



## **Board of Directors Meeting Minutes**

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

Via Zoom Video Conference

### **Board Members Present:**

Mohamed Rashid, Liz Herrera-Knapp, Dr. Suzanne DeVitt, Margaret Heinz, Yan Li, Linda Collins, Dr. Steve Russell, Erria Kaalund, Crystal Enyeart, Gabriela Castillo, Emily Grunder, Alicia Schott, Kenneth Britter, Anthony Owens, Dena Pfeifer, Tina Vera. Mohamed Rashid, Tom Toomey

**Board Members Not Present:** Robert Balderama, Cherina Shaw, Andrea Rueda, Lynda Mendoza

**Informed Absences:** None

**Staff Present:** Tony Anderson, Doug Bonnet, Christine Couch (Meeting Recorder), Tara Sisemore-Hester, Neidra Clayton, Angelique Shear, Brian Bennett, Cindy Mix, Claire Lazaro, Gaby Lopez, Danielle Wells, Nicole Weiss

**Public Present:** Irene Hernandez (Interpreter), Carla Strong, Dora Contreras, Lisa Culley, Carlos Hernandez (Interpreter), Renee Elliott, Sue Cipponeri, Jenny Zegarra, Rachelle Munoz, Dena Hernandez, Lori Smith, Mark Bridge, Marni Dick, 209430\*\*\*\*, 209662\*\*\*\*, Gricelda Estrada, Jose Lara, Phil Perez

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

Margaret Heinz, Board President, called the meeting to order at 6:05pm.

Doug Bonnet took Roll Call.

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

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

Dena Pfeifer made a motion to approve the Meeting Agenda, and Mohamed Rashid seconded the Motion.

The Meeting Agenda was approved with unanimous consent.

### **C. Review and Approval of the Board of Directors Meeting Minutes of 04/20/20**

Margaret Heinz asked for a motion to approve the Minutes of the April 20,2020 Board of Directors Meeting. Dena Pfeifer made a motion to approve the Board Meeting Minutes of April 20, 2020 and Crystal Enyeart seconded the Motion. The Board Meeting Minutes of April 20, 2020 were approved by unanimous consent.

### **D. Presentation - Howard Training Center by Carla Strong.**

As of 2/1/2020 they changed their name to Howard Prep. Carla shared information about Howard Prep and the services and supports they offer to the community. A video was shown featuring Howard Prep.

### **E. Public Comment**

Dora Contreras shared that RC was very good about providing extra respite hours due to school closures and Covid-19. On May 31 families lost the extra respite since school was out of session. Some SC's called families and asked about respite. Families have same needs right now. Due to Covid-19 there's no summer school, so families are asking for continued respite hours. Why can't families get the extra respite continued?

### **F. Consent Items**

#### **1. Finance Committee Meeting Minutes of 05/06/20 and 06/03/20**

Board President, Margaret Heinz, called for a Motion to Approve the Finance Committee Meeting Minutes. Dena made a Motion to Approve the Consent Calendar, and Crystal seconded the Motion. There were no comments, and the Finance Committee Meeting Minutes were approved by unanimous consent.

## **2. Executive Committee Meeting Minutes of 05/06/20 and 06/03/20**

Board President, Margaret Heinz, called for a Motion to Approve the Executive Committee Meeting Minutes. Dena made a Motion to Approve the Consent Calendar, and Mohamed seconded the Motion. There were no comments, and the Executive Committee Meeting Minutes were approved by unanimous consent.

## **3. Consumer Services Committee Meeting Minutes of 05/04/20 and 06/01/20**

Board President, Margaret Heinz, called for a Motion to Approve the Consumer Services Committee Meeting Minutes. Anthony made a Motion to Approve the Consumer Services Committee Meeting Minutes, and Tom seconded the Motion. There were no comments, and the Consumer Services Committee Meeting Minutes were approved by unanimous consent.

## **4. Nominating Committee Meeting Minutes of 06/01/20**

Board President, Margaret Heinz, called for a Motion to Approve the Nominating Committee Meeting Minutes. Crystal made a Motion to Approve the Nominating Committee Meeting Minutes, and Dena seconded the Motion. There were no comments, and the Nominating Committee Meeting Minutes was approved by unanimous consent.

## **G. Committee Reports**

- 1. VMRC Professional Advisory Committee CLASP (Coalition of Local Area Service Providers - Liz Herrera Knapp, CLASP Appointee -** We currently have 86 paid members. Our new membership season starts July 1st. Membership is \$25 and a link will be posted at <https://www.vmmc.net/clasp-2/> soon for signing up. CLASP members voted in our new slate of officers, which remained the same from the previous year. CLASP members voted to use \$2,000 of CLASP funds to purchase PPE for CLASP members. We have a worksheet and equation that we are using to identify what items will be going to

providers which will be based on need. This decision will be finalized during our CLASP Leadership meeting this week and will be reported at the next board meeting.

The CLASP Leadership Board received a training from UCP San Joaquin outlining their reopening plan on May 28th. It was a very beneficial presentation and helped other providers begin development on their reopening plans.

We are continuing to work on our Provider Conference which will be in November 2020. 6 CEUs will be provided. We continue to work toward doing a webinar option, as well as an in person option, depending on regulations with the pandemic. The CLASP Membership approved our budget for the conference so we can move forward with securing speakers.

Our next meeting is June 22nd at 10am via Zoom call. The link for this meeting can be found on the CLASP website <https://www.vmrc.net/clasp-2/>

2. **Consumer Services Committee - Dena Pfeifer, Committee Chair** – Dena reported on the May and June meetings. The minutes of both meetings are included in the Board Packet. The next meeting is September 14, 2020.
3. **Self-Determination Advisory Committee (SDAC) - Mariela Ramos, Committee Chair.**  
Mariela was not present at the meeting, thus no report on the Advisory Committee. Cindy Mix shared that there are 19 members in the Self Determination Program as of now. There are approximately 13 spending plans in process. We don't have the date of the next meeting.
4. **Consumer Advisory Council, SAC6, (Self-Advocacy Council Area 6) - Crystal Enyeart, SAC6 Appointee** – On May 1<sup>st</sup> we had our 2<sup>nd</sup> Sac 6 Zoom Chat, with the topic being Health and Wellness. Advocates shared helpful activities that they are doing to stay healthy at home and answered any questions others had. There were about 37 individuals on the Zoom call. Tony Anderson gave a brief update about what VMRC is doing during this time.

On May 8<sup>th</sup> we had our 3<sup>rd</sup> Sac 6 Zoom Chat, with the topic being Coronavirus update: There were about 39 individuals on the Zoom call. Clair gave a corona virus update Tony gave an update on DDS and what Day Program openings may look like.

On May 15<sup>th</sup> we hosted our 4th Zoom Chat, there were about 48 individuals on the Zoom Chat. This Zoom call topic was all about the US Census. Sac 6er's and Dena Hernandez from SCDD office gave lots of great information on Census, such as, why is it important to complete a census, how to fill out a census and what if I live in a care home.

On May 22<sup>nd</sup> was Sac6 fifth Zoom Chat and that topic was on Scams & fraud and how we can prevent not being a victim. We also had individuals on the Zoom Chat complete a survey if the Zoom Chats are helpful, we asked if they have learned something new and if they would like to continue the Chats in June. Majority said yes, so we are continuing them in June.

Our 6<sup>th</sup> Sac6 Zoom Chat was on May 29<sup>th</sup> and this was a dance party. We wanted to celebrate those who have graduated, so we put on our boogie shoes and danced! Tony A. gave a brief update on VMRC and what it may look like when it does reopen to the public in the future.

On June 5<sup>th</sup> we held our 7<sup>th</sup> Zoom Chat, the topic was on State Budget & How to contact your legislator. Sac 6 leaders shared how they have contacted their legislators. There were 46 individuals on the Zoom Chat. We had individuals join from as far as San Francisco and Dublin.

We have scheduled Zoom Chats for the month of June with the topics being: latest Health Advisories with VMRC Clinical Director, what is the Department of Developmental Services (DDS) Consumer Advisory Committee (CAC) and Mental Health awareness-how are you taking care of yourself.

Our Sac 6 Chairperson Lisa U. was asked to be a guest speaker on the State Council on Developmental Disabilities North Valley Hills Office, during their Board meeting via Zoom. Here she shared concerns from other advocates. The biggest concern from individuals during this time is when will their Day Programs open, what will it look like, and how much everyone is missing their friends.

We published our Spring Chatter Letter 2020, which is posted on the VMRC website under Self Advocacy Council 6.

Our next board meeting is scheduled for June, which will be a zoom call.

Sac 6 partnered with SCDD and VMRC to hand out PPE equipment in Stanislaus and San Joaquin County. On June 4<sup>th</sup> we handed out PPE equipment to vendors and care providers at the Stockton VMRC office and on June 5<sup>th</sup> we handed out equipment at the Modesto VMRC office. On June 11<sup>th</sup> we handed out PPE equipment in the San Andreas area.

## **5. Finance Committee - Linda Collins, Treasurer and Committee Chair and Claudia Reed**

Linda thanked the VMRC administrators and Fiscal team for being proactive during this time.

- **Audit Presentation - Kemper CPA Group, presentation by Sue Cipponeri...** Reviewed March 31, 2020 letter to the Board of Directors, included in the Board Packet. Reviewed the Management Comment Letter 18 19, included in the Board Packet. Reviewed the Financial Report, including the Audit Report, included in the Board Packet.
  - Board Treasurer Linda Collins, brought a Motion to Approve the Audit Presentation. Dena seconded the Motion. There were no comments, and the Audit Presentation was approved by unanimous consent.
- **Approval of Contracts over \$250,000 - Claudia Reed**
  - **Contract Summary Board Resolution**
  - **CBEM Contract**
  - **Family Contract**
    - Board Treasurer Linda Collins, brought a Motion to Approve the approval of contracts. Emily seconded the Motion. There were no comments, Liz Herrera-Knapp abstained, and the approval of contracts was approved by unanimous consent.
- **Approval of Contract Status Reports - Claudia Reed**
  - **CSR for May 2020**
  - **CSR for June 2020**
    - Board Treasurer Linda Collins, brought a Motion to Approve the contract status reports. Tom seconded the Motion. There were no comments, and the contract status reports was approved by unanimous consent.
- **Approval of Restricted Donations - Claudia Reed**
  - **Copy of Popplewell Fund**
  - **Popplewell June 2020**
    - Board Treasurer Linda Collins, brought a Motion to Approve the restricted donations. Emily seconded the Motion. There were no comments, and the restricted donations was approved by unanimous consent.

**6. Legislative Committee - Lynda Mendoza, Secretary and Committee Chair.** Due to Lynda's absence, Tony reported that the next meeting is June 24, 2020. Due to Covid pandemic, this year will be very different in terms of bills than any other year.

**7. Nominating Committee – Dena Pfeifer, Committee Chair** gave a report. They submitted their slate of officers for the upcoming year, 2020-2021.

- **Approval of Slate of Officers for 2020/2021: Margaret Heinz, President, Mohamed Rashid Vice, Lynda Mendoza, Secretary and Linda Collins Treasurer.**

- Nominating Chair, Dena Pfeifer, brought a Motion to Approve Slate of Officers. Emily seconded the Motion. There were no comments, and the Slate of Officers was approved by unanimous consent.

**8. Bylaws Committee - Lynda Mendoza, Committee Chair.** Due to Lynda's absence, Tony shared that they have met their obligation for the year.

**9. Special Events Committee - Tina Vera, Committee Chair** shared that they met on June 3 and 10 to discuss the annual awards ceremony on July 20. Agenda has been created. They will meet again prior to July 20.

**H. Executive Director's Report - Tony Anderson, Executive Director** shared that VMRC has been working a lot on the return to the building plan. We are working to insure that the health and safety of employees is protected. Phase 1 of Stage 2 has started – any staff who were struggling with working from home and need to get back inside the building to work, they could. We have focused on cleanliness of the building, healthy temperatures of staff upon entry into the building, one-way directions inside the building in the high traffic areas. Return to the building has been going well without major problems or difficulties.

We are working towards getting an additional person to provide competency evaluations, as the need continues to be present.

Staying focused on self-determination.

Cultural Competence Change Committee is planning to meet again, after a short period of time off due to Covid.

No budget update at this time. Waiting to hear by the end of the night.

Cindy continues to track the contacts we have with families and the people we serve. Case management inquires about services and needs, in these times. We are working towards meeting the needs of the 16,000 people we serve. There were advocates in the community doing a survey, but we found that their results didn't tell the whole story of the contacts being made at VMRC. This has been a tremendous effort by case management. We have reached almost 100%, those we haven't reached are either in jail, are homeless and without contact information.

School is out now and we are going into the summer programs. We are reviewing all of the additional services related to supporting people during this summertime.

We are concerned about the budget but we are going strong and providing services as needed right now.

Our community partners helping with the PPE distribution has been wonderful. Particularly, SCDD and SAC6 – it has been a huge effort. Gaby and Margaret and others have been working with Presentation Church to deliver food to people in our community.

A new Early Start advisory came out today and there's a lot of tracking going on with the changes.

Tony was elected the Chair of First 5 Coalition. (Congrats Tony!)

Board Development and Special Events Committee continues to do great work.

Thank you to Doug for keeping us all informed with the Health Advisory.

The Directors Travels come out regularly and thank you for reading them.

**I. Other Matters - None**

**J. Board Member Visits and Activities –** Margaret has helped with the Presentation Church food deliveries to families. Families have been so appreciative and thankful.

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

- **Approval of 2020/2021 Board Schedule** - Margaret Heinz, called for a Motion to Approve the Board Schedule with a change to the time of the July meeting. Crystal made a Motion to Approve the Board Schedule, and Anthony seconded the Motion.
- Margaret thanked Lisa Utsey for the training tonight. She learned so much and was so thankful for the information. Thanks to Presentation Food Pantry, Gaby, Doug and Tony and all of the other staff for the opportunity to help with the food distribution to our families.



- The transition fairs were amazing. The students had a fabulous time. Dave Vodden and his team did a great job.
- Health Advisory 15 – WOW!! Tony and Doug and everyone else that contributes to it – thank you. It is informative.
- Directors Travels – thank you for sharing what is happening.
- DS Task Force/Community Resources – they are looking for public and stakeholder feedback. It's very interesting and complicated for a lot of people.
- Tina and Special Events Committee – thank you. On July 20 it will be fun!
- The budget is still pending. We can talk to our elected officials to help. Go to the Governor's website and share info. You can call the Governor's office.
- Thank you for the vote of confidence and re-electing the board officers.
- Congrats to Tony – it's a big deal to be the Chair of the First 5. This is important.
- If you saw Sesame Street and the special on everything going on in the world today. Louie said not all streets are like Sesame Street – not everyone has the same access and the same life as everyone else. We need to educate people and make sure we are doing the right thing.

**L. Next Meeting - Monday, July 20, 5:00 PM via Zoom Video Conference with awards following.**

**M. Adjournment at 8:01pm**