



## **Finance Committee Meeting Minutes**

02/05/2020 | 05:30 PM - 06:30 PM - Pacific Time (US & Canada)

### **Attendees (18)**

**Committee Members Present:** Margaret Heinz, Board President, Linda Collins, Treasurer and Committee Chair, Jose Lara, Lisa Utsey and Facilitator, Connie Uychutin

**Informed Absence:** Alicia Schott

**Other Board Members Present:** Lynda Mendoza, Dena Pfeifer and Facilitator

**Staff Present:** Christine Couch, Compliance Manager, Claudia Reed, CFO, Corina Ramirez, Administrative Assistant – Resource Development, Tony Anderson, Executive Director, Doug Bonnet, Special Assistant to the Executive Director, Carlos Hernandez, Cultural Specialist

**Public Present:** Mariela Ramos, Maria Solano, Gricelda Estrada

**Linda Collins called the meeting to order at 5:30 PM**

### **A. Review and Approval of Meeting Agenda**

Linda asked for a motion to approve the Meeting Agenda. Lisa Utsey made a motion. Margaret Heinz seconded the motion. The Meeting Agenda was approved unanimously.

### **B. Review and Approval of Finance Committee Meeting Minutes of 01/08/20**

Linda asked for a motion to approve the Finance Committee Meeting Minutes of 01/08/20. Lisa made a motion to approve the minutes. Margaret seconded the motion. The Finance Committee Meeting Minutes of 01/08/20 were approved unanimously.

### **C. Public Comment**

Linda mentioned public comments are 3 minutes. When using an interpreter public comments are 6 minutes.

Linda stated this is the only time in the meeting for public comment and questions.

Maria Solano - My son is Nathan Solano and I'm representing him. My son was approved for ABA services on December 2, 2019 with Genesis. Up until today he does not have any services. Tony and Cindy told me it would take 4 weeks and the agency said the same thing. It's been over 2 months, my son has needs, he's 21 years old, very tall, bad behaviors, no services in the home, does not sleep at night. Please start providing ABA services. Now 2.5 months have gone by and he still has no services. I don't have any answers of how long it will take.

#### **D. Approval of Contracts over \$250,000**

Corina Ramirez reported that there were no new contracts to approve this month.

Corina will answer questions that the committee had last month.

Prior to the 2008 rate freeze, rates set for Transportation services were determined by negotiations via Cost Statement. When the gas crisis occurred in the early 2000's, it was difficult for our transportation vendors to project their costs and we were at risk of losing service providers for our consumers. So then a 50/50 split cost was negotiated into contracts. Again, vendors were required to submit a Cost Statement, however, this would be done on a monthly basis. We then took the average cost of gas the vendor paid for the previous month and this became the new "base" cost. Any amount above the "base" cost was split amongst the vendor and VMRC. So if their base cost was \$4 per gallon but the new fuel cost average was \$5 per gallon, VMRC would contribute \$0.50 & the vendor would be responsible for the other \$0.50.

When the rate freeze happened in 2008, we needed to lock in a base cost, which is what you see in contracts now. Since the base costs are at a higher price than current fuel costs, VMRC is not contributing to the 50/50 split at this time.

#### **E. Fiscal Department Update**

1. **Acceptance of Contract Status Report (CSR)** – Page 9 - Claudia Reed presented the CSR. Linda asked for a motion to approve the CSR. Lisa Utsey made a motion to approve the CSR. Connie Uychutin seconded the motion. The CSR was approved unanimously.
2. **Purchase of Services (POS) and Operations (OPS) Expenditures** – Pages 6 – 7. Claudia Reed presented.
3. **VMRC Monthly Purchase of Service (POS) Expenditure (PEP) Summary** - Claudia Reed. No Report this month.
4. **Acceptance of Restricted Donations** – Pages 8 – 9. Claudia Reed presented. Linda Collins asked for a motion to accept the Restricted Donations. Jose Lara made a motion to accept the Restricted Donations. Margaret seconded the motion. The Restricted Donations were accepted by unanimous approval.

Linda Collins asked if we need to meet every month as a Finance Committee. She will not be able to make the March meeting. The committee agreed to move next month's meeting to Thursday, March 5, 2020, at 5:30 PM.

**F. Next Meeting - Thursday, March 5, 2020, 5:30 PM, VMRC Stockton Office, Cohen Board Room**



# Valley Mountain Regional Center Finance Committee Meeting

Dial-In Number: 209-955-3678, Meeting Number: 3656#,  
Attendance Meeting Access Code: 702#

02/05/20, 5:30 PM

VMRC Stockton Office, Cohen Board Room

702 N. Aurora Street

Stockton, CA, 95202

Finance Committee: Linda Collins, Chair, Margaret Heinz, Connie Uychutin, Alicia Schott, Jose  
Lara, Lisa Utsey



## Meeting Book - Valley Mountain Regional Center Finance Committee Meeting

### Valley Mountain Regional Center Finance Committee Meeting Agenda

- A. Review and Approval of Meeting Agenda  
Linda Collins  
Committee Action  
  
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Page 3
- B. Review and Approval of Finance Committee Meeting Minutes of 01/08/20  
Linda Collins  
Committee Action
- C. Public Comment  
Linda Collins
- D. Approval of Contracts over \$250,000  
Corina Ramirez
- E. Fiscal Department Update  
Claudia Reed
1. Acceptance of Contract Status Report (CSR)  
Committee Action  
  
CSR for Feb 2020.pdf  
Page 5
2. Purchase of Service (POS) and Operations (OPS) Expenditures
- POS Expenditures for Feb 2020.pdf  
Page 6
- Ops Expenditures for Feb 2020.pdf  
Page 7
3. VMRC Monthly POS Expenditure (PEP) Summary
4. Acceptance of Restricted Donations
- Popp Feb 2020.pdf  
Page 8
- G. Next Meeting - Wednesday, March 4, 2020, 5:30 PM, VMRC, Stockton Office, Cohen Board Room



## **Finance Committee Meeting Minutes**

01/08/2020 | 05:30 PM - 06:30 PM - Pacific Time (US & Canada)

### **Attendees (12)**

**Committee Members Present:** Margaret Heinz, Board President, Linda Collins, Committee Chair, Jose Lara, Lisa Utsey and Facilitator, Connie Uychutin

**Staff Present:** Tony Anderson, Executive Director, Doug Bonnet, Assistant to the Executive Director, Corina Ramirez, Administrative Assistant – Resource Development, Carlos Hernandez, Christine Couch

**Public Present:** Mariela Ramos

**Meeting called to order at 5:30 PM by Linda Collins, Committee Chair.**

### **A. Review and Approval of Meeting Agenda**

Linda Collins asked for a motion to approve the agenda. Agenda approved by unanimous consent.

### **B. Review and Approval of Finance Committee Meeting Minutes of 12/04/19**

Linda Collins asked for a motion to approve the Finance Committee Meeting Minutes of 12/04/19. Approved by unanimous consent.

### **C. Public Comment**

None.

### **D. Approval of Contracts over \$250,000 – Corina Ramirez – Pages 6 - 12**

Corina Ramirez presented all of the contracts on pages 6 – 12.

Jose Lara would like an explanation on the formula for the transportation contracts. Tony commented that he would look into it.

Linda Collins asked for a motion to approve all of the contracts over \$250,000 as it was presented tonight. Margaret Heinz made a motion to accept the contracts. Lisa Utsey seconded the motion. Connie Uychutin abstained. All of the contracts over \$250,000 presented were approved unanimously.

**E. Fiscal Department Update - Linda Collins and Tony Anderson**

1. Acceptance of Contract Status Report (CSR) – Page 13
  - a. Linda Collins asked for a motion to accept the Contract Status Report. Lisa Utsey made a motion. Jose Lara seconded the motion. The Contract Status Reports was approved unanimously.
2. Purchase of Service (POS) and Operations (OPS) Expenditures – Pages 14 and 15
3. VMRC Monthly POS Expenditure (PEP) Summary – Page 16
4. Acceptance of Restricted Donations – Page 17
  - a. Linda Collins asked for a motion to accept the donations to the Popplewell Fund. Lisa Utsey made a motions. Margaret Heinz seconded the motion. The donations to the Popplewell Fund were approved unanimously.

**G. Next Meeting - Wednesday, February 5, 2020, 5:30 PM, VMRC Stockton Office, Cohen Board Room**

# Valley Mountain Regional Center

## Contract Status

As Of: December 31, 2019

	OPS	POS including Federal C	General Total	OPS CPP	POS CPP	CPP Total	FG/SC Total
<b>Current Fiscal Year 2020</b>							
<b>Contract Year A</b>							
Spent to Date	33,071,486	213,025,946	246,097,432	511,248	1,700,050	2,211,298	458,422
Unspent	14,910,602	82,280,014	97,190,616	261,328	-	261,328	215,371
	18,160,884	130,745,932	148,906,816	249,920	1,700,050	1,949,970	243,051
<b>Last Fiscal Year 2019</b>							
<b>Contract Year E-3</b>							
Spent to Date	30,458,851	195,220,728	225,679,579	529,488	1,439,438	1,968,926	451,782
Unspent	29,880,680	193,313,833	223,194,514	529,488	766,334	1,295,822	445,366
	578,171	1,906,895	2,485,065	0	673,104	673,104	6,416
<b>Second Prior Fiscal Year</b>							
<b>2018 Contract Year D-4</b>							
Spent to Date	29,493,605	182,331,242	211,824,847	529,663	665,293	1,194,956	493,607
Unspent	29,427,342	180,185,919	209,613,261	520,453	574,334	1,094,787	458,980
	66,263	2,145,323	2,211,586	9,210	90,959	100,169	34,627



## POS EXPENDITURES

December 31, 2019

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	33,435,127	30,760,273		70,000,000	47.8%
ICF/SNF FACILITY	61,457	144,647		500,000	12.3%
Day Care	619,729	640,977		1,500,000	41.3%
Day Training	18,283,148	17,691,414		38,450,000	47.6%
Supported Employment	857,827	857,439		1,900,000	45.1%
Work Activity Program	270,600	261,444		700,000	38.7%
Non-Medical Services-Professional	245,770	300,944		500,000	49.2%
Non-Medical Services-Programs	11,986,575	11,000,543		22,500,000	53.3%
Home Care Services-Programs	626,163	576,189		1,500,000	41.7%
Transportation	1,374,628	1,231,014		3,000,000	45.8%
Transportation Contracts	8,026,160	8,233,310		15,000,000	53.5%
Prevention Services	7,324,483	6,811,127		16,000,000	45.8%
Other Authorized Services	10,547,856	9,308,926		21,000,000	50.2%
P&I Expense	20,696	22,378		45,000	46.0%
Hospital Care	230,000	230,000		500,000	46.0%
Medical Equipment	146,371	150,388		480,000	30.5%
Medical Care Professional Services	1,997,148	1,802,784		4,500,000	44.4%
Medical Care-Program Services	18,260	25,661		70,000	26.1%
Respite-in-Home	6,958,030	5,917,917		14,000,946	49.7%
Respite Out-of-Home	253,046	265,533		800,000	31.6%
Camps	29,654	27,545		80,000	37.1%
	<u>103,312,729</u>	<u>96,260,453</u>	-	<u>213,025,946</u>	<u>48.5%</u>
CPP				1,700,050	
Total Purchase of Service	<u>103,312,729</u>	<u>96,260,453</u>	-	<u>214,725,996</u>	<u>48.1%</u>

ICF SPA RECEIVABLES                      \$            2,557,918

## OPERATIONS EXPENDITURES

December 31, 2019

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	10,084,608	8,852,787	1,000,000	19,533,467	51.6%
Temporary Help	18,950	2,090	43,343	53,343	35.5%
Fringe Benefits	2,842,172	3,089,038	(1,000,000)	5,800,000	49.0%
Contracted Employees	52,606	30,330	50,000	125,000	42.1%
<b>Salaries and Benefits Total</b>	<b>12,998,336</b>	<b>11,974,244</b>	<b>93,343</b>	<b>25,511,810</b>	<b>51.0%</b>

  

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	933,197	915,898		2,500,000	37.3%
Facilities Maintenance	280,680	319,513		500,000	56.1%
Information Technology	844,739	806,231	150,000	1,400,000	60.3%
General Office Expense	105,220	90,637	25,000	175,000	60.1%
Operating Expenses	182,978	215,113		450,000	40.7%
Equipment	92,354	73,710		250,000	36.9%
Professional Expenses	235,641	260,338		700,006	33.7%
Office Expenses	27,077	62,241		140,000	19.3%
Travel and Training Expenses	271,085	216,661	75,000	475,000	57.1%
Foster Grandparent/Senior Companion Expenses	216,485	214,179		458,422	47.2%
CPP Expense	270,064	9,546		511,248	52.8%
<b>Total Operating Expenses</b>	<b>16,457,857</b>	<b>15,158,311</b>	<b>943,343</b>	<b>33,071,486</b>	<b>49.8%</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

October Popplewell Fund Donations

Date	Donor	Amount	Check No.	Address	City	State
01/09/20	YourCause/Chevron	976.00	1160215725	6111 W Plano Parkway	Plano	TX
01/09/20	YourCause/AT&T	15.00	5601945430	6111 W Plano Parkway	Plano	TX

Current Balance \$ 12,359.82

**Zip Code**  
95093  
95093

October Popplewell Fund Donations