



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



**Monday, January 9, 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**

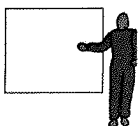
- Minutes of December 12, 2016 Board Meeting ..... 1

**D. Vote to Accept the Following:**

- Acceptance of Contract Status Report ..... 13
- Acceptance of Restricted Donations ..... 17
- Acceptance of B-3 Contract Amendment ..... 19
- Contracts Over \$250,000 ..... see page 31



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



**F. Presentation:** Introduction to Tony Anderson, VMRC's new Executive Director



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



**H. Executive Director's Report**

**I. Committee Reports**

**i. Consumer Services**

**(Claire Lazaro, Chair)**



- Minutes of December 12, 2016 meeting (meeting handout)
- Report from January 9, 2017 meeting
- Next meeting February 6, 2017

**ii. VMRC Consumer Advisory Committee**

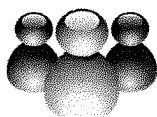
**(Dena Pfeifer, SAC6 Rep.)**

**iii. Finance and Personnel Committee**

**(Tom Bowe, Treasurer)**



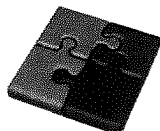
- Minutes of December 7, 2016 meeting ..... 25
- Summary of January 4, 2017 meeting
- Human Resources Report – January 2017 ) handout
- Caseload Report – January 2017 ) at meeting
- Next meeting – February 1, 2017



**iv. Executive Committee**

**(Melinda Gonser, President)**

- Summary of January 4, 2017
- Next meeting – February 1, 2017



**v. Strategic Planning Committee**

**(Melinda Gonser, Chair)**



**vi. Nominating Committee**

**(Nancy Meier, Chair)**



**vii. VMRC Professional Advisory Committee (CLASP)**

**(Candice Bright, CLASP Representative)**



**ix. Association of Regional Center Agencies Report  
(Melinda Gonser, ARCA Representative)**

- Next Meeting, January 19/20, Sacramento

**I. Other Matters**



**J. Executive Session**



**K. Next Meeting**

**Date: Monday, February 6, 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.*

## Local Legislators

### California State Senate

#### District 5

Cathleen Galgiani

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#### District 12

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### California State Assembly

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#### District 21

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

**Board of Directors Meeting  
December 12, 2016**

**Present:**

Robert Balderama	✓	Tom Martin	✓
S. Rush Bailey	✓	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	✓	Ingrid Wilson	--

**VMRC Staff:** Paul Billodeau, Cindy Mix, Melissa Stiles, Gordon Hofer, Bill Rutgers, Anthony Hill, Mary Sheehan, Nicole Weiss, Kathy Ward, Tara Sisemore-Hester, Angelique Shear, Jan Maloney

**Visitors:** George Lewis (North Valley Hills Office), Lisa Culley (FRN), Mila Amerine-Dickens (CVAP), Allan Smith (DDS), and Facilitators Lori Smith, Cris Sugabo, Anna Garcia, and Theresa Vasquez

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Board President, Melinda Gonser, called the meeting to order at 6:17pm.

**A. CALL TO ORDER AND INTRODUCTIONS**

Introductions were made and VMRC's Mission Statement was read by Candice Bright.

**B. REVIEW AND APPROVAL OF AGENDA**

**M/S/C (LAZARO/PFEIFER) to approve the agenda as presented.**

**C. ADOPTION OF CONSENT CALENDAR**

**M/S/C (VARELA/PFEIFER) to accept the November 14, 2016 minutes as presented. One abstention from Candice Bright.**

**D. VOTE TO ACCEPT THE FOLLOWING:**

Melinda advised there was no quorum at last Wednesday's Finance and Personnel Committee meeting, requiring a motion and a second to come from the floor. She stressed the importance of having a fully functioning Finance and Personnel Committee, and asked for board members to step up to be on this committee.

On behalf of Tom Bowe, Melissa Stiles, VMRC's General Ledger Manager, briefly reviewed the items requiring action from the Finance and Personnel Committee.

**M/S/C (VARELA/LAZARO) to accept of Contract Status Report through October 2016.**

**M/S/C (GRIMSLEY/BALDERAMA) to accept donations totaling \$200 in memory of a consumer, to the Dr. James R. Popplewell fund.**

Melissa advised that with the A-5 Contract Amendment VMRC de-allocated \$800,000 of the POS budget and \$150,000 of the POS-CPP budget for fiscal year 2014-15. This is standard practice for regional centers that have a lot of money remaining in the budget, and the funding will be given to other regional centers that are struggling to stay within their budgets.

In response to Candice Bright's question, it was clarified that this does not affect funding for the current fiscal year.

**M/S/C (BAILEY/VARELA) to accept the A-5 Contract Amendment for fiscal year 2014/15.**

Kathy Ward, Administrative Assistant, reviewed the contracts that have received rate increases

Vendor Name	Vendor Category	Current Contract	Proposed Contract	% Rate increase	Reason for Increase
Carpenter Guest Home #1	Residential Facility-Adults	\$ 298,800	\$ 372,420	24.64%	4.12% increase in Jan; 15.31% increase in July. Calculated at capacity times current rate times 12 months. 15 Beds
Estrella's Care Home #1	Residential Facility-Adults	\$ 262,368	\$ 313,200	19.37%	7.27% increase in Jan; 8.87% increase in July. Calculated at capacity times current rate times 12 months. 6 Beds
Estrella's Care Home #3	Residential Facility-Adults	\$ 262,368	\$ 313,200	19.37%	7.27% increase in Jan; 8.87% increase in July. Calculated at capacity times current rate times 12 months. 6 Beds
Kavere Services SBT Home	Specialized Residential Facility	\$ 499,406	\$ 543,486	8.83%	7.37% increase in July. Calculated at capacity with

					new rate for 12 months. 6 Beds
Kavere Services - Pine Brook	Specialized Residential Facility	\$ 821,880	\$ 818,160	-0.45%	11.38% increase in July. Prior contract included anticipated increase. Calculated at capacity with new rate for 12 months. 5 Beds
Kesher House	Specialized Residential Facility	\$ 800,100	\$ 859,089	7.37%	6.87% increase in July. Calculated at capacity with new rate for 12 months. 4 Beds
KeyHolders 360 SLS	Supported Living	\$ 100,000	\$ 254,122	154.12%	New program effective August 2015. 11.76% rate increase in July 2016, number of units increase monthly.
Villa Teresa Memory Care	Specialized Residential Facility	\$ 494,424	\$ 507,805	2.71%	7.43% increase in July. Calculated at capacity with new rate for 12 months. 6 Beds

Contracts with no change from previous year:		
Vendor Name	Vendor Category	Proposed Contract
Alternative Learning Center SLS Modesto	Supported Living	\$812,228
Kavere Services - Bridgeton	Specialized Residential Facility	\$988,996
Kavere Services - Monique	Specialized Residential Facility	\$659,331
Kavere Services - Princeton	Specialized Residential Facility	\$988,996
Service First of N. California SLS	Supported Living	\$750,000
Service First of N. California Options Learning Center	Community Integration Prgm	\$424,876

Regarding KeyHolders 360 SLS, Kathy noted that the increase was 154.12% this year. KeyHolders 360 SLS was a new program in August 2015, and was slow to start but has incrementally grown each month. Also a rate increase was received in July 2016.

**M/S/C (JOHNSON/BAILEY) to approve Contracts over \$250,000, per below, with one abstention from Candice Bright.**

The Finance and Personnel Committee had requested information be given about one program each month, and Kathy discussed Kavere Services Bridgeton, which is a children's' crisis home in Stockton, vendored May 2008, licensed for three beds, male or female. There is one-to-one staffing at this home, and it is one of five residential programs vendored by VMRC for crisis and step-down services provided by Kavere Services. This was a pilot project looked at by DDS and throughout California, and was established to prevent children from entering the Developmental Center system. It provides a critical and much needed service to our consumers who have exhausted community supports, and are in crisis mode. Melinda suggested board members tour this care home as one of their Board Member Visits to report to the Board of Directors. In response to Claire Lazaro's question, the home is designed for short term stays, averaging 12 months, to stabilize behaviors before the children can move on to a step-down home with a less restricted environment, and the age range is six years old to 17. There are other options within the Kavere care home system, and two of their other homes serve children throughout California. The

home is owned by a former VMRC employee, Richard Herrera, who also runs a residential sex offender program.

E. ANNOUNCEMENTS & PUBLIC COMMENT:

On behalf of the North Valley Hills Office, George Lewis provided an update on Quality Assessment/Quality Assurance. George stated things are moving to the next mailing phase of adult family surveys that will be going to consumers, family members/family guardians, starting in January with about 6,000 consumers from Central Valley and Kern Regional Centers, along with VMRC. A longitudinal study is also being completed for people exiting the developmental centers, starting in January with 250 individuals, 90 of whom will be visited by George, and they will be tracked at 3, 6, 12 and 24 months after exiting the DC, to see how they are integrating into the community.

George stated the NVHO are still doing great advocacy work with the SAC6, and George is supporting VMRC Board Member Robert Balderama, on the Statewide Self Advocacy Committee.

Mila Amerine-Dickens, who last month spoke in favor of a positive vote for VMRC's new Service Standard, Early Intensive Behavioral Treatment, came back to address the board at the December board meeting, and to make another statement in favor of EIBT. Mila stated that VMRC helped put EIBT on the worldwide map, and encouraged board members to vote in favor of this Service Standard.

F. PRESENTATION

Melinda Gonser, VMRC Board President, gave an overview of the process of choosing a new Executive Director to replace Paul Billodeau when he retires at the end of the year.

An RFP was put out, and Pathways Facilitation and Kinetic Flow was chosen as the consulting company to assist the Executive Director Search Committee, that consisted of the VMRC Executive Committee and a former Board Treasurer, a VMRC employee, a vendor, a representative from the NVHO, and also from the SAC6. Pathways Facilitation and Kinetic Flow have past experience with the VMRC Board as they assisted with the Strategic Plan.

The consultants interviewed the Department Heads (Leadership Team Members) for their perspective of VMRC's strengths and weaknesses, and helped create a job description for the new Executive Director. Out of 176 applications that were received, only 28 qualified for the position, and six of those were invited to interview. Training was provided to the Search Committee on behavioral-type questions to ask the candidates. The six candidates were asked to complete a Harrison Assessment, a job-suitability assessment that predicts success. Three finalists were chosen and prior to their final interview on November 12, were asked to provide written information on operational financial issues, and also to complete a PowerPoint slide presentation on their vision for VMRC.

Reference and background checks were performed on Tony Anderson, who was offered the Executive Director position at VMRC, and contract negotiations began. A recommendation for the

4.



Executive Director Search Committee was presented to the full Board of Directors that was unanimously approved by the Board.

Tony Anderson has been the Executive Director of The Arc of California since 2003, but has worked in the developmental disabilities field since 1987. He is friendly, approachable, a good listener and communicator, and consumer oriented. He is active on social media sites. Tony has experience across all sectors, including regional center, provider, policy and advocacy, and government. He has a Master's degree in Organizational Development, and a B.A. in Research Psychology. Tony's regional center experience was as a case manager at North Bay Regional Center. He was appointed to serve as Deputy Director under Governor Gray Davis, responsible for Policy, Planning & Government Relations for the State Council on Developmental Disabilities (SCDD). Tony has led three campaigns lobbying Grass Roots and communications, resulting in the \$535,000,000 increase in the budget. He was Chairperson of the Lanterman Coalition, and rebuilt the Arc California to help lead the effort and rebrand the National Association of the Arc, to State and Federal compliance. Melinda also read some comments made by Tony's references.

An extremely thorough Onboarding Process has begun, and Tony's first day at VMRC will be January 3, 2017. VMRC has posted Tony's announcement on the website, Facebook, and it has gone out via email, through ARCA, SCDD, and DDS. The Leadership Team is developing opportunities for Tony to meet staff at all three offices in January, and to meet with local stakeholders. He will contact board members individually within his first month at VMRC. The consultants will check in with VMRC and Tony at the 3, 6, 9, and 12 month intervals, and will arrange training if necessary, to ensure his success as VMRC's Executive Director.

In lieu of a retirement plaque, Melinda read a letter to Paul, thanking him for over 38 years of service to VMRC. She noted how Paul guided his staff and stayed within VMRC's budget over the past five years, some of which were financially very challenging. Paul showed transparency with reports and statistics, and always remained calm. He built trust and a leadership with the staff, consumers, families, board members, and stakeholders. Paul is well respected at ARCA and took on a leadership role as Chair of the Chief Counselor's group and has worked on numerous committees over the years. Paul also cares about ensuring that people with developmental disabilities receive the quality of services they need. Paul took over the responsibility of Executive Director at the beginning of diminishing fiscal resources, unfunded mandates, and an organization that had low morale and employee engagement. He worked diligently to improve employee morale and engagement with honesty and integrity. On behalf of the Board and the many people who have worked alongside Paul, Melinda expressed her deep appreciation and gratitude for his dedication to the mission of Valley Mountain Regional Center, by ensuring that people with developmental; disabilities have choices, and enjoy the best life they can possibly have. Melinda again thanked Paul for his service and stated she hopes he will enjoy many happy and healthy years of retirement. After Melinda had read the letter he received a standing ovation from the Board Members and visitors.

Although he may not miss the work, Paul said he will miss his colleagues and he wished VMRC good luck in the future.

Melinda advised that Paul has asked people to donate to the James R. Popplewell fund in place of a plaque or retirement gift, and donations can be given to Jan Maloney.

There will be a retirement party for Paul on January 6, and there are still some spaces left.

Robert Balderama stated that he has known Paul for many years, and said he is patient and vigilant in whatever he does, and Robert is proud to have known and worked with Paul. Dena Pfeifer, on behalf of the SAC6, thanked Paul for going to the State Capitol, and for attending SAC6 meetings. George Lewis on behalf of the NVHO and Dena Hernandez, thanked Paul, and Tara Sisemore-Hester stated that Paul turned the agency around. Mary Sheehan on behalf of a multitude of consumers noted that Paul listened, and has been open to helping consumers meet their needs, sometimes in very unusual situations. Candice Bright, on behalf of the CLASP vendor group, and also as a home owner, stated that since Paul has been the Executive Director, communication has changed and has allowed for more collaboration with the vendors, and she appreciates the changes and supports that have come about during Paul's tenure as Executive Director.

G. BOARD MEMBER PROGRAM VISITS

Rush visited VMRC Modesto for an IFSP (Individual Family Service Plan), and stated he learned a lot from the experience.

On December 3, Tom Martin visited the 11<sup>th</sup> Annual Art Sale, ArCreations, at the Arc Amador campus in Sutter Creek where a wide variety of hand-crafted items created by Arc participants, were on sale. All proceeds from sales go to the artists. Around 300 to 400 people attended and 30 artists displayed their artwork. Tom also attended an event for Senior Services and Creative Support Alternatives, funded by a grant from the Community Hospital, hosted by the Arc of Amador & Calaveras in downtown Valley Springs at the Jenny Lind Veterans Memorial Hall on December 8.

Claire Lazaro attended the recent Self-Determination Advisory Committee meeting at VMRC. The committee decided the flyers needed a small revision, and will be distributed and included in every annual IPP. Premier Healthcare Services presented the fiscal management portion of self-determination.

Melinda encouraged board members sign up for future visits.

H. EXECUTIVE DIRECTOR'S REPORT

Paul advised that the latest that has been heard from the Statewide Self-Determination Advisory Committee, is that DDS is reporting the earliest they will be able to start the program is now March 2017. He said Joe Hernandez from Premier Healthcare Services gave a presentation on the fiscal management services they provide for self-determination. When training is undertaken for individuals who are interested, the fiscal information needs to be shared ahead of time so that families and consumers are aware of what lies ahead. Training needs to cover all aspects of what will eventually be approved.

I. COMMITTEE REPORTS

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

- At today's meeting, the committee discussed VMRC's intake process, and how services are provided based on the assessments for the three groups, developmental disability, high risk, and the established risk group.
- The committee also discussed the EIBT Service Standard that will be presented for approval later in the meeting.
- An Administrative Assistant has been added to assist Kathy Ward in Resource Development. A new Senior Consumer Services Liaison has been added and a new Employment Specialist will be added from the ABX2-1 funding.
- VMRC held the annual consumer Micro-Business Fair on December 9, at which consumers displayed their handcrafted items for sale.
- Angie Shear clarified some questions from DDS on training, regarding the ABX2-1 proposal. There will be a training session on cultural competency, and VMRC will use the same resources as the Southern California regional centers for a two-day training session. There will also be Person Centered training and VMRC will send six staff members who will train other VMRC staff back in the office. Two other staff members will be chosen to complete 18 months to two-years of person centered training, and will train Service Coordinators so that IPPs are based on person centered services. Questions were asked about materials being translated into other languages, and VMRC will work with other resources to see what has already been translated, so as to avoid duplication of efforts.
- Recruitment continues for 25 additional staff members, which will be an ongoing process. HIPAA training has been provided to almost all staff, with a make-up session scheduled in December.
- The PATCH Service Standard is being revised, and will eventually go to the full Board of Directors for approval.
- Modesto staff has undertaken a canned food goods drive for the Salvation Army, and Stockton staff members are helping the St. Mary's Clothing Drive, and the adoption of needy families in Stockton.
- Transportation was discussed without any complaints this month.
- There will be an Employment Blueprint teleconference on December 13 from 1:30pm to 3:30pm. The call-in number is (888) 946-2714 and the participant code is 2778914.

**M/S/C (COMMITTEE/RUEDA) to approve the Early Intensive Behavioral Treatment.**

The next meeting will be on January 9, at 4:30pm in VMRC Stockton's Cohen Board Room.

ii. Consumer Advisory Committee Report

(Dena Pfeifer, SAC6 Representative)

Dena reported the SAC6 board meeting took place on December 10 at the Arc in Sutter Creek. The by-laws were reviewed for the New Year, but no changes were made. Dena announced Tony Anderson had been chosen as VMRC's new Executive Director, and she distributed copies of the press release. New Officers were elected, and Dena was chosen to be the Vice Chairperson. The other Officers will be announced at the February 3, SAC6 meeting at the San Joaquin County Fairgrounds in Stockton, and Dena will bring an updated flyer to the next board meeting with information on this event.

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

Melinda chaired the December 7 meeting on behalf of Tom Bowe.

The audit results from fiscal years 2012 through 2014 were received while the current audit was underway. Melissa Stiles, VMRC's General Ledger Manager, reviewed the results. There were a few findings, one of which VMRC did not correctly implement the 3%, 4.25% and 1.25% payment reductions. They should have been implemented based on the entire rate including the SSI portion, and since VMRC does not pay the SSI portion, this amount was not included, resulting in this finding. A total of \$24,168 will have to be repaid to DDS to rectify this. Another one of the findings was the mileage reimbursement negotiated rate given to one vendor out of 177 vendors. The State median rate is 32 cents per mile, and VMRC did not realize they could pay rates below the IRS mileage rate of 50.5 cents as it was at that time. \$1,269 was overpaid to this vendor. Another finding was VMRC had an operations vendor who had a \$60,000 amount, and VMRC extended the contract twice without extending the amount of the contract, resulting in an overpayment to that vendor of \$3,612. To eliminate a recurrence, the vendor is now an employee of VMRC. There were some minor findings that were fixed either while the auditors were still at VMRC or prior to the audit report being received.

Bill Rutgers presented the Human Resources Report, reflecting November activity. Two Service Coordinators were hired, as was one QIDP temporary position. VMRC has a total of 301 employees, with 202 in the Stockton office, 80 in Modesto, and 19 in the San Andreas office. There are 19 total vacancies, consisting of a Clinical Psychologist, four Service Coordinators, and another 13 Service Coordinator positions once the initial four positions have been filled. VMRC is also looking to find a Clinical Manager of Nursing.

The caseload report showed Stockton had an average caseload of 81, Modesto's average caseload was 81, and the San Andreas office had an average caseload of 75. The total caseload average for the agency is 80.

The next Finance and Personnel Committee meeting will be held January 4, 2017.

iv. Executive Committee  
(Melinda Gonser, President)

8.

Melinda advised the majority of the December 7 committee meeting was taken up working with the consultant and reviewing the onboarding process and transition for the new Executive Director.

Also discussed was the request for ABX2-1 funding, addressing the disparity grant that the Department is offering, and they are waiting for VMRC's Board of Directors to approve, so they can make the award of grants.

The Security Assessment report has been received, and will be deferred until January when there will be more details available.

**M/S/C (LAZARO/GRIMSLEY) to approve VMRC's request for the ABX2-1 funding grant.**

The next Executive Committee meeting will be held January 4, 2017.

v. Executive Director Search Committee

This item will come off the agenda as of January 2017, when VMRC's new Executive Director, Tony Anderson, is on-board.

vi. Strategic Planning Committee  
(Melinda Gonser, President)

There was nothing new to report this month. The next update will take place at the March 2017 board meeting.

vii. Nominating Committee  
(Nancy Meier, Chair)

Nancy is in the process of contacting a gentleman who has expressed interest in board membership. She is also gathering information on VMRC and hopes to spend some time over the holidays of pursuing some of the ideas that were shared.

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

The committee met November 17, and discussed Dial-A-Ride eligibility interviews that last around 1.5 hours and includes gate, balance, and functional skills assessments. Eligibility lasts for three years.

The CHOICES Conference will cost \$30 to attend, for individuals who receive services, and their families. The art contest with the theme 30 Years of CHOICES, is due January 17. There is no video contest this year.

The committee also discussed VMRC's search for board members.

The Self-Determination Advisory Committee conducted training on self-determination in November, and clients need to advise their Service Coordinators if they want to be placed on the list. During the first three years, DDS will select individuals who will receive training on self-determination.

CLASP has a total of 15 vendors, which is a very low amount. It is hoped more interest will be shown from other vendors in the New Year.

The CLASP Chair is now Marisol Marino, who has taken over the responsibility from the previous Chair who has stepped down. Marisol is with the Howard Training Center.

The next meeting is January 12, 2017, at VMRC Stockton, and the group now meets on alternate months.

Robert Grimsley stated he has recently been through the Dial-A-Ride recertification process, a lot of which focuses on the ability to walk distances.

ix. Association of Regional Center Agencies (ARCA)  
(Melinda Gonser/Paul Billodeau)

Melinda covered the October ARCA meeting that she and Paul attended.

The Department was preparing budget proposals for the 2017-18 fiscal years, that included proposed funding for resource development for the consumers moving out of the developmental centers, through the closure process and the implementation of ABX2-1 funding. DDS is also reviewing the Disparity Proposals for grant funds. Two regional centers were identified as having not submitting grant requests, VMRC being one of them.

The Community Crisis Home regulations are expected to be out by the end of this year. Regarding EBS and Delayed Egress regulations, it is recommended that they are reviewed by all licensed providers.

DDS is developing a dashboard for their website that will display data from all the regional centers.

The Legislative items that were discussed include

- Grassroots Day is scheduled for April 5, 2017
- The Capitol Briefing Day will be on February 1
- It is anticipated there will be changes that will impact the service delivery system, with the change of administration in Washington DC. ARCA staff member, Daniel Savino has developed a newsletter entitled "Keeping you plugged in to Washington DC news", and will help keep us informed of important issues.

Jim Burton, Executive Director of the Regional Center of the East Bay has announced his retirement after 40 years of regional center service. ARCA will be hosting a retirement party

in January for the three retiring Executive Directors, Clay Jones from Redwood Coast Regional Center, Jim Burton from the Regional Center of the East Bay, and VMRC's Paul Billodeau.

Melinda asked for volunteers from the board to attend the January 20 ARCA meeting in Sacramento. A new ARCA delegate will need to be identified to attend meetings after Melinda's board tenure is up at the end of June.

J. OTHER MATTERS

None.

K. EXECUTIVE SESSION

There was no Executive Session this month.

L. NEXT MEETING

The next board meeting is scheduled for Monday, January 9, 2016.

The meeting was adjourned at 8:02

//.





**Valley Mountain Regional Center**  
**Contract Status Report, in thousands**  
**Through November 2016, of FY 2016-17, 41.7% of the Budget Year**

<b><u>DDS Contracts</u></b>		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		145,945	24,421	170,367
Percentage increase		14.6%	16.3%	14.8%

**Valley Mountain Regional Center**

<b>State Claims due to VMRC</b>	\$17,373,648.45
<b>Unpaid Advances from State</b>	<u>\$49,757,592.10</u>
<b>Net</b>	<u><u>(\$32,383,943.65)</u></u>

13.

Valley Mountain Regional Center  
Contract Status Report  
November 2016  
41.7% of Fiscal Year Completed

**REVENUE**

	Current	YTD
State Income Current Year	15,945,256	76,418,746
Foster Grandparents/Senior Companion	33,440	185,181
Interest Income	8,289	27,803
Other Income	215	15,826
Vendorization Training	185	1,610
ICF-SPA Income	378,335	1,934,990
ICF-SPA Fee	5,675	29,025
<b>Total Income</b>	<b>16,371,394</b>	<b>78,613,180</b>

**POS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Community Care Facility	4,393,389	21,345,253	48,695,439	43.8%
Day Care	92,426	488,634	1,366,877	35.7%
Day Training	2,862,520	15,067,099	36,047,065	41.8%
Supported Employment	132,176	655,953	1,517,000	43.2%
Work Activity Program	51,901	269,798	765,429	35.2%
Non-Medical Services-Professional	40,577	175,206	458,804	38.2%
Non-Medical Services-Programs	1,548,729	7,583,095	17,593,559	43.1%
Home Care Services-Programs	64,687	216,726	442,391	49.0%
Transportation	153,302	873,004	2,405,600	36.3%
Transportation Contracts	1,709,070	7,142,004	20,681,000	34.5%
Prevention Services	857,349	4,397,614	10,513,700	41.8%
Other Authorized Services	1,229,239	5,980,653	13,688,700	43.7%
P&I Expense	2,760	13,695	34,488	39.7%
Medical Equipment	87,106	144,655	313,270	46.2%
Medical Care Professional Services	206,655	1,095,331	2,684,590	40.8%
Medical Care-Program Services	3,913	20,098	65,156	30.8%
Respite-in-Home	835,226	3,795,116	8,500,000	44.6%
Respite Out-of-Home	33,090	199,201	520,067	38.3%
Camps	-	13,896	14,760	94.1%
	<b>14,304,113</b>	<b>69,477,031</b>	<b>166,307,895</b>	<b>41.8%</b>
CPP	-	603	948,275	0.1%
<b>Total Purchase of Service</b>	<b>14,304,113</b>	<b>69,477,634</b>	<b>167,256,170</b>	<b>41.5%</b>
Prior Year to Date (no late billing)	<b>10,944,173</b>	<b>58,310,937</b>	<b>145,945,733</b>	<b>40.0%</b>
Percentage Increase (Decrease)	30.7%	19.2%	14.6%	1.6%

14

Valley Mountain Regional Center  
Contract Status Report  
November 2016  
41.7% of Fiscal Year Completed

**OPERATIONS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Salaries and Wages	1,828,628	6,371,048	16,013,898	39.8%
Temporary Help	559	1,778	12,000	14.8%
Fringe Benefits	414,460	2,088,958	5,692,179	36.7%
Contracted Employees	7,487	20,507	65,000	31.5%
	<u>2,251,133</u>	<u>8,482,291</u>	<u>21,783,078</u>	<u>38.9%</u>
Equipment Contract leases	1,701	11,648	36,000	32.4%
Facilities Rent	133,554	662,794	2,345,600	28.3%
Facilities Maintenance	68,317	177,934	420,000	42.4%
Telephone	14,727	54,550	127,818	42.7%
Postage and Shipping	9,969	37,796	103,400	36.6%
General Office Expense	9,207	39,710	96,000	41.4%
Insurance	6,602	32,628	125,453	26.0%
Printing	-	-	44,800	0.0%
Utilities	16,988	82,417	369,200	22.3%
Information Technology	23,832	280,104	980,400	28.6%
Bank Fees	5,408	24,493	82,000	29.9%
Legal Fees	16,041	33,516	88,000	38.1%
Board of Director Expense	1,141	5,458	20,000	27.3%
Accounting Fees	2,300	2,300	60,000	3.8%
Equipment Purchases	-	46,399	200,000	23.2%
Consultants	36,284	60,159	138,000	43.6%
Travel Administration	416	8,814	35,000	25.2%
Travel Consumer Services	30,421	139,182	380,000	36.6%
Dues and Subscriptions	-	-	2,800	0.0%
Consumer Medical Record Fees	844	3,970	9,600	41.4%
ARCA dues	-	64,471	64,471	100.0%
Advertising	318	318	8,000	4.0%
Interest expense	-	152	32,000	0.5%
Fees, licenses and miscellaneous	304	429	2,000	21.4%
	<u>2,629,508</u>	<u>10,251,532</u>	<u>27,553,620</u>	<u>37.2%</u>
Foster Grandparent/Senior Companion Expenses	38,534	175,911	448,744	39.2%
CPP Expense	54,936	137,339	397,350	34.6%
	<u>93,469</u>	<u>313,250</u>	<u>846,094</u>	<u>37.0%</u>
	<u>2,722,977</u>	<u>10,564,783</u>	<u>28,399,714</u>	<u>37.2%</u>
Prior Year to Date	<u>1,707,875</u>	<u>8,962,463</u>	<u>24,421,467</u>	<u>36.7%</u>
Percentage Increase (Decrease)	59.4%	17.9%	16.3%	0.5%

15.

**Valley Mountain Regional Center**  
**Prior Years Contract Status**  
**Through November 2016, of FY 2016-17, 41.7% 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
Billed in Current FY 2017	798,148	-	733,500	30,026	-
Balance at 11/30/2016	1,205,334	157,926	5,037,329	782,220	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
Billed in Current FY 2017	20,000	-	(2,775)	77,723	-
Balance at 11/30/2016	1,416	78,831	187,237	447,644	46,617

**Key Fiscal Procedure Checklist**

Bank Reconciliations	12/5/2016
Bank credits reviewed	12/2/2016
Subsidiary ledgers reconciled to general ledger	12/5/2016
Interfund payables/receivables match	12/6/2016
Trial balances match for all funds	12/7/2016

16.

January 3, 2017

**MEMORANDUM**

**TO:** VMRC Board of Directors

**FROM:** Tony Anderson, VMRC Executive Director

**RE:** Restricted Donations

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We have received a donations totaling \$2,352.

I recommend the committee accept these restricted donations to the Dr. James R. Popplewell Fund, to be used for the benefit of VMRC consumers.

**Cc:** Jessica Pate  
Claudia Reed



**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: December 1, 2016

TO: REGIONAL CENTER DIRECTORS  
CONTRACTING AGENCY PRESIDENTS  
REGIONAL CENTER ADMINISTRATORS

SUBJECT: B-3 ALLOCATION FOR FISCAL YEAR (FY) 2015-2016

Enclosed are documents pertaining to the B-3 amendment for your regional center for FY 2015-2016. **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 instructions for returning the forms.
2. Exhibit II explains the items allocated.
3. Exhibit III identifies the amounts by item.
4. Exhibit A Contract Budget Summary

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

If you have any questions regarding the Community Placement Plan (CPP) allocation, please contact Kellie Gillman, Manager, Program Operations Branch at (916) 654-1828.

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

Sincerely,

A handwritten signature in cursive script, appearing to read 'Jean Johnson'.

JEAN JOHNSON  
Deputy Director  
Administration Division

Enclosures

cc: Nancy Bargmann, DDS  
John Doyle, DDS  
Jim Knight, DDS  
Brian Winfield, DDS  
Kellie Gillman, DDS

Jennifer Harris, DDS  
Matt Singh, DDS  
Caroline Castaneda, DDS  
Association of Regional Center Agencies  
(ARCA)

## 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 FISCAL YEAR 2015-16 B-3 AMENDMENT

OPERATIONS

- **Miscellaneous**  
Allocated per agreement with regional center.

PURCHASE OF SERVICES

- **Regular Allocation**  
Allocation based on DDS' Claims Projection with actual claims through August 2016.
- **Adjustment for Placement**  
Please note, regional centers are requested to submit a debit Non-CPP claim as noted on the allocation summary. The submitted adjustments will allow DDS to correct recorded expenditures for those consumers' costs which were erroneously charged against CPP, but should have been charged against Non-CPP activities.
- **Community Placement Program (CPP) Items:**  
  
All CPP allocations are based on the approved amounts provided by Community Development and Housing Section. The following categories were allocated:

**Start-Up/ Start-Up Integrated Program**

**Assessment**

**Placement**

Please note, regional centers are requested to submit a credit CPP claim as noted on the allocation summary. The submitted adjustments will allow DDS to correct recorded expenditures for those consumers' costs which were erroneously charged against CPP, but should have been charged against Non-CPP activities.

**Deflection**

**Sonoma Developmental Closure Start-Up**

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

EXHIBIT III

Fiscal Year 2015-2016	Operations	Purchase Of Service	Early Intervention Program
Previous Contract (B-2)	\$24,754,815	\$146,852,760	\$0
This Amendment (B-3):			
Non-CPP Operations Allocations:			
Family Resource Centers/Networks			
Non-CPP POS Allocations:			
CPP Related Items:			
Start-Up CPP POS		0	
Start-Up Integrated Program POS		0	
Assessment CPP POS		0	
Adjustment Placement CPP POS		0	
Placement CPP POS		0	
Deflection CPP POS		0	
Sonoma DC Closure POS (CPP Funds) Start-Up		0	
Total Amendment	\$0	\$0	\$0
Total Contract after Amendment	\$24,754,815	\$146,852,760	\$0
Grand Total Contract	\$171,607,575		

## STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 9/01)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 1 Pages

AGREEMENT NUMBER



AMENDMENT NUMBER

HD149021

B-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: \$171,607,575
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 December 1, 2016.
  - b. Replaced by this amendment is Exhibit A, Page 1 which is attached hereto and made a part of this contract.
  - c. All other terms and conditions remain the same.

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

CONTRACTOR		CALIFORNIA Department of General Services Use Only
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 Melinda Gonser, 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		<input type="checkbox"/> Exempt per:
ADDRESS 1600 9 <sup>th</sup> Street, Room 300, MS 3-18 Sacramento, CA 95814		

23.

B-3 Total Contract

EXHIBIT A  
Page 1 of 1

Valley Mountain Regional Center, Inc.  
Contracting Agency

Contract Number

HD149021

CONTRACT BUDGET SUMMARY  
2015-16 FISCAL YEAR

REGIONAL CENTER

B-3 Total Contract  
November 17, 2016

TOTAL OPERATIONS

\$24,754,815

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:

Foster Grandparent Program (federal portion only) See Footnote 1/	158,483
Mental Health Services Fund	0
Agnews Ongoing Workload (Non-CPP)	0
Lanterman Ongoing Workload (Non-CPP)	0
Total CPP Ops	389,266
Sonoma DC Closure	0
Regular Ops	389,266

TOTAL PURCHASE OF SERVICES

\$146,852,760

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:

Total CPP POS	959,432
Sonoma DC Closure Start-Up	0
Sonoma DC Closure Placement	24,049
Start-up Regular POS	380,000
Assessment Regular POS	0
Adjustment for Placement Costs	0
Placement Regular POS	509,488
Deflection Regular POS	45,895

Part C (see footnote /b)	3,559,860
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TOTAL EARLY INTERVENTION

Family Resource Centers/Network	\$0
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TOTAL BUDGET

\$171,607,575

1/ FGP Footnote /a: Program Title: Foster Grandparent Program, CFDA Number: 94.011, Award No.: 13GXPCA001.

Senior Companion (GF) CFDA # 94.016, Program Title: Senior Companion Program, Award No.: 13SXPCA001

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: H181A150037

Since Grant Award Notification will occur after the execution of this contract and changes are limited to the Federal Award Number and calendar year awarded, updated Grant Award Notification will be maintained in DDS' contract file and incorporated by reference. A copy of the current Grant Award Notification shall be sent to Contractor as it is made available to DDS.

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

Percent of Part C to Total Contract: 2.07%

24.



**Valley Mountain Regional Center  
Finance and Personnel Committee Meeting Minutes  
December 7, 2016**

**Present:** Melinda Gonser, President  
Robert Grimsley, Vice President  
Chris Varela, Secretary  
Paul Billodeau, VMRC Executive Director  
Melissa Stiles, VMRC General Ledger Manager  
Bill Rutgers, VMRC Human Resources Director  
Jan Maloney, VMRC Executive Assistant

**Absent:** Tom Bowe, Treasurer  
Paula Newman, Chair, Consumer Services Committee  
Connie Uychutin, CLASP Representative

**Guest:** Theresa Vasquez, Facilitator

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Committee actions noted in bold.

Melinda Gonser, Board President, brought the meeting to order at 5:30 pm.

1. Review of November 9, 2016 Meeting Minutes:

The minutes were deferred until the January meeting as there was no quorum.

2. Public Comment:

There was no public comment this month.

3. Acceptance of Contract Status Report through October 2016:

DDS Operating Contracts to date total \$195,655,000. After calculating state claims due to VMRC and unpaid advances from the state, \$32,383,943 is owed to the state by VMRC.

The Contract Status Report shows POS expenditures for the month total \$14,401,385, an increase of 16.2% over last year's total of \$12,395,244 for the same month. Year-to-date expenditures total \$55,173,521, an increase of 16.5% over last year's year-to-date total at this time of \$47,366,764. The total POS budget spent year-to-date is 33.0% with 33.3% of the budget year completed.

Operations expenditures for the month total \$2,011,213, compared to last year's total for the same time period, of \$1,849,934, which represents an increase of 8.7%. Year-to-date expenditures stand at \$7,841,805 compared to last year's year-to-date total of \$7,253,839, representing an increase of 8.1% over the prior year. The total Operations budget spent year-to-date is 27.6% with 33.3% of the budget year completed.

The committee was unable to accept the CSR as there was no quorum. It will be presented at the board meeting on Monday for acceptance.

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

The contracts over \$250,000 will be presented at the board meeting on Monday for approval.

Vendor Name	Vendor Category	Current Contract	Proposed Contract	% Rate increase	Reason for Increase
Carpenter Guest Home #1	Residential Facility-Adults	\$ 298,800	\$ 372,420	24.64%	4.12% increase in Jan; 15.31% increase in July. Calculated at capacity times current rate times 12 months. 15 Beds
Estrella's Care Home #1	Residential Facility-Adults	\$ 262,368	\$ 313,200	19.37%	7.27% increase in Jan; 8.87% increase in July. Calculated at capacity times current rate times 12 months. 6 Beds
Estrella's Care Home #3	Residential Facility-Adults	\$ 262,368	\$ 313,200	19.37%	7.27% increase in Jan; 8.87% increase in July. Calculated at capacity times current rate times 12 months. 6 Beds
Kavere Services SBT Home	Specialized Residential Facility	\$ 499,406	\$ 543,486	8.83%	7.37% increase in July. Calculated at capacity with new rate for 12 months. 6 Beds
Kavere Services - Pine Brook	Specialized Residential Facility	\$ 821,880	\$ 818,160	-0.45%	11.38% increase in July. Prior contract included anticipated increase. Calculated at capacity with new rate for 12 months. 5 Beds
Kesher House	Specialized Residential Facility	\$ 800,100	\$ 859,089	7.37%	6.87% increase in July. Calculated at capacity with new rate for 12 months. 4 Beds
KeyHolders 360 SLS	Supported Living	\$ 100,000	\$ 254,122	154.12%	New program effective August 2015. 11.76% rate increase in July 2016, number of units increase monthly.
Villa Teresa Memory Care	Specialized Residential Facility	\$ 494,424	\$ 507,805	2.71%	7.43% increase in July. Calculated at capacity with new rate for 12 months. 6 Beds

Contracts with no change from previous year:		
Vendor Name	Vendor Category	Proposed Contract
Alternative Learning Center SLS Modesto	Supported Living	\$812,228
Kavere Services - Bridgeton	Specialized Residential Facility	\$988,996
Kavere Services - Monique	Specialized Residential Facility	\$659,331
Kavere Services - Princeton	Specialized Residential Facility	\$988,996
Service First of N. California SLS	Supported Living	\$750,000
Service First of N. California Options Learning Center	Community Integration Prgm	\$424,876

26.

5. Acceptance of Restricted Donations:

\$200 has been received in donations in memory of a consumer. These will be taken to the board meeting for a vote on Monday.

6. Acceptance A-5 Contract Amendment:

Melissa advised that with the A-5 Contract Amendment VMRC de-allocated \$800,000 of the POS budget and \$150,000 of the POS-CPP budget for fiscal year 2014-15. This is standard practice for regional centers that have a lot of money remaining in the budget, and the funding will be given to other regional centers that are struggling to stay within their budgets.

7. DDS Audit Results for July 1, 2012 through June 30, 2014, dated November 9, 2016:

The DDS auditors have completed their audit of VMRC, and there were a total of 15 findings, that Melissa reviewed for the committee.

1. The first finding was rectified and deleted while the auditors were still at VMRC.
2. The second finding showed that VMRC was required to reduce payments to vendors by 4.25% and 1.25% and VMRC failed to take into account the amount received by social security, which has resulted in VMRC owing \$24,168 to DDS for the 58 vendors concerned. A check will be sent to DDS tomorrow to cover this shortfall.
3. VMRC had negotiated a rate above the statewide minimum for mileage reimbursement, and paid 50.5 cents a mile, which was the IRS rate at that time. VMRC should have paid mileage at 32 cents per mile which is the statewide median rate, which resulted in a finding of \$1,269.
4. One of the Ops contracts was overpaid by \$3612. To eliminate this problem in the future, the vendor has now become an employee and is paid through payroll.
5. The fifth finding involved credit card expenditures. There were three transactions totaling \$129 which were missing the itemized receipt. Melissa has since written new credit card procedures that require itemized receipts.

The above are the only monetary findings.

6. The time/rate study did not match the general ledger, and at that time payroll was part of the Human Resources department. Going forward this will not be a problem as Fiscal has taken over payroll and all the numbers are coming from the same department.
7. VMRC did not update the bank signature card when one of the DDS employees retired, but this was rectified by the end of the audit.
8. Bill stated DDS provides report templates with caseload ratios, and each Service Coordinator has a caseload, as do the vacant positions that are usually covered by the Senior Service Coordinator until the position is filled. Bill followed the template but unfortunately the vacant positions are counted as employees. The template has since been modified with the addition of a column to correctly record this information.
9. The Whistleblower Policy needs to be distributed annually to employees, vendors, consumers, and board

members. Since then the policy has been added to the e-billing website for vendors, it is given at the IPP to consumers, Jan sent a copy to all board members, and Bill sent a copy to employees.

10. Six vendors were not signed up for e-billing out of 1,971.

11. There were two pieces of equipment that were unable to be located. New asset tracking procedures have since been written and were put in place on July 1, 2016, and there is now a segregation of duties, so that the person who tags the item and removes the item, are not one and the same.

11b. During the audit VMRC was told to only capitalize equipment that has a value over \$5,000. A journal entry was made to correct this situation and since then items under \$5,000 are being placed in one account, and expensed rather than capitalized.

12. There were four vendors with overlapping authorizations and duplicate payments. The checks were voided, but the vendors cashed the checks at the bank the same day, and it was not picked up until the following day that there was a stop. The funds were recovered by taking the amount out of their next payment. This was taken care of before the auditors completed their audit.

13. VMRC failed to post all contracts on the transparency website, and to rectify that situation all contracts are now posted.

14. Multiple dates of death for three consumers was finding number 14. The death certificate can take up to 3 months to arrive and Melissa is in the process of writing some procedures whereby the dates of death will be checked once or twice a year to make sure there are no inaccuracies.

15. It was found that out of 177, VMRC was missing four Home and Community Based services provider agreement forms. The forms were found and given to the auditors before the audit concluded, and a procedure is being put in place.

8. Sufficiency of Allocation Report:

The SOAR this month showed that based on the numbers and the current contract amount, VMRC will need \$1,459,657. So far only the C-1 Contract Amendment has been received, and more money will be received via future amendments.

9. Cash Flow Projection Report:

With the inclusion of the C-1 advance, there is approximately \$40,000,000 in the bank at this point in time, which is earning interest.

10. Fiscal Department Update:

Melissa reported the State auditors have wrapped up their audit, and are no longer on the premises.

11. Human Resources report:

Human Resources Director, Bill Rutgers, reported on the November recruiting activity. There were two new Service Coordinator hires, and one QIDP. There were no separations during November. VMRC has a total of 287 employees plus 14 temporary employees, totaling 301, which breaks down to 202 in Stockton, 80 in Modesto, and 19 in the San Andreas office.

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There are 19 vacancies consisting of a Clinical Psychologist, four Service Coordinators plus 13 expansion positions, and a Clinical Manager of Nursing.

The October turnover was 0.00% compared to 0.69% for November 2015. The current fiscal year to date turnover is 2.69%, compared to last October's year to date turnover of 5.78%.

12. Caseload Report:

The December Caseload Report, with activity for the month of November, shows the Stockton office has an average caseload of 81, the Modesto office has an average caseload of 81, and the San Andreas office has an average caseload of 75. The average caseload for all three offices was 80.

13. Executive Session:

There was no Executive Session this month.

14. Next Meeting:

The Finance and Personnel Committee will meet again on Wednesday, January 4 at 5:30pm in the Stockton Office.

The meeting was adjourned at 6:15pm.



Valley Mountain Regional Center  
Contracts due for Board Approval  
February 2017

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
Autism Treatment solutions ESAIP	PV1431	48	Client/Parent Support Behavior Intervention Training	\$ 340,000	\$ 432,000	\$ 92,000	27.06%	8% rate increase in July and consistently increasing number of units provided 43% from 12/15 to 10/16
Hanot Foundation	HO7665	915	Residential Facility Adults-Staff Operated	\$ 509,040	\$ 577,080	\$ 68,040	13.37%	Rate increase in July 2016, occupancy consistent. New rate calculated on maximum occupancy at current rate.
Howard Training Center	HV0306	515	Behavior Management Program	\$ 444,175	\$ 482,954	\$ 38,779	8.73%	Rate increases in Jan 2016 and July 2016 totaling 8.25%. Consistent number of units being provided
Howard Training Center Catering & Specialty	HV0206	954	Work Activity Program	\$ 263,397	\$ 307,562	\$ 44,165	16.77%	Rate increase of 5.5% in Jan 2016 and another rate increase of 5.6% in July 2016. New rate is based on highest number of units in a month times twelve months times the current rate.
Howard Training Center Production Unlimited	HV0205	954	Work Activity Program	\$ 325,430	\$ 412,795	\$ 87,365	26.85%	Rate increase of .7% in Jan 2016 and another rate increase of 5.6% in July 2016. New rate is based on highest number of units in a month times twelve months times the current rate.
Howard Training Center Transportation	H29428	880	Transportation - Additional Component	\$ 249,470	\$ 296,571	\$ 47,101	18.88%	New NTE is calculated on the highest month of the last 12 months multiplied by 12. The amount paid is dependent upon the number of consumers and the miles each consumer is transported.

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Proposed Contract

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Howard Training Center Community Employment	HV0203	950	Supported Employment - Group	\$ 889,203
Howard Training Center Golden Opportunities	HV0157	855	Adult Day Care	\$ 393,117
Howard Training Center Home At Last	H29489	904	Family Home Agency	\$ 318,698
Howard Training Center Community Integration Program	H29188	510	Adult Development Center	\$ 660,311

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