



# VMRC Board of Directors Meeting

Wednesday, April 24, 2024, 6:00 PM

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

702 N. Aurora Street

<https://us06web.zoom.us/j/89058322108?pwd=6QwfcBhk2ySx3qeaYjyiHTNec5EnW2.1>, Webinar ID 890 5832 2108, Passcode: 929173, Or One tap mobile: +16694449171

Stockton, CA, 95202

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



## Meeting Book - VMRC Board of Directors Meeting

### Board of Directors Meeting

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

Dr. Suzanne Devitt

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

Dr. Suzanne Devitt

#### C. Review and Approval of the Board of Directors Meeting minutes of 02/28/24

Dr. Suzanne Devitt

Action

#### D. Presentation - Season Goodpasture, Executive Director of Acorns to Oak Trees on Native American Outreach and Best Practices on Eligibility, Assessments, and Service Delivery for Tribal Families

#### 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

Dr. Suzanne Devitt

Action

1. Finance Committee Meeting Minutes of March and April 2024

2. Executive Committee Meeting Minutes of March and April 2024

3. Consumer Services Committee Meeting Minutes of March 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 Report (CSR) for March and April 2024 brought forth as a motion from the Finance Committee

Action

b. Approval of Contracts over \$250,000 for March and April

Action

2024 brought forth as a motion from the Finance Committee

5. Consumer Services Committee

Jose Lara

a. Approval of Social Recreation and Camp Services and  
Nonmedical Therapy Services Service Standards  
Christine Couch and Jason Toepel

Action

6. Legislative Committee

Lynda Mendoza

7. Bylaws Committee

Lisa Utsey

8. Nominating Committee

Margaret Heinz

9. Popplewell Review Team

Erria Kaalund

H. Executive Director's Report

Leinani Walter

I. Other Matters

Dr. Suzanne Devitt

J. Board Member Activities and Reports

Dr. Suzanne Devitt

K. President's Report

Dr. Suzanne Devitt

1. Approval of Web, Intranet and Content Specialist, and IT Tech  
Job Description as brought forth by a motion from the Executive  
Committee  
Bud Mullanix

Action

L. Next Meeting - Wednesday, June 26, 2024, 6:00 PM, Hybrid (In-  
person and via Zoom)

Dr. Suzanne Devitt

M. Adjournment

Dr. Suzanne Devitt



## **Minutes for VMRC Board of Directors Meeting**

02/28/2024 | 06:00 PM

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

**Board Members Present:** Dr. Steve Russell, Jeff Turner, Jody Buriss, Jose Lara, Crystal Enyeart, Liz Herrera Knapp, Margaret Heinz, Alicia Schott, Dr. Suzanne Devitt, Erria Kaalund, Lynda Mendoza, Robert Balderama, Emily Grunder, Lisa Utsey, Dr. Li, Jessica Quesada

**Board Members Not Present:** Linda Collins, Tom Toomey, informed absence

**VMRC Staff Present:** Melissa Stiles, Brian Bennet, Tara Sisemore Hester, Christine Couch, Evelyn Solis Ledesma, Bud Mullanix, Doug Bonnet, Gabriela Lopez, Aaron McDonald, Leinani Walter

**Public Present:** Dena Hernandez SCDD, James Ford DDS,

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

Dr. Suzanne Devitt called the meeting to order at 6:02pm. 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 12/13/23**

Alicia Schott made a motion to approve the Board of Directors Meeting Minutes of 12/13/23. Crystal Enyeart seconded the motion. Liz Herrera Knapp and Jody Burriss abstained. The Board of Directors Meeting Minutes were approved.

#### **D. Presentation - The DSP Collaborative**

Brian Bennett, Community Services Director presented on the DSP Collaborative, Direct Support Professionals, and answered any questions the board members had.

#### **E. Public Comment**

Dena Hernandez, SCDD – will email her report.

Erick Thurmond, Independent Facilitator – searched the VMRC website and cannot find any updates since 2022. Since then there has been a lot of updates, including directives. There are not enough resources for people who want to participate in this program. There is no connection for potential enrollees and the resources. We need to empower them to succeed with SDP. We shouldn't have to go outside our catchment area to get these resources, even for orientation.

Tumboura Hill, Quality Assured - welcome Leinani. I work out at St. Mary's community services. Is there a way VMRC can create a liaison or connection to these community services, homeless shelters. We are identifying regional center consumers. Keep that in mind when you see someone living off the land without resources, they might be regional center consumers. People don't know how to assess them. When we go to statute, case finding duties is part of regional center. When we do find these people, the process is not in plain language and some of them can't read and have to fill out forms. I bring them to the regional center. This might be a consideration to think about reaching out to where you may have regional center consumers, to locate them and find services.

#### **F. Consent Calendar Items - Action**

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

Margaret Heinz made a motion to approve the consent calendar items. Crystal Enyeart seconded the motion. The consent calendar items were approved unanimously.

## **G. Committee Reports**

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

### **Meetings Since Last Board Meeting:**

January 22<sup>nd</sup>

February 26<sup>th</sup>

- January Meeting we had an Employment Law Presentation from Jamie Bossuat.
- February Meeting we had a presentation by Barry from CDSA presented on the delay of rate model increase and provided us with resources to provide comment for and after the budget hearing.
- Account: \$20,817.64
- 82 members. Membership ends June 30<sup>th</sup>

### **Day Program Workgroup**

- Next Meeting April 17<sup>th</sup> 8:15
- Contact Sonya Fox-Watson to attend

### **Next Meeting:**

March 25<sup>th</sup>

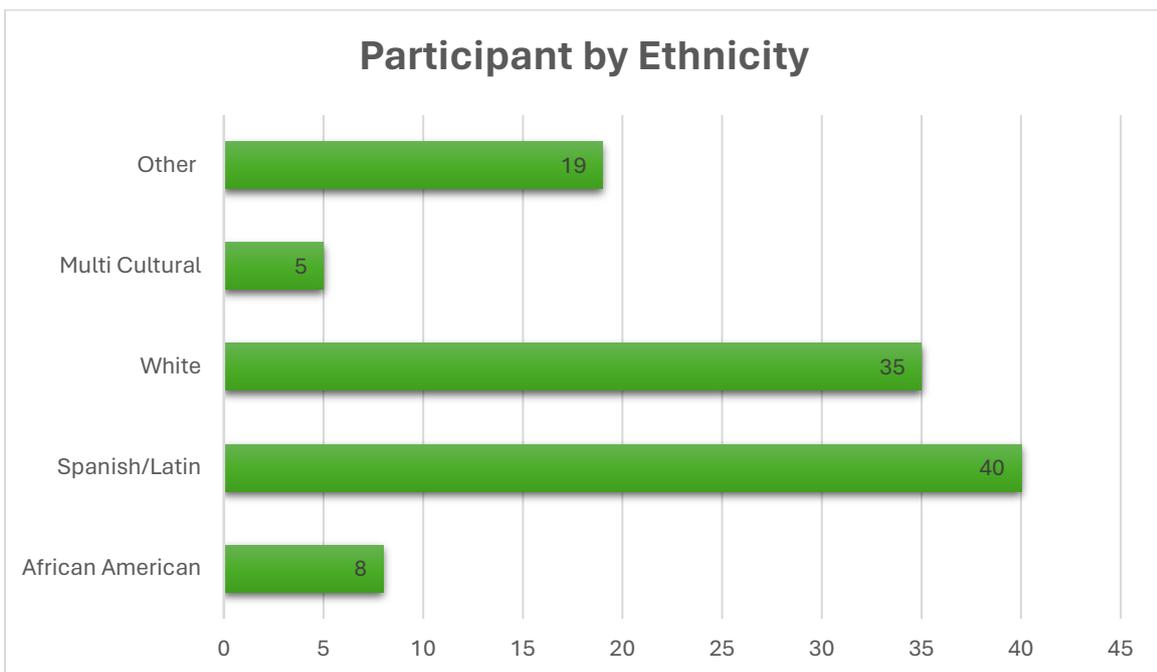
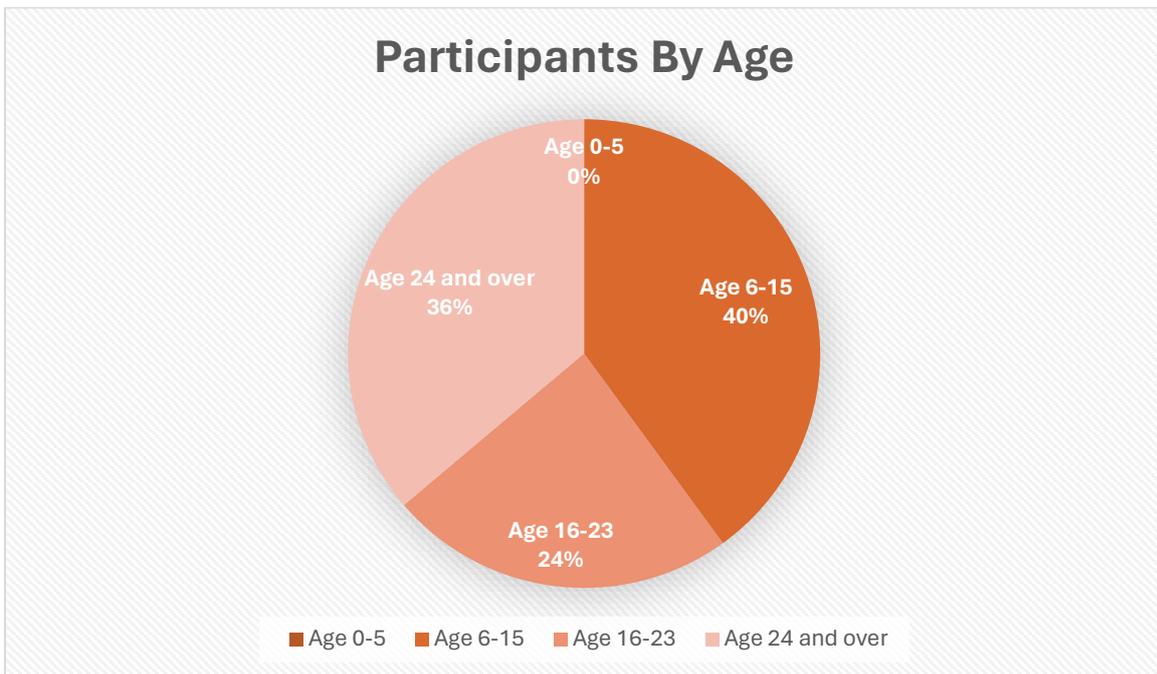
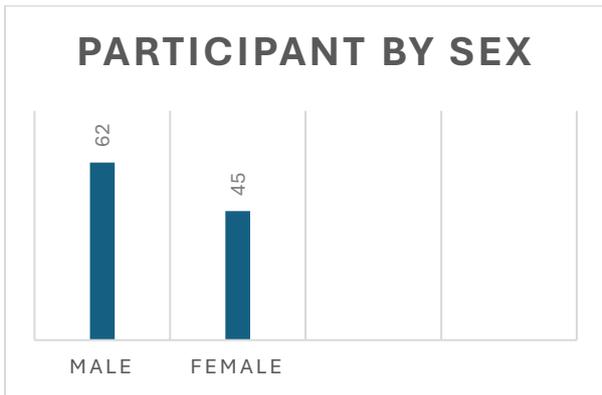
2. Self-Determination Advisory Committee (SDAC)  
Vivian Nicolas

## **February 2024 LVAC Report**

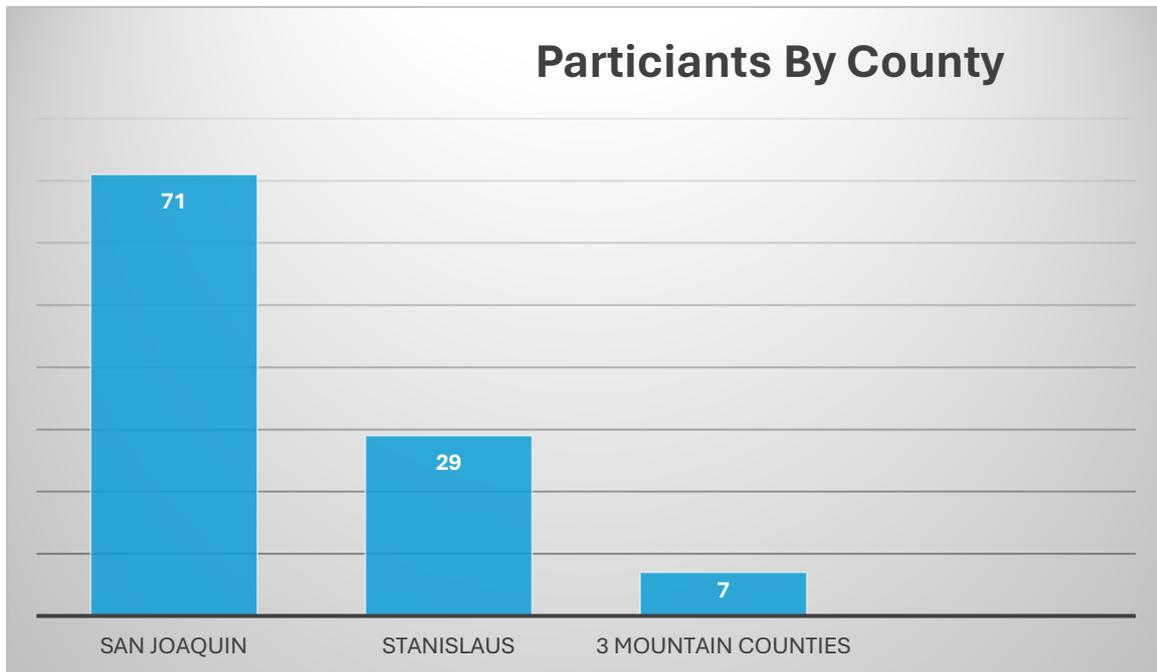
### **107 Participant**

As of 02/14/24 and includes people starting in December

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



## Participants By County



### VMRC SDAC Chair Report-

- Vivian provided a detailed explanation on DDS Directives from November and December. The directives can be found on the DDS website at <https://www.dds.ca.gov/initiatives/sdp/program-directives/>
- Directives sent in December and are translated into many languages at the link.
- DDS held a Town Hall meeting on January 16<sup>th</sup>-topic was Financial Management Services (FMS). There will be another Town Hall meeting on January 20<sup>th</sup>, at 9am, with the same topic.
- Our VMRC SDAC Leadership Team (Vivian, Gricelda, Lisa & Jeff) will be meeting with VMRC SDP staff March 7, 2024, to discuss any issues
- Liz Diaz (SDP Manager) also provided details on the Direct Support Professional (DSP) training program and incentive payments. The deadline to participate in the training is June 30, 2024, and participants can receive a \$625 stipend. Participants must spend at least 10 hours per week in DSP activities. Additional details can be found at <https://provider.arcalearn.org/>
- **SSDAC**-The statewide committee collected barriers and has identified priorities: 1) Develop and manage best practice platform 2) Review and update training materials 3) Look at equity issues. There is a new FMS agency onboarding-ACE FMS. The contact is [peyman@acefms.com](mailto:peyman@acefms.com)
- **ICC Support Project Report**-Dora reported that there was no coaching since the last meeting. The ICC is requesting an extension of contract as they have not spent all dollars allotted. Vivian made motion (Lisa 2<sup>nd</sup>) that the ICC Support Project be extended until all funds are expended. Currently, there is \$16,000 left to spend. The vote was unanimous to extend the contract.
- **Adjoin Support Project Report**-Chelsea provided the following data: Their contract began in 2021. They provide monthly coaching sessions. To date, 52 referrals have

been received, 16 clients are in transition, 16 have completed process and in SDP, 1 on hold, 1 moved out of area, 18 have withdrawn from or are no longer interested or have had no contact or response.

- **VMRC SDAC Membership Update:** Lisa provided report there are no updates, and the committee still needs representation from Amador, Calaveras and Tuolumne counties. Christine requested that ICC and Adjoin advertise the SDAC to any people they are supporting in the mountain counties.
- A Town Hall (instead of a meet & greet) to focus on Fiscal Management Services (FMS) issues/barriers and problem-solving solutions was already approved. Date not set for Town Hall yet. The recommendation is to hire an independent event facilitator for this Town Hall to stay on track and on time. North Bay Regional Center did this-workgroup can reach out and get their information of person hired if approved.
- Orientation Manual for all members of the VMRC SDAC- the manual needs to be put together and has already been approved. The recommendation is to have the VMRC SDAC set aside a time for a training of the manual for SDAC members.
- Recommendation to the full SDAC to get monthly fiscal reports on the self determination dollars used and report on unused funds from VMRC. Would also like to be informed about the number of people in the self determination program who have decided to go back to Traditional Services and why.
- Recommendations for Workgroup:
  - Recommend that the VMRC SDAC speak to Adjoin & ICC about helping the committee set up practical examples of each stage of the self-determination program (orientation, person centered planning, IPP, Spending Plan, Budget, working with regional center, FMS, service providers etc) in a round table setting where people can ask questions and get concrete support. Possible hold this quarterly – rotate between Stockton VMRC and Modesto VMRC.
  - Recommend that the VMRC SDAC have a table with Self Determination Program and Advisory Committee materials at the Friday, April 12, 2024 CHOICES Conference. (10am- 1pm at the SJCOE- no charge to have a table)
  - Ask VMRC Self Determination Staff for a list of Self Determination service providers, including Fiscal Management Services that can be shared with people in the program.

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

Crystal Enyeart reported

February 1, Sac6 consultant worked Sac6 office hours in the Modesto VMRC Office.

February 6<sup>th</sup> Sac6 Consultant Jessica and Chairperson Dena attended the Supported Life Planning Team Committee via zoom. Also, on this day Sac6 Consultant Lisa U., attended the Housing Roundtable. Were advocates had the opportunity to express their concerns on affordable housing.

February 9<sup>th</sup> Sac 6 had their Area Meeting in San Joaquin County where they assisted SCDD North Valley Hills Office in announcing the 2024 CHOICES T-Shirt and Video winners.

February 13<sup>th</sup> Sac6 Secretary, Catrina C. attended the DDS CAC (Consumer Advisory Meeting) via zoom.

February 14<sup>th</sup> Lisa U attended the VMRC Finance Committee meeting followed by the VMRC Executive Committee meeting.

February 16<sup>th</sup> Lisa U collaborated with SCDD North Valley Hills Office and gave a presentation about starting a self-advocacy group at a new day program in Modesto- Central Valley Adult Day Care Program.

February 22<sup>nd</sup> Sac members had their quarterly Finance meeting.

Tonight, Sac6 is present for the VMRC Board training and for the VMRC Board meeting.

Tomorrow night Sac6 Leadership will be having our first Leadership meeting with the new ED.

4. Finance Committee – Alicia Schott and Melissa Stiles reviewed the Contract Status Report as of December 31, 2023. Doug, double check the language. **Melissa said as of 12/31/23 and the agenda says Jan and Feb.**

**a. Approval of Contract Status Reports (CSR) for January and February 2024 brought forth as a motion from the Finance Committee.**

Lisa utsey seconds the motion brought forth to approve the Contract Status Reports for January and February 2024. The January and February 2024 Contract Status Report was approved.

**b. Approval of Contracts over \$250,000 for January and February 2024 brought forth as a motion from the Finance Committee.** Emily Grunder seconds the motion brought forth to approve the Contracts over \$250,000 for January and February 2024. Liz Herrera Knapp abstained. The January and February 2024 contracts over \$250,000 was approved.

5. Consumer Services Committee – Jose Lara, no report. Doug shared that the committee met on 1/31/24 and heard a presentation by Brian Bennett.

6. Legislative Committee – Lynda Mendoza shared Grassroots Day on April 1 and 2, 2024. Doug Bonnet shared this is an organized effort by ARCA, the Association of Regional Center Agencies. This is the first in-person since 2019. We have a group attending made up of the Legislative Committee and

self-advocates. Leinani Walter shared that the day is amazingly fun. There are tons of people in attendance. It is an opportunity to meet your local legislature in their office space and share what is going well and what's not.

7. Bylaws Committee – Linda Collins, no report. Doug Bonnet shared that this committee will meet in March or April. Leinani Walter shared that there will be changes to the bylaws to address the Finance Committee being an open meeting, due to a complaint and our discussion with the Department of Developmental Services.

8. Nominating Committee – Margaret Heinz shared the ARCA training on March 9 from 10-1130am. She shared that learning best practices is good. The committee consists of outgoing board members and they will meet and talk about sharing the open positions.

9. Popplewell Review Team – Erria Kaalund asked Doug Bonnet to share the report. The team met this afternoon. There were 2 disbursements in the month of December. The next meeting is in April.

## **H. Executive Director's Report**

Leinani Walter shared that there is a lot to report. She has met over 400 staff and is still meeting more staff. She is learning technology and getting settled in.

## **I. Other Matters – Dr. Suzanne Devitt**

Dr. Devitt shared a heartfelt thank you to Christine, Doug and all VMRC staff who supported the organization and stepped up into roles and respond to requests by the board to fulfill the interim period of time at the regional center. You did a fantastic job making sure that the regional center fulfilled it's mission. You are so valuable. Welcome to Leinani to your first board meeting and I hope you are able to see all of the magic. We look forward to working with you.

## **J. Board Member Activities and Reports – Dr. Suzanne Devitt**

Alicia Schott shared that before Covid, board members were encouraged to visit facilities. She reached out to Brian's team and matched up with Wanda Johnson. They went on a couple of visits to see high level homes. Alicia learned quite a bit and hopes to see more facilities. Tara will connect her to children's facilities. Erria shared that she agreed that these visits are wonderful opportunities for board members.

**K. President's Report – Dr. Suzanne Devitt shared the 2 job descriptions.**

1. Compliance Officer Job Description and Approval, brought forth as a motion from the Executive Committee. Robert Balderama seconds the motion brought forth to approve the Compliance Officer Job Description. Motion passes unanimously.
2. Cultural and Language Division Manager Job Description and Approval, brought forth as a motion from the Executive Committee. Erria Kaalund seconds the motion brought forth to approve the Cultural and Language Division Manager Job Description. Motion passes unanimously.

**L. Next Meeting - Wednesday, April 24, 2024, 6:00 PM, Hybrid (In-person and via Zoom)**

**M. Adjournment**



## **Minutes for VMRC Finance Committee Meeting**

03/13/2024 | 05:30 PM - 06:30 PM

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

Committee Members Present: Margaret Heinz, Lisa Utsey, Jose Lara, Suzanne Devitt, Connie Uychutin

Committee Members Not Present: Alicia Schott (informed absence), Linda Collins

VMRC Staff Present: Evelyn Solis, Aaron McDonald, Doug Bonnet, Christine Couch, Gabriela Lopez, Leinani Walter, Melissa Stiles, Brian Bennett, Tara Sisemore Hester

Public Present: Lynda Mendoza, Isela Bingham, Rachele Munoz, Irene Hernandez, Mohamed Rashid, James Ford, Tumboura Hill

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

Suzanne Devitt called the meeting to order at 5:31pm. Roll was taken and a quorum was established. The Meeting Agenda was reviewed with the addition of Public Comment.

### **B. Review and Approval of the Finance Committee Meeting Minutes of February 14, 2024**

Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 02/14/2024. Connie Uychutin seconded the motion. The Finance Committee Meeting Minutes of 02/14/2024 were approved.

### **C. Approval of Contracts over \$250,000**

Brian Bennett reviewed the Contracts over \$250,000 that expire 4/30/2024. Brian answered questions from the committee. Margaret Heinz made a motion to recommend to the Board of Directors to approve the contracts presented except #3 and #8, Casa De Stella and Phoenix House, pending further review. Jose Lara seconded the motion. Connie Uychutin abstained. The motion to recommend to the Board of Directors to approve the Contracts over \$250,000 as presented except #3 and #8 was approved.

#### **D. Fiscal Department Update**

1. Melissa Stiles reviewed the Contract Status Report (CSR) as of January 31, 2024, and answered any questions the committee members had. Lisa Utsey made a motion to approve the Contract Status Report as presented. Connie Uychutin seconded the motion. The Contract Status Report was approved unanimously.
2. Melissa Stiles reviewed the Purchase of Services (POS) Expenditures. She answered all the questions the committee members had.
3. Melissa Stiles reviewed the Operations (OPS) Expenditures and answered any questions the committee members had.

#### **E. Public Comment**

Tumboura Hill – He asked a question about vendorization. Mohamed Rashid is trying to become a vendor and our processes need to be streamlined. Mr. Rashid and Tumboura are friends and he is helping with vendorization. We need more resources to support the vendorization process.

Mohamed Rashid – He wanted to provide more about his advocacy adventure. He started in August 2021 and he wants to support the community.

#### **F. Next Meeting - Wednesday, April 10, 2024, 5:30 PM Hybrid (Stockton Office Cohen Board Room and Via Zoom Video Conference)**

#### **G. Adjournment**



## **Minutes for VMRC Finance Committee Meeting**

04/10/2024 | 05:30 PM - 06:30 PM

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

**Committee Members Present:** Alicia Schott, Suzanne Devitt, Margaret Heinz, Connie Uychutin, Jose Lara, Lisa Utsey

**Committee Members Not Present:** Linda Collins informed absence

**VMRC Staff Present:** Corina Ramirez, Evelyn Solis Ledesma, Leinani Walter, Aaron McDonald, Gabriela Lopez, Doug Bonnet, Tara Sisemore Hester, Christine Couch

**Public Present:** Rachelle Munoz, Tumboura Hill

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

Alicia Schott called the meeting to order at 5:30pm. Roll was taken and a quorum was established. The Meeting Agenda was reviewed.

### **B. Review and Approval of the Finance Committee Meeting Minutes of March 13, 2024**

Suzanne Devitt made a motion to approve the Finance Committee Meeting Minutes of 03/13/2024. Jose Lara seconded the motion. The Finance Committee Meeting Minutes of 03/13/2024 were approved.

### **C. Public Comment**

Tumboura Hill shared he was excited to make a placement from St. Mary's this week. But he did have some issues with other placements, barriers that need to be addressed.

The bigger issue is that one of the vendors did not provide services for entire 7-8 months and billed the full rate. We made that known and made an alert. He has made a number of alerts and helped write the process but the process isn't being used. Nobody reached out to him to confirm if the allegation is true. He's been coming to the meetings and never had a vendor overpayment. How is it that there has never been a vendor overpayment? It's in the regulations and this seems impossible that we have never had one. The other thing is vendor vacancies. The biggest barrier to vendors is not having enough placements. When you have two placements with a full staff, you have to lay someone off or cut hours. The vendor was so excited when we make these placements.

#### **D. Approval of Contracts over \$250,000**

Corina Ramirez reviewed the Contracts over \$250,000 that expire 05/31/2024. Corina also gave information requested from the previous meeting regarding the Casa de Stella contract and the Phoenix House contract. Jose Lara made a motion to recommend to the Board of Directors to approve the contracts presented. Lisa Utsey seconded the motion. Connie Uychutin abstained. The motion to recommend to the Board of Directors to approve the Contracts over \$250,000 was approved.

#### **E. Fiscal Department Update**

1. Melissa Stiles reviewed the Contract Status Report (CSR) as of February 29, 2024 and answered any questions the committee members had. Connie Uychutin made a motion to approve the Contract Status Report as presented. Lisa Utsey seconded the motion. The Contract Status Report was approved unanimously.
2. Melissa Stiles reviewed the Purchase of Services (POS) Expenditures. She answered all the questions the committee members had.
3. Melissa Stiles reviewed the Operations (OPS) Expenditures and answered any questions the committee members had.

#### **F. Next Meeting - Wednesday, May 8, 2024, 5:30 PM Hybrid (Stockton Office Cohen Board Room and Via Zoom Video Conference)**

#### **G. Adjournment**



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

03/13/2024 | 06:30 PM - 07:30 PM

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

Committee Members Present: Jose Lara, Lynda Mendoza, Margaret Heinz, Suzanne Devitt, Lisa Utsey, Brandy de Alba

Committee Members Not Present: Alicia Schott informed absence

VMRC Staff Present: Evelyn Solis, Aaron McDonald, Doug Bonnet, Christine Couch, Bud Mullanix, Leinani Walter, Gabriela Lopez

Public Present: Tumboura Hill, Rachelle Munoz, Irene Hernandez, Isela Bingham, Erick Thurmond, Aleida O

### **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 February 14, 2024**

Lisa Utsey made the motion to approved the Executive Committee Meeting Minutes of February 14, 2024 and Margaret Heinz seconded the motion. The Executive Committee meeting minutes of February 14, 2024 were approved unanimously.

### **C. Items for Approval – n/a**

## **D. Public Comment**

Tumboura Hill – He shared that he is working with consumers in the community. He is seeing things reoccur. He shared a plan of correction by the DDS. He has 3 different cases where we have gone outside of the 45 days for the IPP.

## **E. Items for Discussion**

1. Executive Director's Report by Leinani Walter. She has made it 30 days! She feels hopeful. The budget hearings are happening. The VMRC POS public meeting happened and created a presentation that was accessible and user friendly. Doug Bonnet added that 4/2 is Grassroots Day in person! Our team of staff and self-advocates and parents will be there to meet with our elected officials. April 24 and 25 is take your child to work day with lots of fun activities planned. Bud Mullanix shared that we've done this for a number of years! We just finished the celebration of social worker week with an online store for staff to pick their preferred item.
2. Notable Consumer Information by Christine Couch. We are prepping for Grassroots Day and including people who receive services. We are also identifying consumers and families to attend the 3/21 Senate Budget Subcommittee #3 Hearing.
3. Vendor Information by Brian Bennett. No report.
4. Self Determination Update by Christine Couch. We have 107 people in self determination. The SDAC leadership team meets with VMRC's leadership team in the beginning of April.
5. Other Matters by Leinani Walter. No report.
6. Personnel and Union Update by Bud Mullanix. We have 535 employees and he shared the information about the employee diversity. He shared termination stats with an average of 1.4% for January/February. He reported we have monthly labor/management meetings and introduced Leinani in February. Leinani added that we recently had a language survey with about half of the staff completing it, with findings that approximately 150 staff speak a language other than English, with over 17 languages being spoken.

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

Suzanne Devitt shared we are so glad Leinani has been here for 30 days! Alicia Schott will be our ARCA representative

**G. Next Meeting - Wednesday, April 10, 6:30 PM, Hybrid (Stockton Office Cohen Board Room and via Zoom Video Conference)**

**H. Adjournment**



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

04/10/2024 | 06:30 PM - 07:30 PM

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

Committee Members Present: Suzanne Devitt, Lisa Utsey, Margaret Heinz, Lynda Mendoza, Jose Lara, Alicia Schott

Committee Members Not Present: Brandy de Alba

VMRC Staff Present: Evelyn Solis Ledesma, Aaron McDonald, Gabriela Lopez, Doug Bonnet, Leinani Walter, Christine Couch, Tara Sisemore Hester, Brian Bennett, Claire Lazaro

Public Present:

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

Suzanne Devitt 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 March 13, 2024**

Alicia Schott made the motion to approve the Executive Committee Meeting Minutes of March 13, 2024 and Lisa Utsey seconded the motion. The Executive Committee Meeting Minutes of March 13, 2024 were approved unanimously.

### **C. Public Comment**

### **D. Items for Approval**

1. Web, Intranet Content Specialist, and IT Tech Job Description presented by Doug Bonnett and Leinani Walter as a new position within VMRC. Doug and Leinani answered questions from the committee. Margaret Heinz made a motion to approve the job description and recommend to the full board. Lynda Mendoza seconded the motion. The motion passed unanimously.

## **E. Items for Discussion**

1. Executive Director's report – Leinani was thankful for the participation of all involved in Grassroots Day. Internally she shared that there is lots of good stuff happening! She is utilizing consultants to help strategize within the agency. She continues to learn a lot and building a vision and direction to move forward. Lots of terrific events coming up, CHOICES Conference on Friday! April 18 a POS meeting to be conducted in Spanish and facilitated by Escuchen mi Voz. The transition fairs are coming up this month as well.
2. Notable Consumer Information – Christine Couch shared the upcoming Supported Life Institute, Self Advocacy Conference in May. We have self-advocates presenting 4 sessions this year. Tara Sisemore Hester shared a story of the collaboration between VMRC, Department of Developmental Services, Department of Social Services for a 14 year old who has presented a placement challenge for the team.
3. Vendor Information – Brian Bennett shared we had a Community Development Resource Plan based on unmet needs. A community day program in Stanislaus County was identified with 6 highly qualified applicants responding to our Request for Proposal. Through an interview process the team was able to identify the top 2 candidates. The Department of Developmental Services approved both proposed day programs, one for complex needs and one for health care needs. Both projects will support up to 30 individuals each.  
The Adult Community Crisis Home has been a challenge to identify a vendor. We were able to modify the project into a specialized residential facility.
4. Other Matters – none tonight
5. Personnel and Union Update – information presented by Bud Mullanix in the packet

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

Suzanne Devitt shared a thank you to the staff as they work through the changes this year. Thank you to Leinani and the Executive Staff as they work with the consultants and this opportunity for growth. She recognizes that change is hard and she is very appreciative of everyone!

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

**H. Adjournment**



## **Minutes for VMRC Consumer Services Committee Meeting**

03/06/2024 | 05:00 PM - 07:00 PM

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

**Committee Members Present:** Crystal Enyeart, Margaret Heinz, Jose Lara, Erria Kaalund, Lisa Utsey,

**Committee Members Not Present:** Dr. Devitt, Anthony Owens, Liz Knapp, Daime Hoornaert (informed absences), Dora Contreras, Sarah Howard

**VMRC Staff Present:** Evelyn Ledesma, Gabriela Lopez, Brian Bennett, Aaron McDonald, Doug Bonnet, Jason Toepel, Michele Poaster, Christine Couch, Katina Richison, Leinani Walter, Claire Lazaro

**Public Present:** Rachelle Munoz (Facilitator), Irene Hernandez (interpreter), Isela Bingham (interpreter), Tumboura Hill, Erick Thurmond, Anel Renteria (R&D Transportation), Chanel Murray, Minette Oliver, Trina Castro,

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

Jose Lara chaired the meeting tonight and called the meeting to order at 5:05pm.

### **B. Review and Approval of the Consumer Services Committee Meeting Minutes of January 31, 2024 – no quorum, not able to vote**

### **C. Presentation - Social Recreation and Camp Services and the Nonmedical Therapies Services Service Standards by Jason Toepel.**

Jason Toepel, Compliance Manager presented the changes and updates to the service standards. He answered questions the committee members had. Because there was no quorum, this will go to the full board in April.

#### **D. Public Comment**

Tumboura Hill, regarding the social recreation service standards, he shared the goal is to vendor more services. He brought the paper copy of the directives and shared with the committee. He has an issue with a vendor that has been in process since July 2022 with the vendorization process. He is unsure of the issue and she is working with the vendored programs. Dino's is the name of the program and they have been attempting to get get vendored since July 2022. There is a vendor packet from DDS and it says that the regional centers shouldn't deviate and use that packet. He wanted to speak to untimely SIRs, that should be reported and when substantiated they should be substantial inadequacies. They should not receive technical assistance, they should be substantial inadequacies. He distributed handouts to the committee.

Chanel Murray, State Council on Developmental Disabilities – she wanted to share announcements. The SCDD next regional advisory committee meeting is 3/26/24 at their office in Stockton, from 6-8pm. It is hybrid. The statewide self advocacy network will be hosting a webinar on March 27. She will email the flyer. SCDD will be hosting a grant project showcase on March 11 from 1030 to 1230, to highlight past success as well as grant opportunities. The Chico SCDD office is hosting Healthy You, 3/14, 4-5pm. The flyers will be emailed over. CHOICES is sold out!

#### **E. Intake, Early Start, and Case Management Update**

Tara Sisemore Hester, Director of Consumer Services (Childrens) reviewed the Intake statistics and the growth in all counties.

Christine Couch, Director of Consumer Services (Adults) presented the POS exceptions report for December 2023 and January 2024 and the Transfer Status Report through 02/29/2024.

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

February 1, Sac6 consultant Lisa, worked Sac6 office hours in the Modesto VMRC Office.

February 6<sup>th</sup> Sac6 Consultant Jessica and Chairperson Dena attended the Supported Life Planning Team Committee via zoom. Also, on this day Sac6 Consultant Lisa U., attended the Housing Roundtable. Were advocates had the opportunity to express their concerns on affordable housing.

February 9<sup>th</sup> Sac 6 had their Area Meeting in San Joaquin County where they assisted SCDD North Valley Hills Office in announcing the 2024 CHOICES T- Shirt and Video winners.

February 13<sup>th</sup> Sac6 Secretary, Catrina C. attended the DDS CAC (Consumer Advisory Meeting) via zoom.

February 14<sup>th</sup> Lisa U attended the VMRC Finance Committee meeting followed by the VMRC Executive Committee meeting.

February 16<sup>th</sup> Lisa U collaborated with SCDD North Valley Hills Office and gave a presentation about starting a self-advocacy group at a new day program in Modesto- Central Valley Adult Day Care Program.

February 22<sup>nd</sup> Sac members had their quarterly Finance meeting.

February 28<sup>th</sup> Sac6 members were in person and on zoom for the VMRC Board training and for the VMRC Board meeting.

February 29<sup>th</sup> Sac6 Leadership had our first Leadership meeting with the new ED.

## **G. Resource Development Update**

Brian Bennett, Director of Community Services shared updates on the 2023/2024 Community Placement Plan and Community Resource Development Plans. There is one request for proposal for a behavior day program in Stanislaus County. There are 6 applicants. There is a request for proposal for a community crisis home for a service provider and there is no provider identified. They will repost.

They met with Ginger Bugs for vendorization for soc/rec today and have identified a process to support soc/rec vendors.

## **H. Quality Assurance Update**

Katina Richison, Division Manager of Quality Assurance reviewed the Alerts data.

## **I. Transportation Update**

Anel Renteria, R&D Transportation. Since the last meeting the number of unmet service needs has decreased from 18 to 8 individuals. This includes 5 in San Joaquin and 3 in Stanislaus County. They are working to reduce ride times for participants.

## **J. Fair Hearing Update**

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

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

Doug Bonnet shared the report on behalf of Daima Hoonart.

- 1) CLASP met on February 26, 2024, via Hybrid and Welcomed New VMRC Executive Director, Leinani Walter.
- 2) Presentation: Barry Jardini with CDSA (California Disability Service Association) spoke about the Assembly Budget Subcommittee #2 on Human Services budget hearings:  
He gave examples of "Talking points" for anyone attending the hearings in person. He also gave a written example that people could send via email and share with families, People receiving services, Vendors and Direct Support Professionals.

### **Example Letter:**

**Email To:** [BudgetSub2@asm.ca.gov](mailto:BudgetSub2@asm.ca.gov)

**Sample Subject**            **Sub. 2 – February 28 DDS Hearing Comments**

**Line:**

**Sample Email Message:**

**Dear Members of Assembly Budget Subcommittee #2 on Human Services:**

My name is [NAME], and my organization provides [service type(s)] in [region or Committee member's district]. I urge you reject the budget proposal to delay the final phase of rate model implementation for intellectual and developmental disability (IDD) services.

The Legislature already voted to move the rate model implementation deadline to July 1, 2024, because you recognized the severe urgency to adequately fund disability services. Keeping rates the same, while costs go up and competing industries receive higher minimum wage requirements, will have the impact of a cut. Our services were already behind because of the drastic cuts made during the recession and we have never fully recovered.

**[Explain the impact a delay would have on your organization and services, focusing on the impact to your workforce and the people you serve]**

Californians with disabilities are counting on you to deliver on the promise of the Lanterman Act. Please reject the proposal to delay rate model implementation.

I hope that we can count on you and the rest of the Legislature to protect Californians with disabilities and their families from destabilizing disruptions to the services they rely on. Please don't hesitate to reach out to me if you have any questions.

Sincerely,

- 3) R&D Transportation gave their update: VMRC has minimal unmet service needs. R&D is prioritizing decreasing ride times to 90 minutes for those who are on the buses for 2+ hours.
- 4) Day Program Workgroup continues to meet regularly discussing program updates, the \$68 billion deficit in the state budget and transportation issues. Next meeting is April 17, 2024, via zoom.
- 5) DSP Collaborative: Brian Bennett shared that there will be an event coming to Stockton and will send out information when available.
- 6) Brian also shared that on April 19 and May 27<sup>th</sup> they will host an Emergency Preparedness Training in Stockton.
- 7) 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

- 8) CLASP continues to appreciate the State Council on Developmental Disabilities/North Valley Hills Office reports and information on SAC 6, CHOICES, Self Determination, and their Regional Advisory Committee.
- 9) Please visit CLASP on Facebook (<https://facebok.com/CLASP.VMRC>) & Instagram (@CLASP.VMRC)

Next CLASP meeting will be held via Microsoft Teams: March 25, 2024 @ 10AM.

## **L. Clinical Update**

Claire Lazaro, Clinical Directo, shared the collaborative work of the team with Calaveras County. They have a new service, Behavioral Dentistry, which she described and explained to the committee. She also shared information about the Positive Parenting Classes. The Family Wellness Brunch was last Saturday in Modesto and is held quarterly.

## **M. Next Meeting - Wednesday, May 1, 2024, 5:00 PM, Hybrid (In-Person and via Zoom Video Conference)**

## **N. Adjournment**

# Valley Mountain Regional Center

## Contract Status

AS OF: January 31, 2024

	OPS	Grant & Other Allocated Funds	Wellness Grant	POS including Federal C	General Total	OPS CPP	START	POS CPP	FG/SC Total
<b>Current FY 2023</b>									
Contract Year E-1	55,388,825			350,864,354	406,253,179	490,914		148,855	578,369
Spent to Date	31,381,178			216,771,445	248,152,623	6,038		-	278,520
Unspent	24,007,647			134,092,910	158,100,557	484,877		148,855	299,849
<b>Prior FY 2023</b>									
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
<b>2nd Prior FY 2022</b>									
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	642,226	400,995	258,690,766	298,857,604	486,684	724,700	409,461	344,428
Unspent	69,245	117,177	1,444,094	30,830,687	32,461,202	(0)	410,300	815,370	153,165

# Valley Mountain Regional Center

## Contract Status

AS OF: February 29, 2024

	OPS	Grant & Other Allocated Funds	Wellness Grant	POS Including Federal C	General Total	OPS CPP	START	POS CPP	FG/SC Total
<b>Current FY 2023</b>									
Contract Year E-1	55,388,825			350,564,354	405,953,179	490,914		148,855	578,369
Spent to Date	35,564,639			250,037,736	285,602,375	6,838		-	319,080
Unspent	19,824,186			100,526,618	120,350,804	484,077		148,855	259,289
<b>Prior FY 2023</b>									
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
<b>2nd Prior FY 2022</b>									
Contract Year C-4	39,192,861	759,403	1,845,089	289,521,453	331,318,806	486,684	835,000	1,224,831	497,593
Spent to Date	39,123,616	709,226	841,244	258,690,766	299,364,852	486,684	807,700	409,461	344,428
Unspent	69,245	50,177	1,003,845	30,830,687	31,953,954	(0)	27,300	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 Adjoin, S29325 896	\$ 1,800,929
2 Ascend Rehab Services, Inc., PV2432 116	\$ 780,000
3 Casa de Stella, LLC., HV0474 113	\$ 866,000
4 Community Builders, SV0004 896	\$ 748,938
5 Innovating Behaviors, PV2913 048	\$ 2,400,000
6 Milestones, PV3196 048	\$ 660,000
7 Phoenix House, PV1886 109	\$ 300,000
8 Phoenix House, HV0561 113	\$ 970,000
9 Qureshi Care Home, PV1887 109	\$ 250,000
10 Qureshi Care Home, HV0560 113	\$ 935,000
11 UCP Stanislaus, HV0493 055	\$ 540,000
12 UCP Stanislaus, HV0391 505	\$ 345,967
13 UCP Stanislaus, HV0197 950	\$ 275,000
14 UCP Stanislaus, H44541 510	\$ 696,000
15 UCP Stanislaus, H06972 505	\$ 576,485

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 Summary and Board Resolution

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

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1 Central Avenue SLS, SV0035 896	\$ 6,000,000
2 Communication Station, PV1282 116	\$ 3,360,000
3 Community Anchor Services, SV0028 896	\$ 3,000,000
OpenDoor Services, HV0137 055	\$ 2,198,350
4 OpenDoor Services, HV0347 055	\$ 868,217
5 OpenDoor Services, HV0395 515	\$ 3,240,000
6 OpenDoor Services, HV0122 515	\$ 2,100,000
7 OpenDoor Services, HV0138 055	\$ 1,200,000
8 OpenDoor Services, HV0479 055	\$ 876,000
9 OpenDoor Services, HV0466 515	\$ 1,260,000
10 Psychwest, Clinical & Forensic Psychology Inc., PV2459 102	\$ 265,000
11 Steps Intervention Services, PV1291 116	\$ 1,440,000
12 Transitional Coaching and CITP, HV0490 055	\$ 520,000
13 Trust Management Services, PA0337 034	\$ 750,000
14 UCP San Joaquin, HV0009 510	\$ 1,650,445
15 UCP San Joaquin, H29413 862	\$ 435,418
16 UCP San Joaquin, H29312 116	\$ 1,608,582
17 UCP San Joaquin, HV0159 510	\$ 1,029,738
18 UCP San Joaquin, HV0264 055	\$ 670,140
19 UCP San Joaquin, H29232 510	\$ 720,000
20 UCP San Joaquin, HV0418 055	\$ 725,000
21 UCP San Joaquin, PV0937 062	\$ 336,000
22 UCP San Joaquin, S29405 896	\$ 900,000
23 UCP San Joaquin, HV0398 515	\$ 456,000

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**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 SERVICE STANDARD

## SOCIAL RECREATION and CAMP SERVICES

### Philosophy and Purpose

It is the philosophy of VMRC that people with developmental disabilities have access to age-appropriate social recreational activities, including camping services and associated travel expenses. VMRC believes that such activities are an important and necessary part of all people's lives. These activities help to ensure a person's emotional well-being, promote, and develop friendships, and enhance social skills. As such, VMRC will promote the participation of people with developmental disabilities in meaningful, preferred social/recreational activities.

The purpose of social recreation services is to meet the person's need for socialization and access to recreational activities. VMRC is aware that people with developmental disabilities are often socially isolated and may not have opportunities for social interaction and recreation with a wide circle of friends and acquaintances, including people without disabilities.

### Definition

Social recreation services include those supports and services that allow the person to socialize with friends or peers. or spend structured or unstructured time engaged in recreational activities. Typically, people access and participate in social recreational activities through their families, residential services, schools, or day programs.

Benefits of social recreational activities in –

- Children – promote social growth and development.
- Adults – prevent isolation, encourage development of social skills, learn social boundaries; form long-lasting relationships; promote community engagement.

### Eligibility

The Planning Team, as defined in W&I Code 4512 (j), which includes the person served, reviews the need for socialization and for recreation and develops a statement of goals based upon the needs, preferences, and life choices of the person. The Team considers several factors that support or inhibit the achievement of the person's goals (e.g., the people's own abilities, family, friends, residential care facility, and community resources). Use of generic resources should be explored, and the cost effectiveness of the requested service considered, per W&I Code 4512.

The Team shall take into account the consumer's need for extraordinary care, services, supports and supervision, and the need for timely access to this care.

("Planning team" means the individual with developmental disabilities, the parents or legally appointed guardian of a minor consumer or the legally appointed conservator of an adult consumer, the authorized representative, including those appointed pursuant to subdivision (a) of Section 4541, one or more regional center representatives, including the designated regional center service coordinator pursuant to subdivision (b) of Section 4640.7, any individual,

including a service provider, invited by the consumer, the parents or legally appointed guardian of a minor consumer or the legally appointed conservator of an adult consumer, or the authorized representative, including those appointed pursuant to subdivision (a) of Section 4541, and including a minor's, dependent's, or ward's court-appointed developmental services decisionmaker appointed pursuant to Section 319, 361, or 726.)

### **Implementation:**

It is VMRC's intent to advocate and supply information to people, their family members, and service provider on social/recreational activities. This can be achieved by providing supports and services targeted to the unique needs of each person, as identified by the planning team.

### **Exceptions and Appeals Process**

As with all VMRC purchased services, if the Planning Team determines there is a need to request an exception to these standards, a Purchase of Service (POS) Exceptions request should be submitted. Please refer to the POS Exceptions Policy.

VMRC recognizes that there may be occasions when a decision is made by VMRC that may not satisfy the person or his/her legally authorized representative. When the person or his/her legally authorized representative believes a VMRC decision is illegal, discriminatory, or not in the person's best interest, an appeal can be made to challenge that decision. All processes shall be in compliance with W&I Code, Section 4700-4730.



## **VALLEY MOUNTAIN REGIONAL CENTER SERVICE STANDARD NONMEDICAL THERAPY SERVICES**

### **Philosophy and Purpose**

It is the philosophy of VMRC that people with developmental disabilities have access to age appropriate nonmedical therapy. VMRC believes that such activities are an important and necessary part of all people's lives. As such, VMRC will promote the participation of people with developmental disabilities in meaningful, preferred nonmedical therapies.

The purpose of nonmedical therapy services is to meet the person's need for specialized services and supports, or special adaptations of generic services.

### **Definition**

Nonmedical therapy services should be those supports and services that are supplemental to the primary intervention or treatment support of the consumer. All interventions must be evidence-based practice related to the qualifying condition and developmental disability of the consumer. Examples of potential nonmedical therapies include those listed in WIC 4688.22(a)(2), such as specialized recreational therapy, specialized art therapy, specialized dance therapy, and specialized music therapy.

Requested nonmedical therapy providers should have verifiable credentials to implement any requested therapies. If required by the California Code of Regulations Title 17 or the California Department of Developmental Services, service providers shall be credentialed, certified, or licensed by an appropriate licensing or credentialing body.

For the purposes of identifying allowable nonmedical therapies, the provisions of Welfare and Institutions Code 4648(a)(17) does not apply to nonmedical therapies.

### **Eligibility and Implementation Process**

Nonmedical therapy includes services and support directed toward the alleviation of a developmental disability and must be evidenced-based practice in order to be considered habilitative. Testimonials will not be considered a valid indication that a nonmedical therapy is evidence-based. Requested nonmedical therapy services must be identified through the IPP/ISFP process with the planning team and included in the IPP/IFSP. The Planning Team as defined in Welfare and Institutions Code 4512 (j), which includes the person served, reviews the need for nonmedical therapy and develops a statement of goals based upon the needs, preferences, and life choices of the person. The Team considers several factors that support or inhibit the achievement of the person's goals (e.g., the person's own abilities, family, friends, residential care facility, and community resources). Use of generic resources should be explored.

(“Planning team” means the individual with developmental disabilities, the parents or legally appointed guardian of a minor consumer or the legally appointed conservator of an adult consumer, the authorized representative, including those appointed pursuant to subdivision (a) of Section 4541, one or more regional center representatives, including the designated regional center service coordinator pursuant to subdivision (b) of Section 4640.7, any individual, including a service provider, invited by the consumer, the parents or legally appointed guardian of a minor consumer or the legally appointed conservator of an adult consumer, or the authorized representative, including those appointed pursuant to subdivision (a) of Section 4541, and including a minor’s, dependent’s, or ward’s court-appointed developmental services decisionmaker appointed pursuant to Section 319, 361, or 726.)

### **Exceptions and Appeals Process**

As with all VMRC purchased services, if the Planning Team determines that sufficient support exists to request an exception to these standards, a Purchase of Service Exceptions request should be submitted.

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**Job Title: Web, Intranet Content Specialist, and IT Tech**

**Location:** Stockton

**Job Type:** Full-time

**Reporting to: IT Manager**

**Job Overview:** We are seeking a creative and detail-oriented Web, Intranet Content, and IT Tech to join our team. The ideal candidate will play a crucial role in designing, developing, and maintaining our company's website, intranet platform, and other IT tech projects as assigned. This role requires artistic skills, technical proficiency, and a keen understanding of user experience.

**Key Responsibilities:**

1. Developing original content or curating existing content relevant to the target audience and organizational goals.
2. Uploading and publishing content to the appropriate platforms, ensuring it meets quality standards and aligns with the overall content strategy.
3. Regularly updating and refreshing content to keep it relevant and accurate, as well as archiving or removing outdated content.
4. Collaborate with cross-functional teams to gather requirements and understand business objectives.
5. Create wireframes, prototypes, and mock-ups to visualize design concepts.
6. Ensure the responsive design for a seamless user experience across various devices.
7. Implement and maintain web and intranet standards, ensuring consistency in design elements.
8. Collaborate with developers to integrate designs into the content management system (CMS).
9. Conduct usability testing and gather feedback for continuous improvement.
10. Stay updated on industry trends and emerging technologies to enhance design strategies.
11. Strong project management with the ability to work on multiple projects simultaneously.
12. Ability to lead and work collaboratively with internal resources and external consultants.
13. Assist the IT Manager in communicating various training, policies, etc., to the company.....

**Qualifications:**

1. Bachelor's degree and/or equivalent combination of experience and education in web design, Graphic Design, or related field.
2. Proven experience as a Web and Intranet Content with a strong portfolio showcasing past projects.
3. Proficiency in graphic design software (e.g., Adobe Creative Suite).
4. Solid understanding of HTML, CSS, and JavaScript for effective developer collaboration.
5. Experience with content management systems (CMS) and intranet platforms.
6. Strong communication, leadership, and collaboration skills.
7. Detail-oriented with a focus on delivering high-quality designs within deadlines.

**Preferred Qualifications:**

1. Experience with UX/UI design principles.
2. Knowledge of SEO best practices.
3. Familiarity with accessibility standards.
4. Experience with responsive design frameworks.

**Web, Intranet Content Specialist, and IT Tech**

2,800.00	35.00	2,940.00	36.75	3,087.00	38.58	3,241.35	40.51
3,403.20	42.54	3,573.36	44.66	3,752.02	46.90		