



MEETING AGENDA

Wednesday, February 6, 2019

5:30PM

VMRC Stockton Office – Cohen Board Room

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

CONFERENCE PASSCODE 7793177#

Finance and Personnel Committee Members: Elizabeth Victor-Martinez, Treasurer/Chair, Tom Bowe, President, Claire Lazaro, Vice President, Margaret Heinz, Secretary, and Connie Uychutin, CLASP Rep.

Staff: Claudia Reed (Chief Financial Officer) and Tony Anderson (Executive Director).

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| 1. Review and Approval of Meeting Agenda | Committee Action |
| 2. Review of January 2, 2019 Minutes | Committee Action 1 |
| 4. Public Comment | |
| 5. Fiscal Department Update | |
| • Acceptance of CSR – Through December 2018 | Committee Action 6 |
| • | |
| • | |
| • PEP (POS Expenditure Projection) | Information 9 |
| 6. Executive Session – Contract Expiration for the Executive Director | |
| 7. Next Meeting – March 6, 2019, 5:30 pm VMRC Stockton Office. | |

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
Finance Committee Meeting Minutes
January 2, 2019**

Present: Elizabeth Victor-Martinez, Treasurer
Tom Bowe , President
Claire Lazaro, Vice President
Margaret Heinz, Secretary
Connie Uychutin, CLASP Representative
Tony Anderson, VMRC Executive Director
Melissa Stiles, VMRC General Ledger Manager

Guest: Chris Varela, Chair, Consumer Services Committee (On the Phone)

Committee actions noted in bold.

Elizabeth Victor-Martinez, Treasurer, brought the meeting to order at 5:32 pm,

1. Review and Approval of the Meeting Agenda:

No Restricted Donations Correction

Action was taken by unanimous consent without objection.

2. Review of December 5, 2018 Meeting 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 November 2018:

The Contract Status Report shows total income year-to-date \$93,991,048. The total cash and account receivables due to the State as of the end of November is \$85,596,616.

The Contract Status Report shows POS expenditures for the Year-to-date total \$80,696,282, compared to last year's Year-to-date total, of \$74,519,186. The budget amount expended of \$195,298,849 equals 41.3% of the total budget.

Operations expenditures shows salaries and benefits Year-to-date total is \$10,777,582. The prior year-to-date expenditures were \$8,530,786. The budget amount expended of \$31,041,522 equals 45.0% of the total budget. Other general operating expenses including equipment, professional expenses, office expenses and

travel and training, total \$13,541,587 compared to last year's total operating expenses, of \$11,246,204. The budget amount expended of \$31,041,522 equals 43.6% of the total budget.

Action was taken by unanimous consent without objection.

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

Action was taken by unanimous consent without objection to approve the following contract:

Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract	Proposed Contract	Dollar Increase	% Rate Increase	Reasons for Increase
Baby Moves, Inc.	PV1747	116	Early Start Specialized Therapeutic Services	\$200,000	\$409,052	\$209,052	104.53%	104.53% - New program in 2018 consumers in program went from 8 to 63 over the years' time
Synergy Behavior Consultants, Inv. ESAIP	PV1740	48	Client/Parent Support Behavior Intervention Training	\$240,000	\$532,000	\$292,000	121.67%	121.67% New program in 2018 consumers went from 2 to 13
MV Transportation	H29297	875	Transportation	\$5,461,662	\$5,741,212	\$279,550	5.12%	5.12% Increase in number of consumers using service
UCP Stanislaus Central Connections Expanding Horizon	HV0493	55	Community Integration Training Program	\$224,361	\$392,000	\$167,639	74.72%	74.72% Program went from serving 14 to 23 consumers during last year

Contracts with no change from previous year:				
Vendor Name	Vendor #	Service Code	Vendor Category	Current Contract
Choice Harney Home K.G. Harney Creek, Inc.	HV0361	113	Specialized Residential Facility Habilitation	\$803,400
Victor Learning Center Alvarado	S29365	515	Behavior Management Program	\$2,713,546
Victor Learning Center	HV0129	880	Transportation-Additional Component	\$584,878
Community Builders SLS	SV0004	896	Supported Living Services	\$748,938
Community Catalysts of California SLS	S29325	896	Supported Living Services	\$1,800,929
UCP Stanislaus Central Connections	HV0493	55	Community Integration Training Program	\$345,967
UCP Stanislaus SEP-GP	HV0197	950	Supported Employment Group	\$275,000
UCP Stanislaus Expanding Horizons	H44541	510	Adult Development Center	\$393,086
UCP Stanislaus Focal Point	H06972	505	Activity Center	\$576,485

Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the above contract on February 25, 2019 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 February 25, 2019 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.

Baby Moves, Inc.	\$ 409,052
Choice Harney Home K. G. Harney Creek, Inc.	\$ 803,400
Synergy Behavior Consultants, Inv. ESAIP	\$ 532,000
Victor Learning Center Alvarado	\$ 2,713,546
Victor Learning Center	\$ 584,878
Community Builders SLS	\$ 748,938
Community Catalysts of California SLS	\$ 1,800,829
MV Transportation	\$ 5,741,121
UCP Stanislaus Central Connections Expanding Horizon	\$ 392,000
UCP Stanislaus Central Connection	\$ 345,967
UCP Stanislaus SEP-GP	\$ 275,000
UCP Stanislaus Expanding Horizons	\$ 393,086
UCP Stanislaus Focal Point	\$ 576,485

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

2/25/2019

Date

6. Executive Session:

7. Next Meeting:

The Finance and Personnel Committee will meet on Wednesday, February 6, 2019 at 5:30pm in the Stockton Office.

The meeting was adjourned at 6:09pm.

Revenue

	YTD
State Income Current Year	92,159,868
State Income Prior Year	17,733,532
Foster Grandparents/Senior Companion	250,143
Interest Income	21,454
Other Income	53,622
Vendorization Training	8,449
ICF-SPA Income	2,650,167
ICF-SPA Fee	39,753
Total Income	<u>\$ 112,916,987</u>

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

Cash Balance	\$ 34,538,534
Poppellwell Fund	\$ 5,415
Accounts Receivable:	
Current Year	\$ 30,457,149
Prior Years	17,053,585
SPA	<u>2,631,684</u>
Total	\$ 50,142,419
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	195,176,054	122,798	451,782
Unspent	15,405,373	260,746	101,203,506	42,137	350,831
Last Fiscal Year 2018 Contract Year D-3	29,493,605	529,663	181,373,863	522,363	252,237
Unspent	528,255	9,210	1,225,435	92,938	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)	2,123,730	157,804	9,987

POS EXPENDITURES

December 31, 2018

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	30,760,273	27,694,170	-	60,167,408	51.1%
ICF/SNF FACILITY	144,647	8,604	-	602,554	24.0%
Day Care	640,977	599,152	-	1,198,402	53.5%
Day Training	17,691,414	17,693,362	-	37,377,350	47.3%
Supported Employment	857,439	805,501	-	1,721,757	49.8%
Work Activity Program	261,444	275,091	-	580,174	45.1%
Non-Medical Services-Professional	300,944	256,598	-	586,448	51.3%
Non-Medical Services-Programs	11,000,543	10,480,053	-	23,097,726	47.6%
Home Care Services-Programs	576,189	276,706	-	1,005,686	57.3%
Transportation	1,231,014	1,074,830	-	2,467,131	49.9%
Transportation Contracts	8,233,310	8,107,385	-	17,323,149	47.5%
Prevention Services	6,811,127	6,048,453	-	13,527,861	50.3%
Other Authorized Services	9,308,926	8,762,714	-	18,885,039	49.3%
P&I Expense	22,378	23,232	-	51,695	43.3%
Hospital Care	230,000	230,000	-	538,049	42.7%
Medical Equipment	150,388	173,576	-	508,768	29.6%
Medical Care Professional Services	1,802,784	1,387,506	-	3,285,985	54.9%
Medical Care-Program Services	25,661	16,124	-	83,434	30.8%
Respite-in-Home	5,917,917	4,926,673	-	11,360,367	52.1%
Respite Out-of-Home	265,533	259,776	-	710,225	37.4%
Camps	27,545	15,600	-	96,846	28.4%
	<u>96,260,453</u>	<u>89,115,105</u>	-	<u>195,176,054</u>	<u>49.3%</u>
CPP	33,720	15,715		122,795	
Total Purchase of Service	<u>96,294,173</u>	<u>89,130,821</u>	-	<u>195,298,849</u>	<u>49.3%</u>

OPERATIONS EXPENDITURES

December 31, 2018

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	8,852,787	8,261,125	-	17,788,385	49.8%
Temporary Help	2,090	-	-	15,000	13.9%
Fringe Benefits	3,089,038	2,975,152	-	6,068,945	50.9%
Contracted Employees	30,330	46,437	-	85,000	35.7%
Salaries and Benefits Total	11,974,244	11,282,715	-	23,957,331	50.0%

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	915,898	837,626	-	1,875,000	48.8%
Facilities Maintenance	319,513	376,757	-	516,000	61.9%
Information Technology	806,231	466,896	-	1,623,001	49.7%
General Office Expense	90,637	279,899	-	413,861	21.9%
Operating Expenses	215,113	205,288	-	414,300	51.9%
Equipment	73,710	209,349	-	230,000	32.0%
Professional Expenses	260,338	238,177	-	683,258	38.1%
Office Expenses	62,241	70,572	-	184,500	33.7%
Travel and Training Expenses	216,661	249,040	-	431,100	50.3%
Foster Grandparent/Senior Companion Expenses	214,179	217,229	-	451,782	47.4%
CPP Expense	9,546	132,320	-	264,832	3.6%
Total Operating Expenses	15,158,311	14,565,868	-	31,044,965	48.8%

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

Number of Months Claimed:	6
Date of POS Payments Cut-Off:	January 18, 2019

REPORT DATE: February 10, 2019

VALLEY MOUNTAIN REGIONAL CENTER

POS EXPENDITURE PROJECTION (PEP) SUMMARY

2018-2019

Actual Expenditures through December 2018

	CURRENT MONTH		PRIOR MONTH		CHANGES	
	High Estimate	Low Estimate	High Estimate	Low Estimate	High Estimate	Low Estimate

NON-CPP EXPENDITURES

Estimated Cost of Current Services

Estimated Growth

Other items may include, but are not limited to:

1. Adjustment for SSI CCF Rate					N/A	N/A
2. One time adjustment of base					N/A	N/A
3. Deduct estimated receipts from ICFs for SPA services.	-2,000,000	-2,000,000	-2,000,000	-2,000,000	0	0
4. SSI/SSP Restoration (Not Yet Paid)					N/A	N/A
5.					N/A	N/A
6.					N/A	N/A
7.					0	0
8.					0	0
9.					0	0
10.					0	0
TOTAL ESTIMATED EXPENDITURES	\$203,687,158	\$203,501,773	\$208,812,800	\$208,571,735	(5,125,642)	(5,069,962)

CPP POS EXPENDITURES

Estimated Cost of Current Services

Estimated Growth

Other Items: Additional estimated costs not included in the expenditures listed on row 27 and 28. (Current & Projected Costs)

	\$549,892	\$549,892	\$271,808	\$271,808	278,084	278,084
	\$0	\$0	\$0	\$0	0	0
1.					0	0
2.					0	0
3.					0	0
4.					0	0
5.					0	0
TOTAL ESTIMATED EXPENDITURES	\$549,892	\$549,892	\$271,808	\$271,808	278,084	278,084