



## **Board of Directors Meeting**

04/20/2020 | 06:00 PM – 08:15 PM - Pacific Time (US & Canada)

Via Zoom Video Conference

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

**Margaret Heinz, Board President, called the meeting to order at 06:00pm.**

#### **Board Members Present via Zoom Video Conference:**

Margaret Heinz, Mohamed Rashid, Lynda Mendoza, Liz Herrera-Knapp, Linda Collins, Crystal Enyeart, Dr. Yan Li, Dena Pfeifer, Tina Vera, Dr. Steve Russell, Andrea Rueda, Dr. Suzanne Devitt, Anthony Owens, Erria Kaalund, Alicia Schott, Gabriella Costello, Kenneth Britter

#### **Informed Absence:**

Emily Grunder

#### **Board Members Not Present:**

Robert Balderama, Cherina Shaw, Tom Toomey

#### **Staff Present via Zoom Video Conference:**

Tony Anderson, Doug Bonnet, Cindy Mix, Brian Bennett, Christine Couch, Claudia Reed, Bud Mullanix, Danielle Wells, Angie Shear, Nicole Weiss, Erin Goudreau, Claire Lazaro, Tara Sisemore-Hester, and Jan Maloney (meeting Recorder)

#### **Public Present:**

Lisa Culley, Kimberly Camello, Gricelda Estrada, Jose Lara, Dena Hernandez, Carlos Hernandez (Interpreter), Dora Contreras, Mariela Ramos, Phil Perez, Rubi Saldana, Stella Hernandez, \*\*\*-\*\*\*-8449, \*\*\*-\*\*\*-5904, \*\*\*-\*\*\*-0068, \*\*\*-\*\*\*-9158, \*\*\*-\*\*\*-7853

Doug Bonnet took Roll Call.

## **B. Review and Approval of Meeting Agenda**

Margaret Heinz asked for a motion to approve the Meeting Agenda.

Erria Kaalund made a motion to approve the Meeting Agenda, and Dena Pfeifer seconded the Motion. The Meeting Agenda was approved with one abstention by Suzanne Devitt.

## **C. Review and Approval of the Board of Directors Meeting Minutes of February, 24, 2020.**

Margaret Heinz asked for a motion to approve the Minutes of the February 24, 2020, Board of Directors Meeting. Dena Pfeifer made a motion to approve the Board Meeting Minutes of February 24, 2020, and Crystal Enyeart seconded the Motion. The Board Meeting Minutes of February 24, 2020 were approved by unanimous consent.

## **D. Presentation by Tony Anderson, Executive Director, VMRC**

Tony Anderson gave a presentation on how VMRC is responding to the COVID-19 virus, and the supports that are provided to the community. Cindy Mix, Director of Case Management, and Brian Bennet, Assistant Director, Resource Development, also presented information.

## **E. Public Comment**

As a member of VMRC's Nominating Committee, Dena Hernandez, North Valley Hills Office (SCDD), welcomed the new VMRC board members. Dena's report is as follows:

- The SCDD appreciates all the efforts of VMRC's staff for working hard to get information out to people served in our region. Staying connected during this time benefits all. Thank you VMRC for collaborating with SCDD.
- The SCDD received over 400 needed surveys for their State Plan. Thank you to all who completed a survey and to VMRC for sending this information out via Constant Contact.
- Next SCDD North Valley Hills Regional Advisory Committee (RAC) meeting will be held on Tuesday, May 26, 2020 in Calaveras County. It has not yet been decided if it will be a face to face meeting or a Zoom call. Everyone is welcome to participate.
- The State Council on Developmental Disabilities Cycle 43 Program Development Grant requests for proposals is due May 20, 2020. The proposals must relate to SCDD State Plan Goals, Employment or Housing. More information is available at: [www.scdd.ca.gov/NorthValleyHills](http://www.scdd.ca.gov/NorthValleyHills) page.
- Thank you to Cindy Mix for reaching out about the Census. It is very important that Care home/Residential Care administrators complete the Census for those they support, as those individuals will not receive Census information. Everyone needs to be counted so that California

CA can get funds for everyone. Cindy Mix said staff have been calling care homes on a regular basis to check-in, and will ask about completing the Census on those calls.

- The Self Advocacy Council 6 will be hosting SAC6 Zoom Chats, and information is posted on the SAC6 and SCDD websites as well as VMRC's Facebook page. The SAC6 leadership has worked hard to connect with their peers during this pandemic.
- The SCDD has many COVID-19 resources in plain language and Spanish on their website. Dena thanked Robert Balderama for his work on the self-advocacy videos that were sent out last week.

#### **Handouts:**

- SCDD Grant Cycle 43 info sheet
- SAC6 Zoom Chats flyer

Dora Contreras (ICC) announced that the ICC group has contacted over 125 VMRC families, and some of the families are reporting that they have not received phone calls from their Service Coordinators. There is a list of those who did not receive calls. VMRC uses translators who ask families how they are and if they need anything, and the general answer from families is that they are "fine". The assessment needs call should be more in-depth and specific. Also there is difficulty in getting service people to go into individuals' homes, especially of consumers who previously lived in care homes, and the consumers' needs are not necessarily being fully met.

#### **Public Comments that came in through the Zoom Chat Box:**

- Rubi Saldana (ICC) stated that families are not being contacted to offer services. How will VMRC monitor that all the clients are being contacted?
- Gricelda Estrada (ICC) wants the policy on how to qualify for EIBT.
- Rubi Saldana asked how is VMRC guaranteeing every family will be contacted.
- Gabriela Castillo requested the policy on personal assistance to understand the eligibility criteria.
- Mariela Ramos asked where is the personal assistant policy.
- Maria Elena Diaz asked how EIBT works.
- Rubi Saldana asked how flexible is VMRC with respite, personal assistance, specialized supervision or child care. Families need to control who enters their houses. Families need flexibility.
- Rubi Saldana stated the community wants the policy opened to be reviewed and readjusted. She referred to the Personal Assistance, specialized supervision, child care or any other service that could be used to assist clients in or out of the home. She then stated materials should be in Spanish and sent out to families prior to meetings. Cindy Mix responded that the respite tool materials were sent out in Spanish a couple of months ago, but they were not available for the meeting tonight. Rubi commented that they were asked for a long time ago, and we have to have access to be available to accommodate family's needs. Christine

Couch responded stating service standards are reviewed in Consumer Services and approved by DDS. Rubi responded that they need to have it first.

- Carlos conveyed parents are wondering about the maximum limit on the tool because DDS took the limit away. The limit is illegal because DDS and DRC took the limit away. The tool is a guide. This guide helps SC's in the IPP meetings to make decisions and have conversations.

Tony Anderson stated VMRC will get back to those who have asked questions.

## **F. Consent Items**

1. Approval of Finance Committee Meeting Minutes of 03/05/20 and 04/01/20
2. Approval of Executive Committee Meeting Minutes of 03/05/20 and 04/01/20
3. Consumer Services Committee Meeting Minutes of 03/02/20 and 04/06/20
4. Legislative Committee Meeting Minutes of 04/06/20

Board President, Margaret Heinz, called for a Motion to Approve the Consent Calendar.

Dena Pfeifer made a Motion to Approve the Consent Calendar, and Lynda Mendoza seconded the Motion.

There were no comments, and the Consent Calendar was approved by unanimous consent.

## **G. Committee Reports**

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

Since March, CLASP has been active in getting information to providers about COVID-19 via text, the list serve and other means. On 3/16/2020 the CLASP Leadership met through a Zoom meeting and set up three meetings with providers which took place on 3/18/2020, 3/20/2020, and 3/23/2020. Four meetings took place on 3/20/2020 with VMRC to allow providers to call in to get up-to-date information. Additional update meetings took place on 3/24/2020 and 3/30/2020. There were two additional Leadership meetings on 4/1/2020 and 4/20/2020.

CLASP teamed-up with VMRC and the SCDD/NVHO to do a PPE (Personal Protective Equipment) drive for care homes for equipment. Information was received indicating that care homes were not able to access a lot of items needed to protect their staff and residents. This brought forth a lot of masks and gloves, but there is still a need for hand sanitizers and disinfecting wipes and soap. A list of providers who are in need of these items has been established.

CLASP met today (4/20/2020) and is working on a budget to donate some CLASP funds to purchase some of the much needed protective items.

CLASP is contacting members who have been nominated to sit on the CLASP Leadership. They are currently working on a Slate for a new CLASP board. Elections take place in June.

The CLASP Conference Committee is planning for the November 17 Provider Conference, and the Committee will meet again on 4/27/2020 at 12:00pm.

Day programs have shut down and staff have been sent home. Staff is working remotely doing Zoom and telephone calls with the consumers, and they are putting together packets, etc. from their homes. The largest impact has been with care providers who are not used to having consumers at home 24/7, and the consumers are understanding why they cannot leave the homes or meet with their friends. Some homes with behavioral consumers are seeing some worsening of the behaviors. Residential Service Providers are experiencing difficulties in obtaining basic food items and increased prices, and most times are not allowed to buy in bulk. Some have seen staff turnover and staff not wanting to go into the care homes for fear of catching the virus.

There will be a CLASP Membership meeting on 4/27/2020 at 10:00am via zoom.

There was a question from Dr. Steve Russell, who asked how CLASP is funded, and Liz responded that CLASP is fully funded by its \$25 membership fees and events such as the Staff Provider Conference which generates fees that go back into the CLASP fund.

**2. Consumer Services Committee - Dena Pfeifer:**

Dena reported the committee met on 3/2/2020 and 4/6/2020. The minutes of both meetings are included in the Board Meeting Packet, as well as information on the Respite Tool that is presented today for approval. The next Consumer Services Committee meeting will be on 5/4/2020 at 4:00pm via Zoom.

**a. Approval of Respite Assessment Tool**

Cindy Mix reviewed the highlighted revisions on VMRC's Respite Tool and answered questions. On behalf of the Consumer Services Committee, Dena Pfeifer made a Motion to Approve VMRC's Respite Assessment Tool. The Motion was seconded by Alicia Schott. There were no questions or comments, and the Motion passed via unanimous consent.

**3. Self-Determination Advisory Committee – Mariela Ramos**

Mariela reported the committee met last Thursday and discussed the pandemic, its impact, and information. Carlos Hernandez, as a provider, will be doing some person centered plans. The committee will meet on 5/21/2020 at 3:30pm.

Cindy Mix confirmed there are 13 participants on the Self-Determined Program and work is progressing on 17 spending plans.

4. **Consumer Advisory Council (SAC6 - Self Advocacy Council Area 6) - Crystal Enyeart:**

The first scheduled meeting was canceled due to the virus. The next meeting is set for 6/13/2020. A zoom call with self-advocates took place on 4/2/2020, and there were about 70 people on the call. Information was shared on staying safe during the stay at home order. The committee feels that Zoom calls should take place on a regular basis, and Rochelle has agreed to be the consultant coordinator and they will meet on 4/18/2020 via Zoom to look at the current, and identify new goals.

5. **Finance Committee - Linda Collins, Treasurer and Committee Chair:**

Linda praised Claudia Reed and her staff for the work that they have done. Linda said there was a Finance Committee meeting on 4/1/2020.

Claudia Reed, CFO, drew attention to the contracts over \$250,000 for approval. The Finance Committee meets every month to review and approve the contracts.

a) **Approval of Contracts over \$250,000**

A Motion was made on behalf of the Finance Committee to approve the Contracts over \$250,000 and Crystal Enyeart seconded the Motion, which passed via unanimous consent.

Claudia explained the Contract Status Report, which shows the current and the last two fiscal years comparison of the amount granted to VMRC by DDS, and the amount that has been spent by VMRC. The report is broken down by POS, Operations and CPP, and the Foster Grandparents budget is also shown. Claudia reviewed details of the Contract Status Reports.

b) **Approval of Contract Status Reports for March and April 2020**

A Motion was made on behalf of the Finance Committee to approve the Contract Status Reports for March and April 2020. Alicia Schott seconded the Motion, which passed via unanimous consent.

Claudia stated there have been many additional POS authorizations for needs due to the virus, the financial impact of which need to be reported to DDS this week. The impact for April will be significantly more than in March.

**6. Legislative Committee - Lynda Mendoza, Chair**

Lynda reported the committee met on 3/2/2020, and went over the presentation the committee put together. The committee met again on 4/6/2020 and is waiting to see what the Legislature does. The committee will possibly meet again in June.

Tony said the Legislature had a hearing last week, on the global impact, the changes in government and impact on the budget. There has been nothing specific yet on what will impact regional centers. There was a meeting in Assembly yesterday and today in the Senate.

**7. Nominating Committee - Linda Collins, Chair**

Linda thanked the Nominating Committee for their work in appointing six new members to the VMRC Board of Directors. She welcomed Kenneth Britter, Dr. Yan Li, Dr. Steve Russell, Anthony Owens, Gabriel Castillo, and Dr. Suzanne Devitt to the Board.

**8. Bylaws Committee - Lynda Mendoza, Chair**

Lynda reported the committee met on 4/8/2020, and highlighted the amendment/additions that are proposed, and came about due to the COVID-19 virus. This allows for meetings to be conducted via the Zoom app, Article VII section 7.02, the Definition of attendance for Board Meetings, Section 7.16, and Virtual Board Meeting, Section 7.17. Mohamed Rashid asked if the Bylaws will need further amendment regarding Zoom meetings, once meetings are held in person again. It was stated that this will be an addition to the Bylaws, and Lynda asked the Board to approve.

A Motion for Approval of the amendment/additions was presented via the Committee and was seconded by Dena Pfeifer. There were no questions or comments, and the Motion passed via unanimous consent.

**9. Special Events Committee - Tina Vera, Chair**

Tina reported that early in March she was working with Doug to identify dates for regular committee meetings. Since the pandemic, Tina will connect with Doug to see what opportunities are available to do something and to stay connected to the community. Many outreach events are being postponed until the fall, and some even to 2021. Tina will share updates as time progresses with regard to holding gatherings again. She will also investigate opportunities that can be performed via Zoom or other digital platforms.

**H. Executive Director's Highlights and Comments - Tony Anderson:**

Tony did not give a Director's Report this month, due to his elongated presentation on waivers and rule changes earlier at the start of the meeting.

**I. Other Matters**

None.

**J. Board Member Visits and Activities**

Margaret reported that she and Dena Hernandez SCDD/NVHO, dropped off supplies, and there were many appreciative parents.

Mohamed Rashid, Community Organizing Advocate for DRAIL (Disability Resource Agency for Independent Living), will be starting a weekly support group via Zoom, and a face-to-face advocacy group. Moe will provide information to Doug within the next two weeks.

**K. President's Report - Margaret Heinz**

Margaret said the Executive Committee met via Zoom and went over everything that has been shared during this meeting.

Bud Mullanix, HR Director, said there have been no reports of employees having had exposure to, or contracting the virus. Back in January there was an approved budget to recruit for an additional 38 positions. Since then the number has grown to 70 due to promotions, transfers and voluntary resignations. Of the 70 open positions, 32 of the new and backfill positions have been filled, and there are currently 14 people currently going through background checks. Once they are through the background process, an offer will be presented, but it is unknown as to when they will come on-board.



This is because managers are concerned that a lot of training has to be completed one-on-one, and in the field etc. HR maintains communication so as to not lose the prospective new employees. Once those positions are filled, there will be a total of 24 open positions.

VMRC is working closely with the Department of Labor, DDS and other agencies with regard to new laws, many of which will only be in effect through December, but they are ever-changing especially with the Emergency Sick Leave and Emergency Family Leave. So far VMRC has been fortunate to have not had any employees needing to use them. HR is also working closely with the VMRC and SEIU unions, keeping them informed of developments.

Margaret thanked everybody for using Zoom, and again welcomed the six new board members to the VMRC Board of Directors, whom she stated will “bring new life and new blood to the board”. Margaret also praised VMRC staff who have really stepped up to the plate during this crisis. Every few weeks Margaret sends out a Board President’s letter. A couple of the highlights, “In the article, challenges faced by parents and special educators as they try to support children with special needs at home”. VMRC’s Claire Lazaro, Tony Anderson, and some of our families were included in that article.

Margaret received notification that there will probably be a recession that will impact future budgets, and VMRC will monitor the situation.

SCDD is still doing trainings, and VMRC sent out the latest Health Advisory (#7). Margaret emphasized that the Advisories, the Facebook page, the website, etc. are really important and keep everyone up-to-date. She thanked everyone for taking the time to read the board meeting packet ahead of the meeting, and said that she, Tony, and Doug are available to call or email with any questions. Thanks were given to all VMRC staff involved in making the board meeting happen, Tony Anderson, Doug Bonnet, Cindy Mix, Brian Bennett, Christine Couch, Claudia Reed, Bud Mullanix, and Jan Maloney. Doug said if anyone has any feedback, comments, or ways of improving the meeting, etc., please send them to him. Margaret said she liked the idea of being able to vote via Zoom.

#### **L. Next Meeting - Monday, June 15, 6:00 PM, Via Zoom Video Conference**

#### **M. Adjournment**

The meeting was adjourned at 8:15pm.