



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



**Monday, March 13, 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. Audit Presentation, Windes (separate documentation)**

- o Acceptance of June 30, 2016 and 2015 Audit

**D. Adoption of Consent Calendar**

- o Minutes of February 6, 2017 Board Meeting ..... 1

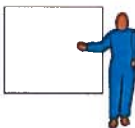
**E. Vote to Accept the Following:**



- o Acceptance of Contract Status Report ..... 7
- o Acceptance of Restricted Donations ..... 11
- o Contracts Over \$250,000 ..... 13



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



**G. Presentation: Strategic Plan Update, Tony Anderson**



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



**I. Executive Director's Report**

**J. Committee Reports**



**i. Consumer Services**

**(Claire Lazaro, Chair)**

- o Minutes of February 6, 2017 meeting (meeting handout)
- o Report from March 13, 2017 meeting
- o Next meeting April 10, 2017



**ii. VMRC Consumer Advisory Committee**

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

**iii. Finance and Personnel Committee**

**(Tom Bowe, Treasurer)**



- o Minutes of February 1, 2017 meeting ..... 15
- o Summary of March 8, 2017 meeting
- o Human Resources Report – March 2017 ..... 19
- o Caseload Report – March 2017 ..... 21
- o Next meeting – April 10, 2017



**iv. Executive Committee**

**(Melinda Gonser, President)**

- o Summary of March 8, 2017
- o Next meeting – April 5, 2017



**v. Strategic Planning Committee**

**(Melinda Gonser, Chair)**



**Nominating  
COMMITTEE**

**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)**

- o Next meeting March 16/17, Sacramento

**K. Other Matters**



**L. Executive Session**



**M. Next Meeting**

**Date: Monday, April 10, 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

State Capitol, Room 4082

Sacramento, CA 95814

(916) 651-4005

District Office

31 E. Channel, Rm. 440

Stockton, CA 95202

(209) 948-7930

[senator.galgiani@sen.ca.gov](mailto:senator.galgiani@sen.ca.gov)

#### District 14

Tom Berryhill

State Capitol, Room 4070

Sacramento, CA 94248-0001

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#### District 12

Anthony Cannella

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918 15<sup>th</sup> Street

Modesto, CA 95354

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[senator.cannella@sen.ca.gov](mailto:senator.cannella@sen.ca.gov)

### California State Assembly

#### District 5

Frank E. Bigelow

State Capitol, Room 4158

Sacramento, CA 95814

(916) 319-2005

Jackson District Office

33 C Broadway

Jackson, CA 95642

(209) 223-0505

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Modesto, CA 95356

(209) 576-6425

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#### District 9

Jim Cooper

State Capitol

Room 6025

Sacramento, CA 95814

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District Office

9250 Laguna Springs Drive #220

Elk Grove, CA 95758

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#### District 13

Susan Talamantes-Eggman

State Capitol

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District Office

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#### District 12

Heather Flora

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Sacramento, CA 95814

(916) 319-2012

#### District 21

Adam Gray

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1010 Tenth Street, Ste 5800

Modesto, CA 95354

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## **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)  
2200A Douglas Blvd, Suite 240  
Roseville, CA 95661  
Phone: (916) 786-5560  
Fax: (916) 786-6364

Congressman Jerry McNerney (D)  
2222 Grand Canal Blvd. #7  
Stockton, CA 95207  
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**Valley Mountain Regional Center  
702 N. Aurora Street, Stockton, CA 95202**

**Board of Directors Meeting  
February 6, 2017**

**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:** Tony Anderson, Cindy Mix, Claudia Reed, Carmen Hill, Gordon Hofer, Bill Rutgers, Anthony Hill, Wilma Murray, Mary Sheehan, Jan Maloney

**Visitors:** Dena Hernandez (SCDD/North Valley Hills Office), Lisa Culley (FRN), Allan Smith (DDS), Tawnya Jolley (Robert Balderama's friend), Gia McElroy (Parent), and Facilitators Lori Smith, Cris Sugabo, Shaetaye Kirkendoll, and Theresa Vasquez

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Board President, Melinda Gonser, called the meeting to order at 6:01pm.

**A. CALL TO ORDER AND INTRODUCTIONS**

Introductions were made and Board Member, Rush Bailey, read VMRC's Mission Statement.

**B. REVIEW AND APPROVAL OF AGENDA**

**M/S/C (RUEDA/BAILEY) to approve the agenda as presented.**

**C. ADOPTION OF CONSENT CALENDAR**

**M/S/C (BAILEY/GRIMSLEY) to accept the January 9, 2017, Board of Directors minutes as presented.**

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

Tom Bowe advised meeting attendees that the Finance and Personnel Committee reviewed the following items that are being presented by the Committee for approval.

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

**M/S/C (COMMITTEE/LAZARO) to accept donations totaling \$250 to the Dr. James R. Popplewell fund.**

The following contracts over \$250,000 were presented for approval:

Vendor Name	Vendor Category	Current Contract	Proposed Contract	% Rate Increase	Reason for Increase
Victor Learning Center	Transportation – Additional Component	531,258	584,878	10.09%	Increase in rates effective 7/8/16, of 1.28%, and increase in the number of consumers.

Contracts with no change from previous year:		
Vendor Name	Vendor Category	Proposed Contract
Choice Harney Home	Specialized residential facility	\$803,400
Victor Learning Center, Alvarado	Behavior management program	\$2,713,546

Operations Contracts:		
Vendor Name	Vendor Category	Proposed Contract
Technology Credit	\$1,180,645	Financing Service for Vista Solar project, which will create enough energy for VMRC to operate the Stockton campus. We could be trading the cost of purchasing energy from PG&E for the cost of financing the debt. We have buy-out options in years 5 and 10. The quicker we can buy out the more money is saved over time. Whether or not we are able to buy out will be dependent on having enough money in the Ops budget to make that possible. 5 year buyout is \$637,548 and the 10 year buyout is \$401,419.

Wilma Murray, Transportation Manager, presented information on the Victor Learning Center (VLC) contract for the Transportation, Additional Component. The VLC has been providing services to consumers for many years, and in 2002 started a transportation service of their own, due to consumer behavioral issues.

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

**E. ANNOUNCEMENTS & PUBLIC COMMENT:**

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



- CAL Able presentation at VMRC Stockton on March 16<sup>th</sup>. So far 39 Service Coordinators, parents, and self-advocates have already signed up.
- The CHOICES Registration forms were distributed on Friday at the Annual SAC6 area meeting at the San Joaquin Fairgrounds. The deadline for registration is March 6, and the maximum number of attendees allowed at the conference is 500. Tony Anderson will participate in the legislative panel in the afternoon.
- The annual POS Variance meeting will be held at VMRC Stockton, at 3:00pm on Wednesday, March 22.
- The NVHO is working on AB2011, training with the office of Emergency services.

There was no public comment this month.

#### F. PRESENTATION

Christine Hager, Assistant Clients' Rights Advocate, presented information about the Office of Clients' Rights Advocacy (OCRA), a program of Disability Rights California. Each regional center has a Clients' Rights Advocate (CRA) to help consumers and families receive services. The CRA will represent regional center consumers at hearings, and investigate complaints regarding denial of rights. The CRA can help with such issues as abuse and neglect, conservatorship, criminal matters, discrimination, guardianship, IHSS (In Home Support Services), Medi-Cal, mental health, school services, voting, and regional center services. VMRC catchment area representatives, Christine Hager and Leinani Walter, Clients' Rights Advocate, can be reached directly at (209) 242-2127, or via 1-800-390-7032.

#### G. BOARD MEMBER PROGRAM VISITS

Melinda visited the Valley Caps program in Modesto. Claire Lazaro and Tom Martin attended the SAC6 Annual Meeting at the local fairgrounds on Friday, February 3, and Claire spoke about the Self-Determination Advisory Committee. Tom Martin also visited the Howard Training Center in Modesto.

#### H. EXECUTIVE DIRECTOR'S REPORT

Tony shared a PowerPoint presentation with meeting attendees, highlighting his activities, Department Directives, and the State Budget Report. He attended Meet and Greet events at all three VMRC offices, and the SAC6 Annual Meeting. He is meeting with staff and attending committee meetings. He reviewed his Harrison Assessment with the hiring consultant and a representative for the assessment, and has orientation meetings scheduled with ARCA and DDS.

Tony's Annual Goals will be drafted by February 15, and he continues to meet with Melinda Gonser on a weekly basis, and checks in with the hiring consultant periodically. Some upcoming events that Tony will attend are the Vendor Fair at VMRC Stockton on February 24, HCBS (Home and Community Based Services) training on March 2, and a Policy Conference on March 26 and 27. This year Grass Roots Day is scheduled for April 5, and the CHOICES Conference is scheduled for April 7. VMRC will hold a public forum on POS Disparities in the Stockton office on March 22.

Under Department Directives, Tony discussed four-person ARM homes reporting, Health and Safety Exception, HCBS compliance, and declared emergency and billing for absences.

Tony provided information on budget items, trailer bill items, and related state budget items.

I. COMMITTEE REPORTS

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

In Claire's absence, Dena Pfeifer, SAC6 Representative, chaired today's meeting and Cindy Mix provided a report of the meeting to the Board.

Under Clinical, Mary Sheehan stated more Intake Coordinators have been hired, one in Stockton and one in the Modesto office. They have been working on the over three age group, but currently referrals are increasing for the over three age group, so they will now work with both age brackets. Between 45 and 0 referrals are being received on a weekly basis. Attention is being given to streamline the services to become more efficient.

Under Resource Development, Carmen Calder reported a Home and Community Based Services presentation will be given at VMRC in Stockton, on Thursday, March 2. There is information on VMRC's website ([www.vmrc.net](http://www.vmrc.net)), and seating for this presentation is limited.

Anthony Hill reported that information was sent to providers alerting them to upcoming changes, and it is hoped this will be a discussion opener for vendors. From November 1, 2016 through today, 49 alerts out of 176 have been closed, and all have been completed within the 90 day period.

Cindy Mix reported the following:

- Revisions to the PATCH Service Standard have been reviewed, and it will be taken back to committee next month for further action.
- Self-Determination—the awareness flyer is being distributed to VMRC consumers and families during meetings. There are 17 consumers on the “interested” list at this time. Timelines are not yet available as federal approval is still needed.
- A Vendor Fair will be held at VMRC on February 24, from 10:00 to 12:00.
- Grass Roots Day this year is on April 5<sup>th</sup>. Tony, Angie Shear and a few board members will attend.
- The Annual POS Disparity Public Meeting will be held on March 22<sup>nd</sup> at 3:00pm at VMRC in Stockton.
- The dates for Tony Anderson's 10-Campaign presentations are: Thursday February 9, 11:00 to 1:00 at VMRC Stockton Office; Thursday, February 16 from 10:00 to 12:00 at VMRC's Modesto office; Wednesday, February 22, 10:00 to 12:00 at the Calaveras Library in San Andreas.
- Upcoming trainings and conferences for staff include:

- 504 Training Special Ed Training on March 10 at the San Joaquin County Office of Education.
- Developmental Disabilities Public Policy Conference in Sacramento from Sunday, March 26, through Tuesday, March 28.
- The Cultural Specialist and Employment Specialist positions are being submitted to the Board of Directors today for approval.
- Following the recent Communications Committee meeting, VMRC's social media presence will be enhanced with the addition of Twitter and Instagram accounts.
- There will be some enhanced web development training.
- Conference Room 107 in the Stockton office will be named after Jirii Sakata, VMRC's former Program Manager of the Transition Team in Stockton.

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

Dena reported the first San Joaquin County Leadership meeting took place on January 21, and San Joaquin County members from the SAC6 met on February 3. The Annual SAC6 meeting was held at the San Joaquin County Fairgrounds on February 3, at which Robert Balderama was named the new Chairperson for the Statewide Self Advocacy Network. Jayme Flores announced Mike Avery was the winner of the t-shirt contest for the 30<sup>th</sup> anniversary CHOICES conference on April 7. The next SAC6 Finance Committee meeting will be on February 16, and the next SAC6 Board Meeting will be on March 11.

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

Tom advised the committee met on February 1. The HR Report showed there were six new hires in January and three separations. There are a total of 305 employees including temporary employees.

The caseload averages shows Stockton has an average of 77 consumers to one Service Coordinator, the Modesto office has 86 consumers to one Service Coordinator and the San Andreas office has 75. The total Agency Caseload Average is 80:1.

The next Finance and Personnel Committee meeting will be held on March 8, 2017.

iv. Executive Committee  
(Melinda Gonser, President)

Melinda reported the Safety and Active Shooter proposal for training is under review. Board member training was also discussed. The transition process for Tony assuming the Executive Director position continues. The Executive Director Performance Evaluation is under development. A committee has been formed to work on the Evaluation.

Melinda provided a draft agenda for board member training and asked board members to provide their availability for the suggested training dates.

The next Executive Committee meeting will be held March 8, 2017.

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

There will be a Strategic Planning update at the March 13 board meeting.

- vi. Nominating Committee  
(Nancy Meier, Chair)

There is nothing to report this month.

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

The next CLASP meeting is scheduled for Thursday, March 16, 9:00 at VMRC in Stockton.

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

There was a retirement party for retiring Executive Directors, Paul Billodeau (VMRC), Clay Jones (Redwood Coast RC), and Jim Burton (East Bay RC) Thursday night. VMRC Board Secretary, Chris Varela, attended the ARCA meeting on Friday.

Eileen Richey, Executive Director, ARCA, will be retiring and the search is on to locate a new Executive Director through a Search Committee.

The budget highlights were discussed, and Grass Roots Day will be held April 5.

J. OTHER MATTERS

There were no Other Matters this month.

K. EXECUTIVE SESSION

There was no Executive Session this month.

L. NEXT MEETING

The next Board Meeting will be held March 13, 6:00pm at VMRC's Stockton Office.

The meeting was adjourned at 8:25 p.m.

**Valley Mountain Regional Center**  
**Contract Status Report, in thousands**  
**Through January 2017, of FY 2016-17, 58.3% of the Budget Year**

<u>DDS Contracts</u>		Purchase of Service, Including CPP	Operations	Total
DDS original	C	120,274	21,477	141,751
Amendment:	C - 1	46,982	6,922	53,904
Total DDS Operating Contracts		<u>167,256</u>	<u>28,399</u>	<u>195,655</u>
Prior year to final		<u>145,945</u>	<u>24,421</u>	<u>170,367</u>
Percentage increase		14.6%	16.3%	14.8%

**Valley Mountain Regional Center**

<b>State Claims due to VMRC</b>	\$15,747,103.92
<b>Advances from State</b>	<u>\$49,262,419.64</u>
<b>Net</b>	<u><u>(\$33,515,315.72)</u></u>

Valley Mountain Regional Center  
Contract Status Report  
January 2017  
58.3% of Fiscal Year Completed

**REVENUE**

	Current	YTD
State Income Current Year	15,872,000	108,105,741
Foster Grandparents/Senior Companion	34,066	258,779
Interest Income	8,505	44,876
Other Income	200	16,225
Vendorization Training	1,580	3,190
ICF-SPA Income	373,136	2,687,350
ICF-SPA Fee	35,594	70,307
Total Income	<u>16,325,081</u>	<u>111,186,469</u>

**POS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Community Care Facility	4,445,694	30,108,356	49,695,439	60.6%
Day Care	96,705	671,266	1,366,877	49.1%
Day Training	2,869,414	20,737,595	36,047,065	57.5%
Supported Employment	138,151	931,660	1,717,000	54.3%
Work Activity Program	47,413	365,305	765,429	47.7%
Non-Medical Services-Professional	64,465	273,702	458,804	59.7%
Non-Medical Services-Programs	1,697,641	10,648,568	17,593,559	60.5%
Home Care Services-Programs	46,696	314,369	642,391	48.9%
Transportation	169,431	1,268,056	2,405,600	52.7%
Transportation Contracts	1,274,009	9,698,652	17,681,000	54.9%
Prevention Services	888,332	6,131,452	10,513,700	58.3%
Other Authorized Services	1,263,943	8,549,980	14,488,700	59.0%
P&I Expense	3,064	20,087	34,488	58.2%
Medical Equipment	18,343	162,998	313,270	52.0%
Medical Care Professional Services	225,291	1,548,118	2,684,590	57.7%
Medical Care-Program Services	2,092	25,923	65,156	39.8%
Respite-in-Home	820,756	5,424,737	9,300,000	58.3%
Respite Out-of-Home	36,569	292,850	520,067	56.3%
Camps	-	13,896	14,760	94.1%
	<u>14,108,010</u>	<u>97,187,568</u>	<u>166,307,895</u>	<u>58.4%</u>
CPP	-	603	948,275	0.1%
Total Purchase of Service	<u>14,108,010</u>	<u>97,188,172</u>	<u>167,256,170</u>	<u>58.1%</u>
Prior Year to Date (no late billing)	<u>11,547,078</u>	<u>81,496,399</u>	<u>145,945,733</u>	<u>55.8%</u>
Percentage Increase (Decrease)	22.2%	19.3%	14.6%	2.3%

Valley Mountain Regional Center  
Contract Status Report  
January 2017  
58.3% of Fiscal Year Completed

**OPERATIONS EXPENDITURES**

	Current	Year to Date	Budget	Percentage Spent YTD
Salaries and Wages	1,218,134	8,880,026	16,013,898	55.5%
Temporary Help	-	4,103	12,000	34.2%
Fringe Benefits	406,230	2,926,831	5,692,179	51.4%
Contracted Employees	2,325	20,507	65,000	31.5%
	<u>1,626,690</u>	<u>11,831,468</u>	<u>21,783,078</u>	<u>54.3%</u>
Equipment Contract leases	7,256	19,905	36,000	55.3%
Facilities Rent	133,554	971,659	2,045,600	47.5%
Facilities Maintenance	68,397	274,969	520,000	52.9%
Telephone	14,837	84,240	227,818	37.0%
Postage and Shipping	7,332	49,711	103,400	48.1%
General Office Expense	9,200	56,828	106,000	53.6%
Insurance	6,602	45,833	125,453	36.5%
Printing	1,542	6,394	44,800	14.3%
Utilities	14,398	111,076	369,200	30.1%
Information Technology	55,965	439,663	970,400	45.3%
Bank Fees	4,919	36,137	82,000	44.1%
Legal Fees	5,588	50,770	138,000	36.8%
Board of Director Expense	1,412	8,669	20,000	43.3%
Accounting Fees	-	-	60,000	0.0%
Equipment Purchases	-	46,399	200,000	23.2%
Consultants	7,330	78,268	188,000	41.6%
Travel Administration	1,057	13,139	35,000	37.5%
Travel Consumer Services	27,135	197,883	380,000	52.1%
Dues and Subscriptions	-	25	2,800	0.9%
Consumer Medical Record Fees	563	5,111	9,600	53.2%
ARCA dues	-	64,471	64,471	100.0%
Advertising	30	558	8,000	7.0%
Interest expense	-	56	32,000	0.2%
Fees, licenses and miscellaneous	-	429	2,000	
	<u>1,993,806</u>	<u>14,393,661</u>	<u>27,553,620</u>	<u>52.2%</u>
Foster Grandparent/Senior Companion Expenses	38,486	247,768	448,744	55.2%
CPP Expense	27,468	192,275	397,350	48.4%
	<u>65,954</u>	<u>440,043</u>	<u>846,094</u>	<u>52.0%</u>
	<u>2,059,760</u>	<u>14,833,704</u>	<u>28,399,714</u>	<u>52.2%</u>
Prior Year to Date	<u>1,787,053</u>	<u>12,530,432</u>	<u>24,421,467</u>	<u>51.3%</u>
Percentage Increase (Decrease)	15.3%	18.4%	16.3%	0.9%

9.

**Valley Mountain Regional Center**  
**Prior Years Contract Status**  
**Through January 2017, of FY 2016-17, 58.3% 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	1,128,209	-	741,102	30,026	-
Balance at 01/31/2017	875,273	157,926	5,029,726	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	-	(6,861)	77,723	-
Balance at 01/31/2017	1,416	78,831	191,323	447,644	46,617

**Key Fiscal Procedure Checklist**

Bank Reconciliations	2/3/2017
Bank credits reviewed	2/6/2017
Subsidiary ledgers reconciled to general ledger	2/6/2017
Interfund payables/receivables match	2/7/2017
Trial balances match for all funds	2/3/2017



## MEMORANDUM

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

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We have received a donation of \$310 through United Way

I recommend the committee accept the donations 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  
 April 2017

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
MV Transportation	H29297	875	Transportation	\$ 4,112,689	\$ 5,017,463	\$ 904,774	22.00%	Increase of \$0.45 per mile, an 11% increase due to rate increase; there are additional rate increase expected in 2017
UCP Stanislaus Central Connection	HV0391	505	Activity Center	\$ 294,635	\$ 345,967	\$ 51,332	17.42%	7% increase on 7/1/16 and an additional \$1.40 per hour for non ambulatory consumers
UCP Stanislaus Expanding Horizons	H44541	510	Adult Development Center	\$ 248,929	\$ 393,086	\$ 144,157	57.91%	7% increase on 7/1/16 and an additional \$1.40 per hour for non ambulatory consumers

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
Community Builders SLS	SV0004	896	Supported Living	\$ 694,502
Community Catalysts of California SLS	S29325	896	Supported Living	\$ 1,800,929
UCP Stanislaus SEP-GP	HV0197	950	Support Employment Group	\$ 275,000
UCP Stanislaus Focal Point	H06972	505	Activity Center	\$ 576,485

OPS Contracts		
Vendor Name	Contract Amount	Contracted Service
nothing to report		





**Valley Mountain Regional Center  
Finance and Personnel Committee Meeting Minutes  
February 1, 2017**

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

**Absent:** Robert Grimsley, Vice President  
Chris Varela, Secretary  
Paula Newman, Chair, Consumer Services Committee

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Committee actions noted in bold.

Tom Bowe, Board Treasurer, brought the meeting to order at 5:50 pm.

1. Review of January 4, 2017 Meeting Minutes:

**M/S/C (UYCHUTIN/GONSER) to approve the January 4, 2017 minutes as amended.**

2. There was no public comment this month.

3. Acceptance of Contract Status Report through December 2016:

DDS Operating Contracts to date total \$195,655,000. After calculating state claims due to VMRC and advances from the state, \$32,371,558 is advanced to VMRC by the state.

The Contract Status Report shows POS expenditures for the month total \$13,602,528, an increase of 16.9% over last year's total of \$11,638,384 for the same month. Year-to-date expenditures total \$83,080,162, an increase of 18.8% over last year's year-to-date total at this time of \$69,949,321. The total POS budget spent year-to-date is 49.7% with 50.0% of the budget year completed.

Operations expenditures for the month total \$2,209,161, compared to last year's total for the same time period, of \$1,778,517, which represents an increase of 24.2%. Year-to-date expenditures stand at \$12,773,944 compared to last year's year-to-date total of \$10,741,302, representing an increase of 18.9% over the prior year. The total Operations budget spent year-to-date is 45.0% with 50.0% of the budget year completed.

Key fiscal procedures are up to date.

**M/S/C (GONSER/UYCHUTIN) to approve the Contract Status Report through December 2016.**

15.

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

The contracts over \$250,000 will be presented at the board meeting on Monday for approval, and the committee chose to information presented at the board meeting about Victor Learning Center.

Vendor Name	Vendor Category	Current Contract	Proposed Contract	% Rate increase	Reason for Increase
Victor Learning Center	Transportation – Additional Component	531,258	584,878	10.09%	Increase in rates effective 7/8/16, of 1.28%, and increase in the number of consumers.

Contracts with no change from previous year:		
Vendor Name	Vendor Category	Proposed Contract
Choice Harney Home	Specialized residential facility	\$803,400
Victor Learning Center, Alvarado	Behavior management program	\$2,713,546

Operations Contracts:		
Vendor Name	Vendor Category	Proposed Contract
Technology Credit	\$1,180,645	Financing Service for Vista Solar project, which will create enough energy for VMRC to operate the Stockton campus. We could be trading the cost of purchasing energy from PG&E for the cost of financing the debt. We have buy-out options in years 5 and 10. The quicker we can buy out the more money is saved over time. Whether or not we are able to buy out will be dependent on having enough money in the Ops budget to make that possible. 5 year buyout is \$637,548 and the 10 year buyout is \$401,419.

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

5. Acceptance of Restricted Donations:

**M/S/C (GONSER/UYCHUTIN) to accept donations totaling \$250, to the James R. Popplewell Fund.**

6. Sufficiency of Allocation Report:

The SOAR estimates VMRC will need \$167,308,596. This is the amount of the allocation and is tracking true to the CSR, showing that 50% has been spent so far.

7. Cash Flow Projection Report:

The Cash Flow Projection Report is projected out through the end of May. Cash will be tight, and it is hoped there will not be a need to use the line of credit.

8. Fiscal Department Update:

Claudia reported that the OPEB (Other Post Employee Benefits) unfunded liability was fully funded last year. The latest Actuarial report shows there is an outstanding balance of \$322,000, which is due to unyielding financial investments made last year, and the expenses associated outpaced the income. In order to take it back to fully funded status. There is still more than \$1,000,000 in last year's Operations

budget, that is being used monthly to pay off the Retirement unfunded liability, and Claudia proposed using this money to bring the OPEB fund back to a zero balance. It is expected the Retirement unfunded liability will be fully funded by June 2020.

9. Human Resources Update:

Bill brought attention to the CalPERS Actuarial Circular Letter. VMRC pays an employer rate, which will increase over time between 1% and 3%. However, starting FY2018-19 CalPERS will be increasing the UAL Payments 10% to 15%, and this will increase incrementally over a five year period to 30% to 40%. CalPERS has made this adjustment to cover the deficit within the plan. VMRC has been addressing the unfunded liability situation for a few years, and by the time the payments reach the maximum increase amount, the plan will almost be fully funded. There may be an increase to employees, and this will not be known until the next Actuarial Report is out.

DDS has provided money for two positions, the Cultural Specialist and the Employment Specialist. Bill has worked with some other regional centers to create the Job Descriptions. The Cultural Specialist will work with under-represented cultures to let them know about the services offered by VMRC and to help them navigate the system. The Employment Specialist will reach out to people in the community to educate them about consumers, and to help find internships and job opportunities for. It is focused more on education rather than helping consumers find a position. Both positions will come under the bargaining unit, and after approval by the Finance and Personnel Committee they will be taken to the full board of directors for approval. The committee requested some reformatting on the job descriptions.

**M/S/C(GONSER/UYCHUTIN) to approve the Job Descriptions, after reformatting.**

10. Human Resources report:

Human Resources Director, Bill Rutgers, reported on the January recruiting activity. There were seven new hires in January, and there were three separations. VMRC has a total of 291 regular employees plus 14 temporary employees, totaling 301, which break down to 208 in Stockton, 78 in Modesto, and 19 in the San Andreas office.

There are currently 14 vacancies consisting of a Clinical Psychologist, a Clinical Manager of Nursing, one Service Coordinator, and 14 expansion positions.

The January turnover was 0.98% compared to 0.35% for January 2016. The current fiscal year to date turnover is 4.01%, compared to last December's year to date turnover of 6.82%.

From the new tracking system, Bill advised that during the month of January, VMRC received 61 applications, 44 of which were excluded. From the remaining 17 applications, interviews were held and six people were hired. Bill advised committee members that there are employees move to other positions, which creates a chain reaction and creates more vacancies. Tom requested an additional column on the report to track the internal movement of employees.

11. Caseload Report:

The February Caseload Report, with activity for the month of January, shows the Stockton office has an average caseload of 77, the Modesto office has an average caseload of 86, and the San Andreas office has an average caseload of 75. The average caseload for all three offices was 80.

12. Executive Session:

There was no Executive Session this month.

13. Next Meeting:

The Finance and Personnel Committee will meet again on Wednesday, March 8, 2017 at 5:30pm in the Stockton Office.

The meeting was adjourned at 6:48pm.



# Valley Mountain Regional Center

## Human Resources Report

March 2017

Report covers February 1<sup>st</sup> – February 28<sup>th</sup>

### Personnel Activity

February New Hires: 2 Office Technicians

February Separations: No Separations

### Total VMRC Employees

Regular Employees: 293

Temporary Employees: 14

Employees by location including temporary employees: 307

- Stockton: 209
- Modesto: 79
- San Andreas: 19

Total Number of Vacancies: 21

- Clinical Psychologist
- Service Coordinator (6) + 11 Expansion Positions
- Clinical Manager of Nursing
- Cultural Specialist
- Employment Specialist

**February 2017 Turnover: 0.00%**

February 2016 Turnover: 0.35%

**Current Fiscal Year to Date Turnover: 4.01%**

Fiscal Year to Date Turnover as of February 2016: 7.52%

Fiscal Year	Turnover
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%

Date	Monthly Turnover
Mar - 17	0.00%
Feb - 17	0.98%
Jan - 17	0.66%
Dec - 16	0.33%
Nov - 16	0.00%
Oct - 16	0.34%
Sept - 16	0.67%
Aug - 16	0.67%
July - 16	1.01%
June-16	0.34%
May -16	0.00%
April -16	1.75%
Mar - 16	0.35%



## Caseload Averages - January 2017

### STOCKTON

Early Start (0-3)- Gillespie	76
Early Start (0-3)- Simmons	69
Children (3-16)-Farinelli-Mikita	82
Children (3-16)- De Diego	77
Children (3-16) - Jimenez	65
Transition (16-23) - Vodden	84
Adult (23 and up)- Goudreau	79
Adult (23 and up)- Weiss	79
Adult (23 and up)- Jensen	81
Adult (23 and up)- Gonzalez	99
Deflection (18 and up)- Weiss*	42
Stockton Office Average:	79

\* Deflection not included in avg.

### MODESTO

Early Start (0-3) - Barr	101
Children (3-16) - Diaz	97
Children (3-16)- Kidroske	88
Transition (16-24) - Dickinson	81
Adult (24 and up)- Groves	78
Adult (24 and up) - Margarite	87
Modesto Office Average:	88

### SAN ANDREAS

Early Start (0-3) - Simmons	71
Children/Transition (3-24)-Green	79
Adult (24 and up)- Green	76
San Andreas Office Average:	75

### Caseloads Ranked Highest to Lowest

Early Start (0-3) - Barr	101
Adult (23 and up)- Gonzalez	99
Children (3-16) - Diaz	97
Children (3-16)- Kidroske	88
Adult (24 and up) - Margarite	87
Transition (16-23) - Vodden	84
Children (3-16)-Farinelli-Mikita	82
Transition (16-24) - Dickinson	81
Adult (23 and up)- Jensen	81
Children/Transition (3-24)-Green	79
Adult (23 and up)- Weiss	79
Adult (23 and up)- Goudreau	79
Adult (24 and up)- Groves	78
Children (3-16)- De Diego	77
Early Start (0-3)- Gillespie	76
Adult (24 and up)- Green	76
Early Start (0-3) - Simmons	71
Early Start (0-3)- Simmons	69
Children (3-16) - Jimenez	65
Deflection (18 and up)- Weiss*	42

**Agency Caseload Average** 81

### Historical Caseload Average

March-17	81
February-17	80
January-17	81
December-16	80
November-16	79
October-16	81
September-16	78
August-16	78
July-16	80
June-16	85
May-16	84
April-16	83
March-16	83