



**Valley Mountain Regional Center  
Board of Directors Meeting  
Valley Mountain Regional Center  
702 N. Aurora Street, Stockton, CA 95219**



**Monday, September 11, 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. Review and Approval of Board Meeting Minutes, July 10, 2017 .. ..... 1**

**D. Adoption of Consent Calendar**

- Consumer Services Committee, Minutes of June 12 meeting ..... 7
- Save The Date – Respite Service Standard & Performance Contract (meeting handout)
- Executive Committee, Minutes of July 5 meeting ..... 11

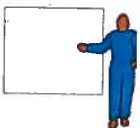
**E. Executive Director's Report**

- Letter from DDS re: VMRC's Caseload Averages ..... 15



**F. Announcements & Public Comment (Maximum 3-minute report per person)**

**G. Board member Visits**



**H. Presentation: [VMRC's Strategic Plan Update, Tony Anderson](#)**

## I. Committee Reports



### i. VMRC Consumer Advisory Committee (Dena Pfeifer, SAC6 Rep.)

### ii. Consumer Services Committee (TBD, Chair)

### iii. Finance and Personnel Committee (Ivan Johnson, Chair)

- Minutes of July 5, 2017 meeting .....17
- Summary of September 6, 2017 meeting
- Human Resources Report for July 2017 Activity .....21
- Caseload Report for July 2017 (meeting handout)
- Acceptance of Contract Status Report ..... 23
- Acceptance of C-3 Contract Amendment ..... 27
- Acceptance of Restricted Donation ..... 33
- Acceptance of Contracts over \$250,000 ..... 35
- Next meeting – September 6, 2017



### iv. Executive Committee (Tom Bowe, President)

- President's Report
  - Committee Assignments ..... 37
- Summary of September 6, 2017 meeting
- Vote to Approve Executive Director's Annual Goals ..... 39
- Vote to Accept changes in VMRC leadership Job Titles ..... 45
- Next meeting – October 4, 2017

### v. Strategic Planning Committee (Tom Bowe, President)



### vi. VMRC Professional Advisory Committee (CLASP) (Candice Bright, CLASP Representative)

## J. Other Matters

- Board Agreement .....59

## K. Next Meeting



**Date:** Monday, October 9, 2017

**Time:** 6:00PM

**Location:** Valley Mountain Regional Center,  
702 Aurora Street, 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.*

## Local Legislators

### California State Senate

#### District 5

Cathleen Galgiani

State Capitol, Room 4082

Sacramento, CA 95814

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District Office

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#### District 14

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Anthony Cannella

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### California State Assembly

#### District 5

Frank E. Bigelow

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#### District 13

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#### District 12

Heather Flora

State Capitol, Room 3149

Sacramento, CA 95814

(916) 319-2012

## **U.S. Senate**

Senator Dianne Feinstein (D)  
One Post Street, Suite 2450  
San Francisco, CA 94104  
Phone: (415) 393-0707  
Fax: (415) 393-0710

Senator Kamala Harris (D)  
1300 "I" Street  
Sacramento, CA 95814-2919  
Phone: (916) 445-9555  
Fax: (202) 228 - 3865

## **U.S. House of Representatives**

Congressman Jeff Dunham (R)  
4701 Sisk Road, Suite 202  
Modesto, CA 95356  
Phone: (209) 579-5458  
Fax: (209) 579-5028

Congressman Tom McClintock (R)  
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Roseville, CA 95661  
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Fax: (916) 786-6364

Congressman Jerry McNerney (D)  
2222 Grand Canal Blvd. #7  
Stockton, CA 95207  
Phone: (209) 476-8552  
Fax: (209) 476-8587





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

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

Present:	S. Rush Bailey	--	Claire Lazaro	✓
	Robert Balderama	--	Tracie Leong	✓
	Tom Bowe	✓	Tom Martin	✓
	Candice Bright (CLASP)	✓	Lynda Mendoza	✓
	Linda Collins	✓	Dena Pfeifer	✓
	Emily Grunder	✓	Moe Rashid	✓
	Pernell Gutierrez	✓	Andrea Rueda	✓
	Margaret Heinz	✓	Noemi Santiago	✓
	Kori Heuvel	✓	Katherine Torres	✓
	Ivan Johnson	✓	Elizbeth Victor-Martinez	✓

VMRC Staff: Tony Anderson, Cindy Mix, Claudia Reed, Mary Sheehan, Carmen Calder, Gordon Hofer, Anthony Hill, Jan Maloney

Visitors: Facilitators Lori Smith, Cris Sugabo, and Shaefaye Kirkendoll

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The meeting was held at Brookside Golf & Country Club, 3603 St. Andrew's Drive, Stockton, CA 95219  
Board President, Tom Bowe, called the meeting to order at 4:08pm.

**A. CALL TO ORDER AND INTRODUCTIONS**

Introductions were made and Dena Pfeifer read VMRC's Mission Statement.

**B. REVIEW AND APPROVAL OF AGENDA**

**M/S/C (MARTIN/GRIMSLEY) to approve the agenda as presented.**

**C. REVIEW & APPROVAL OF BOARD MEETING MINUTES, JUNE 12, 2017**

**M/S/C (LAZARO/PFEIFER) to accept the June 12, 2017 minutes as presented.**

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D. ADOPTION OF CONSENT CALENDAR

**M/S/C (LAZARO/JOHNSON) to approve the Consent Calendar, per below:**

- Minutes of the Consumer Services Committee meeting for June 12, 2017
- Strategic Planning Committee
- Nominating Committee
- Board Member Visits
- The next ARCA meeting will take place on August 17/18 at Harbor Regional Center in Torrance

E. VOTE TO ACCEPT THE FOLLOWING:

Treasurer, Ivan Johnson, gave the report from the July 5, 2017 Finance and Personnel Committee meeting. The items below are being presented for approval.

**M/S/C (COMMITTEE/RUEDA) to accept of Contract Status Report through the end of May 2017**

**M/S/C (COMMITTEE/RUEDA) to accept the B-4 Contract Amendment**

**M/S/C (COMMITTEE/RUEDA) to accept the D-Preliminary Contract**

F. ANNOUNCEMENTS & PUBLIC COMMENT:

George Lewis, SCDD/North Valley Hills Office, presented a certificate to Robert Grimsley, honoring him for his service on the VMRC Board of Directors.

There was no public comment this month.

G. PRESENTATION

Tony Anderson, Caseload Ratios:

As of March 1, 2017, VMRC was out of compliance with mandated caseload averages, and DDS required a plan of correction to be presented in a public forum. Tony and Bill Rutgers, former HR Director, presented this information at VMRC's June board meeting, along with a copy of the letter that was sent to DDS outlining the reasons for non-compliance, and a plan to bring VMRC back into compliance once again.

H. COMMITTEE REPORTS

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

- The next SAC6 Area Meeting will be held Friday, August 4, at Turner Park in San Andreas, from 10:00am to 1:30pm. A flyer was distributed.
- The next SAC6 Board Meeting will be held Saturday, September 2, at Valley Caps in Manteca.



ii. Finance & Personnel Committee  
(Ivan Johnson, Treasurer)

Ivan presented the Human Resources Report. The July recruiting activity shows five Service Coordinators were hired, and there was one separation, a Federal Program specialist. VMRC has a total of 309 employees, which breaks down to 215 in the Stockton Office, 88 in Modesto, and 18 in the San Andreas office. There are currently 12 vacancies consisting of a Clinical Psychologist, three Service Coordinator and one Service Coordinator Expansion positions from phase 1. VMRC is also looking for a Clinical Manager of Nursing, a Senior Service Coordinator, and a Federal Program Specialist. Phase 2 for twelve Service Coordinator expansion positions has just begun.

The July Caseload Report shows there is an average caseload of 77 in the Stockton office, an average caseload of 77 in the Modesto office, and an average of 84 in the San Andreas Office. The total agency caseload average is 78.

Tom Bowe advised that one of the functions of a board member is to approve contracts over \$250,000. He explained the Finance & Personnel Committee reviews the contracts in detail and they are then presented to the full Board of Directors for approval.

**M/S/C (COMMITTEE/RUEDA) to accept the contracts over \$250,000 as presented below, with one abstention from Candice Bright.**

Vendor Name	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reason for Increase
First Steps, LLC	Early Start Specialized Therapeutic Services	\$ 200,000	\$ 525,000	\$ 325,000	162.50%	New contract in 2016 and program number of consumer doubled this year. This program is still growing
Gapasin Manor #1	Residential Facility-Adults-Staff Operated	\$ 313,200	\$ 317,494	\$ 4,294	1.37%	Cost of living increase for staff 7/1/16
Gapasin Manor #3	Residential Facility-Adults-Staff Operated	\$ 313,200	\$ 331,395	\$ 18,195	5.81%	Cost of living increase for staff 7/1/16. In addition one consumers SSI and P&I are being funded
Gapasin Manor #4	Residential Facility-Adults-Staff Operated	\$ 313,200	\$ 317,494	\$ 4,294	1.37%	Cost of living increase for staff 7/1/16
Options Forward	Supported Living Services	\$ 1,350,000	\$ 1,468,795	\$ 118,795	8.80%	13% rate increase in July 2016 units have decreased by approximately 5%
Valley CAPS Transportation	Transportation-Additional component	\$ 427,246	\$ 460,306	\$ 33,060	7.74%	Rate per mile increase by \$0.26. Bus aide rate per hour increase by \$1.72
Watch Resources SLS	Supported Living Services	\$ 271,553	\$ 284,659	\$ 13,106	4.83%	Rate increase in July 2016 and increase in units beginning in March 2017
Watch - Goldstrike	Residential Facility-Adults-Staff Operated	\$ 265,968	\$ 302,203	\$ 36,235	13.62%	Maximum payment of \$2,098.63 per consumer per month equals \$302,203. This home currently has 9 consumers with a capacity of 12

Contracts with no change from previous year:		
Vendor Name	Vendor Category	Current Contract
All-4-U	Supported Living Services	\$ 880,000
Valley Caps Patch	Supplemental Day Services Program-Support	\$ 289,112
Valley Caps Modesto	Behavior Management Program	\$ 1,976,798
Valley CAPS PLUS Program	Activity Center	\$ 613,116
Valley CAPS ABLE Program	Behavior Management Program	\$ 2,614,146
Watch Resources Visions	Adult Development Center	\$ 1,631,727
Watch Resources Transportation	Transportation-Additional Component	\$ 377,232

Vendor Name	Contract Amount	Contracted Service
Technology Credit Corporation	\$191,649	Funding Request for Vista Solar, for Racking Materials

iii. Executive Committee  
(Tom Bowe, President)

For the benefit of the new board members, Tom advised that the Executive Committee is comprised of the Board Officers and the Chairs of each committee. The next Executive Committee meeting will take place on September 5, 2017.

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

Candice reported the CLASP (Coalition of Local Area Service Providers) group meets on a regular basis and receives updates on regulation changes, training sessions, and the group continues to work collaboratively with VMRC on a number of issues. CLASP meets on the fourth Monday of each month from 10:00am to 12:00pm at VMRC in Stockton.

The next CLASP meeting is set for Monday, September 25, from 10:00am to 12:00pm at VMRC in Stockton.

I. OTHER MATTERS

Tom referred board members to the meeting schedule for the current fiscal year that was included in the board meeting packet. Following input from the new board members at the upcoming mini training/orientation (date to be announced), Tom will make assignments to the various committees.

Tom also announced that Stockton's Mayor Tubbs will be swearing in the new board members before the dinner begins.

4.

J. EXECUTIVE SESSION

There was no Executive Session this month.

K. NEXT MEETING

The next Board Meeting will be held Monday, September 11, 2017 at 6:00pm at VMRC's Board Room in the Stockton Office.

The meeting was adjourned at 4:45 p.m.



**VALLEY MOUNTAIN REGIONAL CENTER  
MINUTES OF CONSUMER SERVICES COMMITTEE MEETING  
Monday, June 12, 2017**

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**PRESENT:** Dena Pfeifer, Lori Smith her facilitator, Tom Martin, Claire Lazaro, Daime Hoornaert, Dena Hernandez, Lisa Cullen, Mary Sheehan, Andrea Rueda, Shaefaye Kirkendoll her facilitator, Julie de Diego, Robert Balderama, Cris Sugabo his facilitator, Cindy Mix, Cindy Jimenez, Tony Anderson, Melinda Gonser, Wilma Murray

**ABSENT:** Nancy Meier, Rush Bailey, Paula Newman

=====

Claire Lazaro, Chairperson, called the meeting to order at 4:32 p.m.

**1.0 PUBLIC COMMENT**

Dena Hernandez, Regional Manager of SCDD North Valley Hills Office shared the following handouts:

- Flyer for the "Prepare for an Emergency" Foothills Session on June 22, 2017 in San Andreas
- Emergency Preparedness Checklist handout
- Health Reform & Family Advocacy June 27, 2017 event- co-sponsoring with VMRC.
- Flyer for our Community Program Specialist- Neil Fromm. We will be hosting Happy Retirement Open House at our office on June 29 from 11am-2pm. Let Dena know if you can stop by!
- Jeff Denham handout- American Health Care Act
- SCDD Statement on Medicaid & Federal Health Care Benefits
- SCDD Tell you Medicaid Story- sample and hard copy for letter writing
- Strategies for Educating Children with Down Syndrome 3<sup>rd</sup> Annual Conference flyer

**2.0 REVIEW OF MINUTES**

**M/S/C (Martin/Pfeifer): Approve the minutes of May, 8, 2017 as written.**

**3.0 CLINICAL**

Mary Sheehan talked about the PP presentation she was going to give regarding DME. Instead of showing to CSB, they will present it at the board meeting. She has spoken w/Jan & Tony and it will be scheduled. It talks about how difficult it is to get DME and provides great information.

We have been working on quite a few things. Tony Anderson is very interested in the Dental care issue. Tony created a survey, facilitated a work group, and working with key people in the community to work thru this. He will be working to put together information to present.

We have applied for CPP funds from the state for dental services. The goal is expand access to dental care for our consumers. We should hear about this in November.

**4.0 RESOURCE DEVELOPMENT**

Carmen is not here. They had CPP interviews today for the Healthy Choice Care Home.

## 5.0 QUALITY ASSURANCE

- 5.1 **Alerts:** Anthony is not here today as well. He provided Cindy information regarding Standards and compliance tool. We are sending to day programs ahead of time so they know what we will be looking at. This incorporates all of the CMS final rules.

## 6.0 CASE MANAGEMENT

Cindy Mix shared the following:

- Children's services presentation and Q&A—Julie de Diego and Cindy Jimenez, Program Managers were in attendance for a discussion on how the school districts work with children.
  - Early Start - our largest population of kids over 3. Early start most of their services are directly in the home. Early intervention, PT, OT, ABA, etc.
  - Over 3 - services transition to school services. There is a difficult transition into the school system and parents are needing to advocate for themselves. The Children's teams are attempting to provide strong advocacy with the families for services. SC's will go along with the families to the IEP with the school district to make sure the child is getting what they need. We attend IEP meetings until the consumer either receives a high school diploma or receives a certificate of completion at age 22.
  - It's very important for Service Coordinators to receive ongoing training to keep them updated on services and processes.
- Self-Determination—3 symposiums held on May 19<sup>th</sup> and 20<sup>th</sup> were a success. We now have 134 on the "interested" list, up from 89 last month, and 75 the previous month.
- POS Disparity—RFPs for Promotora circulated. Screening and interviews to take place this month.
- Recent and upcoming events, trainings, and conferences—
  - Housing Authority Residence Fairs-4— Thursdays in May—Stockton, Tracy and Thornton.
  - Stanislaus Special Olympics—5/6 in Ceres.
  - El Concillio Cinco de Mayo Festival—5/7 in Stockton.
  - Faith and Disability Institute at Azusa Pacific University—6/5-6/8—Pam Kidroske, PM attended.
  - American Health Care Act (AHCA) Advocacy training on 6/27 at VMRC, 10am to 12:30pm.
  - Stockton Ports want to have an Autism Awareness night on 7/31. They will be providing discounts for us. We will have this info on Facebook and our website.
  - Forensic Training – Adult & Transition, August 14<sup>th</sup> 9-11 in Stockton and September 6<sup>th</sup> 9-11 in Modesto.
  - 3 days of Cultural Competency training with Barbara Stroud during the week of 9/18/17 at VMRC for all VMRC staff and up to 150 vendors.
- ARC's ADC North site will be closing on Monday, July 31, 2017 due to the high cost to lease and make capital tenant improvements. IDTs are being held w/SCs. Their ADC North site currently has 44 consumers attending.

## Minutes of Consumer Services Meeting

Date: June 12, 2017

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- Linwood Care Home in Modesto will be closing effective 8/1/17. Five consumers will be affected.
- Currently in the process of interviewing and hiring final 12 SC expansion positions.
- Consumer Profile Pages have been implemented (see example).

### 7.0 TRANSPORTATION

Wilma shared that San Joaquin RTD is still having ongoing issues. The new management is very proactive and addressing issues with ALC. A lot of issues concern their courtesy to our consumers. Stanislaus –in the Start System - Starting to charge for transfer. There is a potential vendor for local transportation in the Foothills for seniors. There are ongoing meetings with them. Hopefully that will be set up in the next couple of meetings.

We are doing a bit of work with Kelly Miraza to do out of area transportation. There is more STA money coming this year. Will try to pull together more info the STA to get more funds.

Employment specialist has started and is working with Staples regarding the grant money received. There were job postings last week. We had 4 consumers apply. 2 have made it to the next round, and 1 has his interview.

### 8.0 NEXT MEETING

**No Consumer Services meeting in July or August. September 11, 2107, 4:30 p.m., Stockton VMRC office, Cohen Board Room.**

The meeting was adjourned at 5:26 p.m.

Recorder: Cindy Strawderman

# Consumer's Personal Profile

Right click and select "change picture" to add picture of consumer.

## Important People in My Life

- Parents.
- Teacher, aide, staff.
- Friends, siblings.

## Great Things About Me

- What is consumer most proud of?
- Skills, abilities, hobbies, talents.
- List positives about the person.

## My Favorite Things

- Likes, favorite things, people, activities.
- Personal belongings, food, animals.
- Entertainment, music TV, movies.

## Important to Me

- What do others need to know about the consumer?

Right click and select "change picture."

## I Want to Avoid

- What does the consumer not like?

## My Hopes/My Dreams

- What does my future look like?
- How will I get there?
- Where would I like to live?
- What job would I like?

## Best Ways to Support Me

- What do others need to know about me?
- Best ways to communicate with me.
- How to approach me when there is a problem.
- How to help me with my goals or keeping what I have.

Right click and select "change picture."

## Making a Good Day for Me

- What activities/things make a good day? Is there a preferred routine?
- What to avoid for success.

Right click and select "change picture."





**Valley Mountain Regional Center  
Minutes of Executive Committee Meeting  
Wednesday, July 5, 2017**

Present: Tom Bowe, President  
Andrea Rueda, Secretary  
Ivan Johnson, Treasurer  
Tony Anderson, VMRC Executive Director  
Jan Maloney, Executive Assistant

Absent: Claire Lazaro, Vice-President

Guest: Cris Sugabo, Facilitator

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Board President, Tom Bowe, called the meeting to order at 6:30pm.

1. **M/S/C (RUEDA/JOHNSON) to approve the minutes of the June 12, 2017 Executive Committee Meeting.**
2. Issues for Discussion:
  - a. Executive Director's update:

Tony advised he is closely watching changes in the healthcare policy. He was interviewed by the Modesto Bee and told them that drastic cuts to the system are expected that will put additional strain on VMRC's financial status. A copy of the article was included in the meeting handout packet.

All the in-house work has been done on the problems surrounding dental services, and he is now meeting with local professionals.

Stockton's Mayor Tubbs, will swear-in board members at Monday's Annual Board Meeting/Dinner at the Brookside Golf & Country Club.

Tony is looking at some changes to the senior management level, possibly mimicking what other regional centers have in place.

- b. Notable Consumer Incidents/Complaints:

VMRC has been notified, along with the past and the current board Presidents, and VMRC's Chief Counselor, that VMRC staff was not available for a hearing on conservatorship. This was the day an employee in the Stockton Office had a heart attack. Cindy Mix has responded and apologized. Tom Bowe would like to see a copy of the letter.

VMRC is looking at hiring a security guard for the Stockton lobby as the behaviors of a consumer who frequents lobby and is known to be problematic, are escalating. VMRC is bringing back the Safety Committee, and will look into a restraining order against the consumer if his behaviors continue.

c. Vendor Issues:

CLASP (Coalition of Local Area Service Providers) has received around 26 new members, and efforts continue to raise awareness and increase membership of the CLASP vendor group. A survey will be sent to all providers asking what training they would need, and from there will try to develop a plan to provide training at VMRC, at which credit for CEU's can be earned. If the person attending the training is not a member of CLASP, they will have to pay more for the course. However, there will be a significant discount for CLASP members, and it is hoped this will boost membership too.

d. Union Update:

Tony advised committee members that union personnel members are happy with the management restructure.

e. Board Member Annual Dinner:

- f. The annual board meeting and dinner is set for Monday at the Brookside Golf & Country Club. Jan has assigned seating and will send the seating plan to Tom tomorrow, along with the agenda.

At the board meeting, Tony will present the letter to DDS and information regarding VMRC's non-compliance with caseload averages. The information was presented at the June board meeting, but advance notice of the subject matter was not announced ahead of time.

g. Board Member Training/Orientation:

Tom would like to hold a mini training session for the new board members in August, with board Officers and committee chairs, preferably on a Saturday morning. Tony will discuss with Senior Management.

h. Other Matters:

There were no other matters this month.

3. July Board Meeting Agenda:

Correspondence:

None

News Items:

None

4. Approval to Waive One Month Information Period:

Approval of the one-month information period was not sought this month.

5. Next Meeting:

The next meeting will be on Wednesday, September 6, at 6:00pm at VMRC in Stockton.

The meeting adjourned at 7:02



## DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 320, MS 3-9  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1958



August 29, 2017

Tony Anderson, Executive Director  
Valley Mountain Regional Center  
P.O. Box 692290  
Stockton, CA 95269-2290

Dear Mr. Anderson:

The Department of Developmental Services (Department) is in receipt of Valley Mountain Regional Center's (VMRC) caseload ratio plan of correction letter dated June 16, 2017. This letter indicates that VMRC's plan was developed in accordance with Welfare and Institutions Code Section 4640.6, and was presented at a public meeting on June 12, 2017. VMRC's plan is approved as submitted. Please notify the Department of any changes in VMRC's plan.

Please call me at (916) 654-1958 if you have any questions.

Sincerely,

*Original signed by*

BRIAN WINFIELD  
Deputy Director  
Community Services Division

cc: Tom Bowe, Valley Mountain Regional Center  
Amy Westling, Association of Regional Center Agencies

**"Building Partnerships, Supporting Choices"**

15.





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

**Present:** Ivan Johnson, Treasurer  
Tom Bowe, President  
Andrea Rueda, Secretary  
Connie Uychutin, CLASP Representative  
Tony Anderson, VMRC Executive Director  
Claudia Reed, VMRC Chief Financial Officer  
Bill Rutgers, VMRC Director, Human Resources  
Jan Maloney, VMRC Executive Assistant

**Absent:** Claire Lazaro, Vice-President

**Visitor:** Shaefaye Kirkendoll, Facilitator

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Committee actions noted in bold.

Board Treasurer, Ivan Johnson, brought the meeting to order at 5:38pm.

1. Review of June 7, 2017 Meeting Minutes:

Ivan called for revisions to the minutes, and hearing none, stated the minutes of the June 7, 2017 will stand as read.

2. There was no public comment this month.

3. Fiscal Department Update:

Acceptance of Contract Status Report through April 2017:

DDS Operating Contracts total \$197,597,000, a 15.1% increase over the contract amount one year ago. State claims due to VMRC total \$25,305, 548, with \$48,682,821 having been advanced by the state, leaving a net amount of \$23,377,273 owed to the state.

The Contract Status report shows POS expenditures for the month total \$15,270,863, an increase of 20.8% over last year's total of \$12,636,479 for the same month. Year-to-date expenditures total \$154,665,182, an increase of 17.6% over last year's year-to-date total for the same month of \$131,534,912. The total POS budget spent year-to-date including CPP is 91.7% with 91.7% of the budget year completed. The total spent without CPP is 92.3%, and Claudia has notified DDS that expenditures are currently running slightly ahead of the budget. Additional money is expected with the C-3 and C-4 contract amendments.

Operations expenditures for the month total \$2,905,505, compared to last year's total for the same time period, of 2,248,312, representing an increase of 29.2% over the prior year. Year-to-date expenditures stand at \$23,982,163 compared to last year's Operations year-to-date total of 20,459,163, representing an increase

of 17.2 over the prior year. Any Operations monies remaining at the end of the fiscal year will be put toward the unfunded liability.

The second prior Fiscal Year – A has been closed out. Key Fiscal Procedures are up to date.

**M/S/C (BOWE/UYCHUTIN) to accept the Contract Status Report for May 2017, as presented.**

Review of Contracts over \$250,000:

Claudia reviewed the contracts over \$250,000, and **M/S/C (BOWE/RUEDA) to accept the contracts over \$250,000, as presented. One abstention, Connie Uychutin.**

Vendor Name	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
First Steps, LLC	Early Start Specialized Therapeutic Services	\$ 200,000	\$ 525,000	\$ 325,000	162.50%	New contract in 2016 and program number of consumers doubled this year. This program is still growing
Gapasin Manor #1	Residential Facility- Adults-Staff Operated	\$ 313,200	\$ 317,494	\$ 4,294	1.37%	Cost of living increase for staff 7/1/16
Gapasin Manor #3	Residential Facility- Adults-Staff Operated	\$ 313,200	\$ 331,395	\$ 18,195	5.81%	Cost of living increase for staff 7/1/16. In addition one consumers SSI and P&I are being funded
Gapasin Manor #4	Residential Facility- Adults-Staff Operated	\$ 313,200	\$ 317,494	\$ 4,294	1.37%	Cost of living increase for staff 7/1/16
Options Forward	Supported Living Services	\$ 1,350,000	\$ 1,468,795	\$ 118,795	8.80%	13% rate increase in July 2016, units have decreased by approximately 5%
Valley CAPS Transportation	Transportation- Additional component	\$ 427,246	\$ 460,306	\$ 33,060	7.74%	Rate per mile increase by \$0.26. Bus aide rate per hour increase by \$1.72
Watch Resources SLS	Supported Living Services	\$ 271,553	\$ 284,659	\$ 13,106	4.83%	Rate increase in July 2016 and increase in units beginning in March 2017
Watch - Goldstrike	Residential Facility- Adults-Staff Operated	\$ 265,968	\$ 302,203	\$ 36,235	13.62%	Maximum payment of \$2,098.63 per consumer per month equals \$302,203. This home currently has 9 consumers with a capacity of 12



Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
All-4-U	SV0011	896	Supported Living Services	\$ 880,000
Valley Caps Patch	PV0118	110	Supplemental Day Services Program-Support	\$ 289,112
Valley Caps Modesto	HV0299	515	Behavior Management Program	\$ 1,976,798
Valley CAPS PLUS Program	HV0094	505	Activity Center	\$ 613,116
Valley CAPS ABLE Program	H07649	515	Behavior Management Program	\$ 2,614,146
Watch Resources Visions	S29382	510	Adult Development Center	\$ 1,631,727
Watch Resources Transportation	H15557	880	Transportation-Additional Component	\$ 377,232

OPS Contracts		
Vendor Name	Contract Amount	Contracted Service
Technology Credit Corporation	\$191,649	Funding Request for Vista Solar, for Racking Materials

Acceptance of B-4 Contract Amendment:

This contract amendment shows DDS has removed a total of \$100,000 of POS money from the B-4 budget from two years ago.

**M/S/C (BOWE/RUEDA) to accept the B-4 Contract Amendment.**

Acceptance of D-Preliminary Contract:

VMRC is currently in Fiscal Year D, and an allowance of \$151,000,000 has been received, \$21,000,000 of which is for the Operations budget, and \$129,000,000 is for the Operations budget, representing approximately 75% of the total D budget.

**M/S/C (BOWE/RUEDA) to accept the D Preliminary Contract.**

Sufficiency of Allocation Report:

The Sufficiency of Allocation Report (SOAR) shows VMRC may need to ask the state for an additional amount up to \$12,000,000 in POS.

19.

Cash Flow Projection Report:

Claudia reported VMRC closed the last fiscal year with \$11,000,000 in the bank. The next claims payment is on July 10 and could put VMRC in a negative position unless the state distributes more money. DDS has stated it is having computer problems, which could necessitate using the line of credit.

4. Human Resources Department Update:

Human Resources report:

The July recruiting activity shows five Service Coordinators were hired, and there was one separation, the Federal Program specialist.

VMRC has a total of 309 employees, which breaks down to 215 in the Stockton Office, 88 in Modesto, and 18 in the San Andreas office.

The number of vacancies has increased and VMRC is looking for a Clinical Psychologist, three Service Coordinators plus one expansion Service Coordinator position that closes out the expansion position hiring in Phase one. Twelve Service Coordinators are sought for Phase Two of the hiring that is beginning. There is also an opening for a Clinical Manager of Nursing, a Senior Service Coordinator, and a Federal Program Specialist.

June 2017 turnover was 0.31%, compared to turnover in June 2016 of 0.34%. The current fiscal year to date turnover is 6.57%, compared to 9.95% for the fiscal year to date turnover in June 2016.

Bill announced interviews will take place soon for the applicants for the Intern position. Also, all employees will soon receive the Conflict of Interest form that must be completed annually.

Caseload Report:

The July Caseload Report, with activity for June, shows there is an average caseload of 77 in the Stockton office, an average caseload of 77 in the Modesto office, and an average of 84 in the San Andreas Office. There is a total agency average of 78.

It was noted that the caseload decreases by 0.4% for every Service Coordinator hired.

5. Executive Session:

Tony called an Executive Session to discuss a personnel issue.

6. Next Meeting:

The Finance and Personnel Committee will meet again on **Wednesday, September 7, 2017 at 5:30pm** in the Stockton Office.

The meeting was adjourned at 6:23pm.

# Valley Mountain Regional Center

## Human Resources Report

July 2017

Report covers - July 1<sup>st</sup> – July 31<sup>st</sup>

### Personnel Activity

July New Hires: 6 Service Coordinators

July Separations: 2 Service Coordinators &

1 Office Technician

### Total VMRC Employees

Regular Employees: 305

Temporary Employees: 12

Employees by location including temporary employees: 317

- Stockton: 211
- Modesto: 88
- San Andreas: 18

Total Number of Vacancies: 13

- Clinical Psychologist
- Service Coordinator 5 + 3 Expansion Positions
- Clinical Manager of Nursing

**July 2017 Turnover: 0.32%**

**July 2016 Turnover: 1.01%**

**Current Fiscal 2017 Year to Date Turnover: 5.94%**

Fiscal Year to Date Turnover as of July 2016: 9.61%

Fiscal Year	Turnover Rate
16-17	5.94%
15-16	9.95%
14-15	9.44%
13-14	15.69%
12-13	12.67%
11-12	12.80%
10-11	8.50%
09-10	7.30%
08-09	8.21%
07-08	16.51%

Month/Year	Turnover Rate
Jun-17	0.32%
May-17	0.96%
Apr-17	0.96%
Mar-17	0.00%
Feb-17	0.98%
Jan-17	0.33%
Dec-16	0.00%
Nov-16	0.34%
Oct-16	0.67%
Sep-16	0.00%
Aug-16	0.37%
Jul-16	1.01%



**Valley Mountain Regional Center**  
**Contract Status Report, in thousands**  
**Through July 2017, of FY 2017-18, 8.3% of the Budget Year**

<u>DDS Contracts</u>		Purchase of Service, Including CPP	Operations	Total
DDS original	D	129,161	21,980	151,142
Amendment:				
Total DDS Operating Contracts		129,161	21,980	151,142
Prior year to final		120,274	21,477	141,751
Percentage increase		7.4%	2.3%	6.6%

**Valley Mountain Regional Center**

State Claims due to VMRC	50,994,188.38
Advances from State	35,818,751.98
Net	\$15,175,436.40

Valley Mountain Regional Center  
Contract Status Report  
July 2017  
8.3% of Fiscal Year Completed

**REVENUE**

	Current	YTD
State Income Current Year	14,254,168	14,254,168
Foster Grandparents/Senior Companion	33,941	33,941
Interest Income	6,598	6,598
Other Income	1,363	1,363
Vendorization Training	1,405	1,405
ICF-SPA Income	409,146	409,146
ICF-SPA Fee	6,137	6,137
Total Income	14,712,757	14,712,757

**POS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Community Care Facility	4,371,579	4,371,579	40,016,123	10.9%
Day Care	98,196	98,196	1,161,845	8.5%
Day Training	2,805,386	2,805,386	25,800,005	10.9%
Supported Employment	127,300	127,300	1,459,450	8.7%
Work Activity Program	43,479	43,479	650,614	6.7%
Non-Medical Services-Professional	23,852	23,852	474,983	5.0%
Non-Medical Services-Programs	1,518,857	1,518,857	13,974,524	10.9%
Home Care Services-Programs	41,548	41,548	461,032	9.0%
Transportation	167,257	167,257	1,844,760	9.1%
Transportation Contracts	1,260,773	1,260,773	11,568,850	10.9%
Prevention Services	978,236	978,236	9,106,645	10.7%
Other Authorized Services	1,314,912	1,314,912	12,035,395	10.9%
P&I Expense	3,430	3,430	34,314	10.0%
Medical Equipment	15,534	15,534	266,279	5.8%
Medical Care Professional Services	216,822	216,822	2,033,258	10.7%
Medical Care-Program Services	3,052	3,052	55,382	5.5%
Respite-in-Home	590,446	590,446	5,705,000	10.3%
Respite Out-of-Home	52,052	52,052	500,000	10.4%
Camps	12,957	12,957	12,957	100.0%
	13,645,669	13,645,669	127,161,416	10.7%
CPP	-	-	-	#DIV/0!
Total Purchase of Service	13,645,669	13,645,669	127,161,416	10.7%
Prior Year to Date (no late billing)	12,703,696	12,703,696	120,273,707	10.6%
Percentage Increase (Decrease)	7.4%	7.4%	5.7%	0.2%

24.

Valley Mountain Regional Center  
Contract Status Report  
July 2017  
8.3% of Fiscal Year Completed

**OPERATIONS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Salaries and Wages	1,024,572	1,024,572	13,000,000	7.9%
Temporary Help	-	-	4,675	0.0%
Fringe Benefits	387,541	387,541	4,651,671	8.3%
Contracted Employees	4,291	4,291	52,068	8.2%
	<u>1,416,404</u>	<u>1,416,404</u>	<u>17,708,414</u>	<u>8.0%</u>
Equipment Contract leases	3,113	3,113	38,000	8.2%
Facilities Rent	133,554	133,554	1,600,000	8.3%
Facilities Maintenance	29,310	29,310	387,685	7.6%
Telephone	824	824	148,750	0.6%
Postage and Shipping	10,120	10,120	122,000	8.3%
General Office Expense	9,156	9,156	115,000	8.0%
Insurance	6,602	6,602	80,000	8.3%
Printing	277	277	19,975	1.4%
Utilities	-	-	161,500	0.0%
Information Technology	38,756	38,756	500,000	7.8%
Bank Fees	2,243	2,243	45,900	4.9%
Legal Fees	113	113	55,250	0.2%
Board of Director Expense	1,603	1,603	20,000	8.0%
Accounting Fees	-	-	51,000	0.0%
Equipment Purchases	-	-	46,750	0.0%
Consultants	27,590	27,590	350,000	7.9%
Travel Administration	1,174	1,174	34,000	3.5%
Travel Consumer Services	33,319	33,319	405,000	8.2%
Dues and Subscriptions	-	-	850	0.0%
Consumer Medical Record Fees	46	46	8,160	0.6%
ARCA dues	80,458	80,458	80,458	100.0%
Advertising	-	-	850	0.0%
Interest expense	-	-	85	0.0%
Fees, licenses and miscellaneous	-	-	637	0.0%
	<u>1,794,662</u>	<u>1,794,662</u>	<u>21,980,264</u>	<u>8.2%</u>
Foster Grandparent/Senior Companion Expenses	23,510	23,510	-	#DIV/0!
CPP Expense	-	-	-	#DIV/0!
	<u>23,510</u>	<u>23,510</u>	<u>-</u>	<u>#DIV/0!</u>
	<u>1,818,173</u>	<u>1,818,173</u>	<u>21,980,264</u>	<u>8.3%</u>
Prior Year to Date	<u>1,643,075</u>	<u>1,643,075</u>	<u>21,447,819</u>	<u>7.7%</u>
Percentage Increase (Decrease)	10.7%	10.7%	2.5%	0.6%

**Valley Mountain Regional Center**  
**Prior Years Contract Status**  
**Through July 2017, of FY 2017-18, 8.3% of the Budget Year**

**Last Fiscal Year - C**

	Fiscal Year 2016-2017				
	OPS	OPS CPP	POS	POS CPP	FG/SC
6/30/17 Unbilled Contract Balance	2,494,014	(11,799)	1,983,156	315,147	43,928
Billied in Current FY 2018	224,293		(121,104)	124	
Balance at 07/31/2017	2,269,721	(11,799)	2,104,260	315,022	43,928

**2nd Prior Fiscal Year - B**

	Fiscal Year 2015-2016				
	OPS	OPS CPP	POS	POS CPP	FG/SC
6/30/17 Unbilled Contract Balance	(25,797)	-	5,023,315	573,359	43,261
Billied in Current FY 2018			(5,887)	8,931	
Balance at 07/31/2017	(25,797)	-	5,029,202	564,428	43,261

**Key Fiscal Procedure Checklist**

Bank Reconciliations	8/7/2017
Bank credits reviewed	8/10/2017
Subsidiary ledgers reconciled to general ledger	8/9/2017
Interfund payables/receivables match	8/8/2017
Trial balances match for all funds	8/7/2017



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 310, MS 3-3  
SACRAMENTO, CA 95814  
TDD 654-2054 (For the Hearing Impaired)  
(916) 654-3432



DATE: August 1, 2017

TO: REGIONAL CENTER DIRECTORS  
CONTRACTING AGENCY PRESIDENTS  
REGIONAL CENTER ADMINISTRATORS

SUBJECT: C-3 ALLOCATION FOR FISCAL YEAR 2016-17

Enclosed are documents pertaining to the C-3 amendment for your regional center for 2016-17. **Please return this contract no later than ten business days from the date of this letter to prevent any processing delay.**

To assist in your review of the amendment, we have included the following:

1. Exhibit I contains information about the amendment and instructions for completing the forms.
2. Exhibit II explains the items allocated.
3. Exhibit III identifies the amounts by item.
4. Exhibit A contains the Contract Budget Summary.

If you have any questions regarding the processing of this amendment, please contact Pam Robison in the Customer Support Section at (916) 654-3465.

If you have any questions regarding the Community Placement Plan allocation, please contact Yasir Ali, Chief, Rates and Fiscal Support Section, at (916) 654-2302.

If you have any questions regarding the Non-CPP allocation, please contact Darla Keys, Manager, RC Allocation Unit, at (916) 654-2255.

Sincerely,

  
JEAN JOHNSON  
Deputy Director  
Administration Division

Enclosures

cc: Nancy Bargmann, DDS  
John Doyle, DDS  
Jim Knight, DDS  
Brian Winfield, DDS  
Yasir Ali, DDS

Jennifer Harris, DDS  
Matthew Singh, DDS  
Amy Westling, ARCA  
Brenda Crisler, ARCA  
Darla Keys, DDS

## CONTRACT AMENDMENT INSTRUCTIONS

Five copies of the amendment (STD 213 A) are enclosed for the contracting agency president to sign in blue ink. Please return the five signed original copies to:

Department of Developmental Services  
Contracts Management Unit  
1600 9<sup>th</sup> Street, Room 300, MS 3-18  
Sacramento, CA 95814

EXPLANATION OF ITEMS FOR FY 2016-17 C-3 AMENDMENT

OPERATIONS (Ops)

Miscellaneous

Allocation based on an agreement with the regional center.

CPP

Allocation based on the Department-approved regional center proposals.

PURCHASE OF SERVICES (POS)

POS Allocation

Allocation based on DDS' Projection of Systemwide High claims through May 2017.

CPP

Allocation based on the Department-approved regional center proposals.

Department of Developmental Services, Budget Section, RC Allocation Unit  
EXHIBIT III Explanation of Items in Allocation  
Regional Center: Valley Mountain

EXHIBIT III

2016-17 Regional Centers

	<u>Operations</u>	<u>Purchase Of Service</u>	<u>Early Intervention Program</u>	<u>Family Resource Services</u>
Previous Contract (C-2):	\$28,990,368	\$168,607,429	\$0	\$0
This Amendment (C-3):				
Operations Allocation (Ops):				
Early Intervention Program (EIP) Family Resource Centers/Networks:			0	
Purchase of Services Allocation (POS):				
Regular POS Allocation		0		
Family Resource Services (Formerly Prevention Program)				0
Operations CPP Related Items:				
Regular CPP	0			
Regular Integrated Project, CPP	0			
Sonoma DC Closure, CPP	0			
Fairview DC Closure, CPP	0			
Porterville DC Closure, CPP	0			
Non-CPP Items:				
Agnews Ongoing Workload Unified Ops Costs	0			
Agnews Ongoing Workload State EE/Staff in Community	0			
Agnews Ongoing Workload Placement Continuation	0			
Lanternman Ongoing Workload	0			
Purchase of Services CPP Items:				
Start-Up		0		
Assessment		618		
Placement		0		
Deflection		0		
Sonoma DC Closure Start-Up		0		
Sonoma DC Closure Placement		0		
Fairview DC Closure Start Up		0		
Fairview DC Closure Placement		0		
Porterville DC Closure Start-Up		0		
Porterville DC Closure Placement		0		
Harbor Integrated Program, Regular POS Start Up				
Harbor Integrated Program, Sonoma Closure Start Up				
Harbor Integrated Program, Fairview Closure Start Up				
Harbor Integrated Program, Porterville Closure Start Up				
<b>Total C-3 Amendment</b>	<b>\$0</b>	<b>\$618</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Contract after Revised C-3 Amendment</b>	<b>\$28,990,368</b>	<b>\$168,608,047</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total Contract</b>	<b>\$197,598,415</b>			

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev 9/01)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 1 Pages

AGREEMENT NUMBER

AMENDMENT NUMBER

HD149021

C-3

1. This Agreement is entered into between the State Agency and Contractor named below:  
 STATE AGENCY'S NAME  
 Department of Developmental Services  
 CONTRACTOR'S NAME  
 Valley Mountain Regional Center, Inc.
2. The term of this Agreement is: July 1, 2014, through June 30, 2021
3. The maximum amount of this Agreement after this amendment is: \$197,598,415.00
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
  - a. The effective date of this amendment is August 1, 2017.
  - b. Section 8 of article I is amended and reads as follows: "8. The total amount payable to Contractor under this contract agreement shall not exceed \$197,598,415. Year 2016/2017 as reflected in Exhibit A, Page 1 of this contract".  
  
 Fiscal Year funds identified above may not be used for any other fiscal year, than the fiscal year specified unless authorized by the Department to do so.
  - c. Replaced by this amendment is Regional Center Contract Master Index, which is attached hereto and made part of this contract.
  - d. Replaced by this amendment is Article I: STANDARD TERMS AND CONDITIONS, which is attached hereto and made a part of this contract.

Continued on the next page

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**CONTRACTOR**

CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)

Valley Mountain Regional Center, Inc.

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Tom Bowe, President

ADDRESS

702 North Aurora Street  
Stockton, CA 95202**STATE OF CALIFORNIA**

AGENCY NAME

Department of Developmental Services

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Pamela S. Robison, Chief, Customer Support Section

ADDRESS

1600 9<sup>th</sup> Street, Room 300, MS 3-18  
Sacramento, CA 95814CALIFORNIA  
Department of General Services  
Use Only☐ Exempt per:

31.

**CONTRACT BUDGET SUMMARY  
2016-17 FISCAL YEAR**

Valley Mountain Regional Center, Inc.  
Contracting Agency

Contract Number

HD149021  
Total C-3 Contract  
August 1, 2017

EXHIBIT A

**TOTAL OPERATIONS**

**\$28,990,368**

In accordance with State Contract language under Article III, Fiscal Provisions Item #4 Payment Provisions, paragraph 3, the following Operation category expenditures must be claimed on a separate invoice:

Mental Health Services Fund	0
Foster Grandparent Program (federal portion) See Footnote <sup>1/</sup>	158,483
Agnews Ongoing Workload (Non-CPP)	0
Lanterman DC Closure (Non-CPP)	0
Total CPP Items	476,820
Sonoma DC Closure	0
Fairview Closure	0
Porterville Closure	0
Regular CPP	476,820

**TOTAL PURCHASE OF SERVICES**

**\$168,608,047**

In accordance with State Contract language under Article III, Fiscal Provisions Item #4 Payment Provisions, paragraph 3, the following Purchase of Service category expenditures must be claimed on a separate invoice:

Part C (see footnote /b)	3,579,340
Total CPP Items	1,048,893
Sonoma DC Closure	38,300
Start-Up	0
Placement	38,300
Fairview Closure	0
Start-Up	0
Placement	0
Porterville Closure	665,900
Start-Up	500,000
Placement	165,900
Regular CPP	344,693
Start-Up	180,000
Assessment	618
Placement	164,075
Deflection	0

**TOTAL EARLY INTERVENTION**

Family Resource Centers/Network	\$0
---------------------------------	-----

**TOTAL FAMILY RESOURCE SERVICES**

**\$0**

**TOTAL BUDGET**

**\$197,598,415**

<sup>1/</sup> FGP Footnote /a: Program Title: Foster Grandparent Program, CFDA Number: 94.011, Award No.: 16SFPCA002.

Senior Companion (GF) CFDA # 94.016, Program Title: Senior Companion Program, Award No.: 16SCPCA002.

Part C Footnote /b: CFDA Title: Infant and Toddlers with Disabilities, Program Title: Special Education-Grants for Infants and Families with Disabilities

CFDA Number: 84.181A, Award No: H181A160037

Federal Agency Name: Office of Special Education and Rehabilitative Services, United States Department of Education

32.

## MEMORANDUM

To: VMRC Board of Directors  
From: Tony Anderson, Executive Director  
Date: September 1, 2017

---

We have received a donation of a donation of \$48.00 through United Way.

I recommend the committee accept this donation to the Dr. James R. Popplewell Fund, to be used for the benefit of VMRC consumers, for which there is no state funding.

cc: Jessica Pate  
Claudia Reed





Valley Mountain Regional Center  
Contracts due for Board Approval  
Expiring in the month of October 2017

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
Community Compass CAN	HV0089	896	Supported Living Service	\$ 476,203	\$ 599,301	\$ 123,098	25.85%	Increase in consumers and units
Haynes B&C Home #1	H15535	915	Residential Facility-Adults-Staff Operated	\$ 625,620	\$ 755,507	\$ 129,887	20.76%	Capacity is 30 currently occupancy 28. Increase allows for full capacity
Hope Residential #3	HV0357	920	Residential Facility-Children-Staff Operated	\$ 291,742	\$ 388,486	\$ 96,744	33.16%	Allow for capacity of 6. Currently at 4.
Hope Residential Care	HV0262	915	Residential Facility-Adults-Staff Operated	\$ 383,040	\$ 388,486	\$ 5,446	1.42%	Allow for capacity of 6. Currently at 5.
Vocational Coaching & Development Institute.	HV0420	55	Community Integration Training Program	\$ 570,000	\$ 906,000	\$ 336,000	58.95%	Increase of 21 consumers over last year

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
California Mentor Family Home Agency	HV0089	904	Family Home Agency	\$ 1,945,999
Community Compass Jackson Site	HV0088	515	Behavior Management Program	\$ 1,307,199
Hana Hou Alliance, LLC	HV0315	113	Specialized Residential Facility (Habilitation)	\$ 555,777
Jar Mill's Place	HV0452	113	Specialized Residential Facility (Habilitation)	\$ 470,063
Jar Mill Annex	HV0402	113	Specialized Residential Facility (Habilitation)	\$ 470,063
Storer Transportation Stockton	HV0142	875	Transportation Companies	\$ 6,082,448
Storer Transportation Modesto	H00627	875	Transportation Companies	\$ 2,589,405
Vocational Coaching & Development Institute	HV0397	515	Behavior Management Program	\$ 291,491

OPS Contracts		
Vendor Name	Contract Amount	Contracted Service
Nothing to report		



## VALLEY MOUNTAIN REGIONAL CENTER – COMMITTEE ASSIGNMENTS FY2017-18

[illegible]

*\*Tony Anderson, VMRC Executive Director, is Ex-Officio on all committees except for the Executive Director Search Committee*



## **The Valley Mountain Regional Center Executive Director's Goals September 2017**

### **Summary and Overview of the Director's Goals Report**

The following goals reflect a period of time as of the approval from the board of directors (anticipated September 2017) ending March 31, 2018. It is written as a multi-year plan to provide for next steps in case some actions are completed ahead of schedule and to serve as a guide for the following year. In total the plan will extend to two years with an assessment at the end of each calendar year. The executive committee developed the first draft for approval of the board in May 2017. The board of directors will approve the goals annually and the evaluation committee will begin assessment each year in the month of April. The goals are informed through conversations with the executive staff and various stakeholders. Finally, there will be identification of line items in the VMRC budget to reflect the priorities in the goals report and recognition that several other activities will be pursued such as the agency strategic plan, the Performance Contract with the Department of Developmental Services, state priorities (i.e., addressing disparities, increasing employment, etc.), and other ad hoc priorities.

### **Priority Area: Valley Mountain Regional Center Talent Development (TD)**

**Goal:** To have well trained, helpful, inspired staff.

#### **Case Management TD Goal will be met by:**

Developing and implementing a world class talent development and training program for continuous improvement in quality case management services including all supports for case management.

Getting feedback from staff with an Employee Satisfaction Survey, Survey on Clinical and Social Issues Impacting the people they serve, and through a review of the National Association of Social Worker Standards for Social Work Case Management. These measures will inform the talent development offerings which will be managed through the Learning Management System (LMS).

#### **Desired Outcome:**

That VMRC Staff have access to meaningful training and development opportunities that increase employee engagement, job satisfaction, and quality of the case management service.

#### **Measured by:**

- Feedback will come from three separate surveys each receiving at least a 50% return (participation) rate.
- 30% of VMRC case management staff will participate in at least one hosted in-person trainings by March 2018.
- 30% of VMRC case management staff will participate in at least one online trainings by March 2018.

- VMRC will manage and monitor online content through the LMS for 80% of staff.

**Action plan:**

1. Administer the Dental and Clinical Social Issues Survey to identify clinical priorities– by April 15, 2017
2. Administer the Employee Satisfaction Survey to identify employee training needs– July 15, 2017
3. Administer the Standards for Social Work Case Management Survey and Feedback process to identify quality improvement topics – November 15, 2017
4. Use input from surveys to develop the training plan – December 15, 2017
5. Develop training utilizing in-house talent first - March 15, 2018.
6. Identify outside experts to provide additional training – March 31, 2018.
7. *Identify and or develop online training to be made available through the LMS – May 15, 2018.*
8. *Develop a feedback process to evaluate the training offering – June 31, 2018.*
9. *Assess the viability of submitting for the “Training Top 125” 2019 Rankings August 2018.*
10. *Develop a training track for in-house certification and related incentives September 15, 2018.*

**Priority Area: Valley Mountain Region IDD Community Service Development**

**Goal:** To have high quality person centered service providers able to meet the needs of our community.

**Goal will be met by:**

Developing talent and skills through our community providers of developmental services so that they deliver high quality services to children and adults with intellectual and developmental disabilities and their families.

Getting feedback from members of CLASP and all other stakeholders about quality of services in the aggregate for the region. Conduct a region wide “best practice” forum to show case examples in quality Home and Community Based Service compliance and develop an implementation plan to meet and exceed the new HCBS standards.

**Desired Outcome:**

That all VMRC service providers will have access to relevant training to meet the new standards under the HCBS rules and development opportunities that increase quality of services.

**Measured by:**

- 50% of all employment related programs will have given feedback through a HCBS self-assessment and the CLASP services survey.
- 30% of all residential facilities will have given feedback through a HCBS self-assessment and the CLASP services survey.
- 1 best practice forum will take place in the Valley Mountain region.
- 1 town hall brainstorming session will occur following the “best practice” forum.
- 1 training implementation plan will be developed for local providers based on the information gathered from surveys, best practice forum and brainstorming.
- VMRC will offer over 1,000 training contact hours (cumulative combined hours of learners) to our community providers based on the training implementation plan.

**Action plan:**

1. Administer the Self-Assessment Survey – October 1, 2017.
2. Administer the CLASP services survey – November 1, 2017
3. Host a best practice forum and feedback session (brainstorming and dialogue) – March 2018.
4. *Develop the training implementation plan – April 30, 2018.*
5. *Develop training utilizing in-house talent first – June 30, 2018.*
6. *Identify outside experts to provide additional training – August 2018.*
7. *Identify and or develop online training to be made available through the LMS September 1, 2018.*
8. *Develop a feedback process to evaluate the training offering – October 31, 2018.*
9. *Develop a training track for provider “Gold Standard” certification – December 31, 2018.*

**Priority Area: Community Outreach and Communication Infrastructure**

**Goal:** Regularly communicate with every part of our community.

**Goal will be met by:**

Developing and implementing a robust, multi-modal communication infrastructure to engage Valley Mountain Regional Center with its community at every level. This infrastructure will include VMRC communications initiatives, such as a social media strategy for daily engagement, expanding our email outreach capacity, and successful completion of the agency wide strategic plan for communication.

**Desired Outcome:**

That VMRC will inform all stakeholders, including VMRC staff, people with IDD, their families, community providers and other advocates, and systems community partners, about activities of the regional center and issues impacting our community.

**Measured by:**

- 1000 stakeholders will be added to our Constant Contact email list service.
- Facebook followers will double by the end of 2017.
- We will open at least 1 new social media tool, Twitter, and have 250 followers by March 2018.
- By December 31, 2017 VMRC will average 1 post every day on Facebook.
- By February 1, 2017 VMRC will average 1 tweet every day on Twitter.
- By December 1, 2017 we will have a plan for updating or replacing the current website.
- A new website will be rolled out by March 1, 2018.

**Action plan:**

1. Develop 1 social media strategic plan- October 1, 2017.
2. Identify the Social Media Team and assign each person access to the social media platforms – November 30, 2017.
3. Develop social media training for VMRC and community stakeholders – February 1, 2018.
4. *Deliver 1 Social Media Training event in each office – April 30, 2018.*
5. *Develop 1 constant contact sign-up app – June 30, 2018.*
6. *Follow each legislative representative within the VMRC region on Facebook and Twitter – May, 31, 2018.*
7. *Follow each community partner in state and local government and community organizations on Facebook and Twitter July 31, 2018.*
8. *Continue to achieve the activities related to communication in the VMRC strategic plan – December 31, 2018.*

**Priority Area: Valley Mountain Regional Center Board of Directors Leadership**

**Goal:** To have the most qualified diverse board of directors fully engaged and satisfied with their involvement on the VMRC board.

**Goal will be met by:**

Developing a VMRC board members prospectus and recruiting an influential Nominating Committee to select a qualified slate of members and officers of the board. Introducing board by-laws amendments for the purpose of increasing member participation and volunteer activities.

**Desired Outcome:**

That VMRC board members feel like they are contributing leaders of the organization and they achieve the principle of having a locally controlled community regional center.

**Measured by:**



- Satisfaction and Self-Assessment surveys completed by 100% of the board members.
- 100% of the board members received board governance training.

**Action plan:**

1. A list of qualification and special interests and talents will be established to ensure a diverse selection of leaders September 15, 2017.
2. Develop Board Member Prospectus – September 30, 2017.
3. Recruit Nominating Committee Members – May 10, 2017.
4. Each Nominating Committee will present at least 2 candidates to apply for a board position – May 20, 2017.
5. Edit the by-laws and create a draft of recommended drafts for the full board to decide upon May 31, 2017.
6. Board Calendar will be published for 2017-2018 – June 12, 2017.
7. Develop Board Governance Training Plan – December 1, 2017
8. Provide two Board Governance Trainings – March 31, 2018.

**Completion and Flexibility**

Actions in goals indicated through the end of March 2018 are intended for completion for the first term of the initial contract between Tony Anderson, executive Director, and the Board of Directors of the Valley Mountain Regional Center. In addition, as mentioned above, the milestones and tasks identified in the strategic plan will continue to be pursued and expanded upon as the state developmental services priorities change and evolve and this document is subject to amendments through mutual agreement.





VALLEY  
MOUNTAIN  
REGIONAL  
CENTER

# Valley Mountain Regional Center Leadership Redesign

**Overview of Structural Changes to the VMRC Leadership Structure**

Tony Anderson

Executive Director

Valley Mountain Regional Center

# Overview

- (1) Fair Hearings,
- (2) Legal Counsel and Consulting,
- (3) Impending Laws and Regulations,
- (4) Resource Development,
- (5) Quality Assurance,
- (6) Special Projects/Federal Programs, and
- (7) Management of the Community Placement Plan (CPP) activities.

# Fair Hearings and Appeals

- Currently the Assistant Director of Case Management/Special Projects (Quality Assurance) manages the fair hearing process from receipt of submission to resolution.
- Under the new organizational design this position will be renamed the Legal Affairs Advisor and will continue implementing the fair hearing and appeals responsibilities.
- The Legal Affairs Advisor will advise on issues regarding:
  - current laws and regulations,
  - proposed laws and regulations,
  - and provide consultation to consumers, families, and case managers on strategies to achieve legal compliance from generic resources.
  - Though this professional will be a licensed attorney the term "advisor" is meant to clearly show the advisory nature of the work as opposed to a legal representative standing.

# Legal Support and Consulting

- Legal advocacy and consulting is currently provided by independent contractor attorneys and Disability Rights California.
- Under the new structure the Legal Affairs Advisor will be available to consult and review legal questions from case managers and other disciplines within the Valley Mountain Regional Center.
- While outside counsel will still be necessary the new position may be accessed to recommend outside counsel and to interpret the advice provided by attorneys under private contract.

# Impending Laws and Regulations

- Currently Impending Laws and Regulations are monitored by the Association of Regional Center Agencies (ARCA), The VMRC Executive Director and a variety of other leadership professionals.
- Under this current model no one position is fully responsible for this function but under the new structure the Legal Affairs Advisor will monitor all legislative and regulatory proposals
- Finally, the Board of Directors of VMRC anticipates developing a Legislative Committee which currently has no staff to assist its work other than the Executive Director, therefore the position now referred to as the Legal Affairs Advisor will be assigned to managing the work of this committee as well as participate in the ARCA Legislative Committee.

# Immigration Referrals

- Special Projects has been providing guidance pertaining to immigration resource and referrals, as well as communication with vendored immigration attorneys and accompanying funding oversight.
- This function will now be assigned to this legal affairs advisor position.



# Resource Development, Quality Assurance,

- Currently the Resource Development functions are managed by the Assistant Director of Case Management/Resource Development – this will continue.
- However, under the new structure this department will merge with the Quality Assurance department.
- The merged department will be led by the Assistant Director of Case Management/Resource Development and eventually be renamed the Director of Community Services.
- The new merged department will be called the Community Services Department. VMRC will move forward as planned with hiring the Program Evaluator position which will serve as the manager in the quality assurance functions of the new Community Services Department.
- This position will continue to be supervised by the Director of Consumer Services.

# Federal Programs and Community Placement Plan activities

- While the new Community Services Department is a result of merging functions and represents an expansion of the department, two functions will be removed to alleviate the bureaucratic responsibility and reduce the management span of control.
- These functions include the management of the Federal Programs and Community Placement Plan activities.
- The Federal Programs unit will be removed from the department and placed under the management of the Director of Case Management Services to later be renamed the Director of Consumer Services and
- the Community Placement Plan functions will be transferred to the Developmental Center Placements and Deflections unit and will be managed by the Deflection Manager

## Other Structural Redesign Features

- All functions of the Valley Mountain Regional Center will fall under two general categories, namely Administrative or Program.
- This alignment is similar to other regional centers and state departments that audit our center.
- Administrative function include all those currently under the supervision of the Chief Financial Officer and will include the Information Technology and Human Resource Departments.
- While the Early Start and Clinical functions (including intake) will eventually come under the Director of Consumer Services the way it is currently configured it is best left as is since one individual is managing all these functions under a hybrid model of merged departments.

## Next Steps

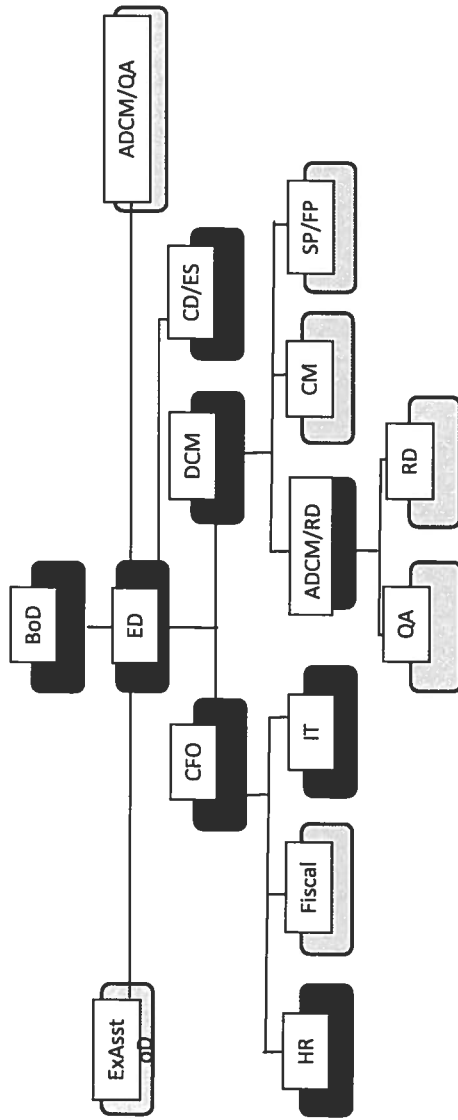
- The first phase of the redesign will be to make the organizational changes with job duty expansions and omissions and organizational location on the organizational chart and within Paylocity
- Job titles and full description changes will be implemented upon the approval of the Board of Directors.
- Complete changes in the following management job descriptions to reflect the adjustments to the organizational structure defined in the above overview: (1) Assistant Director of Case Management/Special Projects (Quality Assurance) – *change title to **Legal Affairs Advisor***, (2) Assistant Director of Case Management/Resource Development, *change title to **Director of Community Services*** (3) Director of Case Management – *change title to Director of Consumer Services.*



## Next Steps

- Create two secure confidential office sites for the Legal Affairs Advisor, one in Modesto and one in Stockton.
- Publish the new organizational charts
- Informational presentations
- Board Presentation
- Conduct facilitated meetings to focus on achieving a successful and productive transition with the department merger.
- The Department Heads to review periodically (at least monthly) the impact of these changes and make corrections as determined.

# New Organization Chart: Leadership



## Organization Chart Descriptions (Positions in red serve on the Department Heads Team):

BoD: Board of Directors

ExAsst: Executive Assistant

ED: Executive Director

Asst. Director of Case Management/Quality Assurance (ADCM/QA) to be changed to Legal: Legal Affairs Advisor

CFO: Chief Fiscal Officer

Director of Case Management (DCM) to be changed to DoCS: Director of Consumer Services

CD/ES: Clinical Director and Early Start

HR: Director of Human Resources

Fiscal: Fiscal Functions

IT: Information Technology

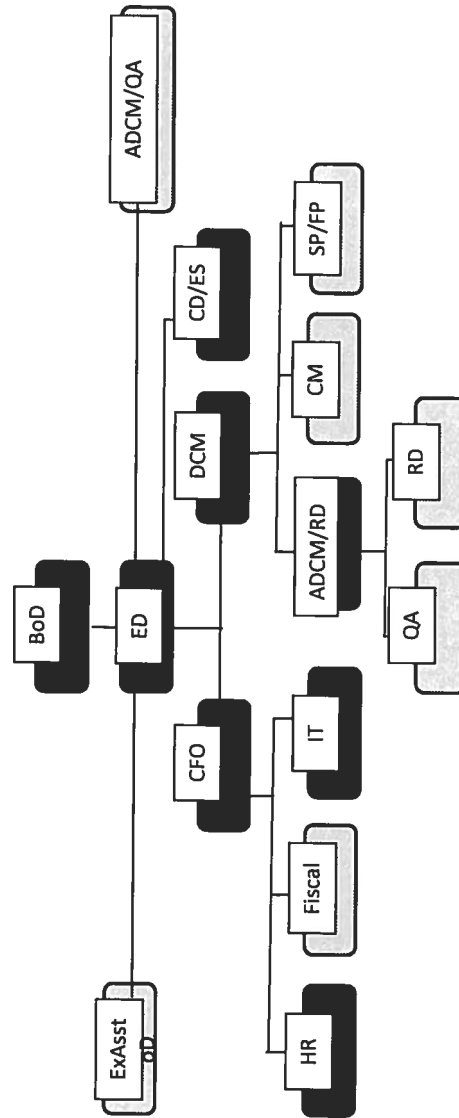
Asst. Director of Case Management/Resource Development (ADCMRD) to be changed to DCs: Director of Community Services

CM: Case Management Services

SP/FP: Special Projects and Federal Programs

QA: Quality Assurance

RD: Resource Development







## DRAFT

San Diego-Imperial Counties Developmental Services, Inc.  
Adopted by the Board of Directors on (DATE)

As a member of the Board of Directors of a large and complex organization, it is important that I am involved, informed and regularly attend committee, Board, and other meetings that are called by Committee Chairs and the Chair of the Board of Directors. It is also important that I represent the Corporation and my Board member colleagues in a manner that is informed and objective. Therefore, I agree to the responsibilities and expectations below as I fulfill my duties as a member of the Board of Directors.

I agree to regularly attend meetings of the Board of Directors and to contact the Chair of the Board, Executive Director, or the Executive Director's Assistant, if I cannot attend a Board meeting. I understand that, according to the Corporate Bylaws, a Board member may be removed from office after three (3) consecutive unexcused absences.

I agree to regularly attend Committee meetings and to contact the Chair of the Committee, Executive Director, or the Executive Director's Assistant, if I cannot attend a committee meeting.

I agree to read the materials in the Board packet that is posted on the San Diego Regional Center website **or that is delivered to me** before each meeting of the Board of Directors.

I agree to be prepared for Committee meetings and for meetings of the Board of Directors.

I agree to ask questions if I do not understand an item or an issue and to actively participate in Committee and Board meetings.

I agree to consider the organization as a whole as I make decisions as a Board member and to make decisions as objectively as I can.

I agree to adhere to the document entitled, Responsibilities of the Board of Directors and the Executive Director (attached) that was approved by the Board of Directors on ~~October 12, 2010~~ **(new date)**.

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Board Member Signature

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Date

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Board Member Printed Name

59.

Responsibilities of the Board of Directors and the Executive Director	
<i>Approved by the SDICDSI Board of Directors – October 12, 2010 (Date)</i>	
<b>Board of Directors</b>	<b>Executive Director</b>
<p>Selects the executive director.</p> <p>Selects the members of the Board of Directors.</p> <p>Supports the executive director and reviews his or her performance.</p> <p>Provides oversight to the organization in establishing its values, vision and mission and engages in effective organizational planning.</p> <p>Establishes the policies used to run the organization.</p> <p>Approves the budget for the organization and reviews the budget against actual results throughout the year.</p> <p>Monitors governmental policies as they affect the organization.</p> <p>Assesses its own performance.</p> <p><b>Reviews and approves contracts for which Board approval is required by law.</b></p>	<p>Supports and advises the Board of Directors.</p> <p>Implements the organization's values, vision, and mission.</p> <p>Provides the Board of Directors with sufficient and up-to-date information.</p> <p>Looks to the future for change opportunities.</p> <p>Interfaces between the organization and the community.</p> <p>Formulates policies and planning recommendations for the Board of Directors.</p> <p>Implements the organization's policies and guides the organization's daily action.</p> <p>Oversees the operations of the organization.</p> <p>Implements the strategic plan.</p> <p>Manages human resources of the organization.</p> <p>Manages financial and physical resources.</p> <p>Assists in the selection and evaluation of board members.</p> <p>Makes recommendations, supports Board during orientation and self-evaluation.</p> <p>Accounts to the state for the services provided and expenditures made.</p>

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