



Valley Mountain Regional Center Board of Directors Prospectus

2023

Mission

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.

Vision

“Life with the power of choice and possibilities”

The Executive Director Selection Committee

Margaret Heinz



Margaret Heinz is the immediate past president of the board of directors of Valley Mountain Regional Center. She is completing her 7th and final year on the board and serves as the Selection Committee Chair and the Chair of the Nominating Committee. Margaret is a dedicated teacher and advocate and has taught Special Education for 26 years and has a passion for employment of adults with developmental disabilities.

Lynda Mendoza



Lynda Mendoza is the mother of THREE young men, and one of her son's has Autism and is supported by Valley Mountain Regional Center. Lynda is completing her 7th and final year on the board and IS SERVING AS the chair of the Legislative Committee, and has served as the chair of BYLAWS COMMITTEE and held elected office AS the Secretary, and the Vice President. Lynda is a notary PUBLIC, MORTGAGE LOAN OFFICER, REALTOR and LIFE

INSURANCE AGENT para-legal and has a passion for ensuring Spanish speaking interpretation is accurate and helps monolingual advocates fully participate in the public space.

Alicia Schott



I've been on the Board for 4 years. I also have a teenage daughter who has both physical and cognitive disabilities. My priorities include transition services, keeping parents informed of services available, service coordinators knowing and communicating with their consumers, advocating for services for the special needs community. My passion is advocating and adapting situations so my special needs daughter can do things just like everyone else.

Jeff Turner



Jeff Turner is serving in his first year on the VMRC Board of Directors and he comes to this position as a parent and a management professional with over 25 years of experience in service-related industries. For the past 10 years Jeff has been working for a Public Agency. "Leadership and transparency are huge priorities for me. I am passionate about making sure everyone who is entitled to services gets those services. Sometimes the system is too difficult and only those who know how to work their way through it get rewarded. It shouldn't be this hard. We need to find ways to make it easier for our consumers to get the services they qualify for and make sure

staff are adequately informed and trained."

Steven Russell, EdD



43 years-Special Education teacher/administrator. I specialize in alternative special education providing services to people with disabilities who have difficulty navigating the system. I have been involved in the field of disabilities for 40 years as a k-12, teacher, administrator, university professor and, most importantly, as a parent of a child with developmental disabilities. I have a doctorate in Special Education, a Masters in Administration, and a Bachelors in general and special education. I am the past board president of the Arc of West Virginia and served on the board of our local Arc several years ago. I currently serve as the Amador County Superintendent of Schools and as the SELPA Director.

Marty Omoto



Marty Omoto - parent of 31-year-old with down syndrome/autism spectrum disorders (we live together) and family member (older sister had developmental disabilities). Over 50 years' experience working with people with developmental disabilities (as advocate for my sister initially), direct care worker for site based program in Sacramento and later board member (in mid to late 1970's and early 1980's), statewide advocate for over 25 years, including community organizing, statewide townhall tele meetings (in the early to late 2000's) connecting people to policymakers and creating and writing the "CDCAN Reports" that go out now to well

over 75,000 people across the state covering issues important to people with disabilities, developmental disabilities, behavioral health, older adults, people who provide services or supports including community based organizations, regional centers, counties, etc. Cover wide range of issues covering nearly all systems that provide services (IHSS, SSI/SSP, CalWORKs, housing, transportation, regional center funded services, Medi-Cal and health, behavioral health,

aging, etc.). Whole person-centered needs, tied to outcomes - and working together with people as partners (not as adversaries) to achieve the best outcomes for the person and families needing help and for the people who are providing it or helped to provide it.

Lisa Utsey (Supported by Rachele Munoz, SAC6 Support Staff)



Lisa Utsey is the elected Secretary of the Valley Mountain Regional Center Board of Directors (Lisa is shown in the picture on the left). “I have been an advocate for people with developmental disabilities for the past 16 years and I represent people with disabilities” in many different stakeholder committees locally and statewide. “Not only do I speak for myself, but I also speak for other people so their voice to be heard.”

Lisa Culley



Lisa Culley is the executive director of the Family Resource Network which is the family resource center for the same 5 counties that VMRC covers. I am also the parent of a 26-year-old, who has autism and intellectual disabilities. Twenty-five years advocating as a parent, twelve years as a professional in the field. My areas of priority are parent education, the parent voice in relation to family needs and participation in processes and ensuring that all families/individuals can access needed services for their family member or themselves and understand what those services are and why they may (or not be) appropriate for their circumstance. My specialty is working with people, especially collaborative groups of people from different groups. In these groups, I am passionate to get different people working towards common ideas and goals. In developmental services, I am passionate to hear individual stories and taking those stories forward to improve services for the community.

Dena Hernandez



SCDD North Valley Hills - we are a stakeholder organization in the VMRC catchment area. I have worked in this field for 40+ years and have worked for SCDD for 25+ years. Areas of priority are self and family advocacy, capacity building of SA, FA and VMRC staff, board and outreach to underserved communities. Having a strong Executive Director with great leadership skills that can work well with the folks served, board of directors, staff, community of stakeholders is KEY. A jack of all trades I would say and I am very passionate about the inclusion of all within this system and in our communities.

Liz Herrera-Knapp



Liz Herrera Knapp is the elected representative of the Coalition of Local Agency Service Providers (CLASP – Vendor Advisory Committee). She has been a professional in the field of Behavioral Support for the past 16 years and she has a passion for Behavioral Supports, Consumer Services and Provider Advocacy, and Behavior Intervention Services.

Erria Kaalund



Erria Kaalund is the mother of highly accomplished children and one of them is a Special Olympics metal winner in Weightlifting. Erria has 4 years' experience on the VMRC Board of Directors and prior to that she served on the Board for United Cerebral Palsy for 6 years. Her specialty and passion is around Fundraising and Consumer Services and she also enjoys the Governing committees.

Brandy De Alba



As an educator for 25 years, I have had the pleasure of working with VMRC representatives to support students within the public school system. I have found a strong relationship between VMRC and the school site can foster and support the development and growth of our students. As an administrator in charge of IEP and Student Support Team meetings, knowing and applying laws and support for our students with Developmental Disabilities is key to providing equity and access to education. As a parent of 5 foster/adopt children, I personally experienced the services and support system the VMRC can provide parents who may otherwise struggle to meet the needs of their children. All of these experiences have made the opportunity of providing support

to VMRC and its programming professionally, as well as personally, a goal worthy opportunity.

Susanne Devitt, EdD



I have been an educator for 22 years and have worked as a kindergarten teacher, k-5 Curriculum Specialist, and Administrator. I have had many children in my class with disabilities and work closely with our Special Education Department to ensure inclusive opportunities are provided for all children.

Jose Lara



Jose Lara is a member of the Executive Committee as the chair of the Consumer Services Committee. Jose says that “for 25 years I have looked out of my son with special needs.” Before serving on the Consumer Services Committee Jose served on the Finance Committee as a non-board member community representative. His passion is making sure that people receive the help they need.

Rapone Anderson



Rapone Anderson has over 20 years working in developmental disabilities services and programs. Rapone is a former Career Executive Assignment (CEA) professional with the Department of Developmental Services and his latest role in the department was as the Northern Regional Manager at DDS. He has several years throughout his career developing and advancing policies in Health and Human Services programs within the State of California. Mr. Anderson is now enjoying his retirement helping to run a community charity and traveling to other countries, Oversight for DD programs at DDS and previous service provider.

Gabriella Castillo (Interpretation and translation by Evelyn Ledesma Solis, VMRC Multilingual Access Specialist)

Gabriella Castillo is a parent and active advocate and community organizer in Tuolumne County. She has served on the board of directors of Valley Mountain Regional Center for the past 4 years. Gaby says her passion is focused on “los entrenamientos y aprender y compartir con los demás familias” (The training and learning and sharing with the rest of the families).



Doreen Bestolarides, R.N., -Parent/Community Advocate, Executive Board Member American Academy of Developmental Medicine and Dentistry, Board Member Alliance for Disability in Healthcare Education. Doreen has 39 years as Nursing Medical Professional with focus in Critical Care. Developed & Coordinated the Special Needs Caregiver Program at St. Joseph’s Medical Center. Retired from hospital nursing in 2020. Original co-incorporator of Family Resource Network SJC. My priority is equitable healthcare for people with Intellectual/ Developmental Disabilities. As a medical professional and parent of an adult child with Down Syndrome, I have continued advocacy on the

National stage as a public speaker. I am passionate about sharing my experience and knowledge in the field of IDD and caring for patients. I am passionate about educating nurses, physicians and allied professionals in Best Practice Standards as well as providing support and practical application in clinical practice. I have provided education both locally and nationally. Consumers of Regional Center Services often have complex medical needs. Providing understanding of genetics and chronic or acute health challenges is paramount to supporting people across the lifespan. People with IDD are a medically underserved population who require our attention to their diversity, while remaining attentive to practice standards.



EXECUTIVE DIRECTOR
Valley Mountain Regional Center

Date: November 2023

ABOUT THE POSITION

The Executive Director is responsible for providing strategic and operational leadership to Valley Mountain Regional Center (VMRC), located in Stockton, California, and serving children and adults with developmental disabilities in San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne counties. Key duties include overseeing strategic planning, financial management, organizational development, staff management, program operations, and contract compliance. Guidance and oversight is provided by the VMRC Board of Directors and Executive Committee. Positions reporting to the Executive Director include the Special Assistant to the Director, Chief Financial Officer, Director of Adult's Case Management, Director of Children's Case Management, Director of Community Services, Director of Administration, Director of Clinical Services, the Compliance Officer, the Project Manager, the Diversity, Equity, and Inclusion (DEI) Manager, and the Cultural Specialist.

DUTIES AND RESPONSIBILITIES

Vision, Mission, and Strategy

1. Cultivate a strong partnership with the Board of Directors to develop a shared vision for the future of the organization, build understanding around the current mission, and develop appropriate goals and strategies to advance that mission.
2. Create an effective process for long-range strategic planning that engages the Board, staff, vendors, and consumers to develop goals, objectives and operational plans.
3. Develop and lead VMRC's strategy within the broader context of the state political landscape.
4. Provide inspirational leadership and direction to all executives and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable VMRC to achieve its goals and objectives.
5. Maintain a working knowledge of developments and trends in the developmental disability services field.
6. Work effectively with the Board to expand and develop VMRC's Board of Directors.
7. Responsible for leading the organization to ensure all interactions with people with disabilities, their families and all of the staff adhere to the principles of Person-Centered Thinking.
8. Provide leadership that communicates zero tolerance for any discrimination based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. The director will consistently portray that VMRC is a place where "everyone belongs" and that it celebrates diversity, equity, and inclusion.
9. Ensure people with disabilities served or employed by VMRC who require alternative

means of communication (e.g., Braille, large print, audiotape, American Sign Language, etc.) will receive all accommodations needed.

Operations Management

10. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers. Ensure that an effective management team, with appropriate provision for succession, is in place.
11. Encourage staff development and education and assist program staff in relating their specialized work to the strategic priorities of the organization.
12. Maintain a climate which attracts, keeps, and motivates a diverse staff of top-quality people who achieve program goals and objectives.
13. Ensure that the organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.
14. Execute and maintain official records and documents and ensure compliance with the terms of the performance contract with the State of California, as well as with all federal, state, and local legal and regulatory requirements; implement sound risk management policies and practices.
15. Recommend new programs and the modification or discontinuance of current programs, as appropriate, to the Board of Directors.

Fiscal Management

16. Be responsible for developing and maintaining sound financial practices.
17. Ensure qualified staff are retained to accurately manage the financial health of VMRC; ensure a clear and accurate accounting system is maintained, allowing the Board to monitor the VMRC's finances and operations in relation to the approved budget and make informed decisions.
18. Align strategic and operational planning with the organization's budgeting process.
19. Work effectively with the Board, union, and outside counsel to negotiate a union contract that is fair and reasonable for VMRC and employees.
20. Ensure timely financial audits and tax filings by independent audit firms.
21. Ensure the fiscal department completes timely annual audits of vendors as required by law.

Communications, Public Relations, and Advocacy

22. Implement a comprehensive communications plan that engages and informs the Board, staff, and stakeholders.
23. Direct current and consistent updates to the company website to ensure adherence to full transparency to the public and meet the open meetings rules and best practices for the board of directors.
24. Communicating in various languages is necessary for all parts of our community to receive and understand information from VMRC.
25. Serve as an articulate and knowledgeable spokesperson for the organization. Establish and maintain positive relationships and cooperative arrangements with the many groups that support the work of VMRC, including community and business leaders, consumers and families, public officials, vendors, and potential funders.

26. Keep current on public policy and legislation affecting VMRC's work and provide strong advocacy for the organization's interests; collaborate with other regional centers and the Association of Regional Center Agencies (ARCA).
27. See that the board is kept fully informed on the condition of the organization and all-important factors influencing it including measurement of financial, programmatic, and impact of performance against stated milestones and goals.
28. Ensure representatives from VMRC are participating in outreach events to partner with community organizations throughout the five-county region.
29. Communicate all changes to services and regulations to consumers, families, employees, and community partners and ensure consumers and families have all the information they need to access services equitably.
30. Complete other duties as assigned to maintain the efficient functioning of the organization.

QUALIFICATIONS

- Master's or bachelor's degree in Business, Public Administration, Organization Development/Leadership, Psychology, Education, Social Work, Law, or related area; an advanced degree is highly desirable.
- A minimum of five (5) years of progressive experience in administrating an organization or division involved in human social services. Experience in organizations providing services for people with developmental disabilities is preferred.
- Applied knowledge of the unique needs of children and adults with developmental disabilities and their families.
- Working knowledge of government contracting, compliance, state and federal funding.
- Demonstrable blend of practical, policy, and administrative experience.
- Candidates will demonstrate strong skills in fiscal management, resource development, strategic and operational planning, and public relations.
- Prior experience providing support to a Board of Directors is preferred.
- Prior experience working in a unionized environment is preferred.
- Proficient in the use of Microsoft Office computer applications.
- Excellent oral and written communication skills.
- A combination of training, education, and experience, that is equal to all the qualifications above.

WORKING CONDITION AND PHYSICAL REQUIREMENTS

Most duties are performed in the office and out in the community. The person in this position must have reliable transportation and be able to travel locally and out of town regularly. The position requires the ability to read, write and comprehend large amounts of written material such as reports and regulations, use the telephone, and communicate via electronic mail daily. Excellent oral and written skills are essential.

SALARY AND BENEFITS

Salary range depending on the experience and degrees and specialization: anticipated \$220,000 to \$235,000. Valley Mountain Regional Center provide a generous benefit package including health, dental, vision, vacation, and holiday schedule. Click here for details:
<https://www.vmrc.net/wp-content/uploads/2023/11/SOB-NONBARGAINING-FEB-2023.pdf>

Application and Process (as of November 12, 2023):

Application Deadline: We encourage all interested applicants to submit their application materials by Nov. 13, 2023. Applications received by this date will receive guaranteed consideration. Email your resume/cv and cover letter c/o Margaret Heinz, Chair VMRC ED Selection Committee: ED Recruiting Process: EDRecruitingProcess@VMRC.NET

1. **Application Materials:** To be considered for the Executive Director position, we request that you submit the following documents:
 - **Resume:** Please submit a resume or CV highlighting your relevant professional experience, qualifications, and accomplishments.
 - **Cover Letter:** A cover letter addressing your interest and how your skills and abilities align with the requirements mentioned in the job description.

2. Selection Process (dates subject to change depending on the results of each step):
 - November 13, 2023: Deadline for application.
 - November 14, 2023: Selection committee will review all submitted materials and select the candidates to interview by the end of the day on November 14th.
 - November 15, 2023: The committee will meet on November 15, 2023 to discuss the logistics of the interviews and the steps of the process still to come. Applicants with the most relevant demonstrated experience will be contacted for further interview and selection.
 - November 16, 2023: The first level of interviews will occur on Zoom starting at 5 pm.
 - The week of November 27th: The last week in November (day to be determined after the Nov 16th sessions).
 - December 2, 2023: Final Interviews are expected to be on December 2, 2023.

3. Offer of Employment: Our goal is to extend an offer of employment to our selected candidate by December 4, 2023. The start date is negotiable.

Appendix A

Powers and Duties

The Executive Director shall administer and manage the staff and resources of Valley Mountain Regional Center. The Executive Director shall manage the corporate affairs of the Board and supervise the use of all of the Center's resources to pursue the mission of Valley Mountain Regional Center and accomplish its goals and objectives. Within this framework, the Executive Director shall keep the board informed and seek input from the Board regarding developments and decisions related to:

1. Select, employ, and supervise all other employees of the Center, including such contracted and occasional employees as are deemed necessary to accomplish the agency mission, goals and objectives.
2. Administer collective bargaining agreements, including resolution of grievances, negotiation of such agreements, and other functions required by the collective bargaining agreement.
3. Administer all aspects of VMRC's personnel policies, including, but not limited to, recommendation of new or amended policies to the Board of Directors, implementation of such policies through administrative procedures and directives, retention of legal counsel as necessary to protect the agency and further its mission, and filling of staff vacancies through hiring in Board-approved classifications, use of temporary help or employment contracts.
4. Manage VMRC's fiscal operations in a reasonable manner so as to maximize achievement of agency goals and objectives and meet the agency's obligations under its annual contract and state law.
5. Provide information to the Board of Directors and its committees regarding issues presented for consideration and of interest in the field of developmental disabilities generally at the regional, state, and national levels.
6. Generate ideas and proposals for consideration by the Board and its committees.
7. Enhance and extend public awareness of Valley Mountain Regional Center and its mission through participation on committees and boards of other social service organizations, public speaking, and dealing with the print and electronic media.
8. In collaboration with the Board Executive Committee, will develop an annual set of VMRC organizational goals and objectives which will be reviewed by the Executive Committee. The approved VMRC goals and objectives must be reported on by the Executive Director using a formal project plan and monitoring system. Progress towards achieving the goals and objectives will be discussed as a monthly agenda item at the regularly scheduled Executive Committee meeting and will be used as one of the criteria during the Board's annual ED performance evaluation.

Appendix B

Items Requiring Board Guidance

Some actions required to manage VMRC's operational affairs are sensitive and potentially have a lasting impact on consumer services and the success of the mission, goals and objectives of the corporation. If any of the following actions are planned, the Executive Director shall inform the President and seek board policy guidance in advance of the action:

- 1) Any major reorganization, realignment or physical relocation of a VMRC operating unit(s).
- 2) Any large scale staff lay-off, defined as involving more than 2 staff lay-offs in a given calendar month.
- 3) The negotiating goals and objectives and contract approval associated with the periodic renewal of VMRC labor contract(s), including the salaries, benefits and employment terms.
- 4) Implementation of staff furlough days.
- 5) Hiring or firing of the Chief Financial Officer.
- 6) Modification to salaries and benefits associated with one or more groups of non-bargaining unit employees."

EMPLOYEE CODE OF ETHICS

The Code of Ethics is not intended to duplicate or paraphrase law, statute, or agency personnel policies, nor is it intended to qualify in any way an employee's obligation to comply with those authorities. It is instead a tool to be used in helping staff work through the often difficult ethical issues that confront them on a regular basis.

My first responsibility is to the people I serve. In working through ethical dilemmas, the best interests of a person with developmental disabilities are my first concern.

I will honor and respect all people as unique and valuable individuals. I recognize the danger of imposing my own priorities and values, and will seek to assist people in determining the course of their own lives and directing the means of achieving their own goals.

I will recognize and support the central importance of family and friends. Each person is the center of a support network composed of varying numbers of family and acquaintances, including those who have a close and long-term relationship and therefore know the individual better than any professional. Even though these relationships may not always seem wise or productive, I will recognize and honor their significance.

I will support the right of adults to exercise freedom of choice in personal relationships. I will provide information and resources in a positive and respectful manner, encouraging consumers to gain self-confidence and experience all aspects of life.

I will attempt to balance legitimate need for protection with the right to function as a member of the larger society. Through education and training, people must be empowered to deal with daily life in their neighborhood and avoid threats to health and safety. I also recognize that over-protection can harm persons with developmental disabilities by limiting their ability to grow and learn.

I will be cautious in making assumptions about developmental potential. I understand that behavior, appearance, and even test scores can cause professionals and family members to make hasty judgments about the ability of an individual to learn and apply new skills. I will focus as much as possible on what people can do and their potential, rather than solely on deficits and limitations.

I will support full integration of people with developmental disabilities. While many services and supports are necessarily unique to people with developmental disabilities, I will endeavor to assist and encourage people to exercise their right to use those services and supports that are available to all community members.

I will stay current in my field. People with developmental disabilities deserve my best effort to keep up with innovations in the field of developmental disabilities so that I can identify and present those service options that are most likely to produce positive results.

I will apply the principles of teamwork both within VMRC and without. The cornerstone of

teamwork is mutual respect. While our roles are often separate, I will focus on common goals, sharing equally in the benefits and daily challenges of making difficult decisions.

I will respect the right to privacy of persons with developmental disabilities. I will follow the lead of the individual and use my best professional judgment in sharing information with family, friends, and people who provide support to the consumer.

Values

QUALITY

We meet the needs of the people we serve while simultaneously striving for excellence through ongoing self-examination and continuous improvement.

RESPECT

- We value and understand the uniqueness of each individual.
- We exhibit compassion and concern in our communications.
- We recognize that respect is noticeable when it leads to greater productivity, satisfaction and improved relationships.

COMMITMENT

- We follow issues through to problem resolution.
- We fulfill our promises to our constituents.

INTEGRITY

- We consistently exhibit honesty and fairness.

COMPASSION

- We actively listen and genuinely empathize with our constituents' realities.

ACCOUNTABILITY

- We are committed to efficient and effective stewardship of resources.

OPEN COMMUNICATION

- We embrace a culture in which non-confidential information is actively and freely shared among stakeholders.
- We engage all stakeholders in respectful dialogue to achieve the best results.