



## **Board of Directors Meeting Minutes**

08/17/2020 | 06:00 PM - 08:00 PM - Pacific Time (US & Canada)

Via Zoom Video Conference

**Board Members Present:** Erria Kaalund, Linda Collins, Liz Herrera Knapp, Suzanne Devitt, Lynda Mendoza, Gabriela Castillo, Dena Pfeifer, Crystal Enyeart, Margaret Heinz, Alicia Schott, Anthony Owens, Yan Li, Steve Russell, Tom Toomey, Andrea Rueda,

**Board Members Not Present:** Mohammed Rashid (informed), Ken Britter, Emily Grunder (informed), Cherina Shaw, Tina Vera

**Staff Present:** Doug Bonnet, Christine Couch, Claudia Reed, Tara Sisemore-Hester, Nicole Weiss, Gabriela Lopez, Brian Bennett, Bud Mullanix, Cindy Mix, Danielle Wells, Claire Lazaro, Tony Anderson

**Public Present:** Carlos Hernandez (Interpreter for Gabriella Castillo), Irene Hernandez (Meeting Interpreter), Rachelle Munoz (Facilitator for Crystal Enyeart), Lori Smith (Facilitator for Dena Pfeifer), Dena Hernandez SCDD, Ami Sullivan, Lisa Culley FRN, Phil Perez DDS

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

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

Doug took roll call.

Everyone read the mission statement.

**B. Review and Approval of the Meeting Agenda –** No comments. Unanimous consent, motion passed.

**C. Review and Approval of the Board of Directors Meeting Minutes of 07/20/20 –** No comments. Unanimous consent, motion passed.

**D. Board Presentation –** Ami Sullivan of Kinetic Flow reviewed the 2020 Strategic Plan Outcomes Follow-Up Satisfaction Surveys and the 2020 Covid-19 Check-In Survey. See attached presentation slides.

#### **E. Board Discussion on Kinetic Flow Presentation**

- a. Excellent presentation and appreciated the next steps section of the presentation
- b. Trends are positive and the information is data driven
- c. This report was so informative. Will it continue over the years? Ami shared that it depends on what the RC decides. Questions depend on what is important to you as a board and to your leadership team.
- d. Senior Leadership is reading through it. If you haven't received a copy, let Tony know and he will forward it to you.

#### **F. Public Comment (three minutes per person, six minutes per person with interpreter)**

Dena Hernandez, SCDD, shout out about the PPE distribution! Especially to Wilma Murray who coordinated the Storer Buses. And another to Doug and EJ for loading up the busses! Positive note of collaboration to meet the needs of people. SAC6 did a Friday Zoom Chat on Self-Determination, hosted by Kerstin Williams – Tania, Liz and Angie did the presentation. There were 100 people who attended the Zoom Chat and it bumped people off. Our highest attendance!! Thank you.

Gaby Castillo thanked VMRC and SCDD because 22 families in her community received the PPE equipment. It's so rural and getting to San Andreas is difficult for the Tuolumne County families, so she is willing to explore meeting somewhere closer or arranging a pick up in Sonora. Doug will work with the distribution team and plan more mountain days.

#### **G. Consent Items –** Dena Pfeifer made a motion to approve the consent items as listed, Crystal Enyeart seconded the motion. No questions or comments. Motion passed with unanimous consent.

- 1. Finance Committee Meeting Minutes of 08/05/20
- 2. Executive Committee Meeting Minutes of 08/05/20

#### **H. Committee Reports**

1. VMRC Professional Advisory Committee, CLASP (Coalition of Local Area Service Providers)  
– Liz Herrera Knapp, CLASP Appointee shared

#### **CLASP Report for Board Meeting 8/17/20**

- Last meeting was held July 27<sup>th</sup> at 10am via Zoom
- As of July 27<sup>th</sup> we had 55 paid members. Membership for 2020-2021 Began on July 1<sup>st</sup> and runs through June 30<sup>th</sup>, 2021. Dues continued to be \$25 for the year
- \$9639.42 in the CLASP account.
- Provider Conference will be held Virtually this year. Will still be held on Nov 17<sup>th</sup>. We are working on identifying which speakers are willing to continue to do their presentation virtually and working out the IT details for running a 100-150 person conference via Zoom.
- RSPs currently have a workgroup to discuss and troubleshoot issues specific to providing services during COVID-19. They met 3 times during the month of July. For any providers who want to join the work group they can contact Marni Dick [marnijd@sbcglobal.net](mailto:marnijd@sbcglobal.net)
- Day Programs also continue to have a workgroup for the same reason and also invite VMRC to attend these meetings. Chris Martin [cmartin@ucpstan.org](mailto:cmartin@ucpstan.org) can be contacted if any DP provider would like to join the group.

#### **Next meeting: – August 24th @ 10 am via Zoom**

2. Consumer Services Committee – Dena Pfeifer, Committee Chair shared that there was no report since they didn't meet last month. The next meeting is September 14.
3. Self-Determination Advisory Committee (SDAC) – Tony Anderson shared the committee is moving forward with spending the funds to educate the committee and the community. We've got 24 people enrolled in Self-Determination, meaning they've got all of the steps done and are moving forward. The difficulty is the lack of independent facilitators in our region but case management has people specifically working on Self-Determination which leads to our success.
4. Consumer Advisory Council, SAC6 (Self Advocacy Council Area 6) - Crystal Enyeart, SAC6 Appointee

For the month of July, Sac 6 continues to have our Friday Zoom Chats:

We have found the CHATS are a great resource and help to support other advocates and committee members.

July 10<sup>th</sup>, we had our 11<sup>th</sup> Zoom Chat, the topic was Mental Health Awareness Part 2. Sac 6 officers and Dr. Dave Demetral shared useful tips that we can do at home to help lessen the stress during this time.

July 17<sup>th</sup>, Zoom topic was, Social Media Training by Doug Bonnet. Doug shared lots of helpful information.

July 24<sup>th</sup>, Zoom topic was VMRC Strategic Plan by Tony Anderson and Kinetic Flow Presentation. Here we learned about surveys and why they are important. We learned about the survey results on the VMRC survey. There were about 88 individuals on the this zoom call.

July 27<sup>th</sup>, we had our leadership meeting with Tony Anderson. We had our meeting via zoom.

July 31<sup>st</sup> Zoom topic was on Voting, How to do it, Why to do it, Where to do it... presented by Scott Baron from Disability Rights of CA and Nubyaan Scott- our Clients' Rights Advocate. Together they shared some powerful and important information about voting and the rights that we have when it comes to voting. There were about 51 individuals on this zoom call.

August 3<sup>rd</sup> we submitted our Chatter Article (summer) to be published on the VMRC website.

August 7<sup>th</sup>, we had our Area Meeting via zoom with The Self Determination Program- guest speaker Elizabeth Diaz- VMRC Self Determination Coordinator and SAC6 member Kerstin Williams who is a member of the VMRC Self Determination Advisory Committee.

August 14<sup>th</sup> Zoom Chat topic was Drail presented by Mohamad Rashid.

Upcoming meetings:

August 19<sup>th</sup> we are having our Sac 6 Finance Committee meeting via zoom.

August 21<sup>st</sup> Zoom Chat Topic will be VMRC (POS) Purchase of Services

August 27<sup>th</sup> Leadership meeting.

August 28<sup>th</sup> Zoom Chat topic will be Feeling Safe Being Safe by Nicole Paterson with DDS CAC and Sac 6 member Lisa Utsey.

Our next Sac 6 Board meeting is September 12, 2020 which will be done via zoom.

Sincerely,

Crystal Enyeart, SAC6 representative to the VMRC Board and Consumer Services.

5. Finance Committee – Linda Collins, Treasurer and Claudia Reed, CFO

- a. Approval of Contract Status Report (CSR) – Claudia Reed, CFO presented the CSR dated June 30, 2020. Anthony Owens made a motion to approve the CSRs, Erria Kaalund seconded the motion. Liz Herrera Knapp was not available for the vote. Dr. Russell was not available for the vote. No questions. Motion passes.
- b. Purchase of Service (POS) and Operations (OPS) Expenditures – Claudia Reed, CFO presented the POS and OPS expenditures.
- c. Acceptance of Restricted Donations – Claudia Reed, CFO presented the restricted donations. Lynda Mendoza made a motion to accept the restricted donations, Alicia

Schott seconded the motion. No questions. Dr. Russell was not available for the vote.

Tom Toomey was not available for the vote. Motion passes.

6. Legislative Committee has been postponed due to Covid. The next meeting will be on November 4 at 3pm and the next presentation is December 7 at 130pm on the outcome of legislative bills. On the committee's webpage they agreed to publish their calendar for the bill file.
7. Nominating Committee – Linda shared that they have filled the positions.
8. Bylaws Committee – Lynda shared that there's nothing to report.
9. Special Events Committee – Doug shared that they have not met as a committee since the last board ceremony in July. No meeting scheduled at this time.

**I. Executive Director's Report** – Tony Anderson shared that people should stay safe. Our exposures are up to 118 cases. We report to DDS daily from staff reports and SIR reporting. We know of 7 consumer deaths in our region. There are 116 consumer deaths statewide right now. Staff have had 9 confirmed cases, 1 volunteer, and 52 confirmed in our provider community. Sometimes we find out about things happening during our regular check-in phone calls. We want to know more and we want to be accurate.

Alternative services is the big new thing we are working on right now. The regulation came out on Friday, August 14. We have been paying day programs a retainer fee and we are concerned about losing a network of providers if we don't have something to pay them to support them and keep them going. This stops at the end of the month. It was allowable for an interim period of time because of the emergency. The new regulations say there are 12 different things you can do to provide supports and then bill a monthly rate for each consumer, it's based on what we spent on that consumer for the last 12 months. It's an average rate. This is a statewide effort. We will make sure that people have a voice in their own planning as we update the IPP's! We are welcoming this as good news because we have a rate to pay the providers to continue moving forward.

There will be a process and at some point some people will go back into the day program. Things will not be the same as they were. We are moving forward and learning. This is huge and impacts a lot of staff.

Cindy shared that a survey has started for all consumers who have attended a day program. Staff are calling all consumers and asking 10 questions (see the Friday, August 15 advisory). We will compare alternative plans of day programs against the consumers needs and wants. This is a lot of work! It involves contacts and a planning team within a month.

Nicole shared that the DDS directives are vague and there's not enough time to implement everything. There isn't clear information on QA and follow up.

Tara shared that Early Start is connecting with families. She asked DDS what mechanisms they want to use with ES. Tara will keep working with DDS and our staff to reach out to families.

This is coming out as a regulation, not a directive. Directive has to be reviewed every 30 days. A regulation is a change in the way the law is implemented.

The Cultural Linguistic Competence Committee is doing some tremendous work in-house. We are challenging each other and learning. We want to make our organization more culturally and linguistically competent. We are working with Georgetown University and SCDD and DRC and the UCEDDs and they are helping guide us through this. We are getting closer to being able to work without facilitation. We have identified the Hispanic community's access to services in the transition age and services that would be more helpful to them is something we need more information about. We are getting feedback from the community that they aren't interested in our "traditional" services. We are reaching out to get more information from the community. We are looking at all of the cultures of our staff and community in order to raise awareness internally.

The electrical emergencies notices went out. Wildfires are a major concern and information about cooling stations! We want to send out resources to help people.

The all-staff happened and thank you to Doug for coordinating 350 people on the Zoom. It was fun with activities to teach skills and tools. We had some teaching moments and team building. We also recognized staff for their longevity. There were 4 staff who have been with us for 30 years!

Bud shared that 2 of our 9 staff who tested positive were in the hospital. Staff are healing and we are thankful. We continue to recruit new staff to fill vacancies. Staff who are parents are concerned and stressed out about being parents/teachers. We are working on adjusted schedules to include Saturdays.

**J. Other Matters - none**

**K. Board Member Visits/Activities** – Margaret helped deliver food from Presentation Food Pantry on Saturday. If you'd like to help just let us know! It's safe and a wonderful experience.

**L. President's Report – Margaret Heinz**

1. Executive Committee Action Item – Special Assistant to the Director job change. Tony shared that the position has been amended – job duties have been added including grant writing responsibilities. This position is moving to the program manager salary scale. No questions. Dena Pfeifer seconded the motion. Motion passes.
2. Thank you for all of the health advisories. The presentation from Kinetic Flow was interesting. The changes in the ED's office is amazing. The senior leadership is amazing

and it trickles down, starting with Tony. Thank you for all that you do to make this work. These changes are challenging but she has complete faith in the leadership team.

**M. Next Meeting – Monday, October 19, 2020, 6:00 PM via Zoom Video Conference**

**N. Adjournment at 7:57pm**