

Memorandum

Executive Committee

(Tom Bowe, President, Ivan Johnson, Treasurer/Chair, Andrea Rueda, Secretary, Claire Lazaro, Vice President)

From: Tom Bowe, Board President

MEETING AGENDA

Date: **Wednesday, March 7, 2018**

Time: **6:00PM**

Place: VMRC Stockton Office – Cohen Board Room

DIAL-IN NUMBER: 1-866-299-7945

CONFERENCE PASSCODE 7793177#

1. Review and Approval of Meeting Agenda Committee Action
2. Approval of Minutes of **January 3, 2017**, meeting Committee Action 1
3. Approval of Minutes of **February 7, 2017**, meeting Committee Action 5
4. Issues for Discussion
 - a. Executive Director's Update
 - b. Notable Consumer Incidents/Complaints
 - c. Vendor Issues
 - d. Union Update
 - e. Upcoming Board Training
 - f. Other Matters
5. **March Board Meeting Agenda**
Consent:
Information/Education:
6. Approval to Waive One-Month Information Period
7. Next Meeting – **Wednesday, April 4, 2018, at 6:00 pm, VMRC Stockton**
8. Adjournment

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 a fragrance-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.

Valley Mountain Regional Center
Executive Committee Meeting Minutes
January 3, 2018

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

Absent: Claire Lazaro, Vice President

Visitor: Shaefaye Kirkendoll, Facilitator

Committee Actions noted in bold.

Tom Bowe, brought the meeting to order at 6:38pm

1. Review and Approval of Agenda:

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

2. Approval of Minutes of December 11, 2017 Meeting:

M/S/C (JOHNSON/RUEDA) to approve the minutes as presented.

3. Issues for Discussion:

a. Executive Director's Update:

VMRC's Public Policy Committee was busy in November preparing for three presentations in each of our offices.

There was an all-staff meeting in December to help communications and deliver messages to personnel from all three offices at once. There were also some games, and the employees were given the remainder of the day off work, when the meeting concluded around noon. This was greatly appreciated by staff and definitely raised morale. Tony hopes to hold an "all staff" meeting twice a year.

Tony attended the Tree Lighting Ceremony in Sacramento, at which a consumer is chosen to activate the lights.

b. Notable Consumer Incidents/Complaints:

Tony discussed a couple of consumer incidents and vendor issues that are combined. There is an appeal on some findings and VMRC is working together with Licensing to investigate further. The vendor has agreed to an Administrative Appeal.

c. Vendor Issues:

See above.

d. Union Update:

The grievance from last month continues, and VMRC should be able to respond in a couple of weeks.

New employees are required to wait for 6 months until their dental coverage begins. After reviewed and an offer was made to the union to speed up the process and provide coverage within the first 30 days. This was not accepted by the union as it is a change to the contract.

e. Self-Determination Advisory Committee:

There is a meeting in Sacramento tomorrow with DDS and the Feds, and Tony will join a follow-up meeting later in the day.

f. Other Matters:

Board President, Tom Bowe, has asked the Executive Committee to assume the duties of the Nominating committee. Following the resignation of Pernell Gutierrez, Tom will contact the next board applicant on the list, to ask her to join the Board of Directors. He will present the proposal to the full board for a vote at Monday's board meeting. Tom will contact another board member who has not been attending meetings, and will ask for her resignation.

4. January Board Meeting Agenda:

There will be an hour long presentation at Monday's board meeting by a Parliamentarian, and the remainder of the meeting will be abbreviated. The Parliamentarian will give a longer presentation to Board Members at the March 17 Board Member Training.

5. Approval to waive one-month information period:

There is no requirement for a waiver this month.

6. Next Meeting:

There are conflicts for dates for the February meetings due to VMRC's holiday schedule. It was therefore decided that will be no board or committee meetings in February, unless the Finance & Personnel Committee meet to review and approve the contracts over \$250,000.

The meeting adjourned at 6:52pm

Valley Mountain Regional Center
Executive Committee Meeting Minutes
February 7, 2018

Present:

Tom Bowe, President
Andrea Rueda, Secretary
Tony Anderson, VMRC Executive Director
Jan Maloney, VMRC Executive Assistant/Meeting Recorder

Via Conference Call:

Claire Lazaro, Vice President
Ivan Johnson, Treasurer

Absent: None

Visitor: Shaefaye Kirkendoll, Facilitator

Committee Actions noted in bold.

Tom Bowe, brought the meeting to order at 6:15pm

1. Review and Approval of Agenda:

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

2. Acceptance of Contracts over \$250,000:

The Executive Committee is meeting this month to approve the Contracts over \$250,000 on behalf of the full Board of Directors.

M/S/C (COMMITTEE/RUEDA) to approve the contracts per below:

No.	Description	Contract Summary
1	Contract Overview: (New or Amendment) (POS or OPS)	New: Purchase of Service (POS)
2	Name of Vendor or Service Provider	Victor Learning Center -Transportation

3	Purpose of Contract	A regional center shall classify a vendor as a provider of transportation services - additional component if the vendor: (A) Is vendored separately from the primary service. The vendoring regional center may waive separate vendorization as a transportation services-additional component if the vendor is a community-based day program vendor, who conducts its curriculum solely in natural environments, and the regional center determines that it would be more cost effective to include the cost of transporting consumers, which occurs between the first and last training site as specified in Section 57434(a)(3)(N). The cost of transporting consumers shall be considered more cost effective if the cost of including the transportation service in determining the rate of reimbursement for the community-based day program is less than the cost of providing the transportation service pursuant to separate vendorization as a provider of transportation services - additional component; (B) Provides services by employees of the primary service agency; and (C) Provides the regional center with proof of adequate insurance as designated by the vendoring regional center in accordance with the Welfare and Institutions Code, Section 4648.3.
4	Contract Term	4/1/18 - 3/31/23 Five year contract
5	Total Amount of Contract	Annually \$584,878. Five year total \$2,924,390.
6	Proposed Number of Consumers Served	106
7	Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate of \$2.11 per actual mile; \$19.55 per hour per bus aide plus 50/50 split of fuel cost not to exceed \$4.50 per gallon gasoline or \$5.22 per gallon diesel.
8	Method or Process Utilized to Award the contract	Cost statements, negotiated rate
9	Method or Process Utilized to Establish the Rate or the Payment Amount	Transportation Cost Statements - Title 17
10	Is this provider currently in good standing and not under current investigation of physical or fiduciary abuse?	Quality Assurance, Fiscal, Transportation Coordinator

11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
----	---	----

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the above contract on February 7, 2018 and passed the following resolution:

RESOLVED THAT in compliance with VMRC's BOD Contract Policy, the Transportation-Additional Component between VMRC and Victor Learning Center was reviewed and approved by the VMRC BOD on **February 7, 2018** in executive session and Board hereby authorized any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

VMRC Board of Directors hereby authorizes and designates any office of VMRC to finalize, execute and deliver the Contract on behalf of VMRC, in such form as VMRC's counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidence by the execution of the Contract by such Officer. For purposes of this authorization, and "Officer means VMRC's Executive Director, Chief financial Officer and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of VMRC: (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by VMRC's Board of Directors; (3) the Resolution is in full force and has not been revoked or changed in any way.

Andrea Rueda, Board Secretary

February 7, 2018

Date

No.	Description	Contract Summary
1	Contract Overview: (New or Amendment) (POS or OPS)	New: Purchase of Service (POS)
2	Name of Vendor or Service Provider	Victor Learning Center Alvarado
3	Purpose of Contract	Behavior Management Programs shall meet the requirements in Sections 56710 through 56756 of these regulations for the specific service being vendored.
4	Contract Term	4/1/18 - 3/31/23 Five year contract
5	Total Amount of Contract	\$2,713,546 annually total contract \$13,567,730 for five years

6	Proposed Number of Consumers Served	145
7	Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate of \$76.34 per consumer per day
8	Method or Process Utilized to Award the contract	Letter of Intent, Program Design, Vendorization
9	Method or Process Utilized to Establish the Rate or the Payment Amount	Dept. Developmental Services - rate setting
10	Is this provider currently in good standing and not under current investigation of physical or fiduciary abuse?	Quality Assurance, Fiscal Dept.
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the above contract on February 7, 2018 and passed the following resolution:

RESOLVED THAT in compliance with VMRC's BOD Contract Policy, the Behavior Management Program between VMRC and Victor Learning Center Alvarado was reviewed and approved by the VMRC BOD on **February 7, 2018** in executive session and Board hereby authorized any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

VMRC Board of Directors hereby authorizes and designates any office of VMRC to finalize, execute and deliver the Contract on behalf of VMRC, in such form as VMRC's counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidence by the execution of the Contract by such Officer. For purposes of this authorization, and "Officer means VMRC's Executive Director, Chief Financial Officer and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of VMRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by VMRC's Board of Directors; (3) the Resolution is in full force and has not been revoked or changed in any way.

Andrea Rueda, Board Secretary

February 7, 2018
Date

No.	Description	Contract Summary
1	Contract Overview: (New or Amendment) (POS or OPS)	New: Purchase of Service (POS)
2	Name of Vendor or Service Provider	Choice Harney Home
3	Purpose of Contract	<p>A regional center shall classify a vendor as a DSS Licensed-Specialized Residential Facility provider if the vendor operates a residential care facility licensed by the Department of Social Services (DSS) for individuals with developmental disabilities who require 24-hour care and supervision and whose needs cannot be appropriately met within the array of other community living options available. Primary services provided by a DSS Licensed-Specialized Residential Facility may include personal care and supervision services, homemaker, chore, attendant care, companion services, medication oversight (to the extent permitted under State law) and therapeutic social and recreational programming, provided in a home-like environment. Incidental services provided by a DSS Licensed-Specialized Residential Facility may include home health care, physical therapy, occupational therapy, speech therapy, medication administration, intermittent skilled nursing services, and/or transportation, as specified in the IPP. This vendor type provides 24-hour on-site response staff to meet scheduled or unpredictable needs in a way that promotes maximum dignity and independence, and the provision of supervision and direct care support to ensure the consumers' health, safety and well-being. Other individuals or agencies may also furnish care directly, or under arrangement with the DSS Licensed-Specialized Residential Facility, but the care provided by these other entities must supplement the care provided by the DSS Licensed-Specialized Residential Facility and does not supplant it. Regional Center monitoring of the DSS Licensed-Specialized Residential Facility shall be in accordance with the applicable state laws and licensing regulations, including Title 17, and the regional center admission agreement. Payment for services in a DSS Licensed-Specialized Residential Facility must be made pursuant to Title 17, Section 56919 (a), after the regional center obtains approval from the Department for payment of the prevailing rate or, pursuant to Welfare & Institutions Code, Section 4648 (a)(4), the regional center may contract for the provision of services and supports for a period of up to three years, subject to the availability of funds.</p>

4	Contract Term	4/1/18 - 3/31/23 Five year contract
5	Total Amount of Contract	Annually \$869,144.40. Five year total \$4,345,722.
6	Proposed Number of Consumers Served	Six
7	Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate of \$12,071.45 per consumer per month
8	Method or Process Utilized to Award the contract	Letter of Intent, Program Design, vendorization
9	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated median rate table
10	Is this provider currently in good standing and not under current investigation of physical or fiduciary abuse?	Quality Assurance, Fiscal Dept.
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the above contract on February 7, 2018 and passed the following resolution:

RESOLVED THAT in compliance with VMRC's BOD Contract Policy, the Specialized Residential Facility (Habilitation) between VMRC and Choice Harney Home K. G. Harney Creek, Inc. was reviewed and approved by the VMRC BOD on **February 7, 2018** in executive session and Board hereby authorized any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

VMRC Board of Directors hereby authorizes and designates any office of VMRC to finalize, execute and deliver the Contract on behalf of VMRC, in such form as VMRC's counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidence by the execution of the Contract by such Officer. For purposes of this authorization, and "Officer means VMRC's Executive Director, Chief financial Officer and no one else.

Certification by Secretary: I certify that: (1) I am the Secretary of VMRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by VMRC's Board of Directors; (3) the Resolution is in full force and has not been revoked or changed in any way.

Andrea Rueda, Board Secretary

February 7, 2018

Date

Following the Contracts approval, Tom announced there are three vacancies on our Board of Directors, one following the passing of Board Member Tom Martin, and two resignations.

Tom stated there needs to be a short Nominating Committee meeting to address the vacancies and nominations. Dena Pfeifer, the former SAC6 representative to VMRC's Board of Directors, has termed out of the SAC6 but would like to continue to be on the board as a regular VMRC board member. Tom has reached out to somebody who interviewed last year, but that still leaves one vacancy that will be discussed at the next Nominating Committee meeting, date to be determined.

3. Next Meeting:

The next Executive Committee meeting will take place on March 7, 6:00 pm in the Cohen Board Room, VMRC Stockton.

The meeting adjourned at 7:11pm