

AGENDA
INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING
MONDAY, JANUARY 8, 2024
Inland Regional Center
Conference Center – Board Room
1425 S. Waterman Avenue
San Bernardino, CA 92408
or Via Live Stream at [Inlandrc.org/live](https://inlandrc.org/live)

Call to Order/Ms. O'Connell

Minutes of November 13, 2023 Board of Trustees Meeting/Ms. O'Connell Action

Public Input: Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. **In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue or comment, contact your CSC or email your comments to Btrustees@inlandrc.org.** You may also submit Public Input Comments electronically via inlandrc.org/live.

Executive Director's Report/Ms. Johnson Info

Director's Reports/Directors Info

Committee Reports (Written Reports)

- | | |
|--|------|
| 1) Another Way/Ms. Gonzales | Info |
| 2) Executive Committee/Ms. O'Connell | Info |
| 3) Legislative Committee/Ms. Cummings | Info |
| 4) Master Trust Committee/Ms. Miller | Info |
| 5) Vendor Advisory Committee/Ms. Stewart | Info |

Old Business: None

New Business

- | | |
|--|--------|
| 1) Board Member's Term Renewal/Ms. O'Connell | Action |
| 2) Status Change for Master Trust Member/Mr. Beckett | Action |
| 3) Worker's Compensation Insurance/Ms. Steuwer | Action |
| 4) Salary Schedule Update/Mr. Beckett | Action |

5) Hiring of Retired Employee/Annuitant/Ms. Steuwer

Action

Trustee Input

Executive Session

- 1) Legal Matters (In accordance with Welfare & Institutions Code Section 4663(a)(5)
- 2) Employee Salaries and Benefits (In accordance with Welfare & Institutions Code Section 4663(a)(3)

Next Meeting Date: March 11, 2024

MINUTES OF NOVEMBER 13, 2023
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

BOARD PRESENT: Jay Connor; Carmela Garnica; Alicia Lara; Theodore Leonard; Eric Naranjo; Maureen O'Connell; Briseida Ramirez; Rene Rojo; Gizelle Siojo; Teri Smith; Joshua Souder; April Stewart

BOARD MEMBERS ABSENT: Kiana Buffington

BOARD FACILITATOR: Bertha Soria; Robyn Souder

DIRECTORS PRESENT: Steve Beckett; Kurtis Franklin; Felipe Garcia; Eric Hamler; Lavinia Johnson; Don Meza; Merissa Steuwer; Vince Toms; Treva Webster

STAFF PRESENT: Freddy Casillas; Andrea Gonzales; Martin Morales; Estefania Pena; Mari Rodriguez

GUEST PRESENT: Rosa Abad, Ives Torres Foundation; Sandra Avillas, Ives Torres Foundation; Sofia Benitez, 24 Hour Homecare; Marbella Certes; Laura Garcia, Parent; Araceli Gil, Ives Torres Foundation; Jorge Jardiez, Parent; Guadalupe Martinez, Parent; Cheryl Miller, Parent; Esmeralda Navarro; Olga Lilia Rojas, Parent; Eloisa Serna, Ives Torres Foundation; Matoya Terrell, State Council on Development Disabilities

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Meeting was called to order by Ms. O'Connell at 5:05 pm.

MINUTES OF SEPTEMBER 11, 2023 Board Meeting: 1. Motion made to approve the minutes of the September 11, 2023 Board Meeting as presented M/S/C Rojo/Naranjo.

PUBLIC INPUT: The following 3 public comments were received electronically:

1. Barbara Tyler, Family Member: It took a lawsuit for Regional Centers to begin to address the needs of their clients with hearing loss. In the Deaf community they are known as Deaf-Plus, and my brother is one. Thanks to the lawsuit, IRC actually got around to HIRING a DEAF EMPLOYEE. Did this person go out and meet the Deaf IRC clients or attend their IPP meetings to ascertain their needs? NO. The employee is completely unfamiliar with the clients. This is Unacceptable. So, what is this person doing?? Focusing on the hearing community, NOT on the Deaf clients. Who designed this program? Did an actual DEAF adult design it, who is knowledgeable of Deaf needs? Whoever did, has done it backwards. Focus on our Deaf adults first, establish a baseline and hierarchy of needs, and then reach out to the community. For example, as with any second language, skills decline with time, and this is especially true of our Deaf adults with additional disabilities. My brother has asked for a TUTOR or a CLASS to help him maintain communication skills and NEVER has been given one. Housing with other Deaf adults and Continuing (UCLA Calls it Lifelong) Education must be a priority. ***IRC Trustees: YOUR PRIORITIES as hearing adults ARE NOT OUR PRIORITIES as Deaf adults. Got it? Put someone in charge who actually KNOWS the needs of the clients you're supposed to serve. Also, WHO is making decisions about ASL Interpreters for our family members during IRC meetings?

Is this a hearing person with NO KNOWLEDGE of the Deaf clients? Are you trying to save money AT CLIENTS EXPENSE? Apparently someone has the power to deny in-person interpreters and force video interpreters instead. This must stop. They don't even read the IPPs to find out client needs! Why doesn't IRC recognize that most Deaf clients have additional disabilities, such as VISION Impairments and Cerebral Palsy, and video interpreting cannot be used???? A DEAF CASE MANAGER MUST now be assigned to EVERY IRC CLIENT WITH HEARING LOSS.

2. Brandie Huckabee, Family Member: Learning new skills and working with everyone.
3. Pat Jones, Vendor: Info for vendor.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson reported the following: 1. As of November 1, 2023, IRC serves 48,682 active consumers. 2. IRC currently employs 1061 staff of which 725 are in case management and 361 are administrative. The current standard caseload ratio is 72:1. 3. After 10 years of serving IRC as the Director of Intake, Clinical and Early Start, Treva Webster has announced her plans for retirement. Her last day with IRC will be January 5, 2024. 4. On Saturday, October 28, IRC hosted the IRC Fall Festival Cultural Resource Fair. The event was held at the Riverside Convention Center in downtown Riverside. The event was attended by 2,000 attendees, 120 IRC vendors and other guests including Dr. Cory Jackson, Assembly Member from the 60th district community of Moreno Valley/Hemet areas. There were performances, booths, raffles, and music.

DIRECTOR'S REPORT: Written reports were submitted by the Directors. The Board had no questions.

COMMITTEE REPORTS

1. ANOTHER WAY: Ms. Gonzales submitted a written report. There were no questions from the Board.
2. EXECUTIVE COMMITTEE: The notes from the November Executive Committee were included in the board packet. There were no questions.
3. LEGISLATIVE COMMITTEE: Ms. Cummings submitted a written report. There were no questions from the Board.
4. MASTER TRUST COMMITTEE: Ms. Miller submitted a written report. There were no questions.
5. VENDOR ADVISORY COMMITTEE: No report submitted.

OLD BUSINESS: None

NEW BUSINESS:

1. NATIONAL CORE INDICATOR (NCI) PROJECT: Ms. Terrell from State Council on Developmental Disability (SCDD) shared families of the regional center will be receiving one of three NCI surveys 1. A child living in the family home, 2. An adult living in the family home or 3. An adult living outside of the family home. Surveys will be mailed out directly from SCDD to the families of regional center clients. Families are encouraged to complete the survey and return the survey back in the pre-paid envelope. Surveys can be completed online as well by using the code

provided in the letter to complete the survey. For those who work with families of the regional center, SCDD encourages you to help families complete the survey. Participating in this survey helps your regional center and DDS understand how services and supports impact you. One of the areas they are interested in is employment. Not every consumer will have an opportunity, a sample pool is pulled by a computer program and then the surveyors will start making phone calls. This is a State Council project and not a regional center one. You can visit DDS' website at [DDS.ca.gov](https://scdd.ca.gov) and go to NCI to see the breakdown. Ms. Garnica shared that SCDD is recruiting individuals to conduct interviews. This is a great way to get involved and it is also a paid position. For more information log into <https://scdd.ca.gov/qap>.

2. **WORKER'S COMP INSURANCE:** Ms. Steuwer is requesting that the board give the Executive Committee the authority to approve the Worker's Comp Insurance effective January 2024 once the quote becomes available. We are projecting an overhaul increase in employees of about 19%. After speaking to our broker, it will be safe to assume a 15% to 30% increase. We are projecting low premium to be about \$735,000 or high \$830,000. For January 2024 we are projecting a premium of \$782,000. **2. Motion made to grant the Executive Committee the authority to approve the Worker's Comp Insurance effective January 1, 2024, for no more than \$782,000 M/S/C Rojo/Connor.**
3. **ANOTHER WAY'S BUDGET PROJECTIONS FOR 2024:** Ms. Gonzales is looking for a motion to approve Another Way's projected budget for FY 2023-2024. Two things impacting the budget is 1) Golf Tournament being rescheduled for May 2024 and 2) the Toy Drive is being reinstated after being placed on hold due to COVID. **3. Motion made to approve Another Way's projected budget for 2023-24 M/S/C Rojo/Naranjo.**
4. **2024 BOARD TRAINING SCHEDULE:** Ms. O'Connell stated the Board Training Schedule for 2024 was prepared by the Executive Committee and inquired if the Board wanted to make any changes. No request for changes. **4. Motion made to approve the 2024 Board Training Schedule as presented M/S/C Leonard/Souder.**

TRUSTEE INPUT:

Mr. Rojo shared that he attended the Fall Festival and enjoyed being with families and other community vendors. He also shared that he tragically lost his mom on October 2nd and recently had her memorial services. Lots of people attended. She was very involved in the community and held fund raisers for her church. He will continue to follow in her footsteps.

Ms. Siojo shared she will be crocheting blankets on YouTube and goes to centers and gives them to babies.

Ms. O'Connell adjourned the meeting at 5:54 p.m. to go into Executive Session. Executive Session was called to order at 6:01 p.m.

The Board reconvened at 6:34 p.m. The Board took action to draft a letter to ARCA.

Meeting adjourned at 6:35 p.m.

Sincerely,

Alicia Lara
Board Secretary

Sandra Guzman
Assistant Secretary

DRAFT

Director Adult Services Report
January 2024
Respectfully submitted by Don Meza

Adult Services Team Update: The adult services team continues using a hybrid model of service. The CSCs are required to be in the office at least one day per week. The managers have been asked to be in the office at least two days per week. The CSCs share office space and schedule themselves to work in the office on days when their peers are working remotely. The case management teams have been completing in-person visits with consumers in a conscientious and safe manner. The focus of in-person visits has been for consumers residing in Board and Care and Specialized Facilities, in Skilled Nursing Facilities, and for independent consumers with Supported Living services. In Adult services there are currently 14 case management teams with approximately 210 service coordinators that cover the two-county catchment. We have expanded the teams with new staff which results in smaller caseload ratios for the CSCs. The Senior consumers team has been split into two units, one serving San Bernardino County and the other serving Riverside County. The new Riverside Seniors Unit program manager is Mandy Aleshinloye and Debra Martinez will lead the San Bernardino Seniors unit.

Federal Programs/Medicaid Waiver (MW): A Federal Programs audit was conducted at IRC in October 2023. Aderonke Adejuyigbe is our Federal Programs Manager and she and her team were very busy during the 3 weeklong audit. We had an exit meeting on November 1st with the auditors to review the findings. They shared that there were some issues regarding documentation which we can improve on over the next two years. We have been growing quickly over the past two years and our larger numbers have contributed to some of the issues.

The Waiver unit continues to see an increase in Institutional Deeming case referrals. Institutional Deeming is specific to minors with qualifying needs but who have parents that exceed the income limits established by Medi-Cal.

We currently have the following numbers in our Waiver program. As of November 2023, IRC serves 16,623 active Medicaid Waiver consumers, 5,434 in "1915i Waiver" and 179 consumers on the "Self Determination Waiver". IRC's total number of Waiver cases is 22,236. The Waiver team is also continuing to add cases to the program to increase active waiver numbers. The review process and reaccreditation of Waiver cases continues to be challenging in the current remote working model.

Consumers returning to Work and Programs: Adult consumers continue to return to daily activities through "traditional" services. The overall situation has been challenging due to several factors, primary of which is that the programs continue having difficulty finding staff. Some programs have not been able to return to a full-time schedule due to this issue. The "state of emergency" was lifted effective 2/28/2023. The consumers maintain the option, if requested, to continue receiving remote services until 6/30/2025. Regardless, we will continue to work with our consumers and offer them appropriate options.

Board of Trustees Quarterly Report - Respectfully Submitted by Vince Toms

January of 2024

The following is a summary of statewide updates that affect our clients and vendors:

Community Services hopes that all parties had a safe and joyous holiday season. 2024 will have several new changes and challenges, but all will lead to better service quality for our clients. There have been several programmatic changes to the division over the last four months and it is because of all the new Department of Developmental Services (DDS) directives and guidance. This is a good opportunity to discuss a few of them and introduce the new staff.

There are four distinct units within the Community Services Division. The Quality Assurance unit was split into two counties, due to the incredibly large size of the team. Minerva De La Rosa will be the Program Manager for Riverside County and Genii Greco will manage the San Bernardino Unit. They will be led by Dalila Balderas, who is the new Program Administrator. There has been an additional five staff members allotted to the units, primarily to manage the Home and Community Based Services – Final Rule guidance that DDS has shared. Along with the guidance is a strict timeline that we must adhere to.

Jon Eckrich will be the Program Administrator for the Training Unit and Ken Armstrong will be the Program Manager. They have bolstered the unit with four additional hires coming on board this month and an additional three to pilot/build a new Mentor program for the agency. They are currently leading the agency direction for three training courses either in progress or upcoming, to include implicit bias, cultural sensitivity, and person-centered thinking. Overall, the staff will have five days of training in these subjects over the next eight months. The agency understands that the added workload is difficult for the line staff, and we are actively doing our best to encourage and provide incentives to these efforts, so staff are motivated to attend and participate.

Amanda McGuire continues to Manage the Resource, Development and Training Unit and will be getting two additional staff, with the primary task of assisting the vendors in the multitude of pending changes, as they relate to the DDS Burns Rate Study. The unit will be instrumental in enacting multiple changes over the next year and a half. With the enormous size of the vendor community, this will be no small task.

The Community Engagement Unit has been split into a Community Engagement Team led by Monica Mungia, who joined us from North Los Angeles Regional Center. A new Service Access and Equity Team will be created, and we are in the process of interviewing for a Program Manager. They will lead the agency in all things related to decreasing disparity, as we discussed in the December Board of Trustees training. Additional training on service access and equity will be offered to the Board of Trustees in February.

The structural changes to the division and units will better enable Inland Regional Center (IRC) to absorb the DDS directives and move forward on strengthening areas such as new staff training, community responsiveness and client satisfaction. The Community Services Division wants to thank the Board of Trustees for their leadership and passion in supporting us in serving our mutual clients and community.



CURRENT PRIORITIES

- Continuing Atlas improvements
- Onboarding new IT staff
- Supporting IRC staff



DIVISION MANAGERS

Case Control
Denise Adame

Communications
Sandra Guzman

Information Technology
Marc Rinebolt

**Facilities, Office Services &
Procurement**
Gabriel Ortiz

IT AND ADMIN SERVICES

ADMINISTRATIVE SERVICES

The Administrative Services division has been working hard to continue to meet the needs of an ever-growing IRC. This has included re-using space that had become storage for event and meeting use.

Our Case Control department has been as busy as ever with rapidly processing information requests and intakes. Processing of the backlog of paper records into the digitized system is also progressing. We hope to have that project completed early next year.

INFORMATION TECHNOLOGY

I am pleased to report that I have selected Marc Rinebolt as the next IRC IT Manager. Marc has 12 years of experience in the IT field, three of which were supporting multiple college campuses throughout Southern California, and the last nine here at IRC. While at IRC Marc has filled multiple roles, starting with Tech I and Tech II, then as our first IT Specialist, and most recently as a Business Systems Analyst primarily supporting Atlas.

We also welcome Stephanie Santoyo to our IT team as an IT Technician I. Stephanie brings extensive customer service and support experience and is a welcome addition to our team.

Inland Regional Center Pre-School and Children & Services

January 08, 2023, IRC Board of Trustees Report

Submitted by Felipe J. Garcia IRC Director of Pre-School and Children and Services

Greetings s of November 30, 2023, we currently have 15,881. School Age units have 11,790 and Pre-School units have 4,091 cases. We continue to hire replacements as soon as possible to ensure that consumers have a Consumer Services Coordinator (CSC).

Preschool Units

Hiring continues to be a priority for the four Program Managers who oversee the Pre-School Units (ages 3-6) and have been interviewing on an ongoing basis. We continue to hire to meet the established requirements of 1:40 cases per Consumer Services Coordinator (CSC). It should be noted that we continue to have interest from existing school age CSC's in serving our Pre-School age children. We are excited that we have such an interest, however we must move existing staff from School Age Units to Pre-School units, slowly. This is due to the replacements that we would have to have happen to back fill open positions. We are in the process of hiring an additional Program Manager for the Riverside County area for Pre-School. Riverside County will now have 3 Pre-School units as there has been a significant growth in cases for Riverside County.

School Age Units

School Age units will have an age range change as of January 2024. We will begin transferring cases to the Transition units at age 14 instead of at age 16. The transfer of cases will be gradual to ensure that the transition units can accommodate the increase in cases. Any consumer who will reach age 14 in the new year will transfer at or close to their 14th Birthday. Any consumer who is already aged 14-16 as of December 31, 2023, will stay in the school age unit until the age of 16 and then be transferred to the Transition units.

With the recent changes in the Pre-School and School Age Units, the Director of the Pre-School and School Age Unit will be meeting with unit representatives on a semi-annual basis to have direct communication with Consumer Services Coordinators. (CSC's). These meetings have not been scheduled but the plan is to have our first meeting in 2024. As previously noted, this was a direct result of meetings that were held with all units when we discussed the restructuring of the school age units. This open communication will allow CSCs to provide feedback and updates on what CSC's would like to see in case management.

Social Recreation

Both Pre-School and School Age units have seen an increase in requests for social recreation opportunities from our families. We are continuing to review each request individually and approving services as appropriate and in accordance with regulations. Families can request a coach to accompany their child to social recreation opportunities and in many cases, as requested, IRC can fund social recreation activities. Families have been requesting reimbursement, which IRC continues to approve and reimburse via a Financial Management System (FMS) vendor.

Inland Regional Center Transition & Special Services

December 2023 IRC Board of Trustees Report

Submitted by: Eric Hamler IRC Director of Transition Services and Specialty Services

Enhanced Service Coordinator Unit (ESC):

Inland Regional Center (IRC) has formed a new unit to provide coordination of services at a 1 to 40 coordinator to consumer ratio for clients in underserved communities with low or no purchased services (POS). This unit is called the Enhanced Service Coordination (ESC) Unit. This is an option for our low to no POS clients who live in underserved communities. This unit was developed to fulfill the enhanced service coordination mandate from DDS which is "intended to improve service access and delivery" by providing clients with "focused support and increased service coordination." The uniqueness of enhanced service coordination includes the consideration of cultural, linguistic, systemic, and societal barriers and implementation of best practices to reduce such barriers through a service access and equity lens. The Program Manager of this unit is Lilliana Garnica. Ms. Garnica currently has 375 consumers enrolled in this program. All ten positions have been filled. Ms. Garnica and one of her team members are participating in the Cultural and Humility Training. Ms. Garnica continues to provide outreach efforts to provide training and knowledge. Her most recent outreach was attending the Language Access and Cultural Competency (LACC) fall resource festival.

Self Determination Program (SDP):

We have a total of 235 Self-Determination cases, with cases pending effective dates. Alejandra Rivera is the Program Manager who manages the Self Determination, Individuals with Disabilities Education Act (IDEA) and the Systems of Care positions. Our participant Choice Specialists (PCS) have been assisting in expanding awareness of self-determination service options through efforts to identify concerns and barriers to enrollment, reduce identified barriers and by providing information and training to consumers, families, IRC staff and providers about self-determination options. The PCSs continue to collaborate closely with the local volunteer advisory committee (LVAC) to support implementation of the Self-Determination Program. Ms. Rivera and her team now host an Independent Facilitator (IF) roundtable virtually. This platform is for certified IFs to collaborate with IRC on SDP related topics. Ms. Rivera continues to provide outreach efforts to provide training and knowledge about SDP. Her most recent outreach was attending the Language Access and Cultural Competency (LACC) fall resource festival. Additionally, the Self-Determination team will be restructuring in order to better serve individuals in the Self-Determination Program. Next year there will be 8 CSCs assigned to Self-Determination case management and they will form a new unit under Ms. Rivera.

Systems-Care Coordinator:

IRC's Systems of Care Coordinator is Rosalba Martinez. Ms. Martinez has been continuously collaborating with our partners to meet the needs of children and youth in foster care who have experienced severe trauma. IRC has Interagency Child, Youth and Family Services Memorandum of Understanding (MOU) with Riverside and San Bernardino Counties. These agreements outline the various local entities (required partners and collaborative partners) establishment of shared interagency responsibility, engagement, and resource allocation. Our systems of care coordinator participate in all required meetings, provide support to IRC's staff, and updates our partners on cases in addition to reporting data to DDS. There is an opening to hire a second Systems of Care Coordinator. There will be a designated Systems of Care Coordinator for each county.

Transition Units:

Transition Units serves ages 16-25 years old. 6 Program Managers (PM) oversee these programs which are as follows:

- Mona Jaber-West End Transition
- Andrew Burdick-San Bernardino High Desert Transition
- Angelica Serrano-San Bernardino Transition
- Brandie Parhm-Riverside South Transition
- Elizabeth Tagle-Riverside Transition
- Amira Abdelmageed-Riverside East Transition

There is a total of 8,489 cases in all transition units. Our Transition Units are continuing to collaborate with school districts and Special Education Local Plan Areas (SELPA) on providing information about IRC's services for adults that are transitioning out of school and into a pre-vocational or vocational programs per consumer's Individual Program Plans.



Inland Regional Center Board Report
Submitted by Andrea Gonzales, Another Way Coordinator
Date: December 14, 2023

To: The Board of Trustees

I. Golf Tournament Date: Saturday, May 18th, 2024; Mixer, Friday, May 17th, 2024, at Omni Rancho las Palmas.

- A. Save the Date going out in January.
- B. Need raffle prize ideas, prospects, etc.
- C. Received \$30,000 for the 2024 tournament to date.
- D. 2024 will be our 25th Anniversary Tournament and we are brainstorming ways to celebrate the occasion and raise more funds to help our consumers.
 - 1. Sponsor a candle on the Anniversary Cake
 - 2. Another Way photos and stories from the past
 - 3. Guest speaker at banquet

II. Holiday Giving

- A. For Thanksgiving we sent out 130 (\$50) Walmart Gift Cards to consumers who are low-income and were referred by their case managers
- B. For Christmas we sent out 96 (\$50) Walmart Gift Cards to consumers who are low-income and were referred by their case managers.
- C. Gift Cards can be used to purchase anything except alcohol, Tobacco, or firearms.

III. Toy Drive was held on Wednesday, December 6th at Couture Events.

- A. There were Santa pictures, free food, desserts, music, and games at the event.
- B. Raised \$23,500 and will net approximately \$10,000 which will go back to our programs and services.
- C. Approximately, 36 families attended the event or 216 individuals.
 - a. All the families who arrived early and attended the event received \$75 worth of gas cards.
- D. Eleven sponsors attended or about 60 people.
- E. 144 IRC consumers and their siblings will be receiving gifts this holiday season thanks to donations from IRC staff, Ingram Micro and T-Force Freight.
- F. CSCs are delivering gifts to consumers who did not attend the event.
- G. Another Way will be mailing gift cards purchased for consumers who were unable to attend the event.

IV. Requests

- A. Overall referrals are picking up with an increased need for rental assistance.
- B. The seamless doc process has expediated the number of referrals we have received.
- C. Sending out letters to consumers letting them know that they are eligible for rent and/or utility assistance.

V. Bowling

- A. Received \$3000 for the Bowling Tournament from InRoads Creative Programs Inc.
- B. Bowling Tournament will be in fall of 2024 to make time for the golf tournament which had a change of date.
- C. The theme is 1950s – May change.

VI. Employee Giving

- A. Another Way Coordinator continues to share at New Hire and present at Unit Meetings.

VII. Grants

Approved	Pending/In Progress	Denied	Extensions
Annenberg - \$25,000 (general operating)	The Annette Williams Charitable Foundation (\$5,000)	The Chatlos Foundation (\$5,000). New funder and is a bit of a stretch but we are reaching out. Currently under review at June Board Meeting.	Cal Wellness thru December 31st 2023
Carpenter FY22/23 - \$35,000 (general operating)	FY23/24-Carpenter (\$35,000).		Kaiser thru March of 2024
Stater Brothers - \$2,500 (Safety-Net Program.	S. Mark Taper Foundation. (\$20,000)		
	Albertsons (\$5000)		
	Carl E. Wynn (prospect) reaching out to company		

**INLAND REGIONAL CENTER
Board of Trustees
Executive Committee Meeting**

December 13, 2023

4:30 p.m.

Notes

EXECUTIVE COMMITTEE PRESENT: Maureen O'Connell; Alicia Lara, Joshua Souder, Jay Connor

STAFF/EX OFFICIO PRESENT: Steve Beckett, Lavinia Johnson, Merissa Steuwer

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

1. **WORKER'S COMP INSURANCE:** The Board granted the Executive Committee the authority to approve the Worker's Comp Insurance when quote became available. Overall Worker's Comp premium was better than expected. Experience Modification Factor percentage went down 7%.
1. Motion made to approve Worker's Comp Insurance beginning January 1, 2024 in the amount \$566,717 with a 15% increase premium cost M/S/C Souder/Connor.
2. **MASTER TRUST REPORT FOR NOVEMBER 2023:** Merissa reviewed the November Master Trust Report with the committee.
3. **FEBRUARY RETREAT:** Lavinia shared we originally had planned an off-site, overnight retreat in February. We recently received information from the department regarding budgetary restraints. Because of these restraints we cannot travel outside of IRC. We will hold the retreat/training here at IRC on February 12th from 9:00 – 2:00. The training topic will be on Linguistic and Cultural Competency.
4. **MASTER TRUST MEMBERSHIP:** Steve announced that Dr. Drew Cutler status on the Master Trust Committee will be moving from active emeritus, a non-voting status. Treva Webster will be retiring on January 5 and expressed an interest in serving on the Master Trust Committee. The committee voted to recommend Treva as a member of the Master Trust Committee 2. Motion made to present both Dr. Cutler's status and Treva's recommendation to the board M/S/C Souder/Connor.
5. **BUILDING THE JANUARY AGENDA:** Along with the usual items, we will add Worker's Comp, Master Trust Membership and Salary Schedule Update to the agenda.

Next Meeting: January 17, 2024



**BOARD OF TRUSTEES REPORT, RESPECTFULLY SUBMITTED BY LAURA MILLER
January 8, 2024**

Cash Assets as of November 30, 2023	\$23,519,786.44
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COMMITTEE MEMBERS

Tom Cosand, Drew Cutler, Bob McGuire, Debra Mannon, Stephen May,
Evan Page, Jack Padilla, and Steve Spears

OPERATIONS

The Master Trust of California (MTC) recently joined the Alliance of Pooled Trusts. Their website, www.aptrusts.org, provides the following information on the benefits of membership:

“Alliance of Pooled Trusts (APT) is the first coalition in the United States dedicated to uniting Pooled Trust providers in establishing best practices for the industry. APT serves as a resource for its members and promotes high-quality pooled trust administration for the special needs community”.

We look forward to networking with similar sized pooled trusts, attending the monthly webinars, and reviewing the best practice guidelines that are in development. As the membership grows, the APT aims to be a voice to influence future policy, legislation, and regulations.

ACCESS

In October and November of 2023, the MTC processed 222 transactions totaling \$280,582.56. Requests included; association dues, attendant services, bottled water, cable bills, cell phone bills, cleaning services, clothing, companion services, electronics, entertainment, furniture, gym membership, holiday decorations, home essentials, home insurance, hygiene products, income taxes, incontinence supplies, landscape services, legal fees, massage therapy, medical/dental expenses not covered by insurance, pest control, pet care, plumbing repairs, pool maintenance, property taxes, recreation, salon services, storage fees, tax preparation fees, theme park annual passes, utilities, vacations, vehicle insurance, vehicle repairs and Wi-Fi services.

Memo

To: Board of Trustees
From: Maureen O'Connell, Board Chair
Date: December 28, 2023
Re: Term Extension

Teri Smith's first term as a Board of Trustee terms on January 12, 2024. Ms. Smith is eligible for a full 4 year term. (January 13, 2024 – January 12, 2028). Thank you.

RODOLFO FACIO EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (“Agreement”) is entered into effective February 1, 2024, by and between Inland Counties Regional Center, Inc. (“IRC”) and Rodolfo Facio (“Employee”), all of whom may be referred to in this Agreement, individually or collectively, as Party or Parties.

RECITALS

- A. Employee has been employed by IRC in the position of Computer Support Specialist.
- B. Employee is retiring from IRC effective January 31, 2024.
- C. Until such time as the vacant position of Computer Support Specialist can be filled, IRC and Employee desire to utilize Employee’s unique experience, training and knowledge as a Computer Support Specialist on an interim basis until such time as a permanent replacement can be found for the vacant position of Computer Support Specialist.

TERMS AND CONDITIONS OF EMPLOYEE’S DUTIES

- 1. **Period of Employment.** Pursuant to Resolution No. 2024-01-08-RF of the IRC Board of Trustees, which is attached hereto as Exhibit “A”, IRC agrees to employ Employee from February 1, 2024 through and including December 31, 2024, subject to the termination provisions in section 4.
- 2. **Duties and Responsibilities.** In order to maintain a continuity of services for IRC, Employee shall continue to perform the functions of Computer Support Specialist consistent with the job description that is attached hereto as Exhibit “B”. Employee shall devote his best efforts to the performance of his duties under this Agreement and shall report directly to the Senior Programmer/Analyst.
- 3. **Compensation.**
 - a. **Hourly Rate/Number of Hours.** Employee will be paid a rate of \$33.6940/hr. Employee will work no more than 960 hours in the fiscal year.
 - b. **Timecard.** Employee shall use IRC’s payroll/time keeping system to complete a time card for each day worked.
 - c. **No Other Benefits or Compensation.** Employee shall not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to the above hourly rate of pay.
 - d. **Expenses/Travel.** Employee shall not incur any travel expense or any other expense or cost in performing any work under this Agreement without the prior written consent of IRC. For any such expenses that are approved, IRC shall reimburse Employee for such expenses in accordance with IRC’s standard expense reimbursement policies.

4. Termination of Employment.

- a. By Death.** This Agreement shall terminate automatically upon the death of Employee. IRC shall pay to Employee's beneficiaries or estate, as appropriate, any compensation then due and owing as of the date of death. Thereafter, all obligations of IRC under this Agreement shall cease.
- b. By IRC or Employee.** Either Party may terminate this Agreement at any time and for any reason, with or without cause, by providing the other Party with thirty (30) days advance written notice. IRC shall pay to Employee any compensation then due and owing through and including the date of termination. Thereafter, all obligations of IRC under this Agreement shall cease.

GENERAL TERMS AND CONDITIONS

- 5. Inconsistencies.** In the event of any inconsistencies between the policies and procedures of IRC and the provisions of this Agreement, this Agreement shall govern.
- 6. Independent Legal Advice.** Each of the Parties to this Agreement has received independent legal advice from attorneys of their own choice with respect to the advisability of executing this Agreement or had an equal opportunity to do so.
- 7. Non-Reliance.** Except as expressly stated in this Agreement, no Party to this Agreement has relied upon any statement, representation or promise of any other Party in executing this Agreement.
- 8. Arm's Length.** The terms of this Agreement are contractual and not a mere recital. This Agreement is the result of arm's length negotiations between the Parties.
- 9. Consent.** This Agreement has been carefully read by each of the Parties to this Agreement who sign it of their own free will and with full knowledge and understanding of its terms and conditions.
- 10. Authority.** The Parties to this Agreement represent and warrant that each has the power and authority to enter into and perform this Agreement.
- 11. Good Faith.** The Parties to this Agreement agree that they will not do anything that will interfere with the performance of this Agreement by any other Party to the Agreement, or which will adversely affect any of the rights and benefits provided for herein.
- 12. Binding Effect.** This Agreement shall inure to the benefit of and be binding upon each of the Parties; the affiliates, officers, directors, agents, successors and assigns of IRC; and the heirs, devisees, spouses, legal representatives and successors of Employee.
- 13. Integrated Agreement.** This Agreement constitutes a single, integrated, written contract expressing the entire understanding of the Parties. No covenants, agreements, representations

or warranties of any kind whatsoever have been made by any Party to this Agreement, except as specifically set forth in this Agreement. All prior discussions and negotiations have been and are merged and integrated into, and are superseded by, this Agreement. No collateral, parallel or side agreements, representations, or warranties have been entered into between the Parties. Any new agreements between the Parties shall be in writing and signed by all Parties.

14. **Waiver.** A waiver by any Party of any of the terms and conditions of this Agreement shall not be deemed or construed to be a waiver of such term or condition in the future, or of any subsequent breach. Any custom or practice which may grow up between the Parties in the administration of this Agreement shall not be deemed or construed to waive or lessen the right of either Party to insist upon strict performance in accordance with all of the provisions of this Agreement.
15. **Captions.** The captions of the sections of this Agreement are solely for the convenience of the Parties, are not a part of this Agreement, and shall not be used for the interpretation of any provision of this Agreement.
16. **Attorney's Fees/Costs.** The Parties to this Agreement shall each bear their own costs and attorney fees with respect to the preparation and execution of this Agreement. In any action, lawsuit, arbitration or other legal proceeding, whether in law, contract or equity, including any appeal, which is undertaken to enforce or interpret this Agreement or any provision thereof, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs, expert fees and costs, mediation fees and costs, arbitration fees and costs, and statutory costs.
17. **Severability.** In the event that any provision of this Agreement should be held to be void, voidable, or unenforceable, the remaining portions hereof shall remain in full force and effect.
18. **Mutuality of Drafting.** This Agreement, and any ambiguities or uncertainties contained herein, shall be equally and fairly interpreted and applied for the benefit of and/or against each of the Parties hereto, and shall be construed without reference to the identity of the Parties preparing this Agreement, with the express understanding that each of the Parties participated in the negotiations and preparation of this Agreement or had an equal opportunity to do so.
19. **California Law and Venue.** This Agreement shall be construed in accordance with, and be governed by, the laws of the State of California. Any action or proceeding brought to enforce or interpret this Agreement shall be brought in the San Bernardino County Superior Court, Central District.
20. **Notices.** Any notice to IRC required or permitted under this Agreement shall be given in writing to IRC, either by personal delivery or by certified mail with a return receipt, postage prepaid, addressed to the Executive Director of IRC at IRC's principal place of business.

Any notice to Employee shall be given in a like manner and, if mailed, shall be addressed to Employee at Employee's address as shown in Employee's personnel file. Employee shall be obligated to notify IRC in writing of any change of address. For the purpose of determining compliance with any time limits in this Agreement, a notice shall be deemed to have been duly given (a) on the date of delivery, if delivered personally on the Party to whom notice is to be given, or (b) on the third business day after mailing, if mailed to the Party to whom the notice is to be given in the manner provided in this section.

- 21. Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute a single, integrated instrument. A faxed, photocopied, or PDF copy of a signature shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date first written above.

Inland Counties Regional Center, Inc.

Date: _____, 2024

By: _____
Lavinia Johnson, Exec. Dir.

Employee

Date: _____, 2024

By: _____
Rodolfo Facio

EXHIBIT “A”



INLAND REGIONAL CENTER

... valuing independence, inclusion, and empowerment

1365 South Waterman Avenue, San Bernardino, CA 92408

P. O. Box 19037, San Bernardino, CA 92423 Telephone:

(909) 890 – 3000 Fax: (909) 890 – 3001

**RESOLUTION OF THE BOARD OF TRUSTEES
OF INLAND COUNTIES REGIONAL CENTER, INC.
FOR AN EXCEPTION TO THE 180 DAY WAITING PERIOD
REQUIREMENT FOR THE EMPLOYMENT OF
RETIRED ANNUITANT, RODOLFO FACIO
(Gov't. Code §§ 7522.56 & 21221)
Resolution Number: 2024-01-08-RF
Resolution Date: 01/08/2024**

WHEREAS, in compliance with *Government Code (Gov't Code)* § 7522.56 of the Public Employees' Retirement Law, Inland Counties Regional Center, Inc. (IRC) Board of Trustees, must provide CalPERS with this certification resolution when hiring a retired annuitant before 180 days has passed since their retirement date; and

WHEREAS, Rodolfo Facio, with CalPERS ID 6877409352, is retiring from IRC in the position of Computer Support Specialist effective January 31, 2024; and

WHEREAS, *Gov't Code* § 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which would be July 31, 2024 without this certification resolution; and

WHEREAS, *Gov't Code* § 7522.56 provides that this exception to the 180-day waiting period shall not apply if the retired annuitant accepts any retirement-related incentive; and

WHEREAS, the IRC Board of Trustees, IRC and Rodolfo Facio certify that Rodolfo Facio has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under *Gov't Code* § 21221(h) requires that the retired annuitant is appointed on an interim basis during recruitment for a permanent appointment; and

WHEREAS, the the IRC Board of Trustees has authorized the search for a permanent appointment on November 29, 2023; and

WHEREAS, the IRC Board of Trustees hereby appoints Rodolfo Facio as an interim appointment of a retired annuitant to the vacant position of Computer Support Specialist for IRC under *Gov't Code* § 21221(h), effective February 1, 2024; and

WHEREAS, this appointment under *Gov't Code* § 21221(h) shall only be made once and, therefore, shall end on December 31, 2024; and

WHEREAS, the Employment Agreement between Rodolfo Facio and IRC has been reviewed by this

RESOLUTION OF THE BOARD OF TRUSTEES
OF INLAND COUNTIES REGIONAL CENTER, INC.
FOR AN EXCEPTION TO THE 180 DAY WAITING PERIOD
REQUIREMENT FOR THE EMPLOYMENT OF
RETIRED ANNUITANT, RODOLFO FACIO

Board and is attached hereto as Exhibit “A”; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to the retired annuitant cannot be less than the minimum, nor exceed the maximum, monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$6,206.75 and the hourly equivalent is \$35.8082, and the minimum base salary for this position is \$4,411.02 and the hourly equivalent is \$25.4482; and

WHEREAS, the rate paid to Rodolfo Facio will be \$33.6940/hr.; and

WHEREAS, Rodolfo Facio has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly rate of pay; and

THEREFORE, BE IT RESOLVED that the IRC Board of Trustees hereby certifies the nature of the employment of Rodolfo Facio as described herein and detailed in the Employment Agreement attached as Exhibit “A” and that this appointment is necessary to fill the critically needed position of Computer Support Specialist for IRC as of February 1, 2024 because there are no other equivalent positions within IRC that can do the job responsibilities performed by Rodolfo Facio as the Computer Support Specialist. The position of Computer Support Specialist is a specialized position; is responsible for monitoring the financial platform of IRC known as Uniform Financial System (UFS); and this is a one-person position at IRC. To not have this position in IRC, even for a day, will cause severe hardship for the financial department and staff of IRC in completing their daily tasks.

Resolution Approved by IRC Board of Trustees with:

- Yes Votes: _____
- No Votes: _____
- Abstain: _____

Signed by:

Maureen O’Connell, IRC Board Chairman

Alicia Lara, IRC Board Secretary

EXHIBIT “A”

RODOLFO FACIO EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (“Agreement”) is entered into effective February 1, 2024, by and between Inland Counties Regional Center, Inc. (“IRC”) and Rodolfo Facio (“Employee”), all of whom may be referred to in this Agreement, individually or collectively, as Party or Parties.

RECITALS

- A. Employee has been employed by IRC in the position of Computer Support Specialist.
- B. Employee is retiring from IRC effective January 31, 2024.
- C. Until such time as the vacant position of Computer Support Specialist can be filled, IRC and Employee desire to utilize Employee’s unique experience, training and knowledge as a Computer Support Specialist on an interim basis until such time as a permanent replacement can be found for the vacant position of Computer Support Specialist.

TERMS AND CONDITIONS OF EMPLOYEE’S DUTIES

- 1. **Period of Employment.** Pursuant to Resolution No. 2024-01-08-RF of the IRC Board of Trustees, which is attached hereto as Exhibit “A”, IRC agrees to employ Employee from February 1, 2024 through and including December 31, 2024, subject to the termination provisions in section 4.
- 2. **Duties and Responsibilities.** In order to maintain a continuity of services for IRC, Employee shall continue to perform the functions of Computer Support Specialist consistent with the job description that is attached hereto as Exhibit “B”. Employee shall devote his best efforts to the performance of his duties under this Agreement and shall report directly to the Senior Programmer/Analyst.
- 3. **Compensation.**
 - a. **Hourly Rate/Number of Hours.** Employee will be paid a rate of \$33.6940/hr. Employee will work no more than 960 hours in the fiscal year.
 - b. **Timecard.** Employee shall use IRC’s payroll/time keeping system to complete a time card for each day worked.
 - c. **No Other Benefits or Compensation.** Employee shall not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to the above hourly rate of pay.
 - d. **Expenses/Travel.** Employee shall not incur any travel expense or any other expense or cost in performing any work under this Agreement without the prior written consent of IRC. For any such expenses that are approved, IRC shall reimburse Employee for such expenses in accordance with IRC’s standard expense reimbursement policies.

4. Termination of Employment.

- a. By Death.** This Agreement shall terminate automatically upon the death of Employee. IRC shall pay to Employee's beneficiaries or estate, as appropriate, any compensation then due and owing as of the date of death. Thereafter, all obligations of IRC under this Agreement shall cease.
- b. By IRC or Employee.** Either Party may terminate this Agreement at any time and for any reason, with or without cause, by providing the other Party with thirty (30) days advance written notice. IRC shall pay to Employee any compensation then due and owing through and including the date of termination. Thereafter, all obligations of IRC under this Agreement shall cease.

GENERAL TERMS AND CONDITIONS

- 5. Inconsistencies.** In the event of any inconsistencies between the policies and procedures of IRC and the provisions of this Agreement, this Agreement shall govern.
- 6. Independent Legal Advice.** Each of the Parties to this Agreement has received independent legal advice from attorneys of their own choice with respect to the advisability of executing this Agreement or had an equal opportunity to do so.
- 7. Non-Reliance.** Except as expressly stated in this Agreement, no Party to this Agreement has relied upon any statement, representation or promise of any other Party in executing this Agreement.
- 8. Arm's Length.** The terms of this Agreement are contractual and not a mere recital. This Agreement is the result of arm's length negotiations between the Parties.
- 9. Consent.** This Agreement has been carefully read by each of the Parties to this Agreement who sign it of their own free will and with full knowledge and understanding of its terms and conditions.
- 10. Authority.** The Parties to this Agreement represent and warrant that each has the power and authority to enter into and perform this Agreement.
- 11. Good Faith.** The Parties to this Agreement agree that they will not do anything that will interfere with the performance of this Agreement by any other Party to the Agreement, or which will adversely affect any of the rights and benefits provided for herein.
- 12. Binding Effect.** This Agreement shall inure to the benefit of and be binding upon each of the Parties; the affiliates, officers, directors, agents, successors and assigns of IRC; and the heirs, devisees, spouses, legal representatives and successors of Employee.
- 13. Integrated Agreement.** This Agreement constitutes a single, integrated, written contract expressing the entire understanding of the Parties. No covenants, agreements, representations

or warranties of any kind whatsoever have been made by any Party to this Agreement, except as specifically set forth in this Agreement. All prior discussions and negotiations have been and are merged and integrated into, and are superseded by, this Agreement. No collateral, parallel or side agreements, representations, or warranties have been entered into between the Parties. Any new agreements between the Parties shall be in writing and signed by all Parties.

14. **Waiver.** A waiver by any Party of any of the terms and conditions of this Agreement shall not be deemed or construed to be a waiver of such term or condition in the future, or of any subsequent breach. Any custom or practice which may grow up between the Parties in the administration of this Agreement shall not be deemed or construed to waive or lessen the right of either Party to insist upon strict performance in accordance with all of the provisions of this Agreement.
15. **Captions.** The captions of the sections of this Agreement are solely for the convenience of the Parties, are not a part of this Agreement, and shall not be used for the interpretation of any provision of this Agreement.
16. **Attorney's Fees/Costs.** The Parties to this Agreement shall each bear their own costs and attorney fees with respect to the preparation and execution of this Agreement. In any action, lawsuit, arbitration or other legal proceeding, whether in law, contract or equity, including any appeal, which is undertaken to enforce or interpret this Agreement or any provision thereof, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs, expert fees and costs, mediation fees and costs, arbitration fees and costs, and statutory costs.
17. **Severability.** In the event that any provision of this Agreement should be held to be void, voidable, or unenforceable, the remaining portions hereof shall remain in full force and effect.
18. **Mutuality of Drafting.** This Agreement, and any ambiguities or uncertainties contained herein, shall be equally and fairly interpreted and applied for the benefit of and/or against each of the Parties hereto, and shall be construed without reference to the identity of the Parties preparing this Agreement, with the express understanding that each of the Parties participated in the negotiations and preparation of this Agreement or had an equal opportunity to do so.
19. **California Law and Venue.** This Agreement shall be construed in accordance with, and be governed by, the laws of the State of California. Any action or proceeding brought to enforce or interpret this Agreement shall be brought in the San Bernardino County Superior Court, Central District.
20. **Notices.** Any notice to IRC required or permitted under this Agreement shall be given in writing to IRC, either by personal delivery or by certified mail with a return receipt, postage prepaid, addressed to the Executive Director of IRC at IRC's principal place of business.

Any notice to Employee shall be given in a like manner and, if mailed, shall be addressed to Employee at Employee's address as shown in Employee's personnel file. Employee shall be obligated to notify IRC in writing of any change of address. For the purpose of determining compliance with any time limits in this Agreement, a notice shall be deemed to have been duly given (a) on the date of delivery, if delivered personally on the Party to whom notice is to be given, or (b) on the third business day after mailing, if mailed to the Party to whom the notice is to be given in the manner provided in this section.

- 21. Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute a single, integrated instrument. A faxed, photocopied, or PDF copy of a signature shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date first written above.

Inland Counties Regional Center, Inc.

Date: _____, 2024

By: _____
Lavinia Johnson, Exec. Dir.

Employee

Date: _____, 2024

By: _____
Rodolfo Facio

EXHIBIT “B”

INLAND REGIONAL CENTER – Job Description			
Job Title:	Computer Support Specialist	Department/Unit:	Information Systems
Reports to:	Senior Programmer/Analyst	Supervisory Role:	No
FLSA:	Non Exempt	Pay Level:	

SUMMARY: Under the direction of Systems Programming Manager, performs a variety of tasks using IBM iSeries/AS400 computer systems. Maintain system and peripheral equipment, manage backups, operate system related software. Additional responsibilities include operating and monitoring IBM iSeries computer systems, respond to error messages, and resolve underlying issues, maintain user profiles and system security, support staff with access (logon) to the IBM iSeries UFS/SANDIS applications, and informing supervisor when problems arise. Requires good work habits including good attendance and punctuality. Perform related work as needed or assigned.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: Perform duties in office environment. Troubleshooting and technical experience related to IBM iSeries or AS400. Troubleshooting (tape drives, interfaces, client access), assist with Disaster Recovery Planning and testing, demonstrate a proficiency with commands in IBM iSeries/AS400 object management (user profiles, IFS, physical and logical files/libraries maintenance, etc.) experience using IBM Access Client Solution (ACS), perform PTF installation and IPL, Helpdesk ticket assistance and resolution, contact contracted vendors for maintenance. Occasionally drive an automobile.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Job duties and responsibilities are listed in order of importance.

1. Maintain IBM iSeries/AS400, report generation, query development, and training for SANDIS and UFS systems.
 - 1.1 Create NGS queries, run reports when needed.
 - 1.2 Provide staff with training on UFS and SANDIS systems.
2. Provide Helpdesk support and respond to user requests for assistance on all IBM iSeries technical issues, installing NGS software on user's PCs.
 - 2.1 Respond to user's RESQ requests related to IBM iSeries issues.
 - 2.2 Install NGS Qport Access and map the Z drive to user's PC.
3. Assist IBM Business Partner or contractors with the installation of IBM hardware and software.
 - 3.1 Work as liaison between IBM and DDS to troubleshoot network connection or/and hardware issues.
 - 3.2 Work with IBM Business Partner on upgrading IBM iSeries versions.
4. Print/distribute checks and reports using SpoolFlex and Integrated Custom Software.
 - 4.1 Print OPS/POS/Money Management checks weekly.

- 4.2 Troubleshoot SpoolFlex issues to distribute/email reports to specified users.
- 5. Monitor and optimize network performance, security, and reliability.
 - 5.1 Monitor/safeguard security of data.
 - 5.2 Call for on-site maintenance as requested by supervisor.
- 6. Keep computer supplies adequately stocked.
 - 6.1 Notify manager when supplies are low in accordance with lead time needed for reordering.
- 7. Assist manager daily in keeping existing systems and procedures functioning in terms of information, organization, flow of data, and methods to maximize use of the computer and peripheral equipment.
 - 7.1 Maintain user profiles for UFS, and SANDIS systems.
 - 7.2 Respond and resolve system error messages.
 - 7.3 Contact SANDIS Helpdesk/DDS Application Support Team for assistance.

Job duties and subheadings that follow are essential and integral to the day-to-day performance of all other job duties and responsibilities. Compliance with these requirements is imperative and primary.

- 8. On a daily basis maintain an adequate skill level in interpersonal and community relationships.
 - 8.1 Comply with agency Personnel Policies, Procedures and Affirmative Action Plan.
 - 8.2 Maintain good attendance and punctuality.
 - 8.3 Perform as a member of a team, answering questions, sharing expertise, and generally contributing to the harmony of the team.
- 9. Comply with the administrative requirements of the agency on a daily basis.
 - 9.1 Perform daily operations of monitoring, maintaining, and securing agency backups for all systems, including IBM iSeries.
 - 9.2 Address user requests for assistance with issues pertaining to their user accounts, including password resets for SANDIS and UFS systems.
 - 9.3 Vary work hours/workdays to meet agency needs.
- 10. Perform additional work as needed or assigned.
 - 10.1 Update knowledge through readings, briefings, and training.
 - 10.2 Provide temporary and vacation relief for Systems Programming Manager as needed or assigned.
 - 10.3 Keep manager informed of pending work, work in progress, and problems encountered.
 - 10.4 Study, learn, and utilize operating utilities and on-line systems for IBM iSeries equipment and SANDIS/UFS applications.

The above list reflects the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. Other duties and responsibilities may be added from time to time.

REPRESENTATION UNIT: Information Systems/Non-Exempt

MINIMUM POSITION REQUIREMENTS

1. Knowledge and Abilities: Knowledge of modern office procedures and equipment and the characteristics of the various kinds of data processing equipment; ability to perform a variety of tasks using iSeries/AS400 computer systems, conduct testing of applications, perform troubleshooting, identify bugs, and deploy solutions, ability to establish and maintain effective working relationships with others. Good verbal and written communication skills.
2. Education and Experience: High School Diploma, GED or Equivalent required. One year of related experience is required or a college degree equivalent such as computer science or computer information systems.
3. Full use of an automobile, possession of a valid driver's license and automobile liability insurance for the minimum amount prescribed by law, or ability to provide independent transportation. Must have and maintain safe driving record.
4. Scheduled hours and days of work may vary.
5. May be required to be bilingual.