



**Valley Mountain Regional Center  
Board of Directors Meeting  
VMRC, 702 N. Aurora Street, Stockton, CA 95202  
(Enter through rear of building)**



**Monday, February 6, 2017 - 6:00PM**

**MEETING AGENDA**

*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.*



**A. Call to Order, Introductions, Reading of Mission Statement**



**B. Review and Approval of Agenda**



**C. Adoption of Consent Calendar**

o Minutes of January 9, 2017 Board Meeting ..... 1

**D. Vote to Accept the Following:**

- o Acceptance of Contract Status Report ..... 11
- o Acceptance of Restricted Donations ..... 15
- o Contracts Over \$250,000 ..... 17



**E. Announcements & Public Comment (Maximum 3 minute report per person)**



**F. Presentation: TBD**



**G. Board Member Program Visits (Maximum 3 minute report per person)**



## H. Executive Director's Report

## I. Committee Reports



### i. Consumer Services (Claire Lazaro, Chair)

- Minutes of January 9, 2017 meeting (meeting handout) .... 19
- Report from February 6, 2017 meeting
- Next meeting March 13, 2017



### ii. VMRC Consumer Advisory Committee (Dena Pfeifer, SAC6 Rep.)

### iii. Finance and Personnel Committee (Tom Bowe, Treasurer)



- Minutes of January 4, 2017 meeting ..... 23
- Summary of February 1, 2017 meeting
- Human Resources Report – March 2017 ) handout
- Caseload Report – March 2017 ) at meeting
- Job Descriptions:
  - Cultural Specialist ..... 27
  - Employment Specialist ..... 31
- Next meeting – March 8, 2017



### iv. Executive Committee (Melinda Gonser, President)

- Summary of February 1, 2017
- Next meeting – March 8, 2017



### v. Strategic Planning Committee (Melinda Gonser, Chair)

- Update – March 13, 2017



### vi. Nominating Committee (Nancy Meier, Chair)



### vii. VMRC Professional Advisory Committee (CLASP) (Candice Bright, CLASP Representative)



**ix. Association of Regional Center Agencies Report  
(Melinda Gonser, ARCA Representative)**

- o Report from the January 19/20 Meeting in Sacramento

**I. Other Matters**



**J. Executive Session**



**K. Next Meeting**

**Date: Monday, March 13, 2017**

**Time: 6:00PM**

**Location: VMRC, 702 N. Aurora St. Stockton, CA 95202**



**L. Adjournment**

Information = The item is brought to the board for information and is likely to be an action item at a future meeting

**\*VMRC Policy on Public Input**

In accordance with California Welfare & Institutions Code sections 4660 through 4669, meetings of the Valley Mountain Regional Center Board of Directors are open and public, with only those exceptions provided in statute. Accordingly, time is allowed at each Board of Directors meeting for public input on any issue whether or not it is on the agenda for that particular meeting. Such input shall be summarized in the minutes of the meeting.

“Public input” is defined as verbal comment or written submissions provided to the Board by any person who is not a member of the VMRC Board. Materials will be maintained by VMRC for at least two years from the date of the meeting.

The VMRC Board of Directors reserves the right to determine the form or manner of its response. As a general rule, the Board will not respond to comments or questions that relate to agency personnel policies, the union contract, or collective bargaining issues. However, the Board may, at its discretion, direct staff in executive session to investigate and report on such issues raised under public comment.

**\*VMRC Policy on Executive Sessions**

As provided in California Welfare & Institutions Code sections 4660 through 4669, the Valley Mountain Regional Center Board of Directors may hold an executive session to consider real estate negotiations, appointment, employment, evaluation or dismissal of an employee, staff salaries and benefits, labor negotiations, and any matter dealing with a specifically identified consumer for whom appropriate authorization has not been provided to enable public discussion of the matter.

The Executive Assistant shall keep confidential minutes of executive sessions. The subject of each executive session shall be announced prior to and at the conclusion of each such session.

*The VMRC Board requests that all participants refrain from wearing perfume, cologne, and other fragrances, and use unscented personal care products in order to promote an irritant-free environment.*

*In accordance with the Americans with Disabilities Act, if you have any special requirements in order to participate, please contact Jan Maloney at (209) 955-3248 prior to the start of this meeting.*

## Local Legislators

### California State Senate

#### District 5

Cathleen Galgiani

State Capitol, Room 4082

Sacramento, CA 95814

(916) 651-4005

District Office

31 E. Channel, Rm. 440

Stockton, CA 95202

(209) 948-7930

[senator.galgiani@sen.ca.gov](mailto:senator.galgiani@sen.ca.gov)

#### District 14

Tom Berryhill

State Capitol, Room 4070

Sacramento, CA 94248-0001

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District Office

4641 Spyres Way, Ste 2

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#### District 12

Anthony Cannella

State Capitol, Room 3048

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Modesto, CA 95354

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### California State Assembly

#### District 5

Franklin E. Bigelow

State Capitol, Room 4116

Sacramento, CA 95814

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Jackson, CA 95642

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#### District 12

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

**Board of Directors Meeting  
January 9, 2017**

**Present:**

Robert Balderama	✓	Tom Martin	✓
S. Rush Bailey	✓	Nancy Meier	--
Tom Bowe	✓	Rick Moen	✓
Candice Bright (CLASP)	✓	Paula Newman	--
Melinda Gonser	✓	Dena Pfeifer	--
Robert Grimsley	✓	Andrea Rueda	✓
Pernell Gutierrez	--	Katherine Torres	✓
Ivan Johnson	✓	Chris Varela	--
Claire Lazaro	✓	Ingrid Wilson	--

**VMRC Staff:** Tony Anderson, Cindy Mix, Claudia Reed, Gordon Hofer, Bill Rutgers, Anthony Hill, Mary Sheehan, Jan Maloney

**Visitors:** Dena Hernandez (SCDD/North Valley Hills Office), Lisa Culley (FRN), Tawnya Jolley (Robert Balderama's friend), Gia McElroy (Parent), and Facilitators Patty McKee, Anna Garcia, and Theresa Vasquez

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Board President, Melinda Gonser, called the meeting to order at 6:01pm.

**A. CALL TO ORDER AND INTRODUCTIONS**

Introductions were made and VMRC's Mission Statement was read by Claire Lazaro.

**B. REVIEW AND APPROVAL OF AGENDA**

**M/S/C (BAILEY/GRIMSLEY) to approve the agenda as presented.**

**C. ADOPTION OF CONSENT CALENDAR**

**M/S/C (MARTIN/BAILEY) to accept the December 12, 2016, Board of Directors minutes as presented. One abstention from Tom Bowe.**

**D. VOTE TO ACCEPT THE FOLLOWING:**

Tom Bowe advised meeting attendees that the Finance and Personnel Committee reviewed the following items that are being presented by the Committee for approval.

**M/S/C (COMMITTEE/LAZARO) to accept of Contract Status Report through November 2016.**

**M/S/C (COMMITTEE/GRIMSLEY) to accept donations totaling \$2,352 to the Dr. James R. Popplewell fund.**

**M/S/C (COMMITTEE/BAILEY) to accept the B-3 Contract Amendment for fiscal year 2014/15.**

The following contracts over \$250,000 were presented for approval:

Vendor Name	Vendor Category	Current Contract	Proposed Contract	% Rate increase	Reason for Increase
Autism Treatment solutions ESAIP	Client/Parent Support Behavior Intervention Training	\$ 340,000	\$ 432,000	27.06%	8% rate increase in July and consistently increasing number of units provided 43% from 12/15 to 10/16
Hanot Foundation	Residential Facility Adults-Staff Operated	\$ 509,040	\$ 577,080	13.37%	Rate increase in July 2016, occupancy consistent. New rate calculated on maximum occupancy at current rate.
Howard Training Center	Behavior Management Program	\$ 444,175	\$ 482,954	8.73%	Rate increases in Jan 2016 and July 2016 totaling 8.25%. Consistent number of units being provided
Howard Training Center Catering & Specialty	Work Activity Program	\$ 263,397	\$ 307,562	16.77%	Rate increase of 5.5% in Jan 2016 and another rate increase of 5.6% in July 2016. New rate is based on highest number of units in a month times twelve months times the current rate.
Howard Training Center Production Unlimited	Work Activity Program	\$ 325,430	\$ 412,795	26.85%	Rate increase of .7% in Jan 2016 and another rate increase of 5.6% in July 2016. New rate is based on highest number of units in a month times twelve months times the current rate.
Howard Training Center Transportation	Transportation - Additional Component	\$ 249,470	\$ 296,571	18.88%	New NTE is calculated on the highest month of the last 12 months multiplied by 12. The amount paid is dependent upon the number of consumers and the miles each consumer is transported.

Contracts with no change from previous year:		
Vendor Name	Vendor Category	Proposed Contract
Howard Training Center Community Employment	Supported Employment - Group	\$ 889,203
Howard Training Center Golden Opportunities	Adult Day Care	\$ 393,117
Howard Training Center Home At Last	Family Home Agency	\$ 318,698
Howard Training Center Community Integration Program	Adult Development Center	\$ 660,311

Carmen Hill, Assistant Director, Case Management, reviewed the Howard Training Center contracts, some of which have and received contract increases since last year, and some of which have not. She reported that the Howard Training Center has been a service provider for VMRC consumers and their families for over 30 years. Initially the program started small, and over the years more programs have been added to the contract.

Program #1 is an adult developmental center program, with a CITP (Community Integration Program) and they provide service for activities at the facility and in community settings. The ratios are 1:3, with 27 program participants.

Program #2 is a behavioral management program for consumers who require some guidance and training to prevent problematic behaviors. This will help the consumers to eventually reside in the community. The ratios are 1:3, with 27 consumers attending.

Program #3 is an adult daycare facility called Golden Opportunities, with a 1:4 ratio serving 32 consumers. This is a new program focusing on leisure activities, maintenance of functional skills, and preserving independence.

Program #4, Home At Last (HAL) is an alternative individual home living opportunity the program offers residential services for the consumer to reside in a private family owned home. There are 13 consumers in this program.

Program #5 is a group setting Supported Employment Program, and provides job coaching for Janitorial, landscaping positions, etc. The program has provided services at the CalTrans rest stops in Turlock and Westley for over 20 years. There are currently 48 consumers attending this program.

Program #6, also a Supported Employment Program for 9 individuals, and provides individual job coaching for consumers who are actively employed in cashier, greeter, and similar positions for companies such as Walmart and Trader Joe's. Some program participants work in restaurants and theaters. This program has 9 consumers.

There are two Work Activity Programs (WAP). The 58 consumers on the Production Unlimited program perform contract work at sub-minimum wage, as do consumers on the Catering and Specialty program. The catering program with 31 consumers has a commercial kitchen, and caters events such as crab feeds. Both programs assist with skills training. Based on new legislation, sub-minimum wage programs are no longer allowed, and the Howard Training Center may need to change their business models for these two programs. Carmen recommended board members visit the catering program at the Howard Training Center.

The last program provides transportation for the work groups that work at CalTrans sites in the City of Ceres, and there are 28 consumers in this program.

Rush Bailey said he was pleased to hear such positive comments about the Howard Training Center. He sat on their Board of Directors many years ago.

In response to a question from Claire Lazaro regarding the sub-minimum wage, Carmen stated the Executive Director is working closely with some consultants and DDS with regarding to paying minimum wage.

Carmen confirmed the Howard Training Center operates in Stanislaus County only.

**M/S/C (COMMITTEE/LAZARO) to accept the contracts over \$250,000, with one abstention from Candice Bright.**

**E. ANNOUNCEMENTS & PUBLIC COMMENT:**

Under Announcements, Dena Hernandez, Executive Director of the SCDD/North Valley Hills Office, welcomed Tony Anderson to VMRC, and stated she is looking forward to a continued good working relationship between the two agencies.

On behalf of the SAC6 and Dena Pfeifer, who is unable to attend the meeting due to illness, Dena Hernandez announced the SAC6 Area Meeting on February 3, 2017 at the San Joaquin County Fairgrounds.

Dena discussed the possibility of collaboration between VMRC, FRN, SAC6 and the State Controller's Office, to bring somebody from the CalABLE board to discuss greater financial security for people with disabilities. The CalABLE Act is a new law that will probably come into effect in the summer.

Robert Balderama has been elected Chair of the SSAN (Statewide Self Advocacy Network). Along with some colleagues Robert has put together an ABLE Act presentation together, and Jan will work with Robert to schedule a presentation for VMRC board members. Copies of the Voices of SSAN newsletter were passed around.

Dena passed around the following flyers:

Influences that will be changing the Developmental Disabilities System in California, and stated board members may receive questions on some of the changes.

A flyer on Affordable Housing that provides information relevant to all counties in VMRC's catchment area.

Also distributed was Information on Writing an Effective IEP for Your Child with Special Needs. This event is a collaboration of the SCDD/NVHO and will take place Wednesday, January 25 from 9:00am to 11:30am at the 2529 West March Lane in Stockton.



Information on the CHOICES 2017 t-shirt contest.

The Community Center for the Blind and Visually Impaired, is hosting their 10<sup>th</sup> Annual Crab Feed on Saturday, January 21 at the Waterloo Gun and Bocce Club in Stockton.

There was no public comment this month.

F. PRESENTATION

VMRC's new Executive Director, Tony Anderson, introduced himself and thanked the Board of Directors for giving him the position. Tony said he will do everything to go above and beyond expectations to make the board proud.

Tony started in the field of developmental disabilities in 1987 whilst at college, and got a job working in a group home. He has since worked in classrooms, in homes as a respite provider, day programs, workshops, and as a behavioral aide. Tony was also an IHSS worker while he was in college, and became so close to the person he supported, that he named his son Geoffrey after him.

Tony became a Case Manager at North Bay Regional Center in 1992. He liked working on policies and after witnessing some abuse with children and with adults, which worked to create policies against abusive situations. As a Resource Developer he tried to create more programs. After finishing Grad School for Organizational Development, Tony worked as an Executive Director in the community in residential services for a local non-profit organization serving people with developmental disabilities, and he also helped reorganize Health and Human Services in Napa County.

One day Tony received a call from governor Gray Davis' office who had heard about the work Tony had been doing, and asked him to work for the Governor where he worked with the State Council on Developmental Disabilities. This allowed Tony to work more closely with policies, both statewide and nationally. After Governor Davis was recalled, Tony went to work for the Arc of California as Executive Director, became a lobbyist and was able to change some laws to better protect people with developmental disabilities. Tony's biggest achievement was to chair the Lanterman Coalition, a dedicated group of professionals representing different associations and organizations within the developmental disabilities field. Three years ago the Lanterman Coalition was able to bring \$535,000,000 of state and federal money into the system.

Watching people speak up for themselves and teaching them how to, is one of the things that drives Tony, and the touch-points in the system that need the most support are people with developmental disabilities, Case Managers and others from the regional center, and direct support professionals. Tony said he is really excited to make good things happen.

In response to Robert Balderama's question, Tony stated he has a nephew with a developmental disability, and a new niece in Early Start. Robert also noted that if the 40,000,000 people in California with developmental disabilities were to band together, register and vote, they would be a powerful voice in the state of California.

G. BOARD MEMBER PROGRAM VISITS

There were no board member visits this month. The binder was passed around for board members to sign up for upcoming day program or care home visits.

#### H. EXECUTIVE DIRECTOR'S REPORT

Tony Anderson reported the transition plan for his first few months at VMRC has started, first with the in-house leadership team for all three offices, and then Tony will build on relationships outside of VMRC. He made note to comment the VMRC management team for their great leadership. He has received some letters of congratulations from politicians and others in the developmental disabilities field, and he will be meeting with legislative staff too.

There was a meet and greet event at the Stockton office this morning, where Tony had the opportunity to meet some of the Stockton staff. There will be a meet and greet on Wednesday in the Modesto office and on January 28<sup>th</sup> in the San Andreas office. Tony will contact board members to discuss their role on the Board of Directors, and to get their thoughts about the organization, etc.

#### I. COMMITTEE REPORTS

##### i. Consumer Services Committee (Claire Lazaro, Interim Chair)

Claire thanked Tony for attending the meeting today.

Under Clinical, Mary Sheehan reported contracting with an additional Occupational Therapist, and also two new contractors who will assist in home modifications for consumers that currently can take up to six months to complete. Clinical is also working on the new tracking system that tracks the progress of referrals.

Under Resource Development, there has been some interest in the RFP for board member facilitation that remains open until February. Having dropped off, the RFP will be put back on the website until the end date.

VMRC is getting ready to post an RFP for a CPP project.

DDS has set a new minimum wage increase for vendors, but only for those with 26 or more employees who are receiving minimum wage.

Under QA, as of January 25, there will be a full team at VMRC, and vendors will be notified of any changes with their Consumer Service Liaison representatives.

Regarding alerts, VMRC is in the process of putting an action item on the issues that are presented, so as to document actions on any issues and to note the number of days.

Under Case Management, the POS Disparity proposal was approved at the last board meeting, which has subsequently been approved by DDS and \$366,000 has been awarded to VMRC.

All staff members have now received HIPA training, and more aspects will be added to the training to cover the use of cell phones to take photographs of documents if a photocopier is not available.

Under Communications, VMRC is starting work on the Mobility project with some apps to help the Service Coordinator when out in the field.

Flyers for the Self-Determination Advisory Committee are now finalized and are being distributed at IPP's to consumers. There are now 12 people interested in being a member of this committee. DDS has completed seven out of the nine training modules.

The IT Department is trying to complete an active directory of clients to make it easier to calendar and generate letters using the Inside and Outside Exchange. Vendors will be able to log in to the Outside Exchange and see authorizations without the need to call the Service Coordinator. This will facilitate and hasten the process.

There will be a Social Service Month event for VMRC staff on March 20 at the San Joaquin County Office of Education.

The Director of the Department of Rehabilitation will conduct a webinar on January 11 to discuss Governor Brown's budget regarding employment.

Candice Bright, CLASP representative, noted that smaller facilities are losing employees to larger facilities due to the minimum wage increase, and asked if this is something that could be taken to DDS as the smaller vendors are losing money if they have less than 26 employees. Melinda suggested addressing this at the next ARCA meeting, and Tony suggested this being a revolving agenda item at ARCA meetings.

The next meeting will be on February 6, at 4:30pm in VMRC Stockton's Cohen Board Room.

ii. Consumer Advisory Committee Report  
(Dena Pfeifer, SAC6 Representative)

Dena was not present at the meeting, therefore no report was given this month.

iii. Finance & Personnel Committee  
(Tom Bowe, Treasurer)

Tom advised the committee met on January 4. Apart from the committee items that were presented for action earlier in the meeting, the committee reviewed the cash flow report, and it is not anticipated that VMRC will need to borrow money in the current fiscal year.

The HR Report showed there were no new hires in December, and there was one termination. There are 283 regular and 14 temporary employees, making a total of 301. Tom advised there will a focus on expanding Service Coordinator positions, both for the vacant and the 13 expansion positions.

The caseload averages has increased to an average of 81:1, and it is hoped within the coming year this figure will decrease as VMRC fills more Service Coordinator positions.

Tom stated the committee would benefit from another person or two, and asked for volunteers to contact him or Melinda. Katherine Torres asked when Board Member Training will take place, and Melinda confirmed that she will draft an agenda for the February meeting and ask for input from board members. Training should take place within the next couple of months.

The next Finance and Personnel Committee meeting will be held on February 1, 2017.

iv. Executive Committee  
(Melinda Gonser, President)

Melinda advised the committee met on January 4, and one of the standing agenda items discussed was Transition Planning for the new Executive Director, and onboarding. The committee approved the amended contract with Pathways Facilitation to include a component for coaching, and also development of a performance evaluation for the Executive Director, for an additional fee of \$7,500. Coaching will run January through June, and the Performance Evaluation will begin in October and will include input from community stakeholders.

The next Executive Committee meeting will be held February 1, 2017.

v. Strategic Planning Committee  
(Melinda Gonser, President)

Along with Senior Staff, the Chairs of the committees that are working on the goals, will give a presentation to the board at the March board meeting.

vi. Nominating Committee  
(Nancy Meier, Chair)

Ongoing recruitment efforts for new board members continue. There are currently two vacancies, possibly three, and at the end of the current fiscal year there will be two additional vacancies. This means five new board members will need to be found within the next six months, and parents/family members of consumers are sought to meet DDS board composition requirements. Somebody with Public Relation skills is also sought, as are additional consumer members and in particular somebody with a diagnosis of autism. Melinda advised board members to think about their contacts, and come up with at least one person who they could recommend for board membership. The application and information about board membership is available on the website, and information in Spanish about board membership is forthcoming.

vii. VMRC Professional Advisory Committee (CLASP)  
(Candice Bright, CLASP Representative)

The committee meets alternate months, and Tony will attend the next meeting that starts 9:00am on Thursday, January 12 at VMRC in Stockton.

viii. Association of Regional Center Agencies (ARCA)  
(Melinda Gonser/Paul Billodeau)

The next meeting is scheduled for January 19/20 in Sacramento. There will be committee meetings during the day on the 19<sup>th</sup>, and in the evening there will be a joint retirement party for VMRC's Paul Billodeau, Clay Jones of Redwood Coast Regional Center, and Jim Burton from the Regional center of the East Bay. The half day ARCA meeting will be held Friday morning. Chris Varela expressed interest in attending the Friday meeting. Tony stated he will attend a meeting on Thursday night for the new Executive Directors in the Association, who have held their position for three years or less.

J. OTHER MATTERS

Following the format of board meetings taking place the second Monday of the month, February meetings have been brought forward one week as VMRC is recognizing Lincoln's Birthday on February 13. The next Finance & Personnel Committee and Executive Committee meetings will be held Wednesday, February 1, and the Board Meeting will be held February 6. Jan will email a reminder to all board members.

K. EXECUTIVE SESSION

There was no Executive Session this month.

L. NEXT MEETING

Following the format of board meetings taking place the second Monday of the month, February meetings have been brought forward one week as VMRC is recognizing Lincoln's Birthday on February 13. The next Finance & Personnel Committee and Executive Committee meetings will be held Wednesday, February 1.

The next Board Meeting will be held February 6.

The meeting was adjourned at 7:26



**Valley Mountain Regional Center**  
**Contract Status Report, in thousands**  
**Through December 2016, of FY 2016-17, 50.0% of the Budget Year**

<u>DDS Contracts</u>		Purchase of Service, Including CPP	Operations	Total
DDS original	C	120,274	21,477	141,751
Amendment:	C - 1	46,982	6,922	53,904
Total DDS Operating Contracts		<u>167,256</u>	<u>28,399</u>	<u>195,655</u>
Prior year to final		<u>145,945</u>	<u>24,421</u>	<u>170,367</u>
Percentage increase		14.6%	16.3%	14.8%

**Valley Mountain Regional Center**

State Claims due to VMRC	\$17,386,033.80
Advances from State	<u>\$49,757,592.10</u>
Net	<u>(\$32,371,558.30)</u>

11.

Valley Mountain Regional Center  
 Contract Status Report  
 December 2016  
 50 0% of Fiscal Year Completed

**REVENUE**

	Current	YTD
State Income Current Year	15,814,995	92,233,741
Foster Grandparents/Senior Companion	39,533	224,714
Interest Income	8,569	36,371
Other Income	200	16,025
Vendorization Training	-	1,610
ICF-SPA Income	379,223	2,314,214
ICF-SPA Fee	5,688	34,713
Total Income	<u>16,248,208</u>	<u>94,861,388</u>

**POS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Community Care Facility	4,317,409	25,662,662	49,695,439	51.6%
Day Care	85,927	574,561	1,366,877	42.0%
Day Training	2,801,082	17,868,181	36,047,065	49.6%
Supported Employment	137,555	793,508	1,717,000	46.2%
Work Activity Program	48,094	317,892	765,429	41.5%
Non-Medical Services-Professional	34,031	209,237	458,804	45.6%
Non-Medical Services-Programs	1,367,831	8,950,927	17,593,559	50.9%
Home Care Services-Programs	50,947	267,673	642,391	41.7%
Transportation	225,621	1,098,624	2,405,600	45.7%
Transportation Contracts	1,282,639	8,424,643	17,681,000	47.6%
Prevention Services	845,506	5,243,120	10,513,700	49.9%
Other Authorized Services	1,305,385	7,286,038	14,488,700	50.3%
P&I Expense	3,328	17,023	34,488	49.4%
Medical Equipment	-	144,655	313,270	46.2%
Medical Care Professional Services	227,496	1,322,827	2,684,590	49.3%
Medical Care-Program Services	3,733	23,830	65,156	36.6%
Respite-in-Home	808,865	4,603,981	9,300,000	49.5%
Respite Out-of-Home	57,080	256,281	520,067	49.3%
Camps	-	13,896	14,760	94.1%
	<u>13,602,528</u>	<u>83,079,559</u>	<u>166,307,895</u>	<u>50.0%</u>
CPP	-	603	948,275	0.1%
Total Purchase of Service	<u>13,602,528</u>	<u>83,080,162</u>	<u>167,256,170</u>	<u>49.7%</u>
Prior Year to Date (no late billing)	<u>11,638,384</u>	<u>69,949,321</u>	<u>145,945,733</u>	<u>47.9%</u>
Percentage Increase (Decrease)	16.9%	18.8%	14.6%	1.7%

12.



Valley Mountain Regional Center  
 Contract Status Report  
 December 2016  
 50 0% of Fiscal Year Completed

**OPERATIONS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Salaries and Wages	1,290,844	7,661,892	16,013,898	47.8%
Temporary Help	2,325	4,103	12,000	34.2%
Fringe Benefits	431,643	2,520,601	5,692,179	44.3%
Contracted Employees	(2,325)	18,182	65,000	28.0%
	<u>1,722,487</u>	<u>10,204,778</u>	<u>21,783,078</u>	<u>46.8%</u>
Equipment Contract leases	1,001	12,649	36,000	35.1%
Facilities Rent	175,311	838,105	2,045,600	41.0%
Facilities Maintenance	28,639	206,572	520,000	39.7%
Telephone	14,854	69,404	227,818	30.5%
Postage and Shipping	4,582	42,379	103,400	41.0%
General Office Expense	7,918	47,628	96,000	49.6%
Insurance	6,602	39,230	125,453	31.3%
Printing	4,852	4,852	44,800	10.8%
Utilities	14,261	96,678	369,200	26.2%
Information Technology	103,594	383,698	980,400	39.1%
Bank Fees	6,725	31,218	82,000	38.1%
Legal Fees	11,667	45,183	138,000	32.7%
Board of Director Expense	1,800	7,258	20,000	36.3%
Accounting Fees	(2,300)	-	60,000	0.0%
Equipment Purchases	-	46,399	200,000	23.2%
Consultants	10,779	70,938	188,000	37.7%
Travel Administration	3,268	12,082	35,000	34.5%
Travel Consumer Services	31,566	170,749	380,000	44.9%
Dues and Subscriptions	25	25	2,800	0.9%
Consumer Medical Record Fees	578	4,548	9,600	47.4%
ARCA dues	-	64,471	64,471	100.0%
Advertising	210	528	8,000	6.6%
Interest expense	(96)	56	32,000	0.2%
Fees, licenses and miscellaneous	-	429	2,000	
	<u>2,148,323</u>	<u>12,399,855</u>	<u>27,553,620</u>	<u>45.0%</u>
Foster Grandparent/Senior Companion Expenses	33,371	209,282	448,744	46.6%
CPP Expense	27,468	164,807	397,350	41.5%
	<u>60,839</u>	<u>374,089</u>	<u>846,094</u>	<u>44.2%</u>
	<u>2,209,161</u>	<u>12,773,944</u>	<u>28,399,714</u>	<u>45.0%</u>
Prior Year to Date	<u>1,778,517</u>	<u>10,741,302</u>	<u>24,421,467</u>	<u>44.0%</u>
Percentage Increase (Decrease)	24.2%	18.9%	16.3%	1.0%

13.

**Valley Mountain Regional Center**  
**Prior Years Contract Status**  
**Through December 2016, of FY 2016-17, 50.0% of the Budget Year**

**Last Fiscal Year - B**

	Fiscal Year 2015-2016				
	OPS	OPS CPP	POS	POS CPP	FG/SC
6/30/16 Unbilled Contract Balance	2,003,482	157,926	5,770,828	812,246	43,261
Billed in Current FY 2017	963,209	-	732,697	30,026	-
Balance at 12/31/2016	1,040,273	157,926	5,038,131	782,220	43,261

**2nd Prior Fiscal Year - A**

	Fiscal Year 2014-2015				
	OPS	OPS CPP	POS	POS CPP	FG/SC
6/30/16 Unbilled Contract Balance	21,416	78,831	184,462	525,367	46,617
Billed in Current FY 2017	20,000	-	1,453	77,723	-
Balance at 12/31/2016	1,416	78,831	183,009	447,644	46,617

**Key Fiscal Procedure Checklist**

Bank Reconciliations	1/5/2017
Bank credits reviewed	1/6/2017
Subsidiary ledgers reconciled to general ledger	1/5/2017
Interfund payables/receivables match	1/9/2017
Trial balances match for all funds	1/6/2017

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## MEMORANDUM

To: VMRC Board of Directors  
From: Tony Anderson, Executive Director  
Date: January 26, 2017

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We have received three donations to the James R. Popplewell Fund totaling \$250. The donations were given to VMRC to mark Paul's retirement.

I recommend the committee accept the donations to the Dr. James R. Popplewell Fund, to be used for the benefit of VMRC consumers, for which there is no state funding.

cc: Jessica Pate  
Claudia Reed



Valley Mountain Regional Center  
 Contracts due for Board Approval  
 March 31, 2017

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
Victor Learning Center	HV0129	880	Transportation Additional Component	\$ 531,258	\$ 584,878	\$ 53,620	10.09%	Increase in rates effective 7/1/16, of 1.28% and increase in the number of consumers of by

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
Choice Harney Home	HV0361	113	Specialized Residential Facility	\$ 803,400
Victor Learning Center Alvarado	S29365	S15	BehaviorManagement Program	\$ 2,713,546

OPS Contracts			
Vendor Name	Contract Amount	Contracted Service	
Technology Credit	\$ 1,180,645	Financing Service for Vista Solar project. The Vista Solar project will create enough energy for VMRC to operate the Stockton campus. We would be trading the cost of purchasing energy from PG&E for the cost of financing debt. We have buy out options in years 5 and 10. The quicker we can buy out the more money is saved over time. Whether or not we are able to buy out will be dependent upon having enough money in the OPS budget to make that possible. 5 year buyout is \$637,548 and 10 year buyout is \$401,419.	



**VALLEY MOUNTAIN REGIONAL CENTER  
MINUTES OF CONSUMER SERVICES COMMITTEE MEETING  
January 9, 2017**

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**PRESENT:** Rush Bailey, Tom Martin, Claire Lazaro, Dena Hernandez, Cindy Mix, Daime Hoornaert, Lisa (FRN), Mary Sheehan, Andrea Rueda, Her facilitator, Carmen Hill, Robert Balderama, Patty McKee his facilitator & friend Tanya, Tony Anderson, Anthony Hill, Melinda Gonser,

**ABSENT:** Paula Newman, Dena Pfeifer,

=====

Claire Lazaro, Chairperson, called the meeting to order at 4:33 pm.

**1.0 PUBLIC COMMENT**

Dena Hernandez, Regional Manager- SCDD North Valley Hills announced the following:

- Our office has contacted the State Treasures office about coming to our area to give a CalABLE Act presentation. They are able to come sometime in March 2017. SCDD would like to co-host this with the Self Advocacy Council 6, Family Resource Network (FRN), Coalition of Local Area Service Providers (CLASP) and VMRC. Dena will also ask this at the Board meeting tonight. A CalABLE Act Fact Sheet was handed out.
- Also- on the ABLE Act- Robert Balderama- who is now the chair of the Statewide Self Advocacy Network (SSAN) would like to do training to the VMRC Board on this- he did make that request at the meeting last month. He will also be going to day programs to give this presentation.
- **Handouts-**
  - SCDD- Influencing changes to the Developmental Disabilities System in California
  - SCDD- Affordable Housing Random Facts, tidbits & Info
  - SCDD & FRN IEP Workshop January 25, 2017
  - Statewide Self Advocacy Network (SSAN) Newsletter
  - CHOICES T-shirt Contest Info
  - Community Center for the Blind- fundraiser info San Joaquin County

**2.0 REVIEW OF MINUTES**

**M/S/C (Martin/Bailey): Approve the minutes of December 12, 2016, with then correction of the word "fare" in the transportation notes.**

**3.0 CLINICAL**

Mary updated the area of assessments of environmental assessments we are having issues obtaining vendors, especially if you live in the mountain area. We did have only 2 contractors and 1 OT vendor. WE have now vendored Cappuccino Therapy for OT vendor.

We have also vended 2 new contractors. One Source Mobility – out of Chico & PACE Construction. It is still a long process from the time we schedule the evaluation, obtain estimates, etc. to completion.

We are also working on a new tracking system for referrals. Kazu is helping Juanita work on this.

#### 4.0 RESOURCE DEVELOPMENT

Carmen Calder reported that back in December the board approved an RFP for board facilitators. It was sent out to all of the appropriate vendors and put out on our website (which Carmen discovered ad disappeared). The deadline is the end of February and we are hoping there are a lot pf people and agencies are interested. Carmen provided Cindy copies

We just received word from DDS regarding the increase in minimum wage. Vendors can apply for this only if they have more than 26 staff. Carmen has put this information onto our web site.

We are also ready to start our RFP's for CPP.

#### 5.0 QUALITY ASSURANCE

5.1 Alerts: Anthony provided a copy of his recent alerts. Based on Dr. Bailey's suggestions, we are working on updating the report to include more information to which alerts.

- RE: clients rights – there was a gate that was locking and they cannot be locked.
- Also privacy issues with a bathroom door.
- Health related concerns: the incident occurred, the facility neglected to report the issue to the correct entities regarding this incident
- Violation of rights: Unannounced visit noticed P&I records were not correctly being monitored; the care giver did not have a key to access the consumers' funds.

We have a full staff of liaisons and we now have two people based up in the foothills. This will now allow us to provide better reporting and be able to keep up with our annual monitoring requirements.



## 6.0 CASE MANAGEMENT

- POS Disparity Proposal approved by DDS. Amounts approved include:

<b>Cultural Competency and Person Centered Thinking Training</b>	\$36,600
• <b>Promotora Project</b>	\$300,000
• <b>Translate Commonly Used Documents</b>	\$30,000
<b>Total</b>	<b>\$366,60</b>

- Health Insurance Portability and Accountability Act (HIPAA) training provided to all VMRC staff. Reminders are going out to staff as a security breach occurred when a Surface was stolen from a staff person's vehicle.
- Self-Determination—the awareness flyer has been finalized and will be distributed to VMRC consumers and families during upcoming meetings. A list of those interested in pursuing the program is being kept. We have 12 on the “interested” list at this time. Unsure of timelines due to federal approval needed.
- PATCH Service Standard continues to be revised. Work group will present finished product at February's Consumer Services Meeting.
- Communications Committee has several projects they are working on:
  - Mobility Project to introduce mobility in work environments.
  - Calendaring and generating of form letters.
  - Outside Exchange which will allow vendors to obtain authorizations and info.
  - Social Worker Month Event planned for March 20<sup>th</sup> at SJCOE.
  - Winter newsletter completed.
- Quarterly All-Team Agendas to improve consistent communication.

## 7.0 TRANSPORTATION

Wilma was not in attendance; Carmen let us know there are no updates due to the holidays.

## 8.0 NEXT MEETING

Monday, February 6, 2017 4:30 p.m., Stockton VMRC office, Cohen Board Room.

The meeting was adjourned at 5:22 p.m..

21.

Minutes of Consumer Services Meeting

Date: Monday, January 9, 2017

Page 4

Recorder: Cindy Strawderman



**Valley Mountain Regional Center  
Finance and Personnel Committee Meeting Minutes  
January 4, 2017**

**Present:** Tom Bowe, Treasurer  
Melinda Gonser, President  
Paul Billodeau, VMRC Executive Director  
Melissa Stiles, VMRC General Ledger Manager  
Bill Rutgers, VMRC Human Resources Director  
Jan Maloney, VMRC Executive Assistant  
Connie Uychutin, CLASP Representative

**Absent:** Robert Grimsley, Vice President  
Chris Varela, Secretary  
Paula Newman, Chair, Consumer Services Committee  
~~Connie Uychutin, CLASP Representative~~

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Committee actions noted in bold.

Tom Bowe, Board Treasurer, brought the meeting to order at 5:30 pm.

1. Human Resources report:

Human Resources Director, Bill Rutgers, reported on the December recruiting activity. There were no new hires in December, and there was one separation. VMRC has a total of 287 employees plus 14 temporary employees, totaling 301, which breaks down to 202 in Stockton, 80 in Modesto, and 19 in the San Andreas office.

There are currently 19 vacancies consisting of a Clinical Psychologist, four Service Coordinators plus 13 expansion positions, and a Clinical Manager of Nursing.

The December turnover was 0.33% compared to 0.70% for December 2015. The current fiscal year to date turnover is 3.03%, compared to last December's year to date turnover of 6.47%.

Bill advised committee members of a new applicant tracking system which should make the recruitment side of HR run more efficiently and effectively. A discussion ensued on the websites and various forms of media used to advertise open positions. Melinda and Tom asked Bill to be more creative in hiring efforts, and suggested attending job fairs in the community, and career fairs at universities. Bill stated requirements are being lowered to allow more university graduates to apply for Service Coordinator positions.

2. Caseload Report:

The January Caseload Report, with activity for the month of December, shows the Stockton office has an average caseload of 81, the Modesto office has an average caseload of 82, and the San Andreas office has an average caseload of 78. The average caseload for all three offices was 81.

3. Review of November 9, 2016 and December 7, 2016 Meeting Minutes:

**M/S/C (GONSER/UYCHUTIN) to approve the November 9, 2016 and December 7, 2016 meeting minutes as presented.**

4. Public Comment:

There was no public comment this month.

5. Acceptance of Contract Status Report through November 2016:

DDS Operating Contracts to date total \$195,655,000. After calculating state claims due to VMRC and advances from the state, \$32,383,943 is advanced to VMRC by the state.

The Contract Status Report shows POS expenditures for the month total \$14,304,113, an increase of 30.7% over last year's total of \$10,944,173 for the same month. Year-to-date expenditures total \$659,477,634, an increase of 19.2% over last year's year-to-date total at this time of \$58,310,170. The total POS budget spent year-to-date is 41.5% with 41.7% of the budget year completed.

Operations expenditures for the month total \$2,722,977, compared to last year's total for the same time period, of \$1,707,875, which represents an increase of 59.4%. Year-to-date expenditures stand at \$10,564,788 compared to last year's year-to-date total of \$8,962,463, representing an increase of 17.9% over the prior year. The total Operations budget spent year-to-date is 37.2% with 41.7% of the budget year completed.

Key fiscal procedures are up to date.

**M/S/C (GONSER/UYCHUTIN) to approve the Contract Status Report through November 2016/**

6. Review of Contracts over \$250,000:

The contracts over \$250,000 will be presented at the board meeting on Monday for approval.

Vendor Name	Vendor Category	Current Contract	Proposed Contract	% Rate increase	Reason for Increase
Autism Treatment solutions ESAIP	Client/Parent Support Behavior Intervention Training	\$ 340,000	\$ 432,000	27.06%	8% rate increase in July and consistently increasing number of units provided 43% from 12/15 to 10/16
Hanot Foundation	Residential Facility Adults-Staff Operated	\$ 509,040	\$ 577,080	13.37%	Rate increase in July 2016, occupancy consistent. New rate calculated on maximum occupancy at current rate.
Howard Training Center	Behavior Management Program	\$ 444,175	\$ 482,954	8.73%	Rate increases in Jan 2016 and July 2016 totaling 8.25%. Consistent number of units being provided
Howard Training Center Catering & Specialty	Work Activity Program	\$ 263,397	\$ 307,562	16.77%	Rate increase of 5.5% in Jan 2016 and another rate increase of 5.6% in July 2016. New rate is based on highest number of units in a month times twelve months times the current rate.

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Howard Training Center Production Unlimited	Work Activity Program	\$ 325,430	\$ 412,795	26.85%	Rate increase of .7% in Jan 2016 and another rate increase of 5.6% in July 2016. New rate is based on highest number of units in a month times twelve months times the current rate.
Howard Training Center Transportation	Transportation - Additional Component	\$ 249,470	\$ 296,571	18.88%	New NTE is calculated on the highest month of the last 12 months multiplied by 12. The amount paid is dependent upon the number of consumers and the miles each consumer is transported.

Contracts with no change from previous year:		
Vendor Name	Vendor Category	Proposed Contract
Howard Training Center Community Employment	Supported Employment - Group	\$ 889,203
Howard Training Center Golden Opportunities	Adult Day Care	\$ 393,117
Howard Training Center Home At Last	Family Home Agency	\$ 318,698
Howard Training Center Community Integration Program	Adult Development Center	\$ 660,311

**M/S/C (GONSER/BOWE) to accept THE CONTRACTS OVER \$250,000. One abstention from Connie Uychutin.**

7. Acceptance of Restricted Donations:

**M/S/C (GONSER/UYCHUTIN) to accept donations totaling \$2,352, to the James R. Popplewell Fund.**

8. Acceptance B-3 Contract Amendment:

**M/S/C (GONSER/BOWE) to accept the B-3 Contract Amendment.**

9. Sufficiency of Allocation Report:

The SOAR projects there will be enough money this fiscal year, but the projected amount is close to the allocation and will require close monitoring.

10. Cash Flow Projection Report:

With the inclusion of the C-1 advance, there is approximately \$40,000,000 in the bank at this point in time, which is earning interest.

11. Fiscal Department Update:

Claudia advised committee members that the solar project, which will place solar panels in the parking lot, is underway. VMRC is funding this project through a tradeoff between payment to PG&E and the lender. Tom and Melinda wanted more information on this project which had not been taken to committee prior to the contract being signed.

12. Executive Session:

25.

There was no Executive Session this month.

13. Next Meeting:

The Finance and Personnel Committee will meet again on Wednesday, February 1, 2017 at 5:30pm in the Stockton Office.

The meeting was adjourned at 6:32pm.



# Job Description

**TITLE:** Cultural Specialist

**REPORTS TO:** Director of Case Management

**General Statement of Duties:** Under the general supervision of the Director of Case Management, the Cultural Specialist will create and manage cultural and diversity initiatives that help to ensure equitable access to and delivery of services and supports for all people with developmental disabilities and their families, pursuant to the provisions of the Lanterman Act and the mission, vision, values, and strategic objectives of VMRC. Specifically, this role: promotes cross-cultural training and communication support at the service coordination, clinical and service provider levels to increase cultural competency; implements internal and external communication strategies that promote and educate employees and the community on VMRC inclusion initiatives. Ensures community outreach projects, especially those for ethnic groups identified as potentially underrepresented or under-served by the Regional Center, are appropriately designed and implemented. This position has duties throughout VMRC's five-county area, but is mainly housed in Stockton.

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

- Job duties are performed in the office and in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting up to 25 pounds throughout offices, and other agencies.
- Adequate manual dexterity and coordination to operate standard office equipment (i.e. computer, telephone, fax machine, etc.)
- The ability to read, write and comprehend large amounts of written material such as reports and regulations, use the telephone, and communicate via electronic mail is required on a daily basis.
- Excellent oral and written skills are essential.

## **Key Responsibilities – Essential Functions**

- Use research and data analysis to identify diversity and inclusion challenges as well as opportunities for development.
- Design and implement community outreach projects, especially for ethnic groups potentially under-represented or under-served by the regional center.

## VMRC Job Description – Cultural Specialist

1. Coordinate, enhance and participate in support groups to help families understand services provided by the regional center, generic resources, and other community agencies.
2. Lead the regional center's POS Variance Data process to include facilitating a cross-functional planning workgroup, creating and/or editing and posting the meeting notices by the required deadline, coordinating the annual community meetings, reviewing and analyzing the data reports, creating and/or editing PowerPoint and/or other presentations and related handouts, coordinating the translation of related materials, creating and/or editing the annual POS Variance narrative report and submitting to DDS, ensuring data and narrative reports are posted to VMRC's website by deadlines set in regulations, ensuring VMRC is in compliance with the regulations related to POS Variance Data reporting, and acting as the liaison with DDS in this process.
3. Develop and coordinate the agency's Promotora Project. Additional details on the Promotora Project can be found at [https://www.researchgate.net/publication/278166402\\_Use\\_of\\_Promotoras\\_de\\_Salud\\_in\\_Interventions\\_with\\_Latino](https://www.researchgate.net/publication/278166402_Use_of_Promotoras_de_Salud_in_Interventions_with_Latino)
4. Develop benchmarks and metrics for measuring and implementing strategic interventions and organizational goals that help move diversity and inclusion forward.
5. Provide vision, leadership and coordination for the development of diversity and inclusion policy and procedures within VMRC that supports access to the services and supports available to assist in the achievement of the outcomes identified in their individual person-centered plans.
6. Build organizational effectiveness at all levels by providing cross cultural training and communications to support increases in cultural competence across the continuum of care.
7. Serve as the subject-matter expert in bias awareness in developing and coordinating services.
8. Facilitate workshops/training for all stakeholders designed to address issues related to cultural competence
9. Identify, build and sustain strategic partnerships with local community agencies and various stakeholders to assist in outreach efforts designed to identify, educate and inform persons served and families.
10. Attend key inclusion & diversity conferences and participate in training activities that will assist VMRC's strategic approach to reaching identified goals and objectives.
11. Extensive travel to the five county service area and throughout the State of California.
12. Perform other related duties as assigned.

### **Minimum Position Requirements:**

- Bachelor's Degree in social work, psychology, human development, sociology, counseling or a related field and three years' experience in developmental disabilities or a related field. A Master's degree in a related field can be substituted for one year of experience.



## VMRC Job Description – Cultural Specialist

- Two-years of experience working in programs providing services for individuals with developmental disabilities and at least one-year of experience conducting community outreach to diverse populations.
- Bilingual in Spanish/English.
- Familiar with the customs and traditions of a wide variety of cultures.
- Proven, progressive experience and demonstrated effectiveness leading projects and coordinating large meetings.
- Strong analytical skills and ability to translate metrics, research and trends into strategy.
- Experience with social media and demonstrated software competency. Proficiency in MS Word, Excel, PowerPoint, and Internet search tools.
- Demonstrated policy development and project management ability with problem-solving skills and a demonstrated ability to apply independent judgment in critical situations
- Enthusiastic commitment to the vision, mission and core values of the Regional Center as well as compassion and respect for all clients and their families.
- Experience working with families from diverse cultural, linguistic and socioeconomic backgrounds; an understanding of family systems and human dynamics
- Outstanding public speaking, presentation and written communication skills
- Experience in developing and delivering training and group facilitation.

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

### Pay Range

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$23.12	\$24.28	\$25.49	\$26.76	\$28.10	\$29.51	\$30.98





# Job Description

**TITLE:** Employment Specialist

**REPORTS TO:** Assistant Director Resource Development

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

**Working Condition and Physical Requirement:**

- Job duties are performed in the office and in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting up to 25 pounds throughout offices, and other agencies.
- Adequate manual dexterity and coordination to operate standard office equipment (i.e. computer, telephone, fax machine, etc.)
- The ability to read, write and comprehend large amounts of written material such as reports and regulations, use the telephone, and communicate via electronic mail is required on a daily basis.
- Excellent oral and written skills are essential.

**Key Responsibilities – Essential Functions**

1. Develop and provide training to service coordinators and service providers regarding employment and Regional Center services.
2. Participate in the development of paid internship opportunities for consumers.
3. Act as resource person for service coordinators and service providers for matters concerning employment services.
4. Track and maintain employment data in order to assist with performance contract measures.
5. Help to promote the employment first legislation to improve employment opportunities for individuals.
6. Assist in the development of work-focused programs to new and existing Day Programs.
7. Present employment information to consumers, families, service providers, and other stakeholders.
8. Facilitate relationships with the business community and vendors to help promote job opportunities.
9. Implements internal and external communications strategies that promote and educate employees and the community regarding internship and employment initiatives.

## VMRC Job Description – Director of Human Resources

10. Serve as a member of agency and community committees as assigned.
11. Perform with a degree of independence in accomplishing above listed functions and complete special assignments assigned. It is anticipated that, as experience and expertise are developed, the incumbent will function with a large degree of independence.
12. Extensive travel to all five county service area and throughout the State of California.
13. Perform other related duties as assigned.

**Minimum Position Requirements:** Bachelor’s Degree in social work, psychology, human development, sociology, counseling or a related field and three years’ experience in developmental disabilities or a related field. A Master’s degree in a related field can be substituted for one year of experience. The position requires reliable and timely transportation to perform regular job duties on a routine basis out of the office. Employee must maintain a valid driver’s license, minimum liability auto insurance coverage and must meet Valley Mountain Regional Center’s driver acceptability criteria.

### Pay Range

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$23.12	\$24.28	\$25.49	\$26.76	\$28.10	\$29.51	\$30.98