



VMRC Board of Directors Meeting

Monday, 02/22/21, 6:00 PM

Via Zoom Video Conference

<https://zoom.us/j/95762149531?pwd=MIZFRkFKbkEvVjBVODlwUURDT09UQT09>

Webinar ID: 957 6214 9531 Passcode: 724297

US: +1 669 900 6833

For Spanish Translation, Dial 1-866-299-7945 and use Passcode 7793177#



Meeting Book - VMRC Board of Directors Meeting

Board of Directors Meeting

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

"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 individualized services in collaboration with family and the community."

Margaret
Heinz,
President

B. Review and Approval of the Meeting Agenda

Action Item

Margaret
Heinz,
President

C. Review and Approval of the Board of Directors Meeting Minutes of 12/21/20

Action Item

Margaret
Heinz,
President

Board Meeting Minutes 12 21 20.pdf

D. Board Presentation - Budget Presentation

Tony
Anderson, ED

E. Public Comment

3 minutes give for each comment, 6 minutes given if using an interpreter

Margaret
Heinz,
President

F. Consent Calendar Items

Action Item

Margaret
Heinz,
President

1. Finance Committee Meeting Minutes of 01/06/21 and 02/03/21

Fin Com Minutes 01 06 21.pdf

Fin Com Minutes 02 03 21.pdf

2. Executive Committee Meeting Minutes of 01/06/21 and 02/03/21

Exec Com Minutes 01 06 21.pdf

Exec Com Minutes 02 03 21.pdf

3. Consumer Services Committee Meeting Minutes of 01/04/21 and 02/01/21

CSB Minutes Draft 1.4.2021.pdf

CSB Draft Minutes 2.1.21.pdf

G. Committee Reports

1. VMRC Professional Advisory Committee, Coalition of Local Area Service Providers (CLASP)

Candice
Bright, CLASP
Appointee

2. Consumer Services Committee

Dena Pfeifer,
Committee
Chair

3. Self-Determination Advisory Committee (SDAC)

Mariela
Ramos,
Committee
Chair

4. Consumer Advisory Council, Self-Advocacy Council Area 6 (SAC6)

Crystal
Enyeart,
SAC6

5. Finance Committee

Appointee
Linda Collins,

a. Approval of Contract Status Reports (CSR) for January and February 2021	Action Item	Treasurer Claudia Reed, CFO
2020 - 2021 Financial Statements November.pdf		
CSR, POS, OPS Reports for 02 03 21.pdf		
b. Purchase of Service (POS) and Operations (OPS) Expenditures for January and February 2021		Claudia Reed, CFO
c. Acceptance of Restricted Donations for January and February 2021	Action Item	Claudia Reed, CFO
Popplewell Fund FY 20-21.pdf		
Popplewell Fund 02 03 21.pdf		
d. Approval of Contracts over \$250,000 from January and February 2021	Action Item	Corina Ramirez
Contract Summary Board Resolution 2021-02.pdf		
6. Legislative Committee		Lynda Mendoza, Secretary and Committee Co-chair
7. Nominating Committee		Linda Collins, Treasurer
8. Bylaws Committee		Lynda Mendoza, Secretary and Committee Chair
9. Special Events Committee		Tina Vera, Committee Chair
H. Executive Director's Report		Tony Anderson, ED
I. Other Matters		Margaret Heinz, President
J. Board Member Activities		Margaret Heinz, President
K. President's Report		Margaret Heinz, President
1. Approval of the Administrative Support Manager Job Description	Action Item	
JD - Administrative Support Manager--Consumer Services.pdf		
L. Next Meeting - Monday, April 19, 2021, 6:00 PM via Zoom Video Conference		Margaret Heinz, President
M. Adjournment		Margaret Heinz, President



Minutes - VMRC Board of Directors Meeting

12/21/2020 | 06:00 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

Board Members in Attendance: Margaret Heinz, Crystal Enyeart, Suzanne Devitt, Erria Kaalund, Alicia Schott, Tina Vera, Yan Li, Kenneth Britter, Anthony Owens, Dena Pfeifer and Lori Smith (facilitator), Lynda Mendoza, Tom Toomey, Linda Collins

Board Members Not in Attendance: Mohamed Rashid, informed absence, Emily Grunder, informed absence, Cherena Shaw, Steve Russell, Andrea Rueda, Gabriela Castillo, informed absence

Staff in Attendance: Douglas Bonnet, Christine Couch, Tony Anderson, Tara Sisemore-Hester, Brian Bennett, Claire Lazaro, Bud Mullanix, Cindy Mix, Claudia Reed, Gabriela Lopez

Public in Attendance: Chanel Murray SCDD, Lisa Culley FRN, Irene Hernandez (Interpreter), Jonathan Zahodne, Phil Perez, DDS, Diana Bonnett, CLASP

Meeting Called to Order at 6:05

A. Call to Order, Roll Call, Reading of the Mission Statement. We have a quorum tonight based on roll call. The Mission Statement was read together.

B. Review and Approval of the Meeting Agenda – Dena Pfeifer made the motion to approve the Meeting Agenda, Crystal Enyeart seconded the motion. The Meeting Agenda was approved unanimously.

C. Review and Approval of the Board of Directors Meeting Minutes of 10/19/20 – Dena Pfeifer made the motion to approve the Board of Directors Meeting Minutes of 10/19/20, Erria Kaalund seconded the motion. The Board of Directors Meeting Minutes of 10/19/20 were approved unanimously.

D. Board Presentation - Case Load Ratio Report – Tony Anderson, Executive Director. Tony shared a PowerPoint presentation on the 2020 Report, Feedback and Plan of Correction for Non-Compliance of the Required Caseload Ratios. See the presentation included in the minutes.

E. Public Comment

VMRC Board Meeting Public Comment Information

Chanel Murray- Community Program Specialist-

SCDD North Valley Hills

12/21/2020

- ❖ Thank you to Claire Lazaro and her team for conducting Covid-19 testing last week and allowing SCDD to volunteer. It was a great event and a very helpful opportunity to our community.
- ❖ Thank you to Gabby Lopez-VMRC Cultural Specialist for coordinating to the food delivery from Presentation Church last Saturday. SCDD was happy to deliver these groceries to those in need.
- ❖ SCDD North Valley Hills next Regional Advisory Committee will be held on Tuesday, January 26, 2021 on Zoom from 6pm-8pm. Guest speaker will be Claire Lazaro to discuss and update on Covid 19. Open to all. Zoom link:
<https://zoom.us/j/96732150491?pwd=Rk44NUdoN0R6ZjRUYjVoVkR0YTZqZz09>
Meeting ID: 967 3215 0491

Passcode: 000067

- ❖ Happy Holidays to all of you from SCDD North Valley Hills and we are looking forward to our continued collaboration in 2021.

F. Consent Calendar Items - Dena Pfeifer made the motion to approve the Consent Calendar Items, Alicia Schott seconded the motion. No discussion. The Consent Calendar Items were approved unanimously.

1. Finance Committee Meeting Minutes of 11/04/20 and 12/02/20
2. Executive Committee Meeting Minutes of 11/04/20 and 12/02/20
3. Consumer Services Committee Meeting Minutes of 11/02/20 and 12/07/20
4. Legislative Committee Meeting Minutes of 12/04/20

G. Committee Reports

1. **VMRC Professional Advisory Committee, Coalition of Local Area Service Providers (CLASP)** – Diana Bonnett is the new CLASP President. Marni Dick is the Vice President of CLASP. Liz Herrera Knapp has resigned from CLASP as she is a new employee at VMRC. We have 80 members and have successfully completed the conference. CEU certificates were distributed. Next meeting is December 28. 77% of the residential service providers are having hiring difficulties. There are difficulties with the increased staff costs. Day program services met in November and their next meeting is in January. They have new rates and are working with RSP's regarding concerns with remote services.
2. **Consumer Services Committee** – Dena Pfeifer shared their meeting was November 2 and December 7. The minutes are in the packet to review. They had a presentation on SIR reporting. They need more members for the Consumer Services Committee. The next meeting is January 4 at 4pm on zoom.
3. **Self-Determination Advisory Committee** – Cindy Mix gave an update. 110 participants started with and 75 have attended the orientations. 34 are fully in the program! 50 of the 75 who have certified budgets – the spending plans are coming soon. The Advisory Committee did not meet in December, but Liz Diaz explained budgets and spending plans in a presentation to the committee. We have orientations starting in January 14 – they are held once a month. PCP sessions begin next year as well. Last Friday, Angie, Liz and Cindy met with DDS to begin planning for the opening of the program in July 2021. We have 1000+ names on the list.
4. **Consumer Advisory Council, Self-Advocacy Council Area 6 (SAC6)**

Sac 6 report to the VMRC Board, December 2020

For the month of December, Sac 6 continues to have our Friday Zoom Chats: we are in our 33rd Zoom Chat!

We have found the CHATS are a great resource and help to support other advocates and committee members. We even have other Advocates from other regions on our Zoom Chats.

December 4th, we had our Zoom Chat, the topic was Your Health Matters Part 1 with Claire Lazaro- VMRC Clinical Director. Claire shared with us how our bodies are affected by COVID-19. This was highly informative.

Also, on December 4th Sac 6 assisted with handing out PPE equipment in Lodi CA. This was our first time in this area.

December 7th, I was present on the Zoom meeting for the Consumer Services and gave a report.

December 10th our Sac 6 Officer had their monthly Leadership meeting with Tony Anderson.

December 11th, Zoom topic was, How to run for Public Office by DDS CAC member Shawn Costello. Shawn shared with us his story and challenges he has had running for office. He also shared that no matter what your disability maybe you can do anything you want!

December 12th Sac 6 had their Board meeting. At this meeting we had new officers elected. Our new Chairperson is Catrina Castro, Vice Chair is Jessica Quesada, Secretary is Jessica Q., Treasures is Kerstin Williams and Sgt of Arms is Steven Herrera. I was also reelected to be the VMRC Representative to the Board & Consumer Services Committee! Our new sac 6 consultants are Lisa Utsey, Emily Grunder and Dena Pfiefer!

December 18th, Zoom topic was Your Health Matters Part 2 with Claire Lazaro- VMRC Clinical Director. Also, with each Zoom Chat Tony Anderson gives a brief VMRC update and a mental tip of the day by Dr. Dave Demetral.

Upcoming meetings:

January 8th we are having our Friday Zoom Chat, you will be able to find the new link for January Zoom Chats on the VMRC web page, as soon as its available.

January 15th Friday Zoom Chat

January 21st, Sac 6 Officers have their Leadership meeting with Tony Anderson.

January 22nd Friday Zoom Chat

January 29th Friday Zoom Chat

February 5th will be our Area meeting via Friday Zoom Chats.

February 19th, Sac 6 will be having their Finance meeting with their new board members.

Our next Sac 6 Board meeting is March 14, 2021 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, gave the report. Please see the information included in the meeting packet. If you need additional information or support in understanding the report, please reach out to Linda or Claudia.
 - a. **Approval of Contract Status Reports (CSR) for November and December 2020** – Dena Pfeifer made a motion to approve the CSR for November and December 2020 and Erria Kaalund seconded the motion. Motion passes with unanimous consent.
 - b. **Purchase of Services (POS) and Operations (OPS) Expenditures for November and December 2020** – Claudia Reed presented and answered any questions by the Board.
 - c. **Acceptance of Restricted Donations for September, October, November 2020** – Crystal Enyeart made a motion to accept the restricted donations and Dena Pfeifer seconded the motion. Motion passes with unanimous consent.
 - d. **Approval of Contracts over \$250,000 for November and December 2020** – Lynda Mendoza made the motion to approve the contracts over \$250,000 and Erria Kaalund seconded the motion. Motion passes with unanimous consent.
6. **Legislative Committee** – Lynda Mendoza and Tony Anderson reported that the committee met and agreed to move the presentation to January. They will present after the Governor's budget is presented on January 10. The date and zoom links will be available.
7. **Nominating Committee** – Linda Collins reported no recent activity.
8. **Bylaws Committee** – no report

9. **Special Events Committee** – Tina Vera reported no events due to pandemic.

H. **Executive Director's Report – Tony Anderson, Executive Director** – Tony shared that the ED's meet weekly during the pandemic. He also meets with the VMRC Senior Leadership team weekly. All the meetings are now regular due to the continuous changes and the need to adapt. Meeting with DDS regularly to discuss how to keep people safe during this pandemic. We are seeing a tremendous surge right now. We continue to be one of the higher rates of positive tests and exposures for people with developmental disabilities. The central valley is a hot spot! We use the CDC as a guide. Claire has been a tremendous leader on this very important health issue. In the last health advisory, we shared how we respond to the CDC guidance and Claire's leadership. Our focus is on keeping people safe, based on the CDC guidance. We purchased face masks for the employees, to keep people safe and in compliance with the CDC recommendations, as well as a communication to the staff that we want them to stay safe! The logo is on the mask so when we can go into the community, the staff will have a mask with a logo as well as their badge to help identify them. We continue to distribute PPE each month to the communities. SAC6 and SCDD are great partners on the PPE distribution. Physical distancing continues and we have made some changes to the building. Staff are working from home and we are not meeting in person. We are talking with residential providers about their guidance from CCL to stay safe. The day programs are writing plans on future safety when we are able to begin meeting in person. Brian Bennett and his team are reviewing these plans. The QA team has been following up on the plans to confirm they are following the plans. The CDC says increased testing is important. We are providing testing. Providers need to be tested regularly from the CCL directives. Some providers are having trouble getting the testing done. We have agreed to continue to do testing with Claire's lead, with the support of Dr. Dominguez. One of our nurses, Angie and Claire's husband Jeff are volunteering to administer tests as well. We had 72 registered and 30 unregistered people. We did not turn anyone away and tested everyone who came to our testing event. This is very important based upon the CDC guidance. Testing is part of the critical approach to beat the COVID, as well as the emphasis on vulnerable people in our community. We have implemented some restrictions, with directives from the State, with strict guidelines to safeguard people in our community. We have seen too many people not recover or

recover with serious damage. We are doing everything we can for people with vulnerable health conditions. This is controversial but we believe it is something we need to do to meet the CDC requirements. We are limiting how many people can unnecessarily be together in a room. Prompt case investigation and contact tracing are being done by HR. Our employee contact tracing is confidential and only if you need to know based on exposure, will you get the information about the potential exposure. Doug receives the reports, and he reports daily to DDS on consumers, family, and our staff. The Clinical team makes some follow up calls to keep people safe at home. We have gloves, hand sanitizer, face shields, masks and are distributing them. We have controlled travel the best we can. At this time, we will not be administering vaccines. Claire has been connecting with Public health officials to determine what they need to include our licensed homes. ICF's were included in the plan to be part of phase 1. We were concerned about other homes and congregate settings. Claire has done a lot of advocacy and it appears that our licensed homes are going to be included in the phase 1. Aaron Caruthers, SCDD, reports that January 21 is the day vaccines will be available for our licensed homes. Claire – I want to give a shout out to the whole team with the vaccine distribution process help. Case Management and Community Services Liaisons have been a big help in contacting consumers and vendors. There is a lot of coordination and communication going on in the background to try and get our consumers vaccinated. I also want to thank everyone who has helped with our COVID-19 Testing that we have done. Thank you to the whole team that has helped put on those events.

I. Other Matters – None currently.

J. Board Member Activities – ARCA is doing board trainings for members. They are via zoom and are really, really good. Linda Collins shared what she learned at a training. She wants the information shared with every board member. Lynda Mendoza shared about the training she attended. She felt good that she heard that our board is already implementing do's and don'ts that other boards are learning about. Margaret Heinz shared that the 90minute presentations are on

Saturday and then repeat on Wednesday. She recommends everyone attend. The next training is January 9 from 1-230pm, and Doug will forward the information.

K. President's Report – Margaret Heinz, President – Thank you to Claire's team for the COVID testing. She received a lot of feedback about how well it was done. The food delivery is an amazing opportunity through presentation. The PPE distribution continues – thank you to SAC6 and SCDD for your help. The next COVID testing is January 15 in Modesto. Vaccines are coming!! Please remember to follow the guidelines to keep people safe. Please read the health advisory and share them with others because it is information that is important to everyone. Thanks to Matthew Bahr for the training earlier tonight – it was really well done.

1. **Approval of new Division Manager positions in Community Services Department** – Tony reviewed the current organizational chart. He also shared the historical information of positions. Tony proposes 2 division managers, Robert Fernandez and Katina Richison to work under Brian Bennett. These manager positions have been enlarged to Division Managers, there will be no interviews. We are asking for Division Manager approvals. The Executive Committee made the motion to approve the new Division Manager positions and Dena Pfeifer seconded the motion. The motion passes unanimously.
2. **Last year the board made a recommendation to give staff time off**, as a token of appreciation from the board. Margaret Heinz made a motion to give staff time off after the all staff meeting and Crystal Enyeart seconded the motion. The motion passes unanimously.

L. Next Meeting - Monday, February 22, 2021, 6:00 PM via Zoom Video Conference

M. Adjournment at 8:05pm



Minutes for Finance Committee Meeting

01/06/2021 | 05:30 PM - 06:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

Committee Member Present: Linda Collins - Treasurer, Lisa Utsey, Alicia Schott, Margaret Heinz, Connie Uychutin, Dena Pfeifer

Committee Members Not Present: Jose Lara

Staff Present: Doug Bonnet, Christine Couch, Claudia Reed, Corina Ramirez, Tony Anderson

Public Present: Irene Hernandez (Interpreter), Rachelle Munoz (facilitator for Lisa Utsey), Lori Smith (facilitator for Dena Pfeifer)

Linda Collins called the meeting to order at 531 PM.

A. Review and Approval of Meeting Agenda

Dena Pfeifer made a motion to approve the Meeting Agenda. Lisa Utsey seconded the motion. The Meeting Agenda was approved unanimously.

B. Review and Approval of Finance Committee Meeting Minutes of 12/02/20

Dena Pfeifer made a motion to approve the Finance Committee Meeting Minutes of 12/02/20. Lisa Utsey seconded the motion. The Finance Committee Meeting Minutes of 12/02/20 were approved unanimously.

C. Public Comment

None.

D. Approval of Contracts over \$250,000

Corina Ramirez presented the contracts and answered any questions that committee members had.

Dena Pfeifer made a motion to approve the Contracts over \$250,000 presented. Lisa Utsey seconded the motion. Connie Uychutin abstained. The Contracts over \$250,000 presented were approved unanimously.

E. Fiscal Department Update

Claudia Reed presented the Contract Status Report (CSR) and answered any questions that committee members have.

Lisa Utsey made a motion to approve the Contract Status Report. Dena Pfeifer seconded the motion. The Contract Status Report was approved unanimously.

Claudia Reed presented the Purchase of Service (POS) and Operations (OPS) Expenditures and answered any questions that the committee members had.

Claudia Reed presented the donations to the Popplewell Fund and presented the Popplewell Fund account balance.

Dena Pfeifer made a motion to approve the donations to the Popplewell Fund. Lisa Utsey seconded the motion. The donations to the Popplewell Fund were approved unanimously.

F. Next Meeting - Wednesday, 02/03/21, 5:30 PM via Zoom Video Conference

Meeting adjourned at 615pm.



Minutes for - Finance Committee Meeting

02/03/2021 | 05:30 PM - 06:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

Committee Members Present: Linda Collins (Treasurer), Lisa Utsey, Connie Uychutin, Dena Pfeifer, Alicia Schott, Margaret Heinz

Committee Members Not Present: Jose Lara

Staff Present: Doug Bonnet, Tony Anderson, Claudia Reed

Public Present: Justin Hole, Irene Hernandez (Interpreter), Laurie Smith (Facilitator for Dena Pfeifer)

Meeting Called to Order at 5:31 PM by Linda Collins, Treasurer.

A. Review and Approval of Meeting Agenda

Linda Collins asked for a motion to remove item E from the agenda, "Transportation Broker." The contract is not yet ready to go before the Finance Committee for approval. Dena Pfeifer made a motion to remove Item E from the agenda. Lisa Utsey seconded the motion. Item E was removed from the agenda by unanimous approval.

B. Review and Approval of Finance Committee Meeting Minutes of 01/06/21

Dena Pfeifer made a motion to approve the Finance Committee Meeting Minutes of 01/06/21. Lisa Utsey seconded the motion. The Finance Committee Meeting Minutes of 01/06/21 were approved unanimously.

C. Public Comment

None.

D. Approval of Contracts over \$250,000

There are no Contracts over \$250,000 that need approval this month.

E. Transportation Broker

Removed from agenda.

F. Fiscal Department Update

Claudia Reed, CFO, presented the Contract Status Report (CSR) and answered any questions by committee members. Dena Pfeifer made a motion to approve the Contract Status Report as presented. Lisa Utsey seconded the motion. The Contract Status Report was approved unanimously.

Claudia Reed presented the Purchase of Service (POS) Expenditures and Operations (OPS) Expenditures and answered any questions that the committee members had.

Claudia Reed presented the restricted donations for the Popplewell Fund and answered any questions that the committee members had. Dena Pfeifer made a motion to approve the restricted donations. Lisa Utsey seconded the motion. The restricted donations were approved unanimously.

G. Next Meeting - Wednesday, 03/03/21, 5:30 PM via Zoom Video Conference

Meeting adjourned at 6:00 PM.



Minutes for Executive Committee Meeting

01/06/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

Committee Members Present: Margaret Heinz, President, Linda Collins, Dena Pfeifer, Lynda Mendoza

Committee Members not Present: Mohamad Rashid (Informed Absence)

Staff Present: Christine Couch, Doug Bonnet, Tony Anderson

Public Present: Irene Hernandez (Interpreter), Lori Smith (Facilitator for Dena Pfeifer)

Meeting called to order by Margaret Heinz at 630 PM.

A. Review and Approval of Meeting Agenda

Lynda Mendoza made a motion to approve the Meeting Agenda. Linda Collins seconded the motion. The Meeting Agenda was approved unanimously.

B. Review and Approval of Executive Committee Meeting Minutes of 12/02/20

Dena Pfeifer made a motion to approve the Executive Committee Meeting Minutes of 12/02/10. Lynda Mendoza seconded the motion. The Executive Committee Meeting Minutes of 12/02/20 were approved unanimously.

C. Public Comment

None.

D. Items for Approval

None.

E. Items for Discussion – Tony Anderson, Executive Director

1. Executive Director's Report

Vaccinations - Claire has done an incredible job staying in contact with representatives from County Public Health officers in each of our five counties. Amador has begun vaccinating our consumers in all licensed homes and supported living, Calaveras is having us contact the local Pharmacy program, Tuolumne is currently vaccinating our licensed homes and some SLS and has requested numbers for our staff, Stanislaus and San Joaquin Counties have taken the list of all of our licensed providers and both have requested a count of our staff. Our advocacy is centered on ensuring our community of consumers and families living in all other settings and their families are included in the early phases of the vaccinations.

Testing - Our local licensed providers are currently testing their staff regularly, some of our day programs have started testing through a partnership with us and Biocept, and VMRC has schedule regular drive through testing events (our first event tested 100 people and 20% tested positive). DDS is working on additional testing resources plus they are getting close to getting us self-administering testing kits for those who are home bound.

PPE - We continue to host drive through PPE Distributions with SAC6 and SCDD throughout our region and we have been delivering emergency requests daily by our staff. We are currently working with Transportation providers to figure out how to distribute more through them on a regular basis because this has exceeded our staff's capacity especially because their regular duties continue.

Contact Tracing - HR continues to perform contact tracing for any staff who has come in close contact with another staff who has entered our building plus we close the building to all staff once we learn of a positive test.

We are currently in the middle of our DDS Audit. The audit is not only fiscal but touches on all aspects of our contract.

Strategic Planning

We have begun to reach out to volunteers to participate in focus area workgroups under the five areas:

1. Training - Tony

2. Consumer Health (Physical and Emotional) - Claire
3. Consumer Support and Empowerment - Cindy
4. Communication - Doug and Brian
5. Organizational Culture - Bud

We would like board representation on each workgroup.

Job Board on the Website

The new job board we've developed with our contractor Project2 is now operable. We'll be introducing to our providers starting this week. The original plan for a job board was to create a resource for consumers looking for work but given the staffing crisis in the licensed homes we have pivoted to using it as a resource for the providers.

Overtime for Participant-Directed Respite Service

Pursuant to W&I Code section 4639.6, to reduce the risk of exposure to COVID-19, the Department authorizes regional centers to pay an increased rate of reimbursement for overtime hours for Participant-Directed Respite Service (Service Code 465). The rate of reimbursement is \$25.55 per consumer per hour for overtime hours when overtime is required by law. Regional centers should use the sub-code "OT" when authorizing claims for overtime.

2. Notable Consumer Incidents/Complaints

Bringing back out of state placements to California - anyone with an IEP will not be returned at this time.

3. Vendor Issues

Residential providers are getting more desperate for staff. We are regularly getting dangerously close to staff shortages.

Day Programs are moving forward with Alternative Services and now have the new Alternative Services rates

Alternative Services for Transportation and Group Supported Employment

For September and October 2020:

- *Providers shall use the current authorized rate and each consumer's average monthly attendance over the prior 12 months ending February 2020 for each consumer who received Alternative Services and the provider complied with Section V.*
- *Providers shall not submit reimbursement claims for consumers who did not receive services."*

4. Self-Determination Updates

34 complete 50 in process - 73 have attended orientation. We're moving forward now with Person Centered Planning services for the people wanting to enter SDP once it's open to everyone. The state is working on a new FAQ to answer questions for the public.

5. Union and Other Staff Issues

The remaining issue for the Community Services Department is whether or not we decide to contract out to a transportation broker (as other regional centers have done) or if we create a new, non-management level, Transportation Coordinator position. We are currently investigating the advantages and disadvantages of these options. Finally, the supervision of the Stockton lobby services will be done by Cindy Strawderman who is also currently supervising our Modesto and San Andreas lobby services.

Bud reports that recruiting is going well. We recently hired 5 new staff to backfill positions and while the psychologist position backed out we have an interview for another person.

6. Other Matters

None.

F. President's Report – Margaret Heinz, President

1. The Health Advisories are amazing...thank you for putting those out. They are important and appreciated. I share them everywhere.
2. Thank you, Claire and Consumer Services, for her presentation the other night and also to Christine for asking great questions.
3. The DC protests were awful. I'm not trying to be political but what happened today in the capitol is devastating.
4. California schools are doing stronger, tougher safety standards. The small Special Education cohorts are still going on site.
5. Lynda, Linda, Dena I hope you all can attend the ARCA Academy training this Saturday. They are good training. Daniel from ARCA does a great job and he does a great job about sending out updates.
6. Aaron Carruthers from SCDD is writing a letter to add our consumers to the current tier for vaccinations.
7. Legislative Presentation in March will be good.

8. I am so proud of everything that VMRC has accomplished since the pandemic began last March.

G. Next Meeting - Wednesday, 02/03/21, 6:30 PM via Zoom Video Conference

Meeting adjourned at 7:30 PM.



Minutes for - Executive Committee Meeting

02/03/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

Committee Members Present: Margaret Heinz (President), Mohammed Rashid (Vice President), Linda Collins, (Treasurer), Lynda Mendoza (Secretary), Dena Pfeifer

Committee Members Not Present: None

Staff Present: Tony Anderson, Bud Mullanix, Doug Bonnet

Public Present: Irene Hernandez (Interpreter), Lori Smith (Facilitator for Dena Pfeifer)

Meeting Called to Order at 6:30 PM by Margaret Heinz, President

A. Review and Approval of Meeting Agenda

Dena Pfeifer made a motion to approve the meeting agenda. Lynda Mendoza seconded the motion. The Meeting Agenda was approved unanimously.

B. Review and Approval of Executive Committee Meeting Minutes of 01/06/21

Dena Pfeifer made a motion to approve the Executive Committee Meeting Minutes of 01/06/21. Lynda Mendoza seconded the motion. The Executive Committee Meeting Minutes of 01/06/21 were approved unanimously.

C. Public Comment

None.

D. Items for Approval

Bud Mullanix, HR Director, presented the Administrative Support Manager job description and answered any questions by committee members.

Margaret Heinz asked for a motion to approve the Administrative Support Manager job description. Dena Pfeifer made a motion to approve the job description. Mohammed Rashid seconded the motion. The Administrative Support Manager job description was approved unanimously.

E. Items for Discussion

1. Executive Director's Report – Tony Anderson

Vaccinations continue to be one of the dominate focus areas for our regional center and our community. Our San Joaquin and Stanislaus counties were far more accommodating to our family caregivers, providers, and regional center staff than most other counties in the state. There is a new field in SANDIS (our regional center database application) for tracking how many people with disabilities have gotten the vaccine and this will help us monitor our progress in getting back to opening our services. We are going to next pursue a corporate partnership with Safeway (Alta Regional Center did this already) to help get our consumers their vaccines if we feel they are not getting them.

Testing events continue hosted by VMRC and we will be having our next event this Friday. We held two events in Modesto but the participation was relatively low compared to our initial event in Stockton. Last week we had a testing event scheduled but had to cancel due to severe weather conditions but everyone who registered has been welcomed back to the event this Friday. We have had about 30 people test positive since we began the testing.

PPE will now be distributed by our local transportation vendors. We have worked with our transportation providers to arrange for them to bring much needed deliveries of PPE and other items and allows them to bill under the Alternative Services model. These providers have already begun to lay off workers and shut down whole areas of service. This arrangement will help our consumers get the protection they need, will reduce the load on our staff who have been delivering PPE daily, reduce the workload from holding PPE drive through events, and help the transportation providers to stay in business.

Foster Grandparents Temporary Disaster Allowance has been extended to March 31, 2021. That means we will continue to be able to give full stipend amounts through March 31, 2021. A few weeks ago Mara King who has managed the Foster Grandparent and Senior Companion program for many years announced her upcoming retirement. She has done a tremendous job for us and she will surely be missed.

2. Notable Consumer Incidents/Complaints – Tony Anderson

We recently had to make a placement to Porterville Developmental Center for a consumer living at home with their family who tested positive for COVID-19. We were funding the consumer's placement in a residential facility and to maintain the placement for him so he could return. The family was afraid of him getting COVID-19 in the residential facility so they brought him home with them.

3. Vendor Issues – Tony Anderson

One of our providers was able to arrange for his staff and consumers to get vaccinated and he contacted us at VMRC to see if there were any individuals who needed vaccinations because he had 25 extra vaccinations. Through outreach by our service coordinators and cultural specialist we were able to get 25 consumers with vulnerable health conditions to get their vaccinations.

4. Self-Determination Updates - Tony Anderson

Starting October 1, 2020, an SDP participant has the flexibility and may choose to repurpose funds for FMS fees for different and/or additional services during the COVID-19 State of Emergency. If a participant chooses to utilize the funds allocated for FMS fees for different and/or additional services because of COVID-19, the regional center should increase the budget based on the number of months FMS fees will be repurposed. The spending plan should also be adjusted to reflect where the repurposed FMS fees will be used. Upon expiration of the Directive, adjustments may be needed in the spending plan to account for FMS fees no longer being repurposed.

5. Other Matters - Tony Anderson

We had a great All Staff meeting last week, and staff were extremely thankful for the half day with so many comments of gratitude in the chat box. Our speaker was fantastic and the theme for the training was on how to improve engagement between teams, and consumers and families and colleagues.

6. Union and Other Staff Issues – Tony Anderson

A few weeks ago, Donna Bailey passed away from cancer. Donna was a longtime staff at VMRC as a service coordinator and most recently she was working our front reception. Doug has helped to create a memorial for friends of Donna via Zoom on February 23, 2021. This Friday starts the day when staff are expected to begin to receive their second vaccination shots. Some staff are concerned about using their sick time and want us to authorize more paid time off like we did last year as part of the COVID relief benefits provided by the federal government. We do not have authority to do this unilaterally, but we are monitoring the situation to see if anyone goes below their reserve of regular sick time.

Bud – we had 4 Psychologist interviews today. We really like 3 of them. Two of them are local and two are out of area but willing to relocate.

We have PM interviews in Modesto.

We have to interview for Mara's position.

We have a few SC positions.

We are doing well.

We do have a new union rep that we will be meeting with soon.

Tony – Donna Bailey recently passed away, about 2 weeks ago. She was a Transition SC for years and then she worked at the front office. She had cancer. We have a memorial for her on the 23rd of February.

Some staff are getting their 2nd vaccine shot beginning this week.

F. President's Report

We did another food delivery through Presentation pantry on 01/15.

Board Delegates meeting on 01/13.

ARCA academy on 01/08.

I participated in the SAC6 Meeting on Friday.

I participated in the PPE Distribution in Stockton in the rain...very well done.

Next ARCA meeting is March 19th.

ARCA is asking for a vaccine priority letter to the Governor to get to the 1B status so all consumers are able to access the vaccination earlier.

G. Next Meeting - Wednesday, 03/03/21, 6:30 PM via Zoom Video Conference

Meeting adjourned at 7:05 PM.

**VALLEY MOUNTAIN REGIONAL CENTER
MINUTES OF CONSUMER SERVICES COMMITTEE MEETING
January 4, 2021**

=====

PRESENT: Committee Members: Margaret Heinz, Board President; Dena Pfeifer, Chair; Lori Smith, Dena's Facilitator; Daime Hoornaert, CLASP; Crystal Enyeart, SAC6
VMRC: Brian Bennett; Christine Couch; Cindy Mix; Cindy Strawderman; Claire Lazaro; Douglas Bonnet; Liz Herrera Knapp; Tara Sisemore-Hester; Tony Anderson; Emelia Vigil; Erin Goudreau; Gabriela Lopez
Guests: Irene Hernandez; Lisa Culley FRN; Rachelle Munoz

ABSENT: Mohammad Rashid; Linda Collins

=====

Dena Pfeifer, Chairperson, called the meeting to order at 4:05 p.m.

1.0 PUBLIC COMMENT

There was no public Comment

2.0 REVIEW OF MINUTES

There was no Quorum for a vote to approve the minutes of October 5, 2020, November 2, 2020 or December 7, 2020. This will be brought back to February 1, 2021 meeting for vote.

3.0 SAC6 UPDATE

Crystal Enyeart shared the following:

- For the month of December, Sac 6 continues to have our Friday Zoom Chats: we are in our 33rd Zoom Chat!
- We have found the CHATS are a great resource and help to support other advocates and committee members. We even have other Advocates from other regions on our Zoom Chats.
- December 4th, we had our Zoom Chat, the topic was Your Health Matters Part 1 with Claire Lazaro- VMRC Clinical Director. Claire shared with us how our bodies are affected by COVID-19. This was highly informative.
- Also, on December 4th Sac 6 assisted with handing out PPE equipment in Lodi CA. This was our first time in this area.
- December 7th, I was present on the Zoom meeting for the Consumer Services and gave a report.
- December 10th our Sac 6 Officer had their monthly Leadership meeting with Tony Anderson.

- December 11th zoom topic was, How to run for Public Office by DDS CAC member Shawn Costello. Shawn shared with us his story and challenges he has had running for office. He also shared that no matter what your disability maybe you can do anything you want!
- December 12th Sac 6 had their Board meeting. At this meeting we had new officers elected. Our new Chairperson is Catrina Castro, Vice Chair is Jessica Quesada, Secretary is Jessica Q., Treasures is Kerstin Williams and Sgt of Arms is Steven Herrera. I was also reelected to be the VMRC Representative to the Board & Consumer Services Committee! Our new sac 6 consultants are Lisa Utsey, Emily Grunder and Dena Pfeifer!
- December 18th zoom topic was Your Health Matters Part 2 with Claire Lazaro-VMRC Clinical Director. Also, with each Zoom Chat Tony Anderson gives a brief VMRC update and Dr. Dave Demetral gives a mental tip of the day.

Upcoming events:

- January 2021, Friday Zoom Chats you can find more information about our upcoming Friday Chats and the link on the VMRC website under the Sac 6 tab.
- January 21st, Sac 6 Officers have their Leadership meeting with Tony Anderson.

4.0 CLASP UPDATE

Daime Hoornaert shared the following information:

- Current Membership: 82 paid members
- CLASP, President, Dianna Bonnett, announced the CLASP opening on the VMRC board and Social Media/Special effects position until the end of the year. Members who are interested in the board will email Dianna. Currently, Chris Martin will cover the Social Media.
- CLASP purchased hard to get paper products (TP, paper towels) for CLASP members and will be distributed to those members who put in a request. At the meeting only 9 vendors had requested product, so the link was sent out again so more CLASP members could benefit.
- Residential Service Provider Group: Many homes are very short staffed. Staff are getting sick, along with resident. Many are having a hard time hiring new staff, many don't want to work around people with COVID-19. CCL has offered DSP staffing, but one member reported they used (Mohawk?) company and had a 14-day contract, but only showed 1 day. VMRC is having on going meetings to share resources and concerns for RSP's.
- Clinical: Claire gave a vaccine update on who will be in the 1st phase. She also discussed the Health Passport, that she recommends each person who gets services complete, in the event they are to be seen by a Dr. or go to a hospital.
- Day Program Network: Vendors just received Alternative Rates from DDS and will discuss more at next meeting January 6, 2021 @ 8:00 AM
- Next CLASP meeting is January 25, 2021 @ 10:00.

5.0 **CONSUMER SERVICES PRESENTATION**

Claire Lazaro gave a presentation of the COVID-19 Update with a power point presentation called SAC6 Zoom Chat “Your Health Matters”

6.0 **CLINICAL**

- Tara Sisemore Hester gave the intake statistics for December.

Office	# ES cases processed ALL	# ES cases processed	# made eligible	% eligible
Stockton	86	63	55	87%
Modesto	97	74	59	80%
San Andreas	6	5	5	100%
Total	189	142	119	84%
Office	# 3+ cases processed ALL	# 3+ cases processed	# made eligible	% eligible
Stockton	27	24	21	88%
Modesto	16	15	10	67%
San Andreas	9	7	5	71%
Total	52	46	36	78%

- Tara also shared graphs showing the intake numbers for all of 2020. With less people going to doctor appointments and sheltering in place there have been less referrals. We are an outreach team that has developed a strategic plan to reach out to Community Partners and physicians for all 3 offices. We will distribute flyers through the mail and electronically. Staff will be doing follow-up after the flyers are distributed. We have another meeting coming up with staff, our cultural specialist and community partners.
 - For Early Start, we are back to shelter in place for all 3 offices. Our staff has been meeting with families via phone and zoom. Our partners are meeting with families remotely. A very few providers (ABA, etc.) are working with families that it is not feasible to do remotely.

7.0 **RESOURCE DEVELOPMENT**

Brian Bennet provided the following update:

- We are continuing to keep people placed safely. We are having significant staffing problems in all counties. Seems to be getting the last few weeks since Thanksgiving. We are asking providers to let us know as soon as they are aware of any

issues before they get too bad. We have continued to meet with providers every Friday at 9:00 a.m. We have an open zoom session with providers to provide updates and answer questions.

- We are getting closer to finishing our EBSH home for children. We have made significant progress in the last 30 days. DDS has the program plan and we are expecting it to be approved any day now. The license has been issued. The planning teams are working on the children to be moved to the homes.
- We have submitted our CPP plan for the coming year and are hoping to get feedback soon in terms of which plans will be awarded to us.

8.0 **QUALITY ASSURANCE**

- 8.1 **Alerts:** Brian has been working to meet with our 7 Quality Assurance liaisons. We are going backwards to look at our open alerts and complaints and looking to see how we can close them out. Why they are still open, how we can close them quicker, the type of alerts that are causing problems. Mostly those are due to our reliance of other agencies to provide reports or updates. We are now sharing all alerts with Community Care Licensing as we get them. We have been looking to get all alerts closed promptly.

ALERTS		
11/16/2020 – 12/15/2020		
OPEN	CLOSED	PENDING
16	1*	14
	* Health Related Concerns (Deferred)	

- The Quality Assurance team is spending quite a bit of their time delegating and mitigating COVID. Whether it is positive staff cases or consumer cases in licensed care or supported living. We are getting quite a few SIRS that require follow up. We have been on many zoom calls. We are trying to keep everyone safe and follow the guidelines.

9.0 **CASE MANAGEMENT**

- Cindy Mix went thru the following reports:
 - Caseload Ratio Report –
 - Total Lanterman Consumers—13,265 minus 171 (Deflection) =13,094
 - Overall Agency Caseload Ratio—13,094 consumers divided by 171 Service Coordinators = 1:77
 - Transfer Status Report as of 11/20/2020

- There has been a total of 371 transfer in files and 292 transfer out files. The difference is 79, still equivalent to one full case load of transfer in files for this year.
- POS Exception Report for November.
 - There were a total of 188 Purchase of Service Exceptions. With Respite still being the largest number of 106, followed by Patch and Personal Assistance.
- SIR Report
 - For this last month, Hospital/Resp Illness-Vendor Care; COVID-19 Virus & Death were the top 3 incidents reported.
- Fair Hearing Report: Christine Couch shared that since December 17th, he have had a few changes:
 - We have 5 open Lanterman eligibility cases. Two adults and three children.
 - We are working on settling three of these by the end of the month.
 - The service request case for a home modification was resolved during the informal.
 - Since December 17th we receive 1 whistleblower complaint and we were able to resolve that quickly.

Cindy Mix also shared the following information:

- The board voted/approved an organizational change. As all are aware, Brian Bennett is now Community Services Director, which is separate from Consumer Services. Community Services will now incorporate Special Projects into their department and two Community Services Division Managers will oversee distinct areas
 - Katina Richison (Special Projects, QA Liaisons)
 - Robert Fernandez (RD, Transportation, Employment, HCBS, etc.)
 - Cindy Strawderman, Admin. Asst. in Consumer Services will now oversee the Reception area in all 3 offices
- We received information that 16 facilities serving California youth nationwide were decertified and those youth will need to be returned to California. After a death occurred in Michigan, an investigation uncovered the fact that many of the out of state facilities were not providing the services that California expected. There is a 45-day timeline for them to move back, which now has a deadline of 1/22. VMRC has one that we have to place and we have been meeting with state officials to look for resources and make plans. Those with IEP placements are not affected at this time.
- Out of state placement is a top priority to monitor. If you remember, last month we discussed that DDS requests us to provide information on a monthly basis for specified consumers by tracking minors or adults who are in emergency rooms 3 days or more, psych facilities 3 or more days, or minors in shelters 3 or more days. A separate report is due on any consumer residing out of state.
- Our **Personal Protective Equipment (PPE) Distribution** Drive-Thru dates for January are as follows. Staffing for deliveries is thin, so may take longer.

- Friday, 01/08, 2pm – 4pm, Tuolumne County Senior Center, 540 Greenley Road, Sonora
- Friday, 01/22, 2pm – 4pm, VMRC Stockton Office
- Friday, 01/29, 2pm – 4pm, VMRC Modesto Office
- Our **COVID-19 Testing dates** for January are as follows (REGISTRATION FOR COVID-19 TESTING IS REQUIRED, the link will be in this Friday's Health Advisory):
 - Friday, 01/15, 8am – 12pm, VMRC Modesto
 - Wednesday, 01/20, 8am-12pm, VMRC Modesto Office
 - Wednesday, 01/27, 8am – 12pm, VMRC Stockton Office,
 - All of these times, dates and locations are also available on our Events Calendar on our website
- Re: Self Determination—
 - An informational meeting was held on 12/17 in lieu of a regular Advisory Committee meeting. Liz Diaz, our SD PM explained budgets and spending plans.
 - Orientations for all will start again on January 14th and will be held monthly
 - An update—34 completely in program, 50 in process. 73 of 110 have attended orientation. Recent meetings with DDS – VMRC is doing well. Looking at preparation for July 2021 when all are eligible. Self Determination. We have 1000+ on the interested list. We will be holding orientations once a month and those interested should be encouraged to attend orientations. We are looking at beginning the Person-Centered Planning process as the first step in getting those interested enrolled when available to all.
 - A statewide group of regional center representatives meet regularly to discuss barriers and challenges all are facing with the program. We are compiling a list of questions needing clarification and submitting to DDS; establishing a database with all documents, procedures, and training materials available in all languages; and consolidating lists of all statewide SDP resources to share; as well as looking at a coaching/mentoring program to be implemented.
- The Foster Grandparent program stipend has been extended thru January 31st. Foster Grandparents had a holiday drive-thru and handed out PPE, gift cards, fleece scarves, hats, gloves & a to-go box lunch.
- Re: our caseload ratios. Our plan to DDS included continuing our recruiting efforts, backfill positions as fast as we can, continue to come up with ideas related to time saving tools. Our Streamline committee was put on hold due to COVID, but we will be resurrecting the group. Increasing morale is always helpful. IT is looking at some time saving measures for us. And we will evaluate redistribution if we need to.
- Another successful food delivery on December 21st. 50 food bags were donated and distributed.
- \$100 gift cards for Save Mart were delivered to consumers and families on 12/23. Through the Popplewell Fund and volunteer staff delivery, we were able to

provide to 50 families in San Joaquin, 37 in Stanislaus & 6 in the mountain counties. We prioritized by identifying first those living in hotels, homeless, or loss of jobs. After which we gave to others in dire need.

- Review of Conference Service Standard. This was provided as an informational item. We will bring it back for an action item next month.

10.0 **TRANSPORTATION**

Brian Bennett shared the following:

- We are working internally on how we are going to navigate transportation. There is a meeting tomorrow that Tony and I will be meeting with transportation services. We will be determining how we are going to manage ongoing.

11.0 **NEXT MEETING**

Monday February 1, 2021, 4:00 p.m., Stockton VMRC office, Via zoom.

DIAL-IN NUMBER: 1-669-900-6833

Meeting ID: 912 6700 7341 – Passcode: 108771

The meeting was adjourned at 5:25 p.m.

Recorder: Cindy Strawderman

**VALLEY MOUNTAIN REGIONAL CENTER
MINUTES OF CONSUMER SERVICES COMMITTEE MEETING
Monday, February 1, 2021**

=====

PRESENT: Committee Members: Dena Pfeifer, Chair; Lori Smith, Dena's Facilitator; Daime Hoornaert, CLASP; Crystal Enyeart, SAC6; Rachelle Munoz, Crystal Enyeart's Facilitator; Mohamad Rashid
VMRC: Brian Bennett; Christine Couch; Cindy Mix; Cindy Strawderman; Claire Lazaro; Douglas Bonnet; Tara Sisemore-Hester; Tony Anderson; Gabriela Lopez; Robert Fernandez; Lue Thao; Pam Kidroske
Guests: Irene Hernandez, translating; Lisa Culley FRN; Carlos Hernandez; Joseph Nimene; Dena Hernandez, SCDD; Jenny Zegarra

ABSENT: Linda Collins

=====

Dena Pfeifer, Chairperson, called the meeting to order at 4:05 p.m.

1.0 PUBLIC COMMENT

Dena Hernandez, Regional Manager – SCDD North Valley Hills Office shared the following:

- CHOICES Conference May 14, 2021 will be virtual. There is a subcommittee meeting this week to discuss what this will look like and the full committee will decide at the February 17, 2021 meeting. The committee will honor Wilma Murray at this event for her years of service to CHOICES. We appreciate VMRC's support of CHOICES and will get details that can be sent out to all once finalized.
- Hats off to Claire Lazaro and her team for the well organized and timely covid-19 testing. Also, thanks to Doug for assembling a great group of volunteers. SCDD is happy to help at these events.
- Thank you to Tony and Claire for attending our January 26 Regional Advisory Committee and giving updated, clear, and concise info about the Covid-19 vaccine. Our RAC members really appreciated it. Thank you to Crystal Enyeart for providing the SAC6 report at the meeting too!
- SCDD Regional Office across the state are offering several trainings (virtually) on a variety of topics- these are free and open to all. Please check out the www.scdd.ca.gov website or Facebook page for info.
- Lastly- great job to Brian Bennet and his team for coordinator the RSP weekly meetings and including CCL at the meeting and having CCL commit t attending each meeting. A great resource for the vendors! Awesome.

2.0 REVIEW OF MINUTES

M/S/C (Rashid/Enyeart): Approve the minutes of October 5, 2020; November 2, 2020; December 7, 2020; and January 4, 2021 as written.

3.0 **SAC6 UPDATE**

Crystal Enyeart, SAC6 Representative shared the following:

- On January 8th we had our first Zoom chat of 2021. The topic of this chat was Know Your Rights presented by Sac 6 members and Christine Couch VMRC Compliance Manager.
- January 6th I along with Sac 6 Chairperson Catrina Castro, and Lisa Utsey Sac 6 Consultant had a meeting with Christine Couch and Dena Hernandez from SCDD to prepare a Plan language VMRC Notice.
- Also, on January 6th sac 6 Consultant Lisa Utsey attended the VMRC Finance Committee meeting via Zoom.
- On January 8th PPE equipment was handed out in Sonora.
- January 15th Zoom chat was presented by Katie Hornberger- director of Office of Clients Rights. This zoom call was on how Office of Clients Rights helps you to Advocate for Yourself.
- January 21st, we met briefly for our monthly Leadership meeting with Tony Anderson.
- January 22nd Friday Zoom Chat was presented by Christine Couch on Fair hearing process.

Upcoming meetings:

- January 29th, Sac 6 Officers will be sharing their story on their Fair hearing process on the Zoom Chat.
- January 29th PPE Equipment will be handed out at the Modesto VMRC site.
- February 5th will be our Area meeting via Friday Zoom Chats.
- February 19th, Sac 6 will be having their Finance meeting with their new members.
- Our next Sac 6 Board meeting is March 14, 2021 which will be done via zoom.

4.0 **CLASP UPDATE**

Daime Hoornaert, CLASP Representative shared the following:

- Current Membership: 82 paid members
- CLASP President, Dianna Bonnett, announced the CLASP Rep to the VMRC board will be Candice Bright, until the end of the year. She has experiencing being the CLASP rep and has had board training.
- CLASP, with the help of VMRC/SAC 6/SCDD distributed paper products/PPE for CLASP members who put in a request. There are still some products that have to be distributed.
- Residential Service Provider Group: Same on-going issues: Many homes are very short staffed and some are having difficulties getting PPE. Staff are getting sick, along with residents. Many are having a hard time hiring new staff. RSP's are starting to get their Vaccine's for staff and residents.

- VMRC Weekly Friday AM meetings: VMRC is having weekly meetings with any vendors interested to share resources and concerns during COVID-19. This meeting was originally scheduled for RSP's, but Brian Bennett shared that any vendor may attend if interested.
- Discussion on Billing: Debbie B explained what she knew and listened to ideas. Issues with Billing and Enclosure B's. Invoices and Enclosure B's don't match. We requested if invoices could be sent at the beginning of the month to start entering each alternative service each person received. It is very time intensive and some vendors are hiring people just for data entry. After billing, vendors have to also do a DDS survey, letting them know how alternative services were given for the month.
- Day Program Network: Looking to problem solve billing after January's Billing and will discuss more at next meeting on February 09 @ 8:00 AM

Next CLASP meeting via Zoom is February 22, 2021 @ 10:00.

5.0 **CONSUMER SERVICES PRESENTATIONS**

Lue Thao & Gaby Lopez shared a presentation on the Asian-American Survey Outcome.

6.0 **CLINICAL**

Claire Lazaro shared the following information:

- January has been pretty much focused on our COVID-19 vaccination advocacy. We were fortunate to have most of our staff, vendors and providers vaccinated. We have been receiving a lot of consents for consumers who are living in care homes. Some of the vendors that were vaccinated were direct support individuals. DDS provided a letter that clarified what is considered a family care provider, so most of them are those of them are medically involved consumers.
- We are still doing our free COVID-19 testing. We held a few in January 15 & 20 in Modesto. There was not much turn out. We probably received half of our capacity of 72. There was a scheduled testing in the Stockton office on the 27th, but we had to cancel that due to weather. We rescheduled the free testing to Friday, February 5th in the Stockton office at 8:00 a.m. to 12:00 p.m. We will hold other free testing's on the 19th & 26th at the Stockton office. We will have the registration links on the Friday prior on our Health Advisory. We are asking those that register to bring a copy of their insurance. It does not mean that you will be charged, it is just how the laboratory does the billing. If they have no insurance, they just need to let us know when they arrive for the testing. There will be no charge, the laboratory just bills it differently. We also make sure they have an accurate e-mail address so we can send out the test results if they are negative. Positive cases, we will call and then send out the e-mail. On the positive cases we make sure they are reported to the appropriate county offices.
- We also provided 3 info-sessions regarding COVID vaccines. The intent was to make sure people are getting accurate information regarding the vaccine. One was for

VMRC staff, one for providers and one for consumers and their families. Most have been recorded and posted on our VMRC website on the events page.

- There was also information given at the SCDD update, thank you Dena for the invite.
- At the ARCA meeting last week, there is a lot of concerns with providing consents to our consumers. The majority of us have had a consensus, that we will handle it like any other, if the consumer can give their consent, we can support them in providing their informed consent to obtain their COVID vaccine. If they are conserved, the legal conservator will be the one to sign the consent. If they are not conserved, and unable to give their own consent, then it will be their family member or durable POA. If none of them are available VMRC Executive Director, or designee, in this case would be Me, Angela or LeAnn that will be signing them. We are asking the care home provider to let the primary care physician if it ok for the consumer to receive the vaccine, since they are aware of the consumers health condition. If it ok with them, we can sign it.
- A lot of our care home providers are connected through the pharmacy partnership program with Walgreens & CVS. Initially in October or November of last year it was through individual registration, but DSS submitted the names of our care home providers to this partnership. This will be the only way our consumers can receive vaccines. There is a campaign for our consumers to be included in Phase 1B. Currently the state is still in Phase 1A. There was information in our Health Advisory to how you can help with advocacy by calling the Governor.
- CAPTAIN with regards to our autism training, we will have our Evidence Based Practice training for staff on February 3rd at 10:00 a.m. after that we will be scheduling one for our community and parents.
- Continuing on following up with COVID positive consumers.
- Claire also shared an info-graph of the "COVID response timeline" of what our agency has done for the year with regards to COVID. We had 25 PPE events last year. We had about 1265 consumers that we have tracked and followed up. Unfortunately, COVID wise we had 540 consumers; 25 deaths; 32 staff, 4 volunteers, 1 provider death.

Tara Sisemore Hester shared the following:

- The intake statistics for the last year for all 3 offices.
- We continue the outreach with our community partners. We have developed a strategic plan to really focus on this. We are focusing on early start, but still working on getting the Lanterman eligibility up. We feel the outreach is working. The number of calls are increasing.
- We are working on our referral line and are working on that. Some families are reaching out to us through our website and those are being forwarded to us.
- The flyers we are sending out are similar to what DDS is providing. Our flyers have our contact information. We predict our numbers should increase.

Tara also shared the January intake numbers:

OFFICE	# ES CASES PROCESSED ALL	# ES CASES PROCESSED	# MADE ELIGIBLE	% ELIGIBLE
Stockton	87	64	59	92%
Modesto	100	89	82	92%
<u>San Andreas</u>	<u>8</u>	<u>6</u>	<u>6</u>	<u>100%</u>
TOTAL	195	159	147	92%
OFFICE	# 3+ CASES PROCESSED ALL	# 3+ CASES PROCESSED	# MADE ELIGIBLE	% ELIGIBLE
Stockton	14	12	7	58%
Modesto	20	19	14	74%
<u>San Andreas</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>100%</u>
TOTAL	36	33	23	70%

7.0 **RESOURCE DEVELOPMENT**

Robert Fernandez shared the following information:

- On January 20th we re-posted our search for a provider for our CCH (Community Crisis Children's Home). We have the home determined, just not found a provider yet. We hosted an info session today for anyone who is interest and what this project is about. The deadline for the RFP's is February 22nd. We will evaluate the submissions and have a determination mid-March. Hopefully by the end of march we will have a contract signed.
- HCBS we have a deadline that DDS has provided us for grant submission. Anyone that wants to submit an application for grant funding for HCBS, those are due February 12th. We will be holding an info session on February 10th at 11:00 – 12:00. That notice will be sent out today.
- Residential services orientation scheduled Thursday February 18th 9-2:30. This is for providers that have an approved letter of intent and are developing a residential program with VMRC.

Brian Bennett shared the following information:

- The HCBS Grand information that Robert mentioned, did go out today. We also shared this information with CLASP to distribute.
- We provided P&I training. P&I is the set amount of money that persons that live in licensed residential care are given each month. Basically, personal spending money.

We provided the training to Residential Service Providers last week on the 27th. We will host the same training internally on February 3rd and on February 5th.

- We also interviewed for the HCBS Coordinator position. We are very close to naming that candidate. This position has been vacant since December.
- We are excited to have Katina Richison as the Division manager of Quality Assurance and Robert Fernandez as the Division manager of Resource Development. Next up will be the figuring out our transportation needs. We are feeling pretty good about the progress we are making.
- We will continue to work with our Transportation vendors on delivering PPE to consumers. The deliveries will be based on need.

8.0 **QUALITY ASSURANCE**

8.1 **Alerts**: Brian Bennett shared the Alert report statistics for the period of December 16, 2020 and January 15, 2021. There were 24 open Alerts, 113 Closed and 22 Pending

9.0 **CASE MANAGEMENT**

Cindy Mix shared the following reports:

- Caseload Ratios:
 - Total Lanterman Consumers—13,510 minus 174 (Deflection) =13,336
 - Overall Agency Caseload Ratio—13,336 consumers divided by 167.5 Service Coordinators = 1:79
- Transfer Status report as of January 25, 2021:
 - There has been a total of 17 files received; and 14 files sent out for January.
- POS Exception Report:
 - There were a total of 253 Purchase of Service Exceptions with Respite being the largest number at 131, followed by Patch, Day Care and Personal Assistance.
- SIR Report;
 - For the last month, Hospital/Resp Illness-Vendor Care; Death & Hospital/Internal Infection-Vendor Care.
- Fair Hearing Status - Christine Couch shared the following information:
 - Since the packet was sent out the information has changed. As of today:
 - We currently have 3 eligibility cases. All 3 for children. We resolved 1 adult case and resolved 1 child case.
 - We have 4 open service request case for Fair Hearing. One is for placement in a residential care facility. One is for EIBT in early start and two are for respite reimbursement
 - We just received one 4731 complaint.
 - We have 2 informal hearings and one mediation this week so we are fairly busy.

Cindy Mix also shared the following information:

- We met with OCRA recently to review our MOU. There will be some training for all staff, Armelle, the new advocate to provide training beyond NEO. We hope to have something scheduled by March. The BMRC process will be changing somewhat and training will occur. The general OCRA referral form will be changed and provided to staff within the month.
- Transportation vendors are going to be providing PPE to consumers, families, and vendors. People will be able to go online to order the PPE. Or they can contact their SC to assist with the form and ordering. There will no longer be PPE distributions at VMRC. But VMRC will provide the supplies.
- We have started planning for transition fairs, along with a dance party, A separate Spanish speaking event will be held, as well. Looking at April dates.
- The Self Determination Program now has 35 consumers fully in the program. We are working on a flow chart of duties for staff, a survey that will be sent out to all 1,000+ on our Interested List to gauge true interest in preparation for the July 1st date when all consumers are eligible. Orientations will be held monthly, as well as Person-Centered Planning sessions. Additionally, a training video will soon be available re: SDP budgets and spending plans. A Participant-Directed vs. Self-Determination training is being developed due to the confusion of the two different types of services. Trainings currently scheduled are:
 - **Self Determination Trainings/Orientations**
 - Thursday, February 18, 2021 from 1pm-4pm
 - Monday, March 29, 2021 from 1pm-4pm
 - Saturday, April 3, 2021 from 10pm-1pm
 - **Person-Centered Planning Training**
 - Person-Centered Planning sessions will be available to vendors starting in March and for families starting in April. The scheduled dates thus far are: March 8, 9, 15, 16, 22, 23 and all trainings will be held via Zoom from 9am-12noon. Attendance at all six sessions is required and 12 CEU units are offered for training completion. Capacity is noted at 20 per session.
- We received funds from the CARES Act for providing technology for consumers and families. FRN will be assisting with the purchase and distribution. News will be forthcoming.
- We have received a directive from DDS re: consumer contact and COVID follow up. You'll see that we are mandated to make contact with each consumer and family we serve within the next 30 days, unless contact has been made since January 1, 2021, and additional contact is not warranted or the consumer or family has expressed an interest in less contact. The purpose of the contact is to inquire about the health, safety and well-being of the consumer and family, and to obtain information regarding testing and vaccinations and any outstanding needs, such as services and supports and

personal protective equipment (PPE). Other items mentioned: maintaining contact with anyone in the hospital as a result of COVID; testing and vaccination plans for each regional center; and looking at relief for regional centers in order to allow us to focus on consumer health and safety.

- DDS has also asked us to track consumer's COVID vaccinations by documenting in SANDIS and submitting a monthly report to them.
- Regional centers will be in Phase 2 of the Electronic Visit Verification (EVV) which will be effective in January of 2022. This is the system that will require care providers to check in and out when working with a consumer in a few categories such as IHSS, SLS, respite, personal assistance. There is a DDS webinar on Thursday, February 11, 2021, from 2:30 p.m. to 3:30 p.m. The link will be in this week's Health Advisory.
- ARCA Grassroots Day is being planned for mid-April via Zoom. Date coming soon.
- Mara King, our Program Manager of the Foster Grandparent/Sr. Companion Program has announced her official retirement will be on April 30th.
- Interviews for the Modesto Transition Program Manager will be held on Thursday, 2/4.
- COVID numbers for VMRC—
 - Consumer testing positive -549 with 23 deaths
 - Vendors testing positive -246 with 1 death
 - Staff testing positive -32
- The Conference Service Standard will be held over to next months meeting for a vote.

10.0 **TRANSPORTATION**

Robert Fernandez Shared the Following:

- PPE Distribution will now be delivered through our transportation vendors instead of VMRC staff. We have come to an agreement with our transportation providers to provide PPE supplies to care homes or individual consumers. This is a very new process. Doug, Jason, and I have been working on this. We have an online application process they will fill out and the PPE will be distributed this way. There are still questions out there and we are working through them. This will be rolled out to staff mid-week and consumers at the end of the week.
 - If consumers do not have internet access, they can contact their Service Coordinator to assist with the ordering process.
 - Day programs can still request PPE through the website

11.0 **NEXT MEETING**

March 1, 2021, 4:00 p.m., Via zoom

DIAL-IN NUMBER: 1-669-900-6833

Meeting ID: 912 6700 7341 – Passcode: 108771

The meeting was adjourned at 5:20 p.m.

Recorder: Cindy Strawderman

DRAFT

Valley Mountain Regional Center

Contract Status

AS OF: November 30, 2020

	OPS	POS including Federal C	General Total	OPS CPP	POS CPP	CPP Total	FG/SC Total
Current Fiscal Year 2020							
Contract Year B-1	33,789,885	253,549,473	287,339,358	249,675	197,474	447,149	484,702
Spent to Date	13,678,517	94,922,645	108,601,162	47,202	-	47,202	184,672
Unspent	20,111,368	158,626,828	178,738,196	202,473	197,474	399,947	300,030
Last Fiscal Year 2019							
Contract Year A-6	34,180,853	233,400,535	267,581,388	597,168	1,700,050	2,297,218	458,422
Spent to Date	32,766,230	229,920,300	262,686,530	425,939	824,253	1,250,192	398,099
Unspent	1,414,623	3,480,235	4,894,858	185,071	933,479	1,047,026	60,323
Second Prior Fiscal Year							
2018 Contract Year E-4	30,458,851	195,698,837	226,157,688	529,488	1,352,647	1,882,135	451,782
Spent to Date	30,113,912	193,992,261	224,106,173	529,488	1,277,912	1,807,400	445,366
Unspent	344,939	1,706,576	2,051,515	0	246,008	74,735	6,416

POS EXPENDITURES

November 30, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	36,402,911	27,791,999		90,000,000	40.4%
ICF/SNF FACILITY	50,842	41,242		500,000	10.2%
Day Care	568,115	519,560		1,500,000	37.9%
Day Training	15,383,216	15,458,088		40,000,000	38.5%
Supported Employment	722,212	722,886		2,200,000	32.8%
Work Activity Program	206,034	226,123		700,000	29.4%
Non-Medical Services-Professional	247,453	190,506		600,000	41.2%
Non-Medical Services-Programs	9,898,031	9,939,758		22,000,000	45.0%
Home Care Services-Programs	381,992	513,435		1,500,000	25.5%
Transportation	527,578	1,154,648		3,500,000	15.1%
Transportation Contracts	3,244,609	6,741,171		20,367,025	15.9%
Prevention Services	5,626,891	6,188,551		15,000,000	37.5%
Other Authorized Services	9,606,250	8,831,088		25,000,000	38.4%
P&I Expense	16,515	17,986		65,000	25.4%
Hospital Care	191,250	191,250		550,000	34.8%
Medical Equipment	131,499	118,220		480,000	27.4%
Medical Care Professional Services	1,800,452	1,681,071		4,637,448	38.8%
Medical Care-Program Services	10,480	15,050		70,000	15.0%
Respite-in-Home	11,247,666	5,724,191		24,000,000	46.9%
Respite Out-of-Home	229,837	210,748		800,000	28.7%
Camps		29,654		80,000	0.0%
	96,493,834	86,307,226	-	253,549,473	38.1%
CPP				197,474	0.0%
Total Purchase of Service	96,493,834	86,307,226	-	253,746,947	38.0%

ICF SPA RECEIVABLES \$ 3,136,177

OPERATIONS EXPENDITURES

November 30, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	9,267,134	8,476,396		22,000,000	42.1%
Temporary Help	242	18,950		20,000	1.2%
Fringe Benefits	1,900,512	2,306,036		6,000,000	31.7%
Contracted Employees	31,647	44,288		75,000	42.2%
Salaries and Benefits Total	11,199,535	10,845,671	-	28,095,000	39.9%

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget	
Facilities Rent	949,729	782,026		2,380,461	39.9%	1,817,393.52
Facilities Maintenance	242,314	199,755		577,000	42.0%	457,142.56
Information Technology	674,304	759,735		1,250,000	53.9%	1,649,238.99
General Office Expense	87,992	77,516		261,250	33.7%	221,147.62
Operating Expenses	135,026	161,344		340,000	39.7%	307,638.06
Equipment	24,345	69,538		138,791	17.5%	69,179.73
Professional Expenses	244,174	213,144		1,000,000	24.4%	420,795.09
Office Expenses	21,092	23,742		131,760	16.0%	112,813.86
Travel and Training Expenses	58,841	220,069		350,000	16.8%	128,251.40
Foster Grandparent/Senior Companion Expenses	184,672	181,697		484,702	38.1%	
CPP Expense	47,202	258,653		249,675	18.9%	
Total Operating Expenses	13,869,226	13,792,889	-	35,258,639	39.3%	

Operating Expenses: Telephone, Utilities

Equipment: Equipment Purchases, Equipment Contract Leases

Professional Expenses: Accounting Fees, Advertising, ARCA Dues, Bank Fees, Consultants, Insurance, Interest, Legal Fees, Fees, Licenses and Miscellaneous

Office Expenses: Consumer Medical Record Fees, Postage and Shipping, Printing

Travel and Training Expenses: Board of Director Expense, Travel Admin, Travel Consumer Services

Valley Mountain Regional Center

Contract Status

AS OF: December 31, 2020

	POS including						FG/SC
	OPS	Federal C	General Total	OPS CPP	POS CPP	CPP Total	Total
Current Fiscal Year 2020							
Contract Year B-1	33,789,885	253,549,473	287,339,358	249,675	197,474	447,149	484,702
Spent to Date	17,474,120	114,404,392	131,878,512	55,593	-	55,593	222,505
Unspent	16,315,765	139,145,081	155,460,846	194,082	197,474	391,556	262,197
Last Fiscal Year 2019							
Contract Year A-6	34,180,853	233,400,535	267,581,388	597,168	1,700,050	2,297,218	458,422
Spent to Date	32,766,230	230,138,115	262,904,345	597,168	824,253	1,421,421	398,099
Unspent	1,414,623	3,262,420	4,677,043	-	875,797	875,797	60,323
Second Prior Fiscal Year							
2018 Contract Year E-4	30,458,851	195,698,837	226,157,688	529,488	1,352,647	1,882,135	451,782
Spent to Date	30,458,851	193,992,261	224,451,112	529,488	1,277,912	1,807,400	445,366
Unspent	0	1,706,576	1,706,576	0	74,735	74,735	6,416

POS EXPENDITURES

December 31, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	44,605,171	33,435,127		90,000,000	49.6%
ICF/SNF FACILITY	58,530	61,457		500,000	11.7%
Day Care	689,668	619,729		1,500,000	46.0%
Day Training	18,353,764	18,283,148		40,000,000	45.9%
Supported Employment	844,975	857,827		2,200,000	38.4%
Work Activity Program	240,582	270,600		700,000	34.4%
Non-Medical Services-Professional	355,165	245,770		600,000	59.2%
Non-Medical Services-Programs	11,758,619	11,986,575		22,000,000	53.4%
Home Care Services-Programs	461,282	626,163		1,500,000	30.8%
Transportation	613,726	1,374,628		3,500,000	17.5%
Transportation Contracts	3,384,926	8,026,160		20,367,025	16.6%
Prevention Services	6,844,854	7,324,483		15,000,000	45.6%
Other Authorized Services	11,477,012	10,547,856		25,000,000	45.9%
P&I Expense	20,248	20,696		65,000	31.2%
Hospital Care	230,000	230,000		550,000	41.8%
Medical Equipment	207,312	146,371		480,000	43.2%
Medical Care Professional Services	2,099,684	1,997,148		4,637,448	45.3%
Medical Care-Program Services	12,722	18,260		70,000	18.2%
Respite-in-Home	13,641,467	6,958,030		24,000,000	56.8%
Respite Out-of-Home	289,729	253,046		800,000	36.2%
Camps		29,654		80,000	0.0%
	116,189,436	103,312,729	-	253,549,473	45.8%
CPP				197,474	0.0%
Total Purchase of Service	116,189,436	103,312,729	-	253,746,947	45.8%

ICF SPA RECEIVABLES \$ 3,136,177

OPERATIONS EXPENDITURES

December 31, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	11,991,697	10,084,608		22,000,000	54.5%
Temporary Help	242	18,950		20,000	1.2%
Fringe Benefits	2,783,092	2,842,172		6,000,000	46.4%
Contracted Employees	39,839	52,606		75,000	53.1%
Salaries and Benefits Total	14,814,870	12,998,336	-	28,095,000	52.7%

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	1,101,179	933,197		2,380,461	46.3%
Facilities Maintenance	280,488	280,680		577,000	48.6%
Information Technology	795,046	844,739		1,250,000	63.6%
General Office Expense	95,925	105,220		261,250	36.7%
Operating Expenses	145,432	182,978		340,000	42.8%
Equipment	25,629	92,354		138,791	18.5%
Professional Expenses	261,904	235,641		1,000,000	26.2%
Office Expenses	25,236	27,077		131,760	19.2%
Travel and Training Expenses	72,066	271,085		350,000	20.6%
Foster Grandparent/Senior Companion Expenses	222,505	216,485		484,702	45.9%
CPP Expense	55,593	270,064		249,675	22.3%
Total Operating Expenses	17,895,873	16,457,857	-	35,258,639	50.8%

Operating Expenses: Telephone, Utilities

Equipment: Equipment Purchases, Equipment Contract Leases

Professional Expenses: Accounting Fees, Advertising, ARCA Dues, Bank Fees, Consultants, Insurance, Interest, Legal Fees, Fees, Licenses and Miscellaneous

Office Expenses: Consumer Medical Record Fees, Postage and Shipping, Printing

Travel and Training Expenses: Board of Director Expense, Travel Admin, Travel Consumer Services

Date	Donor	Amount
12/02/20	The Blackbaud Giving Fund/PG&E	\$ 60.00
12/14/20	Accredited Nursing Care	1,000.00
12/16/20	Rhonda Ford/for Oliver Ford	(300.80)
12/21/20	Save Mart	(9,300.00)
12/21/20	Patricia Lee/in memory of James Andrews	5,000.00
12/21/20	Accredited Nursing Care	1,000.00
12/21/20	Frontstream/Costo donations	450.00
12/22/20	transfer to Deposit Account for Popplewell expense paid t	(3,699.35)
12/30/20	Charities Aid Foundation	40.00
		<u>\$ (5,750.15)</u>

Total Fund Balance 12/30/2020	\$ 16,045.06
-------------------------------	--------------

Date	Donor	Amount
01/22/21	Junior League of San Joaquin County	\$ 5,000.00
	World Institute on Disability	1,000.00
01/28/21	Aveanna Healthcare	<u>1,751.76</u>
		\$ 7,751.76

Total Fund Balance 1/28	\$ 23,999.96
-------------------------	--------------

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the contracts below on February 2021 and passed the following resolution:

RESOLVED THAT in compliance with VMRC's BOD Contract Policy, the contracts listed below between VMRC and stated vendors were reviewed and approved by the VMRC BOD on February 2021 and Board hereby authorized any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

1 Baby Moves	\$ 864,000
2 Choice Harney Home KG Harney Creek, Inc.	\$ 863,420
3 Synergy Behavior Consultants, Inc. ESAIP	\$ 1,080,000
4 Victor Learning Center Alvarado	\$ 2,760,000
5 Victor Learning Center Transportation	\$ 627,169
6 Casa de Stella LLC	\$ 815,498
7 Community Builders SLS	\$ 748,938
8 Community Catalysts of Calif SLS	\$ 1,800,929
9 MV Transportation	\$ 5,749,938
10 Phoenix House PATCH	\$ 300,000
11 Phoenix House	\$ 886,916
12 Qureshi Care Home PATCH	\$ 250,000
13 Qureshi Care Home	\$ 886,916
14 UCP Stanislaus Central Connections Expanding Horizon	\$ 420,000
15 UCP Stanislaus Central Connections	\$ 345,967
16 UCP Stanislaus SEP-GP	\$ 275,000
17 UCP Stanislaus Expanding Horizons	\$ 400,000
18 UCP Stanislaus Focal Point	\$ 576,485

VMRC Board of Directors hereby authorizes and designates any office of VMRC to finalize, execute and deliver the Contract on behalf of VMRC, in such form as VMRC's counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidence by the execution of the Contract by such Officer. For purposes of this authorization, and "Officer" means VMRC's Executive Director, Chief Financial Officer and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of VMRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by VMRC's Board of Directors; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lynda Mendoza, Board Secretary

Date



Job Description

TITLE: Administrative Support Manager—Consumer Services
~~Administrative Assistant—Case Management~~

REPORTS TO: Director of Consumer Services
~~Case Management~~

General Statement of Duties: The Administrative Assistant will perform a wide variety of complex and responsible administrative and secretarial functions. Under general direction, supervises, manages, coordinates, plans, and evaluates all clerical functions of an assigned department.

Working Condition and Physical Requirement:

- The majority of duties are performed in the office.
- Must have reliable transportation and be able to travel locally and out of town as needed.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting 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. Provide support to the Director ~~Consumer Case Management~~ Services and/or Program Managers, including maintaining files, initiating correspondence, scheduling meetings, preparing minutes of various meetings.
2. Assist in preparing presentation materials for public meetings.
3. Supervise ~~Case Management~~ Consumer Services –and Reception assigned staff for all 3 offices.
4. Process inter-regional center and intra-office consumer transfers.
5. Prepare monthly OD and Stockton reception backup schedule.
6. Maintain efficiency of branch (as assigned), including ordering supplies, maintaining office equipment, and communication with outside services.

VMRC Job Description – Administrative Support Manager—Consumer
~~Services~~~~Administrative Assistant—Case Management~~

7. Supervise Laserfiche functions for ~~Case Management~~Consumer Services department.
- ~~8. Maintain and create databases for Special Projects.~~
- ~~9-8.~~ Maintain Conservatorship database.
- ~~9.~~ Prepare a variety of reports and material for in-house and external use.
- ~~10.~~ HIPAA Compliance: Maintain HIPAA compliance for all 3 offices, training staff, and working with the Compliance office on HIPAA related complaints. Prepare breach reports for submission to DDS.
- ~~10-11.~~ Records Requests: Maintain tracking database for records requests received by VMRC; ensure they are completed in a timely manner according to VMRC policy. Communicate on requests that are invalid or not complete.
- ~~11-12.~~ Other duties as assigned.

Minimum Position Requirements: Bachelor's degree in related field and one year management experience; Associate's degree in related field and two years management experience; or four years management experience in an increasingly responsible clerical or secretarial position using PC based software such as Word, Excel, Access or similar software.