

November 1, 2018

Memorandum

**Finance and Personnel Committee**

Elizabeth Victor-Martinez, Treasurer/Chair, Tom Bowe, President, Claire Lazaro, Vice President, Margaret Heinz, Secretary

From: Elizabeth Victor-Martinez, Board Treasurer

**MEETING AGENDA**

Date: **Wednesday, November 7, 2018**

Time: 5:30PM

Place: VMRC Stockton Office – Cohen Board Room

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

CONFERENCE PASSCODE 7793177#

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- |   |                        |    |
|---|------------------------|----|
| 1. Review and Approval of Meeting Agenda                          | Committee Action       |    |
| 2. Review of <b>October 3, 2018</b> Minutes                       | Committee Action ..... | 1  |
| 3. Public Comment   |                        |    |
| 4. Fiscal Department Update                                       |                        |    |
| • Acceptance of CSR – Through <b>September 2018</b>               | Committee Action ..... | 5  |
| • Acceptance of Restricted Donations                              | Committee Action ..... | 9  |
| • Review of Contracts over \$250,000                              | Committee Action ..... | 11 |
| Human Resources Update  |                        |    |
| • *Human Resources Report   | Information .....      | 35 |
| • *Recruiting/Staffing Report                                     | Information .....      | 37 |
| 5. Executive Session  |                        |    |
| 6. Next Meeting – <b>December 5, 2018, 5:30pm, VMRC Stockton.</b> |                        |    |

*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  
Minutes of Finance & Personnel Committee Meeting  
Wednesday, October 3, 2018**

**Present:** Tom Bowe, President  
Claire Lazaro, Vice President (via conference call)  
Margaret Heinz, Secretary  
Connie Uychutin, CLASP Representative  
Tony Anderson, VMRC Executive Director  
Claudia Reed, VMRC Chief Financial Officer  
Jan Maloney, VMRC Executive Assistant/Meeting Recorder

**Absent:** Elizabeth Victor-Martinez, Treasurer

**Guest:** Chris Varela, Chair, Consumer Services Committee

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President, Tom Bowe, chaired the meeting on behalf of the Treasurer, and brought the meeting to order at 5:36pm.

1. Review and Approval of the Meeting Agenda:

**Action was taken by unanimous consent without objection.**

2. Review & Approval of September 5, 2018 Minutes:

**M/S/C (LAZARO/UYCHUTIN) to approve the minutes of the September 5, 2018 meeting.**

3. Public Comment:

There was no public comment this month.

4. Fiscal Department Update:

- Acceptance of Contract Status Report through August 2018:

Claudia Reed, Chief Financial Officer, presented the Contract Status Report, ending August. Revenue year-to-date is \$17,059,579. The cash balance of \$23,037,813 and cash receivables total \$48,768,962. Advances from the state total \$58,846,921.

POS expenditures year-to-date total \$15,300,136, against a \$195,176,054 budget. The prior year-to-date was \$13,645,699.

The CSR includes the E-1 Contract Amendment. Operations expenditures total \$30,383,851 with \$24,799,590 unspent. Operations CPP stands at \$264,832.

POS, including the E-1 Contract Amendment, stands at \$195,298,852, with \$163,998,976 unspent. POS CPP expenditures total \$122,789 with \$119,298 unspent. The Foster Grandparents/Senior Companion program stands at \$451,782.

POS Expenditures for July and August total \$32,329,767 and the prior year-to-date was \$29,373,222.

Last fiscal year the Operations Contract was \$29,493,605, with \$790,666 unspent, although some of the unspent funding has been encumbered. The remainder of the budget will eventually be put toward VMRC's unfunded retirement liabilities for OPEB.

Total Operations expenditures for July and August stand at \$5,270,333 with a prior year-to-date total of \$4,613,567.

The budget this year will be tight due to salary increases that have already undergone a vote by Bargaining Unit members. Salaries and benefits account for 77% of the budget, and the other 23% will go toward rent, maintenance, information systems, etc.

Connie asked how funding is calculated for the increase in caseload throughout the year, and Tony advised that DDS estimates growth and calculates that into the budget.

- Acceptance of E-1 Contract Amendment:

**M/S/C (LAZARO/UYCHUTIN) to accept the E-1 Contract Amendment of \$49,461,856.**

Connie asked if board members can contest the amount of the contract with DDS, especially if there is a mistake, and Tony advised that this is possible.

- Acceptance of Restricted Donations:

\$210 was received from PG&E's Your Cause employee contribution/company match.

**M/S/C (UYCHUTIN/HEINZ) to accept Restricted Donations of \$210 from PG&E employee contributions.**

Tom asked if VMRC has ever approached organizations such as the Rotary, to apply for a grant to enhance the Dr. Popplewell Fund, and Tony said that as yet, we have not.

- **PEP Report (POS Expenditure Projection):**

Claudia advised that DDS waits for two or three months into the new fiscal year for the previous fiscal year before the PEP Report can be produced. DDS is showing that VMRC may be short by approximately \$12,000,000, for the previous fiscal year. This report will not be seen again until January, which gives some time in this new fiscal year to give projections.

Chris Varela asked if there was a savings in the electric bill, following the installation of the solar panels, and Claudia advised approximately \$9,000 has been saved each month. Once the equipment is paid off, there will be a lot more money saved on the bill.

- **Human Resources Update: 26:51**

Bud reported between August 2017 and August 2018, 43 people were hired and 29 termed. The growth rate was 3.4% with a turnover rate of 8.8%. The average tenure of employees was 9.1 years.

From January 2018 through August 2018, the headcount was 332, with 24 employees hired and 20 termed. The growth rate was 0.6%, the turnover rate 6.0% and the average tenure was 9.1 years.

There are currently 20 open positions, with 13 filled and another person interviewing.

A psychologist will start work on Monday. He is fresh out of school and has two years to get his license. He will be supervised by Dr. Barbara Johnson.

5. **Executive Session:**

There was no Executive Session.

6. **Next Meeting:**

The next Finance & Personnel Committee meeting will be at 5:30pm on Wednesday, November 7, at VMRC in Stockton.

The meeting adjourned at 6:13pm.



## Revenue

	YTD
State Income Current Year	54,441,891
State Income Prior Year	17,436,098
Foster Grandparents/Senior Companion	103,171
Interest Income	7,850
Other Income	5,520
Vendorization Training	5,507
ICF-SPA Income	1,519,415
ICF-SPA Fee	22,792
Total Income	<u>\$ 73,542,244</u>

## Cash, Accounts Receivable and Due to State as of September 30, 2018

Cash Balance	\$ 22,384,468
Poppellwell Fund	\$ 1,110
Accounts Receivable:	
Current Year	\$ 48,890,780
Prior Years	17,023,211
SPA	2,741,236
Total	<u>\$ 68,655,228</u>
Due to State	\$ 73,418,317

## Valley Mountain Regional Center Contracts Current and Past Two Years

	OPS	OPS CPP	POS	POS CPP	FG/SC
Current Fiscal Year 2019 Contract Year E-1	30,383,851	264,832	195,298,852	122,798	451,782
Unspent	24,799,590	264,832	163,998,976	119,298	350,831
Last Fiscal Year 2018 Contract Year D-3	29,493,605	529,663	181,373,863	522,363	252,237
Unspent	790,666	9,210	1,373,355	153,283	218,849
Second Prior Fiscal Year 2017 Contract Year C-5	28,050,790	476,820	168,263,354	344,693	462,758
Unspent	(0)	(0)	2,127,798	202,864	9,987

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# POS EXPENDITURES

September 30, 2018

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Community Care Facility	15,192,665	13,640,964	60,167,408	25.3%
ICF/SNF FACILITY	147,585	4,200	602,554	24.5%
Day Care	285,709	308,391	1,198,402	23.8%
Day Training	8,910,903	9,007,797	37,377,350	23.8%
Supported Employment	417,842	414,784	1,721,757	24.3%
Work Activity Program	134,219	138,335	580,174	23.1%
Non-Medical Services-Professional	139,002	126,303	586,448	23.7%
Non-Medical Services-Programs	5,537,061	5,264,152	23,097,726	24.0%
Home Care Services-Programs	258,396	137,672	1,005,686	25.7%
Transportation	594,236	533,124	2,467,131	24.1%
Transportation Contracts	4,182,146	4,066,631	17,323,149	24.1%
Prevention Services	3,306,725	3,127,836	13,527,861	24.4%
Other Authorized Services	4,654,147	4,346,073	18,885,039	24.6%
P&I Expense	11,612	11,980	51,695	22.5%
Hospital Care	115,000	115,000	538,049	21.4%
Medical Equipment	73,957	59,243	508,768	14.5%
Medical Care Professional Services	800,224	673,947	3,285,985	24.4%
Medical Care-Program Services	4,767	6,819	83,434	5.7%
Respite-in-Home	2,698,810	2,206,987	11,360,367	23.8%
Respite Out-of-Home	143,308	149,248	710,225	20.2%
Camps	23,460	15,050	96,846	24.2%
	47,631,770	44,354,535	195,176,054	24.4%
CPP		2,215	122,795	
<b>Total Purchase of Service</b>	<b>47,631,770</b>	<b>44,356,750</b>	<b>195,298,849</b>	<b>24.4%</b>

6.



## OPERATIONS EXPENDITURES

September 30, 2018

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Salaries and Wages	4,487,283	3,585,035	17,784,942	25.2%
Temporary Help	2,090	-	15,000	13.9%
Fringe Benefits	1,648,844	1,332,094	6,068,945	27.2%
Contracted Employees	21,717	22,632	85,000	25.5%
<b>Salaries and Benefits Total</b>	<b>6,159,934</b>	<b>4,939,760</b>	<b>23,953,888</b>	<b>25.7%</b>

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	465,088	400,906	1,875,000	24.8%
Facilities Maintenance	120,046	141,257	516,000	23.3%
Information Technology	534,446	193,107	1,623,001	32.9%
General Office Expense	70,959	103,046	413,861	17.1%
Operating Expenses	116,088	86,500	414,300	28.0%
Equipment	68,281	117,484	230,000	29.7%
Professional Expenses	175,414	187,398	683,258	25.7%
Office Expenses	37,754	29,267	184,500	20.5%
Travel and Training Expenses	108,583	108,143	431,100	25.2%
Foster Grandparent/Senior Companion Expenses	101,114	92,549	451,782	22.4%
CPP Expense	9,546	99,240	264,832	3.6%
<b>Total Operating Expenses</b>	<b>7,967,254</b>	<b>6,498,658</b>	<b>31,041,522</b>	<b>25.7%</b>

**Operating Expenses:** Telephone, Utilities

**Equipment:** Equipment Purchases, Equipment Contract Leases

**Professional Expenses:** Accounting Fees, Advertising, ARCA Dues, Bank Fees, Consultants, Insurance, Interest, Legal Fees, Fees, Licenses and Miscellaneous

**Office Expenses:** Consumer Medical Record Fees, Postage and Shipping, Printing

**Travel and Training Expenses:** Board of Director Expense, Travel Admin, Travel Consumer Services

7.



## MEMORANDUM

To: VMRC Finance & Personnel Committee  
From: Tony Anderson, Executive Director  
Date: November 1, 2018

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We have received a donation of \$25 from PG&E's Your Cause employee contribution/company match.

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

cc: Jessica Pate  
Claudia Reed



## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Alternative Learning Center SLS Modesto
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Supported Living Services
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$812,228.00
6	Proposed Number of Consumers Served	44
7	Method or Process Utilized to Contract the Vendor	Program Design 1996
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

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## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Kavere Services SBT Home
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$543,486.00
6	Proposed Number of Consumers Served	4
7	Method or Process Utilized to Contract the Vendor	CPP RFP Program Design 2007
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

12.

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Kavere Services - Bridgeton
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$988,996.00
6	Proposed Number of Consumers Served	3
7	Method or Process Utilized to Contract the Vendor	LOI Program Design 2008
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate approved by DDS
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

# Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Kavere Services - Monique
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$659,331.00
6	Proposed Number of Consumers Served	3
7	Method or Process Utilized to Contract the Vendor	LOI Program Design 2008
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate approved by DDS
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No



## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Kavere Services - Pinetown Crisis Step-Down
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$817,418.00
6	Proposed Number of Consumers Served	4
7	Method or Process Utilized to Contract the Vendor	CPP RFP Program Design 2017
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate statewide median rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

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# Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Kavere Services - Princeton
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$988,996.00
6	Proposed Number of Consumers Served	2
7	Method or Process Utilized to Contract the Vendor	CPP RFP Program Design 2016
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate statewide median rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

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## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Kavere Services - Pine Brook
2	Contract Overview: (New or Amendment) (POS or OPS)	Auto Renew Amendment
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$879,000.00
6	Proposed Number of Consumers Served	5
7	Method or Process Utilized to Contract the Vendor	CPP RFP Program Design 2014
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate statewide median rate
9	Percentage Increase from previous year and reason for increase	7% increase to capacity of 5 consumers
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

/7.

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Kesher House
2	Contract Overview: (New or Amendment) (POS or OPS)	New five year contract. Former contract expires in Jan 2019
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$859,089.00
6	Proposed Number of Consumers Served	4
7	Method or Process Utilized to Contract the Vendor	CPP RFP Program Design 2014
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate statewide median rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

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## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Service First of N. CA SLS
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Supported Living Services
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$1,903,181.00
6	Proposed Number of Consumers Served	148
7	Method or Process Utilized to Contract the Vendor	Program Design 1997
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate
9	Percentage Increase from previous year and reason for increase	44.99% increased from 118 consumers to 148 consumers
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

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## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Service First of N. CA Options Learning Center
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Community Integration Training Program
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$424,876.00
6	Proposed Number of Consumers Served	34
7	Method or Process Utilized to Contract the Vendor	CPP RFP Program Design 2003
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

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# Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Villa Teresa Memory Care
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Specialized Residential Facility
4	Contract Term	2/1/19 - 2/1/20
5	Total Annual Amount of Contract	\$507,805.00
6	Proposed Number of Consumers Served	5
7	Method or Process Utilized to Contract the Vendor	RFP Program Design 2015
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated statewide median rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

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## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Above the Clouds OneTwoThree
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Early Start Specialized Therapeutic Services
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$350,000.00
6	Proposed Number of Consumers Served	67
7	Method or Process Utilized to Contract the Vendor	LOI Program Design 2018
8	Method or Process Utilized to Establish the Rate or the Payment Amount	statewide median rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No



## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Autism Treatment Solutions ESAIP
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Parent/Client Support Behavior Intervention Training
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$432,000.00
6	Proposed Number of Consumers Served	8
7	Method or Process Utilized to Contract the Vendor	Program Design 2014
8	Method or Process Utilized to Establish the Rate or the Payment Amount	statewide median rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Center BMP
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Behavior Management Program
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$600,000.00
6	Proposed Number of Consumers Served	30
7	Method or Process Utilized to Contract the Vendor	Program Design 1988
8	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS set rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Catering & Specialty
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Work Activity Program
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$307,562.00
6	Proposed Number of Consumers Served	30
7	Method or Process Utilized to Contract the Vendor	Program Design 2004
8	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS set rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Production Unlimited
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Work Activity Program
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$412,795.00
6	Proposed Number of Consumers Served	30
7	Method or Process Utilized to Contract the Vendor	Program Design 2004
8	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS set rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Community Employment
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Supported Employment - Group
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$889,203.00
6	Proposed Number of Consumers Served	43
7	Method or Process Utilized to Contract the Vendor	Program Design 2004
8	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS set rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

27.

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Center Golden Opportunities
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Adult Day Care
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$393,117.00
6	Proposed Number of Consumers Served	28
7	Method or Process Utilized to Contract the Vendor	Program Design 2003
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated Rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Center Home at Last
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Family Home Agency
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$318,698.00
6	Proposed Number of Consumers Served	11
7	Method or Process Utilized to Contract the Vendor	Program Design 1998
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated Rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

29.

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Center Transportation
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Transportation - Additional Component
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$337,491.00
6	Proposed Number of Consumers Served	11
7	Method or Process Utilized to Contract the Vendor	Agreement between VMRC and HTC based on service need
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated Rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

30.



## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Howard Training Center Community Integration
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Adult Development Center
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$660,311.00
6	Proposed Number of Consumers Served	31
7	Method or Process Utilized to Contract the Vendor	Program Design 1991
8	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS set rate
9	Percentage Increase from previous year and reason for increase	0.00%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

31.

## Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Spread Your Wings
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Supported Living Services
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$915,410.00
6	Proposed Number of Consumers Served	31
7	Method or Process Utilized to Contract the Vendor	LOI Program Design 2007
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Statewide Median Rate
9	Percentage Increase from previous year and reason for increase	38.7% Increased to cover expenses based on highest month units time \$29.13 times 12 months
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

# Valley Mountain Regional Center Contracts over \$250,000

F&P for November 2018 for contract beginning in January and February 2019

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	The Golden Touch
2	Contract Overview: (New or Amendment) (POS or OPS)	Annual renewal of existing contract
3	Purpose of Contract	Supported Living Services
4	Contract Term	3/1/19 - 3/1/20
5	Total Annual Amount of Contract	\$325,790.00
6	Proposed Number of Consumers Served	17
7	Method or Process Utilized to Contract the Vendor	LOI Program Design 2017
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Statewide Median Rate
9	Percentage Increase from previous year and reason for increase	62.9% New program last year increased consumers served by 67%
10	Is the provider in compliance with the contract and regulations	Yes
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	No
12	Any evidence of conflict of interest	No

## Contract Summary and Board Resolution

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

**RESOLVED THAT** in compliance with VMRC's BOD Contract Policy, the contracts listed below between VMRC and stated vendors were reviewed and approved by the VMRC BOD on \_\_\_\_\_ 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.

1 Alternative Learning Center SLS Modesto	\$ 812,228
2 Kavere Services SBT Home	\$ 543,486
3 Kavere Services Bridgeton	\$ 988,996
4 Kavere Services Monique	\$ 659,331
5 Kavere Services Pinetown Crisis Step Down	\$ 817,418
6 Kavere Services Princeton	\$ 988,996
7 Kavere Services Pine Brook	\$ 879,000
8 Keshner House	\$ 859,089
9 Service First of N. CA SLS	\$ 1,903,181
10 Service First of N. CA Options Learning Center	\$ 424,876
11 Villa Teresa Memory Care	\$ 507,805
12 Above the Clouds OneTwoThree	\$ 350,000
13 Autism Treatment Solutions EASIP	\$ 432,000
14 Howard Training Center BMP	\$ 600,000
15 Howard Training Center Catering & Specialty	\$ 307,562
16 Howard Training Center Production Unlimited	\$ 412,795
17 Howard Training Center Community Employment	\$ 889,203
18 Howard Training Center Golden Opportunities	\$ 393,117
19 Howard Training Center Home At Last	\$ 318,698
20 Howard Training Center Transportation	\$ 337,491
21 Howard Training Center Integration Program	\$ 660,311
22 Spread Your Wings SLS	\$ 915,410
23 The Golden Touch SLS	\$ 325,790

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.

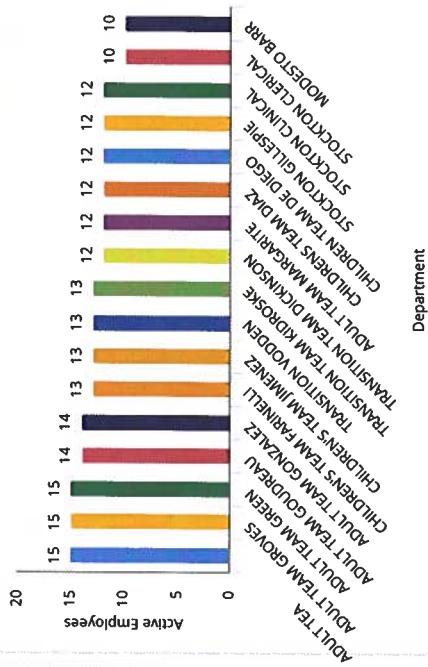
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Margaret Heinz, Board Secretary

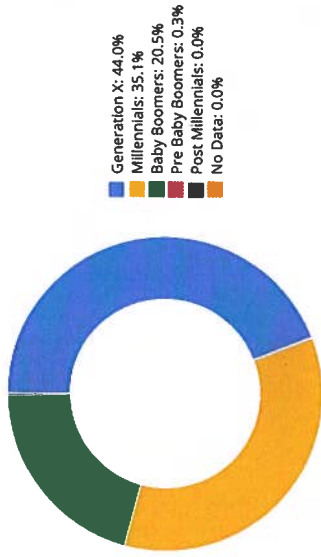
Date

Headcount: 336    Hired: 32    Termined: 23    Growth Rate: 1.8%    Turnover Rate: 6.9%    Average Tenure: 9.0 (Years)

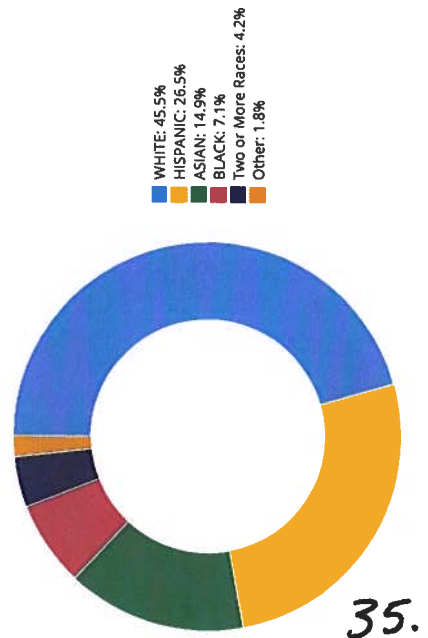
### Active Employees by Department



### Generation

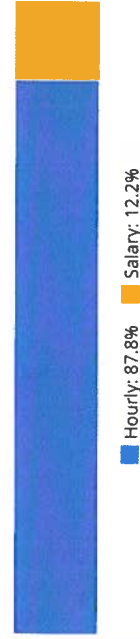


### Ethnicity



35.

### Pay Type



### Gender



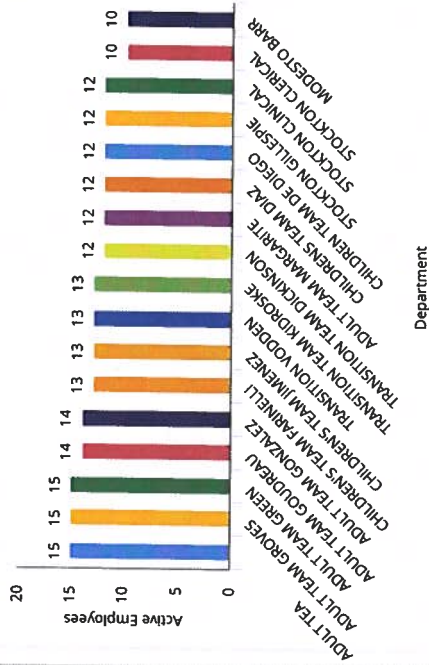
# HR Insights

October 2017 - October 2018

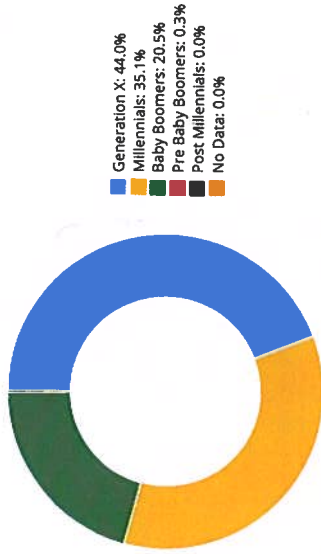
Headcount: **336**    Hired: **40**    Termed: **27**

Growth Rate: **3.7%**    Turnover Rate: **8.1%**    Average Tenure: **9.0** (Years)

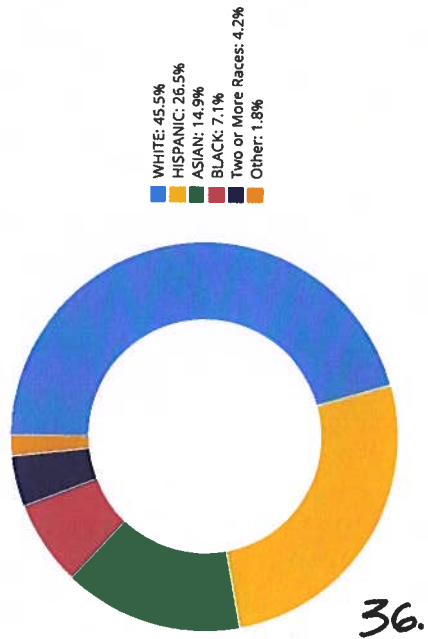
## Active Employees by Department



## Generation



## Ethnicity



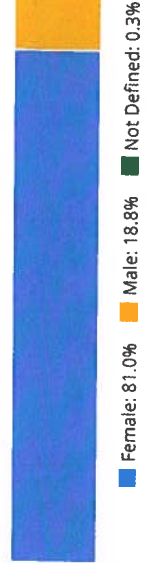
## Insights Status

Last data update took place at 10/31/18, 2:34 AM.

## Pay Type



## Gender





2018-2019 VMRC Recruiting Report

Position	New	Backfill	Backfill for whom	Interview	Background	Filled/Start Date	Internal ee	external ee	Candidate Name	Hiring Manager
Senior Accountant	X					X	X		Elizabeth Roque	Melissa
SSC	X					9/16/2018	X		Sandy Du Puy	Linda Barr
SC	X					X				Tricia
Intake Coordinator	X					10/2/2018			Stephanie Duval	Kazu Enoki
Assist Director		X	Carmen Calder			X			Brian Bennett	Cindy Mix
SOT- QA	X				X				Kiotti Fleming	Cindy Strawderman
CSL- RD	X		Pending post later date							QA
Accounting Assist		X	Elizabeth Rogue			X		X	Tiombe White	Melissa
PM Children's		X	Cindy Jimenez						Tracy Vaughn	Cindy Mix
Self Determination						X - TBD			David N/Tania C.	Liz Diaz
OT		X	Angie Sanguino			Started			Jessica Posada	Wilma Murray
SC		X	Cristina Cano			Started			Rodney Clemente	Mary Ann Gonzalez
SC		X	Andi Pyatt			Started			Kimberlee Adina	Angie Shear
Community Svcs Mgr-RD		X	Brian Bennett			Started			Robert Fernandez	Brian Bennett
SC		X	Sandy Du Puy (new SSC) X (9/26)	X						Linda Barr
SOT- Clinical		X	Oscar Salgado			10/29/2018			Lenine Lem	Chrissy Lopez
SC- Tran's		X	Houa Vang		X					Neidra Clayton
SC- Children's		X	Amber Elkins		X					Pam Kidroske
SC- Children's	X		Tania Candelaria (SD)						Won't fill until end of the year	Julie De Diego
SC-Children's	X		David Narbona (SD)							Liz Diaz
Special Projects		X	Christian Mitchell						Stacie Shaw	Katina Richinson
SC Adult Modesto		X	Jason Toepel			10/17/2018				Shelli Margarite
Clinical Psychologist	X		N/A			10/15/2018			Justin Schrottenbour	Mary Sheehan
CSL QA		X	Lynda Christian							Patricia Green
SOT		X	Vickie Fisher							Cindy Strawderman