



Board of Directors Meeting

Wednesday, August 24, 2022, 6:00 PM

Hybrid - VMRC Stockton Office Cohen Board Room and via Zoom Video Conference

702 N. Aurora Street

<https://us06web.zoom.us/j/88367016911?pwd=dks0RTEzV2RmK09ySitVY1JGaHQ1Zz09>, Webinar
ID: 883 6701 6911 Passcode: 311053, US: +1 669 900 6833

Stockton, CA, 95202

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



Meeting Book - Board of Directors Meeting

Board of Directors Meeting

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

Margaret Heinz

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

Action

Margaret Heinz

C. Review and Approval of the Board of Directors Meeting Minutes of 07/20/22

Action

Margaret Heinz

D. Presentation - Status on Performance Measures with the Department of Developmental Services (DDS)

Tony Anderson

E. Public Comment

Margaret Heinz

Each member of the public may have 3 minutes for comment. If an interpreter is needed, 6 minutes will be given.

F. Consent Calendar Items

Action

Margaret Heinz

1. Finance Committee Meeting Minutes of August 2022

2. Executive Committee Meeting Minutes of August 2022

G. Committee Reports

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

Liz Herrera-Knapp

2. Self-Determination Advisory Committee (SDAC)

Mariela Ramos

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

Crystal Enyeart

4. Finance Committee

Alicia Schott

a. Approval of Contract Status Report (CSR) for August 2022

Melissa Stiles

Action

b. Approval of Contracts over \$250,000 for August 2022

None to Approve.

c. Purchase of Service (POS) Expenditures and Operations (OPS) Expenditures for August 2022

Melissa Stiles

5. Consumer Services Committee
Suzanne Devitt

6. Legislative Committee
Lynda Mendoza

7. Bylaws Committee
Linda Collins

8. Nominating Committee
Linda Collins

9. Special Events Committee
Tina Vera

10. Popplewell Committee
Margaret Heinz

H. Executive Director's Report
Tony Anderson

I. Other Matters
Margaret Heinz

J. Board Member Activities and Reports
Margaret Heinz

K. President's Report
Margaret Heinz

1. Approval of Family Wellness Coordinator Job Description Action

2. Approval of Diversity, Equity, and Inclusion (DEI) Job Action
Description

L. Next Meeting - Wednesday, October 26, 2022, 6:00 PM, Hybrid (In-
Person and via Zoom)
Margaret Heinz

M. Adjournment
Margaret Heinz



Minutes for Board of Directors Meeting

07/20/2022 | 06:00 PM - 08:00 PM

Hybrid - VMRC Stockton Office Cohen Board Room and via Zoom Video Conference

Board Members Present: Margaret Heinz, Lynda Mendoza, Alicia Schott, Brandy De Alba, Jose Lara, Robert Balderama, Anthony Owens, Dr. Suzanne Devitt, Dr. Yan Li, Jessica Quesada, Lisa Utsey, Crystal Enyeart, Linda Collins, Ken Britter, Dr. Steve Russell, Tom Toomey, Erria Kaalund, Gabriella Castillo

Board Members Not Present: Tina Vera (informed absence), Liz Herrera Knapp (informed absence), Emily Grunder

VMRC Staff Present: Tony Anderson, Doug Bonnet, Brian Bennett, Melissa Stiles

Public Present: Irene Hernandez (Interpreter on-line), Isela Bingham (Interpreter in-person), Angie Lewis (Facilitator), Rachelle Munoz (Facilitator), James Ford (DDS), Melanie Gonzalez (Vendor)

Margaret Heinz, President, called the meeting to order at 6:03 PM.

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

Doug Bonnet took the role. A quorum was established. Margaret thanked everyone for showing up both in-person and on-line.

The Board read the Mission Statement together.

B. Review and Approval of the Meeting Agenda - Action

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

C. Review and Approval of the Board of Directors Meeting Minutes of 06/22/22 -

Action

Lynda Mendoza made a motion to approve the Board of Directors Meeting Minutes of 06/22/22. Crystal Enyeart seconded the motion. The Board of Directors Meeting Minutes of 06/22/22 were approved unanimously.

D. Presentation - No Presentation this Month

E. Public Comment

Each member of the public may have 3 minutes for comment. If an interpreter is needed, 6 minutes will be given.

There was no public comment this month.

F. Consent Calendar Items - Action

1. Finance Committee Meeting Minutes of July 2022
2. Executive Committee Meeting Minutes of July 2022

Alicia Schott made a motion to approve the Consent Calendar Items. Anthony Owens seconded the motion. The Consent Calendar Items were approved unanimously.

G. Committee Reports

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

Melanie Gonzales presented the CLASP Update.

VMRC Board Meeting Report

7/20/22

CLASP Representative – Liz Herrera Knapp, MA, BCBA

Presented by: Melanie Gonzales, CLASP President

CLASP Membership Meetings Held last Board of Directors Meeting:

June 27th via Zoom 10am-12pm

- The CLASP Membership held their annual Officer Elections. Results are as follows:
 - Elected Positions:
 - President – Melanie Gonzales
 - Vice President – KC Shadman
 - Secretary – Chris Martin
 - Treasure – Tamara Hernandez
 - Membership – Karyn Gergorius
 - VMRC Board Rep – Liz Herrera Knapp
 - Appointed Positions - CLASP Representatives:
 - Finance Committee Rep – Connie Uychutin
 - Consumer Services Committee Rep – Daime Hoonaret
 - Legislation Committee Rep – Candice Bright
 - Nominating Committee Rep – Daime Hoonaret
 - CLASP By-Laws – Rita Redondo
 - CLASP Social Media/Special Events Chair – KC Shadman
- Currently working on renewing memberships for the July 2022-June 2023 Membership year. Membership remains \$25 per person for the year.
- CLASP Leadership is working on a calendar for the year and working on getting speakers to present at our monthly membership meetings.
- CLASP Leadership is also working on updating the Mission Statement and once completed will present it to CLASP Membership to vote.
- CLASP had 81 Paid Members for the July 2021-June 2022 Membership Year.
- CLASP is looking toward Spring to hold our Annual Provider Conference and the Provider Conference Committee will be meeting soon to begin planning.
- VMRC's Emergency Response Coordinator, Aaron McDonald, is scheduled to present at the Monday, August 22, 10am meeting, on VMRC Emergency Response and Initiatives from DDS.
- The Residential Provider and Day Program Provider Work groups continue to meet separately to cover issues specific to their services

Next CLASP Meeting is August 22nd 10am-12pm via ZOOM.

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

Mariela Ramos was not in attendance. Tony Anderson reported for her.

The advisory committee is meeting this week.

The cost for the FMS will no longer come out of the individual's budget. It will come out of Regional Center operations. That law has passed. It leaves more funds for services.

We are meeting with the FMS agencies that we work with. We will talk about what's working/what's not working. We have 1 more Participant Choice Specialist to fill. We have an in-house fiscal person dedicated to Self-Determination. We are really focusing on problem solving to build up the program even more.

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

July 15, 2022, Sac 6 Friday zoom CHAT was presented by Sac6 Chairperson Dena#1 Pfeifer and Sac6 Treasurer Tim Cabral on Health Relationships. Lisa and Crystal also attended the VMRC Board Dinner.

July 21, 2022, Lisa U. attended the Coalition for Care for all of California-End of Life Planning Committee via zoom.

July 28th, the sac6 leadership had their monthly Leadership meeting with VMRC Director.

August 3, 2022, Dena P. attended the Resource Planning Committee via zoom. Sac6 also had their practice zoom chat.

August 5, 2022, Sac6 had their area meeting that was held via zoom. Sac 6 members shared their journey on Advocating and how they have evolved.

August 10, 2022, Lisa gave a presentation to UOP in Modesto regarding starting a Self-Advocacy group, in person. Also, later this same day Lisa and myself gave a presentation to UOP in Turlock about starting a Self-Advocacy group.

August 16, 2022, Sac6 members Catrina and Robert assisted with the legislative Committee presentation.

4. Finance Committee Alicia Schott

a. Approval of Contract Status Reports (CSR) for July 2022 Melissa Stiles Action – Action

Melissa Stiles, CFO, presented the Contract Status Report (CSR) for July 2022 that was approved at the July Finance Committee Meeting. Melissa answered any questions that the board had. Jose Lara seconded the motion brought forth by the Finance Committee. The Contract Status Report (CSR) for July 2022 was approved unanimously.

b. Approval of Contracts over \$250,000 for July 2022 Melissa Stiles – Action

Brian Bennett, Community Services Director, presented the Contracts over \$250,000 that were approved at the July Finance Committee Meeting. Brian answered any questions that the board had.

There was 1 new contract, the 21st one, from Brilliant Corners, that was new and not approved at the July Finance Committee Meeting.

Lisa Utsey seconded the motion brought forth by the Finance Committee. The Contracts over \$250,000 were approved unanimously.

c. Purchase of Service (POS) Expenditures and Operations (OPS) Expenditures for July 2022

Melissa Stiles, CFO, presented the Purchase of Service (POS) Expenditures and Operations (OPS) Expenditures from the July Finance Committee Meeting and answered any questions that the board had.

4. Consumer Services Committee Suzanne Devitt

The committee last met in June. The next Consumer Services Committee Meeting will take place on September 7th, 2022, at 515pm Hybrid. The meeting dates and times are posted on the Consumer Services Committee page of the VMRC website, www.vmrc.net.

5. Legislative Committee Lynda Mendoza

We last met on July 18 to finalize our Budget Presentation. We scheduled our Budget Presentation for Tuesday, August 16th, from 1230 PM – 230 PM. We will post the recording of the presentation on the Legislative Committee page of the VMRC website, www.vmrc.net.

6. Bylaws Committee Linda Collins

Nothing new to report. The Bylaws Committee has not met yet in the new fiscal year. The committee typically meets in the Spring to review the Bylaws and propose any changes to the Board before the end of the fiscal year.

7. Nominating Committee Linda Collins

We had some fantastic board applications and interviews. We have 3 new Board Members for this fiscal year...they are Jose Lara, Brandy De Alba, and Liz Herrera Knapp (vendor representative). They were effective July 1, 2022.

Tony – Welcome aboard new board members.

8. Special Events Committee Tina Vera

Nothing to report this month.

9. Popplewell Committee Margaret Heinz

The committee met on June 30th and went over the 2 disbursements for consumers and a handful of donations to the fund.

H. Executive Director's Report Tony Anderson

One big thing coming up next week is our All Staff Meeting on Tuesday, July 26 all day at the Ag Center, and via Zoom. It's a DEI and Implicit Bias Training run by the University of the Pacific, who we have contracted with to meet this performance standard. It is a 3-part training. The first training is 07/26, the second part is 3 different 2-hour webinars, and the third part is another in-person or hybrid training sometime in January.

I am on the Council for Elder Justice. I learned today that if there is financial abuse, we can help these victims with disabilities to get in contact with attorneys from the local bar. We can't recommend a specific attorney, but we can point them in the right direction if this does happen. We will look into having someone come speak to the board.

We are doing a collaboration with ALTA regional center and the groups of providers in both areas. We are trying to figure out how to build back our system with this huge need for Direct Support Professionals. COVID really crashed our system. Our coalition is working on a bigger approach...ways that we can promote our disability community to the general public. We want to bring more light to what their world is like. We also want to bring to light that you can have a great career working with people with disabilities. The idea is to draw more individuals to the disability community workforce. We have different subcommittees working on different projects...job fairs, public relations, a website, etc... We continue to meet both here and in Sacramento. I'm really excited about this project and the work of this coalition. We share the same media markets as ALTA so that was our thinking.

In-house our HR department has been hard at work recruiting. We must hire a lot of new Service Coordinators, and we are in good shape because most of our backfill positions are filled. Some other regional centers are 40, 50, 60 backfills that need to be done. We think we will need to hire

50 to 60 new Service Coordinators to help lower the caseload ratio. We are doing some new marketing for all of the new positions that we need to hire.

We have 3 ongoing grant projects....Partners in Policymaking, Language Access Grant, and Family Wellness Project.

Tomorrow is Guam liberation day.

I. Other Matters

No Other Matters.

J. Board Member Activities and Reports

Friday night's Annual Board Dinner and Awards Ceremony was really fun. Thank you to everyone who was able to attend. It was good to be together.

I got invited to Future's Explored Open House today. It was very cool. They are very open to have visitors.

K. President's Report Margaret Heinz

1. Approval of Fiscal Self-Determination Job Description Bud Mullanix – Action

Bud Mullanix, HR Director, presented the position and job description to the board. It was previously presented and approved at this month's Executive Committee Meeting. Linda Collins seconded the motion brought by the Executive Committee to approve the Fiscal Self-Determination Job Description. The Fiscal Self-Determination Job Description was approved unanimously.

We have a great board. We have wonderful applicants as well. Thank you and welcome to Jose and Brandy. Liz Herrera Knapp will be a great addition from our CLASP community.

If any board members are interested in joining any board committees, please let me know. It's a great way to learn about VMRC and the regional center system.

Welcome to James Ford, our new liaison from DDS.

December 3rd at Wine and Roses will be our annual Board Retreat. It's an all day event. It will be a fabulous day.

L. Next Meeting - Wednesday, August 24, 2022, 6:00 PM, Hybrid (In-Person and via Zoom)

M. Adjournment – Meeting adjourned at 7:06 PM.



Minutes for Finance Committee Meeting

08/10/2022 | 05:30 PM - 06:30 PM

Hybrid - VMRC Stockton Office Cohen Board Room and via Zoom Video Conference

Committee Members Present: Alicia Schott, Apriely Sisk, Jose Lara, Margaret Heinz, Connie Uychutin, Lisa Utsey

Committee Members Absent: Linda Collins

VMRC Staff Present: Tony Anderson, Doug Bonnet

Others Present: None

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

A. Review and Approval of Meeting Agenda

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

B. Review and Approval of Finance Committee Meeting Minutes of 07/13/22

Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 07/13/22. Jose Lara seconded the motion. The Finance Committee Meeting Minutes of 07/13/22 were approved unanimously.

C. Approval of Contracts over \$250,000

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

D. Fiscal Department Update

1. Contract Status Report (CSR)

Melissa Stiles, CFO, presented the Contract Status Report (CSR) and answered any questions that the committee had. Lisa Utsey made a motion to approve the Contract Status Report (CSR). Connie Uychutin seconded the motion. The Contract Status Report (CSR) was approved unanimously.

2. Purchase of Service (POS) Expenditures

Melissa Stiles, CFO, presented the Purchase of Service (POS) Expenditures and answered any questions that the committee had.

3. Operations (OPS) Expenditures

Melissa Stiles, CFO, presented the Operations (OPS) Expenditures and answered any questions that the committee had.

E. Discussion Regarding Finance Committee Meeting Schedule

The committee has decided to ask Brian Bennett and Corina Ramirez from the Resource Development department to only present 1 month of Contracts over \$250,000 per month. And they are requesting that it be for the contracts that expire at the end of the following month. Doug will notify Brian and Corina of this request.

F. Next Meeting - Wednesday, September 14, 2022, 5:30 PM, Hybrid (VMRC Stockton Office Cohen Board Room and Zoom Video Conference)

Meeting adjourned at 5:43 PM.



Minutes for Executive Committee Meeting

08/10/2022 | 06:30 PM - 07:30 PM

Hybrid - VMRC Stockton Office Cohen Board Room and via Zoom Video Conference

Committee Members Present:

Committee Members Absent:

VMRC Staff Present:

Public Present:

A. Review and Approval of Meeting Agenda

Alicia Schott 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 07/13/22

Linda Collins made a motion to approve the Executive Committee Meeting Minutes of 07/13/22. Alicia Schott seconded the motion. The Executive Committee Meeting Minutes of 07/13/22 were approved unanimously.

C. Public Comment

No Public Comment.

D. Items for Approval

1. Family Wellness Coordinator Job Description Approval

Tony Anderson reviewed the Family Wellness Coordinator Job Description with the committee. He explained the grant and answered any questions that committee members had. Alicia Schott made the motion to approve the Family Wellness Coordinator Job Description. Linda Collins seconded the motion. The Family Wellness Coordinator Job Description was approved unanimously.

2. Diversity, Equity, and Inclusion (DEI) Manager Job Description

Tony Anderson reviewed the DEI Manager Job Description with the committee. He explained the grant and answered any questions that committee members had. Linda Collins made a motion to approve the DEI Job Description. Alicia Schott seconded the motion. The DEI Manager Job Description was approved unanimously.

E. Items for Discussion – Tony Anderson

1. Executive Director's Report

Allocation for the non-early childhood caseloads

We received a spreadsheet from DDS with the allocations for each of the regional centers to fund the non-Early Childhood caseloads. Some adjustments were made for regional centers with higher caseload ratios than others (January caseload weighted at 75%, and the February caseload ratio survey weighted at 25%) and for a few of those in high cost geographic areas (GGRC, SARC and RCEB).

This is the full year amount, though there is an additional \$12 million more for the incentive portion.

As for the base budget, caseload growth, and corresponding increased operations funding, is factored into the estimate. Once the D-1 comes out it will breakdown the caseload for each RC that the base allocation is based on.

The other thing to keep in mind is that the 0-5 allocation will fill in a lot of gaps and at higher assumed salaries. Since we have a younger population most centers we'll probably receive a higher allocation there.

ARCA will be sending out the cost assumptions soon that includes managers at a 1:10 ratio, but no clerical support.

Department of Developmental Services Regional Center Amount

Alta \$ 5,975,234

Central Valley \$ 3,737,945

East Bay \$ 6,021,728

East LA \$ 2,333,957

Far Northern \$ 1,450,303

Golden Gate \$ 2,713,180

Harbor \$ 2,835,192

Inland \$ 7,936,083

Kern \$ 2,084,040

Lanternman \$ 2,259,275

North Bay \$ 1,625,836

North LA \$ 5,928,483

Orange \$ 4,816,512

Redwood Coast \$ 886,407

San Andreas \$ 3,815,687

San Diego \$ 7,023,679

San Gabriel \$ 2,837,004

South Central \$ 3,823,936

Tri Counties \$ 2,604,107

Valley Mountain \$ 2,427,653

Westside \$ 1,863,759

Total \$ 75,000,000

Performance Incentive Allocation Regional Centers with Geographic Differentials Regional Center of the East Bay 6% Golden Gate Regional Center 15% San Andreas Regional Center 8%.

VMRC is ranked the 8th largest regional center in the state but in this allocation we're ranked 14th. This happened because of our younger population, better than average caseload ratios, and should balance out when the 0-5 year olds are factored in to the calculations.

Our analysis shows at this time that we need at least 22 more Early Childhood Service Coordinators, 49 more 6 and over service coordinators, 5 intake coordinators, and at least 7 managers.

Performance Measures and Incentives

Early Start RCs submit a Child Find Plan, will work with DDS to establish a reporting structure for outreach/child find activities and report number of children identified. Incentive Type: Recognition

Employment Number of consumers who participate in competitive integrated employment for at least 30 days during the reporting period stratified by students enrolled in/attending secondary education and adults no longer enrolled/attending secondary education. Incentive Type: Pay-for-Performance

Equity and Cultural Competency Number of bilingual Service Coordinators including intake staff and first line supervisors for each language. Incentive Type: Pay-for-Reporting.

Language distribution across people receiving RC services. Incentive Type: Pay-for-Performance

Person-Centered Services Planning Number of certified Person-Centered Plan Facilitation Trainers employed by the RC and qualified to deliver plan facilitation training. Incentive Type: Pay-for-Reporting

Performance Measures Capacity Building

Early Start Rate of Individual Family Service Plan (IFSPs) completed within the federally required 45-day timeframe from receipt of referral Baseline: data collection

Employment RCs will work with DDS to establish data points and reporting in SANDIS regarding interest in or actively participating in CIE Baseline: establish data points and reporting

Equity and Cultural Competency Number of requests for translated IPP document and length of time to complete request Baseline: data collection

Percentage of Service Coordinators including intake staff and first line supervisors participating in training related to cultural and linguistic competency Baseline: data collection

Individual & Family Experience and Satisfaction RCs will work with DDS to establish annual feedback from individuals receiving RC services and family members, with eight or more common components agreed upon across all 21 RCs Baseline: establish feedback collection and common components.

Person-Centered Services Planning RCs commit to the development and use of a consistent person-centered service plan document Baseline: develop document.

Service Coordination and Regional Center Operations Number of vendors for each service type within the RC catchment area, reported by zip code Baseline: data collection.

Number of days between annual individual program plan (IPP) review and service authorization, reported as an average and range Baseline: data collection.

Develop set of Service Coordination training standards, competencies, and data elements for reporting Baseline: establish data and reporting.

RCs agree to develop and utilize a standard intake process that includes core elements articulated by DDS, focused on customer service* Baseline: establish process and core elements.

2. And 3. Notable Consumer Incidents/Complaints and Vendor Issue

One of our providers reported a parent of an adult consumer trespassed the facility by entering without notice. The parent reported that the door was unlocked. There was no staff on site. Police were called and a report was filed. The person served has already been provided with a notice that they will no longer serve this person due to irreconcilable differences with the parent.

4. Self-Determination Updates

- Self-Determination Advisory Committee to the Director Co-Chair - Appointed by the Director of the Department of Developmental Services. Next meeting will be in September.
- The FMS cost are no longer coming from the consumer's budget.
- We met with our Fiscal Management Services providers and had a very good meeting. Agreements were made for how to improve communication and to continue with regular dialogue and check-ins.
- The recent FMS who has refused new referrals will be meeting with us tomorrow hopefully we can come to a resolution so our consumers are no longer harmed by the lack of providers in our area.
- One barriers that DDS has recently learned from the FMSs is that regional centers are not paying timely. This was not brought up in our last meeting but we will find out if this occurs in our area.
- We are currently working on bringing on a new FMS provider.

5. Other Matters

Tony announced the 2022 Disability Resource Fair on Saturday, October 29th, from 10am – 2pm at the VMRC Stockton Office parking lot. The fair will also include a Health Fair and a Mobility Fair. We are now taking sponsorship donations and vendor table sign ups.

6. Personnel and Union Update

Bud Mullanix, HR Director was not present.

Tony informed the committee that there is some pushback from the Union on the new digital case management system that we will be rolling out. Initially this will add some time to Service Coordinator's workload upfront, but in future years it will save them much more time on completing the reports. Management is working on some incentives to get the Union excited about the new system.

F. President's Report – Margaret Heinz

The caseload ratios – I appreciate that staff is on top of helping fix that problem.

The Disability Resource Fair will be amazing. It is like the old Cultural Fairs which were so much fun.

Daniel Savino from ARCA sent out a state program for free hearing aides. Let's make sure our consumers know that is available.

Big change to High School start times. They can't start until 8:30 AM now. Be kind to teachers!

ARCA is hiring a media communications consultant.

Our local programs are struggling to survive, but so are the Federal programs.

Hopefully the Inflation Act passes to help our system out.

I just saw a study that among 3-17 year olds Autism rates are increasing.

Tony will be going to ARCA next week in Irvine, CA.

Our Board Retreat will be held at Wine and Roses in Lodi on Saturday, 12/03/22.

G. Next Meeting - Wednesday, September 14, 2022, 6:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)

Meeting adjourned at 7:15 PM.



Job Description

TITLE: Family Wellness Coordinator

REPORTS TO:

Compensation: \$85,000 (Need to calculate steps)

Step 1-3 out of 7 steps

Step 1 \$85,000 Step 2 \$89,250 Step 3 \$93,712 Annual/Exempt

General Statement of Duties: *Family Wellness Coordinator*

Supervision Direct report - Family Wellness Navigator Reports to - Clinical Director

Family Wellness coordinator work to assist the Project Manager/Clinical Director with the coordination of resources, equipment, meetings, and information. They organize projects with the goal of getting them completed on time and within budget.

Job Description

The Family Wellness Coordinator who will be in charge of assisting the Project Manager/Clinical Director in organizing our Family Wellness Project. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

To be successful as a family wellness coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience is required for consideration.

Duties and Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.

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LAST REVISION: MAY 2022

This job description describes key responsibilities and duties and is subject to periodic revision.

VMRC Job Description – Care Coordinator

- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Other duties as assigned.

Requirements:

- Bachelor's degree in business or related field of study.
- Three years of experience in a related field.
- Exceptional verbal, written, and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.



Job Description

TITLE: Diversity, Equity, and Inclusion Manager

REPORTS TO: Executive Director

General Statement of Duties and Skills:

The Diversity, Equity, and Inclusion (DEI) Manager will coordinate contracted community organizers who will help develop relationships with VMRC and our targeted communities. The Manager will learn about the needs of the targeted communities to develop an effective implementation of the regional center's ongoing Language Access and Cultural Competency (LACC) plan and the associated DEI efforts agencywide. The Manager will strategically develop and conduct community access surveys and other tools for data measurement. In working with the Community Consultants, the Manager will obtain the qualitative data through focus groups and other engagements. The DEI Manager will collect and analyze data and submit semi-annual reports of outcomes to the California Department of Developmental Services (DDS).

The DEI Manager will help us continue to operationalize our commitment to action against systemic racism, sexism, agism, ablism, and the many other ways of creating barriers to inclusion, belonging and access. The DEI Manager will be housed in the Director's office and will be supervised by the Executive Director and supported by the agency's department directors and staff within the director's office. The DEI Manager will impact the overall agency performance and will touch every part of the organization and work closely and collaboratively with a wide variety of team members. This role will be an integral part of the Director's office, working closely as a solution partner with the Managers, Senior Leadership, Board of Directors, and community partners. The DEI Manager must be a skilled community organizer, outreach professional, and committed to building social capital for people with disabilities in every community. In addition to the LACC plan the DEI Manager will design and develop enterprise wide inclusive and equitable programs, policies and will champion a company culture where every single employee belongs and thrives.

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 work station for long periods of time.
- Frequent standing and walking throughout offices, service provider facilities and other agencies.
- Must be able to physically operate a standard office equipment (i.e. computer, etc.)
- The ability to read, write and comprehend large amounts of written material such as reports and regulations, use of the telephone and email is required daily.
- Excellent oral and written skills are essential.

Key Responsibilities – Essential Functions

Page 1 of 2 LAST REVISION: August 2022

This job description describes key responsibilities and duties and is subject to periodic revision.

Diversity, Equity, and Inclusion Manager Job Description

- Work closely with the various internal resources such as the Executive Director, Senior Leadership, Staff of the Director's Office, the DEI Committee, and the Board of Director's Diversity, Equity, Belonging, and Inclusion (DEBI) committee to leverage their talents and influence and expertise to help execute and scale the company's enterprise-wide diversity, equity, and inclusion strategy.
- Collaborating with key stakeholders across the organization, to help evolve the design of policies, practices, and experiences that create a sense of belonging for all.
- Champion the development and execution of strategies and initiatives that support the advancement of DEI proficiency across the organization
- Work closely with various community stakeholders to further operationalize equity practices and contribute to strategies that drive desired outcomes.
- Expand on efforts to align DEI objectives with the organization's Mission, Vision, and Values, as well as strategic goals, priorities, and ethics.
- Collaborate with key stakeholders to plan and implement practices that promote diversity, equity, and inclusion for internal workforce development.
- Contribute to the ongoing development of DEI-related learning and development initiatives, specifically providing expertise to the eLearning course development process and work closely with the agency's training manager as a resource.
- Establish and support the facilitation of employee resource and affinity groups.
- Monitor, manage, and engage with internal online communities.
- Provide leadership support to the DEI Committee and the DEBI Committee and be an active participant in their sponsored activities.

Measurement & Reporting

- Work in partnership with Human Resources and other leadership to prepare annual DEI surveys, complete DEI audits, and build related reports
- Monitor performance metrics, and mechanisms to track needs, trends, effectiveness of policies and programs, and progress toward accomplishing objectives
- Evaluate qualitative feedback, quantitative data, and observations on a regular basis to inform strategy, decision-making, and accountability

Supervision Responsibility

Direct Reports: Community Organizer Contractors, and any additional staff added.

Minimum Position Requirements:

BA/BS degree (graduate degree preferred) in Organizational Psychology, Organization Development, Organizational Development, and/or design, DEI, Human Resources (HR), Social Justice, or experience managing programs (with an emphasis on business partnerships, employee advocacy, employee relations, change management, or HR administration activities preferred).

Salary Range: \$3495.20 to \$4,684.00 a pay period (26 pay periods a year) and [Benefits](#).

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LAST REVISION:

This job description describes key responsibilities and duties and is subject to periodic revision.