



Minutes for Board of Directors Meeting

10/27/2021 | 06:00 PM - 08:00 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video Conference

Board Members Present: Margaret Heinz, President, Erria Kaalund, Lynda Mendoza, Vice-President, Candice Bright, Dr Yan Li, Tom Toomey, Lisa Utsey, Anthony Owens, Robert Balderama, Steve Russell, Suzanne Devitt, Gabriella Castillo, Jessica Quesada

Board Members Not Present: Crystal Enyeart informed absence, Alicia Schott informed absence, Emily Grunder informed absence, Tina Vera informed absence, Ken Britter, Linda Collins, Secretary

VMRC Staff Present: Doug Bonnet, Christine Couch, Brian Bennett, Bud Mullanix, Melissa Stiles, Gabriela Lopez, Tara Sisemore-Hester, Emelia Vigil, Mary Duncan, Tony Anderson

Public Present: Rachelle Munoz, Irene Hernandez (interpreter), Dena Hernandez, Alma Janssen, Lisa Culley, Angela Lewis

The Meeting was Called to Order at 6:00 PM by Margaret Heinz, Board 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

Lisa Utsey made a motion to approve, Erria Kaalund seconded. Motion passes unanimously.

C. Review and Approval of the Board of Directors Meeting Minutes of 08/25/21 – Action Item

Tom Toomey made a motion to approve the minutes of 8-25-2021. Lisa Utsey seconded the motion. The motion passes unanimously.

D. Presentation - Board Training Plan, Tony Anderson

See the attached PowerPoint. The presentation explained the new changes in the Contract with DDS related to the board, reviewed the Training Plan Requirements, and Reviewed the draft plan.

Public Comment on the Board Training Plan – none

Dr Li made the motion to approve the board training plan. Candice Bright seconded the motion. No discussion. The board training plan was approved unanimously.

E. Consent Calendar Items – Action Item

Erria Kaalund seconded the motion to approve the Consent Calendar Items. No discussion. The consent calendar items were approved unanimously.

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

F. Public Comment



VMRC Board Meeting Public Comment Information
Dena Hernandez Regional Manager
SCDD North Valley Hills
10.27.21

- ❖ SCDD North Valley Hills would like to thank Claire Lazaro & VMRC for hosting the Flu Clinics in Stockton & Modesto and inviting SCDD to volunteer!
- ❖ Want to remind all that SCDD.ca.gov website is chalked full of info for upcoming trainings and events- please check it out! SCDD is also working on a free online training portal and I will share as it gets developed.

- ❖ Lastly- the CHOICES 2022 will be Friday, May 20, 2022 from 10am-12 noon it will be a virtual event on zoom again and it will be free and include a free t-shirt. The theme is from our 2020 cancelled conference “Everyday CHOICES, Everyday Heroes” and our keynote speakers will be self-advocates from our region who were going to speak at the 2020 conference. CHOICES is hoping to encourage “Watch Parties” so folks attending their day program can attend the conference with their peers. The CHOICES Committee is working on details and we will share as details are available.

G. Committee Reports

1. **VMRC Professional Advisory Committee, Coalition of Local Area Service Providers (CLASP) Candice Bright, CLASP Appointee:** The September meeting minutes are posted on the VMRC website. The October 25 meeting minutes:
Meeting Minutes
Monday October 25, 2021, at 10am
Via Zoom
 1. Welcome and Introductions.
 - Meeting called to order at 10:00 am by Melanie Gonzalez
 2. Announcements/ Action Items
 3. Approval of Meeting Minutes
 - September minutes were approved 1st Daime Hoornaert by 2nd by Joseph Craven
 4. Treasurer's Report
 - Chris Martin reported that there is \$12970.30 in the CLASP account.
 5. Membership Report
 - CLASP is currently up to 62 paid members for the new year.
 6. VMRC Reports & ED Report
 - HCBS Update: Anna Sims
 - i. Approaching compliance HCBS deadline March 17, 2023.
 - ii. DDS is having a round of grant funding, see health advisory or website for information.
 - iii. Anna posted virtual office hours to help with grant information, see health advisory to sign up.
 - iv. HCBS compliance trainings coming up, check out the website.
 - Robert Fernandez:
 - i. No Report
 - Debbie:
 - i. No report
 - Enos:

- i. October is National Disability Month, check health advisory for success stories.
- ii. CIE incentive programs has changed, payments have been doubled.
- Christine:
 - i. Announced Rhonda's replacement of Josie Craig for foothills.
 - ii. Working on Social Rec Service Standards will go to consumer services in November. If you have any input, please let Christine know.
 - iii. If anyone has a consumer who is in the anti-bully movement, Christine would like to interview them.
- Tara:
 - i. No report
- Brian:
 - i. Moving forward with new position in Resource, Deaf or Hard of Hearing Resource Specialist- will help with focusing on an underserved community.
 - ii. Getting CPP/CRDP Plan to DDS in November, will post project request on website soon.
 - iii. Spending a lot of time answering questions regarding vaccine mandate.
- Katina:
 - i. Alert info report- 26 alerts 14 delivery of care, 3 record keeping, 2 staffing, 2 untimely sir reporting, 2 food, 2 violation of rights.
 - ii. Some vendors have been reassigned that were on Linda's case load, if need info call Katina.
- Doug:
 - i. Completed Flu Shot clinics last month.
 - ii. Claire is working on November Dates for COVID vaccine clinics with Safeway.
 - iii. Self Determination Meet and Greet tonight on Zoom at 5 on 10/25/21, find info on calendars page.
 - iv. Board meeting this week on Zoom. Coalition of Local Area Service Providers
 - v. PCT training coming up.
 - vi. Mobile Dental Clinics for Medi-Cal in November, registration on website.
 - vii. Visit website calendar page to see all events <https://www.vmmc.net/calendars/2021-10/>
 - viii. Sign up for the Health Advisory for latest information <https://www.vmmc.net/sign-up-page/>
- Claire:
 - i. No Report
- Tony:
 - i. Vaccination Mandate is causing issues with vendors. Making workforce shortage worse.
 - ii. Working on slowly phasing people back into the building.
 - iii. Numbers are improving on COVID, seeing about 30 positives per week.
 - iv. Performance contract input is needed, sent survey out. Please fill out here: <https://www.surveymonkey.com/r/C63GBHP>

- v. State is moving to Performance incentives, not sure when it will be out.
 - vi. Board meetings will hopefully be public by January.
 - vii. OIG Report is causing issues with DDS. Katina is reviewing now.
 - viii. Working on hiring staff in various areas.
7. R&D Transportation Update: Myra Montejano
- i. Have many unmet service needs.
 - ii. Commercial Transport Providers are working on recruiting drivers, routes being added each week.
 - iii. If you are interested in providing transportation, please contact to get vendored for transportation at.
 - iv. If you need an update on a specific consumer, contact R&D customer service. R&D Transportation, Myra Montejano - (209) 362-2199 x 208, myram@rdtsi.com R&D Customer Service Department - (209) 362-2199. R&D Contracts and Vendorization Department - (209) 362-2199 x 242 vendorcontracts@rdtsi.com
 - v. If a provider wants to provide transportation in the interim, contact Amber at R&D to become vendored. vendorcontracts@rdtsi.com or R&D 1(888)695-8848
8. CLASP Representative Reports
- VMRC Board – Candice Bright
 - i. Next meeting October 27th via Zoom.
 - Finance– Connie Uychutin
 - i. Purchase of Service (POS) Expenditures- POS expense percentage of the total budget was 17.6%.
 - ii. Operations (OPS) Expenditures- OPS expense percentage of the total budget was 24.3%.
 - iii. Summary: Finances are on track.
 - iv. Contracts over \$250,000 – 1 contract was renewed and approved.
 - v. Popplewell Fund Balance – No report
 - vi. See website for full report.
 - Consumer Services - Daime Hoornaert
 - i. Meeting every other month on Wednesday at 4:45, next meeting on November 3rd.
 - Legislation - Candice Bright
 - i. Next Meeting 11/10/21 at 9 am.
 - Nominating- Daime Hoornaert
 - i. No report
 - By-Laws- Rita Redondo
 - i. No updates
 - Social Media/Special Events – Kirsten Shadman
 - i. New rep is Kirsten Shadman.

ii. CLASP has a public page in FB & IG, if you want to post something there, send to Kirsten via email: ksea9@aol.com

1. Instagram: @CLASP.VMRC

2. Facebook: <https://www.facebook.com/CLASP.VMRC> and

3. Our private member group: "CLASP - VMRC (MEMBER GROUP)" -

<https://www.facebook.com/groups/2310077552557091> When joining our private member group, please be sure to answer the membership questions to be approved into the group.

- Choices – Ignacio Chavez

i. Not many updates right now, will be free and on zoom again this year.

ii. The website will be changing soon.

- Provider Conference - Candice Bright

i. We will not be holding a conference this year, will start planning for next year soon.

- Residential Home Workgroup- No representative

i. Will be updates soon.

- Day Program Workgroup- Sonya Fox-Watson

i. Staffing issues were discussed.

ii. Next meeting on 12/2/21 @ 8:15 am.

9. State Council on Developmental Disabilities/North Valley Hills Office Report- Chris Martin for Dena Hernandez

- SAC6 & PCS are hosting a Zoom Halloween and Costume Party 10/29/21 at 11. See attached flyer.

10. Items for discussion

- Potential Job Fair for DSP's- CLASP and VMRC are working on getting one together. If interested in participating contact Melanie.

- Social Recreation process- Already covered

- Updates on PIN's & DDS Directives- attend weekly meetings on Fridays to find out latest information. Link on website.

11. Unmet needs-

- None

12. Old business-

- None

13. Closed Session- NO CLOSED SESSION today

Adjournment at 11:04 am- Next meeting: November 22nd @ 10 am via Zoom

2. **Self-Determination Advisory Committee (SDAC) Mariela Ramos, Committee Chair.** Mariela was not present tonight so Tony Anderson gave the report. The board also approved the budgeted position "Participant Choice Specialist". I've been meeting with our team in the Self-

Determination Program and we have been reviewing all the new procedures necessary to manage the changes in this program. We have 3 employees and will be adding 3 more due to the budget requirements. Tara Sisemore-Hester oversees this program. She shared that Tony is overseeing an internal strategic planning sessions that has been very helpful for the team. Katie Hornberger is the acting DDS SDP Ombudsperson and is offering training.

3. Consumer Advisory Council, Self-Advocacy Council Area 6 (SAC6) Crystal Enyeart, SAC6 Appointee – Lisa Utsey reported on behalf of Crystal Enyeart:

Sac 6 report to the VMRC Board, October 2021

August 26th Sac 6 had their monthly Leadership with VMRC Executive Director and VMRC Liaison to Sac6. Here we discussed September Friday Chat Zoom topics, Wallet Cards, and how the VMRC Committee meetings are going for members. Wallet cards are cards, so that Adults who receive VMRC services can carry a card to share with medical providers that they can have a support person with them to help them make medical decisions about the care they are receiving. They will be available on the website to be downloaded or SC can provide to people.

August 27th Sac 6 Zoom chat was on Home & Community base setting by Anna Sims. This was a great topic, and lots of plain language material was presented. It was easy to understand the information regarding the new changes that will be taking place.

September 8th Sac 6 partnered with DTI (Disability Thrive Initiative) Rights and Advocacy, to get the word out about the importance of Advocacy and having our voices heard. Sac 6 Board members gave a PowerPoint presentation on the importance of Self Advocacy and how and why it's important to them. There were over 220 participants on the webinar. Tony Anderson also presented, thank you Tony!

September 8th Sac 6 had their Friday practice Zoom Chat. At our practice meetings we decide who will present and what part of the script. As of September 22nd, we've have had 70 practice chats since COVID began.

September 10th Sac 6 Friday Zoom Chat topic was on Direct Professional Week, presented by Tony Anderson.

September 11th Sac 6 had their Board Meeting. Here we voted on approving our goals for the year and other important topics.

September 14th our Sac 6 Consultant Lisa Utsey attended the ARCA Webinar which was on early child development and services.

September 17th Lisa U. also attended the ARCA monthly meeting while the rest of us Sac 6 members presented on the Friday Zoom Chat with our special presenter Christine Couch from VMRC. This topic was Remembrance Day. We took a moment to honor all those we have lost this year that we represent. Also, to remember those who have passed while living in an institution, that are buried in mass grave sites. Sac 6 helped share information for individuals to register and helped register people for the webinar, hosted by DRC on September 20th.

October 1st Friday Zoom Chat topic was National Hispanic/American Heritage month.

October 8th- Friday Zoom Chat topic was Employment Awareness Month with Enos Edmerson-- VMRC Employment Specialist. He shared lots of information about employment and who people can contact if they are interested in working.

October 14th Lisa U assisted with working the VMRC & Safeway Flu vaccine drive thru at the Modesto site, as well as getting her Flu shot.

October 15th – Friday Zoom Chat topic was Come and Learn About Down Syndrome Awareness Month with Dena #1 Pfeifer SAC6 Member and the Buddy Walk. Dena shared her personal story, her accomplishments, and her family with us. It was a very touching story about how she is living her life her way!

October 22nd- Friday Zoom Chat topic was CALABLE Lots of information was given. A CalABLE account is an investment and savings account available to eligible Individuals with disabilities. ABLE Accounts are made possible by the federal Achieving a Better Life Experience ("ABLE") Act of 2014. ABLE Accounts allow individuals with disabilities to save and invest money without losing eligibility for certain means-tested public benefits programs, like Medicaid and Social Security Income ("SSI").

Upcoming events:

October 29th - Friday Zoom Chat topic was collaboration with PCS R.A.P Dance
Look for our Fall Chatter Article on the VMRC Sac6 page.

Sincerely,

Crystal Enyeart

SAC6 representative to the VMRC Board and Consumer Services.

4. Finance Committee Alicia Schott, Treasurer

a. Approval of Contract Status Reports (CSRs) for September and October Action Item:

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

b. Purchase of Services (POS) and Operations (OPS) Expenditures for September and October 2021 Melissa Stiles reviewed the POS and OPS expenditures.

c. Acceptance of Restricted Donations to the Popplewell Fund Action Item: Doug Bonnet explained the new Popplewell Committee process. Margaret Heinz/Popplewell Committee made the motion to approve the acceptance of the restricted donations to the Popplewell Fund. Anthony Owens seconded the motion. NO discussion. The balance and donations were approved unanimously.

d. Approval of Contracts over \$250,000 Brian Bennett, Community Services

Action Item Margaret Heinz/Finance Committee made the motion to approve the contracts over \$250,000. Lynda Mendoza seconded the motion. Candice Bright abstained. NO discussion. The approval of contracts over \$250,000 was approved.

5. Legislative Committee Lynda Mendoza and Candice Bright, Committee Co Chairs: the next meeting is November 10, 2021.

6. Nominating Committee Linda Collins, Chair: Doug Bonnet gave the report. There are 2 openings. We are accepting applications. The committee will try to meet in December.

7. **Bylaws Committee Linda Collins, Secretary and Chair:** Tony Anderson gave the report. The committee will meet this year. They have some recommendations that Matthew helped them put together.
8. **Special Events Committee Tina Vera, Chair:** No report.

H. Executive Director's Report

1. Performance Contract: this year we're getting feedback from the community through survey monkey and it is the feedback we've received over the past 5 years. We will have a presentation at the December meeting to review the final report.
2. **Vaccinations: CONSUMERS:** 43% Vaccinated with 8% needed the next shot, 2nd highest vaccination rate for seniors at 88% and for those 50-64 at 81%, but only 13% of children 12-15. **VMRC:** We now have 301 vaccinated staff - 80% of the workforce, we currently have 18 religious exemption requests - everyone must be vaccinated by November 30, 2021, We currently are testing all unvaccinated employees weekly **PROVIDERS:** Most regional center service providers are now required to ensure their staff are fully vaccinated by Nov 30, 2021. Some providers have reported they are navigating this requirement successful but several others are reporting large employee vacancies and resignations associated with the mandatory vaccinations.
3. Social Recreation Service Standard will be discussed at the Consumer Services meeting, chaired by board member Dr. Suzanne Devitt – Tara reported that she and Christine are working with a committee and finished up our draft today. We are very excited to be able to provide these services to people.
4. As you know the board approved the Emergency Response Coordinator position and Doug is in the process of organizing the recruitment with Bud – Doug will work with Tara and Christine, along with Bud to manage emergencies. Doug will have a staff person on his team as well to support emergency coordination.
5. The board also approved the budgeted position "Participant Choice Specialist". I've been meeting with our team in the Self-Determination Program and we have been reviewing all the new procedures necessary to manage the changes in this program. We have 3 employees and will be adding 3 more due to the budget requirements.
6. Deaf Service and Hard of Hearing position - another approved position that we are working on right now. Brian Bennett is working with HR to post the position both internally and externally. On Friday, November 5 there will be an information session about the position.
7. Board Comp letter - Jose is ex officio board member
8. Today DDS just announced another extension of the directives set in place to protect health and safety of people with developmental disabilities including HS Waivers, Alternative Services, Early start, etc.
9. And finally, we had an email phishing attack for a few hours in September targeting our compliance manager. We have isolated the exposure and sent notices to 130 people. A few days later we were hit from a malicious email using a real email address of one of our vendors. We are currently working with DDS and our Cyber Security Insurance company to review protocols and notices. We were in the process of implementing multi-factor authentication which would have prevented these events. If have a large investment in IT and IT security and confident that the actual exposure extremely low and potentially no sensitive information was viewed.
10. We are starting to work on the recruitment for the 5 Enhanced Caseload Service Coordinators. We received a spreadsheet of all the consumers we serve who are non-

white and or monolingual. The next step in developing these positions will be to create the caseloads of 40 individuals then we'll workout the supervision responsibilities.

I. Other Matters Dr. Devitt shared that the last meeting on September 1, 2021 heard many of the agenda items. Due to time issues, other agenda items were not addressed. The agenda for the November 3 meeting is on the webpage.

J. Board Member Activities and Reports - none

K. President's Report – The Executive Committee made the motion to approve the three job descriptions. Dr Russell seconded the motion. No discussion, the motion passed unanimously.

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**

Margaret shared about the extension of the DDS directives.

Last month at the October ARCA webinar, we had 7 VMRC board members attending. She has a prize for Erria Kaalund for participating! Margaret was proud that Tara was a presenter. The November 9/10 training is about school services for school aged children.

LA School District got everyone vaccinated without any lost jobs.

She encouraged everyone to get their booster at Safeway or CVS!

Thanks for participating in the flu shot clinic. They are amazing and accessible for the community.

The Health Advisories are appreciated!

The board had a closed session earlier and they will receive an email from Kinetic Flow. More information is coming as necessary.

Amazing woman, Sarah Blakely, recently gave her employees an amazing gift – Margaret believes VMRC employees deserve amazing gifts too!!

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

M. Adjournment at 742pm

VALLEY MOUNTAIN REGIONAL CENTER



Valley Mountain Regional Center

Board Training Curriculum (2021-2022)

The Valley Mountain Regional Center Board of Directors meets for Board Meetings 7 times per year (February, April, June, July, August, October, and December) on the 4th Wednesday of every other month. All these meetings are preceded by a 1-hour training to the Board on a topic of relevance. VMRC staff, management, senior leaders, community partners and stakeholders put on the training. We also utilize contractors for special projects required by the regional center, or other designated experts in a field or topic relevant to the board governance of the agency, to put on these trainings.

In addition to the 7 trainings provided, the Board also meets one Saturday per year for an annual Board Retreat. On this day board members receive updates by senior management and legal counsel on the business of the regional center and their roles, responsibilities, and expectations as a board member. Board members are also given the opportunity to ask questions of their senior management.

Board members are also invited, and encouraged to attend, the Association of Regional Center Agencies (ARCA) bi-monthly Web Academies. This past year those topics included, "How Services and Supports Meet the Needs of Infants and Toddlers", "Decoding Regional Center Purchase of Service Data", "Diversity Part 2", and Diversity Part 1". ARCA reports that their ongoing Web Academy series has been a "great success!"

Upon becoming a new board member, individuals go through an extensive onboarding with the Executive Director and the Special Assistant to the Executive Director. VMRC provides Board Members access to an extensive digital library to learn about things like the Lanterman Act, Board Member Responsibilities, Code of Ethics, Bylaws, Mission Statement, Performance Contract, Organization Chart, VMRC Fact Sheets, and other important information that will be of value to them while serving on the board. Also included in the onboarding is a 1 on 1 sit down with the Executive Director, as well as a tour of our main facility and introductions to various staff members.

Board Members are also encouraged to sign up to volunteer to go on visits to our vendored day programs and care homes to learn about the services that these organizations provide. Board Members then report to the board at the next board meeting about what they learned and saw at each visit. In 2020 and 2021, Board Members were also invited to and participated in events like PPE Distribution, COVID-19 Testing and COVID-19 Vaccination Clinics to help keep our community and consumers and families safe against COVID-19.

VMRC asks that each Board Member volunteer to be on at least 1 sub-committee of the Board of Directors. Typically, we encourage each board member to try and participate on 2 committees, one in which they have some prior knowledge or expertise, and one in which they would like to learn more about.

Valley Mountain Regional Center Curriculum

Our curriculum is designed to meet current Regional Center Board of Director training requirements pursuant to Welfare and Institutions Code (W&I) Section 4622(g) and reflected in our contract language for 2021-22 with the Department of Developmental Services.

Training Format

Trainings and Education sessions have been, and if necessary due to COVID-19 restrictions, will continue to be provided in a virtual format via Zoom Video Conferencing.

The curriculum is divided into 7 training segments. Each session will be 60 minutes in length. The sessions will include a power point presentation, possible handouts, and open Question and Answer sessions throughout. Sessions will be trainer led and/or in combination with staff on the various subject matter expert issues. Training sessions will be conducted to be compliant with the DDS requirements for fiscal year 2021/2022. Each session will occur up to 60 minutes prior to the Board of Directors meeting.

Trainer Qualifications

Matthew F. Bahr is an attorney and currently counsel for the three regional centers (CVRC, KRC and VMRC). He has conducted Board Trainings for the last 10 years for Central Valley Regional Center and has now included Kern and Valley Mountain Regional Center. Mr. Bahr successfully completed the Special Contract Language training requirement for a regional center in 2018 and 2019. Mr. Bahr trains RC staff on mandatory policy requirements and has provided vendor trainings as well. Additional Mr. Bahr is involved in and advises on all aspects of regional center activities, from Board of Director Bylaw revisions and Executive Director Selection to case management, vendor, and Human Resource issues.

Curriculum

Segment 1: Legal Issues and VMRC Forensic Team – July 2021

Segment 2: Legal Issues and VMRC Due Process/Fairness – August 2021

Segment 3: Regional Center Board Governance (role of board members and facilitators) - October 2021

Segment 4: Regional Center Board Governance (management and evaluation of the Executive Director)
- December 2021

Segment 5: Linguistic and Cultural Competency - February 2022

Segment 6: Conflict of Interest and Whistleblower Policies - April 2022

Segment 7: Public Board Training - June 2022