



# Board of Directors Meeting

Wednesday, October 27, 2021, 6:00 PM

Via Zoom Video Conference

<https://us06web.zoom.us/j/86436310503?pwd=SG5uejhGazNnQkVoQWxyaXdWM2dGQT09>

Webinar ID: 864 3631 0503 Passcode: 433527

One tap mobile: +16699006833

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



## Meeting Book - 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 08/25/21

Margaret Heinz, President

Action Item

### D. Presentation - Board Training Plan

Tony Anderson, Executive Director

### E. Consent Calendar Items

Margaret Heinz, President

Action Item

1. Finance Committee Meeting Minutes of September and October 2021

2. Executive Committee Meeting Minutes of September and October 2021

3. Consumer Services Committee Meeting Minutes of September 2021

### F. Public Comment

Margaret Heinz, President

Each member of public can have 3 minutes for comment. If an interpreter is used, 6 minutes are allowed.

### 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 Reports (CSRs) for September and October 2021  
Claudia Reed, CFO

Action Item

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

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

Action Item

d. Approval of Contracts over \$250,000  
Corina Ramirez, Resource Development

Action Item

5. Legislative Committee  
Lynda Mendoza and Candice Bright, Committee Co Chairs

6. Nominating Committee  
Linda Collins, Chair

7. Bylaws Committee  
Linda Collins, Secretary and Chair

8. Special Events Committee  
Tina Vera, Chair

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

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 Enhanced Caseload Service Coordinator Job Description

Action Item

2. Approval of Director of Administration Job Description

Action Item

3. Approval of Participant Choice Specialist Job Description

Action Item

L. Next Meeting - Wednesday, December 22, 2021, 6:00 PM, Location TBD  
Margaret Heinz, President

M. Adjournment  
Margaret Heinz, President



## **Minutes for Board of Directors Meeting**

08/25/2021 | 06:00 PM - 08:00 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

**Board Members Present:** Margaret Heinz, President, Crystal Enyeart, Erria Kaalund, Lynda Mendoza, Vice-President, Candice Bright, Dr Yan Li, Tom Toomey, Ken Britter, Linda Collins, Secretary, Jessica Quesada, Lisa Utsey, Anthony Owens, Robert Balderama, Tina Vera

**Board Members Not Present: Informed absences:** Alicia Schott, Steve Russell, Suzanne Devitt, Gabriella Castillo, Emily Grunder

**VMRC Staff Present:** Doug Bonnet, Christine Couch, Bud Mullanix, Tony Anderson, Gabriela Lopez, Brian Bennet, Tara Sisemore-Hester, Irene Hernandez, interpreter, Rachelle Munoz, facilitator, Enos Edmerson, Jason Toepel, Melissa Stiles, Libby Contreras

**Public Present:** Dena Hernandez/SCDD, Alma Janssen/DDS, Irene Hernandez (Interpreter), Rachelle Munoz (Facilitator), Gricelda Estrada, Tania Delgado, Marisol Cardenas, Karina Obeso, Nancy Avila, Ana Barragan, Maria Elena Diaz

**Meeting Called to Order at 6:02pm 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**

Lynda Mendoza made a motion to approve, Anthony Owens seconded. Motion passes unanimously.

**C. Review and Approval of the Board of Directors Meeting Minutes of 07/27/21  
– Action Item**

Tom Toomey made a motion to approve the minutes of 7.27.21. Crystal Enyeart seconded the motion. The motion passes unanimously.

**D. Board Presentation - Community Placement Plan (CPP)/Community  
Resource Development Plan (CRDP) 2021-2022 – Briant Bennett, VMRC  
Director of Community Services – see presentation in packet**

**E. Public Comment**

Gricelda Estrada – Gabriela Lopez interpreted: She wants to participate and comment on the policy that VMRC has about ABA with children and Early Start. I would like to again ask and request that the policy be open again. The policy was done with the regional center and SELPA and nonpublic agencies were invited. I would like for it to be discussed again and invite the parents to discuss the benefits of their children receiving ABA. And only a few children receive ABA services from the regional center. And from the district and the nonpublic agencies. That would be it. thank you very much.

Dena Hernandez, SCDD, North Valley Hills Office – Good evening. Welcome to the new board members. So exciting with the new faces and high-quality board members. Second, the SCDD is willing to partner with VMRC moving forward as Covid is rising. We are receiving requests for PPE and will submit another order for more supplies. We are happy to assist with any PPE and vaccination clinics. SAC6 has been talked about a lot throughout the state. Easter Seals from S. Cal called to see if they were willing to share the collaborative leadership put people at the table that receive services and supports. There is an event, Disability Thrive Initiative. The Event is September 8. It's on zoom. As board members it would benefit for you to hear about the wonderful collaboration. SAC6 is a jewel for our region. September 8 it's happening.

**F. Consent Calendar Items – Action Item**

1. Finance Committee Meeting Minutes of August 2021
2. Executive Committee Meeting Minutes of August 2021

Robert Balderama made the motion to approve the Consent Calendar items. Crystal Enyeart seconded the motion. NO discussion. The consent calendar items were approved unanimously.

## **G. Committee Reports**

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

**Candice Bright, CLASP Appointee** CLASP met on July 26, 2021. The minutes are attached. [https://vmrcmy.sharepoint.com/personal/ccouch\\_vmrc\\_net/Documents/Desktop/6-28-21%20CLASP%20meeting%20minutes%20#1.pdf](https://vmrcmy.sharepoint.com/personal/ccouch_vmrc_net/Documents/Desktop/6-28-21%20CLASP%20meeting%20minutes%20#1.pdf). The next meeting was August 23, 2021, but the minutes are not available yet. September 27, 2021, is the following meeting.

### **2. Self-Determination Advisory Committee (SDAC)**

Mariela our SDAC chair was not present. Tony Anderson shared that it began on July 1, 2021, for everyone. We have 45 people in the program. Our team is booked up through October with meetings to prepare for self-determination. This is significant. There is interest. Our team is very supportive and dedicated to self-determination. DDS did just tell us that we will be getting 3 participant-choice specialists. They help with transition from regular case management to self-determination activities. This team will do the self-determination parts and regular case management will do that part. People will get to keep their regular SC. Very exciting. There will also be an Ombudsman for the state to support this program. There will be processes and benchmarks developed and shared in the future.

### **3. Consumer Advisory Council, Self-Advocacy Council Area 6 (SAC6)**

Self-Advocacy Council 6 September 2021

Report to the VMRC Consumer Services Committee

Sac 6 mission is to help start and support local chapters.

We will learn, inform, discover and keep lines of communication open between people who make decisions that impact the lives of people with developmental disabilities.

The SAC6 serves as the consumer advocate for Valley Mountain Regional Center. We have a contract with VMRC that talks about the self-advocacy goals we work on. We are on VMRC Committees, Department of Developmental Services Consumer Advisory Committee, SCDD North Valley Hills Regional Advisory Committee, Statewide Self Advocacy Network, CHOICES Institute, and many other county specific agencies. Nothing About Us without US!

When COVID hit and we were on to stay home, we needed to have a way to stay informed and get information to others safety. So, we started having weekly Friday Zoom Chats. This was a great way for us to keep the lines of communication open. On August 4th, Sac 6 members had their weekly practice zoom meeting to prepare for that Fridays Chat. During the practice zoom chat we decide who is going to have what part in the script such as introduction of the guest speaker or thanking the guest speaker. We rotate so everyone gets a turn to do each item.

On August 6th we had our Area meeting / Chat via zoom. At this Area meeting, we had Claire Lazaro VMRC Clinical Director give a presentation update on Covid then and now. An Area Meeting is held every three months were self-advocates for all 6 counties get together and we talk about import issues that are currently going on in our communities. For example, this Area Meeting topic was "Covid then and now" as we are all dealing with COVID.

On August 11th, Sac 6 Chair Catrina C. attended the CAC-DDS (Consumer Advisory Community- Development Disability Services). DDS ensures that people with developmental disabilities have the opportunity to lead independent, productive lives in their community of choice. The meetings are done via Zoom and at this meeting we discussed the new bills and how they could impact those receiving services.

Lisa U. also attended the VMRC Finance Committee meeting. At these meeting we review the VMRC budget to ensure its staying on track with spending. Sac 6 members also had their weekly practice zoom meeting to prepare for Fridays zoom chat.

August 13th Sac 6 Zoom meeting topic was on meeting the new VMRC Compliance manager Jason Toepel. This was a great way for other advocates to meet Jason and ask him questions.

Sac 6 is also collaborating with DTI Rights and Advocacy. DTI is Disability Thrive Inclusion, with Easter seals. Easter seals is on the ground in communities throughout Southern California, committed to responding to the ever-increasing demands for services during the COVID-19 pandemic. They continue to deliver critical services and supports needed by people with disabilities. During these uncertain times for all of us, especially for people who find themselves even more isolated. Help assure that people who need Easter seals get the services they need in their communities. We had our first zoom meeting on August 17th via zoom. Sac 6 presentation is scheduled September 8th. The presentation will be Sac 6 members telling a little about ourselves and what committees and Boards we are apart of and

how we got started in advocacy, any advice we have for others. The purpose of this presentation is to let others know and encourage them to use their voice, as a person with a disability.

August 18th Sac 6 members attended the Planning meeting for Consumer Services. Sac 6 will have three members sitting on this board and we are super excited. Also, Sac 6 had their quarterly Finance meeting.

August 19th Sac 6 provided a Clients Rights training to individuals who live and work at St. Paul's Home in San Joaquin County. Sac 6 provided individuals' presentations to ensure their rights are being respected and to also teach providers how to respect their rights. We are currently providing these trainings via zoom.

August 20th Sac 6 consultant and VMRC Board member Lisa U. attended the ARCA (Association of Regional Center Agencies) meeting via zoom. (ARCA) represents California's network of 21 independent, non-profit regional centers that advocate on behalf of and coordinate services for California's over 350,000 people with developmental disabilities. ARCA functions as a leader and advocate in promoting the continuing entitlement of individuals with developmental disabilities to all services that enable full community inclusion. They also participate in the development of public legislative policy and serves as a focal point for communication, education, training, and prevention services.

Also, on August 20th Sac 6 had their zoom meeting and this topic was collaborated with Person Centered Services DJ for the RAP Dance, "Hot August Dance".

August 24th Sac 6 had a meeting with Rhodes Care home self-Advocacy group, as they are starting a new self-advocacy group. Their representative who will represent them on the Sac 6 Board is Lindsey R. we are so excited to have new self-advocacy groups join us.

Sac 6 has also been asked by DRC (Disability Rights California) SPACE to collaborate with them on continuing to get the word out to others and bring other advocates to the table, where the decisions are made. Our first Zoom meeting is August 26, 2021.

Also, on August 26th Sac 6 had their monthly Leadership meeting with VMRC Executive Director and VMRC Liaison to Sac 6. At these meetings Sac 6 shares what advocacy work they have done, going to do, and bring back any concerns. The Executive Director shares

ideas and information with Sac 6 on upcoming events, new rules, legislative information and any other updates as needed.

August 27th Sac 6 Zoom chat was on Home & Community base setting by Anna Sims. This was a great topic, and we were presented with lots of information regarding the new changes that will be taking place.

Sincerely,

Crystal Enyeart SAC6 representative to the VMRC board and Consumer Services Committee.

#### **4. Finance Committee**

a. Approval of Contract Status Report (CSR) for August 2021 – **Action Item**

Melissa Stiles gave the report. Action Item Finance Committee/Margaret Heinz made the motion to approve the CSRs. Tom Toomey seconded the motion. NO discussion. The approval of contract status reports was approved unanimously.

b. Purchase of Services (POS) and Operations (OPS) Expenditures for August 2021

Melissa Stiles reviewed the POS and OPS expenditures.

c. Acceptance of Restricted Donations to the Popplewell Fund – **Action Item**

Melissa Stiles presented the balance. Action Item Margaret Heinz/Finance Committee made the motion to approve the acceptance of restricted donations to the Popplewell Fund. Lynda Mendoza seconded the motion. NO discussion. The balance was approved unanimously.

5. **Legislative Committee** - Tony shared that by mid-October the Governor will be done and the committee will give a report.

6. **Nominating Committee** – Linda Collins shared her thanks for the board dinner welcoming the new members. She thanked the new members for their application and support of the board.

7. **Bylaws Committee** – Lynda Mendoza asked Tony Anderson to report. The committee met last year. They meet once a year to read the bylaws and recommend any needed changes. The committee will need to meet once this year.

8. **Special Events Committee** – Tina Vera will work on a board training in the new year!

#### **H. Executive Director's Report – Tony Anderson, VMRC Executive Director**

1. Caseload Ratio Report – see attached report

2. Public Comment on Caseload Ratio Report – no public comment.

**I. Other Matters – None.**

- J. Board Member Activities and Reports** – Margaret reminded members about the September 14 ARCA training.

- K. President's Report – Margaret Heinz, Board President** shared a warm welcome to the new board members. We appreciate you and are so excited for what you bring to the board. You make us a better board. You are outstanding and fabulous!

A quick thank you to Matthew and Jason for the training before our meeting. DDS sent out an extension of waivers.

Thank you for completing the conflict-of-interest statements.

ARCA board training on Early Start – raffle for all board members that attend – please attend. The ARCA delegates meeting and the ARCA board meeting last week. We discussed the difficulties across the state filling positions – we are thankful for our HR team for filling positions and recruiting.

The Health Advisories are amazing and wonderful. I share them all the time!

Action Items -

1. **Approval of Senior Human Resources Generalist** – Bud described the position. This is an opportunity for Mary Jane to move up, earn more money and help with more duties. Executive Committee made the motion to approve the Senior Human Resources Generalist position, Linda Collins seconded the motion. No discussion. Motion carries unanimously.
2. **Approval of Emergency Response Coordinator** – Bud shared that this is a new position from DDS. Executive Committee made the motion to approve the Emergency Response Coordinator position, Linda Collins seconded the motion. No discussion. Motion carries unanimously.

3. **Approval of Deaf and Hard of hearing Community Coordinator** – Tony shared that this is a new position from DDS. Executive Committee made the motion to approve the Deaf and Hard of Hearing Community Coordinator, Robert Balderama seconded the motion. There was discussion about the requirement from DDS and how it's funded in the budget. There was discussion about the need for deaf and hard of hearing services to help keep people safe and to be able to communicate clearly. There were questions about training materials. The motion passes unanimously.

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

**M. Adjournment at 7:53pm**

# VMRC CPP/CRDP PLAN 2021-2022

AUGUST 25, 2021

## How Projects are Determined:

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- Unmet Needs
- Stakeholder Survey
- Adult and Children's Residential Screening Teams
- Anticipation of Growth
- Loss of Service Providers (Children's Residential)
- DDS' CPP/CRDP Guidelines

# CPP/CRDP PLAN 2021-2022

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- The Department's goal for the CPP is to enhance the capacity of the community service delivery system and to support individuals moving into the community from a more restrictive environment.
- The Department's goals for the CRDP is to be responsive to the changing needs of individuals currently residing in the community who are receiving services through California's developmental disabilities service system and enhance the capacity for community services.

[https://www.dds.ca.gov/wp-content/uploads/2020/12/CPP\\_Guidelines\\_FY\\_20-21.pdf](https://www.dds.ca.gov/wp-content/uploads/2020/12/CPP_Guidelines_FY_20-21.pdf)

# CPP/CRDP PLAN 2021-2022

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- The CPP and CRDP are designed to support two of the Department's strategic goals:
  - **Goal One:** *Expand the availability, accessibility and types of services and supports to meet current and future needs of individuals and their families in the community.*
  - **Goal Two:** *Develop systems to ensure that quality services and supports in the least restrictive environment are provided to individuals in the community.*

# START SERVICES

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- The START service model is a comprehensive approach to crisis prevention and intervention for people with developmental disabilities and co-occurring mental health conditions. The model provides crisis planning and wraparound services that help support individuals at risk for acute crisis or loss of residential placement, and individuals who are currently experiencing crises.

# PROPOSAL #1

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- START SERVICES: VMRC has a high incidence of transient and dually diagnosed male and female consumers who have histories of substance abuse and psychological support needs that would benefit from the services offered by the START Training Model. While our current services begin to address our community's needs, they are at their capacity and our local needs exceed our resources within our region's network of providers.

## PROPOSAL #1 Cont.

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- START SERVICES: VMRC has experienced an increase in the need for mental health support services for children and young adults in the last three years. Our last three CPP/ CRDP plans have included residential support projects specific for children (EBSH , CCH, (2) Specialized Children's Residential Group Homes) due to the high closure rate of licensed children's homes and increase in the need for supports for children ages 12-18 in our five-county catchment area. The START Training program would help us to better support families and children with specialized needs in their homes and reduce the need for such high-level residential support models.

## PROPOSAL #1 Cont.

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- START SERVICES: The Start Training Model will give VMRC consumers the opportunity to remain living in their preferred communities, to learn and receive methods and techniques from the most qualified providers in order to avoid placement in less preferred, restrictive settings due to the nature of their disability. VMRC is excited about the opportunity to offer the Start Training Model to all consumers in our five-county catchment area.
- CRDP: \$835,020

## PROPOSAL #2

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- START TEAM: The START Team will support the development of a Crisis Support Service called "START Team." This program will provide additional services and supports to individuals experiencing challenges, so that they can maintain their community living situation.
- CRDP : \$300,000

# PROPOSAL #3

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## Housing Specialist (CPP-Operations position)

This position would be under the supervision of the Director of Community Services. The housing specialist would support the regional center consumers and case management staff with identifying local , federal and state housing opportunities; work with local housing agencies to develop MOU's and to develop RFP's for multi family housing projects. The Housing Specialist would identify and coordinate the agencies unmet housing needs plan.

CPP Operations: Total Request \$65,000

# PROPOSAL #4

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- Specialized Children's Residential Home
  - 3 Bed
  - 15-18 yrs. old
  - Stanislaus or Tuolumne County

CRDP : \$ 150,000

# PROPOSAL #5

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- Specialized Children's Residential Home
  - 3 Bed
  - 15-18 yrs.
  - San Joaquin or Tuolumne County

CRDP : \$ 150,000

## PROPOSAL #6

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- RESIDENTIAL CARE FACILITY FOR THE ELDERLY (RCFE)
  - 4 Bed
  - Calaveras County
  - Non-Ambulatory

CRDP \$ 150,000

# PROPOSAL #7

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- RESIDENTIAL CARE FACILITY FOR THE ELDERLY (RCFE)
  - 4 Bed
  - Tuolumne County
  - Non-Ambulatory

CRDP \$ 150,000

# PROPOSAL #8 (CONTINUATION)

DUE TO SUBSTANTIAL DELAYS in development due to (COVID-19)

Additional funding is needed for the renovation of the following projects currently in development:

- VMRC CRDP 1920 #5 EBSH Adults/Autism (Enhanced Behavior Supports Home) additional \$102,668
- VMRC CRDP 1920 #6 CCH Children (Community Crisis Home) additional \$152,449

(Costs include lease costs, increased materials, well, asbestos removal\* full itemized reports provided by HDO (Housing Development Organization))



## **Minutes for Finance Committee Meeting**

09/08/2021 | 05:30 PM - 06:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

**Committee Members Present:** Alicia Schott, Treasurer, Margaret Heinz, Lisa Utsey, Connie Uychutin, Jose Lara, Linda Collins

**Committee Members Not Present:** None.

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

**Public Present:** Irene Hernandez, Interpreter, Rachelle Munoz, Tumboura Hill

**Alicia Schott, Treasurer, called the meeting to order at 5:30 PM.**

### **A. Review and Approval of Meeting Agenda – Action Item**

Linda Collins made a motion to approve the agenda. Lisa Utsey seconded the motion. The Meeting Agenda was approved unanimously.

### **B. Review and Approval of Finance Committee Meeting Minutes of 08/11/21 – Action Item**

Margaret Heinz made a correction to the minutes that the meeting last month started at 5:30 PM. Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 08/11/21 with the above noted correction. Margaret Heinz seconded the motion. The Finance Committee Meeting Minutes of 08/11/21 were approved unanimously with the above noted changes.

## **C. Public Comment**

Tumboura Hill asked if VMRC tracks the number of overtime hours that case management puts in due to the caseload ratios being high. Claudia Reed, CFO, said we don't track overtime, but we can draw a report from Paylocity. We can get the information for Tumboura. Supervisors approve time on an as needed basis when they review timecards, but Senior Management does not review a report like this regularly. Claudia agreed to provide Tumboura a report on overtime from the previous fiscal year.

## **D. Approval of Contracts over \$250,000 – Action Item**

Corina Ramirez presented the Contracts over \$250,000 to the committee and answered any questions that they had (contracts are on the agenda).

There was committee discussion about the amount of contract for Pacific Homecare Services, HV0235 862, of \$28, 200,00. Claudia mentioned that it is really high, but that DDS is auditing them, or should be.

Lisa Utsey made a motion to approve the Contracts over \$250,000.

Margaret still had questions about the Pacific Homecare Services Contract, and Claudia again said she was worried about it. Tony explained the extended Respite was used quite a bit due to school closures. Tony also shared that this amount is the maximum, it doesn't mean that is the amount that will be used. Vendors only bill for what they provide. Linda Collins asked if they went over their budget last year? Corina responded that they did go over their allotted amount last year. Corina also shared that these contracts run from August through July. They billed for just over \$25 million last year. Alicia asked if we are expecting that much Respite to be used going forward since most children are back in school? Tony again reported that the contracts are a projection. Tony stated that we are projecting and planning that we probably will spend close to what we spent last year on Respite. Also, the Day Programs are not back yet, and a lot of consumers are at home and do need Respite. Jose said he thinks that it is a reasonable number given the circumstances and that the committee should approve it.

Jose Lara motioned to approve the Contracts over \$250,000. Lisa Utsey seconded the motion. The Contracts over \$250,000 were approved unanimously. Connie Uychutin abstained.

## **E. Fiscal Department Update**

### **1. Contract Status Report (CSR) – Action Item**

Claudia Reed presented the Contract Status Report and answered any questions that the committee had.

Margaret Heinz made a motion to approve the Contract Status Report. Linda Collins seconded the motion. The Contract Status Report was approved unanimously.

### **2. Purchase of Service (POS) Expenditures**

Claudia Reed presented the Purchase of Service Expenditures and answered any questions that the committee members had.

### **3. Operations Expenditures**

Claudia Reed presented the Operations Expenditures and answered any questions that the committee members had.

### **4. Acceptance of Restricted Donations for the Popplewell Fund – Action Item**

Claudia Reed presented the Restricted Donations for the Popplewell Fund to the committee. The fund is still healthy and good at \$21, 496.91.

Claudia noted the date on the report should be 07/31/21 and not 05/27/21.

Margaret Heinz made a motion to accept the Restricted Donations for the Popplewell Fund.

Linda Collins seconded the motion. The Acceptance of the Restricted Donations to the Popplewell Fund were approved unanimously.

## **F. Next Meeting - Wednesday, October 13, 2021, 5:30 PM, Location TBD**

**Meeting adjourned at 6:25 PM.**



## **Minutes for Finance Committee Meeting**

10/13/2021 | 05:30 PM - 06:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

**Committee Members Present:** Alicia Schott, Margaret Heinz, Linda Collins, Lisa Utsey, Connie Uychutin, Jose Lara

**Committee Members not Present:** None

**Staff Present:** Tony Anderson, Brian Bennett, Corina Ramirez, Claudia Reed

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

**Alicia Schott, Treasurer, called the meeting to order at 5:30 PM.**

### **A. Review and Approval of Meeting Agenda – Action Item**

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

### **B. Review and Approval of Finance Committee Meeting Minutes of 09/08/21 – Action Item**

Linda Collins made a motion to approve the Finance Committee Meeting Minutes of 09/08/21. Lisa Utsey seconded the motion. The Finance Committee Meeting Minutes of 09/08/21 were approved unanimously.

### **C. Public Comment**

None.

## **D. Approval of Contracts over \$250,000 – Action Item**

Corina Ramirez presented the lone contract for START operations and answered any questions that the committee members had. Brian Bennett also helped explain the contract and answer questions.

Lisa Utsey made a motion to accept the contract as presented. Linda Collins seconded the motion. Connie Uychutin abstained. The START contract was approved unanimously.

## **E. Fiscal Department Update – Claudia Reed, CFO**

### **1. Contract Status Report (CSR) – Action Item**

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

Jose Lara made a motion to approve the Contract Status Report (CSR). Lisa Utsey seconded the motion. The Contract Status Report (CSR) was approved unanimously.

### **2. Purchase of Services (POS) Expenditures**

Claudia Reed presented the Purchase of Services (POS) Expenditures report and answered any questions that the committee members had.

### **3. Operations (OPS) Expenditures**

Claudia Reed presented the Operations (OPS) Expenditures report and answered any questions that the committee members had.

## **F. Next Meeting - Wednesday, November 10, 2021, 5:30 PM, Location TBD**



## **Minutes for Executive Committee Meeting**

09/08/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

**Committee Members Present:** Margaret Heinz (President), Lynda Mendoza (Vice President), Alicia Schott (Treasurer), Linda Collins (Secretary), Suzanne Devitt

**Committee Members Not Present:** None.

**Staff Present:** Tony Anderson, Doug Bonnet

**Public Present:** Irene Hernandez (Interpreter)

**Margaret Heinz called the meeting to order at 6:31 PM.**

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

Suzanne Devitt 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 08/11/21**

Suzanne Devitt made a motion to approve the Executive Committee Meeting Minutes of 08/11/21. Alicia Schott seconded the motion. The Executive Committee Meeting Minutes of 08/11/21 were approved unanimously.

### **C. Public Comment**

None.

## **D. Items for Approval**

None.

## **E. Items for Discussion**

### **1. Executive Director's Report – Tony Anderson**

Performance Contract Process is coming up

We now have 270 vaccinated staff

Health and Safety waivers are set to expire on Oct 3<sup>rd</sup> DDS is non-committed at this time. May get an answer tomorrow.

Alternative Services are expected to go on for some time. Most directors feel providers could not ramp up to deliver traditional onsite only services.

DDS wants regional centers to tell them when the timelines should start for SDP we said after the budget is approved and accepted (DDS probably won't go for that).

So far it looks like over half the regional centers now require vaccinations. Lanterman reported their meeting with the union was very positive regarding this. Los Angeles County Public Health sent an email saying vaccinations are required to North Los Angeles County Regional Center – this written communication will mean all 7 LA regional centers will soon be complying.

We currently are testing all unvaccinated employees weekly

- a. We have gotten five very long letters from staff who strongly oppose this new policy.
- b. Weekly testing for unvaccinated is required of all our licensed providers.

### **2. Notable Consumer Information – Tony Anderson**

Fiduciary Abuse Allegation

We have removed our agency from the investigation and the Adult Protective Services and Stockton Police are investigating.

The alleged perpetrator is an employee and we have put the employee on administrative leave with pay pending the investigation by authorities.

### **3. Vendor Information – Tony Anderson**

Next week is national direct support professionals week.

### **4. Self-Determination Update – Tony Anderson**

It has been decided by DDS that VMRC will receive funding for 3 Participant choice specialists to help consumers transition from regular service coordination to SDP or Participant Directed Services.

We currently have three Senior Service Coordinators who perform this duty short of the Participant Directed Services. This will change their roles a little and provide them with three more colleagues.

### **5. Other Matters – Tony Anderson**

None.

### **6. Personnel and Union Update – Tony Anderson and Bud Mullanix**

New Expansion Positions:

- Cindy Jimenez- 1
- Early Start SC's for new manager – 2 (Manager decision should be coming soon which will create a backfill somewhere)

- Staff Physician for Claire--Contract

Backfills:

- Jacina Groves –1 SC
- Vickie Fisher-1 SOT (Val this am)
- Danielle Wells – 1 SC
- Debbie Beyette- 1 Fiscal Asst
- Pam Kidroske- 1 SC
- 12 in backgrounds....

## **F. President's Report – Margaret Heinz**

- Thank you Doug for his emails and information for my report.
- We have drive through flu shot clinics coming up in October. They are on the 7<sup>th</sup> and 14<sup>th</sup>.
- The Web academies from ARCA are really good. The one upcoming is for services for infants and toddlers. I strongly recommend board members attend. Doug just recently sent out another reminder on this.

## **G. Next Meeting - Wednesday, October 13, 2021, 6:30 PM, Location TBD**



## **Minutes for Executive Committee Meeting**

10/13/2021 | 06:30 PM - 07:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

**Committee Members Present:** Margaret Heinz (President), Lynda Mendoza (Vice-President), Linda Collins (Secretary), Alicia Schott (Treasurer), Suzanne Devitt

**Committee Members Not Present:** None

**Staff Present:** Tony Andreson, Executive Director, Bud Mullanix, HR Director, Christine Couch

**Public Present:** Irene Hernandez (Interpreter)

**Margaret Heinz, President, called the meeting to order at 6:30 PM.**

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

The Meeting Agenda was approved by unanimous consent.

### **B. Review and Approval of Executive Committee Meeting Minutes of 09/08/21**

The Executive Committee Meeting Minutes of 09/08/21 were approved by unanimous consent.

### **C. Public Comment**

None.

### **D. Items for Approval**

#### **1. Enhanced Caseload Service Coordinator Job Description Approval – Action Item**

Bud Mullanix and Tony Anderson reviewed the job description and answered any questions that the committee members had.

Alicia Schott made a motion to approve the Enhanced Caseload Service Coordinator job description. Suzanne Devitt seconded the motion. The Enhanced Caseload Service Coordinator job description has been approved unanimously.

## **2. Director of Administration Job Description Approval – Action Item**

Tony Anderson reviewed the Director of Administration Job Description Approval and answered any questions that the committee members had.

Lynda Mendoza made a motion to approve the Director of Administration Job Description.

Suzanne Devitt seconded the motion. The Director of Administration Job Description Approval was approved unanimously.

## **3. Participant Choice Specialist Job Description Approval – Action Item**

Bud Mullanix and Tony Anderson reviewed the Participant Choice Specialist Job Description and answered any questions that the committee members had.

Alicia Schott made a motion to approve the Participant Choice Specialist Job Description.

Suzanne Devitt seconded the motion. The Participant Choice Specialist Job Description as approved unanimously.

## **E. Items for Discussion**

### **1. Executive Director's Report – Tony Anderson**

Performance Contract public meeting in November and surveys in November as well.

We now have 301 vaccinated staff - 80% of the workforce

The Health and Safety waivers set to expire on Oct 3<sup>rd</sup> did not expire as anticipated.

We're awaiting some answers to question ARCA has posed regarding Social Recreation reinstatement

All regional centers now require vaccinations. Several are reporting resignations we anticipate up to 25 we have two already because of the testing policy.

We currently have 12 religious exemption requests - everyone must be vaccinated by November 30, 2021.

We currently are testing all unvaccinated employees weekly

### **2. Notable Consumer Information – Tony Anderson**

We are assisting the Stockton police department with investigations of 13 individuals with developmental disabilities who are alleged victims of Fiduciary Abuse.

### **3. Vendor Information – Tony Anderson**

We have two provider appeals or complaints.

Claudia has a request in for deeper look into the provider we discussed last week in Finance Committee.

Question about whether or not Family Home Agency Homes have to be following the vaccination requirement.

#### **4. Self-Determination Update – Tony Anderson**

I facilitated a session with the team to review how it's going. It was very positive.

#### **5. Other Matters – Tony Anderson**

Emergency Response Coordinator

Self –Determination Participant Choice Specialist.

Enhanced Caseload Service Coordinator

Deaf Service and Hard of Hearing position

Board Comp letter - Jose is ex officio board member

#### **6. Personnel and Union Update – Bud Mullanix**

We are in contract negotiations with the Union. I think it's going well. Mostly on contract language. Next week we will get more into compensation. Overall it is going well. No attorneys are involved and it has been give and take.

### **E. President's Report**

ARCA web academy in September on Early Start services was awesome. Very informative. Our own Tara Sisemore-Hester was great as one of the speakers. The next one is going to be about regional center services for school age children. It will be really good on Tuesday, 11/09, from 6pm – 730pm. We did have 5 board members attend the last one. I will announce our raffle winner for the attendees at the October board meeting. ARCA is doing a public webinar on employment and Tony Anderson is on the committee (no date announced yet).

Thanks to VMRC and Safeway, Claire Lazaro for the drive through flu shot clinic that was put on.

There is another one tomorrow morning in Modesto from 9am – 12pm.

The Health Advisories are wonderful. Thank you, Tony.

There is a TBODS Buddy Walk on Saturday from 10am – 1pm in Modesto at Central Catholic High School. They also have a virtual silent auction online.

### **F. Next Meeting - Wednesday, November 10, 2021, 6:30 PM, Location TBD**



## **Minutes for Consumer Services Committee Meeting**

09/01/2021 | 04:45 PM - 06:15 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

**Committee Members Present:** Suzanne Devitt (Chair), Margaret Heinz, Erria Kaalund, Anthony Owens, Lisa Utsey, Michael Owens, Crystal Enyeart (SAC6), Dora Contreras, Daime Hoornaert (CLASP), Tina Vera

**Committee Members Not Present:** Linda Collins, Jose Lara, Sarah Howard

**VMRC Staff Present:** Tony Anderson, Doug Bonnet, Tara Sisemore-Hester, Christine Couch, Brian Bennett, Claire Lazaro, Robert Fernandez, Katina Richison, Jason Toepel, Anna Sims, Enos Edmerson, Gabriela Lopez, Libby Contreras

**Public Present:** Dena Hernandez, Myra Montejano (R&D), Rachelle Munoz (Facilitator), Rosa Valledor

**Suzanne Devitt, Chair, called the meeting to order at 4:45 PM.**

### **A. Call to Order, Welcome, Roll Call**

Suzanne welcomed everyone to the meeting. Doug took roll. We have a quorum.

### **B. Review and Approval of the Meeting Agenda and Approval of Minutes of June 7, 2021**

Erria Kaaland made a motion to approve the Meeting Agenda. Crystal Enyeart seconded the motion. The Meeting Agenda was approved unanimously.

Erria Kaaland made a motion to approve the Consumer Services Committee Meeting Minutes of June 7, 2021. Margaret Heinz seconded the motion. The Consumer Services Committee Meeting Minutes were approved unanimously.

Dora Contreras, Daime Hoornaert, Suzanne Devitt, Crystal Enyeart and Anthony Owens abstained.

### **C. Public Comment**

Dena Hernandez (SCDD North Valley Hills) – Welcome Suzanne. We found out that we do have a representative to this committee. She will be Sarah Howard. Any way our office can support this committee we are here to help.

### **D. Presentation - VMRC Organizational Chart and Service Coordinator Description**

Tony Anderson, Executive Director, presented to the committee on the revised VMRC Organizational Chart (attached to agenda packet) and answered any questions that the committee members had.

### **E. SAC6 Update**

Sac 6 mission is to help start and support local chapters.

We will learn, inform, discover and keep lines of communication open between people who make decisions that impact the lives of people with developmental disabilities.

The SAC6 serves as the consumer advocate for Valley Mountain Regional Center. We have a contract with VMRC that talks about the self-advocacy goals we work on. We are on VMRC Committees, Department of Developmental Services Consumer Advisory Committee, SCDD North Valley Hills Regional Advisory Committee, Statewide Self Advocacy Network, CHOICES Institute, and many other county specific agencies. Nothing About Us without US!

When COVID hit and we were on to stay home, we needed to have a way to stay informed and get information to others safety. So, we started having weekly Friday Zoom Chats. This was a great way for us to keep the lines of communication open. On August 4<sup>th</sup>, Sac 6 members had their weekly practice zoom meeting to prepare for that Fridays Chat. During the practice zoom chat we decide who is going to have what part in the script such as introduction of the guest speaker or thanking the guest speaker. We rotate so everyone gets a turn to do each item.

On August 6<sup>th</sup> we had our Area meeting / Chat via zoom. At this Area meeting, we had Claire Lazaro VMRC Clinical Director give a presentation update on Covid then and now. An Area Meeting is held every three months where self-advocates for all 6 counties get together and we talk about important issues that are currently going on in our communities. For example, this Area Meeting topic was "Covid then and now" as we are all dealing with COVID.

On August 11<sup>th</sup>, Sac 6 Chair Catrina C. attended the CAC-DDS (Consumer Advisory Community-Development Disability Services). DDS ensures that people with developmental disabilities have the opportunity to lead independent, productive lives in their community of choice. The meetings are done via Zoom and at this meeting we discussed the new bills and how they could impact those receiving services.

Lisa U. also attended the VMRC Finance Committee meeting. At these meetings we review the VMRC budget to ensure it's staying on track with spending. Sac 6 members also had their weekly practice zoom meeting to prepare for Friday's zoom chat.

August 13<sup>th</sup> Sac 6 Zoom meeting topic was on meeting the new VMRC Compliance manager Jason Toepel. This was a great way for other advocates to meet Jason and ask him questions.

Sac 6 is also collaborating with DTI Rights and Advocacy. DTI is Disability Thrive Inclusion, with Easterseals. Easterseals is on the ground in communities throughout Southern California, committed to responding to the ever-increasing demands for services during the COVID-19 pandemic. They continue to deliver critical services and supports needed by people with disabilities. During these uncertain times for all of us, especially for people who find themselves even more isolated. Help assure that people who need Easterseals get the services they need in their communities. We had our first zoom meeting on August 17<sup>th</sup> via zoom. Sac 6 presentation is scheduled September 8<sup>th</sup>. The presentation will be Sac 6 members telling a little about ourselves and what committees and Boards we are apart of and how we got started in advocacy, any advice we have for others. The purpose of this presentation is to let others know and encourage them to use their voice, as a person with a disability.

August 18<sup>th</sup> Sac 6 members attended the Planning meeting for Consumer Services. Sac 6 will have three members sitting on this board and we are super excited. Also, Sac 6 had their quarterly Finance meeting.

August 19<sup>th</sup> Sac 6 provided a Clients Rights training to individuals who live and work at St. Paul's Home in San Juaquin County. Sac 6 provided individuals' presentations to ensure their rights are being respected and to also teach providers how to respect their rights. We are currently providing these trainings via zoom.

August 20<sup>th</sup> Sac 6 consultant and VMRC Board member Lisa U. attended the ARCA (Association of Reginal Center Agencies) meeting via zoom. (ARCA) represents California's network of 21 independent, non-profit regional centers that advocate on behalf of and coordinate services for California's over 350,000 people with developmental disabilities. ARCA functions as a leader and advocate in promoting the continuing entitlement of individuals with developmental disabilities to all services that enable full community inclusion. They also participate in the development of public legislative policy and serves as a focal point for communication, education, training, and prevention services.

Also, on August 20<sup>th</sup> Sac 6 had their zoom meeting and this topic was collaborated with Person Centered Services DJ for the RAP Dance, "Hot August Dance".

August 24<sup>th</sup> Sac 6 had a meeting with Rhodes Care home self-Advocacy group, as they are starting a new self-advocacy group. Their representative who will represent them on the Sac 6 Board is Lindsey R. we ae so excited to have new self-advocacy groups join us.

Sac 6 has also been asked by DRC (Disability Rights California) SPACE to collaborate with them on continuing to get the word out to others and bring other advocates to the table, where the decisions are made. Our first Zoom meeting is August 26, 2021.

Also, on August 26<sup>th</sup> Sac 6 had their monthly Leadership meeting with VMRC Executive Director and VMRC Liaison to Sac 6. At these meetings Sac 6 shares what advocacy work they have done, going to do, and bring back any concerns. The Executive Director shares ideas and information with Sac 6 on upcoming events, new rules, legislative information and any other updates as needed.

August 27<sup>th</sup> Sac 6 Zoom chat was on Home & Community base setting by Anna Sims. This was a great topic, and we were presented with lots of information regarding the new changes that will be taking place.

## **F. Coalition of Local Area Service Providers (CLASP) Update**

Current Membership: 54 paid members.

Effective September 1, Membership renewals fees increased to \$35.00. CLASP has not increased the membership fee from \$25 for many years.

Presentation: SETWorks shared their Case management system. Their software empowers disability services. SETWorks is a simple and intuitive platform that improves service efficiency and reduces administrative services.

R&D transportation shared how contracted transportation vendors are working hard with hiring drivers so people can return to in person day program.

CLASP continues to have ongoing discussion regarding: The Latest CCL PINS and DDS Directives.

VMRC staff report on: HCBS News, Employment information, Resource Development Projects, Quality Assurance, Consumer Services, Clinical and Director updates.

Next CLASP meeting via Zoom is September 27, 2021 @ 10:00.

## **G. Clinical Update**

Claire Lazaro, Clinical Director – We have been doing monthly COVID-19 testing for VMRC Staff. In September we will do weekly COVID-19 testing for staff.

In Sandis we are tracking the consumers who have the COVID-19 vaccine. Those that are showing no vaccination or unknown we are double checking in the state database. We also are following up with the actual consumers and families.

We are planning to have 2 drive through flu vaccine clinics, 1 in Stockton and 1 in Modesto.

They are October 7<sup>th</sup> and October 14<sup>th</sup> from 9am – 12pm. In partnership with Safeway pharmacy. Our consumers are more comfortable with a drive through set up. If a person does not have insurance than they will have to pay. We have a discount voucher to give them too.

The COVID-19 cases are significantly rising due to Delta Variant. Those are twice as likely to be hospitalized. Most of our hospitals are in surge right now.

Please continue to stay safe and get vaccinated. This is how you protect yourself, your family, your friends, your loved ones and your coworkers. The vaccine prevents you from getting hospitalized and dying from COVID-19. Also continue to wear your mask with high transmission rate and low vaccination rate.

## **H. Resource Development Update**

Katina Richison, Division Manager Quality Assurance – Robert Fernandez couldn't be here tonight, but he wanted me to share with everyone that Resource Development and Quality Assurance will be offering SLS and ILS Orientation on Wednesday, 10/20/21.

Tony mentioned Libby, but Robert wanted to introduce Libby Contreras as the new program manager in Resource Development for Clinical Services.

Anna Sims, HCBS Coordinator – We are almost done with a virtual site visit portion of assessing our providers for their HCBS compliance. We have 8 more left out of the original 70 chosen.

The deadline for HCBS compliance is March 17, 2023. There was an initial phase for providers to do self-assessments, which ended last year. The 3<sup>rd</sup> party is doing these assessments online via Microsoft Teams. They do question and answer, virtual walkthrough, and they interview consumers from the program.

I continue my trainings on HCBS compliance. 2 per month for day programs and 2 per month for residential programs. I also presented to SAC6 recently.

Enos Edmerson, Employment Specialist – we partnered with Goodwill in Stanislaus County for employments for our consumers.

## **I. Quality Assurance Update**

Brian Bennet, Director of Community Services – Brian presented the monthly Quality Assurance Alert Report and answered any questions that the committee member had.

Brian explained what an Alert is and gave multiple examples of Alerts.

## **J. Transportation Update**

Brian Bennett – We will be posting RFP's hopefully by this week for transportation service providers.

R&D Transportation Inc:

### **Customer Service Department:**

We are collaborating with scheduling to reach out to individuals as they are being scheduled for service. We are connecting to provide individuals with the start date and schedule as well as complete a Transportation Screening Questionnaire to ensure consumers are ready to begin services.

### **Scheduling Department:**

Our scheduling team has been meeting with day programs who want to return to in person program and have received a high number of requests for transportation. We have been working

hard with the transportation companies - Storer, MV, Blue Mountain, and United Access - to get transportation started again. Individuals can request that one of the transportation companies deliver PPE to your house if you need masks, hand sanitizer, or face shields through the VMRC website, or by calling R&D.

**Quality Assurance Department:**

Our QA team is partnering with scheduling to meet with day programs and providers in order to plan for the re-opening of day program. Our team has hired a new QA Specialist, Laura Alvarez. You will begin to see Laura in the field conducting site visits. The team is continuing to review Risk Mitigation Packets for transportation providers and is working in collaboration in order to ensure that all agencies are implementing safe protocols.

**Suzanne – due to a shortage in time, we are going to close the meeting after the Transportation Update. Our Case Management and Fair Hearings Update will be done at the next Consumer Services Committee Meeting.**

**K. Case Management Update**

Tabled to next meeting.

**L. Fair Hearings Update**

Tabled to next meeting.

**M. Next Meeting, Wednesday, November 3, 4:45pm, Location TBD**

**N. Adjournment – Meeting adjourned at 6:15 PM.**

# Valley Mountain Regional Center

## Contract Status

AS OF: July 31, 2021

	POS including							FG/SC Total
	OPS	Federal C	General Total	OPS CPP	POS CPP	CPP Total		
Current Fiscal Year 2022								
Contract Year C	30,613,841	225,906,271	256,520,112			-		
Spent to Date	4,533,745	18,307,892	22,841,637	8,367	152,660	161,027		23,801
Unspent	26,080,096	207,598,379	233,678,475	(8,367)	(152,660)	(161,027)		(23,801)
Last Fiscal Year 2021								
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
Second Prior Fiscal Year								
2020 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

**Valley Mountain Regional Center**  
**Contract Status**  
AS OF: August 31, 2021

	OPS	POS including Federal C		General Total	OPS CPP	POS CPP	CPP Total	FG/SC Total
Current Fiscal Year 2022								
Contract Year C	30,613,841	225,906,271		256,520,112			-	
Spent to Date	7,359,306	39,638,161		46,997,467	24,641	152,660	177,301	57,566
Unspent	23,254,535	186,268,110		209,522,645	(24,641)	(152,660)	(177,301)	(57,566)
Last Fiscal Year 2021								
Contract Year B-1	33,789,885	253,549,473		287,339,358	249,675	197,474	447,149	484,702
Spent to Date	33,619,781	246,294,921		279,914,703	117,508	152,660	270,168	464,462
Unspent	170,104	7,254,552		7,424,655	132,167	44,814	176,981	20,240
Second Prior Fiscal Year								
2020 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

## POS EXPENDITURES

July 31, 2021

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Community Care Facility	7,410,937	7,112,692	90,000,000	8.2%
ICF/SNF FACILITY	7,688	10,763	500,000	1.5%
Day Care	101,504	112,737	1,300,000	7.8%
Day Training	2,878,917	3,226,100	33,076,651	8.7%
Supported Employment	132,865	143,260	1,760,000	7.5%
Work Activity Program	40,501	50,073	560,000	7.2%
Non-Medical Services-Professional	75,326	26,971	480,000	15.7%
Non-Medical Services-Programs	1,844,132	2,075,197	18,000,000	10.2%
Home Care Services-Programs	106,296	74,224	1,200,000	8.9%
Transportation	79,964	163,304	2,800,000	2.9%
Transportation Contracts		1,053,704	16,293,620	0.0%
Prevention Services	1,148,470	1,203,698	14,000,000	8.2%
Other Authorized Services	1,815,381	1,801,932	20,000,000	9.1%
P&I Expense	2,926	2,867	52,000	5.6%
Hospital Care	38,750	38,750	440,000	8.8%
Medical Equipment	13,074		384,000	3.4%
Medical Care Professional Services	302,100	319,344	5,000,000	6.0%
Medical Care-Program Services	1,309	1,830	56,000	2.3%
Respite-in-Home	2,251,994	1,499,483	19,300,000	11.7%
Respite Out-of-Home	53,621	58,035	640,000	8.4%
Camps	2,140		64,000	3.3%
	18,307,892	203,213,301	225,906,271	8.1%
CPP	152,660	729,813	-	#DIV/0!
<b>Total Purchase of Service</b>	<b>18,460,552</b>	<b>203,943,115</b>	<b>225,906,271</b>	<b>8.2%</b>
			225,906,271	
ICF SPA RECEIVABLES	\$ 2,688,500			

# **OPERATIONS EXPENDITURES**

**August 18, 2021**

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Salaries and Wages	2,619,817	2,449,341	21,916,841	12.0%
Temporary Help	-		20,000	0.0%
Fringe Benefits	1,028,031	354,756	4,000,000	25.7%
Contracted Employees	13,690	11,328	60,000	22.8%
<b>Salaries and Benefits Total</b>	<b>3,661,538</b>	<b>2,815,425</b>	<b>25,996,841</b>	<b>14.1%</b>

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	320,403	302,899	1,900,000	16.9%
Facilities Maintenance	73,133	69,603	450,000	16.3%
Information Technology	312,379	60,233	800,000	39.0%
General Office Expense	15,422	32,270	165,000	9.3%
Operating Expenses	28,805	35,970	252,000	11.4%
Equipment	4,814	5,124	100,000	4.8%
Professional Expenses	97,274	119,249	700,000	13.9%
Office Expenses	4,949	5,990	100,000	4.9%
Travel and Training Expenses	15,028	12,158	150,000	10.0%
Foster Grandparent/Senior Companion Expenses	23,801	26,787	-	#DIV/0!
CPP Expense	8,367	10,194	-	#DIV/0!
<b>Total Operating Expenses</b>	<b>4,565,913</b>	<b>3,495,902</b>	<b>30,613,841</b>	<b>14.9%</b>
			<b>30,613,841</b>	

**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

## POS EXPENDITURES

August 31, 2021

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	15,433,262	14,126,685		90,000,000	17.1%
ICF/SNF FACILITY	15,375	18,450		500,000	3.1%
Day Care	221,247	217,838		1,300,000	17.0%
Day Training	6,100,810	6,502,982		33,076,651	18.4%
Supported Employment	273,139	286,677		1,760,000	15.5%
Work Activity Program	84,445	95,447		560,000	15.1%
Non-Medical Services-Professional	154,832	71,645		480,000	32.3%
Non-Medical Services-Programs	3,912,548	4,131,526		18,000,000	21.7%
Home Care Services-Programs	211,886	141,542		1,200,000	17.7%
Transportation	208,169	297,062		2,800,000	7.4%
Transportation Contracts	568,979	2,995,745		16,293,620	3.5%
Prevention Services	2,510,215	2,363,768		14,000,000	17.9%
Other Authorized Services	4,187,604	3,761,984		20,000,000	20.9%
P&I Expense	7,267	6,204		52,000	14.0%
Hospital Care	77,500	77,500		440,000	17.6%
Medical Equipment	22,230	50,401		384,000	5.8%
Medical Care Professional Services	638,773	703,692		5,000,000	12.8%
Medical Care-Program Services	2,297	2,103		56,000	4.1%
Respite-In-Home	4,918,751	3,683,474		19,300,000	25.5%
Respite Out-of-Home	86,691	105,444		640,000	13.5%
Camps	2,140			64,000	3.3%
	39,638,161	203,213,301	-	225,906,271	17.5%
CPP	152,660	729,813			#DIV/0!
<b>Total Purchase of Service</b>	<b>39,790,821</b>	<b>203,943,115</b>	<b>-</b>	<b>225,906,271</b>	<b>17.6%</b>

ICF SPA RECEIVABLES                      \$            3,136,177

# OPERATIONS EXPENDITURES

September 20, 2021

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	4,373,186	4,087,846		21,916,841	20.0%
Temporary Help	1,152			20,000	5.8%
Fringe Benefits	1,491,271	1,121,550		4,000,000	37.3%
Contracted Employees	19,457	11,710		60,000	32.4%
<b>Salaries and Benefits Total</b>	<b>5,885,066</b>	<b>5,221,106</b>	<b>-</b>	<b>25,996,841</b>	<b>22.6%</b>

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	480,604	454,348		1,900,000	25.3%
Facilities Maintenance	160,367	113,062		450,000	35.6%
Information Technology	539,768	120,089		800,000	67.5%
General Office Expense	44,851	41,067		165,000	27.2%
Operating Expenses	58,775	61,994		252,000	23.3%
Equipment	7,752	7,315		100,000	7.8%
Professional Expenses	135,175	194,196		700,000	19.3%
Office Expenses	15,671	8,749		100,000	15.7%
Travel and Training Expenses	31,277	20,462		150,000	20.9%
Foster Grandparent/Senior Companion Expenses	57,566	65,160		-	#DIV/0!
CPP Expense	24,641	19,233		-	#DIV/0!
<b>Total Operating Expenses</b>	<b>7,441,513</b>	<b>6,326,781</b>	<b>-</b>	<b>30,613,841</b>	<b>24.3%</b>

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
08/05/21	United Way/Bud Mullanix	21.25
08/05/21	Frontstream	560.00
08/05/21	Frontstream	25.00
		<hr/>
		606.25
Total Fund Balance 5/27		\$ 21,496.91

Date	Donor	Amount
09/02/21	Frontstream	31.25
		<hr/> 31.25
	Total Fund Balance 9/30/21	\$ 19,468.16

## Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the contracts below in October 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 in October 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 Accredited Respite Services, HL0621 862	\$ 2,400,000
2 AMVA Corp, Paulson-Sierra, HV0577 113	\$ 1,393,539
3 AMVA Corp, Paulson-Stanislaus, HV0411 113	\$ 1,507,809
4 AMVA Corp, Paulson-Yosemite, HV0576 113	\$ 1,457,655
5 AMVA Corp, Apique Behavioral Svcs, HV0610 103	\$ 1,439,671
6 Applied Behavior Consultants, HV0255 805	\$ 1,515,322
7 Applied Behavior Consultants, H24291 048	\$ 836,701
8 ARC Amador/Calaveras, H29329 510	\$ 876,000
9 ARC Amador/Calaveras, SV0002 896	\$ 416,739
10 ARC Amador/Calaveras, H29436 055	\$ 780,000
11 Behavioral & Educational Strategies & Training, PV0250 048	\$ 1,231,603
12 Behavioral & Educational Strategies & Training, HV0387 805	\$ 900,000
13 Behavioral & Educational Strategies & Training, PV0046 048	\$ 3,766,530
14 Behavioral & Educational Strategies & Training, PV1478 116	\$ 608,412
15 Creating Behavioral & Educational Momentum, SV0029 017	\$ 1,980,000
16 Genesis Behavior Center, PV1008 048	\$ 600,000
17 Genesis Behavior Center, PV0628 048	\$ 287,700
18 Cole Vocational Services, HV0211 055	\$ 2,037,567
19 Human Services Projects, HV0257 102	\$ 674,296
20 Kadiant, PV0783 048	\$ 2,844,000
21 Kadiant, PV0195 048	\$ 1,916,495
22 Kadiant, HV0339 805	\$ 396,000
23 Kadiant, HV0288 805	\$ 529,070
24 Maxim Healthcare Services, HV0507 862	\$ 456,000
25 Pacific Homecare Services, HV0235 862	\$ 28,200,000
26 Premier Healthcare Services, HA0515 862	\$ 3,000,000
27 Therapeutic Pathways, P75300 048	\$ 2,615,703
28 Therapeutic Pathways, PV0914 048	\$ 2,160,000
29 United Access Transportation, HV0526 875	\$ 693,919
30 Aim Higher, HV0515 510	\$ 1,104,000
31 ARC San Joaquin, HV0199 950	\$ 255,575
32 ARC San Joaquin, HV0061 515	\$ 1,214,783
33 ARC San Joaquin, HV0014 510	\$ 933,815
34 Butterfly Effects, PV1431 048	\$ 960,000
35 Delta Star - Mercer, HV0295 113	\$ 548,512
36 Horizon Day Program, HV0534 103	\$ 476,343
37 Inspired Behavioral Solutions, PV1308 048	\$ 1,500,000
38 Paradise Residential Care, HV0415 113	\$ 455,000
39 REACH Behavioral Solutions, PV2112 048	\$ 450,000

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

# Contract Board Approval Report

Contracts Expiring:  
**12/31/2021**

VendorNumber	VendorName	SrvcCode	VendorCategory
PV2112	REACH Behavioral Solutions, LLC	48	Client/Parent Support Behavior Intervention Training

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$200,000.00	1/1/2021	12/31/2021	Claire Lazaro	Clinical

Rate

\$84.63/hr

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:
\$450,000.00	8/1/2021	12/31/2021	Amendment	Increase NTE\$

PropRate

\$84.63/hr

BOD Approval Date:

**Valley Mountain Regional Center  
OPS Independent Contractor Contract**

This OPS Independent Contractor Contract ("Contract") is entered into this 15th day of October 2021, in the City of Stockton, County of San Joaquin, State of California, by and between Valley Mountain Regional Center, Inc. ("Center") and University of New Hampshire, Institute on Disability ("Contractor"). Each party to this Contract shall be referred to individually as "Party" and collectively as "Parties." This Contract shall be effective on and after the date in which both Parties sign it ("Effective Date").

**RECITALS**

- A. WHEREAS, pursuant to Section 4648 of the California Welfare and Institutions Code, Center is authorized to, pursuant to vendorization or a contract, purchase services or supports for its Consumers from any individual or agency which Center determines will best accomplish all or any part of its Consumers' program plans.
- B. WHEREAS, Contractor has agreed to provide **Consultation and Technical Assistance , (START Clinical Team)**
- C. WHEREAS, Center and Contractor desire to define the terms and conditions pursuant to which Contractor will provide services; (remote and in-person) Remote Consultation Objective: Conduct consultation and technical assistance meetings via video conference on a regular basis. These meetings will include review of TA and/or training agenda, access to START tools, and consultation on regional specific topics, meetings with local and other stakeholders. On Site Consultation Objective: CSS Project Director will conduct on-site consultation and training in each year of the project to focus on implementation and training on the START Model. CSS Project Facilitation staff will conduct regular visits for each year of the project. These visits are to provide targeted training and support the development of the community-based infrastructure including materials, planning, preparation, and implementation of the program. In the event of travel restrictions, on-site consultation may be provided virtually. This will include work with local entities and providers as needed.
- D. NOW, THEREFORE, for valuable consideration, including the promises and payments described herein, the Parties agree as follows:

**AGREEMENT**

- 1. **Truth of Recitals and Representations.** The Parties hereby acknowledge the truth of the Recitals set forth above and agree that the facts recited are conclusively presumed to be true as between the Parties and their successors in interest pursuant to Section 622 of the California Evidence Code. Contractor further affirms that all fiscal and other documentation submitted to Center in conjunction with the negotiation and preparation of this Contract is complete and accurate to the best of Contractor's knowledge, supported by records and source documents, prepared in accordance with all instructions provided by Center, and subject to review pursuant to any audit by Center, DDS and/or the State of California.
- 2. **Definitions.** This definitions set forth in Title 17 of the California Code of Regulations shall apply to this Contract. The following terms, some of which are taken there from, are specifically utilized in this Contract.
  - A. "Consumer" means an individual who has been determined by Center to meet the eligibility criteria of Section 4512(a) of the California Welfare and Institutions Code and

Sections 54000, 54001 and 54010 of Title 17 of the California Code of Regulations, and for whom Center has accepted responsibility.

- B. “DDS” means the State of California Department of Developmental Services.
3. **Purpose of Contract.** The purpose of this Contract is to outline the obligations and duties of Contractor in providing **Consultation and Technical Assistance, (START Clinical Team)** services for Center and the means and process by which Contractor shall be compensated for said services. A description of the obligations and **Consultation and Technical Assistance, (START Clinical Team)** services Contractor shall provide pursuant to this Contract is attached hereto and incorporated herein as Exhibit A.
4. **Term of Contract.** This Contract shall commence on the 15<sup>th</sup> day of October 2021 and shall terminate at midnight on the 30<sup>th</sup> day of September 2024 unless renewed by the Parties or terminated earlier. Any services performed subsequent to termination of this Contract shall not be construed as a renewal of this Contract.
- A. **Renewal of Contract.** Unless terminated pursuant to Section 4(b) hereof, the Parties may, in Center’s discretion, meet no later than the 15<sup>th</sup> of September 2024 to discuss the possibility of renewing this Contract, and any requested modifications of the terms hereof, including, but not limited to, the rate paid by Center for Contractor’s **Consultation and Technical Assistance, (START Clinical Team)** services. Any renewal of this Contract shall be in writing and signed by the Parties. No oral representation by the Parties, or their representatives shall be effective to renew this Contract.
- B. **Early Termination of Contract by Center.** Center may terminate this Contract prior to the date set forth in this Section 4 should Center, DDS or the State of California determine that Contractor has failed to comply with any provision of this Contract, and/or failed to comply with the purchase of services authorization, and/or failed to comply with any applicable federal, state or local law or regulation governing the provision of services to persons with developmental disabilities. Should Center, DDS or the State of California determine that termination of this Contract is appropriate, Center shall provide Contractor with a notice of termination describing the reason for termination (“Notice of Termination”). This Contract shall be deemed terminated thirty (30) days following delivery of the Notice of Termination (“Termination Date”). A Notice of Termination shall be deemed delivered on the date that it is either mailed via certified mail or personally delivered to Contractor. Upon delivery of a Notice of Termination, Contractor shall not conduct any further activities under this Contract. Center’s obligation to pay Contractor pursuant to this Contract shall cease immediately upon the Termination Date. Thus, any expenses incurred by Contractor following the Termination Date will not be reimbursed pursuant to this Contract. If Contractor performed **Consultation and Technical Assistance, (START Clinical Team)** services prior to the Termination Date that are reimbursable pursuant to the terms of this Contract, Contractor shall deliver a final claim form within ten (10) business days of the Termination Date. Center shall reimburse Contractor for those services that were legitimately incurred prior to the Termination Date. In the event of early termination, Center and Contractor shall comply with all applicable federal, state or local laws and regulations, including, but not limited to, Sections 4502, 4646, 4648, 4710 and 4741 of the California Welfare and Institutions Code.
- C. **Early Termination of Contract by Contractor.** Should Contractor determine that termination of this Contract is appropriate, Contractor shall provide Center with a notice of termination describing the reason for termination (“Notice of Termination”). This Contract shall be deemed terminated thirty (30) days following delivery of the Notice of

Termination ("Termination Date"). A Notice of Termination shall be deemed delivered on the date that it is either mailed via certified mail or personally delivered to Center. Upon delivery of a Notice of Termination, Contractor shall not conduct any further activities under this Contract, and Center's obligation to pay Contractor shall immediately cease. If Contractor performed **Consultation and Technical Assistance, (START Clinical Team)** services prior to the Termination Date that are reimbursable pursuant to the terms of this Contract, Contractor shall deliver a final claim form within ten (10) business days of the Termination Date. Center shall reimburse Contractor for those services that were legitimately incurred prior to the Termination Date. In the event of early termination, Center and Contractor shall comply with all applicable federal, state or local laws and regulations, including, but not limited to, Sections 4502, 4646, 4648, 4710 and 4741 of the California Welfare and Institutions Code.

5. **Payment for Services.** The Parties fully understand and agree to that payment under this Contract is dependent upon available federal and/or state funding and shall only be made according to the following terms:
- A. **Rate of Payment.** (See +exhibit B)
  - B. **Payment in Arrears.** Center shall pay Contractor in arrears for services provided in the previous calendar month.
  - C. **Invoice.** Contractor shall bill Center, on a monthly basis, for services provided in the previous month by submitting to Center an invoice, describing the services provided and the rate of payment, on or before the tenth (10<sup>th</sup>) day of each month. Contractor shall attest that the information identified on the invoice is accurate to the best of Contractor's knowledge, supported by records and source documentation, prepared in accordance with all applicable instructions, and subject to audit.
  - D. **Payment by Center.** Center shall pay Contractor within thirty (30) days following receipt of Contractor's invoice according to the information provided on the invoice. Notwithstanding the foregoing, Center shall have no obligation to pay Contractor if Center disputes any item submitted by Contractor in conjunction with an invoice.
  - E. **Limitations on Payment.** Center shall only compensate Contractor in accordance with the funding allocated by DDS. In the event that Center's contract with DDS does not permit funding at the level indicated in this Contract, the Parties shall work together in good faith to amend this Contract so as to comply with said contract. In the event that Center's contract with DDS does not appropriate any funds for the **Consultation and Technical Assistance , (START Clinical Team)** services referenced in this Contract, this Contract shall be null and void and of no further force and effect. In this event, Center shall have no obligation to pay any funds whatsoever to Contractor, or to furnish any other consideration under this Contract and Contractor shall not be obligated to perform pursuant to this Contract.
6. **Record Retention Obligation.** Contractor shall retain all financial, accounting, administrative and Consumer-related information and records related to this Contract, the **Consultation and Technical Assistance, (START Clinical Team)** Services provided by Contractor, and the billing or invoicing by Contractor in accordance with Sections 50604(d) and (e) of Title 17 of the California Code of Regulations ("Record Retention Requirement") for a period of no less than five (5) years following the date of the final payment for the State fiscal year in which **Consultation and Technical Assistance, (START Clinical Team)** services were rendered by Contractor, provided however, that if an audit is in process or an appeal of an audit is pending at the end of said

timeframe, Contractor's records shall be retained until all audit exceptions have been resolved ("Record Retention Period"). Contractor shall retain all such records in a separate and distinct location from any of Contractor's records for non-Center Consumers.

7. **Audits by Center.** Throughout the Term of this Contract, and during the Record Retention Period, all of Contractor's financial and administrative-related records relating to this Contract, the **Consultation and Technical Assistance, (START Clinical Team)** services provided by Contractor, and the billing or invoicing by Contractor are subject to examination and/or audit by Center, DDS and the State of California, and the designees of the same. Contractor shall permit Center's representative(s) to access, and review said records at any time during Contractor's normal business hours upon twenty-four (24) hours' notice. Should the results of any audit by the Center, DDS, the State of California, or the designees of the same, result in a finding that any or all of the payments made by Center to Contractor were in error or were otherwise improper or disallowed based upon the terms of this Contract, Center's contract with DDS, or as a result of any applicable federal, state or local law or regulation, Contractor shall comply with the provisions of Title 17 of the California Code of Regulations relating to repayment and appeal of audit findings and/or recommendations. Should Contractor elect to appeal any audit findings and/or recommendations, Contractor shall utilize and be bound by Sections 50700 et seq. of Title 17 of the California Code of Regulations. Contractor shall accept financial liability for any audit findings and/or recommendations disclosed by an audit and promptly repay amounts owed unless the audit findings are appealed, and liquidation is stayed pursuant to Section 50705 of Title 17 of the California Code of Regulations.
8. **Notices.** Any and all notices or other correspondence required to be sent to the Parties shall be deemed delivered when personally delivered or mailed via certified mail, return receipt requested, as follows:  

Center:	Director of Community Services Valley Mountain Regional Center P.O. Box 692290 Stockton, CA 95269-2290
Contractor:	Linda B. Bimbo UNH, Institute on Disability 57 Regional Drive, Unit 8 Concord, NH 03301
9. **Compliance with Law.** Contractor agrees to comply with all applicable federal, state, or local laws and regulations, in providing **Consultation and Technical Assistance** services, expressly including, but not limited to, Titles 17 and 22 of the California Code of Regulations and the California Welfare and Institutions Code. Contractor expressly acknowledges the applicability of Titles 17 and 22 of the California Code of Regulations and affirms that it and its employees have read and agree to abide by the same. Nothing in this Contract shall be construed as excusing compliance with existing or future laws or regulations.
10. **Consumer Privacy & Confidentiality.** The Parties shall abide by all applicable federal, state and local laws and regulations concerning privacy and confidentiality of Consumer records, including, but not limited to, Section 4514 of the California Welfare and Institutions Code. The Parties further acknowledge, understand and agree to adhere to their responsibilities as "business associates" under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and regulations promulgated thereunder, including, but not limited to, the Standards for Privacy of Individually Identifiable Health Information at Section 45 of the Code of Federal Regulations, Parts

160 and 164 ("Privacy Regulations"). Accordingly, the Parties shall use Consumer health information only as needed to complete their responsibilities under this Contract and shall not use or disclose Consumer health information for any other purpose. Further, the Parties shall implement and maintain adequate administrative, technical and physical safeguards to prevent improper use or disclosure of such Consumer health information.

11. **Compliance with Center Policy.** Contractor agrees to comply with all Center policies and procedures as they pertain to Contractor's provision of **Consultation and Technical Assistance, (START Clinical Team)** services, the administration of payments to Contractor, contracts, financial matters, record keeping and retention. All such policies and procedures are available for review by Contractor at Center's office.
12. **Non-Discrimination.**
  - A. **Provision of Services.** Contractor shall not discriminate in the provision of services on the basis of race, color, creed, national origin, religion, sex, age, or condition of physical or mental disability. Contractor shall comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000d), rules and regulations promulgated pursuant thereto, and all federal, state and local laws and regulations governing discrimination.
  - B. **Employment.** Contractor shall not discriminate against any employee or applicant for employment and will take action to ensure that employees and applicants are treated without regard to their race, color, creed, national origin, religion, sex, age, or condition of physical or mental disability.
13. **Contractor's Affirmation.** Contractor affirms that all fiscal and **Consultation and Technical Assistance, (START Clinical Team)** services related documentations that has been provided to Center, and that will be provided to Center in the future is, and will be complete, accurate, supported by records and source documentation, prepared in accordance with Center's instruction, and available for inspection and audit by Center and DDS. Contractor affirms its understanding that payments made by Center to Contractor pursuant to this Contract will come from federal and/or state funds, and any falsification or concealment of a material fact may be prosecuted under federal and/or state laws.
14. **Indemnification.** Contractor agrees to indemnify, defend and hold harmless the Center, DDS and the State of California, its officers, agents and employees, from and against any and all claims loss, expense, damage, injury, liability and cause of action, of any nature whatsoever (collectively, "Claims"), that in any way accrues or results to Contractor, Center and/or any of their employees, agents, attorneys, successors, assigns, subcontractors, materialmen, laborers or any other person, firm or entity that may be injured or damaged by any act, omission or negligence of Contractor and/or any of its employees, officers, directors, or agents in the performance of this Contract. This indemnification provision extends to include any and all costs or expenses, including, but not limited to attorney's fees, incurred by Center, DDS, and the State of California as the result of any such Claims, and shall survive termination of this Contract. Contractor's obligation to indemnify, defend and hold harmless as described herein shall apply regardless of fault or negligence (whether active or passive), on its part.
15. **No Agency Relationship.** Nothing in this Contract shall be construed to create any type of agency relationship between Center and Contractor. Contractor, its employees, agents, attorneys, successors, assigns, subcontractors, materialmen, laborers and any other person acting on Contractor's behalf shall act in an independent capacity and not as officers, employees or agents of Center, DDS or the State of California. Contractor, and its staff, shall not hold themselves out

as, nor claim to be, an officer, employee or agent of Center, DDS or the State of California as a result of this Contract, and shall not make any application, claim or demand for any right or privilege applicable to any officer, employee or agent of Center, DDS or the State of California, including, but not limited to, unemployment insurance, disability insurance, worker's compensation insurance, or retirement benefits.

16. **No Assignments.** This Contract and the rights, duties and obligations described herein shall not be assigned. Notwithstanding the foregoing, Contractor shall be permitted to factor or assign its accounts receivable from Center, if, and only if, such factoring or assignment is required in order to obtain equipment financing, and if, and only if, such factoring or assignment is not otherwise prohibited by law.
17. **No Subcontracts.** The **Consultation and Technical Assistance, (START Clinical Team)** services provided by Contractor shall not be subcontracted to any other person or entity, except pursuant to prior written consent of Center.
18. **Time of the Essence.** Time is of the essence in relation to each and every provision of this Contract.
19. **Materiality of Each Provision.** Each and every provision, term and condition of this Contract is considered material to this Contract.
20. **Breach or Default by Contractor.** In the event of Contractor's breach or default under this Contract, Center shall be permitted to either give Contractor notice of the breach or default and a reasonable opportunity to remedy the same or terminate this Contract pursuant to Section 4(b) hereof. Contractor shall not be deemed in default of any of the provisions of this Contract in the event that Contractor's failure to perform is the result of an earthquake, flood or other act of God, fire, riot insurrection, commandeering of material, equipment or facilities, strike, labor dispute or work stoppage, or similar cause beyond Contractor's control and which renders performance impossible. If Contractor suffers any strike, walk-out or work stoppage by its employees, and as a result of such condition, is unable to continue to provide services required herein for a period of fifteen (15) days, Center shall be entitled to procure the services that Contractor is unable to provide and Contractor shall not be compensated for any such substituted service. In such case, Center may, in its sole discretion, terminate this Contract and obtain a replacement for the **Consultation and Technical Assistance, (START Clinical Team)** services.
21. **Integration.** This Contract contains the entire agreement between the Parties, and replaces any prior representations, agreements or understandings, oral or written, that may have existed between the Parties. The Parties agree that any modification or supplementation of this Contract shall be in writing, signed by the Parties' respective representatives, and must refer specifically to this Contract and the provision(s) modified or supplemented. No other modifications or supplements will be valid. The execution of any modification or supplementation of this Contract shall comply with the requirements of all applicable laws and regulations.
22. **Governing Law.** This Contract, and any other documents to which it refers shall in all respects be interpreted, enforced and governed by the laws of the State of California and the United States of America. This Contract is specifically subject to restrictions, limitations and conditions enacted by the California Legislature, contained in the Annual Budget Act, and/or any contract between Center and DDS, and this Contract shall be modified by the Parties to the extent necessary to ensure compliance with the same.
23. **Mutual Drafting.** This Contract shall be construed as a whole according to its fair meaning, and not strictly for or against any of the Parties. The Parties acknowledge that this Contract documents

a negotiated agreement, and it shall not be construed or interpreted in favor of either Party due to the fact that one of the Party's attorneys drafted this Contract.

24. **Severability.** If any provision of this Contract is deemed invalid or unenforceable, the unenforceability thereof shall not affect the remaining provisions of this Contract and the remaining provisions of this Contract shall remain in full force and effect.
25. **Paragraph Headings.** Paragraph headings used in this Contract are for convenience only, are not part of the Contract, and shall not affect any of the terms hereof.
26. **Resolution of Disputes.** Any and all disputes, controversies or claims arising out of or relating to this Contract shall be resolved pursuant to Title 17 of the California Code of Regulations. After exhausting the grievance procedures set forth in Title 17, remaining disputes, controversies or claims shall be settled by a mutually agreed upon arbitrator(s) in accordance with the rules of the American Arbitration Association, and any judgment resulting from the arbitration may be entered in any court having jurisdiction.
27. **Attorney's Fees and Costs.** In the event of a dispute between the parties wherein either Party brings an action in law or equity, or otherwise incur attorney's fees to enforce the terms of this Contract, the prevailing party thereto may recover reasonable attorney's fees and costs incurred in connection therewith.
28. **Exclusive Benefit.** This Contract, and each and every provision hereof, is for the exclusive benefit of the Parties hereof and not for the benefit of any third party.
29. **Counterparts.** This Contract may be executed in duplicate counterparts, each of which shall be deemed an original, but all of which shall together constitute one and the same instrument.
30. **Delivery by Facsimile or Electronic Mail.** Duly executed signatures to this Contract may be delivered by facsimile or electronic mail, and signature pages delivered by such method shall be deemed equivalent to and of the same force and effect as original signature pages.
31. **Successors and Assigns.** This Contract is binding on the successors and assigns of the Parties.
32. **Execution of Contract.** By signing this Contract, the Parties confirm that they have read this Contract, understand its contents, agree to its terms, have consulted with their respective attorneys, and are voluntarily entering into this Contract. The Parties warrant that the person signing on behalf of each Party is an authorized representative of that Party.

Accepted and agreed to:

Valley Mountain Regional Center



By: Brian L. Bennett  
Its: Director of Community Services

Contractor, University of New Hampshire

A handwritten signature in cursive script that reads "Louise Griffin".

Dated: 10/12/2021

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By: Louise Griffin  
Sr. Director, Research & SPA

## **EXHIBIT A**

### **Obligations and Description of Services**

This proposal outlines the work for the Center of START Services at the University of New Hampshire (UNH) Institute on Disability and related costs to provide consultation for the development of a START Clinical Team: a community-based tertiary care crisis intervention system for individuals with IDD and behavioral health needs.

#### **START Clinical Team Program Development**

This proposal:

- outlines a four-year term to develop START Services for a START Program to serve a designated area in the state of California.
- is a projected scope of hours required per year to achieve START Program Certification at the end of Year 4 of program operations. Hours of remote and on-site consultation and travel costs may be shifted between project years/project staff as needed due to programmatic needs. Remote and onsite hours may be shifted due to programmatic needs as well as local health and safety situations.
- Per California DDS directive, contract funds must be expended by March 2024, prior to the end of the 4-year contract term

The following outlines the steps to develop and implement a lifespan START Clinical Team and In-Home Therapeutic Coaching. This includes the establishment of specific service elements, protocols to access these services, measures of service effectiveness, and the establishment of linkages with stakeholders.

The START model is an evidence informed model that will train and certify identified individuals as Certified START Coordinators who will provide services and supports in the mental health aspects of IDD and includes the following: comprehensive clinical assessment, consultation, outreach, training, cross systems linkages and 24- hour mobile crisis response. START evidence informed methods will be used and include cross systems crisis prevention and intervention plans, linkage agreements, mental health/clinical assessment, outreach and therapeutic coaching, diagnosis and treatment planning, data collection and evaluation with the use of the START Information Reporting System (SIRS) database, report writing, and all needed materials to ensure fidelity to the START model.

Services include:

**Consultation and Technical Assistance:** remote and in-person.

**Remote Consultation Objective:** Conduct consultation and technical assistance meetings via videoconference on a regular basis. These meetings will include review of TA and/or training agenda, access to START tools, and consultation on regional specific topics, meetings with local and other stakeholders.

**On Site Consultation Objective:** CSS Project Director will conduct on-site consultation and training in each year of the project to focus on implementation and training on the START Model. CSS Project Facilitation staff will conduct regular visits for each year of the project. These visits are to provide targeted training and support the development of the community-based infrastructure including materials, planning, preparation, and implementation of the program. In the event of travel restrictions,

onsite consultation may be provided virtually. This will include work with local entities and providers as needed.

<b>Total Consultation (hours)</b>				
<b>Project Director</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>32</b>
<b>Project Facilitator</b>	<b>96</b>	<b>102</b>	<b>102</b>	<b>76</b>
<b>Project Facilitator</b>	<b>96</b>	<b>102</b>	<b>102</b>	<b>76</b>

### **START Coordinator Training and Certification**

Objective: Provide START Coordinator training and certification for up to 13 designated staff. Staff to be trained will include: 4 START coordinators, 1 Clinical Team Lead, 1 Clinical Director, 1 START Director, 1 Medical Director, 1 Resource Center Director, and 4 Therapeutic Coaches.

Each Coordinator is given access to the Coordinator Certification Course and Online Resource Area located in Moodlerooms, an online learning platform. Participation is expected in the 55-hour didactic webinar trainings found within the Coordinator Certification Course, apprenticeship, and review of materials via participation in a Coordinator Training Group.

Training Group involvement includes the following:

- Live online learning forum held once a week for 19 weeks.
- Held via Zoom videoconferencing for 1.5 hours for each session.
- Group members are partnered to promote collaborative learning.
- Each session covers 1-4 training modules within the curriculum and are designed to enhance learning of core concepts, tools, and approaches related to the most effective START coordination.
- Instructor will provide a forum via videoconference to discuss and process information covered in the training modules. Group can discuss difficult concepts and ask questions.
- Instructors from the Center for START services will facilitate the training group.

START Coordinator Certification occurs upon completion of didactic training and Coordinator Training Group, proven competence in several domains including development of a cross systems crisis plan, case presentation and a START comprehensive service evaluation, crisis contacts, and trainings. Participants will receive a certificate recognizing their status as a certified START Coordinator and will have continued access to the national online training series and practice groups.

### **START Information Reporting System (SIRS)**

Objective: Provide training and implementation of data collection and input into the national START database: SIRS. Purpose is to collect START services data via a web-based system to facilitate project decisions based on data. Activities include the development and execution of a Business Associate Agreement (BAA), development of state specific segment of the larger SIRS database, establish authorized users (with usernames and passwords), provision of web-based training for all START team users for data collection. Quarterly and annual reports will be provided in collaboration with the California Regional Center START Program Director.

## **California Regional Center START Annual Report Evaluation**

Objective: Conduct an analysis of project data, develop, and submit an annual report of California Regional Center START successes and challenges.

Participation includes:

- National Online Training Series
  - Access to the related fiscal year START National Online Training Series.
- Participation in START Practice Groups:
  - START Program Director's Practice group
  - Clinical Director's Practice group
  - Medical Director's Practice group
  - Team leader Practice group
  - Children's services Practice group
  - In-Home Therapeutic Coaching Team Leads Practice Group
  - Time-limited, Special Topic Practice Groups (when appropriate)
- Access to additional coaching and Office hours are included in trainings

## **Budget**

The budget inclusive of all Center for START Services contained within this scope of work is not-to-exceed \$835,020.

**EXHIBIT B**  
**Terms of Distribution**

Title 17 section 50609 Contract Fiscal Provisions Including COST STATEMENT

1. Rate of payment per unit of service [17 CCR 50609 (a)(3)(A)] is \$27,834.00 per month, not to exceed 30 months of billing and not-to-exceed \$835,020.00 in total reimbursement.
2. The definition of a unit of service [17 CCR 50609 (a)(3)(A)] per month, for maximum of 30 months.
3. Data and mathematical computation used to establish the rate of payment per unit of service. [17 CCR 50609 (a)(3) (A) - Negotiated
4. A detailed description of the method to be used in determining the units of service allowed for billing/invoicing in accordance with this exhibit. [17 CCR 50609 (a)(4)] – Negotiated
5. The service provider's fiscal and program related documentation relied upon as the basis for establishing the rate of payment. [17 CCR 50609 (b)(1)]
6. Both parties to the contract have come to a full understanding and agreement of a specified method used to accumulate data contained in the service provider's documentation. [17 CCR 50609 (b)(1)(A)]
7. The service provider attests that the method referred to in # 6 above was used/will be used to accumulate data contained in the service provider's documentation. [17 CCR 50609 (b)(1)(A)(1)]
8. The service provider attests that such fiscal and program related documentation is complete; accurate to the best of the service provider's knowledge; supported by records and source documentation; prepared in accordance with the instructions provided by the Department and subject to audit. [17 CCR 50609 (b)(1)(B) (1-5)]

**PROJECT BUDGET**

<b>START - CA</b>	<b>TOTAL</b>
Total Personnel and Fringe	\$638,544.00
Total Travel	\$ 54,560.00
SIRS Database	\$ 20,000.00
National Online Training Series	\$ 6,000.00
Practice Groups	\$ 7,000.00
Subtotal Direct Expenses	\$726,104.00
UNH Indirect	\$108,916.00
Grand Total:	\$835,020.00

**PROGRAM DEVELOPMENT SCHEDULE AND MILESTONES**

Program Year Year 1: Program Development	Center for START Services Progress Milestones Months 1-6: <ul style="list-style-type: none"> <li>• Provide ongoing technical support meetings to construct START Team</li> <li>• Provide START Team development tools, including job descriptions, policies and procedures, technical support/training on staffing structure, START methodology, START Program Manual, Community Launch, Guidance of linkage agreements</li> </ul>
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	<p>and Advisory Council development, referral review, initial document review, SIRS database training, START leadership training, support for implementation of 24 hour on call operation within first 90 days.</p> <ul style="list-style-type: none"> <li>• Oversee a launch workshop for community.</li> <li>• Clarify recruitment and referral process with stakeholders.</li> <li>• Establish ongoing consultation, training and visit schedule.</li> <li>• Begin National Online Training participation</li> </ul>
	<p>Months 6-12:</p> <ul style="list-style-type: none"> <li>• Provider full program implementation begins</li> <li>• Continue to provide real time technical support and training toward fidelity to the model: tool usage, policy and procedures, network partnership development</li> <li>• Program engagement with CSS Practice groups</li> <li>• SIRS Data monitoring and analysis</li> <li>• START Coordinator Training</li> <li>• CSS ongoing START document review</li> <li>• Monitor referrals and intake process</li> </ul>
Year 2: Implementation	<p>Active Program Implementation</p> <ul style="list-style-type: none"> <li>• START Coordinator Certification begins</li> <li>• Clinical Education Team presentations begin</li> <li>• Document review and instruction refinement</li> <li>• Train the trainers process</li> <li>• Continuous SIRS Data monitoring and analysis</li> <li>• National Online Training participation and community engagement</li> <li>• First Annual Report developed by CSS</li> </ul>
Year 3: Pre-Certification	<p>Preparation for Program Certification</p> <ul style="list-style-type: none"> <li>• Continuation of Year 2 activities</li> <li>• Mock program certification reviews</li> <li>• QA document reviews</li> <li>• Clinical Education Team reviews</li> <li>• Second Annual Report developed</li> </ul>

<p>Year 4: Certification</p>	<ul style="list-style-type: none"><li>• Continued SIRS data monitoring and analysis</li><li>• National Online Training participation and community engagement</li><li>• Certification application reviewed by CSS at the end of Year 3</li></ul> <p>START Program Certification</p> <ul style="list-style-type: none"><li>• Continuation of Year 3 activities</li><li>• Preliminary Certification review on site completed by mid-year</li><li>• Continuous SIRS Data monitoring and analysis (remote)</li><li>• National Online Training participation and community engagement</li><li>• Third annual report developed</li><li>• Program Certification by end of Year 4 (on site)</li></ul>
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## Valley Mountain Regional Center

### POSITION DESCRIPTION

**POSITION TITLE:**      **ENHANCED CASELOAD  
SERVICE COORDINATOR**

**DATE: SEPTEMBER 2021**

**UNIT:**

**REPORTS TO:**

**STATUS: NON-EXEMPT**

#### **CRITICAL DUTIES & RESPONSIBILITIES:**

Under direction of a Consumer Services Program Manager, shall provide enhanced service coordination to persons with developmental disabilities and their families. Will manage a 1:40 caseload ratio of consumers currently served by VMRC with the lowest per capita expenditures (maximum of \$2000 annually) and/or no POS expenditures. Utilizing a Person Centered approach to the Individual Program Plan Process, will work to identify barriers to accessing services and supports; to enhance relationship between consumer/family and VMRC; to empower individuals to partner with VMRC and other community agencies and to assist in identification of new resources that are culturally relevant to our community. Works in collaboration with the PCP Specialists, Cultural Specialist, and other VMRC Departments to identify innovative approaches to service coordination. Using PCP strategies will be responsible for the development and implementation of the consumer's IPP, progress reports, the consumer's annual reviews. Provides follow-up, reassessments, and periodic review of consumer's progress and program effectiveness. Adheres to the agency mission, philosophy and core values. Assists in locating and developing natural supports. Initiates the purchase of vendor and generic services and monitors service delivery. Keeps abreast of state and federal regulations, agency policy and procedure and guidelines related to consumer services. Acts as an advocate on social, legal, education, mental health and/or forensics issues related to the consumer. Participates in outreach and represents the agency in community meetings and events. May conduct public presentations regarding regional center services and activities. May serve on intra-agency and/or inter-agency committees. May participate in data gathering and analysis activities. Additional duties may be assigned as deemed appropriate.

#### **QUALIFICATIONS:**

Bachelor's Degree in Social Work, Psychology, or related field, plus at least one year experience working at VMRC or another Regional Center. Trained in and experience with Person Centered Practices. Experience working with families from diverse cultural, linguistic and socio-economic backgrounds. Possess an understanding of family systems and human dynamics. Ability to establish and maintain positive working relationships with all levels of staff. Possess excellent conflict resolutions skills and has the ability to seek creative solutions. Ability to relay information clearly, effectively and accurately, both verbally and in writing. Ability to establish harmonious and effective relationships with staff, consumers, families, and the general public. Evidence of leadership abilities as evidenced by experienced by active participation in agency workgroups, training sessions, or events. Exceptional organizational skills as evidenced by ability to work independently in determining priorities and completion of assignments. Demonstrated ability that person is a self- starter with a positive attitude, willing to adapt as projects and related work evolve. Must be available to work weekends and evenings, when necessary. Valid CA driver's license and proof of automobile insurance must be presented. Must be computer proficient. Must have an automobile and present proof of auto insurance.

#### **PHYSICAL REQUIREMENTS:**

- Extensive sitting at workstation (50% + of time).
- Frequent walking throughout office to resolve the issues with staff.
- Occasional lifting of up to 20lbs. moving stored files, supplies.
- Frequent bending, stooping and stretching to access files, binders, charts, etc.
- Adequate manual dexterity and coordination to operate standard office equipment, computer, copier, telephone, etc.



# Job Description

**TITLE: Director of Administration**

**REPORTS TO: Executive Director**

**General Statement of Duties:** The Director of Administration will coordinate all human resources, safety, security, facilities, purchasing, agency training, information technology, foster grandparent/senior companion program, and front lobby operations for each site. The Director of Administration is responsible for leading these departments and producing timely and accurate information, reports, goals, and projections for the Executive Director, Board of Directors, and Department of Developmental Services, and functioning as a member of the senior management team.

## **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 regularly.
- The ability to sit at a work station for long periods of time.
- Frequent standing, walking bending, reaching, lifting throughout offices, service provider facilities 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**

Provide leadership, direction and management assistance and training to all departments as stated above.

## **HUMAN RESOURCES AND TRAINING:**

1. Interpret and implement HR laws and regulations pertaining to recruiting, hiring, training, discipline, termination, records and benefits.
2. Participate as the number one chair in labor negotiations, Grievances, and contract negotiations. Policies and procedures for the agency.
3. Implement and monitor agency's union contract.

## VMRC Job Description – Director

4. Provide training, support and assistance to management involving all issues, including performance and discipline working with the Training Manager
5. Oversee training opportunities provided to VMRC staff working closely with the Training Manager. Provide management support and coaching to the Training Manager
6. Conduct investigations relating to HR issues (alleged harassment and/or discrimination) and produce final report for Executive Director.
7. Review and update agency's job descriptions and assist in the development of descriptions for new positions.
8. Administer Paylocity HR System and other related computer applications.
9. Oversee all agency recruiting methods and practices.
10. Oversee w/c claim and related activities.
11. Oversee employee benefits and related activities including Cal PERS Health and Pension Plan administration.
12. Ensure compliance with EEO laws and regulations and act as agency representative.
13. Prepare a variety of complex reports and data for various departments and agencies.
14. Participate as an active member of the Department Heads Team. Business Partner working closely with the Senior Leadership team and all managers
15. Provide principal staff support to the VMRC Executive Committee.
16. Comply with VMRC Policies and Procedures.

### **INFORMATION TECHNOLOGY:**

1. Work with Information Technology, Applications, and Website contractors to assure VMRC is obtaining excellent service and monitor each contract budget to assure compliance and accuracy
2. In coordination with the IT director, this position will coach and mentor VMRC IT staff
3. Oversee IT services to assure customer satisfaction and follow-up to meet the agency needs.
4. Provide management support to the Director of IT and the IT Team as needed

**SENIOR COMPANION AND FOSTER GRANDPARENT PROGRAM:**

1. Lead and oversee the Foster Grandparent and Senior Companionship program for the agency working with the FGP/SC Manager
2. Oversee the leadership, budget accountabilities, legalities, regulatory and compliance of these programs working with the FGP/SC Manager.
3. Assure DDS reports and regulatory documents are completed on time and sent to DDS as requested

**SAFETY AND SECURITY:**

1. Oversee agency wide Safety and Security programs (3 offices)
2. Working with the Safety Committee including the Safety/Security/Manager Develop and maintain safety manual and IIPP.
3. Lead and Manage Health and Safety committee, including periodic safety review for each location.
4. Conduct training and drills for the agency pertaining to fire, evacuation, active shooter, etc.
5. Assure the safety and protection of all staff inside and outside of the building. Coordinate plans and actions with Senior Management, Management and Facilities.
6. Work with outside agencies such as the fire and police department to ensure safety and training for all employees.

**ADMINISTRATIVE SERVICES**

1. Oversee the Reception and Lobby Operation of each building site for VMRC.
2. Assure the front lobby and receptionist area is safe, clean, and free of any issues which could negatively impact our visitors, consumers, consumer families or staff.
3. Assure front office policies and procedures are adhered too

## VMRC Job Description – Director

4. Working with the Purchasing/Facilities Manager to assure needed supplies are ordered and we are staying within budget.

### **Supervision Responsibility**

#### **Direct Reports:**

All staff in the Human Resource Department, including the Generalist, Training Manager, Foster Grandparents Manager, IT Director and team, and the Manager of Facilities, Safety, Security, and Purchasing.

#### **Minimum Position Requirements:**

Bachelor's degree, Master's degree preferred and minimum of 10+ years' experience and knowledge of current Human Resources and Administrative Services practices and leadership; knowledge of correspondence practices; ability to organize work to meet deadlines; ability to use PC, Internet, and related software such as Word, Power Point and Excel; ability to establish and maintain effective relationships with others and work in a team environment. Management and/or experience with Paylocity or similar HR Software desirable. Strong Union Environment experience required. Strong knowledge of Safety, Security, and program management required. Solid Organizational Development and Training experience required including course development, stand up training, managing large projects. Experience at a senior level in a Vice President or Director position managing multiple departments and staff. This is a senior level staff position.



# Job Description

TITLE: Participant Choice Specialist

REPORTS TO: Program Manager

**General Statement of Duties:** Under direction of the Program Manager, the Participant Choice Specialist will participate in the assessment of the needs of consumers who are developmentally disabled. As facilitator of the Interdisciplinary (ID) team, the Participant Choice Specialist will develop, implement, and coordinate a program plan for each consumer. The Participant Choice Specialist will project and advocate the legal, civil, and service rights of consumers who are developmentally disabled, and perform related work as required.

## **Working Condition and Physical Requirement:**

- The majority of duties are performed in the office and out in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a workstation for up to 5 hours at a time.
- Frequent standing and walking throughout offices, service provider facilities 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 for reports and other documentation.
- The ability to lift, push and pull up to 25 pounds.

## **Key Responsibilities – Essential Functions**

- Will lead the Person- Center Planning session/meeting
- Will help develop the person center Individual Program Plan (IPP)
- Start Individual Budget process/certify the amount of the Individual Budget by obtaining signatures
- Will lead spending plan process and finalize the process by reviewing the spending plan with the circle of supports that may include but are not limited to: Consumer, Family, Financial Management Services provider, Independent Facilitator, etc. and will obtain required signatures
- Ensure Consumer/Family is accessing “generic resources” available to the Consumer
- Help the Consumer/Family understand what types of services are eligible for Self-Determination funding

## VMRC Job Description – Self Determination Senior Service Coordinator

- Will be available to answer questions and serve as a guide to what's positive and possible within Self-Determination
  - Help the Consumer determine how to be healthy, safe, and living to their full potential at home and in their community
  - Ensure the Consumer is meeting their IPP goals based on their input and service provider's reports
  - Ensure the money from the Consumers Individual Budget is spent as approved in the Individual Program Plan
  - Will help Consumer if there is a need to change the budget due to an unmet need or a change in current needs (the budget process starts over at this point)
  - Will help Consumer if there is a need to change the spending plan and will work with circle of supports (the spending plan process may start over at this point/depending on the change)
  - Will ensure documentation of the Person-Center Plan
  - Will assist to ensure documentation of the person center Individual Program Plan
  - Will serve as a guide for Service Coordinators of any Consumer that is successfully transitioned to the SD program and remains on the caseload of their traditional SC.
  - Will keep monthly tracking report on individuals in the SD program, as deemed appropriate
- The Participant Choice Specialist may have a small caseload. For those consumers, the Participant Choice Specialist will be responsible for all IPP documentation that the traditional SC has in conjunction with everything that needs to be done as part of the Self-Determination process. This also includes all other case management duties as described in the SC job description.
- ❖ The Participant Choice Specialist will provide on-going community training and staff training about the Self-Determination program. This includes but is not limited to the mandatory Self-Determination orientation, changes/updates in the SD program, changes/updates on VMRC's internal process of the SD program. Trainings at times may be held on weekends.
  - ❖ May/will participate in outreach events
  - ❖ May/will meet with DDS on an on-going basis as deemed appropriate to discuss changes/updates success stories and, barriers of the SD program.
  - ❖ May/will meet with Senior Managers on an on-going basis as deemed appropriate to discuss changes/updates success stories an, barriers of the SD program.
  - ❖ May/will participate in meetings held by the SD Local Advisory Committee
  - ❖ May/will participate in meetings held by the SD State Advisory Committee

## VMRC Job Description – Self Determination Senior Service Coordinator

- ❖ May/will be a part of special work groups within the VMRC agency as deemed appropriate

### **Supervision Responsibility**

**Direct Reports:** None

**Indirect Reports:** None

**Minimum Position Requirements:** Bachelor's degree in Human Services or related field and one (1) year related experience, OR Bachelor's degree in a non-human service-related field and three (3) years' experience providing training or direct services to persons with developmental disabilities in a setting such as day program, special education, or residential setting OR RN License and two (2) years related experience. All driving positions are required to meet our driver acceptability criteria.