



# Board of Directors Meeting

Wednesday, October 26, 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/89071822083?pwd=eHlaa1h2REE4RE5wUTBvUzNrMHBvZz09>, Webinar  
ID: 890 7182 2083, Passcode: 122847, US: +1 669 900 6833

Stockton, CA 95202, CA, 95202

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

### 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 08/24/22

Action

Margaret Heinz

#### D. Presentation - CA START Program

#### 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 September and October 2022

Margaret Heinz

##### 2. Executive Committee Meeting Minutes of September and October 2022

Margaret Heinz

#### 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 Reports (CSR) for September and October 2022

Melissa Stiles

Action

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

Corina Ramirez

Action

##### c. Purchase of Service (POS) Expenditures and Operations

(OPS) Expenditures for September and October 2022  
Melissa Stiles

5. Consumer Services Committee  
Suzanne Devitt

- |   |        |
|---|--------|
| a. Approval of Non-Medical Therapy Service Standard | Action |
|---|--------|

6. Legislative Committee  
Lynda Mendoza

7. Bylaws Committee  
Lynda Mendoza

8. Nominating Committee  
Linda Collins

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 Facilities Assistant Job Description<br>Bud Mullanix | Action |
|---|--------|

- |  |        |
|--|--------|
| 2. Approval of Family Wellness Navigator Job Description<br>Bud Mullanix | Action |
|--|--------|

L. Next Meeting - Wednesday, December 28, 2022, 6:00 PM, Hybrid  
(In-Person and via Zoom Video Conference)  
Margaret Heinz

M. Adjournment  
Margaret Heinz



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

08/24/2022 | 06:00 PM - 08:00 PM

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

**Board Members Present:** Robert Balderama, Liz Herrera Knapp, Lynda Mendoza, Alicia Schott, Margaret Heinz, Jose Lara, Linda Collins, Lisa Utsey, Ken Britter, Crystal Enyeart, Emily Grunder, Dr Li, Brandy DeAlva, Tom Tooney, Anthony Owens, Erria Kaalund

**Board Members Not Present:** Dr. Suzanne Devitt (Informed), Dr. Steve Russell (Informed), Tina Vera, Jessica Quesada, Gabriella Castillo

**VMRC Staff Present:** Tony Anderson, Doug Bonnet, Christine Couch, Aaron McDonald, Melissa Stiles, Tara Sisemore Hester

**Public Present:** Angela Lewis, Isela Bingham, Irene Hernandez, James Ford

**Margaret Heinz, President, called the meeting to order at 6:02pm.**

### **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.

### **B. Review and Approval of the Meeting Agenda - Action**

Alicia Schott motioned to approve the meeting agenda. Lisa Utsey seconded the motion. The meeting agenda was approved unanimously.

### **C. Review and Approval of the Board of Directors Meeting Minutes of 07/20/22 - Action**

Emily Grunder made a motion to approve the Board of Directors Meeting Minutes of 7/20/22. Xx seconded the motion. The Board of Directors Meeting Minutes of 7/20/22 were approved unanimously.

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

Tony presented on the Performance Measures with the Department of Developmental Services. See attached presentation.

#### **E. Public Comment**

There was no public comment.

#### **F. Consent Calendar Items - Action**

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

Lisa Utsey made a motion to approve the Consent Calendar Items. Tom Toomey 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

CLASP Rep Board Report

8/24/22

- Last meeting was held Monday 8/22/22 via zoom from 10am-12pm
- VMRC's Emergency Response, Aaron McDonald, presented to the CLASP Membership on his position and current projects
- Currently have 28 paid members. Our new membership started in July (ended June with 80+ members)
- Working on provider conference slated for Spring 2023 – looking for committee members to help with the planning!
- There is a residential workgroup meeting tomorrow 8/25/22 via zoom. To join meetings contact KC Shadman [kcshadman@gmail.com](mailto:kcshadman@gmail.com)
- Day Program work group continues to meet contact Sonya Fox-Watson [SFox@CVTCinc.com](mailto:SFox@CVTCinc.com)
- Please continue to add and follow us on social media @CLASP.VMRC on Instagram and <https://www.facebook.com/CLASP.VMRC> on facebook
- Next meeting is Sept 26<sup>th</sup> 10am via Zoom:

## Join Zoom Meeting

<https://us06web.zoom.us/j/81482581677?pwd=Y3h1WSthd3lseW9vbWpHR0RLdjc4Zz09>

Meeting ID: 814 8258 1677

Passcode: 892300

One tap mobile

+16699006833

2. Self-Determination Advisory Committee (SDAC) Mariela Ramos – Mariela is not able to be present tonight. Tony Anderson shared that the team met with FMS, Financial Management Services, that reported they would not serve any new people for Self Determination. They will continue to serve the people they are currently serving.  
We continue to have meetings every day to help people start their Self Determination program.

### 3. Consumer Advisory Council, Self-Advocacy Council 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. SAC6 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 Report (CSR) for August 2022 Melissa Stiles **Action**

Melissa Stiles, CFO, presented the Contract Status Report (CSR) for August 2022 that was approved at the August Finance Committee meeting. Lynda Mendoza seconded the motion brought forth by the Finance Committee. The Contract Status Report (CSR) for August 2022 was approved unanimously.

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, CFO, presented the Purchase of Service (POS) Expenditures and Operations (OPS) Expenditures from the August 2022 Finance Committee Meeting.

5. Consumer Services Committee Suzanne Devitt was not present. Doug Bonnet reported that the committee did not meet in July and August. The next meeting has been rescheduled for September 6, 2022 at 515pm. It will be a hybrid meeting.

6. Legislative Committee Lynda Mendoza reported that the report is on the website, under the Legislative Committee page. Reference August 16, 2022 for the video and slideshow of the presentation.

7. Bylaws Committee Linda Collins shared that they committee meets as needed, and they have not met yet.

8. Nominating Committee Linda Collins shared that the board is full and working very well together. She is very thankful for the work of the board!

9. Special Events Committee Tina Vera was not present. Doug Bonnet shared an inaugural event on October 29, from 10-2pm. The Disability Resource Fair will be held at the Stockton VMRC office. The flyer is on the website and included in the weekly Health Advisory. A health fair with University of the Pacific and our Clinical Director, Claire Lazaro will occur in the building on the same date. We will also have a durable medical equipment and mobility fair in the front of the building. It will be a great day!!

10. Popplewell Committee Margaret Heinz shared that the next meeting will be September 21 at 5pm via zoom.

## **H. Executive Director's Report – no report tonight.**

## **I. Other Matters**

Tony reported that case management is doing a lot of work. SCs are looking for relief. We have completed an analysis of our staffing needs and will be splitting teams, adding managers, and increasing our service coordinators. We will make the goal of new people into place. This is an exciting time to get our ratios lowered. Our HR staff has been incredible, bringing all of the new people on board.

## **J. Board Member Activities and Reports**

Linda Collins shared she has engaged with the program Without Walls in the community and has had very positive experiences. Everyone has had high spirits and appears happy!

### **Approval of Family Wellness Coordinator Job Description Action**

Bud Mullanix, HR Director, presented the position and job description to the board. Claire explained the project 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 Family Wellness Coordinator Job Description. The Family Wellness Coordinator Job Description was approved unanimously.

### **Approval of Diversity, Equity, and Inclusion (DEI) Job Description Action**

Bud Mullanix, HR Director, presented the position and job description to the board. Tony explained the grant process and the unique characteristics of this opportunity to build a diverse organization. It was previously presented and approved at this month's Executive Committee Meeting. Crystal Enyeart seconded the motion brought by the Executive Committee to approve the Diversity, Equity, and Inclusion (DEI) Job Description. The Diversity, Equity, and Inclusion (DEI) Job Description was approved unanimously.

## **K. President's Report**



Margaret shared she watched a video from the Partners in Policymaking weekend featuring Anthony Owens. Anthony is a board member who shared a heartfelt, emotional story that focused on his achievements and perseverance. It's all about never giving up!

Margaret encouraged us to volunteer and/or attend the Disability Resource Fair on October 29.

The board retreat at Wine and Roses on December 3, from 8-4pm. This is a good day of learning and networking.

She reported on the Health For All, Debt Forgiveness for Students and the cut to Medicare for home health.

A big thank you to Tony for representing us in Irvine at the ARCA meeting.

123 Health Advisory's – thank you to Doug for all of the work!!

She requested a presentation from Aaron McDonald, Emergency Coordinator.

And a final thank you to James Ford, DDS, for attending our meeting.

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

**M. Adjournment at 7:31pm**



# The START Model

## Mental Health and Crisis Prevention and Intervention for People with IDD

Presented By:

Anthony Angeles MD

Program Director, CA START Valley Mountain

“

Beneath every behavior is a feeling. And beneath every feeling is a need. And when we meet that need rather than focus on the behavior, we begin to deal with the cause not the symptom.

— Ashleigh Warner  
Psychologist

edutopia

# START

**S** – *Systemic*

**T** – *Therapeutic*

**A** – *Assessment*

**R** – *Resources*

**T** – *Treatment*

# START

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First developed in 1988 by Dr Joan Beasley

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Mental health program specialized for individuals with IDD

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Crisis prevention and intervention through a system of care approach

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Goal to create a support network that can respond to crisis at the community level

# Who the START Programs Serves

- ▶ Individuals with Intellectual and Developmental Disability and Multi-Occurring Mental Health Concerns
- ▶ Externalizing Mental Health Symptoms:
  - ▶ Of unknown origin
  - ▶ Challenging to support
  - ▶ Previous interventions have been unsuccessful
- ▶ The Individual has Complex Mental Health Needs that Have Required Crisis Intervention





# Who the START Programs Serves

- ▶ The Individual May:
  - ▶ Be at risk for loss of placement
  - ▶ Has had multiple placements/living situations
  - ▶ Required additional staffing due to current challenges they experience
- ▶ The Individual is Presenting with Complex Behavioral, Medical, and or Trauma related Issues
- ▶ Current Challenges the Individual is Experiencing May:
  - ▶ Be a change in what is normal for the person/ recent deterioration in mental health
  - ▶ Present for an extenuating amount of time

# Framework for START Services

Tertiary Care Model

The 3 A's of Effective Services Delivery

Evidence Informed- Practice



# START Guiding Principles





# START Clinical Team

- ▶ A team of professionals extensively trained in the mental health aspects of intellectual and developmental disabilities
- ▶ START does not replace any system member or service
  - ▶ Joins the system for a short time
  - ▶ Implement START methodologies
  - ▶ Works to engage systems in collaboration to improve outcomes



# START Lifespan Clinical Team Services

- ▶ Director (Masters level)
- ▶ Clinical Director (Psychologist Ph.D. preferred)
- ▶ Medical Director (Psychiatrist or Nurse Practitioner)
- ▶ Team leader(s) (Masters level)
- ▶ START Coordinators (Masters level)
- ▶ Therapeutic Coaches (Bachelors level)

\*\*Active caseload size per coordinator - 20

# START Services

## Primary Services

- *Part of a plan to improve the capacity of the system, so that the community system is effective and sustainable over time*

## Secondary Services

- *Planned clinical services that help ensure individuals are getting the support they need to intervene effectively in times of stress and avoid costly and restrictive emergency services*

## Tertiary Services

- *Time spent responding to a crisis, facilitating necessary emergency supports, and transitioning individuals to facilities providing lower levels of care*



# START Clinical Services

## Primary Services

Improve System Capacity

- System Linkages
- Community Training and Education
- CET

## Secondary Services

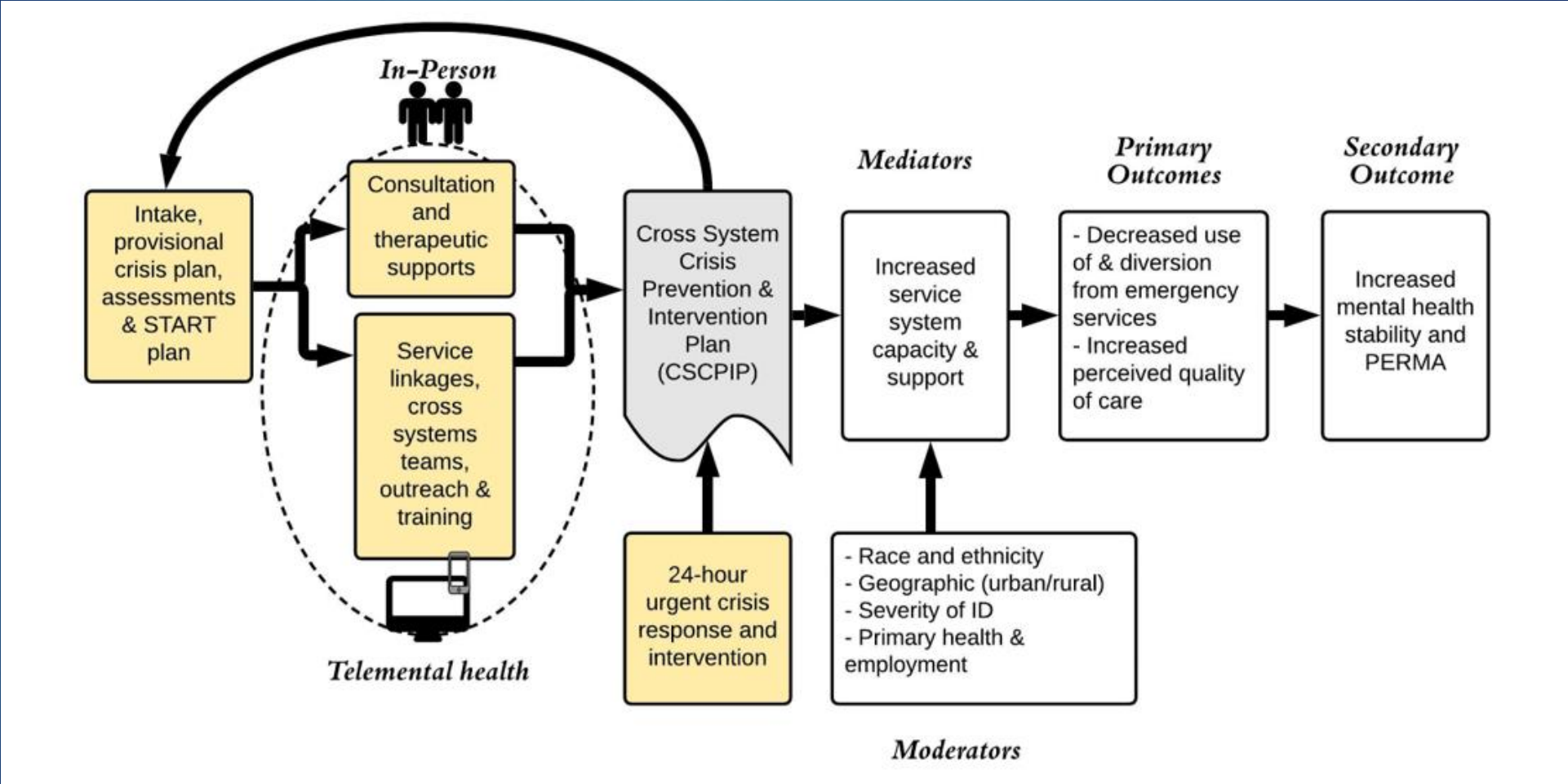
Specialized Direct Services to People at Risk of Needing Emergency Services

- Intake/Assessments
- Clinical Case Consultation
- CSCPIP
- Outreach/Systems Linkage
- Observation
- Medical/Psychiatric Consult
- Training
- On-going Assessment
- CSE
- Crisis Follow-Up

## Tertiary Services

Emergency Intervention Services

- 24/7  
Emergency Response  
and  
Assessment



# Documented Benefits of START

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Reduced use of emergency services

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Improve health outcomes

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Improve access, appropriateness and accountability of care

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Increased community involvement and crisis expertise

# Documented Benefits of START

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High rates of satisfaction by families and systems of care

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Cost effective service delivery

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Strengthen linkages that enrich systems, increase resources, build capacity and fill service gaps

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Improve ability to support people in their homes and communities





# CA START Valley Mountain

Anthony Angeles

510-366-3765

[Anthony.angeles@yai.org](mailto:Anthony.angeles@yai.org)

3558 Deer Park Dr Suite 101

Stockton CA 95219



Thank you!



## **Minutes for Finance Committee Meeting**

09/14/2022 | 05:30 PM - 06:30 PM

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

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

**Committee Members Not Present:** Linda Collins (Informed), Apriely Sisk

**VMRC Staff Present:** Tony Anderson, Doug Bonnet, Melissa Stiles

**Public Present:** None (Non-Public Meeting)

**Alicia Schott called the meeting to order at 5:37 PM.**

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

Margaret Heinz made a motion to approve the meeting agenda. Jose Lara seconded the motion. The Meeting Agenda was approved unanimously.

### **B. Review and Approval of Finance Committee Meeting Minutes of 08/10/22 - Action**

Alicia asked if there were any questions. Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 08/10/22. Margaret Heinz seconded the motion. The Finance Committee Meeting Minutes of 08/10/22 were approved unanimously.

### **C. Approval of Contracts over \$250,000**

None to approve this month. Next month (October) the committee will approve the Contracts Over \$250,000 that expire in November 2022.

#### **D. Fiscal Department Update**

1. Approval of Contract Status Report (CSR) – Melissa Stiles presented the Contract Status Report and answered any questions that the committee members had. – **Action**  
Melissa noted some corrections to the CSR. Lisa Utsey made a motion to approve the Contract Status Report with the corrections noted. Margaret Heinz seconded the motion. Connie Uychutin abstained. The Contract Status Report was approved unanimously.
2. Purchase of Service (POS) Expenditures – Melissa Stiles presented the Purchase of Service Expenditures and answered any questions that the committee members had.
3. Operations (OPS) Expenditures – Melissa Stiles presented the Operations Expenditures and answered any questions that the committee members had.

#### **E. Next Meeting - Wednesday, October 12, 2022, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)**

**Meeting adjourned at 6:12 PM.**



## **Minutes for Finance Committee Meeting**

10/12/2022 | 05:30 PM - 06:30 PM

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

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

**Committee Members Not Present:** None

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

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

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

Connie Uychutin made a motion to approve the Meeting Agenda. Margaret Heinz seconded the motion. The Meeting Agenda was approved unanimously.

### **B. Review and Approval of Finance Committee Meeting Minutes of 09/14/22**

Connie Uychutin made a motion to approve the Finance Committee Meeting Minutes of 09/14/22. Margaret Heinz seconded the motion. The Finance Committee Meeting Minutes of 09/14/22 were approved unanimously.

### **C. Approval of Contracts over \$250,000**

Brian Bennett presented the Contracts over \$250,000 that are up for renewal at the end of November 2022 and answered any questions that the committee members had. Contracts are attached to the agenda.

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

#### **D. Fiscal Department Update**

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

#### **E. Next Meeting - Wednesday, November 9, 2022, 5:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)**



## **Minutes for Executive Committee Meeting**

09/14/2022 | 06:30 PM - 07:30 PM

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

**Committee Members in Attendance:** Margaret Heinz, Lynda Mendoza, Alicia Schott

**Committee Members not Present:** Linda Collins (informed), Suzanne Devitt (informed)

**VMRC Staff Present:** Tony Anderson, Doug Bonnet, Bud Mullanix

**Public Present:** Isela Bingham (Interpreter)

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

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

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

### **B. Review and Approval of Executive Committee Meeting Minutes of 08/10/22**

Alicia Schott made a motion to approve the Executive Committee Meeting Minutes of 08/10/22. Lynda Mendoza seconded the motion. The Executive Committee Meeting Minute of 08/10/22 were approved unanimously.

### **C. Public Comment**

None.

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

None.

## E. Items for Discussion

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

Vaccine Clinic - September 29, 2022 in Modesto

Oct 29th Disability Resource fair

A lot of conversations on Transportation and Tailored Day Services and the ending of Alt Services

Reviewing the Auditor's report that says

*DDS also has not done enough to ensure that regional centers allow families to receive the full number of allowable respite service hours. Although state law used to limit the number of respite service hours that a family could receive per quarter, that law was repealed in 2018.*

*Nevertheless, we found that some regional centers still have policies that impose limits.*

Dental Virtual Home - almost ready to go live

Little Hoover Institute just called for an interview

Family Wellness Program - just hired

IDEA Specialist just hired

DEI Manager - interviews

Unannounced visits all are in-person now regardless of COVID rate being over 5%

No longer required to wear masks

Memorial Project September 17, 2022

Conservatorship

The D1 just came in Friday evening and we're going through it to check our the targeted allocations in the 2022-2023 budget for VMRC

### 2. Notable Consumer Information – Tony Anderson

NIMBY - Issue

Family Support Services - Still no written policy yet but DDS is ready to meet

### 3. Vendor Information – Tony Anderson

Fast Food Wages - worried

DSP Week

HCBS

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

- SDP Update

- a. Data Collection

- b. Targets/Benchmarks for Performance Incentives



- c. Latino Self-Advocates or Family Members
  - d. SC Training
  - e. FMS Shortage
  - f. Independent Facilitator Vendorization
- 5. Other Matters
  - None.
- 6. Personnel and Union Update – Bud Mullanix
  - Bud reviewed the recruiting report in the packet. Bud reported this week we had 8 new people start, and 2 new positions also filled.
  - We are making some changes in recruiting to get more good candidates.
  - We are at about 423 or 424 employees.
  - Our turnover rate is down to 2%. What's tough is that there are lots of transfers and promotions. We have had some retirees and some leaving the area.
  - Morale is good and no union issues.
  - Tony – when we fill new jobs internally, it creates backfill positions that we need to fill.

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

I was invited to the open house at the TBI home last week and I wasn't able to make it. But I will contact Brian to see if I can go out to visit the home. I'm going to try for Tuesday afternoon.

Board Retreat is on December 3rd...reminder.

Also reminder about the Disability Resource Fair on October 29th.

The letter from CLASP regarding R&D Transportation is being followed up on.

We sent flowers to Suzanne Devitt and Tara Sisemore-Hester.

Public Health Order still requires masking in the health care settings. Also the requirement to test weekly for non-vaccinated individuals has also been lifted.

Thomas the Train has a new car/character, Bruno the Break Car, and Bruno has Autism.

## **G. Next Meeting - Wednesday, October 12, 2022, 6:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)**



## **Minutes for Executive Committee Meeting**

10/12/2022 | 06:30 PM - 07:30 PM

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

**Committee Members Present:** Margaret Heinz, Lynda Mendoza, Linda Collins, Alicia Schott, Suzanne Devitt

**Committee Members Not Present:** None

**VMRC Staff Present:** Tony Anderson, Doug Bonnet, Bud Mullanix

**Public Present:** Irene Hernandez, Interpreter, Isela Bingham, Interpreter

**Margaret Heinz, Chair, called the meeting to order at 630 PM.**

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

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

### **B. Review and Approval of Executive Committee Meeting Minutes of 09/14/22**

Lynda Mendoza made a motion to approve the Executive Committee Meeting Minutes of 09/14/22. Alicia Schott seconded the motion. The Executive Committee Meeting Minutes of 09/14/22 were approved unanimously.

### **C. Public Comment**

None.

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

1. Approval of Facilities Assistant Job Description – Action Item

Bud Mullanix and Tony Anderson explained and reviewed the job description for the Facilities Assistant Job Description and answered any questions that the committee members had. Linda Collins made a motion to approve the Facilities Assistant Job Description. Lynda Mendoza seconded the motion. The Facilities Assistant Job Description was approved unanimously.

## **E. Items for Discussion**

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

Oct 29th Disability Resource fair

Mobility Fair

Health Fair

Community fair

Little Hoover Commission

Kern and North LA and VMRC interviewed by the Commission. Gaby and Tony discussed our efforts to reach out to our community to improve our responsiveness to our community. More on the Little Hoover Commission

- a. Standardization of practices across regional centers is an emerging theme the Little Hoover Commission will be looking into.
- b. Between the two hearings, on October 27 the Little Hoover Commission will hold a roundtable discussion on recommendations for systems change.
- c. Following the hearings, the Commission will issue a report with its recommendations.

Other regional center Collaborations:

NBRC DEI Committees

CVRC LACC

Alta HCBS

Far Northern Regional Center - Family Wellness Projects

Coordinated Family Support Services - Still no written policy yet but DDS held public webinars and explained what they see as the draft of the new service. A lot of confusion has arisen from these sessions. We should get their final version next week.

Just received recognition from the Stockton Chamber of Commerce for our efforts in DEI

Long-Term Remote Services - DDS envisioned TDS would provide the necessary flexibility for day service going forward and also included permanent remote flexibility for all Early Start services in statute.

Transportation Capacity

- a. One of the issues besides the workforce crisis nonresidential service providers have identified as challenging them to return to in-person service delivery is the lack of

transportation capacity, DDS will meet with its ad hoc group of transportation providers to better understand the issues and consider potential solutions.

#### Performance Contracts

- a. Regional centers have reported frustration about the lack of information about performance contracts that will enable them to meet traditional timelines, as some are scheduling, and now, cancelling their public meetings on this topic.
- b. DDS needs to make internal decisions about changes it is considering to the Performance Contracts and will get something out to RCs soon on this topic.

#### Risk Management/SIR Coordinators

- a. Some changes to the SIR and risk management processes are causing increased workload due and Katina Richison has provided DDS with the description of the increase in workload.

Caseload Ratio Tracking - we are currently working on our tracking reports for the caseload ratios.

TBL Letter Status - we'll get the DDS letter summarizing all the changes in the next week.

RC Intake Efficiencies - hearing from families there are delays and we'll be providing feedback to DDS.

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

We have a consumer who is conserved by the Director of DDS and we perform the obligation of the director to protect the interest of this adult. The mother, who lost conservatorship under the order of a judge, is pushing hard to locate the address of her son. She continues to make threats to the regional center staff and the provider and we have not determined he would be safe if we shared this information with her. She has contact News 10 in Sacramento and an attorney and an advocate and is threatening media coverage and legal action. DDS is aware and supportive.

#### 3. Vendor Information

Recommendations so far from our consultant investigating the issues:

1. Initiate meeting and conversations with Storer to discuss bringing back more of their transportation services, since they have been one of the larger providers.
2. Develop a more effective communication system with stakeholders to ensure they are being heard and their needs for transportation are being met.
3. Items 1 & 2 should be on the agenda for the next R&D/VMRC Partnership meeting scheduled for Friday, October 13, 2022 for discussion and planning purposes.

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

Emlyn

DDS has been working with the regional centers who have individuals in SDP who had Emlyn as their FMS provider to transition them to another provider.

DDS is hosting electronic visit verification (EVV) office hours for regional center staff who work with the Self-Determination Program (SDP). These office hours are by invitation only for regional center staff; please do not forward outside of your regional center.

Electronic Visit Verification applies to services in the Self-Determination Program (SDP) because any regional center service that provides Personal Care Services or Home Health Care Services would be covered under the EVV requirement.

Q5. Which regional center services and service codes does EVV apply to? A5. EVV applies to PCS funded by the Department of Developmental Services (DDS) and provided through regional center vendors. Those are: • Respite, 465, 862 and 864

- Supported Living, 896
- Personal Assistance, 062
- Home Maker Services, 858 and 860

Additionally, EVV applies to HHCS funded by DDS and provided through regional center vendors. Those are: • Nursing, 460, 742 and 744

- Home Health, 854 and 856
- Speech Therapy, 707
- Occupational Therapy, 773
- Physical Therapy, 772

5. Other Matters – Tony Anderson

None.

6. Personnel and Union Update – Bud Mullanix

We are at the point with the union where we are at the annual reopener for compensation and benefits. I'll be meeting with the union soon. At this point, the union is just requesting information.

We are at 420 employees and are at 2.9% turnover, which is great.

On recruiting, our new fiscal years starts July 1. From July 1 through September we have filled 29 backfill positions and filled 13 new positions. For October we have already hired 12 new employees. Four have already began, and 8 are in background. We are continuing to

interview as well. We also are interviewing for 2 new Program Manager positions and the DEI Manager position.

We are talking about planning an actual job fair with interviews and hiring on the spot, pending passing a successful background check. Some other regional centers are doing this successfully.

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

Margaret and Alicia spoke about their Open House visit to the White Lane home for consumers with Traumatic Brain Injury.

I think it's important that we as the board start doing more site visits.

Tony and I will be in San Diego next week for ARCA meetings.

Reminder about the Disability Resource Fair on October 29<sup>th</sup>.

Last week I traveled to North Carolina and Maryland. I went to a coffee shop that was completely run by people with disabilities. It is overseen by 1 person without a disability, but the rest of the business is completely run by people with disabilities. There are 24 of them in 13 states and are franchises. I found someone who could help fund one in California. I am looking for a manager to run this.

Congratulations to VMRC on receiving their award from the Greater Stockton Chamber of Commerce on their Diversity, Equity, and Inclusion efforts.

## **G. Next Meeting - Wednesday, November 9, 2022, 6:30 PM, VMRC Stockton Office Cohen Board Room and Via Zoom Video Conference (Hybrid)**

# Valley Mountain Regional Center

## Contract Status

AS OF: July 30, 2022

|                          | POS including |             |               |         |           |           |         |  |
|--------------------------|---------------|-------------|---------------|---------|-----------|-----------|---------|--|
|                          | OPS           | Federal C   | General Total |         |           |           |         |  |
| Current Fiscal Year 2023 |               |             |               |         |           |           |         |  |
| Contract Year D          | 32,082,943    | 283,738,876 | 315,821,819   | 486,684 | 1,022,115 | 1,508,799 | 484,702 |  |
| Spent to Date            | 7,990,119     | 19,972,393  | 27,962,512    | 2,065   | 152,660   | 154,725   | 23,706  |  |
| Unspent                  | 24,092,824    | 263,766,483 | 287,859,307   | 484,619 | 869,455   | 1,354,074 | 460,996 |  |
| Last Fiscal Year 2022    |               |             |               |         |           |           |         |  |
| Contract Year C-2        | 40,037,203    | 283,738,876 | 323,776,079   | 486,684 | 1,022,115 | 1,508,799 | 484,702 |  |
| Spent to Date            | 38,215,999    | 255,696,495 | 293,912,494   | 319,566 | 167,556   | 487,122   | 344,238 |  |
| Unspent                  | 1,821,204     | 28,042,381  | 29,863,585    | 167,118 | 854,559   | 1,021,677 | 140,464 |  |
| Second Prior Fiscal Year |               |             |               |         |           |           |         |  |
| 2021 Contract Year B-3   | 34,646,607    | 253,549,473 | 288,196,080   | 424,595 | 1,640,637 | 2,065,232 | 484,702 |  |
| Spent to Date            | 33,980,086    | 248,031,504 | 282,011,590   | 424,595 | 1,605,574 | 2,030,169 | 464,462 |  |
| Unspent                  | 666,521       | 5,517,969   | 6,184,490     | (0)     | 35,063    | 35,063    | 20,240  |  |

**Valley Mountain Regional Center**  
**Contract Status**  
AS OF: Aug 31, 2022

|                                 | OPS        | POS including<br>Federal C | General Total | OPS CPP | POS CPP   | CPP Total | FG/SC Total |
|---------------------------------|------------|----------------------------|---------------|---------|-----------|-----------|-------------|
| <b>Current Fiscal Year 2023</b> |            |                            |               |         |           |           |             |
| <b>Contract Year D-1</b>        | 43,997,399 | 312,173,740                | 356,171,139   | 243,332 | 100,000   | 343,332   | 560,300     |
| Spent to Date                   | 11,005,032 | 38,610,369                 | 49,615,401    | 4,555   | 72,660    | 77,215    | 59,525      |
| Unspent                         | 32,992,367 | 273,563,371                | 306,555,738   | 238,777 | 27,340    | 266,117   | 500,775     |
| <b>Last Fiscal Year 2022</b>    |            |                            |               |         |           |           |             |
| <b>Contract Year C-3</b>        | 41,087,264 | 285,284,990                | 323,776,079   | 486,684 | 2,021,393 | 1,508,799 | 497,593     |
| Spent to Date                   | 38,534,267 | 256,637,327                | 293,912,494   | 327,165 | 398,471   | 487,122   | 344,428     |
| Unspent                         | 2,552,997  | 28,647,663                 | 29,863,585    | 159,519 | 1,622,922 | 1,021,677 | 153,165     |
| <b>Second Prior Fiscal Year</b> |            |                            |               |         |           |           |             |
| <b>2021 Contract Year B-4</b>   | 34,646,607 | 253,549,473                | 288,196,080   | 469,833 | 3,016,620 | 3,486,453 | 484,702     |
| Spent to Date                   | 33,489,465 | 244,334,317                | 277,823,782   | 469,833 | 2,625,341 | 3,095,174 | 465,777     |
| Unspent                         | 1,157,142  | 9,215,156                  | 10,372,298    | -       | 391,279   | 391,279   | 18,925      |



## Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the contracts below in October 2022 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 2022 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, HV0201 952                            | \$ 264,000    |
| 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                    | \$ 3,600,000  |
| 27 Therapeutic Pathways, PV0914 048                           | \$ 2,160,000  |
| 28 United Access Transportation, LLC, HV0526 875              | \$ 693,919    |
| 29 Telecare Corporation, HV0622 900                           | \$ 974,293    |

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

## POS EXPENDITURES

July 30, 2022

|                                    | Year to Date      | Prior Year to Date | Budget             | % of Total Budget |
|------------------------------------|-------------------|--------------------|--------------------|-------------------|
| Community Care Facility            | 7,976,971         | 7,410,937          | 91,661,509         | 8.7%              |
| ICF/SNF FACILITY                   | 10,767            | 7,688              | 450,000            | 2.4%              |
| Day Care                           | 88,338            | 101,504            | 1,530,000          | 5.8%              |
| Day Training                       | 3,063,534         | 2,878,917          | 37,589,630         | 8.1%              |
| Supported Employment               | 119,063           | 132,865            | 2,250,000          | 5.3%              |
| Work Activity Program              | 30,170            | 40,501             | 504,000            | 6.0%              |
| Non-Medical Services-Professional  | 76,928            | 75,326             | 1,800,000          | 4.3%              |
| Non-Medical Services-Programs      | 1,902,132         | 1,844,132          | 25,200,000         | 7.5%              |
| Home Care Services-Programs        | 118,959           | 106,296            | 1,530,000          | 7.8%              |
| Transportation                     | 180,292           | 79,964             | 2,520,000          | 7.2%              |
| Transportation Contracts           | 143,650           |                    | 12,864,258         | 1.1%              |
| Prevention Services                | 1,090,432         | 1,148,470          | 15,300,000         | 7.1%              |
| Other Authorized Services          | 2,628,078         | 1,815,381          | 29,300,000         | 9.0%              |
| P&I Expense                        | 6,061             | 2,926              | 67,500             | 9.0%              |
| Hospital Care                      | -                 | 38,750             | 630,000            | 0.0%              |
| Medical Equipment                  | 2,698             | 13,074             | 345,600            | 0.8%              |
| Medical Care Professional Services | 294,962           | 302,100            | 4,500,000          | 6.6%              |
| Medical Care-Program Services      | 1,150             | 1,309              | 50,400             | 2.3%              |
| Respite-In-Home                    | 2,148,038         | 2,251,994          | 28,800,000         | 7.5%              |
| Respite Out-of-Home                | 60,714            | 53,621             | 750,000            | 8.1%              |
| Camps                              | 29,460            | 2,140              | 500,000            | 5.9%              |
|                                    | 19,972,393        | 18,307,892         | 258,142,897        | 7.7%              |
| CPP                                | 152,660           | 729,813            | -                  | #DIV/0!           |
| <b>Total Purchase of Service</b>   | <b>20,125,053</b> | <b>19,037,705</b>  | <b>258,142,897</b> | <b>7.8%</b>       |

ICF SPA RECEIVABLES                      \$            3,136,177

## POS EXPENDITURES

Aug 31, 2022

|                                    | Year to Date             | Prior Year to Date       | Budget                    | % of Total Budget   |
|------------------------------------|--------------------------|--------------------------|---------------------------|---------------------|
| Community Care Facility            | 16,427,121               | 15,433,262               | 118,000,000               | 13.9%               |
| ICF/SNF FACILITY                   | 31,174                   | 15,375                   | 450,000                   | 6.9%                |
| Day Care                           | 190,525                  | 221,247                  | 1,530,000                 | 12.5%               |
| Day Training                       | 6,617,909                | 6,100,810                | 45,000,000                | 14.7%               |
| Supported Employment               | 237,729                  | 273,139                  | 2,250,000                 | 10.6%               |
| Work Activity Program              | 70,828                   | 84,445                   | 504,000                   | 14.1%               |
| Non-Medical Services-Professional  | 145,739                  | 154,832                  | 1,449,482                 | 10.1%               |
| Non-Medical Services-Programs      | 4,112,449                | 3,912,548                | 30,000,000                | 13.7%               |
| Home Care Services-Programs        | 247,645                  | 211,886                  | 2,500,000                 | 9.9%                |
| Transportation                     | 359,711                  | 208,169                  | 3,000,000                 | 12.0%               |
| Transportation Contracts           | 845,751                  | 568,979                  | 12,864,258                | 6.6%                |
| Prevention Services                | 2,430,157                | 2,510,215                | 17,000,000                | 14.3%               |
| Other Authorized Services          | 5,572,276                | 4,187,604                | 38,700,000                | 14.4%               |
| P&I Expense                        | 12,452                   | 7,267                    | 100,000                   | 12.5%               |
| Hospital Care                      | -                        | 77,500                   | 630,000                   | 0.0%                |
| Medical Equipment                  | 45,678                   | 22,230                   | 345,600                   | 13.2%               |
| Medical Care Professional Services | 678,476                  | 638,773                  | 4,300,000                 | 15.8%               |
| Medical Care-Program Services      | 2,509                    | 2,297                    | 50,400                    | 5.0%                |
| Respite-In-Home                    | 449,549                  | 4,918,751                | 32,000,000                | 1.4%                |
| Respite Out-of-Home                | 99,597                   | 86,691                   | 1,000,000                 | 10.0%               |
| Camps                              | 33,092                   | 2,140                    | 500,000                   | 6.6%                |
|                                    | <u>38,610,369</u>        | <u>39,638,161</u>        | <u>312,173,740</u>        | <u>12.4%</u>        |
| CPP                                | 72,660                   | 729,813                  | 100,000                   | 72.7%               |
| <b>Total Purchase of Service</b>   | <u><b>38,683,029</b></u> | <u><b>40,367,975</b></u> | <u><b>312,273,740</b></u> | <u><b>12.4%</b></u> |

ICF SPA RECEIVABLES                      \$            3,136,177

# **OPERATIONS EXPENDITURES**

**Aug 19, 2022**

|                                    | Year to Date     | Prior Year to Date | Budget            | % of Total Budget |
|------------------------------------|------------------|--------------------|-------------------|-------------------|
| Salaries and Wages                 | 4,309,979        | 2,619,817          | 21,421,181        | 20.1%             |
| Temporary Help                     | -                | -                  | 80,000            | 0.0%              |
| Fringe Benefits                    | 2,278,075        | 1,028,031          | 4,820,000         | 47.3%             |
| Contracted Employees               | 16,758           | 13,690             | 108,000           | 15.5%             |
| <b>Salaries and Benefits Total</b> | <b>6,604,812</b> | <b>3,661,538</b>   | <b>26,429,181</b> | <b>25.0%</b>      |

|  | Year to Date     | Prior Year to Date | Budget            | % of Total Budget |
|--|------------------|--------------------|-------------------|-------------------|
| Facilities Rent                              | 332,382          | 320,403            | 1,680,000         | 19.8%             |
| Facilities Maintenance                       | 268,316          | 73,133             | 600,000           | 44.7%             |
| Information Technology                       | 448,630          | 312,379            | 1,873,762         | 23.9%             |
| General Office Expense                       | 103,668          | 15,422             | 280,000           | 37.0%             |
| Operating Expenses                           | 35,251           | 28,805             | 260,000           | 13.6%             |
| Equipment                                    | 7,934            | 4,814              | 80,000            | 9.9%              |
| Professional Expenses                        | 105,407          | 97,274             | 560,000           | 18.8%             |
| Office Expenses                              | 4,490            | 4,949              | 80,000            | 5.6%              |
| Travel and Training Expenses                 | 51,395           | 15,028             | 240,000           | 21.4%             |
| Foster Grandparent/Senior Companion Expenses | 23,706           | 23,801             | -                 | #DIV/0!           |
| CPP Expense                                  | 2,065            | 8,367              | -                 | #DIV/0!           |
| START  | 27,834           | -                  | -                 | #DIV/0!           |
| <b>Total Operating Expenses</b>              | <b>8,015,890</b> | <b>4,565,913</b>   | <b>32,082,943</b> | <b>25.0%</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

# **OPERATIONS EXPENDITURES**

**Sept 19, 2022**

|                                    | Year to Date     | Prior Year to Date | Budget            | % of Total Budget |
|------------------------------------|------------------|--------------------|-------------------|-------------------|
| Salaries and Wages                 | 6,399,677        | 4,373,186          | 28,000,000        | 22.9%             |
| Temporary Help                     | -                | 1,152              | 80,000            | 0.0%              |
| Fringe Benefits                    | 2,675,546        | 1,491,271          | 8,285,767         | 32.3%             |
| Contracted Employees               | 23,419           | 19,457             | 108,000           | 21.7%             |
| <b>Salaries and Benefits Total</b> | <b>9,098,642</b> | <b>5,885,066</b>   | <b>36,473,767</b> | <b>24.9%</b>      |

|  | Year to Date      | Prior Year to Date | Budget            | % of Total Budget |
|--|-------------------|--------------------|-------------------|-------------------|
| Facilities Rent                              | 498,574           | 480,604            | 2,000,000         | 24.9%             |
| Facilities Maintenance                       | 304,212           | 160,367            | 900,000           | 33.8%             |
| Information Technology                       | 695,189           | 539,768            | 2,000,000         | 34.8%             |
| General Office Expense                       | 121,247           | 44,851             | 600,000           | 20.2%             |
| Operating Expenses                           | 39,667            | 58,775             | 260,000           | 15.3%             |
| Equipment                                    | 7,934             | 7,752              | 80,000            | 9.9%              |
| Professional Expenses                        | 160,857           | 135,175            | 560,000           | 28.7%             |
| Office Expenses                              | 13,551            | 15,671             | 80,000            | 16.9%             |
| Travel and Training Expenses                 | 65,159            | 31,277             | 240,000           | 27.1%             |
| Foster Grandparent/Senior Companion Expenses | 59,525            | 57,566             | 560,300           | 10.6%             |
| CPP Expense                                  | 4,555             | 24,641             | 243,332           | 1.9%              |
| <b>Total Operating Expenses</b>              | <b>11,069,112</b> | <b>7,441,513</b>   | <b>43,997,399</b> | <b>25.2%</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



## **VALLEY MOUNTAIN REGIONAL CENTER SERVICE STANDARD NON-MEDICAL THERAPY SERVICES**

### **Philosophy and Purpose**

It is the philosophy of VMRC that people with developmental disabilities have access to age appropriate non-medical therapy. VMRC believes that such activities are an important and necessary part of all people's lives. These activities help to alleviate the person's disability and aid in the social/persona/physical rehabilitation of the individual with developmental disability. As such, VMRC will promote the participation of people with developmental disabilities in meaningful, preferred non-medical therapies.

The purpose of non-medical therapy services is to meet the person's need for specialized services and supports, or special adaptations of generic services.

### **Definition**

Welfare and Institutions Code 4512 (b): "Services and supports for persons with developmental disabilities" means specialized services and supports or special adaptations of generic services and supports directed toward the alleviation of a developmental disability or toward the social, personal, physical, or economic habilitation or rehabilitation of an individual with a developmental disability, or toward the achievement and maintenance of an independent, productive, and normal life. The determination of which services and supports are necessary for each consumer shall be made through the individual program plan process.

Non-medical therapy services should be those supports and services that are supplemental to the primary intervention or treatment support of the consumer. All interventions must be evidence-based practice related to the qualifying condition and developmental disability of the consumer.

Requested non-medical therapy services and providers should have verifiable certifications to implement any requested therapies. Service providers shall be credentialed and/or licensed as required by the State of California and/or the Department of Developmental Disabilities and/or a National Certification to practice in the field of therapy being offered.

### **Eligibility**

Non-medical therapy includes services and support directed toward the alleviation of a developmental disability and must be evidenced-based practice in order to be considered habilitative. The Planning Team as defined in Welfare and Institutions Code 4512 (j), which includes the person served, reviews the need for non-medical therapy and develops a statement of goals based upon the needs, preferences, and life choices of the person. The Team considers several factors that support or inhibit the achievement of the person's goals (e.g., the person's own abilities, family, friends, residential care facility, and community resources). Use of generic resources should be exhausted.

("Planning team" means the individual with developmental disabilities, the parents or legally appointed guardian of a minor consumer or the legally appointed conservator of an adult consumer, the authorized representative, including those appointed pursuant to subdivision (a) of Section 4541, one or more regional center representatives, including the designated regional center service coordinator pursuant to subdivision (b) of Section 4640.7, any individual, including a service provider, invited by the consumer, the parents or legally appointed guardian of a minor consumer or the legally appointed conservator of an adult consumer, or the authorized representative, including those appointed pursuant to subdivision (a) of Section 4541, and including a minor's, dependent's, or ward's court-appointed developmental services decisionmaker appointed pursuant to Section 319, 361, or 726.)

## **Implementation Process:**

It is VMRC's intent to follow Welfare and Institutions Code 4648 (a) (17): Notwithstanding any other law or regulation, effective July 1, 2009, regional centers shall not purchase experimental treatments, therapeutic services, or devices that have not been clinically determined or scientifically proven to be effective or safe or for which risks, and complications are unknown. Experimental treatments or therapeutic services include experimental medical or nutritional therapy when the use of the product for that purpose is not a general physician practice.

Testimonials will not be considered a valid indication for non-medical therapy services.

Requested non-medical therapy services has to be identified through the IPP/IFSP process with the Planning Team, written out in the IPP/IFSP, and will have to be based on the qualifying condition and the substantial disability of the consumer.

Parent reimbursement purchases (for programs not vendored with the regional center) would have to meet the valid certifications of the service provider in order to get reimbursement.

## **Exceptions and Appeals Process**

As with all VMRC purchased services, if the Planning Team determines that sufficient support exists to request an exception to these standards, a Purchase of Service Exceptions request should be submitted.

VMRC recognizes that there may be occasions when a decision is made by VMRC that may not satisfy the consumer or his/her legally authorized representative. When the person or his/her legally authorized representative believes a VMRC decision is illegal, discriminatory, or not in their best interest, an appeal can be made to challenge that decision. All processes shall be in compliance with Welfare and Institutions Code, Section 4700-4730.



## Valley Mountain Regional Center Job Description

21.43

22.51

23.62

24.80

26.06

27.34

28.69

**Title:** Facilities Assistant

**Reports To:** Purchasing / Facilities Manager

**General Statement of Duties:** Under the general direction of Purchasing/ Facilities Manager, this position is primarily responsible for maintenance functions, tracking and stocking supplies, moving furniture, files, and supplies.

### **Working Conditions and Physical Requirements:**

- Duties are performed in all VMRC's offices.
- Must have reliable transportation and be able to travel to Modesto and San Andreas regularly.
- Frequent standing and walking throughout offices.
- Adequate manual dexterity for repetitive typing and data entry utilizing computers and floor plan software.
- Considerable use of hand trucks, carts, and dolly's
- Stooping, lifting up to 50lbs, reaching overhead, and moving furniture and supplies weighing up to 50lbs.
- Electrical and Plumbing experience a plus. Must be able to change commercial light bulbs, batteries, troubleshoot issues, and repair.
- May occasionally be called to the facility outside of normal business hours to help with facility emergencies.
- Excellent oral and written skills are essential.

### **Responsibilities:**

1. Maintains a thorough working knowledge of and adheres to organization policies and procedures.
2. Develops, recommends, and documents policies, standards, procedures, and metrics as they relate to the facilities functions.
3. Keeps immediate supervisor well-informed of activities, results of efforts, and problems identified. Identifies and analyzes problems. Recommends and implements solutions to those problems.
4. Respects confidentiality in discussing consumer, staff, volunteers and fiscal matters.



5. Maintain floorplans and seating charts for all VMRC offices.
6. Becomes thoroughly knowledgeable, interprets and implements regulations and guidelines of federal and state governments as they relate to the regional center facilities.
7. Maintains excellent working relationships with vendor organizations assuring that VMRC is presented professionally and positively
8. Maintains the encumbrance file including research and removal of items that should be disencumbered according to proper accounting procedures.
9. Assists manager in the relationship with the outside facilities vendors. Assures that facilities are clean and well maintained.
10. Works directly with manager and/or repairmen to maximize the comfort and working conditions in all facilities.
11. Assists manager in all facility moves to ensure the best utilization of space and resources.
12. Other job-related duties as assigned.

#### **Supervision Responsibility**

**Direct Reports:** None.

**Indirect Reports:** None.

**Minimum Position Requirements:** Three years of facilities/maintenance experience or Associates of Arts degree preferably in business administration with one year of facilities experience. Experience with Microsoft PC applications and spreadsheets required. Knowledge of facilities management terminologies, practices, and procedures required.

LAST REVISION: September 18, 2022

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

## INTERNAL JOB ANNOUNCEMENT

**Date:** October 14, 2022

**Position:** Family Wellness Navigator

**Location:** Stockton

**Available:** Immediately

**Reports To:** Weston Perry

**Salary:** \$2,538.40 – \$3,401.60 per pay period

**General Statement of Duties:** The Family Navigator provides field-based case management services to clients enrolled in Family Wellness Program. This person is the main point of contact for clients. The Family Navigator builds strong relationships with Regional Center families and individuals served/consumers in order to help clients stay engaged in medical care and adhere to their plan. A family navigator is as a middleman between the patient and clinical care staff. Family Navigators are committed to removing the client's barriers to care by identifying critical resources for clients, helping them navigate through health care services and systems, and promoting client health. They work closely with the Care Team to support positive client health outcomes.

Education: One primary benefits of a family navigator is providing expert information to patients and families. Often, patients learn about a diagnosis, and they rush to Google or their close friend, which only fills them with worry. A family navigator can provide expert education about the disease along with treatments.

Community resources: This benefit connects patients to community resources. For example, many families with new developmental disability diagnosis feel afraid and alone when they first receive the diagnosis. A family navigator can help find them support groups to attend to alleviate those feelings.

Provides clinical resources: The family navigator helps equip their patient/family with information about other clinical options that may not be available locally. They also can show a patient where to find a second opinion.

Monitors symptoms/behaviors: As a middleman between the patient and care team, the family navigator records a patient's symptoms. For example, say the navigator notices a patient's change in behavior. They can inform the LMFT or LCSW to run some tests or assessment tools to determine what's wrong.

Psychological assistance: When a patient feels distressed, they may reach out to the family navigator for help. The family navigator can provide comfort, support, and, refer them to a LMFT or LCSW for more support or additional visits.

Work in collaboration with: Family Wellness Coordinator, Clinical Director, health care providers (primary care physicians, nursing staff, mental health clinicians)

**Working Conditions and Physical Requirements:**

- » Physical demands associated with office work
- » Extensive local travel
- » Some evening and weekend work may be required

**Key Responsibilities – Essential Functions**

- » Field-based direct care to consumers/families
- » Establishes close relationships with and serves as primary point of contact for clients
- » Touch-base/communicate with patients on a regular basis
- » Accompany clients to family wellness appointments, as needed
- » Deliver weekly or monthly health education and promote behavioral self-management to clients
- » Communicate with Care Team members (Family Wellness Coordinators, licensed counselor and other health care providers) to facilitate client care
- » Identify resources for clients to overcome barriers to care, such as transportation, housing, and childcare arrangements
- » Remain aware of current services offered by service providers, such as mental health, housing, and employment assistance
- » Maintain strict confidentiality in accordance with agency policies
- » May meet with clients after licensed counselor appointments to review and update care plan with the Family Wellness Coordinator
- » Meet with Care Team (including, but not limited to, Family Wellness Coordinator and licensed counselor) to discuss client care issues and needs and facilitate client health care
- » Maintain documentation of all client encounters and complete reporting requirements according to organization standards

- » Track client information, schedules, files, and forms in a confidential manner
- » Track client attendance at medical appointments and patient navigation sessions and initiate outreach and missed appointment procedures, as necessary
- » May attend and represent the organization at professional conferences, in-service trainings, and meetings with the approval of supervisor
- » Other duties as assigned.

## **Supervision Responsibility**

**Direct Reports:** None

## **Minimum Position Requirements:**

### **Qualifications**

Personal characteristics and skills:

- » Commitment to the mission of care coordination
- » Passionate, trustworthy, and empathetic when working with clients
- » Ability to build relationships with different types of people, including clients, organization members, and health care providers
- » Good communication and interpersonal skills and ability to speak concisely to clients and Care Team members
- » Organized with confidential client material and appointment tracking
- » Flexible and adaptable in response to changing client and health care providers' needs
- » Interest in working with families of consumers with developmental disabilities

### **Education and experience:**

- » Minimum **Bachelor's degree**
- » Strong understanding of cultural competency with the target population
- » Bilingual (English/Spanish) preferred
- » Computer literacy desirable
- » Exposure to issues of death and dying

**Application Procedure:** Email a cover letter and resume to **Mary Jane Flores, HR Manager**

**Application Deadline:** Cover letter and current resume must be received **by Tuesday, October 25, 2022, by 4pm. Any changes or exceptions would require Department Head, HR Director, and Executive Director approval.**

**EQUAL OPPORTUNITY EMPLOYER**