



**Valley Mountain Regional Center
Finance and Personnel Committee Meeting Minutes
October 4, 2017**

Present: Ivan Johnson, Treasurer
Tom Bowe, President
Andrea Rueda, Secretary
Margaret Heinz, At Large
Elizabeth Victor-Martinez, Parent Representative
Connie Uychutin, CLASP Representative
Tony Anderson, VMRC Executive Director
Claudia Reed, VMRC Chief Financial Officer
Bud Mullanix, VMRC Human Resources Director
Jan Maloney, VMRC Executive Assistant

Absent: Claire Lazaro, Vice-President
Noemi Santiago
B. Katherine Torres

Guest: Shaefaye Kirkendoll, Facilitator

Committee actions noted in bold.

Board Treasurer, Ivan Johnson, brought the meeting to order at 5:30pm.

1. Review of Agenda:

M/S/C (BOWE/UYCHUTIN) to approve the meeting agenda as presented.

2. Review of September 6, 2017 Meeting Minutes:

Ivan called for revisions to the minutes, and hearing none, **M/S/C (BOWE/UYCHUTIN)**.

3. Public Comment:

There was no public comment this month.

4. Fiscal Department Update:

Acceptance of Contract Status Report through August 2017:

DDS Operating Contracts total \$181,042,000, a 50.5% increase over the contract amount one year ago. State claims due to VMRC total \$19,353,995, with \$38,243,864 having been advanced by the state, leaving a net amount of \$18,889,869 owed to the State by VMRC.

The Contract Status report shows POS expenditures for the month total \$15,727,554, an increase of 17.1% over last year's total of \$13,428,419 for the same month. The amount spent year-to-date is \$29,373,222, representing an increase of 12.4% over last year's year-to-date amount of 26,132,115. The total POS budget spent year-to-date including CPP is 16.2% with 16.7% of the budget year completed.

Operations expenditures inclusive of the Foster Grandparents/Senior Companion program and CPP expenditures for the month total \$2,795,394, compared to last year's total for the same time period, of 2,052,720, representing an increase of 36.2% over the prior year.

Key Fiscal Procedures are up to date.

M/S/C (BOWE/RUEDA) to accept the Contract Status Report for July 2017, as presented, with one abstention from Connie Uychutin.

Claudia advised the committee that she would like to redesign the CSR report, and passed around examples of the format that she would like to use going forward. The committee reviewed the document and Connie requested to see the year-to-date cash income under Revenue. Elizabeth requested a percentage age increase column be added to show the increase or decrease between this year and the last year accruals.

Review of Contracts over \$250,000:

Contracts over \$250,000 are approved by the Finance & Personnel Committee, and presented for approval to the Board of Directors at monthly board meetings. **M/S/C (BOWE/RUEDA) to accept the contracts over \$250,000, expiring in the month of October, as presented. One abstention, Connie Uychutin.**

Vendor Name	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
Accredited Respite Services	In-Home Respite Services	\$915,249	\$1,020,000	\$104,751	11.45%	Respite cap being lifted will see an increase
ARC Amador/Calaveras	Adult Development	\$726,591	\$808,599	\$82,008	11.29%	Expected increase from 47 to 55 consumers
Behavioral & Educational Strategies & Training ESAIP P	Client/Parent Support Behavior Intervention Training	\$1,858,235	\$2,100,000	\$241,765	13.01%	Increase in consumers served from 62 to 73
Behavioral & Educational Strategies & Training Infant	Infant Development Program	\$501,595	\$624,000	\$122,405	24.40%	Increase in consumers served from 8 to 17
Behavioral & Educational Strategies Training IT Soc/Eng	Early Start Specialized Therapeutic Services	\$462,600	\$608,412	\$145,812	31.52%	New program in 2015 rate increase in 7/2016 and continued growth in number of consumers
Central Valley Autism Project ESAIP Program	Client/Parent Support Behavior Intervention Training	\$1,730,185	\$2,400,000	\$669,815	38.71%	Rate increase in 7/2016 increase in number of consumers served from 77 to 92
Central Valley Autism Project Infant Development Program	Infant Development Program	\$335,806	\$396,000	\$60,194	17.93%	Increase in number of consumers served from 6 to 12
Horrigan Cole Enterprises Cole	Community Integration Training	\$1,760,117	\$1,824,000	\$63,883	3.63%	increase in number of consumers from

Vocational Services	Program					86 to 91
Human Services Projects, Inc. Encore Wrap-Around Services	Individual or Family Training	\$504,804	\$586,000	\$81,196	16.08%	Rate increase in 7/16 and increase in number of consumers from 24 to 33
Pacific Homecare Services	In-Home Respite Services Agency	\$5,642,074	\$6,033,703	\$391,629	6.94%	Respite cap being lifted will see an increase
Premier Healthcare Services	In-Home Respite Services Agency	\$1,353,277	\$1,608,000	\$254,723	18.82%	Respite cap being lifted will see an increase

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

OPS Contracts		
Vendor Name	Contract Amount	Contracted Service
Nothing to report		

The Committee chose to hear more about the Central Valley Autism Project at Monday's board meeting.

Acceptance of D-1 Contract Amendment:

M/S/C (RUEDA/VICTOR-MARTINEZ) to accept the D-1 Contract Amendment. This amendment provides an additional \$210,573,909, which breaks down to 180,042,251 for POS, and \$29,531,658 for Operations.

Acceptance of Restricted Donation:

A donation of \$38.85 via eScrip was received and put toward the Dr. James Popplewell fund, that covers emergency expenses for which state funding is not available.

M/S/C (BOWE/RUEDA) to accept this Restricted Donation.

Cash Flow Projection Report:

If the new format for the CSR (Contract Status Report) is adopted, the Cash Flow Projection Report will not be presented until April, when funding is at its most critical point through June, the end of the fiscal year. The report presented tonight projects cash flow through the end of October.

VMRC is transitioning to F&M Bank, headquartered in Lodi, as the cost of banking will be less than the fees currently levied by Union Bank. All aspects of VMRC's banking will be transitioned, including the Line of Credit. F&M Bank will charge a flat rate fee of \$6,000 per annum.

5. Human Resources Department Update:

Human Resources report:

VMRC's new Human Resources Director, Bud Mullanix, reviewed the October HR Report. Calendar year-to-date, VMRC has hired 44 employees and termed 23. The prior year-to-date figures show 28 employees were hired and 19 were termed. Bud stated we will continue to surpass the 28 people hired year-to-date last year.

VMRC currently has 325 employees, which breaks down to 212 in the Stockton Office, 94 in Modesto, and 19 in the San Andreas office.

There are a total of 14 vacancies consisting of a Clinical Psychologist, a Clinical Manager of Nursing, an Application Support Technician, and a Coordinator of Autism. There are also 10 Service Coordinator vacancies, six of which are replacement and four are expansion positions.

Terminations Report:

There was no Terminations Report provided this month.

6. Executive Session:

There was no Executive Session this month.

7. Next Meeting:

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

The meeting was adjourned at 6:23pm.