

November 28, 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, December 5, 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 November 7, 2018 Minutes | Committee Action | 1 |
| 3. Public Comment | | |
| 4. Fiscal Department Update | | |
| • Acceptance of CSR – Through October 2018 | 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 | 15 |
| • *Recruiting/Staffing Report | Information | 17 |
| 5. Executive Session | | |
| 6. Next Meeting – January 2, 2019, 5:30pm, VMRC Stockton. | | |

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: Elizabeth Victor-Martinez, Treasurer
Tom Bowe, President
Claire Lazaro, Vice President (via conference call)
Margaret Heinz, Secretary
Connie Uychutin, CLASP Representative
Tony Anderson, VMRC Executive Director (via conference call)
Claudia Reed, VMRC Chief Financial Officer
Bud Mullanix, VMRC Human Resources Director
Jan Maloney, VMRC Executive Assistant/Meeting Recorder

Guest: Chris Varela, Chair, Consumer Services Committee

Treasurer, Elizabeth Victor-Martinez, Treasurer, called the meeting to order at 5:34pm.

1. Review and Approval of the Meeting Agenda:

Action was taken by unanimous consent without objection.

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

Action was taken by unanimous consent without objection.

3. Public Comment:

There was no public comment this month.

4. Fiscal Department Update:

- Acceptance of Contract Status Report through September 2018:

Claudia distributed a PowerPoint presentation with additional information for committee members. Following a lengthy discussion, Tom suggested a follow-up meeting with Claudia and Elizabeth to fine tune the exact information the committee is looking for.

The Contract Status Report shows the total income year-to-date stands at \$73,542,244. The total cash and accounts receivables due to the State as of the end of September is \$73,418,317.

POS expenditures year-to-date total \$47,631,770 compared to the prior year total of \$44,356,750. The budget amount expended of \$195,298,849 equals 24.4% of the total budget.

Operations expenditures show salaries and benefits year-to-date total \$6,159,934. The prior year-to-date expenditures were \$4,939,760. The budget amount spent of \$23,953,888 is 25.7% of the budget. Other general operating expenses include equipment, professional expenses, office expenses, and training and travel, and total \$7,969,254, compared to last year's total operating expenses of \$6,498,658. Operating expenses to-date total \$31,041,522, which is 25.7% of the total budget.

In response to some questions from the committee, Claudia explained that some IT purchases were not made from last year's budget which was extremely tight at the end of the fiscal year. Those expenses and purchases have now been made from this year's budget. She also explained that the monthly solar expenses average \$900 less than the former monthly bill from PG&E, and at the end of 10 years the equipment will belong to VMRC.

Action was taken by unanimous consent without objection.

- Acceptance of Restricted Donations:

A donation of \$25 was received from PG&E, and **action was taken by unanimous consent without objection to accept the donation.**

- Review of Contracts over \$250,000:

Claudia reviewed the contracts over \$250,000 that will expire at the end of January and February 2019. In response to a question from Tom regarding the Service First contract, Claudia explained the 44.9% increase for SLS services is due to some consumers requiring more services than others.

- Human Resources Update:

Bud reported between January 2018 and October 2018, 32 people were hired and 23 termed. The growth rate was 1.8% with a turnover rate of 6.9%. The average tenure of employees was 9.0 years.

From October 2017 to October 2018, the headcount shows 336, with 40 employees hired and 27 termed. The growth rate was 3.7%, the turnover rate 8.1% and the average tenure was 9.0 years.

- Recruiting/Staffing Report:

Bud reviewed the Recruiting Report and explained the difference between a position being new versus a backfill position. There are three positions that are being filled to cover two transfers and one retirement. The two positions that were filled from internal transfers will need to be backfilled.

VMRC is currently in the open enrollment period. CalPERS covers medical insurance, and VMRC covers dental, vision and life insurance. Last year Bud locked VMRC into a two-year rate for life insurance saving \$50,000 last year and again this year. Bud has also made changes to the other employee benefits and because he has asked for a two-year contract, \$57,000 in savings will be achieved this and next year.

5. Executive Session:

There was no Executive Session.

6. Next Meeting:

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

The meeting adjourned at 6:43pm.

Revenue

	YTD
State Income Current Year	54,441,891
State Income Prior Year	17,436,098
Foster Grandparents/Senior Companio	178,733
Interest Income	11,720
Other Income	4,889
Vendorization Training	6,844
ICF-SPA Income	1,950,804
ICF-SPA Fee	29,263
Total Income	<u>\$ 74,060,242</u>

Cash, Accounts Receivable and Due to State as of October 31,2018

Cash Balance	\$ 35,716,377
Poppellwell Fund	\$ 1,322
Accounts Receivable:	
Current Year	\$ 29,989,248
Prior Years	17,023,411
SPA	<u>2,741,236</u>
Total	\$ 49,753,896
Due to State	\$ 85,596,616

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	22,421,443	260,746	148,819,368	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	757,875	9,210	1,215,558	115,070	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)	2,128,520	203,014	9,987

POS EXPENDITURES

October 31, 2018

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Community Care Facility	20,308,263	18,376,925	60,167,408	33.8%
ICF/SNF FACILITY	106,894	4,200	602,554	17.7%
Day Care	448,975	411,433	1,198,402	37.5%
Day Training	12,260,744	12,184,068	37,377,350	32.8%
Supported Employment	585,469	557,502	1,721,757	34.0%
Work Activity Program	182,320	187,267	580,174	31.4%
Non-Medical Services-Professional	208,298	164,701	586,448	35.5%
Non-Medical Services-Programs	7,698,607	7,196,685	23,097,726	33.3%
Home Care Services-Programs	388,091	186,295	1,005,686	38.6%
Transportation	817,868	719,883	2,467,131	33.2%
Transportation Contracts	5,724,020	5,528,227	17,323,149	33.0%
Prevention Services	4,639,952	4,147,336	13,527,861	34.3%
Other Authorized Services	6,238,193	5,792,041	18,885,039	33.0%
P&I Expense	15,279	15,688	51,695	29.6%
Hospital Care	153,750	153,750	538,049	28.6%
Medical Equipment	105,199	116,856	508,768	20.7%
Medical Care Professional Services	1,212,973	940,252	3,285,985	36.9%
Medical Care-Program Services	17,834	13,737	83,434	21.4%
Respite-in-Home	3,770,430	3,078,419	11,360,367	33.2%
Respite Out-of-Home	178,810	186,100	710,225	25.2%
Camps	25,317	15,050	96,846	26.1%
	<u>65,087,286</u>	<u>59,976,415</u>	<u>195,176,054</u>	<u>33.3%</u>
CPP		15,715	122,795	
Total Purchase of Service	<u>65,087,286</u>	<u>59,992,130</u>	<u>195,298,849</u>	<u>33.3%</u>

OPERATIONS EXPENDITURES

October 31, 2018

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Salaries and Wages	5,870,587	4,902,265	17,784,942	33.0%
Temporary Help	2,090	-	15,000	13.9%
Fringe Benefits	2,150,894	1,739,098	6,068,945	35.4%
Contracted Employees	21,717	25,382	85,000	25.5%
Salaries and Benefits Total	8,045,288	6,666,744	23,953,888	33.6%

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	615,358	536,454	1,875,000	32.8%
Facilities Maintenance	212,281	206,178	516,000	41.1%
Information Technology	580,660	337,952	1,623,001	35.8%
General Office Expense	75,707	146,932	413,861	18.3%
Operating Expenses	147,965	128,014	414,300	35.7%
Equipment	72,256	124,721	230,000	31.4%
Professional Expenses	196,397	211,994	683,258	28.7%
Office Expenses	46,819	46,837	184,500	25.4%
Travel and Training Expenses	145,214	157,624	431,100	33.7%
Foster Grandparent/Senior Companion Expenses	141,329	142,682	451,782	31.3%
CPP Expense	9,546	132,320	264,832	3.6%
Total Operating Expenses	10,288,820	8,838,451	31,041,522	33.1%

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

MEMORANDUM

To: VMRC Finance & Personnel Committee

From: Tony Anderson, Executive Director

Date: November 27, 2018

We have received a donation of \$2,500 from PG&E. through their community Better Together Giving Program.

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

BOD meeting in December 2018 for contract beginning in November and December 2018

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Creating Behavioral & Ed. Momentum CBEM
2	Contract Overview: (New or Amendment) (POS or OPS)	New contract (no previous contract)
3	Purpose of Contract	Crisis Team-Evaluation/Behavioral Intervention
4	Contract Term	11/30/18 - 11/30/19
5	Total Annual Amount of Contract	\$550,000.00
6	Proposed Number of Consumers Served	15
7	Method or Process Utilized to Contract the Vendor	RFP from CPP
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Median Rate Chart
9	Percentage Increase from previous year and reason for increase	n/a
10	Is the provider in compliance with the contract and regulations	n/a
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	n/a
12	Any evidence of conflict of interest	n/a

Valley Mountain Regional Center Contracts over \$250,000

F&P for September 2018 for contract beginning in November and December 2018

No.	Description	Contract Summary
1	Name of Vendor or Service Provider	Futures Explored
2	Contract Overview: (New or Amendment) (POS or OPS)	new contract (no previous contract)
3	Purpose of Contract	Creative Art Program
4	Contract Term	10/31/18 - 10/31-19
5	Total Annual Amount of Contract	\$400,000.00
6	Proposed Number of Consumers Served	925 hours of service per month
7	Method or Process Utilized to Contract the Vendor	Program Design submitted 2018
8	Method or Process Utilized to Establish the Rate or the Payment Amount	Median rate chart
9	Percentage Increase from previous year and reason for increase	n/a
10	Is the provider in compliance with the contract and regulations	n/a
11	Exceptional conditions or Terms: Yes/No If Yes, provide explanation	n/a
12	Any evidence of conflict of interest	n/a

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the above contract on December 10, 2018 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 Futures Explored | \$ 400,000.00 |
| 2 Creating Behavioral & Ed. Momentum CBEM | \$ 550,000.00 |

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.

Margaret Heinz, Board Secretary

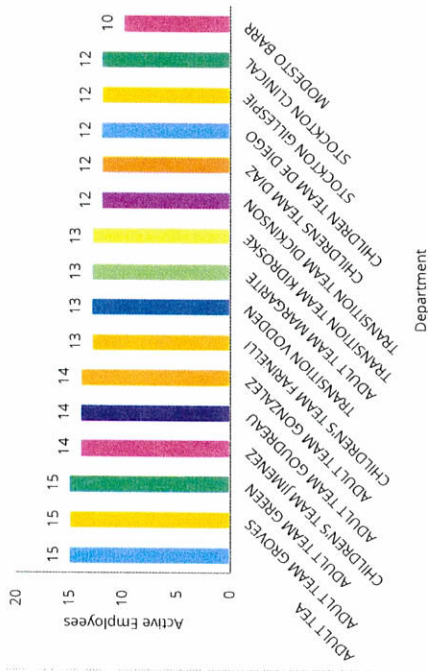
12/10/2018
Date

HR Insights

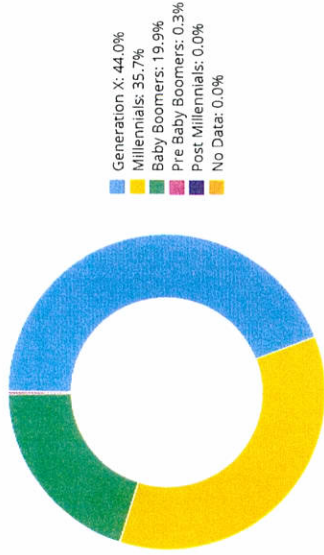
December 2017 - November 2018

Headcount: ⓘ	Hired: ⓘ	Termed: ⓘ	Growth Rate: ⓘ	Turnover Rate: ⓘ	Average Tenure: ⓘ (Years)
336	35	27	2.4%	8.1%	9.1

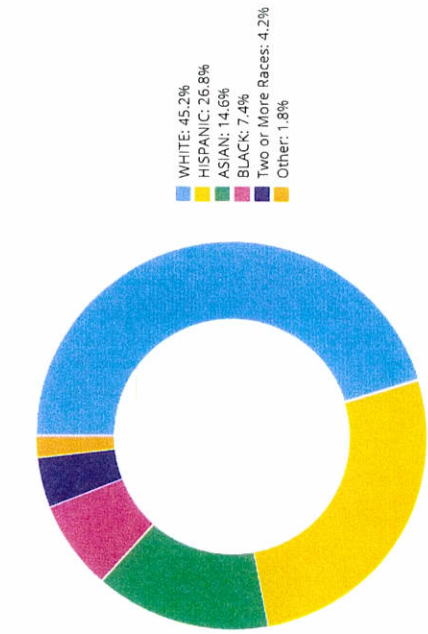
Active Employees by Department



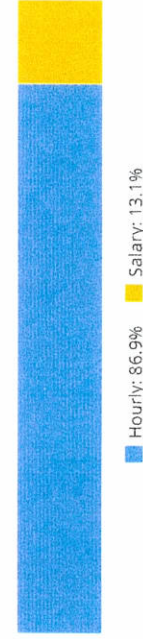
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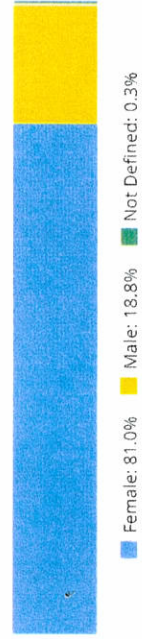
Ethnicity



Pay Type



Gender



Insights Status

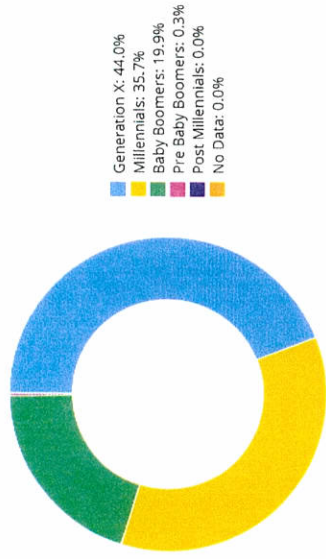
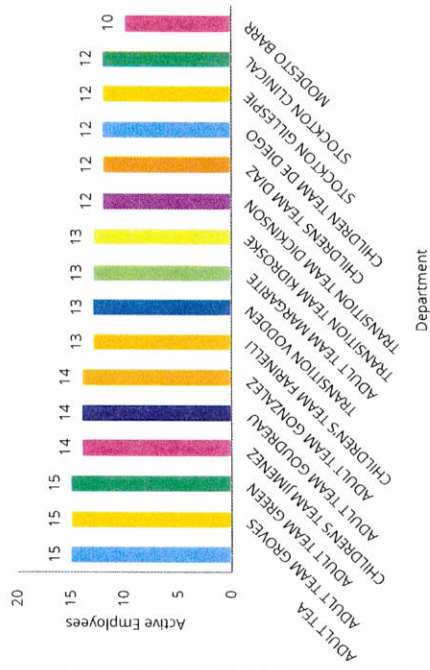
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HR Insights

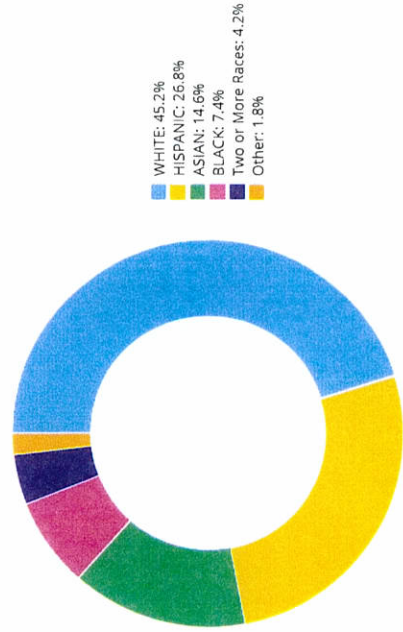
January 2017 - November 2018

Headcount: ⓘ	Hired: ⓘ	Termed: ⓘ	Growth Rate: ⓘ	Turnover Rate: ⓘ	Average Tenure: ⓘ (Years)
336	91	54	10.5%	16.6%	9.1

Active Employees by Department



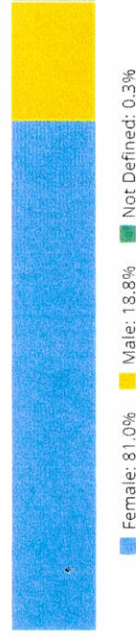
Ethnicity



Pay Type



Gender



Insights Status

Last data update took place at 11/28/18, 2:49 AM.

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			Oct-18			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					Lenine Lem	Linda Barr
SOT- Clinical		X	Oscar Salgado			10/29/2018				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			10/17/2018			Stacie Shaw	Katrina Richinson
SC Adult Modesto		X	Jason Toepel	X						Shelli Margarite
Clinical Psychologist	X		N/A			10/15/2018			Justin Schrotenbour	Mary Sheehan
CSL QA		X	Lynda Christian							Patricia Green
SOT		X	Vickie Fisher							Cindy Strawderman
Clinical Nurse Manager	X		Angela	X					Open	Mary Sheehan