of. The parents agreed to accept social rec services. KL is now signed up for dance classes in Tracy with other special needs children. Parent later followed up with the SC with absolute joy and excitement, reported how much KL loves this activity and how much she appreciates the SC and VMRC.
3. Mrs. M mentioned that although the Self Determination process took a bit long it was well worth the hard work and wait! She wanted to thank the team and Service Coordinator for working so diligently on O's case. She shared that it has only been one week since O began to receive the extra support and he's already blooming! O expresses how happy he is that people care for him and his interests and he even told mom that " he now feels like he has a purpose in life". – Truly moving! Mrs. M is so excited and can't wait to see how far O

will go in the long run. Mrs. M made it a point to say that she truly believes in SDP and its vision so she is also willing to share her story with other parents and will welcome any invitation as a guest speaker.

Vendor Information – no updates

Self-Determination Update

Other Matters - none

Personnel and Union Update - Bud

531 employees with 8 additional in backgrounds. We have a 2% turnover rate for the year. We had 4 staff leave us in January.

We are working with the Union on changing our remote policy. We were in our Executive Director transition and asked the Union to put the policy change on hold. The Union expressed that they are looking forward to a resolution with the new Executive Director.

The Labor Management meetings continue.

Special events/notes – this is Black History month with a potluck scheduled in each of the offices. We are also collecting canned foods for the community.

Our new Executive Director has been doing meet and greets with staff.

Mark Crear is no longer with VMRC.

We have met our expansion position hires as directed by DDS.

F. President's Report

Thank you for being here on Valentine's Day. A special thank you to Doug Bonnet and Christine Couch serving as our interim's and your dedication to the Regional Center.

G. Next Meeting - Wednesday, March 13, 2024, 6:30 PM, Hybrid (Stockton Office Cohen Board Room and via Microsoft Teams)

H. Adjournment



Minutes for VMRC Consumer Services Committee Meeting

01/31/2024 | 05:00 PM - 07:00 PM

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

Committee Members Present: Margaret Heinz, Lisa Utsey, Crystal Enyeart, Daime Hoornaert, Dora Contreras, Anthony Owens

Committee Members Not Present: Suzanne Devitt, Erria Kaalund, Liz Knapp, , Jose Lara, Sarah Howard

VMRC Staff Present: Evelyn Ledesma, Brian Bennett, Aaron McDonald, Gabriela Lopez, Doug Bonnet, Christine Couch, Cindy Jimenez, Tara Sisemore Hester, Julie de Diego, Erin Martin, Claire Lazaro, Robert Fernandez, Jason Toepel, Katina Richison

Public Present: Rachelle Munoz (facilitator), Irene Hernandez (interpreter), Isela Bingham (interpreter), Dena Hernandez, Eddie Esquivez, Gricelda Estrada, Miguel Lugo, Anel Renteria, Carolina Arzate

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

Crystal Enyeart, chaired the meeting tonight and called the meeting to order at 5:07pm.

B. Review and Approval of the Consumer Services Committee

Meeting Minutes of 11/01/23

Lisa Utsey made a motion to approve the minutes of Consumer Services Committee Meeting of 11/01/23. Anthony Owens seconded the motion. The Consumer Services Committee Meeting Minutes of 11/01/23 were approved unanimously.

C. Presentation by Brian Bennett, Community Services Director, VMRC's Approved CPP/CRDP Plan 2023-2024

D. Public Comment

Dena Hernandez, SCDD North Valley Hills Office, CHOICES Conference is April 12, 2024 at SJCOE in Stockton . It is \$30 for anyone to attend, 18 and over. Three keynote speakers are self-advocates from our area. Registration will be released on February 9. It is in-person only this year with a capacity of 500 people. Watch for the registration in the VMRC newsletter.

Gricelda Estrada shared through an interpreter, my comment is about adult ABA and I request this committee to look at ABA services for adults.

Dora Contreras asked for more information about the CHOICES conference. Dena Hernandez shared it is our 38th conference. It's for self-advocates and we hire The Advocates for entertainment at lunch time. Registered attendees receive a t-shirt, lunch and hear 3 keynote speakers. The committee is made up of self-advocates, family members, VMRC, SCDD and others. It's from 10-2pm.

Dora Contreras shared that she heard the legislation about ABA services will be allowed through the medi-cal insurance. They are recognizing ABA and Floor Time as a good choice for parents whose children do not fit in with the ABA approach used. It's off of VMRCs shoulders and now on the medical providers. It really needed to be a choice for us. We are getting that in the community. The sad part is that it won't be for the adults. I support Gricelda and we need something for adults.

Carolina Arzate stated through an interpreter she agreed with the comments of Gricelda and teacher Dora. I think it's very important to bring new services to the Regional Center such as ABA for adults and Floor time.

E. Intake, Early Start, and Case Management Update

Christine Couch, Director of Consumer Services (Adults) presented the POS exceptions report for September-December 2023 and the Transfer Status report through 12/31/2023. Tara Sisemore Hester, Director of Consumer Servies (Children) presented the intake reports through November 2023 for Early Start and Lanterman Intake. They answered any questions the committee had.

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

Crystal Enyeart, SAC6 representative to the VMRC Board and Consumer Services.

Crystal Sac 6 report to VMRC Consumer Services, January 2024

December 1, 2023, Crystal, Sac 6 Friday Zoom Chat

On December 2, Lisa attended the VMRC Board retreat, where the board had interviews for the Executive Director position. Jessica attended dinner later.

December 7, – Lisa worked the SAC6 office hours in Modesto VMRC office.

December 9, Sac6 had their quarterly Board meeting, at this meeting people gave speeches for council positions they would like to run for.

December 13, Sac6 Consultant Lisa U attended the VMRC Board Training and Board meeting on zoom.

December 19. Sac6 Consultant, Lisa U attended the DEBI committee meeting via zoom.

January 10th – Lisa attended VMRC Finance meeting and VMRC Executive meeting.

January 11th Lisa U attended the VMRC Emergency Board meeting, via zoom.

January 13th Sac6 members attended Tony Goodbye party and presented him with a black of appreciation for all he has done for us during his time at VMRC.

January 16th Lisa attended the DEBI committee via zoom.

January 20th Sac6 Goals committee members meet and reviewed their goals.

January 25, Sac6 had their Monthly Leadership meeting.

January 26th Lisa U attended the ARCA meeting via zoom. January 27, Lisa and Jessica attended the VMRC Board training to prepare for the new Director.

January 30, Sac6 members attended the RAC (Reginal Advisory meeting) with the SCDD North Valley Hills Office, via zoom.

G. Resource Development Update

Robert Fernandez, Division Manager, shared:

Projects

- CRDP-EBSH (Enhanced Behavioral Support Home) Children's Home – Atlantis: renovations are continuing and is planned to start providing services by beginning of 3rd quarter.
- CRDP project of an RCFE, Residential Care Facility for the Elderly – Denali: home in Valley Springs to serve elderly consumers. Renovation is complete and is awaiting Board of Directors approval.
- VMRC recently vendored their very first Financial Management Services – Sisk Financial.
 - Goal to divide CA into 3 North, Central, South
- ARF: Top Valley Care Home – Forensically involved adults is in process of development.
- CRDP project Enhanced SLS projects – We have 2 in development
- CFS – Coordinated Family Support – we have 7 in development all in different development stages.

Rates:

- Resource Development continues to work with providers regarding the Burns and Associates Rate Study and implementation of those who received rate changes
- Also working to update all of the new Care Home Rates for 2024
- Also working on the rates for the minimum wage increase

CPP: Development for consumers from locked settings such as Developmental Centers

CRDP: allow RCs to develop unmet needs in general and are NOT coming from DCs.

ESLS - to persons residing in San Joaquin County who require significant supervision to minimize their risk of self-harm, to minimize any potential harm to community members and to promote independence in the least restrictive setting. will support persons who may court imposed restrictions regarding where they may live, persons supported may be on probation, parole or actively involved in criminal court proceedings. Persons may have active or historical substance use disorders and will all require night-time supervision. Staff shall be experienced in providing trauma informed care, crisis communication and will include RBT level staff supports. Enhanced Central Avenue SLS will utilize consultants, including a Physician, Psychiatrist and Behaviorist.

CFS – Pilot program that DDS introduced in the Early 2023: CFS is a new service option specifically designed for adults served by a regional center who choose to live in their family home. The CFS Services Pilot Program focuses on improving equitable access to services and supports and reducing ethnic and racial disparities in the purchase of services.

Dora Contreras asked about the FMS soc/rec directive. Brian Bennett shared that 21 regional centers are sharing all of the FMS', approximately 10-15 within the state. We just developed our first one that currently serves only us as an FMS. The Regional Center Community Services Directors just met and are working on a request for proposal for FMS' to serve three regions of California. The directive does allow for the FMS to purchase social recreational activities, but it did not create new service providers. We are working on it.

H. Quality Assurance Update

Katina Richison, Division Manager, presented the attached Quality Assurance Incoming Alert report and answered any questions that the committee members had. Katina announced the changes in the staffing of the team as well. Dora Contreras asked questions about the previously received Special Incident Reporting data and requested to receive the information again. Margaret Heinz will review the request with committee chairperson, Jose Lara.

Brian shared information about the Direct Support Professional stipend program.

I. Transportation Update

Anel Renteria from R&D Transportation gave an update. There are 18 people with unmet transportation needs in San Joaquin and Stanislaus Counties. They are working on scheduling these individuals with transportation. They believe they can get the number to zero by the end of March. They continue to work on addressing ride times.

J. Fair Hearing Update

Jason Toepel, VMRC Compliance Manager, presented the attached Fair hearing report and answered any questions the committee members had.

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

Daime Hoornaert, CLASP representative, shared:

Consumer Services Committee Meeting

January 31, 2024

CLASP Report

- 1) CLASP met on December 18, 2023 and January 22, 24 via Teams.
- 2) CLASP members finalized 2024 Uniform Holiday Schedule.
- 3) Presentations: Jamie M Bossuat presented on 2024 Employment Laws
- 4) Transportation continues to have unmet needs, but they are decreasing. R&D is prioritizing decreasing ride times to 90 minutes for those who are on the busses for 2+ hours.
- 5) Day Program Workgroup continues to meet regularly discussing program updates, the \$68 billion deficit in the state budget and transportation issues. The next meeting is February 14, 2024.
- 6) Discussions:
 - Remote Services extended to 06/30/2025.
 - DSP Stipend Billing and Invoicing Issues- weekly reporting from DDS is sent to VMRC, they then produce an authorization, email notifications will be sent for approval to vendor. Invoices are then sent through ebilling for submittal.
 - The Regional Center Vendor Advisory Committee Letter sent to DDS discussing correcting the Rate Model Implementation. If not corrected it could lead to ongoing closures of Providers due to insufficient funding.
- 7) Workforce Collaboration Update: Several Vendors were filmed while participating in a round table discussion on DSP work, which will be used for marketing. Vendors can post open positions on the DSP Collaborative website <https://dspcollaborative.org>.
- 8) CLASP continues to appreciate VMRC staff reports on:
 - HCBS News-
 - Resource Development Projects
 - Quality Assurance Updates
 - Early Start
 - Employment
 - Consumer Services
 - DEI
 - Clinical
 - Ex. Director updates
- 9) CLASP continues to appreciate the State Council on Developmental Disabilities/North Valley Hills Office reports and information on SAC 6, Self Determination, and their Regional Advisory Committee.
- 10) Please visit CLASP on Facebook (<https://facebook.com/CLASP.VMRC>) & Instagram (@CLASP.VMRC)

Next CLASP meeting will be held via Teams: February 24, 2024 @ 10AM.

L. Clinical Update

Claire Lazaro, Director of Clinical Services, shared that the agency had a blood drive in the Stockton and Modesto offices. VMRC participated in a state workshop to have an electronic POLST (Physician's Orders for Life Sustaining Treatment). We have restored

the Early Diagnostic Mobility Clinic. Family Wellness is supporting a Positive Parenting Program for 6 weeks in the Stockton office. We are continuing to look for a Licensed Clinical Psychologist to join the staff at VMRC.

M. Next Meeting - Wednesday, March 6, 2024, 5:00 PM

N. Adjournment

Valley Mountain Regional Center

Contract Status

AS OF: December 30, 2023

	OPS	Grant & Other Allocated Funds	Wellness Grant	POS including Federal C	General Total	OPS CPP	START	POS CPP	FG/SC Total
Current FY 2023									
Contract Year E-1	55,388,825			350,864,354	406,253,179	490,914		148,855	578,369
Spent to Date	23,721,842			152,943,488	176,665,331	4,325		-	241,282
Unspent	31,666,983			197,920,866	229,587,849	486,589		148,855	337,087
Prior FY 2023									
Contract Year D-3	47,041,601	626,914		338,893,808	386,562,323	490,914		2,278,313	560,300
Spent to Date	46,867,882	-		318,480,414	365,348,295	490,914		366,481	440,682
Unspent	173,719	626,914		20,413,394	21,214,028	-		1,911,832	119,618
2nd Prior FY 2022									
Contract Year C-4	39,192,861	759,403	1,845,089	289,521,453	331,318,806	486,684	1,135,000	1,224,831	497,593
Spent to Date	39,141,039	662,226	510,995	259,006,166	299,320,427	486,684	836,036	709,461	344,428
Unspent	51,822	97,177	1,334,094	30,515,287	31,998,379	(0)	298,964	515,370	153,165

Valley Mountain Regional Center

Contract Status

AS OF: December 31, 2023

	OPS	Grant & Other Allocated Funds	Wellness Grant	POS including Federal C	General Total	OPS CPP	START	POS CPP	FG/SC Total
Current FY 2023									
Contract Year E-1	55,388,825			350,864,354	406,253,179	490,914		148,855	578,369
Spent to Date	26,705,987			183,830,112	210,536,099	5,838		-	253,980
Unspent	28,682,838			167,034,242	195,717,080	485,077		148,855	324,389
Prior FY 2023									
Contract Year D-3	47,041,601	626,914		338,893,808	386,562,323	490,914		2,278,313	560,300
Spent to Date	46,867,882	-		317,753,451	364,621,332	490,914		152,660	440,682
Unspent	173,719	626,914		21,140,357	21,940,991	-		2,125,653	119,618
2nd Prior FY 2022									
Contract Year C-4	39,192,861	759,403	1,845,089	289,521,453	331,318,806	486,684	1,135,000	1,224,831	497,593
Spent to Date	39,123,616	582,855	395,995	258,690,766	298,793,233	486,684	724,700	409,461	344,428
Unspent	69,245	176,548	1,449,094	30,830,687	32,525,573	(0)	410,300	815,370	153,165

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	\$ 1,020,000
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 H29489 904	\$ 480,000
8 Howard Prep HV0205 954	\$ 412,795
9 Howard Prep H29188 510	\$ 660,331
10 Jacktone Road Care Home HV0533 113	\$ 727,052
11 MedicAlert Foundation Z15640 051	\$ 360,000
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.

Lisa Utsey, Board Secretary

Date

Contract Board Approval Report

Contracts Expiring:

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0764	Denali Home Haven Enterprise	113	Specialized Residential Facility (Habilitation)-DSS-Lice

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
			Brian L Bennett	Community Svcs

Rate

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:
\$1,050,374	1/1/2024	12/31/2024	New Contract	Add Program	

PropRate
\$21,478.79/cons/mo inclusive of SSI

Contract Summary and Board Resolution

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1 Baby Moves, PV1747 116	\$ 1,680,000
2 Choice Harney Home, HV0361 113	\$ 863,420
3 Synergy Behavior Consultants, Inc., PV1740 048	\$ 1,400,000
4 Victor Learning Center, S29365 515	\$ 4,100,000
5 Milestones, PV3196 048	\$ 660,000

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.

Lisa Utsey, Board Secretary

Date



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.

Page 1 of 2
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

Page 1 of 3

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
 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.

Page 2 of 3
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.