



## **VMRC Board of Directors Meeting**

Wednesday, August 27, 2025

6:00 PM – 7:00 PM

***HYBRID***

Valley Mountain Regional Center  
702 N. Aurora Street  
Stockton, CA 95202

**Zoom:**

<https://us06web.zoom.us/j/87642267506?pwd=bokDnBTli5cpnoc7VhN3rbQfvsXysE.1>

**Webinar ID**

876 4226 7506

**Passcode: 783174**



## **Meeting Book - VMRC Board of Directors Meeting**

**August 27, 2025**

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

Erria Kaalund

- *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**

Erria Kaalund

### **C. Review and Approval of the Board of Directors Meeting Minutes of 06/25/25**

Erria Kaalund

**Action**

### **D. Public Comment**

Erria Kaalund

- *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 cannot be responded to or discussed in the public board meeting because they are not properly noticed items (7 days advance notice).*

### **E. Consent Calendar Items**

Erria Kaalund

**Action**

1. Finance Committee Minutes of July 9, 2025.
2. Executive Committee Minutes of July 9, 2025.
3. Consumer Services Minutes of July 23, 2025.

**F. VMRC Policy – Mitigating COI for Delegated Conservatorships (Aug 2025)**

Jason Toepel

**Action**

**G. Committee Reports** *(Each committee will be given 3-5 minutes maximum to report)*

1. Coalition of Local Agency Service Providers (C.L.A.S.P.) – Candice Bright
2. Self-Determination Advisory Committee – Kenneth Huntley
3. Consumer Advisory Council, SAC6 – Crystal Enyeart
4. Finance Committee – Dr. Steven Russell
  - A. VMRC Financial Reports – Aiko Blancaflor **Action**
5. Consumer Services Committee – Crystal Enyeart
6. Legislative Committee – Kenneth Huntley
7. Bylaws Committee – Jody Burriss
  - A. Proposed Bylaws Changes **Action**
8. Nominating Committee – Erria Kaalund
9. Popplewell Review Team – Erria Kaalund

**H. Executive Director’s Report - Leinani Walter**

**I. President’s Report – Erria Kaalund**

**J. Next Meeting – Wednesday, October 22, 2025, at 6:00 p.m. Hybrid (In-Person and Zoom)**

**K. Adjournment – Erria Kaalund**



## Minutes for VMRC Board of Directors Meeting

June 25, 2025 | 6:00 pm – 7:00 pm

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

**Board Members Present:** Alicia Schott, Erria Kaalund, Lisa Utsey, Dr. Steve Russell, Crystal Enyeart, Jessica Quesada, Jody Bussis, Kenneth Huntley, Jeff Turner, Gabriela Castillo, Kyle Cox, Gabriela Castillo

**Board Members Not Present:** Jose Lara (**informed absence**), Liz Herrera-Knapp (**informed absence**), Marisela Cruz

**VMRC Staff Present:** Aiko Blancaflor, Amanda Verstl, Leinani Walter, Christine Couch, Tara Sisemore-Hester, Mayra Ochoa, Brian Bennet, Sean Keyes, Athena Jurado, Lizzie Valerio, Midori Perez, Gabriela Lopez,

**Public Present:** Rachelle Munoz (facilitator), Irene Hernadez, Isela Bingham, Catherine Blakemore, Dominique Mellion, Tumbora Hill, James Ford, Dena Hernandez, Lisa Culley, Marc Guterrez, KC Shadman

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

The meeting was called to order at 6:07 pm by Alicia Schott. Lizzie took roll call, a quorum was established. The board read the Mission Statement.

### B. Review of the Meeting Agenda

Alcia asked if there were any questions or comments to the agenda. Lizzie Valerio informed Alicia there is a change to the agenda, Jason Toepel will present an updated VMRC Conflict of Interest Policy and Procedure that requires an action item prior to Leinani's Executive Report.

### C. Review and Approval of the Board of Directors Meeting minutes of 4/23/25

Alicia asked for a motion to approve the Board of Directors Meeting minutes of 4/23/25. Kenneth motioned to approve the minutes. Crystal seconded. Alicia asked all those in favor say aye, all of the board, except Kyle approved. Alicia asked for any abstention, Kyle abstained as he was absent. The Board of Directors meeting minutes of 4/23/25 were approved.

### D. Public Comment

1. Dena Hernandez – SCDD North Hills office shared the CHOICES Conference will take place on Friday March 28 and SCOE. The committee will begin meeting in July, more information to come and will leave flyers. Dena thanked Leinani, team

and VMRC for supporting State Council for collecting stories on how Medicaid cuts would impact their lives. About 2,400 letters from the State Council were sent to Washington DC this past weekend to get to the senate who is discussing possible budget. She is also leaving a flyer created by Elizabeth Hassler, consumer advocate from Redwood Coast Regional Center Medicaid who felt the information was hard to understand, she put together “Medicaid, What You Need to Know” a plain language guide in English and Spanish. If you would like to tell your story on the cuts, you can still write a letter.

2. Tumbora Hill – He just came to share he will be stepping back into a supportive role and he applied for the HCBS Training Grant. He was the first program evaluator at VMRC with Misty Yang as a shared position and then it turned into a Manager position. He has always felt a key component to freedom our community, in some sense similar to Civil Rights Act, holds accountability for our consumer population having access and enforcing it on an individual basis.
3. Mary Duncan (Via Zoom) – VMRC for 15 Years, SEUI Chapter VP and Treasure for the local is here to talk about things affecting our communities. They have been lobbying against cuts to protect against Medicaid cuts. It looks like some of Governor Newsom’s proposed cuts have been reduced, great news, but we still haven’t seen what’s happening in the senate. In addition, another big issue affecting the community is the immigration raids happening with ICE. They are aware of the DDS directive regarding HIPAA, more needs to be done. The Department of Health Care Services has warned us that the Feds have shared Medicaid information with ICE, we don’t know what information has been given but they have it. Shared information regarding a van transporting consumers in Los Angeles was pulled over, ICE has been detaining foster children – it’s going to affect the people we serve, families and employees. She reported we need to have toolkits, resources, training for our employees, consumers and families and direct service providers, signs in all office “Private Area – You Cannot Come In”, a rapid response network within our own agencies (our receptionist knows who we call). When this took place in previous Trump administration, we partnered up with El Concilio to partner up again and has Union willing to step up again.
4. Oscar Mercado –ICC Self-Advocate and Self-Determination Program participant served by VMRC. He wants to echo some of previous comments, in particulate to Medicaid Rally. He appreciated VMRC for the support at the rally, this impacts us on so many levels, himself as a consumer, families, and regional center staff. Another concern is the self-determination program’s guardrails in the May revise that was just released. He wants to see how VMRC can better support the program, this is his second year in the program, and he is seeing so many positive results in his life and wants to see how VMRC can better support its clients in these troubling times and work in collaboration. He also wants to echo comment about ICE raids, the Latino community is very worried right now and want to see how to be best supported by VMRC.

## **E. Calendar Consent Items**

1. Finance Committee Meeting Minutes of May 14, 2025
2. Executive Committee Meeting Minutes of May 14, 2025
3. Consumer Services Committee Meeting Minutes of May 28, 2025

Alicia brought as an action item and asked for a motion to approve, Lisa made a motion to approve, Erria seconded motion to approve. The consent calendars items were approved unanimously.

## **F. Presentation: Public Meeting: Performance Contract and Caseload Ratio Reports**

Leinani reported every year they are required by the department and statute to share with the public their performance contract, the work they are doing as required by state law. She will talk about the three key areas, and Christine and Tara will talk about caseload ratio reports. She reported the law requires to be within a certain range of caseload, how many people are assigned to one service coordinator.

She reported they are meeting because the law requires our contract with the Department of Developmental Services, all regional centers have annual performance objectives, area to work on. Secondly, performance objectives must be developed in a public process, which is why they are at a board meeting. It's intended to have input from our community. Three key areas of focus:

1. Home and Community Based Services – where people are living, engaging in their communities
2. Reducing Disparities and Improving Equity – how to work to ensure everyone has access to services that they need. Different based in individual's disability
3. Employment Outcomes – how well is VMRC doing with increasing employment opportunities or working with resources in the community to increase employment opportunities for young adults and people who want to work.

Leinani and Brian went over Home & Community Based Services Measures slide. How well is VMRC doing to help people live at home with their families, children, in the community if they choose or how well we are supporting adults living at home with their families. Some measures listed are increasing family homes, agency homes, places where they can live outside the family home with a community member. We also have a focus on decreasing people living in the least restrictive settings. We want people to feel supported and have the support to live in the community.

Brian shares some of the family support offered to live at home and the community. Some of the services consist of respite and navigation, nursing, specialized in-home care, Independent Living Services (ILS) – they all increase opportunities for individuals to stay in family home. They want to increase people living independently with support which includes self-advocacy support, transportation and mobility training. They added Family Home Agency (FHA) this year, they are growing and hoping to have more. For example, you have an extra room and want to support someone with a disability, that person would get certified through the FHA agency and the individual can live and be supported.

Leinani and Brian went over efforts to reduce living in least restrictive settings, it's the essence of the Lanterman Act. Our focus is to make sure people are living in least restrictive settings, based on individual's need they would determine a higher need for support. Brian wanted to highlight the newer and critical was adding the housing specialist, first, she identifies potential housing resources within all five counties and second working directly with the case manager to share strategies and resources. He shared today was the grand opening of the 1612 apartments in Modesto, an affordable housing project. He reported it's the first of hopefully many projects to support individuals to stay independent in the community and have affordable housing.

Mayra reported VMRC has been able to utilize language access and cultural competency funding to build a team and support efforts to reduce disparities and increase equity in our system. Prior to her start VMRC hired a Multicultural Access Specialist, who oversees and supports all of interpretation and translation efforts, a Multicultural Benefits Counselor who connects with families one-on-one to provide direct support to ensure they access generic resources, there is a new position/role, Gabriela is the Cultural and Language Division Manager and our Deaf Specialist, who oversees Deaf Plus-related projects and oversees a specialized caseload.

She reports DDS sends them Purchase of Service (POS) data that they analyze to identify specific disparities within our catchment area, we factor in race, ethnicity, language and other factors usually drive our initiatives. In addition, they are investing in Community Based Organizations in different communities and engaging in more culturally competent manners. We are currently providing culturally competency training for our service coordinators.

Language access continues to be a major focus for VMRC, they continue to expand translation and interpretation services, hiring bilingual staff when funding is available and ensuring key documents are translating into Spanish. The website is underway of being redesigned to be in plain language.

Brian reported employment is going to be a priority for individuals who want employment. Currently, individuals with developmental disabilities must be paid minimum wage or better. They are working on having information sessions to service providers and to add competitive integrated employment and paid internships to existing providers who are not currently used those options. We also want to recruit people from other regions who are already providing supported employment to come to VMRC. With HCBS grant dollars from last fiscal year, they will be able to purchase and create promotional materials in English and Spanish related to employment, housing, emergency preparedness, vendorization, social recreation and transportation for information for individuals served and vendors.

Leinani reported on last slide, we take the time to see how many individuals are in CIE, or utilizing a PIP. At the end of the day if people want to work, we want to give them the opportunity to work.

Alicia asked for Public Comment on the RCPM reports only.

## Public Comment on RCPM Report

1. Kenneth Huntley – It's important to add the support living at home and the community is partnering with IHSS. They do value the opinion of their clients, it's an old school mentality, their way only, it would be best to have zoom or in-home visit, over the phone, does not help. He has been speaking with San Joaquin Regional Transit District – they are in process of changing weekend service schedule to weekday, which would help with employment.
2. Tumbora Hill – Question about developmental programs, will there be more level 2 homes specifically. Regarding employment there will be a standard for different levels of certification. Will someone be skilled and will they join network employment?
3. Dena Hernandez – There is a need for supported living and independent living services, folks meeting at home with family and many do not know they can have ILS services in their home. She would like to see RC to support and encourage ILS in the family home.
4. Mariza Ochoa, Escuchen Mi Voz Executive Director – Shared there is so much misinformation especially within our Latino community regarding employment. We need to do better at connecting with them and training them, especially with working with the community. We as CBO's who interact directly and more frequently with the Latino community need to be training and informing them as much as possible when it comes to employment.
5. Gricelda Estrada – I have an adult son, he wants to work but he has a severe disability that impedes his ability to work. How can regional centers support those with minimal abilities to be trained for employment. Last year and previous year, we worked with our regional center to see if they have any type of program or provision to help. She mentioned knowing Enos Edmerson, he would hold workshops or attend workshops. You would sign your name on a list and he would make referrals. Not sure if it was connected directly or if this is regional center, is there anything the regional centers has been or is doing for adults who would like to work. She went to the Department of Rehabilitation (DOR) and signed up and applied but the work coaches had so much work, they didn't have opportunities to help my son. What can regional centers do to help in this aspect?
6. Patrica Flores – She is seeking support services related sexuality. Many adults face challenges with developmental disabilities face challenges related to sexual behaviors, personal boundaries, consent and lack of appropriate sexual education. The system has ignored this for years, we need to address accessible sexual education programs, behaviors support such as ABA
7. Carolina Arzate – She has a question; at a previous board meeting there was discussion regarding FMS for recreational services. This affects the Latino Community cannot sign up child for recreation because they do not have fund to pay upfront and wait for reimbursement. Her question is how things are going in this process?

## Caseload Ratio Reports

Tara Sisemore-Hester, Director of Children's Services, VMRC, explained caseload ratios, number of consumers per Service Coordinator for example currently we are at adults 1:70, DDS requirement is 1:62. We strive to meet caseload ratios and work

closely with HR and CFO to look at funding and hire staff. Medicaid Waiver caseload VMRC was at 1:70, DDS 1:62. Under 6 caseloads (0-3, Early Childhood 3-5 years old), caseload ratio is 1:46 vs DDS requires 1:40.

Christine Couch, Director of Adult's Services reported that if you have a complex need you can access emergency services, maybe encountered law enforcement, you need after hours support in your home, family home, licensed care they assign to a Service Coordinator with expertise in that. VMRC currently has a caseload ratio of 1:20 vs DDS 1:25. Another thing to celebrate in Mayra's team, the enhanced case management – traditionally serves no to low services VMRC spends less than \$2,000. Service coordination caseload is 1:40 vs DDS 1:40. We do have some things to celebrate while we continue to meet those other caseload ratios.

Leinani reports the numbers are not inconsistent with the state, the entire state is seeing a rapid growth of people becoming eligible, a lot of growth in Central Valley due to cost of living. Families move from the Bay Area and Los Angeles, it's more affordable for families. This tells us we will have a need to hire additional staff and we as a system need to recognize certain regions will be impacted by things that are outside of what we can do individually. All we can do is strive to get closer to that number. We see the growth as being high. It's handling the growth of the young adults growing into the adult world. Tara shared for early start they do a lot of outreach in the community.

### **Public Comment on Caseload Ratio Reports**

Alicia asked for public comment on the caseload ratio only.

1. Kenneth Huntley – Stated caseload ratio numbers are not perfect, a lot better than what they have been in the past. Congratulated the team to trying to get the number lower, this benefits consumer and employees also.
2. Tumbora Hill – Gave his kudos & congratulations to the team, this is huge. He was a part of it in 2021, he filed a complaint about it and went to the senator Talamantes. He had friends who were service coordinators who were 1:100. This is huge 1:70 is manageable, they are on the right track.
3. Mary Duncan – Would like to know how they got those numbers, from what she has seen of caseloads adults are from ranging 70-90 as well as children. Under 6 caseloads, she has seen SCs who have 60, Senior SC's who are supposed to have lower caseloads or special caseloads covering 4 caseloads is skewing the numbers. While there are caseloads in that ratio, there are 35 uncovered caseloads as of June 1. She has seen at least 5 emails of employees no longer working at VMRC. Even if we are close, reality isn't the truth. Staff have to work out of class and take staff on leave into consideration.
4. Dora Contreras – Wanted to know what the goal was related to caseload ratios? Did you meet your goal? Assuming you met your goal, what were the strategies, were there new hires, regrouped. – Alicia let Dora know they cannot answer questions in public comment.

Leinani stated if someone has additional comments and was unable to say it, please email [contactus@vmrc.net](mailto:contactus@vmrc.net)

## G. Committee Reports

### 1. VMRC Professional Advisory Committee, Coalition of Local Agency Service Provider (C.L.A.S.P.) – KC Shadman

CLASP last meetings were held 5/19/25 and 6/23/25

-We have \$23,829.30 in our account. Looking to host a 1 or 2 day training and will reach out to discuss potential Person Centered Thinking training with Christine.

-87 paid members- New membership year starts July 1<sup>st</sup> \$35 per person or organization

-

CLASP has a public page in FB & IG, if you want to post something there, send to Kirsten via email: [ksea9@aol.com](mailto:ksea9@aol.com)

- Instagram: @CLASP.VMRC
- Facebook: <https://www.facebook.com/CLASP.VMRC> and
- Our private member group: "CLASP - VMRC (MEMBER GROUP)" - <https://www.facebook.com/groups/2310077552557091> When joining our private member group, please be sure to answer the membership questions to be approved into the group.

-New Officers:

President- Melanie Gonzales, Merakey Allos  
Vice President- KC Shadman, Shadman House & Campbell Solutions  
Treasurer- Tamra Hernandez, Valley CAPS  
Secretary- Chris Martin, UCP Stanislaus  
Membership Coordinator- Karyn Gregorius The Arc Amador  
CLASP Elected VMRC Board Rep- Candice Bright, Bright Futures & Valley

Behavior

Appointed Positions-

#### **CLASP Reps to VMRC Committees:**

VMRC Consumer Services- Liz Herrera Knapp, KBCS Behavior Services

Nominating Committees- Daime Hoonart, PCS

VMRC Finance Committee- Connie Uychutin, The Arc San Joaquin

VMRC Legislative Committee- Candice Bright, Bright Futures & Valley

Behavior

### **Residential Home Workgroup**

Will meet on:

#### **Day Program Workgroup-**

- Day Program Work Group is met hybrid on Wednesday, June 25th at 9am at Valley CAPS
- Discussed rate reform updates specific to BCBA and RBT requirements
- Discussed impact of ICE on Day Program and Places of Employment

- Discussed when new rates would go into effect
- **Next CLASP Meeting: July 21<sup>st</sup> 10am Via Zoom**

## 2. Self-Determination Advisory Committee

### LVAC CHAIR REPORT

#### Upcoming:

- Annual meeting where voting will take place for new leadership will be held on 6/26/2025
- This will be Vivian's last chair report due to new leadership as of July- although she will continue to proudly serve as an LVAC committee member
- RFP's in process of development for IF training and coaching
- VMRC is holding IF meetings every other month to discuss ways to improve and eliminate/decrease barriers to SDP and work more collaboratively with IF's and FMS's

**Statewide SDAC**-provide updates on Statewide meeting that took place 6/24/25

**LVAC Committee Membership & Leadership:** Still vacancies on the committee from representation from Amador, Calaveras and Tuolumne counties. We have some prospective committee members for Tuolumne County under consideration.

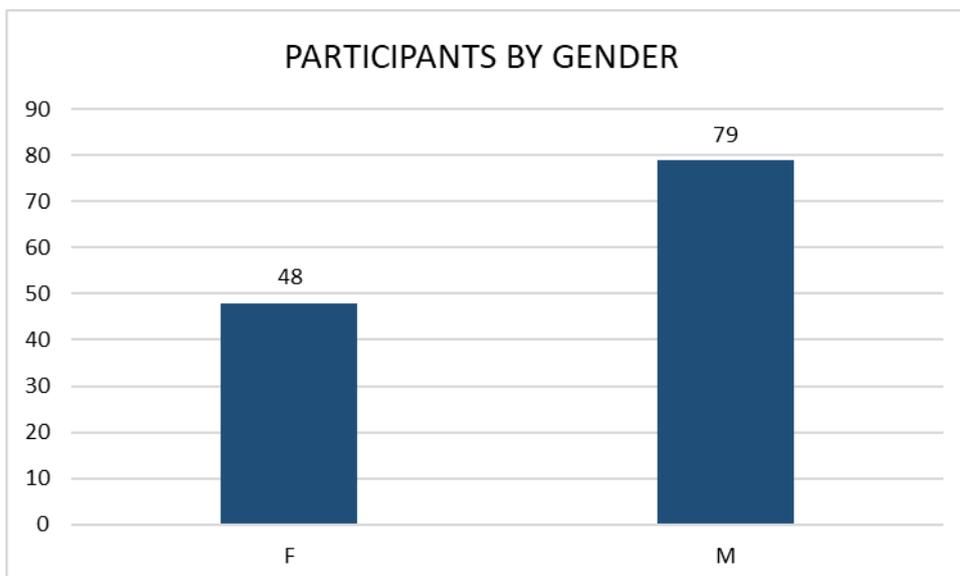
**SDP Enrollment**-See below

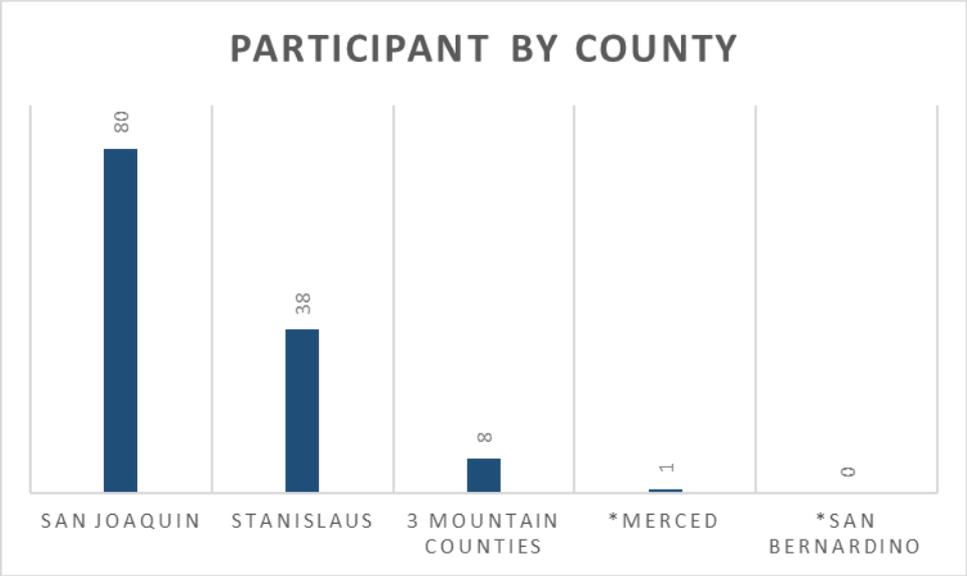
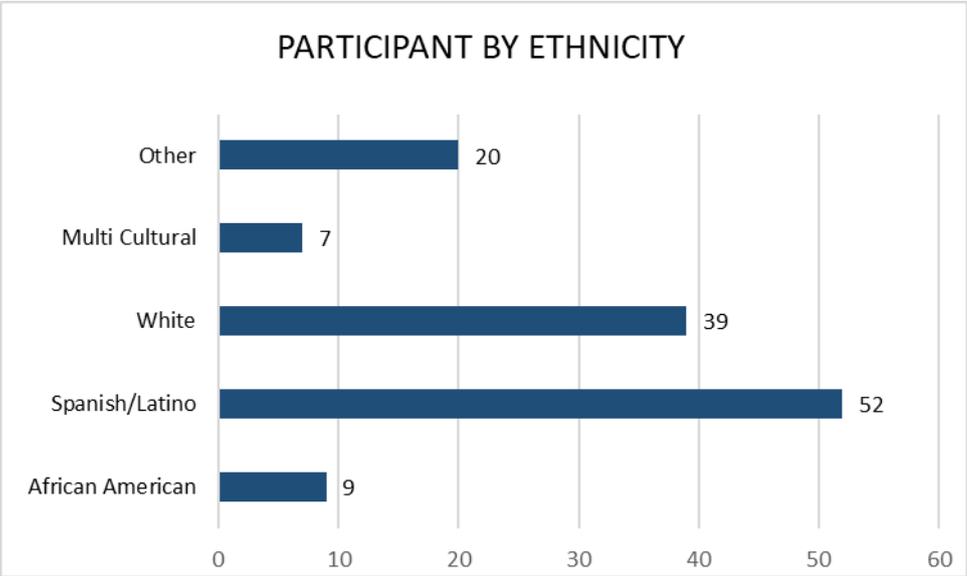
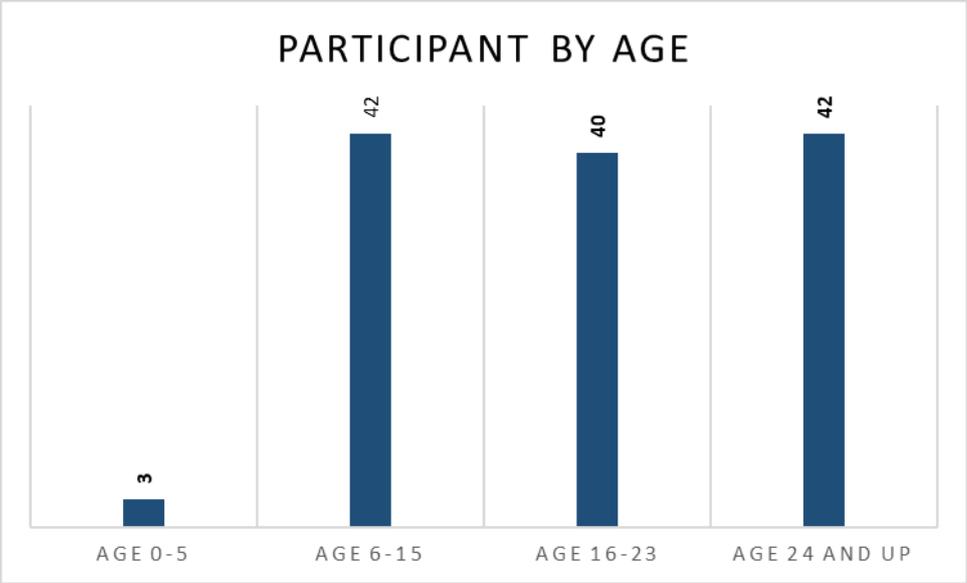
May 2025 - LVAC Report

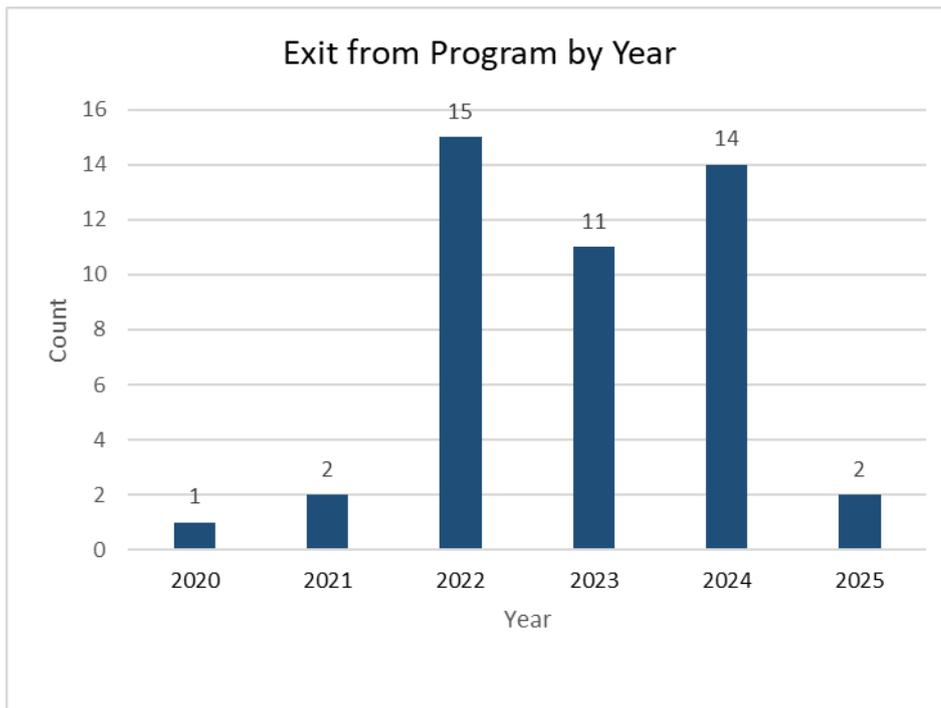
127 Participants

As of May 8, 2025, and includes people starting in March

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







The reasons for exiting SDP are identified as:

1. Per their request (1).

### 3. Consumer Advisory Council, SAC6 – Crystal Enyeart

June 2025 Contract Goal Activities

#### **Tell People About Self Advocacy**

- May 8th Sac6 members had a table at the Mountain County Transition Fair and shared information about Self Advocacy, handed out unmet needs' forms etc.

#### **Stand for Self-Advocates**

- May 13th Catrina attended the LEAG (Lived Experience Advocacy Group) committee meeting. This is formally known as the DDS CAC meeting (Consumer Advisory Committee).
- May 14th Sac6 consultant Lisa U. attended the VMRC Finance meeting and VMRC Executive meeting.
- May 21st Lisa attended the “Tel your story to Congressman McClintock and she shared her personal story on how the budget cuts could affect her life.
- May 28th Sac6 members attended the CA Statewide Zoom chat and also attended the VMRC Consumer Services.

#### **Help People Solve Problems**

- May 15th Jessica attended the OAH meeting (Office of Fair Hearing committee).

- May 27th sac6 members attended the RAC (Regional Advisory Committee meeting).

### **Stay Organized**

#### **Upcoming events:**

- August 8th Sac6 is having their Area Meeting at Turner Park in San Andreas 10 am to 2:00 pm. Save the Date flyer to come out soon.
- September 15, 2025, - Remembrance Day 2025

#### **4. Finance Committee –**

- a. Aiko presented the Contract Status report and reported payments made through May 31, 2025. For Fiscal Year 2024/25, \$428.9 million has been spent on Purchase of Service (84.6% of the POS allocation), and \$56.1 million on Operations (87.5% of the Operations allocation).

On June 5, 2025, we received an amendment to our FY 2023/24 allocation that includes funding for the Service Access & Equity Grant and the performance incentive earned for that fiscal year. Additionally, the \$666,981 previously allocated for tuition reimbursement has been deallocated. This change does not affect our staff, as we are using funds from the FY 2022/23 allocation to cover tuition reimbursements in accordance with the Department's directive.

Dr. Steve stated it comes as motion. Kenneth seconded the motion. This motion passed unanimously, motion carries.

#### **5. Consumer Services Committee –**

There is no report.

#### **6. Legislative Committee –**

Erria reported there will be a meeting in July. There is a restructuring on the committee, Kenneth Huntley will rejoin the committee as a co-chair. Dennis Sansom was an applicant to join on the board, he is a great advocate who will sit on the committee for a year. Mohammed Rashid will also be joining on the committee as well.

#### **7. Bylaws Committee –**

Jody reported Alicia, Jeff have met several times over the year. She reported they wanted to share a few updates to recommend for action.

1. Cleaning up the language that is confusing
2. The board makeup in terms of who makes up the numbers and where they come from.

3. Clarifying terms – It was not laid out clearly that you can service 2, 3 year terms with an additional year.
4. Board Commitment – Absences, notifying Board President and commitment to serve
5. Combined committees- they are suggesting combining governance (legislative), nominating, bylaws, and Popplewell into one committee.

Jody asked if there were questions. Erria went on record to object combined committees, it dissipates the power or board members and Popplewell should never be a part of any other positions. Alicia asked if there was more discussion. Kenneth also objects to Popplewell being combined with other committees, it should be it's own entity.

Alicia shared that because there is board feedback, it will go back to the committee for further changes and will come back for discussion at the next board meeting.

## **8. Nominating Committee –**

Erria reported there were 5 interviews conducted on June 18, 2025. Dominique Mellion was recommended for membership by the Board of Directors. Dennis Sansom is going to join Legislative Committee; Megan Ybarra is joining Consumer Services and Thomas Crooker is joining Finance.

Alicia reported it was brought as a motion for Dominique Mellion to join the Board of Directors. Lisa seconded the motion. The motion passed unanimously and carried. Lizzie will work with Erria for an onboarding meeting. Alicia welcomed Dominique to the Board.

Erria reported a change in the Executive Slate of Officers:

Erria Kaalund – President  
 Jody Burriss – Vice President  
 Lisa Utsey – Secretary  
 Dr. Steve Russell – Treasurer

Alicia reported this also comes as a motion from the Nominating Committee. Erria asked if there are any other nominations. Alicia asked each candidate if they accept the nomination for their positions.

Alicia asked Erria Kaalund if she accepted the nomination for President, Erria replied, yes. Alicia asked Jody if she accepted the nomination for Vice President, Jody accepted. Alicia asked Steve Russell if he accepts nomination for Treasurer, Dr. Steve accepted. Alicia asked Lisa Utsey if she accepts the nomination for Secretary, Lisa Utsey accepted.

Alicia reported that because these are allofficers, they must be voted individually

Vote for Erria – All Board Members voted in favor  
 Vote for Jody – All Board Members voted in favor  
 Vote for Lisa – All Board Members voted in favor  
 Vote for Dr. Steve Russell – All Board Members voted in favor

Motion carries. July 1, 2025

**9. Popplewell Review Team –**

Erria reported that there have been no requests. In February there was a request for a birth certificate in the amount of \$64, in March there was a \$400 payment for someone being discharged from the hospital in need to personal belongings and this month, June 2025 there was a request for \$235 for apartment help which will be repaid. The remaining balance is \$21, 073.11.

**H. Conflict of Interest**

Jason reported as mentioned this is an action item, VMRC's updated Conflict of Interest Policy is a result of a DDS directive to update regional center policy due to additions to the conflict of interest law. The draft policy was posted two months ago on the website. Changes include staff cannot accept gifts from service providers, consumers or consumer families valued at \$15 or more per year and new provision prohibits senior staff from hiring family members, and then they will indicate who is senior staff and who is identified as a family member. In addition, small changes were made for example Executive Director has to sign off to complete forms, with 600 staff this now goes to the HR Department.

Alicia reported this is an action item and asked for motion to approve. Crystal approved the motion, Kenneth seconded the motion. Motion carries unanimously.

**I. Executive Director's Report**

Leinani will be sending information to the board about the State budget that has passed after reviewing. ICE raids have been internally discussed with legal counsel and are in the works of developing a reference guide from front desk staff and staff. It is a scary time not only for our families and staff, we are aware what is happening in the state and regional centers. Staff attended El Concillo immigration training and will develop resource tools for staff and families. Interested in hosting a training with legal counsel. She shared that since the Strategic Planning training was held earlier this evening, its coming along. We will be getting community input soon as well to help guide VMRC through sruveys. Conflicts of Interest forms are renewed annually, Lizzie will be reaching out to get them completed and in compliance with DDS. She reported with both reports shared earlier, the data gathered from caseload ratio comes from a calculation from DDS. DDS tells each regional center, this is who calculate as an employee and then they calculate how many people are assigned, we don't calculate, DDS does every month which is why numbers may look different. Lastly, Annual Board Dinner is July 8 looking forward to celebrate amazing work done by Alicia and the Board of Directors. She thanked Alicia for their time worked together, learning together and helping structure a path that's very positive.

**J. President's Report**

Alicia eched the board dinner is coming up July 8. She shared this is an amazing board I have worked with, amazing people to work with. She thanked the board, staff, consultants, we are in a much better position for it. She is very optimistic for our Strategic Planning, going in a positive direction. I want to thank IT they do a lot back there, lots of

growing pains this past year. She thanked Erria for support and stepping up as a President.

**K. Next Meeting – Wednesday, August 27, 2025, at 6:00pm Hybrid (In-Person and Zoom)**

**L. Adjournment – Alicia Schott at 7:46pm**



## **Minutes for VMRC Finance Committee Meeting** **7/9/25 | 4:30 PM – 5:00 PM**

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

**Committee Members Present:** Dr. Steve Russell, Erria Kaalund, Jody Burriss, Lisa Utsey, Alicia Schott, Jeff Turner

**Committee Members not Present:**

**VMRC Staff Present:** Midori Perez, Gabriela Lopez, Aiko Blancaflor, Lizzie Valerio, Donna Sioson, Christine Couch, Amanda Verstl, Nathan Sioson, Brian Bennett, Mayra Ochoa, Evelyn Ledesma-Solis

**Public Present:** Kiara Grace (ASL), Xavier Chin (ASL Interpretation), Rachelle Munoz, Gloria J. Sanchez, Isela Bingham, Irene Hernadez

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

Dr. Steve called the meeting to order at 4:29pm. The Finance Committee did a roll call.

### **B. Review and Approval of the Finance Committee Minutes of 5/14/25**

Dr. Steve made the motion to approve the finance Committee Minutes of May 14, 2025. Jody motioned to approve. Erria seconded the motion. The Finance Committee minutes were approved unanimously.

### **C. Public Comment**

No public comment

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

- Aiko shared for FY 24-25 \$431.7 million has been spent on Purchase of Service, which is 85.2% of our POS allocation. \$59.7 million has been spent on Operations, which is 93% of our Operations allocation. Since of Purchase of Service vendors are paid in arrears, this total excludes payments for services rendered in June that will be processed this month. The report does not include final pay period. The payroll for pay period of June and other operating expenses that will be paid in July due to timing of payroll and invoice processing.

Dr. Steve reported that this will come as a motion. Jody made a motion to approve, Lisa seconded the motion. The motion passed unanimously.

**E. Next Meeting** – Wednesday, September 10, 2025, at 4:30 p.m. in-person and Zoom

**F. Adjournment at 4:32 pm**



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

**7/9/25 | 5:00 PM – 6:00 PM**

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

**Committee Members Present:** Erria Kaalund, Steve Russel, Jody Burriss, Jeff Turner, Lisa Utsey, Alicia Schott

**Committee Members Not Present:**

**VMRC Staff Present:** Leinani Walter, Midori Perez, Gabriela Lopez, Aiko Blancaflor, Lizzie Valerio, Donna Sioson, Christine Couch, Amanda Verstl, Nathan Sioson, Brian Bennett, Mayra Ochoa, Evelyn Ledesma-Solis

**Public Present:** Irene Hernandez (Interpreter), Xavier Chin, ASL Interpreter - K. Grace (Kiara Grace), Gloria Sanchez

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

Erria Kaalund called the meeting to order at 5:00pm. A quorum was established. The agenda was reviewed with no changes.

### **B. Review and Approval of the Executive Committee Meeting Minutes of 5/14/25**

Steve made a motion to approve, Jody seconded. Motion carried.

### **C. Public Comment**

There was no public comment.

### **D. Items for Discussion Menu**

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

- Leinani gave brief remarks, she appreciated everyone who could attend annual board dinner. She appreciated everyone coming together to celebrate Mendel Uychutin who was the Communitas Award recipient, as well as appreciating Liz Herrera-Knapp and Alicia Schott their years of service serving on the board and all board members who took the time to join us. Tomorrow we have our Quarterly All-Staff meeting with staff, she will be talking about immigration and the budget. We will also remember

our colleague and friend, Mary Ann Gonzalez, Program Manager. It is a great loss for Valley Mountain, our staff have been contributing to her memorial book. She also shared with the budget, there are many questions with Federal budget bill being passed. Lots of information to come and some of the implementation is not for 1-2 years. We are bracing ourselves for what that will mean to regional centers, not just operational dollars but also for families and the effects it will have on different systems (Medicaid, IHSS, Snap Benefits, so many services families need. Last update to share is the Public Records Act implementation, which is January 1, 2026, we are making sure this board gets the training and understanding of what PRA really means. It requires regional centers to provide information not protected to the public. We want to make sure our board recognizes implication of board matters and communication regarding regional center matters, that is that your personal devices could be subject. We are working with our Executive Team and Jason Toepel on providing training to the board, and ensure you are supported and understanding to the PRA act. A suggestion is to providing an email specifically to each board member that is a VMRC email instead of personal use email.

**2. Consumer Updates:**

- Christine shared August 8 is SAC6 area meeting in Turner Park in San Andreas, Brian Bennett and Aaron McDonald will be presenting about emergency services and staying safe in transportation. On September 15, is California Memorial Project in Manteca and Stockton Campus to remember folks who lived and died in state institutions.

**3. Consumer Services:**

- Brian updated the committee on data to Service Provider Directory per State. They have to confirm contact information which had been extended to June 30. As of July 1, they are restricted from e-billing until they confirm their information. We have 2,817 eligible vendors, 30 who have not done them we are at 98.8% as of this morning – updated daily. He thanked Erria for attending 1612 Open House apartments, he will share an update at the All-Staff meeting tomorrow.
- Leinani gave the Brian and the team a kudos for being almost at 100%. Erria added that it was amazing to attend 1612, it was awesome and amazing to see the units. Lots of amenities in the area, housing center is in the building and a restaurant is inside.

**4. Self Determination:**

- We have 131 Self Determination Participants
  - 81 Males and 50 Female participants
    - 43 participants are between ages 6 to 15

- 43 are between 16 and 23
  - 42 are between 24 and up
- Latinos make up 43% of all program participants at 56. Followed by Caucasians at 30% (39) and Other at 15% (20)
- The majority of program participants, 60%, live in San Joaquin County (80)
- In the past few months, we have seen a slight increase in participants who live in the Stanislaus County, from 35 in February to 41 in June (6 people).
  - *We continue to have 9 individuals in the 3 mountain counties*
- We have seen an 11% increase in program participants since the beginning of the year
- We are also happy to report that we have a fully staffed SDP team. Two Senior Participant Choice Specialists and one Senior Participant Choice Specialist.

**5. Personnel Update:**

- Amanda reported there are 579 total head count, year to date turnover 3.44%, there are 4 open positions. San Andreas is a challenge to fill positions, she encouraged folks to share in professional networks. Updates from last meeting, there are 12 hires currently, process 4 internal positions. Union updates: current contract was only 1 year contract, bargaining meetings will begin in August, updates will be shared as they come. Lastly there is an internal training committee that was formed with representatives from across the agency, individuals from different departments. The goal is how to improve and enhance our training, consistency of training – initial focus on new staff, onboarding, tools and resources to be successful and ongoing professional opportunities.
- Leinani added this is a critical area to have consistency in having ongoing staff training, we are getting feedback from our staff they want this and are looking forward to shaping this to our staff.

**E. President's Report – Erria Kaalund**

Erria reported she attended her ARCA meeting, she connected with other board presidents and Executive Directors, looking forward to going in August. She appreciated the board dinner held last night. She will be reaching out individually to each board member to get together and talk, we will be changing committees to see who will be on what committee and doing outreach to visit centers and clients at various day programs/board and care homes.

**G. Next Meeting** - Wednesday, September 10, 2025, at 5:00 p.m. (In Person and Zoom)  
Erria Kaalund

**H. Adjournment at 5:28 p.m.**



## Minutes for VMRC Consumer Services Committee Meeting

July 23, 2025 | 4:00 PM – 5:00 PM

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

**Committee Members Present:** Crystal Enyeart, Kenneth Huntley, Lisa Utsey, Gabriella Castillo, Marisela Cruz, Sarah Howard, Liz Herrera-Knapp, Dominique Mellion, Jessica Quesada, Megan Ybarra

**Committee Members Not Present:** N/A

**Public Present:** Irene Hernandez, Isela Bingham, Anel Renteria, Rachelle Munoz, Dena Hernandez, Angelina Sulamo, Elizabeth Kenyon, Sarah's Notetaker (Otter.ai)

**VMRC Staff Present:** Brian Bennett, Evelyn Ledesma-Solis, Athena Jurado, Aaron McDonald, Christine Couch, Lizzie Valerio, Claire Lazaro, Robert Fernandez, Libby Contreras, Tara Sisemore-Hester, Libby Contreras

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

Crystall Enyeart called the meeting to order at 4:02 PM. Lizzie took roll call, a quorum was established.

### B. Review and Approval of the Consumer Services Committee Meeting Minutes of 05/28/25

Crystal asked for a motion to approve the minutes of 5/28/25. Kenneth Huntley made a motion, Sarah Howard seconded the motion. Motion carried minutes were approved.

### C. Public Comment

1. Dena Hernandez – California State Council on Developmental Disabilities reported she will be sharing handouts on the events she will speak on. She thanked VMRC for their support of the SCDD Tell Your Story Campaign regarding Medicaid Cuts, over 2,600 letters were sent, but the bill still passed and there will be cuts in late 2026. SCDD developed next steps guiding principles and will share the handout. They will continue to provide presentations in English and Spanish on what the Medicaid cuts will or could mean, held virtually statewide. They are also providing a virtual training, How to Engage with Decision Makers. Self-Advocacy Network (SAN) will be providing a webinar celebrating 35 years of ADA, Choices Institute conference will be on arch 27, 2026 and lastly State Council North Valley Hills Regional Advisory Committee is next Tuesday, July 29<sup>th</sup> from 6:00-8:00PM on zoom and in person at their office.

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

1. Tara reported for Intake they are moving to a new early start calendar which will include scheduling assessment teams and intake coordinators. The team has been working with Aiko Blancaflor, CFO and a contractor to develop a new early start calendar, it is currently being launched, staff have been getting trained to be on the same page. Also shared between Early Start Managers, Autism Service Coordinator, IDEA Specialists, they have done over 100 internal trainings, basically any kind of special education services, IFSP training, working collaboratively with families, and system of care training. Intake numbers are up, anticipating a drop during summer. Intake department has put together a resource page that will go on the website in the next couple of weeks, there will be QR codes that can be scanned and directed to the resource.
2. Christine reported on Special Incident reports that came in May and June. In May, top two incidents' reports were hospital for respiratory illness and internal infection. They were followed up by Katina's team and as well as the service coordinators. In June, reports were hospitalized for internal infection and alleged physical abuse, those are being followed up by Quality Assurance Team, Services, potentially Adult Protective Services, Child Protective Services and Law Enforcement. The Purchase of Service exceptions for the month of May and June are for personal assistance, and Patch comes in as second – Patch is additional staff person to support you in vendor services.

Kenneth asked if for personal assistance, does it include self-determination or traditional services. Christine reported that when it's an exceptional amount, the report includes both.

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

*June & July 2025 Contract Goal Activities*

### **Tell People About Self-Advocacy**

- June 7th- SAC6 members had their quarterly business meeting.
- June 20th- Lisa Utsey also attended the Association of Regional Center Agencies (ARCA) Consumer Advisory Committee (CAC) meeting on zoom.

### **Stand for Self-Advocates**

- June 10th- Catrina attended the LEAG DDS meeting. She also shared information with other advocates to apply as the group is going to have lots of different committees working on different topics.
- June 18th- Catrina C. attended the VMRC Nominating Committee. Where they interviewed individuals to sit on the VMRC Board.
- July 22nd- SAC6 members attended the VMRC Legislative meeting.
- June 25th SAC6 consultant Lisa Utsey and Jessica Quesada attended the VMRC Board Training and meeting in person.
- June 27th Lisa Utsey, Crystal Enyeart and Catrina Castro and many other Sac6 members wrote letters telling their story on how the cuts would affect their services and how it impacts their lives.

- June Crystal was officially appointed the New SSAN representative, her first meeting was a hybrid meeting in June.
- July 9th Lisa Utsey attended the VMRC Finance Committee and VMRC Executive Committee in person.

### **Help People Solve Problems**

Also, in June -SAC6 members joined the SCDD North Valley Hills “Medicaid Tell our Story” With Aaron Carruthers- Executive Director of SCDD on zoom.

- June 7th Sac6 members had training on how to fill out the unmet needs form and all Sac6 members were given copies to take back to their local chapters and do a training with their chapter groups.

### **Stay Organized**

- June 7th- SAC6 had their Board meeting where they had a special guest speaker- Gaby Lopez from VMRC. She shared information on the importance of the VMRC Performance contract. Some topics were How to increase living on their own, what services are working, services that help people live independently, transportation, and what recreational services are covered by VMRC. We also had guest members in the audience from Person Centered Services (PCS) in Stockton. Also, all sac6 members and support staff wrote letter about ‘Medicaid funding Might be cute- Share your Story and was given to SCDD to be submitted to the legislative.

### **And just for FUN...**

- On June 8th SAC6 members Lisa, Jessica, Kenneth and Crystal attended the VMRC Board Dinner. They enjoyed a night of socializing and networking and some great food.

## **F. Resource Development Update**

Brian reported the Community Services has received directors from DDS, they are rules or how things should operate. He shared two that are relevant. First, on Monday, they will share CLASP on Monday about health and safety waivers, how to organize and complete. During COVID this was allowed when there was a risk to the provider losing their direct staff due to wages. The department has pulled back on that allowance and the waivers are strict for health and safety concerns. Internally the team will work on a clear process for case management, fiscal team and resources team who work with coordinator and planning team. Brian shared the second news is there is a new service code. The new code is for American Sign Language training and support service, service code 644. Regional Centers have to have this available by September 1, it doesn't give us a lot of time to put out a Request for Proposals to find qualified vendors, all 21 regional centers are working on one unified an RFP which isn't common. There will be an application period, and each regional center will have their own interviews.

Kenneth shared he took a class Charlene Nunez ASL class at Delta College and might be able to support in looking for individuals in the area. Brian thanked him and mentioned sharing the information with Midori Perez, VMRC's Deaf and Hard of Hearing Specialist. Sarah Howard also shared that she knows a retired ASL teacher, Kay Osborne she can help point the way as well. Brian thanked them home.

Brian also shared there are two community-based services grants, what it means is for service providers to meet federal guidelines access rules, some had to make modifications. For example, a bathroom was built in 1985, the bathroom is small and an individual in a wheelchair needs more space, or men's bathroom using stand up urinals and it doesn't afford privacy, they can submit money to modify those settings. Anna Sims has received a total of 49 proposals for HCBS Grant. Anna and her team have narrowed down proposals and will be conducting interviews.

Robert Fernandez shared updates: One of their Community Placement Plans (CPP) and Community Resource Development Plan (CRDP) Enhanced Behavioral Support home, a children's home in Modesto (The Atlantis Home) was vendored as of July 1, 2025. They already have a placement for that home, it has been a project in development for a couple of years. The other update was that twice a year Community Services holds an orientation for Residential Services Orientation (RSO), usually for providers who are in development for residential services or refresher for providers are scheduled for August 13 & 14, 2025 by invitation only.

Libby Contreras shared they have a brand new company for Early Start Autism Intervention Program under new service code 612. Our department in the last 30 days, have process over 50 different therapists, new speech therapists, occupational therapists, BCBA's RBT for our Early Starts services. Coming up in the next couple of weeks we have two (2) more Early Start Autism Intervention programs and they will be launching their first comp center-based program in San Joaquin Count that is motor-focused. There will be a physical therapist that oversees and working closely with Early Start consumers that would benefit their motor therapy in addition to their comp services, developmental services. There are also a couple dental hygienist that will be remotely, can go into individuals and care homes in the foothills, southern part of Stanislaus County and northern part of San Joaquin. She shared there are 3 new contractors starting with will support with home modifications There are a couple of psychologists coming and they will help with evaluations and eligibility determination. Lastly, she shared they are looking to get translators back in the home, supporting in IPP meetings, in-person services

## **G. Quality Assurance Update**

Brian reported that the team is working on sharing information on the red cards to regional center providers should they encounter Immigration and Customs Enforcements. Leinani and the team have sent out information from the department as well that something should occur in their region. Leinani shared they are sharing information and resources to individuals, families and service providers as it affects everyone and sought legal counsel and developed some resources.

Dena also shared that the State Council is working with Disability Rights of California to put together a document from families concerned about separation due to ICE activities so they can plan ahead if the parent is there one day and then not the next day the supported individual will still get services. She will share the handout once it's completed.

## **H. Transportation Update**

Anel shared transportation stats for individuals currently using contracted transportation service. Currently a total of 2,151 riders and 85,860 trips were performed for month of June. Shared anyone currently receiving transportation to and from day program, if you have any concerns please contact our office, this includes change in schedule, address, etc. Contact information:

## **I. Fair Hearing Update**

Leinani shared that Jason does not have a report. They are working together on developing a way to share fair hearing information, whistleblower in a format that doesn't disclose any confidential information.

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

CLASP last meetings were held 5/19/25 and 6/23/25

- We have \$24770.94 in our account.
- 24 paid members- New membership year started July 1st \$35 per person or organization
- CLASP has a public page in FB & IG, if you want to post something there, send to Kirsten via email: ksea9@aol.com
  - Instagram: CLASP.VMRC
  - Facebook: <https://www.facebook.com/CLASP.VMRC> and
  - Our private member group: "CLASP - VMRC (MEMBER GROUP)" - <https://www.facebook.com/groups/2310077552557091> When joining our private member group, please be sure to answer the membership questions to be approved into the group.

### **New Officers:**

President- Melanie Gonzales, Merakey Allos  
Vice President- KC Shadman, Shadman House & Campbell Solutions  
Treasurer- Tamra Hernandez, Valley CAPS  
Secretary- Chris Martin, UCP Stanislaus  
Membership Coordinator- Karyn Gregorius The Arc Amador  
CLASP Elected VMRC Board Rep- Candice Bright, Bright Futures & Valley Behavior

Appointed Positions-

### **CLASP Reps to VMRC Committees:**

VMRC Consumer Services- Liz Herrera Knapp, KBCS Behavior Services  
Nominating Committees- Daime Hoonert, PCS  
VMRC Finance Committee- Connie Uychutin, The Arc San Joaquin  
VMRC Legislative Committee- Candice Bright, Bright Futures & Valley Behavior

## **Residential Home Workgroup**

No Update

## **Day Program Workgroup-**

- Day Program Work Group is met hybrid on Wednesday, June 25th at 9am at Valley CAPS
- Discussed rate reform updates specific to BCBA and RBT requirements
- Discussed impact of ICE on Day Program and Places of Employment
- Discussed when new rates would go into effect

**Next CLASP Meeting: July 28th 10am Via Zoom**

## **K. Clinical Update**

Claire shared most Special Incident Reports related to infection, they have partnered with UOP to create a lecture series regarding infection (how to prevent, diabetes, caring for something like asthma) it will be posted on the website.

## **L. Next Meeting - Wednesday, July 4:00 PM, Hybrid (In-Person and via Zoom Video Conference)**

Leinani shared an update on the Strategic Planning survey which is underway. She, along with Catherine Blakemore continues to work together and should be finalizing soon. It will be sent to community partners, individuals, families, CLASP Providers, and other CBOs. It will be translated in multiple languages and hope to gather feedback and input from the community on our strategic plan.

**M. Adjournment at 4:52 pm**



**Life with the Power of Choice and Possibilities**

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Original Date: 10/23/2024

Updated: 05/12/2025

TO: ALL STAFF

SUBJECT: GUIDELINES TO MITIGATE CONFLICTS OF INTEREST FOR DELEGATED CONSERVATORSHIPS

Approved:

Leinani Walter  
Executive Director

Date of Board Approval:

### 1.0 STATEMENT OF PURPOSE

This policy is to provide staff with guidelines for the mitigation of conflicts for delegated conservatorships.

### 2.0 GENERAL

Delegated conservatorships are authorized by Health and Safety (H&S) Code Section 416.19 and occur when the Department of Developmental Services (Department) is appointed as an individual's conservator and delegates the day-to-day conservatorship authority to the regional center serving the conservatee. This policy is developed to mitigate conflicts that may arise when a regional center is the delegated conservator while also providing service coordination to the conservatee. It will also address the process a conservatee or their legal representative may use if they are dissatisfied with the way the regional center is carrying out its delegated conservatorship responsibilities.

### 3.0 DELEGATED CONSERVATOR RESPONSIBILITIES

To mitigate potential conflicts of interest for individuals served by the Valley Mountain Regional Center (Regional Center) with a delegated conservatorship, the day-to-day conservatorship duties for those individuals shall be managed by the Compliance Office. The Compliance Officer, or a designated Compliance Office staff member under the supervision of the Compliance Officer, will carry out the duties. The day-to-day conservatorship duties will be separated from the service coordination activities conducted by the conservatee's assigned Service Coordinator, their teammates, and the Program Manager of that team.

The staff carrying out the conservatorship duties, shall at minimum:

- Meet at a minimum, quarterly, in person, with the conservatee.
- Timely inform the conservatee about all decisions made by the regional center on their behalf.
- Timely address with the appropriate regional center staff or external consultants any concerns about the conservatee's health, safety and well-being, violations of their rights, their satisfaction with current services and living arrangements and the need for additional or different services. They also shall support the conservatee in raising any concerns they may have.
- Provide information about the conservatee's preferences and needs as part of the comprehensive person-centered biennial assessment. Provide recommendations about the need for the conservatorship, alternatives to conservatorship, changes to the conservator's powers, and the availability of others who may be able to serve as conservator.
- Support the conservatee's participation in the IPP review meeting and other meetings, as requested by the conservatee.
- Assist the conservatee in resolving any concerns they may have about the conservatorship or their regional center services by informing them of the process to request assistance from the Department and/or referring them to other resources who may be able to assist them.

#### 4.0 POSITION REQUIREMENTS

The following qualifications and trainings will be expected of the staff member that is conducting the duties:

Qualifications:

- Bachelor's degree in human service field or related field and (18) months related experience as a Service Coordinator or Community Services Liaison at a Regional Center;  
OR
- Bachelor's degree in non-Human Service field with (2) years of experience in a case carrying or administrative position that had significant responsibilities relating to complaint investigation and resolution.
- Must have basic skill level in Outlook, Word, and Excel.
- Desired Qualifications include: Experience in conducting investigations. Experience in reading, interpreting, and applying regulations. Experience and knowledge relating to conservatorships. Experience in the compiling and reporting of data.

Trainings:

- Alternatives to Conservatorships and Supported Decision Making
- Clients Rights
- Futures Planning
- Person Centered Planning Facilitation Skills

## 5.0 REQUESTING ASSISTANCE FROM THE DEPARTMENT

A conservatee or their legal representative who is dissatisfied with a regional center's performance in carrying out its delegated conservatorship responsibilities may request assistance from the Department in resolving their concerns through:

- The Department's Ombudsperson at: [Ombudsperson@dds.ca.gov](mailto:Ombudsperson@dds.ca.gov) or (877) 658-9731.
- The Department's conservatorship liaison office at: [ddsconservatorship@dds.ca.gov](mailto:ddsconservatorship@dds.ca.gov) or (833) 421-0061.

DRAFT

### **VMRC SDP Updates to the committee:**

- 129 SDP Participants as of July 10, 2025
  - 48 Females & 81 Males
- Nearly half of all SDP participants identify as Latino/Hispanic (54), 39 of the participants identify as White, 20 as Other and 9 as African American and 7 as Multi Cultural
- 78 live in San Joaquin County, the second highest number of participants is from Stanislaus at 41, 9 from the mountain counties
- Two people have exited the program since the last reporting
  - One was placed in care home and the other was per their request
  - A total of 4 people have exited the program in 2025
- We have seen an 11% increase in program participants since the beginning of the year
- We are also happy to report that we have a fully staffed SDP team. Two Senior Participant Choice Specialists and one Senior Participant Choice Specialist

### **FUNDING -**

- . **FY 22-23 - \$89,734.77**
  - . DDS Directive: Funds must be expended by march 2025
  - . VMRC Fiscal Directive: Invoices must be submitted no later than March 21, 2025
  - . **Balance \$55,252.47**
- . **FY23/24 - \$90, 983** as of June 25/25
  - . DDS Directive: Funds must be expended by march 2026
  - . VMRC Fiscal Directive: Invoices must be submitted no later than March 21, 2026
  - . **Remaining Balance \$56,857.26**
- . **FY 24/25 - \$92,053.96**
  - . **Balance \$92,053.96**

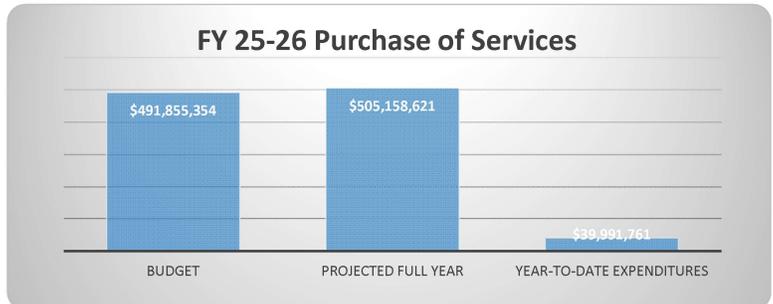
**Valley Mountain Regional Center**  
**Contract Status Report**  
 July 31, 2025

FY	Amount Description	Operation	Purchase of Services (POS)	CPP/CRDP POS	LACC Grant	Service Access & Equity	Foster Grandparents & Senior Companions	Total
23-24	Allocation - E-4	\$ 58,373,022	\$ 413,167,983	\$ 848,855	\$ -	\$ 91,714	\$ 578,369	\$ 473,059,943
	YTD Expenses	57,623,424	397,222,747	158,910	-	-	503,913	455,508,995
	Balance	<b>\$ 749,598</b>	<b>\$ 15,945,236</b>	<b>\$ 689,945</b>	<b>\$ -</b>	<b>\$ 91,714</b>	<b>\$ 74,456</b>	<b>\$ 17,550,948</b>
24-25	Allocation - A-2	\$ 64,236,563	\$ 504,398,061	\$ 2,427,489	\$ 659,403	\$ -	\$ 589,019	\$ 572,310,535
	YTD Expenses	61,795,742	484,583,641	2,179,242	635,220	-	502,758	549,696,604
	Balance	<b>\$ 2,440,821</b>	<b>\$ 19,814,420</b>	<b>\$ 248,247</b>	<b>\$ 24,183</b>	<b>\$ -</b>	<b>\$ 86,261</b>	<b>\$ 22,613,931</b>
25-26	Allocation - B-1	\$ 61,989,861	\$ 491,855,354	\$ -	\$ -	\$ -	\$ -	\$ 553,845,215
	YTD Expenses	\$5,368,320	\$39,991,761	-	\$288	-	\$20,090	45,380,459
	Balance	<b>\$ 56,621,541</b>	<b>\$ 451,863,593</b>	<b>\$ -</b>	<b>\$ (288)</b>	<b>\$ -</b>	<b>\$ (20,090)</b>	<b>\$ 508,464,756</b>
<b>Amount Change FY 23-24 to FY 24-25</b>		\$ 5,863,541	\$ 91,230,078	\$ 1,578,634	\$ 659,403	\$ (91,714)	\$ 10,650	\$ 99,250,592
<b>Amount Change FY 24-25 to FY 25-26</b>		\$ (2,246,702)	\$ (12,542,707)	\$ (2,427,489)	\$ (659,403)	\$ -	\$ (589,019)	\$ (18,465,320)
<b>% Change FY 23-24 to FY 24-25</b>		10.04%	22.08%	185.97%	N/A	-100.00%	1.84%	20.98%
<b>% Change FY 24-25 to FY 25-26</b>		-3.50%	-2.49%	-100.00%	-100.00%	N/A	-100.00%	-3.23%

The contract status report provides information on the total amount of contract allocations received from DDS, the expenditures, and remaining balances for the current and two prior fiscal years. The report also compares the contract allocations between fiscal years in both dollars and percents.

**FY 25-26 Operations & Purchase of Services Expense by Category as of July 31, 2025**

OPS Expense Category	YTD Expense	POS Expense Category	YTD Expense
Salary & Benefits	\$ 4,016,321.53	Out of Home	\$ 12,401,811.49
Facility Rent and Maintenance	\$ 571,672.38	Day Programs	\$ 929,063.77
Information Technology	\$ 336,844.29	Respite & Day Care	\$ 5,592,218.68
General Expenses	\$ 14,580.19	Non-Medical Services	\$ 3,593,771.28
Communication	\$ 52,152.38	Supported Living Services	\$ 2,961,655.94
Insurance	\$ 232,179.00	Transportation	\$ 2,837,717.51
Accounting & Legal Fees	\$ 7,578.31	Prevention Services	\$ 1,635,978.58
Consultants	\$ 42,652.71	Other Services	\$ 2,342,711.46
Staff Mileage/Travel	\$ 23,550.17	Personal Assistance	\$ 2,546,382.57
ARCA Dues	\$ 125,303.19	Medical Services	\$ 4,868,933.52
Equipment	\$ 48,945.58	Supported Employment	\$ 179,301.11
Board Expenses	\$ 5,066.84	Camps	\$ 102,214.70
ICF Admin Fee, Interest, & Other Income	\$ (108,526.18)	CPP/CRDP	\$ -
<b>Total YTD Operations Expense:</b>	<b>\$ 5,368,320.39</b>	<b>Total YTD POS Expense:</b>	<b>\$ 39,991,760.61</b>



Our initial funding for Fiscal Year 2025–2026 doesn't fully cover our expected operating and Purchase of Service (POS) costs for the year. We're expecting a second allocation in the coming weeks to meet the remaining funding needs. While there are currently no known cuts to our operations budget, we're being cautious with spending due to possible changes in October related to federal policy shifts and the state's budget situation. The Legislative Analyst's Office and the California Department of Finance are projecting state budget deficits of \$10 to \$20 billion through 2028–2029. Due to this uncertainty, we're focusing on improving our processes and finding ways to work more efficiently to make the most of our limited resources.

**AMENDED AND RESTATED**  
**BYLAWS OF**  
**VALLEY MOUNTAIN REGIONAL CENTER, INC.**

A California Nonprofit Charitable Corporation

[June ##, 2025]



**VALLEY  
MOUNTAIN  
REGIONAL  
CENTER**

Life with the  
Power of Choice  
and Possibilities

## TABLE OF CONTENTS

ARTICLE I - NAME AND LOCATION .....	5
<b>Section 1.01. Name</b> .....	5
<b>Section 1.02. Principal Office of Corporation</b> .....	5
ARTICLE II - PURPOSE AND MISSION.....	5
<b>Section 2.01. Purpose</b> .....	5
<b>Section 2.02. Mission</b> .....	5
ARTICLE III - CONFLICT OF INTEREST .....	6
<b>Section 3.01. Prohibition Against Conflicts</b> .....	6
ARTICLE IV - Directors .....	6
<b>Section 4.01. Number</b> .....	6
<b>Section 4.02. Qualifications</b> .....	6
<b>Section 4.03. Disability Accommodations</b> .....	7
<b>Section 4.04. Compensation</b> .....	7
<b>Section 4.05. Term of Service &amp; Board Year</b> .....	7
<b>Section 4.06. Election</b> .....	7
<b>Section 4.07. Vacancies</b> .....	7
<b>Section 4.08. Removal of Directors of the Board</b> .....	7
<b>Section 4.09. General Powers</b> .....	8
<b>Section 4.10. Specific Powers</b> .....	8
<b>Section 4.11. Endorsement of Documents and Contracts</b> .....	8
ARTICLE V - BOARD DIRECTORS AND OFFICERS .....	8
<b>Section 5.01. Number and Titles</b> .....	8
<b>Section 5.02. Officer Qualification, Election, Term of Office, and Vacancies</b> .....	8
<b>Section 5.03. Duties of President</b> .....	9
<b>Section 5.04. Duties of Vice President</b> .....	9
<b>Section 5.05. Duties of Secretary</b> .....	9
<b>Section 5.06. Duties of Treasurer</b> .....	9
<b>Section 5.07. Duties of Past President</b> .....	9
ARTICLE VI - CORPORATION OFFICERS.....	9
<b>Section 6.01 Duties of the Executive Director</b> .....	9
<b>Section 6.02. Duties of Executive Assistant</b> .....	10



<b>Section 6.03. Duties of the Chief Financial Officer .....</b>	<b>10</b>
<b>Section 6.04. Duties of Legal Affairs Advisor.....</b>	<b>10</b>
<b>ARTICLE VII - BOARD MEETINGS .....</b>	<b>11</b>
<b>Section 7.01. Public Attendance.....</b>	<b>11</b>
<b>Section 7.02. Accessibility .....</b>	<b>11</b>
<b>Section 7.03. Public Records .....</b>	<b>11</b>
<b>Section 7.04. Majority Action as Board Action.....</b>	<b>11</b>
<b>Section 7.05. Definition of Meetings.....</b>	<b>11</b>
<b>Section 7.06. Regular Meetings .....</b>	<b>11</b>
<b>Section 7.07. Emergency Meetings .....</b>	<b>11</b>
<b>Section 7.08. Notice of Regular Board Meetings .....</b>	<b>12</b>
<b>Section 7.09. Agenda.....</b>	<b>12</b>
<b>Section 7.10. Board Meeting Recordings, Testimony &amp; Materials .....</b>	<b>12</b>
<b>Section 7.11. Conduct of Meetings and Voting .....</b>	<b>12</b>
<b>Section 7.12. Public Input.....</b>	<b>13</b>
<b>Section 7.13. Presentations at Board meetings .....</b>	<b>13</b>
<b>Section 7.14. Closed Sessions .....</b>	<b>13</b>
<b>Section 7.15. Closed Sessions Minutes.....</b>	<b>13</b>
<b>Section 7.16. Definition of Attendance for Board Meetings .....</b>	<b>14</b>
<b>Section 7.17. Virtual Board Meeting .....</b>	<b>14</b>
<b>ARTICLE VIII - BOARD COMMITTEES .....</b>	<b>14</b>
<b>Section 8.01. Committee Meetings/Open Meeting Requirement .....</b>	<b>14</b>
<b>Section 8.02. Appointment of Standing Committee Members.....</b>	<b>14</b>
<b>Section 8.03. Expert Participation .....</b>	<b>15</b>
<b>Section 8.04. Limitation on Board Participation .....</b>	<b>15</b>
<b>Section 8.05. Limited Authority of Committees .....</b>	<b>15</b>
<b>Section 8.06. Specific Voting Rights.....</b>	<b>15</b>
<b>Section 8.07. Identification of Committees.....</b>	<b>15</b>
<b>Section 8.08. Executive Committee.....</b>	<b>15</b>
<b>Section 8.09. Governance Committee .....</b>	<b>16</b>
<b>Section 8.10. Finance Committee.....</b>	<b>16</b>
<b>Section 8.11. Consumer Services Committee .....</b>	<b>16</b>
<b>Section 8.12. Public Policy Committee.....</b>	<b>16</b>
<b>Section 8.13. Ad Hoc Committees.....</b>	<b>17</b>



ARTICLE IX - MISCELLANEOUS PROVISIONS ..... 17

**Section 9.01. Effective Date** ..... 17

**Section 9.02. Fiscal Year**..... 18

**Section 9.03. Parliamentary Authority**..... 17

**Section 9.04. Non-Voting Members**..... 17

**Section 9.05. Gifts** ..... 17

**Section 9.06. Construction and Definitions** ..... 17

**Section 9.07. Amendment**..... 17

**Section 9.08. Corporate Seal** ..... 17

**Section 9.09. Certification and Inspection of Corporate Records** ..... 18

ARTICLE X - DEFENSE AND INDEMNIFICATION ..... 18

**Section 10.01. Defense and Indemnification by Corporation** ..... 18

ARTICLE XI - DISSOLUTION..... 18

**Section 11.1. Dissolution** ..... 18



**AMENDED AND RESTATED BYLAWS OF**  
**VALLEY MOUNTAIN REGIONAL CENTER, INC.**  
**A California Nonprofit Charitable Corporation**

**ARTICLE I - NAME AND LOCATION**

**Section 1.01. Name.** The name of this Corporation shall be Valley Mountain Regional Center, Inc. (the "Corporation").

**Section 1.02. Principal Office of Corporation.** The principal office for the transaction of activities and affairs of this Corporation is located at 702 North Aurora Street, Stockton, San Joaquin County, California. The Board of Directors may change the location of the principal office. Any such change of location must be noted by the Secretary. Alternatively, this section may be amended to state a new location.

**ARTICLE II- PURPOSE AND MISSION**

**Section 2.01. Purpose.** This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable and public purposes. The charitable and public purposes for which the Corporation is organized include, but are not limited to, the following:

(a) The specific and primary purposes are to operate a nonprofit regional diagnostic, counseling and service coordination center for a person with an intellectual or developmental disability (IDD) and their families exclusively for charitable purposes in accordance with the present objectives and provisions of the Welfare and Institutions Code Sections 4620 through 4699 and to carry on various other charitable projects for the person with IDD and their families, including but not limited to diagnosis, counseling, educational services and public information.

(b) The general purposes and powers are to have and exercise all rights and powers conferred not otherwise limited, or which may hereafter be conferred, on nonprofit Corporations under the laws of California, including the power to contract, rent, buy, or sell personal or real property; provided, however, that this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purpose of this Corporation.

**Section 2.02. Mission.** The mission of this Corporation 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.

### ARTICLE III - CONFLICT OF INTEREST

**Section 3.01 Prohibition Against Conflicts.** Members of the Board of Directors shall not receive any pecuniary gain from their activities as members of the Board. Determinations of conflict of interest shall be made as prescribed in Welfare and Institutions Code §4626 through §4628 and Title 17 of the California Code of Regulations §54520 as presently enacted. Amendments and revisions to these statutes and regulations as they are enacted are incorporated by reference as if set forth herein.

### ARTICLE IV - DIRECTORS

**Section 4.01. Number.** The Corporation shall have a governing Board of fourteen (14) to twenty-one (21) Directors. In accordance with Welfare & Institutions Code 4622, at least 50 percent of the governing Board shall be persons with developmental disabilities or their parents or legal guardians; and not less than 25 percent shall be persons with developmental disabilities. The Directors shall include representatives of the various categories of disability served by the Corporation and reflect the geographic and ethnic characteristics of the area served by the Corporation.

One Director shall be appointed by the Advisory Committee. One Director may be a representative of the Consumers' Advisory Committee. A reasonable effort shall be made to recruit, elect, and retain the full complement of Directors, as specified in this section. It is the policy of the Corporation and the Corporation will undertake its best efforts to include three (3) Directors residing in San Joaquin County; three (3) Directors residing in Stanislaus County; three (3) Directors residing in mountain counties (Amador County, Calaveras County, and/or Tuolumne County). In addition, there shall be at least four (4), but no more than ten (10), general at-large Directors who may reside in any of the five (5) counties. In the event there is no qualified nominee put forward by the Governance Committee to fill a vacancy from a particular County, the vacancy may be designated an "interim at-large" position, and a new Director may be elected to fill the vacancy for a one (1) year term. This process may be repeated as long as no qualified nominee is put forward by the Governance Committee despite diligent recruitment efforts. Designation of an interim at-large positions shall not decrease the number of general at-large positions available.

**Section 4.02. Qualifications.** Qualifications of Directors are set forth in Welfare and Institutions Code §4622 through §4628 and Title 17 of the California Code of Regulations §54520, as presently enacted. Amendments and revisions to these statutes as they are enacted are incorporated by reference as if set forth herein. All Directors must reside in the Corporation's service area and must have a demonstrated interest in, or knowledge of, developmental disabilities. Directors shall include persons with legal, management or board governance, financial and developmental disability expertise.

All Directors shall be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the Corporation, its consumers or its mission. No Director or family member of such Director shall be an employee or member of the governing board of any entity from which the Corporation purchases consumer services. No Director or family member of such Director shall have a financial interest in the Corporation's operations, except as a consumer of regional center services.

For purposes of this section, a "family member" is broadly defined to include any spouse, domestic partner, parents, stepparents, grandparents, siblings, step-siblings, children, step-children, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law.

Furthermore, former employees of the Corporation who are retired must be separated for at least six (6) months before becoming eligible for Board membership. Former employees receiving CalPERS retirement benefits based on employment by the Corporation are eligible to serve on the Board of Directors

and must not participate in the decision-making or vote on any matters concerning retirement benefits.

**Section 4.03. Disability Accommodations.** Any Director who has an identified disability shall be entitled to reasonable accommodation in accessing Board-related information, travel to and from Corporation-sponsored events, and participation in Board and Committee deliberations. Such reasonable accommodation shall be at the expense of the Corporation. Facilitators assigned or hired to work with a Director who has an identified disability shall be included in all Board discussions, including executive sessions, in which the Director would otherwise be a participant. Facilitators shall also have access to all documents and other materials provided to Directors by staff. Facilitators are bound by non-disclosure agreements related to confidential information arising from spoken communications or within written format including papers or materials, discussed or distributed during any closed Board meeting.

**Section 4.04. Compensation.** Directors and Officers of the VMRC Board shall serve without compensation.

**Section 4.05. Term of Service & Board Year.** The term of service for a Board member shall be three (3) years. A Board member may serve two (2) separate three-year terms, plus at the discretion of the Board, one additional year. Total service on the Board cannot exceed (7) years within an (8) year time period. A "year" is defined as beginning July 1 and ending on June 30th of the following calendar year. For example, a "year" is demonstrated here beginning July 1, 2025, and ending June 30, 2026. After a Director is elected, his/her/their service within the scope of any term is voluntary and can be terminated at the discretion of the Director himself/herself/themself or in accordance with other provisions incorporated within VMRC's Bylaws.

A Director elected to fill a vacancy on the Board shall complete the term of the individual replaced and be eligible for re-election for an additional term or terms. A Director shall not serve more than seven (7) years within an eight (8) year period in accordance with Welfare and Institutions Code §4622(f).

A Director's term shall automatically terminate, regardless of the time served, whenever: (a) the Corporation ceases to have an agreement with the State of California for providing services to the County represented by the respective Director, or (b) a majority of the remaining Directors determine that the Corporation has in fact ceased to provide services for such County.

**Section 4.06. Election.** The Directors of the Corporation shall be elected by majority vote of the Board. Directors, including those elected to fill vacancies as described in Section 4.01, may be elected or seated at any regular Board meeting. Nominees shall be named by the Governance Committee, described in Section 8.09, pursuant to procedures established by the Board. Elections shall be conducted pursuant to procedures established by the Board.

**Section 4.07. Vacancies.** Vacancies on the Board of Directors shall exist upon the happening of any of the following events: death of a Director, declaration by final order of court that a Director is of unsound mind, a Director is convicted of a felony, declaration by final order of court that a Director breached a corporate duty, removal of a Director, expiration of term of any Director, whenever the number of Directors authorized by these Bylaws is increased, or on failure of the Directors in any election to elect the number of Directors authorized by these Bylaws.

**Section 4.08. Removal of Directors of the Board.** Any individual Director may be removed from office at any time and for any reason by the vote of two-thirds (2/3) of the Directors. If any Director is so removed, a new Director shall be appointed at the same meeting or shortly thereafter and shall hold office for the remainder of the term of the removed Director.



Any Director who has two (2) consecutive absences from Board of Directors meetings and/or Board Committee meetings or three (3) absences in any 12-month period without proper notification of the absence prior to the meeting to either the VMRC Board liaison or Board President, shall receive a letter from the President of the Board requesting written confirmation of the Director's commitment to the Board, explaining that failure to provide a satisfactory response within a specified period of time may result in removal from the Board.

**Section 4.09. General Powers.** Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any imitations of the Articles of Incorporation, the Corporation's activities and affairs shall be managed, and all corporate powers, including the power to control property owned by the Corporation, shall be exercised by or under the direction of the Board. In accordance and compliance with the California Nonprofit Corporation Law and the Lanterman Developmental Disabilities Act, Welfare and Institutions Code, section 4500 *et seq.*, the Board delegates the day-to-day operation of the Corporation to its Executive Director and staff of the Corporation.

**Section 4.10. Specific Powers.** Without prejudice to the general powers set forth in Section 4.09, but subject to the same limitations, the Board shall have the power and duty to do the following:

(a) **Duties Imposed by Law, Articles, or Bylaws.** Perform any and all duties imposed on the Board, collectively or individually, by law, by the Articles of Incorporation of this Corporation, or by these Bylaws.

(b) **Executive Director.** The Board shall appoint, discharge, prescribe the duties, and fix the compensation, if any, for the Corporation's Executive Director, who shall serve at the pleasure of the Board and, subject to the review and approval of the Board, shall control the affairs of the Corporation.

**Section 4.11. Endorsement of Documents and Contracts.** Subject to the provisions of applicable law, the Board of Directors may authorize the Executive Director to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation; such authority may be general or confined to specific instances.

## ARTICLE V - BOARD DIRECTORS AND OFFICERS

**Section 5.01. Number and Titles.** The Officers of the Corporation's Board shall be a President, a Vice President, a Secretary, a Treasurer, and the immediate Past President. A person may hold more than one (1) office, except that the President cannot simultaneously serve as Treasurer.

**Section 5.02. Officer Qualification, Election, Term of Office and Vacancies.** Directors of the Corporation's Board may be elected at any regular public meeting of the Board and shall be installed at the next regular meeting. All Officers of the Corporation's Board shall be elected from among existing Directors, by majority vote. Board Officers shall serve continuous one (1) year terms until their successors are elected unless the Officer resigns or is removed by majority vote of the Board. Vacancies shall be filled by majority vote of the Board.



**Section 5.03. Duties of President.** The President shall preside over all meetings of the Board of Directors and perform all duties incident to the office, and such other duties as provided in these Bylaws or prescribed from time to time by the Board of Directors. The President shall appoint Board Committee members and Board Committee chairpersons and establish Ad hoc Committees, and Ad hoc Committee chairpersons at his/her discretion. The President shall appoint the VMRC Board member delegate for the Association for Regional Center Agencies (ARCA) and serve in this capacity for two years if possible. It is expected that the President will serve a 2-year term and progress to the position of Past President.

**Section 5.04. Duties of Vice President.** The Vice President shall perform all duties, and exercise the powers, of the President when the President is absent. The Vice President shall perform such other duties as may be prescribed from time to time by the Board of Directors. In consultation with the President, the Vice President shall preside over the Executive Committee, and serve in the role of the chairperson. It is expected that the Vice President will serve a 2-year term and will progress to the position of President, provided that the responsibilities performed in this position have been adequate.

**Section 5.05. Duties of Secretary.** The Secretary shall ensure that minutes are kept of all meetings, proceedings and actions of the Board and of Committees of the Board, corporate records are appropriately maintained, all notices are given as required by law or by these Bylaws, and, generally, shall perform all duties incident to the office of Secretary such as retention of the Articles of Incorporation and these Bylaws, and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or may be assigned from time to time by the Board of Directors. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular or emergency, and, if emergency, how authorized; the notice given; and the names of persons present. The Secretary or appointee of the President may serve as the chairperson of the Bylaws Committee which shall inaugurate by order of the President.

**Section 5.06. Duties of Treasurer.** The Treasurer shall have charge and custody of all funds of the Corporation, shall ensure that such funds are deposited as required by the Board of Directors; that adequate and correct accounts of the Corporation's properties and business transactions are kept and maintained, that reports and accountings are rendered to the Directors as required by the Board of Directors, and shall in general perform all duties incident to the office of Treasurer and such other duties as may be required by the law, by the Articles of Incorporation, or by Bylaws, or which may be assigned from time to time by the Board of Directors. The Treasurer shall also serve as the Chairperson of the Finance Committee.

**Section 5.07. Duties of Past President.** The immediate Past President shall be a member of the Executive Committee and shall serve as the chairperson of the Governance Committee, if the Governance Committee is without an active chairperson. If the Past President's term of service has expired in accordance with Section 4.05, the President shall appoint an eligible Board member.

## ARTICLE VI - CORPORATION OFFICERS

**Section 6.01 Duties of the Executive Director.** The Executive Director is elected by the majority of the Directors of VMRC's Board. The Executive Director shall be the Chief Executive Officer of the Corporation and shall, subject to direction of the Board, supervise, direct and control the Corporation's day-to-day activities, business and affairs and shall manage the personnel and employment matters of the Corporation consistent with VMRC's Personnel Policies, and the Bargaining Unit Contract as adopted by the Board, subject to the rights, if any, of any employee's contract of employment



Except as otherwise provided in these Bylaws, the Executive Director shall be an ex-officio member of all Committees. The Executive Director shall have such other powers and perform such other duties as the Board, or these Bylaws may provide. All or part of the above powers and duties of the Executive Director may be delegated to such other staff of the Corporation as the Executive Director may designate.

**Section 6.02. Duties of the Executive Assistant.** The Executive Assistant shall perform duties delegated by the Executive Director and Secretary of the Board with no voting powers. If the Secretary is not available or is unable to perform any of the Secretary's duties, the Executive Assistant shall perform such duties, shall attend, and keep or cause to be kept the minutes of all meetings of the Board, whether regular or closed, emergency and all Executive Committee meetings. The Executive Assistant shall ensure notices of meetings, attachments, and other materials with proposed agenda items are posted on Corporation's webpage are sent to Board members and other designated entities or individuals as directed by the Executive Director. The Executive Assistant shall perform other such duties as the Board or Bylaws may provide.

**Section 6.03. Duties of the Chief Financial Officer.** The Chief Financial Officer of the Corporation is an employee of the Corporation and reports to the Chief Executive Officer. The Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate correct books and records of accounts of the property and transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements or that may be required to comply with the Lanterman Developmental Disabilities Services Act or the Corporation's contract with the California Department of Developmental Services. The books of account shall at all times be open to inspection by the Board at all reasonable times.

The Chief Financial Officer shall deposit, or cause to be deposited, all money and other valuables in the name and to credit of the Corporation with such financial institutions as may be designated by resolution or motion of the Board; shall disburse, or cause to be disbursed, the funds of the Corporation as may be ordered by the Board or the Executive Director; shall provide to the Executive Director and the Board, whenever so requested, an account of all of the transactions as Chief Financial Officer and the financial condition of the Corporation; and shall have such powers and perform such other duties as the Board or these Bylaws may provide. All or part of the powers of the Chief Financial Officer may be delegated to such other staff of the Corporation as the Chief Financial Officer may designate.

**Section 6.04. Duties of Legal Counsel of the Board of Directors.** The Legal Counsel shall be the chief legal Officer of the Corporation; shall have general charge of all legal matters pertaining to the Corporation; shall attend meetings of the Board and its Committees, as necessary; shall represent or arrange representation of the Corporation in all legal proceedings; shall provide general legal advice and consultation to the Board, its Committees, Executive Director, Chief Financial Officer, Directors, Managers and staff as necessary or as directed by the Board or the Executive Director, and shall oversee the provision of all legal services to the Corporation. Except as otherwise provided in these Bylaws, Legal Counsel shall be an ex officio member of all Committees. The Legal Counsel shall also have such powers and perform other such duties as the Board or Bylaws may provide.



## ARTICLE VII - BOARD MEETINGS

**Section 7.01. Public Attendance.** Meetings of the Board of Directors are open, and all persons shall be permitted to attend any Board meeting, except as otherwise provided herein.

**Section 7.02. Accessibility.** The Corporation shall not conduct any Board meeting, conference, or other function in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, disability, or any other characteristic listed or defined in Government Code §11135, as currently in effect or amended. All Board meetings shall be held in facilities accessible to persons with physical disabilities and/or virtually through an accessible video/audio platform.

**Section 7.03. Public Records.** Agendas and other writings or materials distributed prior to or during a Board meeting for discussion or action at the meeting shall be considered public records, except those materials distributed during, and directly related to, a closed meeting authorized under Section 7.14. Writings which are distributed prior to commencement of a Board meeting shall be made available for public inspection upon request prior to commencement of the meeting. Writings which are distributed during a Board meeting shall be made available for public inspection upon request prior to or at the time of their discussion at the meeting. A reasonable fee may be charged for a copy of a public record distributed pursuant to this Section.

**Section 7.04. Majority Action as Board Action.** Every act or decision done or made by a majority of the Directors present at a Board meeting duly held, with notice delivered to the Directors and the public, as specified in Section 7.06 and 7.07 at which a quorum is present, is the act of the Board of Directors, unless the law, the Articles of Incorporation of this Corporation, or these Bylaws require a greater number. A quorum shall consist of at least 50 percent plus (1) of the Directors currently serving on the Board or the Executive Committee.

**Section 7.05. Definition of Meetings.** As used in these Bylaws, and unless otherwise noted, the term "Board Meeting" includes all meetings and any Committee meeting of the Board when the Board Director or Committee exercises the authority delegated to it by the Board. Board meetings and Board Committee meetings are open meetings to the public, with the exception of closed sessions for limited scope subject matters specified in 7.13. This definition of "Board Meeting" does not apply to Board retreats planned solely for educational purposes.

**Section 7.06. Regular Meetings.** The Directors shall hold regularly scheduled Board meetings occurring at least (7) times each fiscal year. Board meetings can occur more often as needed. Directors shall no later than July 1, for every prospective term set the time and place of Board meetings. Board meeting dates, times and location may be modified or changed at the discretion of the Board. If the Board of Directors do not meet in a given month, the Executive Committee shall meet to conduct the business of the full Board, subject to open meetings requirements and public notice expressed in Sections 7.01 and 7.08.

**Section 7.07. Emergency Meetings.** In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of regional center services, an emergency meeting may be called without complying with the advanced notice requirements set forth in Section 7.08. "Emergency situation" means any activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.



In these situations, advance notice shall be provided if practicable. In addition, the State Council on Developmental Disabilities, North Valley Hills Office shall be notified by telephone of each emergency meeting. The minutes of an emergency meeting, including a description of any actions taken at the meeting, shall be mailed immediately to any person requesting notice of "emergency meetings" and the Coalition of Local Area Service Providers (CLASP).

**Section 7.08. Notice of Regular Board Meetings.** The Board Secretary shall assure, and the Executive Assistant (Corporate Officer) shall cause U.S. mail or email notice of the event of Board meetings to any person who request notice in writing. The State Council on Developmental Disabilities, North Valley Hills Office and the Coalition of Local Agency Service Providers (CLASP) shall receive either U.S. mail or email notice. Notice shall be posted on Valley Mountain Regional Center Inc. webpage at least (7) days prior to any Board meeting or any Board Committee meeting and concurrently U.S. mailed or emailed to described entities and person(s). Notice shall include the date, and location and a specific agenda for the meeting. This notice procedure shall not preclude the VMRC Board from taking action on any urgent request made by the Department of Developmental Services, not related to purchase of service reductions, for which the Board makes a specific finding that notice could not have been provided as least (7) days before the meeting, or new items brought before the Board meeting by members of the public.

**Section 7.09. Agenda.** The notice of Board or Board Committee meetings described in Section 7.8 shall be accompanied by an agenda for the Board or Board Committee meeting which shall include a brief description of all substantive topic areas to be discussed during the Board meeting. No action item shall be added to any agenda after distribution of the agenda, except as where:

(1) There has been an urgent request by the Department of Developmental Services that is not related to purchase of service reductions for which the Board makes a specific finding that notice could not have been provided at least seven (7) days in advance of the meeting; or

{2) A new item has been brought before the Board at a meeting by one (1) or more members of the public.

**Section 7.10. Board Meeting Recordings, Testimony & Materials.** Valley Mountain Regional Center shall maintain all recordings and written comment submitted as testimony on agenda items for no less than (2) years. These materials shall be made available for review by any person, upon request.

**Section 7.11. Conduct of Meetings and Voting.** All Board meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent or in conflict with these Bylaws, with the Articles of Incorporation of this Corporation, or with applicable law. Board meetings shall be presided over by the Chairperson, who shall be the President of the Corporation, or in the President's absence by the Vice President, or in the absence of both, by a chairperson chosen by a majority of Directors present. The Secretary of the Corporation shall act as Secretary of the Board of Directors; the presiding Officer may appoint any person to act as Secretary of the meeting. Any person shall have the right to record the proceedings on a tape recorder in the absence of a reasonable finding by the Board that such recording constitutes, or would constitute, a disruption of the proceedings.

Voting shall be by acclamation, show of hands, or rollcall at the discretion of the President or other presiding Officer. A Board member can abstain from any vote. Abstaining, means refraining from non-verbal gestures, "thumbs up, thumbs down, nodding head, shaking head, waving, raising eyebrows, smiling or frowning" as examples not otherwise limited, during debate or during the voting process related to the subject matter of the vote. Abstaining also means refraining from verbal speech, during debate or during the voting process related to the subject matter of the vote. Any member may request and shall receive a show of hands or roll-call vote on any measure unless a majority of voting members present objects. The vote on a motion to remove a Director in accordance with Section 4.08, or the Executive Director, shall be by anonymous paper ballot. The Board President or other presiding Officer may cast a vote only when the vote is by paper ballot or for the purpose of breaking a tie.

**Section 7.12. Public Input.** Time shall be allowed for public input at each Board Meeting. General procedures, including time limits, shall be determined by the Board and enforced by the Chairperson unless waived by a majority of members in attendance. Board members may ask questions of speakers for the purpose of clarification only.

**Section 7.13. Presentations at Board meetings.** At the discretion of the Board President, any outside entity may be allowed or invited to make a presentation to the Board at a regularly scheduled meeting, provided the following conditions are met.

- (1) The presenter is not seeking vendorization or a new program or program component, or otherwise attempting to do business with Valley Mountain Regional Center. In other words, a presentation cannot be a "sales pitch."
- (2) The presentation does not exceed 20 minutes, including time for questions and answers.
- (3) The presentation relates to a policy issue or major responsibility of the regional center.
- (4) The presentation does not present a particular religious or political point of view.

The Corporation may request background material from the potential presenter as a condition of being allowed to present.

**Section 7.14. Closed Sessions.** The Board, Executive Committee, and Governance Committee may hold closed sessions. However, prior to and directly after holding any closed session, the VMRC Board or Committee Chairperson shall state the specific reason or reasons for the closed session. In the closed session, the Board or Committee may consider only those matters covered in its statement. Substantive content within the scope of closed session(s) may include (1) or more of the following:

1. Real estate negotiations.
2. The appointment, employment, evaluation of performance, or dismissal of a VMRC employee.



3. Employee salaries and benefits.
4. Labor contract negotiations.
5. Pending litigation, when discussion in open session concerning those matters would prejudice the Corporation's position in the litigation. Litigation shall be considered pending when any of the following circumstances exist:
  - a. An adjudicatory proceeding has been formally initiated, wherein the Corporation is a party.
  - b. A point has been reached where, based on existing facts and circumstances and the advice of legal counsel, it is determined that there is a significant exposure to litigation against the Corporation.
  - c. Based on existing facts and circumstances, the Corporation has decided to initiate or is deciding whether to initiate litigation.
6. Any matter specifically dealing with a particular consumer of the Corporation must be conducted in a closed session, except where it is requested that the issue be discussed publicly by the consumer, the consumer's conservator, or the client's parent or guardian where the client is a minor.

**Section 7.15. Closed Sessions Minutes.** Closed sessions minutes shall be kept by an employee of the Corporation designated by the Board. Minutes of closed sessions shall not be considered public records.

**Section 7.16 Definition of Attendance for Board Meetings.** The board directors are considered to be in attendance in full fulfillment of their board obligations if recognized as present at any point during the Board of Directors meeting or during any of its standing or ad hoc committees. Attendance may be established physically in-person, remotely using a telephone or cell phone, or virtually using a device connected to the internet.

**Section 7.17 Virtual Board Meeting.** The chair to meet the needs of the public good in times of crisis, state of emergency, severe weather, or any other unforeseen cause determined necessary may call for a virtual board meeting. A virtual board meeting shall be managed remotely by telephone conference call or internet based meeting applications or website. A virtual board meeting means the meeting will not have a physical location.

## ARTICLE VIII - BOARD COMMITTEES

**Section 8.01. Committee Meetings.** VMRC Board Committee meetings are open public meetings only if the Committee is vested with authority of the Board to make binding decisions on behalf of the Board or unless the Committee exercises its rights to hold a closed session, limited to closed session requirements expressed in Section 7.13 of VMRC' s Bylaws. Committee meetings that are not authorized to act on behalf of the Board are not required to hold open meetings.

**Section 8.02. Appointment of Standing Committee Members.** The President of the Board may, with approval of the Executive Committee, appoint persons with special interest or expertise as voting members of any standing Committee except the Executive Committee. Such members shall be limited to a term of one (1) year, unless reappointed.



**Section 8.03. Expert Participation.** At the discretion of the chairperson of a standing Committee, any person with a viewpoint or expertise deemed helpful to a task before the Committee may be invited to attend one (1) or more meetings of the Committee as a non-voting participant.

**Section 8.04. Limitation on Board Participation.** No standing or ad hoc Committee of the Corporation shall include, as voting members, a quorum of the Board of Directors. If at any time the number of Directors currently serving on the Board declines to a point where any Committee would comprise a quorum of the Board, the membership of such Committee(s) shall be reduced by removing the most junior member(s) of the Committee in terms of Committee membership, excluding the chairperson, until the number of voting Board members totals less than a quorum. When total Board membership increases, members thus removed from Committees may be reinstated.

**Section 8.05. Limited Authority of Committees.** No standing or ad hoc Committee of the Board shall take action for the Board unless authority is specifically delegated by action of the Board. Committees may take action by majority vote at meetings in which a quorum is present, unless the law, the Articles of Incorporation of this Corporation, or these Bylaws require a greater number. A quorum shall consist of 50 percent plus (1) of Committee members (Board Directors) currently serving on the Committee. Any action of a committee taken pursuant to the specific delegation described herein must be subsequently ratified at a Board meeting in order to be binding on the Corporation.

**Section 8.06. Specific Voting Rights.** Unless otherwise specified in this Article, representatives of organizations authorized or invited by the Corporation's Board of Directors to participate on standing or ad hoc Committees shall be voting members of those Committees except where prohibited by Welfare and Institutions Code §4622(k), or any other applicable law or regulation. Employees or contractors of such organizations shall not be voting members of any standing Committee and shall not exercise the proxy of any voting member.

**Section 8.07. Identification of Committees.** The Corporation's standing Committees shall be the Executive Committee, Governance Committee, Finance Committee, Consumer Services Committee, and Public Policy Committee . The President may appoint other Committees or task forces as deemed necessary. Participation on standing Committees and ad hoc Committees is not limited to members of the Board of Directors.

**Section 8.08. Executive Committee.** The Executive Committee exercises authority delegated to it by the Board. The Executive Committee shall consist of all the Officers of the Board of Directors and the Chairpersons of all standing Committees. The Executive Committee can hold closed sessions consistent with the authority of Welfare and Institutions Code Sections 4660 and 4663(a). The Executive Committee is empowered to direct the business of the Corporation on an emergency basis. The Executive Committee shall review and approve the performance and compensation of the Executive Director. The Executive Committee is responsible for reviewing all of the Corporation's personnel matters, policies, practices and personnel manuals or guides created, developed or proposed for changes or modifications, including those arising from any existing Bargaining Unit Contract.

The Executive Committee is responsible for assessing the training needs of the VMRC Board of Directors through feedback from Board members and other sources to assure California Corporate Law and Lanterman Act compliance occurs while the Board engages performance of its accepted responsibilities. The Executive Committee is tasked with creating and sustaining a Board training

procedure intended to build a foundation of knowledge necessary for the Board's effective oversight of VMRC Inc. operations and contract obligations owed to the State Department of Developmental Services.

**Section 8.09. Governance Committee.** The Governance Committee exercises authority delegated to it by the Board. The Governance Committee shall consist of a Chairperson and at least four (4) other Directors appointed by the President. The Governance Committee can hold closed sessions consistent with the authority of Welfare and Institutions Code Sections 4660(b) and 4663(a).

The Governance Committee is responsible for:

(1) **Bylaws.** The Committee will convene at least once annually or as often as needed for the purpose of reviewing the Bylaws, Articles of Incorporation and Welfare and Institutions Code to confirm whether changes are required to sustain compliance with relevant law, and to meet the needs of the Board of Directors. The Committee may receive feedback from informed professionals (including VMRC management, community leaders, legal counselor, parliamentarian, etc. depending on the issues).

(2) **Nominating.** The Committee's function is to identify, recruit and recommend to the Board of Directors qualified individuals to fill positions, including Directors and Officers, on the governing board. The State Council on Developmental Disabilities, North Valley Hills Office, the Coalition of Local Area Service Providers, and the Self Advocacy Council 6 shall each be invited to participate in identifying and recruiting endeavors of new governing board members. The Board of Directors shall be asked to take action on any Director or Officer recommended by the Committee.

**Section 8.10. Finance Committee.** The Finance Committee shall consist of a Chairperson, the Chief Financial Officer, and at least four (4) Directors appointed by the President. In addition, the Coalition of Local Area Service Providers shall be invited to appoint a representative. It is the responsibility of the Finance Committee to review and make recommendations to the Directors relative to financial policy, audit findings and recommendations, contracts and to monitor the Corporation's fiscal condition.

**Section 8.11. Consumer Services Committee.** The Consumer Services Committee shall consist of a chairperson, and at least four (4) members appointed by the President. In addition, the State Council on Developmental Disabilities, North Valley Hills Office and the Coalition of Local Area Service Providers may appoint a representative as a committee member. Consumer Services Committee meetings are open to all Board members. It is the responsibility of the Consumer Services Committee to develop and recommend to the Board policy regarding purchase of service, case management, clinical services, quality assurance and contracting policy, needs assessment, resource development, affordable housing, transportation, POS balance grants, and to review service development projects. Even though this committee is not vested with authority as described in Section 8.01, these meetings shall remain open to the public because the committee's responsibilities to review Service Standards requires significant public input.

**Section 8.12. Public Policy Committee.** The Public Policy Committee consists of a chairperson and at least three (3) other Directors and interested community stakeholders (at the discretion of the President), all appointed by the President. Public Policy Committee meetings are open to all Board members. The President shall serve ex-officio on this Committee and will vote on position recommendations to the Board only in the event of a tie.

The Public Policy Committee will establish a schedule of meetings sufficient to analyze proposed legislation impacting Consumers, Consumers' families, and stake holders, monitor recommendations from the Association of Regional Center Agencies (ARCA), recommend positions for the Board, inform our local community stakeholders, and local policymakers of the impact of these proposals or laws on people with developmental disabilities.

**Section 8.13. Ad Hoc Committees.** The President of the Board may appoint an Ad Hoc Committee in order to accomplish tasks that fall outside of the scope of responsibilities of standing Committees. Such appointments shall be for a specific purpose and period of time. At least (3) Directors must serve on any of these committees.

## ARTICLE IX - MISCELLANEOUS PROVISIONS

**Section 9.01. Effective Date.** These Bylaws shall become effective immediately upon their adoption. Amendments to these Bylaws shall become effective immediately upon their adoption unless the Board of Directors elects they are to become effective at a later date.

**Section 9.02. Fiscal Year.** The fiscal year of the Corporation shall be from July 1 through June 30, inclusive.

**Section 9.03. Parliamentary Authority.** The rules contained in Robert's Rules of Order Newly Revised, shall govern meetings of the Board and Committees as long as such rules are not inconsistent with or in conflict with these Bylaws, the Articles of Incorporations or with any provisions of law applicable to the Corporation.

**Section 9.04. Non-Voting Members.** This Corporation shall have no nonvoting members within the meaning of Nonprofit Corporation Law.

**Section 9.05. Gifts.** The Board may accept on behalf of the Corporation any contributions, gift, bequest, or devise for the charitable purposes of the Corporation.

**Section 9.06. Construction and Definitions.** Unless the context requires otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, the present tense includes the past and future tenses, and the future tense includes the present, and the term "person" includes both a legal entity and a natural person, the term "shall" is construed to be mandatory while the term "may" is construed to be permissive.

**Section 9.07. Amendment.** Subject to any provisions of laws applicable to amendment of Bylaws of nonprofit Corporations, these Bylaws may be altered, amended or repealed and new Bylaws adopted by the vote of a majority of Directors present at any Board meeting or emergency Board meeting at which a quorum is present, provided that written notice of such meeting and of the intention to change these Bylaws thereat is delivered to each Director at least seven (7) days prior to the date of such meeting.

**Section 9.08. Corporate Seal.** The Corporation shall have a seal which shall be in such form. and contain such matter as shall be specified by resolution of the Board of Directors. The seal shall be affixed to all corporate instruments, but failure to affix it shall not affect the validity of any such instrument. The seal shall be kept in the safe custody of the Corporation's Secretary or the Executive Assistant.

**Section 9.09. Certification and Inspection of Corporate Records.** The original, or a copy of these Bylaws and the Articles of Incorporation, as amended to date, certified by the Secretary of the Corporation, shall be recorded as part of the corporate records, shall be retained at the Corporation's principal office, and shall be made available for inspection by the Directors at all reasonable times during office hours. Following any amendment of these Bylaws or the Articles of Incorporation a copy of the Bylaws as amended shall be provided to each Director.

## ARTICLE X - DEFENSE AND INDEMNIFICATION

**Section 10.01. Defense and Indemnification by Corporation.** In accordance with Corporations Code §5238, the Corporation, upon approval of its Board of Directors, shall have the power to defend and/or indemnify any present or former Director, Officer, employee, or clinical staff member engaged in corporate business through Committee service or otherwise, against judgments and expenses actually and necessarily incurred by such person in connection with the defense of any action, suit, or proceeding in which such person is made a party by reason of being or having been a present or former Director, Officer, employee, or clinical staff member and when the alleged action occurred within the scope of such person's duties with the Corporation, provided that such person acted in good faith, in the manner the person believed to be in the best interest of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in like position would use under similar circumstances, and such person is not found guilty of bad faith in the performance of a duty. Such defense may be rendered under a reservation of right whereby the Board of Directors may challenge, and have determined in a court of law, the question of whether the act of the present or former Director, Officer, employee, or clinical staff member was in fact committed by such person in the course and/or scope of such person's duties with the Corporation. Such indemnification shall not be deemed exclusive of any other rights to which such person maybe entitled under any Bylaws, agreement, vote of Board of Directors or otherwise.

## ARTICLE XI - DISSOLUTION

**11.01. Dissolution.** In the event the activities of the Corporation as described in its Articles of Incorporation and these Bylaws shall be terminated, the property of this Corporation exclusive of property belonging to the State of California, is irrevocably dedicated to a charitable organization which qualifies as tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any private persons.

Upon dissolution or winding up of the Corporation, its assets, exclusive of State property, remaining after payment of, or provisions of payment of, all debts, and liabilities of this Corporation, shall be distributed to private nonprofit charitable organization(s), in accordance with the law and in a manner determined by the Board of Directors prior to its final dissolution.

All persons becoming Directors of this Corporation agree to abide by and be bound by these Bylaws and the rules, regulations, and other orders of the Board.

## CERTIFICATION



**Adoption by the Board of Directors.**

The elected to the Board of Directors of this Corporation, at a duly noticed public meeting, assented to the foregoing Amended and Restated Bylaws, and adopted the same as the Bylaws of this Corporation.

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Alicia Schott, President

**Certificate by Secretary of Adoption by Directors.**

This is to certify that I am the duly elected, qualified, and acting Secretary of Valley Mountain Regional Center, Inc., a California nonprofit corporation. The attached document, consisting of 19 pages, is a true and correct copy of the Amended and Restated Bylaws of the Corporation, as adopted by a full vote of the Board of Directors on June \_\_\_\_, 2025.

Executed at \_\_\_\_\_, California, as of \_\_\_\_\_, 2025.

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Lisa Utsey, Secretary



