



## **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**