



Board of Directors Meeting

Wednesday, August 25, 2021, 6:00 PM

Via Zoom Video

<https://zoom.us/j/95609364056?pwd=VjgyNFILbmhttps://zoom.us/j/95609364056?pwd=VjgyNFILbmYwRjVJQUFLYmI5QT09kbmYwRjVJQUFLYmI5QT09>

Webinar ID: 956 0936 4056 Passcode: 086843

One tap mobile: +16699006833

For accommodations, please contact Doug Bonnet at 209-955-3656, or by email at DBonnet@vmrc.net. Spanish translation is included and is available without requesting.



Meeting Book - Board of Directors Meeting

Board of Directors Meeting

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

Margaret Heinz, President

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 quality, individualized services in collaboration with families and the community.

B. Review and Approval of the Meeting Agenda

Margaret Heinz, President

Action Item

C. Review and Approval of the Board of Directors Meeting Minutes of 07/27/21

Margaret Heinz, President

Action Item

Board Meeting Minutes 07 27 21 Final.pdf

D. Board Presentation - Community Placement Plan (CPP)/Community Resource Development Plan (CRDP) 2021-2022

Brian Bennett, VMRC Director of Community Services

E. Public Comment

Each public comment will be given 3 minutes. If an interpreter is needed, 6 minutes will be given. We also are requesting that any public comment regarding the Caseload Ratio report be reserved for section H.

F. Consent Calendar Items

Margaret Heinz, President

Action Item

1. Finance Committee Meeting Minutes of August 2021

Fin Com Minutes 08 11 21.pdf

2. Executive Committee Meeting Minutes of August 2021

Exec Com Minutes 08 11 21.pdf

G. Committee Reports

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

2. Self-Determination Advisory Committee (SDAC)
Mariela Ramos, Committee Chair

3. Consumer Advisory Council, Self-Advocacy Council Area 6 (SAC6)
Crystal Enyeart, SAC6 Appointee

4. Finance Committee
Alicia Schott, Treasurer

a. Approval of Contract Status Report (CSR) for August 2021
Claudia Reed, CFO

Action Item

CSR for August 2021.pdf

b. Purchase of Services (POS) and Operations (OPS)
Expenditures for August 2021
Claudia Reed, CFO

POS Expenditures for August 2021.pdf

Operations Expenditures for August 2021.pdf

c. Acceptance of Restricted Donations to the Popplewell
Fund
Claudia Reed, CFO

Action Item

Copy of Popplewell Fund for August 2021.pdf

5. Legislative Committee
Lynda Mendoza, Committee Chair

6. Nominating Committee
Linda Collins, Chair

7. Bylaws Committee
Lynda Mendoza, Committee Chair

8. Special Events Committee
Tina Vera, Chair

H. Executive Director's Report
Tony Anderson, Executive Director

1. Caseload Ratio Report

2. Public Comment on Caseload Ratio Report

I. Other Matters
Margaret Heinz, President

J. Board Member Activities and Reports
Margaret Heinz, President

K. President's Report
Margaret Heinz, President

1. Approval of Senior Human Resource Generalist

Action Item

JD -Senior HR Generalist revised 5-21.pdf

2. Approval of Emergency Response Coordinator

Action Item

Emergency Response Officer Final Final with Compensation.pdf

3. Approval of Deaf and Hard of Hearing Community Coordinator

Action Item

Deaf and Hard of Hearing Community Coordinator .pdf

L. Next Meeting - Wednesday, October 27, 2021, 6:00 PM, Location

TBD

Margaret Heinz, President

M. Adjournment

Margaret Heinz, President



Minutes for Board of Directors Meeting

07/27/2021 | 06:00 PM - 08:00 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

Board Members in Attendance: Suzanne Devitt, Margaret Heinz, President, Crystal Enyeart, Steve Russell, Erria Kaalund, Lynda Mendoza, Vice-President, Alicia Schott, Treasurer, Candice Bright, Gabriela Castillo, Dr Yan Li, Tom Toomey, Ken Britter, Linda Collins, Secretary.

Board Members not in Attendance: Emily Grunder, Tina Vera, Anthony Owens are all informed absences.

Staff in Attendance: Doug Bonnet, Christine Couch, Bud Mullanix, Claire Lazaro, Tony Anderson, Claudia Reed, Gabriela Lopez, Brian Bennet, Tara Sisemore-Hester
Carlos Hernandez, interpreter
Irene Hernandez, interpreter
Rachelle Munoz, facilitator

Public Present: Alma Janssen, DDS, Tumboura Hill, Dena Hernandez, Grace Rehman, Gul Rehman, Mohamed Rashid.

Meeting Called to Order at 6:03 PM by Margaret Heinz, President.

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

The Mission Statement was read together. We do have a quorum tonight based on roll call.

B. Review and Approval of the Meeting Agenda – Action Item

Erria Kaalund made a motion to approve, Lynda Mendoza seconded. Motion passes unanimously.

C. Review and Approval of the Board of Directors Meeting Minutes of 06/21/21 – Action Item

Crystal Enyeart made a motion to approve the minutes of 6.21.21. Erria Kaalund seconded the motion. The motion passes unanimously.

D. Public Comment

Tumboura Hill – attended the last board meeting regarding a 4731 complaint about the caseload ratios. He received a response from the Compliance Manager that this was not a clients' rights violation. He forwarded the complaint to Nancy at DDS and his elected officials. He intends to continue to pursue this as a biggest issue.

E. Consent Calendar Items – Action Item

Erria Kaalund made the motion to approve the Consent Calendar items. Lynda Mendoza seconded the motion. NO discussion. The consent calendar items were approved unanimously.

1. Finance Committee Meeting Minutes of July 2021
2. Executive Committee Meeting Minutes of July 2021
3. Nominating Committee Meeting Minutes of July 2021

F. Committee Reports

1. VMRC Professional Advisory Committee, Coalition of Local Area Service Providers (CLASP)
Candice Bright, CLASP Appointee
CLASP met on June 28, 2021. The minutes are attached.https://vmrc-my.sharepoint.com/personal/ccouch_vmrc_net/Documents/Desktop/6-28-21%20CLASP%20meeting%20minutes%20#1.pdf. The next meeting is August 23, 2021.
2. Self-Determination Advisory Committee (SDAC) Mariela Ramos, Committee Chair – Mariela was not present at the meeting. Tara Sisemore-Hester shared that we continue to add people to the program. There are a lot of people interested. Some Early Start families who are inquiring about the program upon transition to Lanterman. Orientation training for families and consumers in Spanish has been provided. We are excited for the next year!

3. Consumer Advisory Council, Self-Advocacy Council Area 6, (SAC6) Crystal Enyeart, SAC6 Appointee

July 2nd Sac 6 Zoom Chat topic was Covid Journey- Mental Health by Dr. Dave.

On July 7, 2021, a few Sac-ers applied and were interviewed as candidates to sit on the VMRC Board.

July 9th Sac 6 zoom chat topic was Covid: Then & Now with Claire Lazaro.

July 16th Sac 6 zoom chat topic was “Show Me the Money- State Budget info. By Tony Anderson from VMRC.

Also, on July 16th Sac 6 consultant Lisa Utsey attended the ARCA meeting via zoom.

July 23rd Sac 6 Zoom Chat- topic was “Toxic Stress” speakers from ACE’s.

Sac 6 shared on social media to reach out to other advocates that OCRA is having its first virtual conference designed directly for clients. It’s called Your Voice Your Choice: Advocacy Starts with You. This webinar is for the week on July 26th through July 30th. You can find more info on the Sac6 and VMRC webpage.

Upcoming events: On July 29th we will have our monthly Leadership meeting with Executive Director and VMRC Liaison to Sac 6.

Sincerely,

Crystal Enyeart

SAC6 representative to the VMRC Board and Consumer Services.

4. Finance Committee Alicia Schott, Treasurer

a. Approval of Contract Status Reports (CSRs) for July 2021 **Action Item** Claudia gave the report. Action Item Alicia Schott made the motion to approve the CSRs. Margaret Heinz seconded the motion. NO discussion. The approval of contract status reports was approved unanimously.

b. Purchase of Services (POS) and Operations (OPS) Expenditures for July 2021 – Claudia gave the report.

c. Approval of Contracts Over \$250,000 from July 2021 **Action Item** There are 20 contracts from May's finance committee and 1 contract from the June finance committee. Action Item Alicia Schott presented the motion to approve the contracts over \$250,000. Dr Steve Russell seconded the motion. Candace Bright abstained from the vote. NO discussion. The contracts were approved unanimously

d. Acceptance of Restricted Donations to the Popplewell Fund from July 2021 – no donations during this reporting period.

Action Item – Claudia presented the balance. Action Item Alicia Schott made the motion to approve the acceptance of restricted donations to the Popplewell Fund. Erria Kaalund seconded the motion. NO discussion. The balance was approved unanimously.

4. Legislative Committee Linda Collins, Secretary and Chair
No update.

6. Nominating Committee Linda Collins, Chair

a. Nominating Committee Recommendations for Appointment to the Board of Directors **Action Item**

1. Robert Balderama, Consumer Representative
2. Jessica Quesada, Consumer Representative
3. Lisa Utsey, Consumer Representative

Margaret Heinz made the motion to accept the nominating committee recommendations. Alicia Schott seconded the motion. No discussion. The motion was approved unanimously.

7. Bylaws Committee Lynda Mendoza, Chair – Lynda reported that there is no report tonight.

8. Special Events Committee Tina Vera, Chair – Margaret shared that the board special event is Friday night.

G. **Executive Directors Report** Tony reported that we continue to do the work to respond to the new advice, directives and recommendations regarding keeping people safe during the pandemic. We are working on getting people back to the buildings. We will continue to work together to keep everyone safe.

H. Other Matters

None.

I. Board Member Activities and Reports

None.

J. President's Report

Margaret stressed to everyone to attend the ARCA academies. They are very good and valuable. Independent Facilitator training was sent out via email, please share it with others. LA's fire department is doing a new training on the needs of people with Autism. She is going to gather more information and bring it back to the board! She is so thankful for the training given by Matthew Bahr who answered her questions and supported least restrictive methods and strategies to support consumers. The October board member will be in person and zoom, if it is safe to meet in person.

K. Next Meeting - Wednesday, August 25th, 2021, 6:00 PM, Via Zoom Video Conference

L. Adjournment at 647pm



Minutes for Finance Committee Meeting

08/11/2021 | 05:30 PM - 06:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

Committee Members in Attendance: Margaret Heinz, Linda Collins, Jose Lara, Connie Uychutin, Lisa Utsey

Committee Members not in Attendance: Alicia Schott, Treasurer (Informed Absence)

Staff Present: Tony Anderson, Doug Bonnet, Claudia Reed, Christine Couch, Claire Lazaro

Public Present: Irene Hernandez (Interpreter), Rachelle Munoz (Facilitator)

The Meeting was Called to Order by Margaret Heinz (President filling in for Treasurer) at 6:30 PM.

A. Review and Approval of Meeting Agenda

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

B. Review and Approval of Finance Committee Meeting Minutes of 07/14/21

Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 07/14/21. Jose Lara seconded the motion. The Finance Committee Meeting Minutes of 07/14/21 were approved unanimously.

C. Public Comment

None.

D. Approval of Contracts over \$250,000

There are no Contracts over \$250,000 to approve this month.

E. Fiscal Department Update

1. Claudia Reed, CFO, presented the Contract Status Report (CSR) and answered any questions that the committee members had. Lisa Utsey made a motion to approve the Contract Status Report. Connie Uychutin seconded. The Contract Status Report was approved unanimously.
2. Purchase of Service (POS) Expenditures – Tony Anderson presented the report and answered any questions the committee members had.
3. Operations (OPS) Expenditures – Tony Anderson presented the report and answered any questions the committee members had.

F. Next Meeting - Wednesday, September 8, 2021, 5:30 PM, Location TBD

Meeting Adjourned at 6:08 PM.



Minutes for Executive Committee Meeting

08/11/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

Committee Members in Attendance: Margaret Heinz (President), Lynda Mendoza (Vice-President), Suzanne Devitt

Committee Members not in Attendance: Alicia Schott (Treasurer), Informed Absence, Linda Collins

Staff Present: Tony Anderson, Doug Bonnet, Christine Couch, Claire Lazaro

Public Present: Irene Hernandez, Interpreter

Meeting Called to Order at 6:30 PM by Margaret Heinz (President).

A. Review and Approval of Meeting Agenda

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

B. Review and Approval of Executive Committee Meeting Minutes of 07/14/21

Suzanne Devitt made a motion to approve the Executive Committee Meeting Minutes of 07/14/21. Lynda Mendoza seconded the motion. The Executive Committee Meeting Minutes of 07/14/21 were approved unanimously.

C. Public Comment

None.

D. Items for Approval

1. Senior Human Resources Generalist – Tony Anderson and Bud Mullanix reviewed the job description and answered any questions that the committee members had. Lynda Mendoza made a motion to approve the Senior Human Resources Generalist position. Suzanne Devitt seconded the motion. The Senior Human Resources Generalist was approved unanimously.
2. Emergency Response Officer – Tony Anderson reviewed the job description and answered any questions that the committee members had. Suzanne Devitt made a motion to approve the Emergency Response Officer position. Lynda Mendoza seconded the motion. The Emergency Response Officer position was approved unanimously.
3. Deaf and Hard of Hearing Community Coordinator – Tony Anderson reviewed the job description and answered any questions that the committee members had. Lynda Mendoza made a motion to approve the Deaf and Hard of Hearing Community Coordinator position. Suzanne Devitt seconded the motion. The Deaf and Hard of Hearing Community Coordinator position was approved unanimously.

E. Items for Discussion

1. Executive Director's Report, Tony Anderson

Programs and Job Descriptions for

- Emergency Services Coordinator
- Deaf and Hard and Hearing Community Service Liaison
- Low to No POS
- Reworking our self-determination positions

We are only at 57% vaccinated at VMRC

Currently experiencing a few homes with COVID outbreaks and we've had 10 staff exposed to COVID during their face to face meetings. 2 tested positive

Caseload ratios process time again

Legal Update

Matthew appeared via zoom in the Sacramento Dependency court on the motion to join VMRC due to an allegation that VMRC failed to fulfill a legal obligation (that is a false accusation, we did our duty). Matt objected to "personal jurisdiction" because we were not personally served. In the end the judge ordered the joinder motion dismissed - so for now we are out but they may refile. We are working with the minor and foster mother to get the services requested lined up.

2. Notable Consumer Information, Tony Anderson

Today Christine Couch and I attended the memorial spreading of the ashes for one of our consumers. It became apparent to us today that often times when one of our consumers pass away no one is around to honor their final "resting". The California memorial project honors those who lived in developmental centers in the past and who were not provided a memorial burial or respectful remembrance. Today we honored Michelle and discussed how we might honor those in the future when no one else is around.

3. Vendor Information, Tony Anderson

Providers are working hard to reopen but the staffing shortages for DSPs, shortages for drivers for the transportation companies, and now recent exposures and positive test for COVID-19 are causing further delays.

The department is working on a directive that will generate information from providers and regional center staff about alternative services.

This is a major workload issue set to a tight timeline. ARCA is working with DDS to better understand the intention of this directive so the activities are sure to achieve what DDS is looking for and to confirm this is the best method.

4. Self-Determination Update, Tony Anderson

Participant choice specialists at regional centers who will be subject matter experts and provide assistance to individuals with timely transition to SDP participation, and to regional center staff and service coordinators.

We are a little ahead of the game with this because we already hired specialists. This will give us the opportunity to hire even more specialists to help with the transition.

5. Other Matters

None.

6. Personnel and Union Update, Tony Anderson and Bud Mullanix

We have 215 vaccinated staff

We have had several informational sessions to answer any questions staff have about COVID-19 and the vaccinations.

We were one of the first regional centers in the state to get the vaccinations to our staff

We held 16 vaccination clinics on our campuses for the public and advertised to our staff that they could get vaccinated at these clinics

We currently have an incentive program that gives the staff \$50 when they show their vaccination cards, and puts them in a drawing for 3 paid days off. The drawing is once a month from August through October.

Testing will be required for all unvaccinated staff by September 1st.

Work at home policy extends to up to 4 days a week

Our contract reopens this year and our management will begin our sessions to come to agreement and SEIU is meeting to gather their priorities. SEIU has recent submitted their names for the negotiating team.

Between May and July 2021 we have had 9 staff terminated voluntarily or involuntarily. This is a big number for us. We did hire 12 new staff during that period. We are seeing more resignations than we have seen in a long time. Most have to do with the pandemic.

We currently have 4 openings that are backfill positions.

We also have 10 new positions that were approved for this year to fill.

We are definitely seeing less applications than we used to see by a lot.

We are going to contact our resumes on hand that we still have.

We have implemented a vaccination incentive card program to motivate everyone to get their vaccination shot. Anyone who turns their vaccination card gets a \$50 Visa gift card. There will also be 3 drawings over the next 3 months where the winners will get 3 paid days off.

We are working with the union. We have to have a new contract put into place by November 1.

F. President's Report, Margaret Heinz

Special thanks to everyone at VMRC for the Health Advisories. They are very important and have a ton of information. I share them all the time.

I spoke with a parent and she said how appreciative she was that VMRC offered the vaccine right away.

I saw what VMRC shared on Facebook about Google working with people with Autism.

I agree with all of the changes and pauses that VMRC has implemented given the recent rise of the Delta Variant.

Be kind to teachers and educators. Most schools are back in.

Schools are now requiring vaccinations for all school employees, or they will need to get tested weekly.

ARCA delegates meeting is this week on Monday that I will report back on.

I encourage anyone to attend the ARCA academies.

Thank you to Doug and Lynda for all of the help with the dinner.

G. Next Meeting - Wednesday, September 8, 2021, 6:30 PM, Location TBD

Meeting adjourned at 7:15 pm.

Valley Mountain Regional Center

Contract Status

AS OF: June 30, 2021

	POS including			OPS CPP	POS CPP	CPP Total	FG/SC Total
	OPS	Federal C	General 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	33,167,571	242,626,372	275,793,943	117,508	152,660	270,168	464,462
Unspent	622,314	10,923,101	11,545,415	132,167	44,814	176,981	20,240
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	33,093,046	230,200,624	263,293,670	597,168	833,790	1,430,958	398,099
Unspent	867,074	3,199,911	4,287,718	-	866,260	866,260	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

June 30, 2021

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	92,368,284	75,804,379		90,000,000	102.6%
ICF/SNF FACILITY	151,555	114,687		500,000	30.3%
Day Care	1,467,192	1,267,410		1,500,000	97.8%
Day Training	37,049,681	38,056,790		40,000,000	92.6%
Supported Employment	1,740,469	1,693,477		2,200,000	79.1%
Work Activity Program	501,214	538,828		700,000	71.6%
Non-Medical Services-Professional	1,086,320	598,157		600,000	181.1%
Non-Medical Services-Programs	23,238,188	27,115,565		22,000,000	105.6%
Home Care Services-Programs	1,053,708	1,159,836		1,500,000	70.2%
Transportation	1,210,830	2,732,864		3,500,000	34.6%
Transportation Contracts	6,212,205	17,054,763		20,367,025	30.5%
Prevention Services	14,193,092	15,236,139		15,000,000	94.6%
Other Authorized Services	24,538,600	22,727,528		25,000,000	98.2%
P&I Expense	40,878	40,488		65,000	62.9%
Hospital Care	456,250	457,500		550,000	83.0%
Medical Equipment	326,205	334,709		480,000	68.0%
Medical Care Professional Services	4,382,757	4,252,198		4,637,448	94.5%
Medical Care-Program Services	42,690	37,642		70,000	61.0%
Respite-in-Home	32,054,364	19,861,356		24,000,000	133.6%
Respite Out-of-Home	511,890	435,696		800,000	64.0%
Camps		30,504		80,000	0.0%
	242,626,372	203,213,301	-	253,549,473	95.7%
CPP	152,660	729,813		197,474	77.3%
Total Purchase of Service	242,779,032	203,943,115	-	253,746,947	95.7%

ICF SPA RECEIVABLES \$ 3,136,177

OPERATIONS EXPENDITURES

June 30, 2021

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	22,586,617	19,383,630		22,000,000	102.7%
Temporary Help	781	35,095		20,000	3.9%
Fringe Benefits	4,966,372	5,189,416		6,000,000	82.8%
Contracted Employees	80,521	106,924		75,000	107.4%
Salaries and Benefits Total	27,634,291	24,715,065	-	28,095,000	98.4%

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	1,910,750	1,855,774		2,380,461	80.3%
Facilities Maintenance	552,668	576,883		577,000	95.8%
Information Technology	1,873,311	1,939,523		1,250,000	149.9%
General Office Expense	220,108	361,952		261,250	84.3%
Operating Expenses	278,915	502,605		340,000	82.0%
Equipment	45,322	114,497		138,791	32.7%
Professional Expenses	445,433	386,895		1,000,000	44.5%
Office Expenses	52,984	121,837		131,760	40.2%
Travel and Training Expenses	153,789	415,813		350,000	43.9%
Foster Grandparent/Senior Companion Expenses	464,462	431,727		484,702	95.8%
CPP Expense	117,508	432,274		249,675	47.1%
Total Operating Expenses	33,749,541	31,854,846	-	35,258,639	95.7%

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
07/08/21	Frontstream	31.25
07/29/21	Michael Orsenelli	96.80
07/29/21	TMS on behalf of Robbie Keck	800.00
		<hr/> 928.05
	Total Fund Balance 5/27	\$ 20,890.66



Job Description

TITLE: Senior Human Resource Generalist

REPORTS TO: Director of Human Resources

Purpose of the Job

The purpose of Valley Mountain Regional Center's (VMRC) Senior Human Resources (HR) Generalist position is to develop a qualified workforce, maintain ethical and Collaborative employee and labor relations, implement fair HR practices, policies, and procedures, and ensure a productive and diverse work environment.

Specifically, this role oversees at least one of the major functions of the department with limited to no supervision ie: Recruiting and On-Boarding, Benefits-CalPers, Records-HRIS plus is actively involved in employee relations, mentoring and coaching managers/staff, employee relations, and assist in the mentoring and coaching of less experienced HR staff. Plus other projects as assigned.

- Ensures a productive and diverse work environment.
- Develops, monitors, and maintains ethical and collaborative employee relations.
- Develops, implements, and monitors fair HR practices, policies, and procedures in support of the organization's mission.
- Supports the Mission, Vision and Values of VMRC

The Senior HR Generalist will lead and/or support several of the following Specialty Areas:

- Health & Welfare Benefits/Pension Administration
- Human Resources Information Systems (HRIS) Paylocity, and HR Applicant tracking
- Leaves of Absence (LOAs)
- Performance Management
- Recruiting, Job Fairs, Interviewing, Extending Offers, Background Checks, On-Boarding
- Develop, implement, and monitor fair practices, policies and procedures in support of VMRC mission.
- Workers Compensation
- Safety Committee
- Employee Records and assisting in keeping HR "H" drive up to date and current
- Develop and Maintain various reports and statistical data as requested
- Ergonomics
- Strong working relationship with FISCAL especially the payroll department

Key Responsibilities – Essential Functions

1. Process employee leaves of absence in accordance with agency policy and/or collective bargaining agreement. Ensures that all applicable labor laws are being

VMRC Job Description – Senior HR Generalist

- followed.
2. Process, coordinate and follow up on employee worker's compensation claims. Act as liaison with agency worker's compensation carrier, including setting up claims review meetings on a regular schedule.
 3. Maintain employment resumes, applications, interview notes, and applicant flow logs in accordance with agency hiring procedure.
 4. Performs background checks and/or reference check on all prospective applicants.
 5. Develop and maintain applicant flow log and other statistical data related to recruiting.
 6. Provide human resource orientation with each new employee, including training and/or presentations in agency staff orientation.
 7. Processes paperwork for employee terminations.
 8. Verifies unemployment claims and submits them to administrator in a timely manner.
 9. Assists Director of Human Resources in the hiring temporary help from outside agencies.
 10. Counsels employees on benefit plans.
 11. Assists in the investigation of employee complaints.
 12. Assists with job analysis and revisions to job descriptions.
 13. Perform surveys relating to personnel, wages, etc as directed.
 14. Maintain current knowledge of agency payroll procedures.
 15. Process payroll information and time sheets using Paylocity.
 16. Maintain payroll records in accordance with current laws and regulations.
 17. Process employee benefits plans and serve as liaison to companies contracted with to provide benefits.
 18. Function as primary contact to VMRC staff in regard to employee human resources, payroll, benefits, and attendance plans.
 19. Responds to routine inquiries from inside/outside the agency on employee verifications.
 20. Maintain personnel records in accordance with current laws and regulations.
 21. Maintains employee confidentiality.
 22. Ensure compliance with EEO laws and regulations and act as agency Representative.

VMRC Job Description – Senior HR Generalist

23. Assists Director of Human Resources and other HR staff with projects as assigned.
24. Prepare a variety of complex reports and data for various departments and agencies.
25. Other duties as assigned.

Minimum Position Requirements: BA/BS in Business Administration or a related field and 5-7 years of experience in a HR position; Knowledge of current human resources laws, ability to organize work to meet deadlines, ability to use PC, Internet, and related software such as Word and Excel. Ability to provide excellent customer service to staff is required. Experience in union environment helpful. HR Certification desired but not mandatory

VALLEY MOUNTAIN REGIONAL CENTER

Emergency Response Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: \$24.59-32.96 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

Valley Mountain Regional Center (VMRC) implements a comprehensive cross discipline emergency response effort with actions on the part of several departments and functions such as case management, human resources, community services, communications, clinical services (public health emergencies), information technology, and data mining from fiscal. This position will be the point person for our regional center to the Department of Developmental Services (DDS) and outside emergency response professionals regarding emergencies and will serve as "command and control" for our internal efforts. Internally, each sector of our organization with emergency response obligations will develop their own processes, alerting protocols, and tracking activities and the coordinator will trace the progress of each responsible party until the emergency has abated. The position will also facilitate a reconnaissance process after each event to assess the effectiveness of the plan implementation and areas for improvement.

In collaboration with various internal and external stakeholders the position will be responsible for developing, implementing, and training emergency action plan for the regional center's employees and individuals served, their families, vendors, and employees. Plan, manage, direct and coordinate the different activities in execution of the emergency action/response plans in preparation for disasters. Review, evaluate and analyze work environments and design program and procedures to control, eliminate and prevent disease or injury.

SUPERVISION RECEIVED:

Because the position crosses over almost all internal departments in VMRC the position will be located in the Director's Office and will be managed by the Special Assistant to the Director who also directs the regional center's internal and external communications.

SUPERVISION EXERCISED:

While no supervision is included in this position, the position is granted the authority to require immediate response to inquiries during an emergency event.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
2. Assess the emergency needs that are to be addressed in disaster planning or providing technical support to Case Management, Community Services, and administration.
3. Develop and maintain liaisons with officials of local and area governments, school, hospitals, and other institutions to facilitate plan development, response effort coordination and exchanges of personnel and equipment. Consult with these officials to determine needs and capabilities in the event of a natural disaster or other emergency.

4. Coordinate emergency/disaster response or crisis management activities including but not limited to mitigation, preparation, response, and recovery programs. Communicate evacuation orders, liaison with public shelters and implement plans and programs.
5. Update and maintain the emergency notification system (Everbridge). Communicate emergency/disaster activities. Collaborate with other regional centers personnel to ensure maintenance, utilization, testing, and ongoing reviews of the system are completed.
6. Inspect facilities and equipment to determine their operational and functional capabilities in emergency situations.
7. Review emergency plans of vendors and individuals to ensure client safety.
8. Apply for federal, state and local funding and/or grants for emergency management related needs; administer such grants and report on their progress. Provide aid in applying for FEMA assistance.
9. Keep informed of federal, state, and local regulations affecting emergency plans and ensure that plans adhere to these regulations
10. Develop, implement, and maintain emergency plans and procedures to be used in response to disaster/emergencies and recovery from these events.
11. Design and administer emergency/disaster preparedness training courses that teach others how to effectively respond to major emergencies and disasters.
12. Provide exercises of various scenarios with vendors and other community agencies to identify gaps in preparedness, and ways to address them.
13. Design instructional materials to help individuals we serve; vendors and employees plan for disasters/emergencies.
14. Inspect or evaluate workplace environments, equipment, or practices to ensure compliance with safety standards and government regulations.
15. Develop, implement, and maintain employee safety program
16. Maintain first aid and AED equipment to ensure it is fully operational
17. Develop and conduct safety trainings and education programs including ergonomics, and how to use equipment properly. Develop and provide trainings to new hires
18. Develop and perform tests and evaluations of emergency management plans in accordance with local, state, and federal regulations.
19. Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials.
20. Investigate accidents to identify causes or to determine how such accidents might be prevented in the future.
21. Analyze incident data to identify trends in injuries, illnesses, accidents, or other hazards.
22. Develop and maintain medical monitoring program for employees.
23. Provide detailed reports verbally and in writing regarding an emergency event or accident as requested.
24. Perform other like duties as assigned

B. Other Job Specific Duties:

1. Maintains respectful and clear communication with supervisor and coworkers
2. Accepts guidance, constructive advice, and supervision
3. Seeks clarification or support as needed
4. Work alternative hours as required
5. Attend all meetings, trainings, and conferences as assigned
6. Maintains safe and functional work environment

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Basic knowledge of the Emergency Services Act (ESA), Incident Command System, Standardized Emergency Management Systems, Emergency Support Function, Recovery

Support Functions, Emergency Management Mutual Aid, Hazard Mitigation Plan and Emergency Communications Systems

- Appropriate federal, state and local laws pertaining to emergency plans
- FEMA's National Incident Management System preferred
- Federal/State financial aid policies

Ability to:

- Maintain strict adherence to all confidential laws
- Effectively present information in group settings to individuals served, their support system, vendors and employees of the organization
- Ability to work with government agencies, law enforcement, fire officials, individuals served and support system, vendors, employees, and public to coordinate emergency responses.
- Communicate effectively verbally and in writing. Read, write, and possess good grammatical skills which include accuracy and spelling, word usage, and punctuation
- Make timely decisions, often in stressful situations. Must identify the strengths and weakness of all solutions and approaches, as well as the costs and benefits of each action.
- Anticipate hazards and problems that may arise from an emergency to respond effectively
- Possess an attitude of self-sufficiency needed to overcome challenges when support from others may be unavailable.
- Work well with others as a contributing team member
- Work well independently
- Work under changing priorities and extreme time constraints
- Adapt to change in the work environment
- Collect and analyze data and develop and implement programs
- **Work long extended hours during an emergency event.**

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in emergency management, public administration, public safety or in a related field from an accredited college
- Three years' experience or equivalent combination of education and experience

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Full use of automobile or ability to provide for independent transportation
- Must be able to drive to various sites as assigned. Must be willing to stay overnight

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed in professional office environment*
- *Manual dexterity for typing on a computer keyboard.*
- *Sitting for extended periods of time*
- *Vision required to view computer monitor, read numbers and printed material.*
- *Mobility sufficient to reach, lift and transport files and other work material to work areas.*

VALLEY MOUNTAIN REGIONAL CENTER

Deaf and Hard of Hearing Community Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: \$49,524.80 - \$66,367.97 **FLSA Status:** Exempt **Date Approved:**

SUMMARY:

The Deaf and Hard of Hearing Community Specialist is to support the expansion of deaf service resources, provide training and expertise to regional center staff, and coordinate with the Department of Developmental Services on statewide efforts. This position is an agency wide support for individuals who are deaf and have developmental disabilities to identify and develop resources to provide improved services and supports. This position is intended to recognize the need to evaluate and improve access to and quality of services and supports for individuals who are deaf and have intellectual/developmental disabilities. Stakeholders and advocates have expressed concerns regarding access to effective communication across service categories, lack of formal communication assessments when individuals who are deaf enter the system, and the need for the regional centers to address barriers to accessing appropriate services, such as the limited availability of interpreters and lack of general resources for this community. This position will provide guidance and leadership to our regional center and community to support the expansion of deaf service resources, develop and implement communication assessments, provide training and expertise to regional center staff, and collaborate with other regional centers on statewide efforts.

The Deaf and Hard of Hearing Community Coordinator will engage in resource development for VMRC's catchment area (5 Counties) that includes participating in the Request for Proposal (RFP) process. This position will involve all steps of vendorization as outlined in California Code of Regulations Title XVII. The position will provide program evaluation, and technical assistance to staff, vendors, clients and the community on resources, regulations, unmet needs, and quality assurance in services for deaf and hard of hearing with developmental disabilities. This position is to ensure services provided to people supported are in compliance with Title XVII, California Code of Regulations, the Lanterman Act, Agency standards and best practices for community programs for the developmentally disabled. A knowledge base of regulations is strongly recommended. The position must collaborate with the vendor community, Community Care Licensing, and with the Department of Developmental Services.

DDS has failed to address systematic discrimination against deaf people with I/DD who have been denied the accommodations they need for effective communication, such as interpreters, staff fluent in American Sign Language (ASL), or communication devices. Without effective communication, deaf people with I/DD are isolated from social interaction and denied the opportunity to communicate and meaningfully engage in the community. Many deaf regional center clients have lived for years in complete isolation, unable to express their frustration and unhappiness, lonely and desperately wanting someone with whom they can communicate.

The state agency's lack of policies, procedures, or practices regarding accessibility for deaf people with I/DD inhibits them from communicating effectively and denies them the opportunity to benefit from the Department's services, programs, and opportunities that are afforded to people who can hear.

This lawsuit aims to ensure that the Department of Developmental Services provides equal access to programs, services, activities, and opportunities, in accordance with longstanding federal civil rights laws.

https://www.disabilityrightsca.org/system/files/file-attachments/McCullough_v._DDS_Complaint.pdf

SUPERVISION RECEIVED:

Receives supervision from the Division Manager of Resource Development

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exclusive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Liaising and partnering with generic agencies that provide services for individuals who are deaf and hard of hearing and advocating for these services to be available to and/or adapted for regional center consumers.
2. Working with vendors and other entities that specialize in needed services to expand the regional center's resource pool.
3. Serving as the resource person for regional center staff who provide service coordination to individuals who are deaf and hard of hearing.
4. Assessing the community's unmet needs and acting as point person on resource development.
5. Participating in statewide collaboration with similar staff at other regional centers and the Department's Deaf Access Specialist to identify best practices, strategies, and processes to implement at their regional center.
6. Organizing and holding trainings developed by the Department for regional center service coordinator staff and vendors and developing additional trainings and informational materials, as needed.
7. Overseeing that communication assessments are performed for individuals and results are incorporated into individual program plans.
8. Ensuring the integrity of the regional center's data pertaining to individuals who are deaf and hard of hearing.

9. Operate under the supervision of the Division Manager of Resource Development to ensure the provision of appropriate accommodations/services for deaf and hard of hearing clients.
10. Evaluate the quality of skills and effectiveness of interpreters.
11. Assist in recruiting and interviewing qualified interpreters
12. Facilitate interpreter orientations and other required meetings.
13. Prepare and provide information regarding deaf and hard of hearing accommodations for publication.
14. Develop plans of correction for underperforming programs and provide follow-up as needed.
15. Develop, maintain and monitor vendor contracts and payment agreements.
16. Investigate and follow up on whistleblower complaints concerning deaf and hard of hearing individuals or services.
17. Assist with data entry into computer systems as necessary.
18. The Deaf and Hard of Hearing Community Coordinator will collaborate with the Deaf Access Specialist of the DDS and with other regional centers Deaf Specialist to determine appropriate monitoring measures for this population.
19. Act as the single point of contact for individuals, families, and advocacy organizations to address local-level concerns and work with KRC staff to resolve issues.
20. Receive training and support efforts from the Department of Developmental Services to offer communication assessments that inform individual program plans and are updated as individual needs change
21. Receive training and support efforts from the Department of Developmental Services to offer communication assessments that inform individual program plans and are updated as individual needs change.
22. Performs other like duties as assigned.

B. Other Job Specific Duties:

1. Maintain respectful and clear communication with supervisor.
2. Accept guidance, constructive advice, and supervision. Seek clarification or support, as needed.
3. Work alternative hours as required.
4. Attend all meetings, trainings, and conferences as assigned.
5. Maintain safe and functional work environment.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

1. American Sign Language.
2. Sensitivity to and understanding of deaf culture.
3. Interpreter Code of Professional Conduct and the Code of Professional Ethics of real time captioners.
4. Legal requirement to provide mandated accommodations in a community setting, post-secondary education, including the ADA, Civil Rights Act, Rehabilitation Act,
5. Modern office practices, methods, and computer equipment and applications, including word processing, PowerPoint, and Excel spreadsheet and database applications

6. Record keeping principles and procedures.
7. Smart phone usage including texting and photo and video capabilities in relation to assistive technology.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Applicable federal, state, and local laws, rules, regulations, and Departmental codes, policies, and procedures.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, families, clients, licensing, DDS, and stakeholders, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Fluently communicate both receptively and expressively in American Sign Language.
2. Communicate clearly and remain focused while managing constant text messages, emails, telephone/video phone calls, and face-to-face communications from vendors, staff, interpreters, captioners, and others.
3. Keep clear records of all schedule changes, budget projections, and miscellaneous reports.
4. Compose and prepare correspondence, flyers, and other written materials independently.
5. Perform complex and detailed calculations when processing a multitude of spreadsheets.
6. Remain flexible and highly organized in the face of a constantly fluctuating schedule and constantly changing priorities.
7. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
8. Use English effectively to communicate in person, over the telephone, and in writing.
9. Understand scope of authority in making independent decisions.
10. Learn and apply emerging technologies as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associates degree from an accredited college
- Two years' experience with the deaf and hard of hearing community
- or equivalent combination of education and experience
- Fluency in American Sign Language required

Preferred Qualifications:

- Completion of an accredited interpreter training program.
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Full use of automobile or ability to provide for independent transportation.
- Must be able to drive to various sites as assigned on a daily basis.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- *Work is primarily performed in professional office environment*
- *Manual dexterity for typing on a computer keyboard.*
- *Vision required to view computer monitor, read numbers and printed material.*
- *Mobility sufficient to reach, lift and transport files and other work material to work areas.*
- *Mobility sufficient to visit clients' homes, community services provider's sites and public meetings.*