



**Valley Mountain Regional Center
Board of Directors Meeting
VMRC, 702 N. Aurora Street, Stockton, CA 95202
(Enter through rear of building)**



Monday, May 8, 2017 - 6:00PM

MEETING AGENDA

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.



A. Call to Order, Introductions, Reading of Mission Statement



B. Review and Approval of Agenda



C. Adoption of Consent Calendar

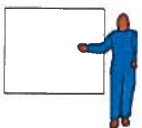
○ Minutes of **April 10, 2017** Board Meeting 1

D. Vote to Accept the Following:

○ Acceptance of Contract Status Report 11
○ **Acceptance of Wheelchair Donation** 15
○ Contracts Over \$250,000 17



E. Announcements & Public Comment (Maximum 3 minute report per person)



F. Presentation: **There will not be a presentation this month**



H. **Board Member Program Visits** (Maximum 3 minute report per person)



I. **Executive Director's Report**

J. **Committee Reports**



i. **Consumer Services**

(Claire Lazaro, Chair)

- Minutes of April 10, 2017 meeting (meeting handout)
- Report from May 8, 2017 meeting
- Next meeting June 12, 2017



ii. **VMRC Consumer Advisory Committee**
(Dena Pfeifer, SAC6 Rep.)

iii. **Finance and Personnel Committee**
(Tom Bowe, Treasurer)

- Minutes of April 5, 2015 meeting19
- Summary of May 3, 2017 meeting
- Human Resources Report for May 2017 (meeting handout)
- Caseload Report for May 2017 (meeting handout)
- Vote to Approve Service Coordinator Intern position25
-
- Next meeting – June 7, 2017



iv. **Executive Committee**
(Melinda Gonser, President)

- Summary of May 3, 2017
- Next meeting – June 8, 2017



v. **Strategic Planning Committee**
(Melinda Gonser, Chair)



vi. **Nominating Committee**
(Ivan Johnson, Chair)



vii. **VMRC Professional Advisory Committee (CLASP)**
(Candice Bright, CLASP Representative)



- ix. **Association of Regional Center Agencies Report**
(Melinda Gonser, ARCA Representative)
o Report from March 16/17 Sacramento, meeting.

K. Other Matters



L. Executive Session



M. Next Meeting

Date: Monday, June 12, 2017

Time: 6:00PM

Location: VMRC, 702 N. Aurora St. Stockton, CA 95202



L. Adjournment

Information = The item is brought to the board for information and is likely to be an action item at a future meeting.

*VMRC Policy on Public Input

In accordance with California Welfare & Institutions Code sections 4660 through 4669, meetings of the Valley Mountain Regional Center Board of Directors are open and public, with only those exceptions provided in statute. Accordingly, time is allowed at each Board of Directors meeting for public input on any issue whether or not it is on the agenda for that particular meeting. Such input shall be summarized in the minutes of the meeting.

"Public input" is defined as verbal comment or written submissions provided to the Board by any person who is not a member of the VMRC Board. Materials will be maintained by VMRC for at least two years from the date of the meeting.

The VMRC Board of Directors reserves the right to determine the form or manner of its response. As a general rule, the Board will not respond to comments or questions that relate to agency personnel policies, the union contract, or collective bargaining issues. However, the Board may, at its discretion, direct staff in executive session to investigate and report on such issues raised under public comment.

*VMRC Policy on Executive Sessions

As provided in California Welfare & Institutions Code sections 4660 through 4669, the Valley Mountain Regional Center Board of Directors may hold an executive session to consider real estate negotiations, appointment, employment, evaluation or dismissal of an employee, staff salaries and benefits, labor negotiations, and any matter dealing with a specifically identified consumer for whom appropriate authorization has not been provided to enable public discussion of the matter.

The Executive Assistant shall keep confidential minutes of executive sessions. The subject of each executive session shall be announced prior to and at the conclusion of each such session.

The VMRC Board requests that all participants refrain from wearing perfume, cologne, and other fragrances, and use unscented personal care products in order to promote an irritant-free environment.

In accordance with the Americans with Disabilities Act, if you have any special requirements in order to participate, please contact Jan Maloney at (209) 955-3248 prior to the start of this meeting.

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**Valley Mountain Regional Center
702 N. Aurora Street, Stockton, CA 95202**

**Board of Directors Meeting
April 10, 2017**

Present:

S. Rush Bailey	✓	Tom Martin	✓
Robert Balderama	✓	Nancy Meier	--
Tom Bowe	✓	Rick Moen	--
Candice Bright (CLASP)	✓	Paula Newman	--
Melinda Gonser	✓	Dena Pfeifer	✓
Robert Grimsley	✓	Andrea Rueda	✓
Pernell Gutierrez	✓	Katherine Torres	✓
Ivan Johnson	✓	Chris Varela	--
Claire Lazaro	--		

VMRC Staff: Tony Anderson, Cindy Mix, Claudia Reed, Carmen Calder, Gordon Hofer, Bill Rutgers, Anthony Hill, Cindy Strawderman

Visitors: Dena Hernandez (SCDD/North Valley Hills Office), Gia McElroy (Parent), Ron Kulek (Windes), Mary Velazquez (Another Way/CVTC), and Facilitators Lori Smith, Shaefaye Kirkendoll, and Theresa Vasquez

Recorder: Cindy Strawderman, Administrative Assistant

Minutes: Jan Maloney, Executive Assistant

Board President, Melinda Gonser, called the meeting to order at 6:07pm.

A. CALL TO ORDER AND INTRODUCTIONS

Introductions were made and Andrea Rueda's Facilitator, Shaefaye Kirkendoll, read VMRC's Mission Statement on behalf of Andrea.

B. REVIEW AND APPROVAL OF AGENDA

Two items were added to the agenda, a vote to approve the Patch Services/Program Support policy under Consumer Services, the hard copy of which was presented in the meeting handout packet.

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The policy was presented to the Board as an information item at the March Board meeting. Also a vote to accept the creation of the temporary position, the Inter Agency Affairs and Policy Advisor was added to the agenda.

Katherine Torres requested an addition to the agenda to discuss the issue of serial meetings between the Executive Director and individual board members, and this will be discussed under the Executive Committee portion of the agenda.

M/S/C (GRIMSLEY/RUEDA) to approve the agenda with the three additional items as noted.

C. ADOPTION OF CONSENT CALENDAR

Candice Bright noted under the CLASP section of the minutes, it is stated that Candice and another ARCA member will meet with Tony. This should have read Candice and another CLASP member will meet with Tony.

M/S/C (BOWE/PFEIFER) to accept the March 13, 2017, Board of Directors minutes with the correction as noted above. Katherine Torres abstained from voting as she left the March board meeting before it concluded.

D. VOTE TO ACCEPT THE FOLLOWING:

Tom Bowe reviewed the items below that are being presented by the Finance and Personnel Committee for approval.

M/S/C (COMMITTEE/PFEIFER) to accept of Contract Status Report through February 2017.

M/S/C (COMMITTEE/RUEDA) to accept a donation of \$100 in memory of a consumer, to the Dr. James R. Popplewell fund.

Carmen Calder, Assistant Director Case Management, presented information on the three Open Door Services contracts that were presented for approval. Melinda noted Open Door Services would be a good place for board members to visit. See separate documentation for list of contracts over \$250,000.

M/S/C (COMMITTEE/GRIMSLEY) to accept the contracts over \$250,000 as presented. One abstention from Candice Bright.

Valley Mountain Regional Center
 Contracts due for Board Approval
 May 2017

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
Communication Station	PV1282	116	Early Start Specialized Therapeutic Services	\$ 949,625	\$ 1,140,000	\$ 190,375	20.05%	There are four sub codes attached to the 116 service code. Each of these received at rate increase in July
Open Door Services Tracy CITP	HV0347	55	Community Integration Training Program	\$ 438,795	\$ 669,615	\$ 230,820	52.60%	There was a 7.12% rate increase in July. The remainder of the increase is because of additional consumers using the service.
Open Door Services Stockton BMP	HV0395	515	Behavior Management Program	\$ 1,855,669	\$ 1,920,000	\$ 64,331	3.47%	Rate increase in July of 7.12%. Increase based on new rate and average units.
Open Door Services Modesto BMP	HV0122	515	Behavior Management Program	\$ 686,542	\$ 999,382	\$ 312,840	45.57%	Rate increase in July of 7.12%. Increase based on new rate and average units.
Steps Intervention Services	PV1291	116	Early Start Specialized Therapeutic Services	\$ 387,301	\$ 440,170	\$ 52,869	13.65%	This service code has multiple sub-codes attached to it. Four of them received a rate increase of 8.67%
UCP San Joaquin In-Home Respite	H29413	862	In-Home Respite Services Agency	\$ 386,747	\$ 435,418	\$ 48,671	12.58%	Rate increase in July of 14.17%. New contract amount based on current rate and average units.
UCP San Joaquin Hammer Ranch ADC II	HV0009	510	Adult Development Center	\$ 1,096,893	\$ 1,152,000	\$ 55,107	5.02%	Rate increase in July and Jan '17. New contract based on current rate and average units.
UCP San Joaquin Applied Abilities Program	HV418	55	Community Integration Training Program	\$ 572,697	\$ 611,116	\$ 38,419	6.71%	Rate increase in July of 7.11%. Rate based on current rate and average units.
UCP San Joaquin SAIL	S29405	896	Supported Living Services	\$ 665,589	\$ 681,072	\$ 15,483	2.33%	Rate increase in July of 13.33%. New contract based on current rate and average units.

Valley Mountain Regional Center
 Contracts due for Board Approval
 May 2017

UCP San Joaquin Applied Abilities Program	HV0398	515	Behavior Management Program	\$ 232,759	\$ 260,463	\$ 27,704	11.90%	Rate increase in July of 7/12%. There will be another rate increase effective 1/1/17 to be considered in setting this contract rate.
UCP San Joaquin Stockton ADC III	HV0159	510	Adult Development Center	\$ 822,279	\$ 873,093	\$ 50,814	6.18%	Rate increase in July of 7/12%. There will be another rate increase effective 1/1/17 to be considered in setting this contract rate.

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
Open Door Services Modesto CTP	HV0138	55	Community Integration Training Program	\$ 728,937
Open Door Services Stockton CTP	HV0137	55	Community Integration Training Program	\$ 1,587,757
Trust Management Services	PA0337	34	Money Management	\$ 624,000
UCP San Joaquin Creative Interventions	H29312	116	Early Start Therapeutic Services	\$ 1,608,582
UCP San Joaquin Manteca ADC I	H29232	510	Adult Development Center	\$ 618,698
UCP San Joaquin Program Without Walls	HV0264	55	Community Integration Training Program	\$ 505,401

OPS Contracts		
Vendor Name	Contract Amount	Contracted Service
nothing to report		

Windes Partner, Ron Kulek, presented the audit for June 30, 2016 and June 30, 2015. Ron thanked VMRC for the last five years of service with Windes. Per statute, audit firms can only provide audit services for a maximum of five years.

Ron reviewed the audit report for board members, and advised that the audit report was reviewed extensively at the Finance and Personnel Committee meeting. The audit report received an unmodified opinion, which is the highest standard possible.

M/S/C (BAILEY/RUEDA) to accept the audit as presented.

F. ANNOUNCEMENTS & PUBLIC COMMENT:

Dena Hernandez, Executive Director of the SCDD/North Valley Hills Office, made the following announcements, and provided handouts:

- VMRC is hosting three Self-Determination Symposiums on May 19, and 20 (see flyer)
- The 30th CHOICES Conference took place on Friday and was a huge success. Dena wrote a letter on behalf of the CHOICES Institute thanking VMRC for supporting the conference with a team of volunteers led by Wilma Murray, Transportation Manager. She also thanked Tony Anderson for hosting the Legislative session.
- The SCDD Regional Advisory Committee is still in need of a representative from Calaveras County.
- Handouts:
 - VMRC Self Determination Symposium
 - Letter to VMRC from CHOICES Institute
 - SCDD new brochure in English (with Spanish version to follow)
 - SCDD information sheet that was shared with Legislators in Washington D.C. and local Legislators at CHOICES.
 - Talk to the Hand – how to share your story with Legislators!
 - Brain Health to Beat Stroke flyer
 - Statewide Self Advocacy Network Newsletter

There was no public comment this month.

G. PRESENTATION

Tony Anderson presented an update to the Home and Community Based Services New Rules, how they will impact services for people with developmental disabilities in VMRC's 5-county catchment area, and what VMRC will be looking at in planning implementation of the new rules.

H. BOARD MEMBER PROGRAM VISITS

Rush attended an Individual Family Service Plan (IFSP) for a two year old who was being evaluated for entry into the Early Start program. He described the lengthy process involved and outlined some concerns he had with the medical side of the evaluation that he will discuss with Tony.

Tom Bowe recently attended one of the POS Disparities meetings, Melinda attended two of the meetings, and Tom Martin attended the POS Disparities meeting held in the Foothills. Carlos

Hernandez has recently been hired as the Cultural Specialist, and will work to address the disparities issues between differing ethnicities.

Melinda visited UCP in Stockton, met with the Executive Director and observed a young child receiving therapy. She also saw the new sensory stimulation room.

On April 5, a delegation from VMRC including Candice Bright, Melinda, Tony, Angie Shear, Chris Varela, and some staff members attended Grass Roots Day at the State Capitol, to meet with Legislators and/or their staff members.

I. EXECUTIVE DIRECTOR'S REPORT

Tony shared a PowerPoint presentation with updates during the month of March. He advised meeting attendees of his current and future activities, transition plan activities, directives from DDS, and the state budget report.

J. COMMITTEE REPORTS

i. Consumer Services Committee
(Claire Lazaro, Interim Chair)

Rush Bailey chaired the Consumer Services Committee meeting that took place before the board meeting.

Rush stated he has always been impressed by the standard of knowledge and work of the individuals representing the various departments within Case Management. He reported great progress is being made in all departments, especially Quality Assurance that is undergoing some changes to a complicated process. Cindy Mix gave a presentation on many of the Case Management issues that have been highlighted recently.

M/S/C (COMMITTEE/BOWE) to approve the PATCH Services/Program Support service standard, and also the PATCH Service Guidelines for Service Providers with the PATCH Worksheet.

ii. Consumer Advisory Committee Report
(Dena Pfeifer, SAC6 Representative)

Dena was asked to speak at VMRC's Service Coordinator Appreciation event. She talked about her case worker and the many things she has helped her with.

At the second leadership meeting, the team worked on their bio's that will be uploaded to the SAC6 website.

The Goal committee members met on April 8 to review the goals and make recommendations for new goals and to update any of the current goals.

Ten SAC6 members will be attending the Self-Advocacy Conference on May 5 and 6.

The CHOICES Conference was a great success and 500 self-advocates attended.

iii. Finance & Personnel Committee
(Tom Bowe, Treasurer)

Tom, advised the committee reviewed the March recruiting activity on the HR Report, which shows six Service Coordinators and one Office Aide were hired, and there were three separations. There are a total of 311 employees including temporary employees.

The caseload averages shows Stockton has an average of 79 consumers to one Service Coordinator, the Modesto office has 81 consumers to one Service Coordinator and the San Andreas office has 79. The total Agency Caseload Average is 79:1. It was confirmed that the 10 expansion positions are for Service Coordinators.

The job description for the Service Coordinator Intern position is for informational purposes this month, with a vote to approve next month.

Tony presented information on the Inter Agency Affairs and Policy Advisor position that is being created to help bridge and improve relationships with nearby-regional centers. The other regional centers involved will contribute toward the financial compensation for this position. The Executive Committee waived the 30-day wait period to allow the board to take action, and after much discussion **M/S/C (COMMITTEE/PFEIFER)**.

The next Finance and Personnel Committee meeting will be held on May 3, 2017, at 5:30 at VMRC's Stockton Office.

iv. Executive Committee
(Melinda Gonser, President)

Melinda had a good visit with Another Way and talked to Program Manager, Mary Velazquez, who is in charge of the Facilitation program. She also talked to the facilitators to bring everyone onboard with the expectations of facilitation for VMRC board member consumers.

The Executive Director Evaluation Committee met on April 3. The current tool was reviewed and feedback was given to the consultant who hopes to have an update next month on the creation of a new evaluation tool. Tony will be working with the consultant from Pathways Facilitation and the Executive Committee to finalize the details of the goals for final presentation to the Board at the May Board meeting.

Melinda referred meeting attendees to Tony's Annual Goals, per below:

1. Under VMRC Talent Development: To have well trained, helpful, inspired staff in the California regional center system.
2. Under VMRC Community Service Development: To have qualified person centered service providers able to meet the needs of our community.
3. Under Community Outreach and Communication Infrastructure: To regularly communicate with every part of our community.

4. Under Board of Directors Leadership: To have the most qualified diverse board of directors fully engaged and satisfied with their involvement on the VMRC board.

The Communitàs Award nomination form will be sent out once Jan Maloney returns to the office on April 12. The award is presented to a member of the community who has provided continued support to people with developmental disabilities to help them live and be a part of their home communities.

Board Member Training is scheduled for Saturday, April 29, from 8:30am to 4:30pm, and Melinda distributed the agenda as a reminder to everyone.

Katherine Torres raised the subject of one on one meetings between Tony and individual board members. Her concern is these meetings would be construed as "serial meetings", which is the label used to describe a governing board meeting with less than a quorum of members, to discuss a public issue in private. Serial meetings are out of compliance with public meeting laws. It was stated the meetings were designed as a "meet and greet" for Tony, as the new Executive Director, to get to know the board members, but not to discuss any board related issues. Katherine felt legal advice should be sought. Melinda stated that the one on one meet and greet meetings were presented to the Board and public at the previous Board meetings as one component of onboarding the new executive director. When a concern was raised by Katherine regarding whether these meetings were appropriate, they were not scheduled and did not occur. Board members voiced their opinions regarding Ms. Torres' presentation and a discussion ensued. The President of the Board requested that Ms. Torres complete her presentation. At this point, Tom Martin requested the meeting be adjourned. Melinda recommended that the meeting continue with the presentation of the CLASP report and defer the agenda items of Nomination Committee report, Strategic Plan and the ARCA Report to the May meeting due to the fact that the meeting was going longer than anticipated. The next Executive Committee meeting will be held May 8, 2017.

- v. Strategic Planning Committee
(Melinda Gonser, President)

Deferred to May meeting.

- vi. Nominating Committee
(Ivan Johnson, Chair)

Deferred to May meeting.

- vii. VMRC Professional Advisory Committee (CLASP)
(Candice Bright, CLASP Representative)

The next CLASP group met on March 16. It was agreed meetings would go back to a monthly basis, on the third Thursday of each month, starting May 15.

CLASP vendors agreed on the Holiday Schedule for the remainder of FY 2016-17 and also FY 2017-18. Candice will give a copy of the schedule for Jan to include with the next board meeting packet.

The HCBS training was discussed and the group felt it was too open to interpretation. There was also a desire for VMRC Quality Assurance staff to provide consistency with suggestions, and not just state what the vendor is doing wrong.

The next meeting is scheduled for May 15, 10:00am at VMRC in Stockton. Tony will provide a training/discussion with the group to advise how vendors can be more involved and how to better communicate with legislative staff to advocate more effectively.

Candice and the CLASP Chairperson will meet with Tony on April 12.

viii. Association of Regional Center Agencies (ARCA)
(Melinda Gonser/Tony Anderson)

The ARCA report was deferred to the next meeting.

K. OTHER MATTERS

M/S/C (GONSER/BAILEY) that agenda items for the Nominating Committee and the ARCA report are tabled to the next meeting.

L. EXECUTIVE SESSION

There was no Executive Session this month.

M. NEXT MEETING

The next Board Meeting will be held Monday, May 8, 6:00pm at VMRC's Stockton Office. Melinda reminded board members again of the upcoming Board Member Training on April 29.

The meeting was adjourned at 8:35 p.m.

Valley Mountain Regional Center
Contract Status Report, in thousands
Through March 2017, of FY 2016-17, 75.0% of the Budget Year

<u>DDS Contracts</u>		Purchase of Service, Including CPP	Operations	Total
DDS original	C	120,274	21,477	141,751
Amendment:	C - 1	46,982	6,922	53,904
Total DDS Operating Contracts		167,256	28,399	195,655
Prior year to final		146,852	24,755	171,608
Percentage increase		13.9%	14.7%	14.0%

Valley Mountain Regional Center

State Claims due to VMRC	18,483,207.04
Advances from State	48,682,821.60
Net	<u>(\$30,199,614.56)</u>

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Valley Mountain Regional Center
Contract Status Report
March 2017
75.0% of Fiscal Year Completed

REVENUE

	Current	YTD
State Income Current Year	16,309,657	139,678,601
Foster Grandparents/Senior Companion	34,403	332,454
Interest Income	7,799	60,504
Other Income	825	17,249
Vendorization Training	1,470	4,660
ICF-SPA Income	411,191	3,441,615
ICF-SPA Fee	6,168	81,621
Total Income	16,771,513	143,616,704

POS EXPENDITURES

	Current	Year to Date	Budget	Percentage Spent YTD
Community Care Facility	4,480,819	38,990,693	51,195,439	76.2%
Day Care	109,734	862,304	1,366,877	63.1%
Day Training	3,340,661	26,822,670	35,047,065	76.5%
Supported Employment	143,680	1,197,791	1,717,000	69.8%
Work Activity Program	56,157	466,713	765,429	61.0%
Non-Medical Services-Professional	49,176	367,378	558,804	65.7%
Non-Medical Services-Programs	1,958,203	14,142,436	18,093,559	78.2%
Home Care Services-Programs	45,428	399,314	542,391	73.6%
Transportation	105,664	1,460,205	2,405,600	60.7%
Transportation Contracts	1,529,286	12,008,400	16,681,000	72.0%
Prevention Services	995,573	8,058,939	10,513,700	76.7%
Other Authorized Services	1,350,852	11,118,797	14,488,700	76.7%
P&I Expense	3,251	26,155	34,488	75.8%
Medical Equipment	9,427	143,707	313,270	45.9%
Medical Care Professional Services	269,965	2,042,302	2,684,590	76.1%
Medical Care-Program Services	9,544	36,717	65,156	56.4%
Respite-in-Home	788,537	7,010,248	9,300,000	75.4%
Respite Out-of-Home	38,376	358,925	520,067	69.0%
Camps	-	13,896	14,760	94.1%
	15,284,332	125,527,592	166,307,895	75.5%
CPP	-	603	948,275	0.1%
Total Purchase of Service	15,284,332	125,528,195	167,256,170	75.1%
Prior Year to Date (no late billing)	12,842,613	106,409,239	146,852,760	72.5%
Percentage Increase (Decrease)	19.0%	18.0%	13.9%	2.6%

12.

Valley Mountain Regional Center
Contract Status Report
March 2017
75.0% of Fiscal Year Completed

OPERATIONS EXPENDITURES

	Current	Year to Date	Budget	Percentage Spent YTD
Salaries and Wages	1,251,583	11,372,173	16,013,898	71.0%
Temporary Help	172	4,275	12,000	35.6%
Fringe Benefits	463,727	3,850,905	5,692,179	67.7%
Contracted Employees	4,650	25,157	65,000	38.7%
	<u>1,720,133</u>	<u>15,252,510</u>	<u>21,783,078</u>	<u>70.0%</u>
Equipment Contract leases	965	21,782	36,000	60.5%
Facilities Rent	133,554	1,238,768	2,040,600	60.7%
Facilities Maintenance	30,939	335,865	520,000	64.6%
Telephone	28,453	127,242	227,818	55.9%
Postage and Shipping	4,213	62,521	103,400	60.5%
General Office Expense	11,078	74,438	106,000	70.2%
Insurance	6,602	59,037	125,453	47.1%
Printing	1,309	11,175	44,800	24.9%
Utilities	14,865	140,266	364,200	38.5%
Information Technology	93,615	539,853	970,400	55.6%
Bank Fees	3,191	42,249	82,000	51.5%
Legal Fees	854	55,224	138,000	40.0%
Board of Director Expense	1,684	11,685	20,000	58.4%
Accounting Fees	-	-	60,000	0.0%
Equipment Purchases	-	46,399	200,000	23.2%
Consultants	8,014	93,255	188,000	49.6%
Travel Administration	11,276	30,048	45,000	66.8%
Travel Consumer Services	30,294	252,135	380,000	66.4%
Dues and Subscriptions	-	25	2,800	0.9%
Consumer Medical Record Fees	766	6,630	9,600	69.1%
ARCA dues	-	64,471	64,471	100.0%
Advertising	-	558	8,000	7.0%
Interest expense	-	56	32,000	0.2%
Fees, licenses and miscellaneous	-	429	2,000	21.4%
	<u>2,101,804</u>	<u>18,466,624</u>	<u>27,553,620</u>	<u>67.0%</u>
Foster Grandparent/Senior Companion Expenses	37,190	319,532	448,744	71.2%
CPP Expense	27,468	247,210	397,350	62.2%
	<u>64,658</u>	<u>566,743</u>	<u>846,094</u>	<u>67.0%</u>
	<u>2,166,462</u>	<u>19,033,366</u>	<u>28,399,714</u>	<u>67.0%</u>
Prior Year to Date	<u>1,899,351</u>	<u>16,286,285</u>	<u>24,754,815</u>	<u>65.8%</u>
Percentage Increase (Decrease)	14.1%	16.9%	14.7%	1.2%

13.

Valley Mountain Regional Center
Prior Years Contract Status
Through March 2017, of FY 2016-17, 75.0% of the Budget Year

Last Fiscal Year - B

	Fiscal Year 2015-2016				
	OPS	OPS CPP	POS	POS CPP	FG/SC
6/30/16 Unbilled Contract Balance	2,003,482	157,926	5,770,828	812,246	43,261
Billied in Current FY 2017	1,845,756	-	739,514	72,052	-
Balance at 03/31/2017	157,726	157,926	5,031,314	740,194	43,261

2nd Prior Fiscal Year - A

	Fiscal Year 2014-2015				
	OPS	OPS CPP	POS	POS CPP	FG/SC
6/30/16 Unbilled Contract Balance	21,416	78,831	184,462	525,367	46,617
Billied in Current FY 2017	20,000	-	(21,515)	492,082	-
Balance at 03/31/2017	1,416	78,831	205,977	33,285	46,617

Key Fiscal Procedure Checklist

Bank Reconciliations	4/3/2017
Bank credits reviewed	4/3/2017
Subsidiary ledgers reconciled to general ledger	4/4/2017
Interfund payables/receivables match	4/5/2017
Trial balances match for all funds	4/5/2017

14.

MEMORANDUM

To: VMRC Board of Directors

From: Tony Anderson, Executive Director

Date: April 26, 2017

We have received a donation of a Quantum Edge Power Wheelchair, with an estimated value of \$14,000.

I recommend the committee accept this donation.

cc: Jessica Pate
Claudia Reed

Valley Mountain Regional Center
Contracts due for Board Approval
June 2017

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
NOTHING TO REPORT								

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
Bright Futures 1	HV0427	113	Specialized Residential Facility	\$ 828,475
Bright Futures 2	HV0428	113	Specialized Residential Facility	\$ 818,160
Khan Guest Home LLC	HV0448	113	Specialized Residential Facility	\$ 847,522

OPS Contracts		
Vendor Name	Contract Amount	Contracted Service
nothing to report		



**Valley Mountain Regional Center
Finance and Personnel Committee Meeting Minutes
April 5, 2017**

Present: Tom Bowe, Treasurer
Melinda Gonser, President
Chris Varela, Secretary
Connie Uychutin, CLASP Representative
Tony Anderson, VMRC Executive Director
Claudia Reed, VMRC Chief Financial Officer
Bill Rutgers, VMRC Human Resources Director
Cindy Strawderman, Administrative Assistant

Absent: Robert Grimsley, Vice President
Ivan Johnson, Chair Nominating Committee

Recorder: Cindy Strawderman, Administrative Assistant
Minutes: Jan Maloney, Executive Assistant

Committee actions noted in bold.

Tom Bowe, Board Treasurer, brought the meeting to order at 5:30pm.

1. Review of March 8, 2017 Meeting Minutes:

M/S/C (GONSER/VARELA) to approve the March 8, 2017 minutes as amended.

2. There was no public comment this month.

3. Acceptance of Contract Status Report through February 2017:

DDS Operating Contracts to date total \$195,655,000. State claims due to VMRC total \$16,305,231. \$49,262,419 has been advanced from the State, leaving a net figure of \$32,957,188.

The Contract Status Report shows POS expenditures for the month total \$13,492,257, an increase of 11.8% over last year's total of \$12,070,227 for the same month. Year-to-date expenditures total \$100,610,655, representing an increase of 18.2% over last year's year-to-date total at this time of \$93,566,626. The total POS budget spent year-to-date is 66.1% with 66.7% of the budget year completed.

Operations expenditures for the month total \$2,033,200, compared to last year's total for the same time period, of \$1,862,022, which represents an increase of 9.2%. Year-to-date expenditures stand at \$16,866,904 compared to last year's year-to-date total of \$14,384,384, representing an increase of 17.3% over the prior year. The total Operations budget spent year-to-date is 59.4% with 66.7% of the budget year completed.

Key fiscal procedures are up to date.

M/S/C (GONSER/VARELA) to approve the Contract Status Report through February 2017.

4. Review of Contracts over \$250,000:

The contracts over \$250,000 will be presented at the board meeting on Monday for approval, and the committee chose to receive information at the board meeting from Open Door Services.

(See attached paperwork for contract information).

M/S/C (VARELA/GONSER) to accept the contracts over \$250,000. One abstention from Connie Uychutin.

5. Acceptance of Restricted Donations:

M/S/C (VARELA/GONSER) to accept the \$100 donation through United Way, to VMRC's James R. Popplewell Fund.

6. Sufficiency of Allocation Report:

The SOAR estimates VMRC will need \$167,598,538 in POS by the end of the fiscal year.

7. Cash Flow Projection Report:

The Cash Flow Projection Report is projected out through the end of the fiscal year. Following a discussion with DDS, Claudia doubts VMRC need to use the line of credit.

8. Fiscal Department Update:

Claudia reported one Fiscal staff member is currently out of the office for surgery, and another will be having surgery very soon. There will also be two staff members out for surgery in the June/July timeframes.

9. Human Resources report:

The March recruiting activity shows six Service Coordinators and one Office Aide were hired. There were 3 separations, one Referral Specialist, and two temporary QIDP's.

VMRC has a total of 299 regular employees plus 12 temporary employees, totaling 311. This breaks down to 209 in Stockton, 84 in Modesto, and 18 in the San Andreas office.

There are currently 13 vacancies consisting of a Clinical Psychologist, a Clinical Manager of Nursing, one Service Coordinator plus 10 expansion positions, a Cultural Specialist and also an Employment Specialist.

The March turnover was 0.96% compared to 0.35% for March 2016. The current fiscal year-to-date turnover is 4.97%, compared to last year's year-to-date turnover of 7.87%.

10. Caseload Report:

The March Caseload Report, with activity for the month of February, shows the Stockton office has an average caseload of 79, the Modesto office has an average caseload of 81, and the San Andreas office has an average caseload of 79. The average caseload for all three offices was 79.

Tony presented a job description for an Inter-Agency Affairs and Policy Advisor position, which came out of discussions at the weekly Department Heads meetings. This would be a specialty liaison position and work to improve the relationship between VMRC and other regional centers. The funding for this position would come from the cooperation of various regional centers, but it would be a VMRC position. **M/S/C (VARELA/UYCHUTIN) to approve the creation of the Inter-Agency Affairs and Policy Advisor position.**

Bill presented a job description for a Service Coordinator Intern position. The requirement is for a person who will graduate within a year or two, or who has recently graduated. It would be around 19 hours a week for three months, and would allow VMRC and the intern to explore the possibility of full time employment once the internship has concluded. Bill still needs to complete background work for this position, and hopes to take it to the full board in May. The intern position would not be subject to union dues, and it is hoped to have two interns, one for the Stockton office and one for the Modesto office. This position would work on a team that is fully staffed. Bill will provide an updated copy of the job description at Monday's board meeting that will be presented for informational purposes at this point in time.

Bill advised the committee of VMRC's upgraded status with the job site Indeed that now allows VMRC to search resumes online, rather than waiting for potential candidates to approach VMRC.

11. Executive Session:

There was no Executive Session this month.

12. Next Meeting:

The Finance and Personnel Committee will meet again on **Wednesday, May 3, 2017 at 5:30pm** in the Stockton Office.

The meeting was adjourned at 6:23pm.

Valley Mountain Regional Center
 Contracts due for Board Approval
 May 2017

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
Communication Station	PV1282	116	Early Start Specialized Therapeutic Services	\$ 949,625	\$ 1,140,000	\$ 190,375	20.05%	There are four sub codes attached to the 116 service code. Each of these received at rate increase in July
Open Door Services Tracy CTP	HV0347	55	Community Integration Training Program	\$ 438,795	\$ 669,615	\$ 230,820	52.60%	There was a 7.12% rate increase in July. The remained of the increase in because of additional consumers using the service.
Open Door Services Stockton BMP	HV0395	515	Behavior Management Program	\$ 1,855,669	\$ 1,920,000	\$ 64,331	3.47%	Rate increase in July of 7.12%. Increase based on new rate and average units.
Open Door Services Modesto BMP	HV0122	515	Behavior Management Program	\$ 686,542	\$ 999,382	\$ 312,840	45.57%	Rate increase in July of 7.12%. Increase based on new rate and average units.
Steps Intervention Services	PV1291	116	Early Start Specialized Therapeutic Services	\$ 387,301	\$ 440,170	\$ 52,869	13.65%	This service code has multiple sub-codes attached to it. Four of them received a rate increase of 8.67%
UCP San Joaquin In-Home Respite	H29413	862	In-Home Respite Services Agency	\$ 386,747	\$ 435,418	\$ 48,671	12.58%	Rate increase in July of 14.17%. New contract amount based on current rate and average units.
UCP San Joaquin Hammer Ranch ADC II	HV0009	510	Adult Development Center	\$ 1,096,893	\$ 1,152,000	\$ 55,107	5.02%	Rate increase in July and Jan '17. New contract based on current rate and average units.
UCP San Joaquin Applied Abilities Program	HV418	55	Community Integration Training Program	\$ 572,697	\$ 611,116	\$ 38,419	6.71%	Rate increase in July of 7.11%. Rate based on current rate and average units.
UCP San Joaquin SAIL	S29405	896	Supported Living Services	\$ 665,589	\$ 681,072	\$ 15,483	2.33%	Rate increase in July of 13.33%. New contract based on current rate and average units.

**Valley Mountain Regional Center
Contracts due for Board Approval
May 2017**

UCP San Joaquin Applied Abilities Program	HV0398	515	Behavior Management Program	\$ 232,759	\$ 260,463	\$ 27,704	11.90%	Rate increase in July of 7/12%. There will be another rate increase effective 1/1/17 to be considered in setting this contract rate.
UCP San Joaquin Stockton ADC III	HV0159	510	Adult Development Center	\$ 822,279	\$ 873,093	\$ 50,814	6.18%	Rate increase in July of 7/12%. There will be another rate increase effective 1/1/17 to be considered in setting this contract rate.

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
Open Door Services Modesto CITP	HV0138	55	Community Integration Training Program	\$ 728,937
Open Door Services Stockton CITP	HV0137	55	Community Integration Training Program	\$ 1,587,757
Trust Management Services	PA0337	34	Money Management	\$ 624,000
UCP San Joaquin Creative Interventions	H29312	116	Early Start Therapeutic Services	\$ 1,608,582
UCP San Joaquin Manteca ADC I	H29232	510	Adult Development Center	\$ 618,698
UCP San Joaquin Program Without Walls	HV0264	55	Community Integration Training Program	\$ 505,401

OPS Contracts		
Vendor Name	Contract Amount	Contracted Service
nothing to report		



Job Description

TITLE: Service Coordinator Intern

REPORTS TO: Program Manager

General Statement of Duties: Under direction of the Program Manager, the Service Coordinator intern will participate in shadowing Service Coordinators in the assessment of the needs of consumers with developmental/intellectual disabilities. As facilitator of the Interdisciplinary (ID) team, the Service Coordinator Intern assists in developing, implementing, and coordinating a program plan for consumers. The Service Coordinator intern will demonstrate how to project and advocate the legal, civil, and service rights of consumers with developmental/intellectual disabilities, and perform related work as required. The Service Coordinator Intern will assist in duties of assisting with the data gathering to determine needed services. The internship position is considered a temporary paid position that will end after three (3) months.

Responsibilities:

1. Shadow Service Coordinators in assessing, monitoring, coordinating and implementing IPP/IFSP through the ID Team process. Schedule and shadow Service Coordinators at annual reviews, quarterly reviews, wellness review examinations, clinical consultations, ID/IFSP Team meetings as required and assist with monitoring case contact.
2. Assist Service Coordinators in completion of case documentation and procedures, including Confidential Summary, Purchase of Service (POS), Individual Program Plans (IPP), Consumer Development Evaluation Reports (CDER), Quarterly Progress Reports (QPR), Facility Liaison Consumer QA reports, Life Quality Assessments, Title XIX, court reports, Medicaid Waiver, and other correspondence and documentation as required.
3. Assist Service Coordinators in providing advocacy, education, crisis, intervention, and other support for families and consumers. Shadow Service Coordinators who serve as liaison to care homes, day programs, supported living agencies, schools, and other community agencies or service providers as designated.
4. Assist in collecting, synthesizing, and reporting consumer statistical data as requested, including state surveys, internal surveys, and community agency surveys.
5. Perform other non-management duties as assigned.

VMRC Job Description – Service Coordinator Intern

Minimum Eligibility Requirements:

The criteria that must be fulfilled before acquiring an internship are as follows:

- Must be a currently enrolled student at an accredited college or university.
- Have a GPA of at least a 2.5.
- Successfully completed a minimum of 6 credit hours in major field of study or completed the degree career program requirements as mandated by department standards.
- Successfully completed a total of 30 hours of credit toward your degree.
- All driving positions are required to meet our driver acceptability criteria.

Working Condition and Physical Requirement:

- The majority of duties are performed in the office and out in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a work station for up to 5 hours at a time.
- Frequent standing and walking throughout offices, service provider facilities and other agencies.
- Adequate manual dexterity and coordination to operate standard office equipment (i.e. computer, telephone, fax machine, etc.)
- 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 is required on a daily basis.
- Excellent oral and written skills are essential.
- The ability to lift, push and pull up to 25 pounds.
- This is a three (3) month temporary internship assignment. Interns wishing to continue employment with the regional center are encouraged to apply for open positions. Ongoing employment is not guaranteed at the end of the 3 months internship period.

Pay rate \$15.00 per hour, part time position (not to exceed 19 hours per week)