



Valley Mountain Regional Center Finance Committee Meeting

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

Wednesday, 06/03/20, 5:30 PM

Via Zoom Video Conference

<https://zoom.us/j/95911249564?pwd=WWRxVithUVVGL21wZDJ5Tk1aYXc4QT09>

Meeting ID: 959 1124 9564, Password: 657399

Dial-in Number: 1-866-299-7945, Conference Passcode: 7793177#

For meeting accommodations, please contact Doug Bonnet at 209-955-3656, or
dbonnet@vmrc.net.



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	
B. Review and Approval of Finance Committee Meeting Minutes of 05/06/20 Linda Collins	Committee Action	
Fin Com Minutes 05 06 20.pdf		Page 4
C. Fiscal Department Update from 06/03/20 Meeting Claudia Reed		
1. Acceptance of Contract Status Report (CSR) Claudia Reed	Committee Action	
CSR for May 2020.pdf		Page 6
2. Review of Purchase of Service (POS) and Operations (OPS) Expenditures Claudia Reed		
POS for May 2020.pdf		Page 7
OPS for May 2020.pdf		Page 8
3. Cash Projection Report Claudia Reed		
Cash Projection thru end of FY.xlsx		Page 9
4. Acceptance of Restricted Donations Claudia Reed	Committee Action	
Copy of Poppelwell Fund 19-20.pdf		Page 10
D. Public Comment (3 minutes per person, 6 minutes per person with Interpreter) Linda Collins		
E. Approval of Contracts over \$250,000 Corina Ramirez	Committee Action	
SV0029 CBEM.PDF		Page 11
SV0027 Family Therapeutic Svcs.pdf		Page 13
F. Fiscal Department Update Claudia Reed		
1. Acceptance of Contract Status Report (CSR) Claudia Reed	Committee Action	

CSR for June 2020.pdf

Page 15

2. Review of Purchase of Service (POS) and Operations (OPS)
Expenditures
Claudia Reed

POS for June 2020.pdf

Page 16

OPS for June 2020.pdf

Page 17

3. Cash FLOW Projection Report
Claudia Reed

Cash FLOW June 2020.pdf

Page 18

4. VMRC Monthly POS Expenditure (PEP) Summary
Claudia Reed

PEP June 2020.pdf

Page 19

5. Acceptance of Restricted Donations
Claudia Reed

Committee Action

Copy of Poppelwell Fund June 2020.pdf

Page 20

G. Next Meeting - Wednesday, July 1, 2020, 5:30 PM, via Zoom Video
Conference



Finance Committee Meeting Minutes

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

Attendees (14)

Committee Members Present: Linda Collins, Treasurer and Chair, Connie Uychutin, Dena Pfeifer and Facilitator, Lisa Utsey and Facilitator, Margaret Heinz, Connie Uychutin

Committee Members Not Present: Jose Lara

Informed Absences: Alicia Schott

Staff Present: Tony Anderson, Doug Bonnet, Corina Ramirez, Claudia Reed, Christine Couch

Public Present: Cesar Enriquez, Interpreter

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

A. Review and Approval of Meeting Agenda

Dena Pfeifer made a motion to approve the Meeting Agenda. Lisa Utsey seconded the motion. The Meeting Agenda was approved by unanimous decision.

B. Review and Approval of Finance Committee Meeting Minutes of 04/01/20

Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 04/01/20. Dena Pfeifer seconded the motion. The Finance Committee Meeting Minutes of 04/01/20 were approved by unanimous decision.

C. Public Comment

Linda Collins thanked CFO Claudia Reed and her staff for everything they are doing during the COVID-19 pandemic.

D. Presentation - Kemper CPA Group – Pages 6 – 43

Kemper CPA Group presented to the committee their “Letter to Those Charged with Governance, the “Management Contact Letter”, and the “Issued Financial Statements”.

Dena Pfeifer made a motion to accept the Kemper CPA Group report. Lisa Utsey seconded the motion. The Kemper CPA Group report was approved by unanimous decision.

E. Approval of Contracts over \$250,000 – Pages 44 – 106

Corina Ramirez presented the contracts to the committee.

Lisa Utsey made a motion to approve the Contracts over \$250,000. Dena Pfeifer seconded the motion. The Contracts over \$250,000 were approved by unanimous decision.

Prior to “F. Fiscal Department Update”, the Finance Committee Meeting was disrupted by hackers. The committee voted unanimously to end the meeting and continue the rest of the meeting at next month’s meeting. Dena Pfeifer made a motion to end this meeting and complete the rest of it in July. Lisa Utsey seconded the motion. The decision to end this meeting and finish in July due to a disruption by hackers as approved by unanimous decision.

F. Fiscal Department Update

- 1. Acceptance of Contract Status Report (CSR)**
- 2. Review of Purchase of Service (POS) and Operations (OPS) Expenditures**
- 3. Cash Projection Report**
- 4. Acceptance of Restricted Donations**

G. Next Meeting - Wednesday, June 3, 2020, 5:30 PM, via Zoom Video Conference

Valley Mountain Regional Center

Contract Status

AS OF: March 31, 2020

	OPS	POS including Federal C	General Total	OPS CPP	POS CPP	CPP Total	FG/SC Total
Current Fiscal Year 2020							
Contract Year A-4	33,535,803	220,242,001	253,777,804	597,168	1,700,050	2,297,218	458,422
Spent to Date	22,156,330	138,652,553	160,808,882	388,322	213,698	602,020	316,759
Unspent	11,379,473	81,589,449	92,968,922	208,846	1,486,352	1,695,198	141,664
Last Fiscal Year 2019							
Contract Year E-3	30,458,851	195,698,837	226,157,688	529,488	1,352,647	1,882,135	451,782
Spent to Date	30,036,966	193,992,261	224,029,227	529,488	997,048	1,526,535	445,366
Unspent	421,885	1,706,576	2,128,461	0	355,599	355,600	6,416
Second Prior Fiscal Year							
2018 Contract Year D-4	29,493,605	182,331,242	211,824,847	529,663	665,293	1,194,956	493,607
Spent to Date	29,493,605	180,175,994	209,669,599	520,453	580,784	1,101,237	458,980
Unspent	-	2,155,248	2,155,248	9,210	84,509	93,719	34,627

POS EXPENDITURES

March 31, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	52,610,180	46,903,460		78,000,000	67.4%
ICF/SNF FACILITY	85,774	245,494		500,000	17.2%
Day Care	910,155	951,405		1,500,000	60.7%
Day Training	28,010,171	26,441,279		44,450,000	63.0%
Supported Employment	1,321,961	1,307,745		2,200,000	60.1%
Work Activity Program	402,125	387,618		700,000	57.4%
Non-Medical Services-Professional	406,020	448,314		600,000	67.7%
Non-Medical Services-Programs	19,156,874	16,460,574		37,500,000	51.1%
Home Care Services-Programs	913,566	885,411		1,500,000	60.9%
Transportation	2,066,430	1,913,902		3,500,000	59.0%
Transportation Contracts	12,326,953	12,228,780		20,000,000	61.6%
Prevention Services	11,068,435	10,286,290		17,000,000	65.1%
Other Authorized Services	16,243,369	14,158,473		26,000,000	62.5%
P&I Expense	30,280	32,008		65,000	46.6%
Hospital Care	343,750	342,500		550,000	62.5%
Medical Equipment	202,091	276,837		480,000	42.1%
Medical Care Professional Services	3,046,438	2,709,375		4,637,448	65.7%
Medical Care-Program Services	28,171	45,068		70,000	40.2%
Respite-in-Home	11,321,940	9,257,893		14,700,946	77.0%
Respite Out-of-Home	351,153	395,128		800,000	43.9%
Camps	30,504	29,520		80,000	38.1%
	160,876,338	145,707,074	-	254,833,394	63.1%
CPP	203,529	135,654		1,700,050	
Total Purchase of Service	161,079,867	145,842,728	-	256,533,444	62.8%

ICF SPA RECEIVABLES \$ 3,136,177

OPERATIONS EXPENDITURES

March 31, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	14,617,406	14,309,701		21,369,776	68.4%
Temporary Help	24,910	2,090		28,950	86.0%
Fringe Benefits	3,908,225	4,425,652		6,139,026	63.7%
Contracted Employees	78,010	47,787		105,000	74.3%
Salaries and Benefits Total	18,628,551	18,785,229	-	27,642,752	67.4%

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	1,427,875	1,366,981		1,850,000	77.2%
Facilities Maintenance	489,705	496,221		527,000	92.9%
Information Technology	1,378,939	1,303,411		1,650,000	83.6%
General Office Expense	180,267	141,157		211,250	85.3%
Operating Expenses	235,836	332,133		340,000	69.4%
Equipment	102,994	125,211		138,791	74.2%
Professional Expenses	312,402	342,670		449,000	69.6%
Office Expenses	43,536	95,543		131,760	33.0%
Travel and Training Expenses	377,802	368,599		595,250	63.5%
Foster Grandparent/Senior Companion Expenses	317,947	357,965		458,422	69.4%
CPP Expense	397,057	446,214		597,168	66.5%
Total Operating Expenses	23,892,911	24,161,335	-	34,591,393	69.1%

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

Valley Mountain Regional Center
Cash Flow Projection

3/31/2020 Balance	\$ 33,269,144.34	
April Cash Receipts	24,470,043.73	
April Cash Expenditures	<u>(23,572,015.78)</u>	
4/30/2020 Balance	\$ 34,167,172.29	
Projected May Cash Receipts	12,560,399.00	60%
Projected May Cash Expenditures	<u>(23,822,366.00)</u>	
Projected 5/31/2020 Balance	\$ 22,905,205.29	
Projected June Cash Receipts	11,500,000.00	50%
Projected June Expenditures	<u>(22,665,244.00)</u>	
Projected June Balance	\$ 11,739,961.29	
7/3/2020 SSI/SSA	(42,000.00)	\$ 11,697,961.29
7/5/2020 OPS check run	(345,000.00)	11,352,961.29
7/10/2020 POS General	(15,000,000.00)	(3,647,038.71)
7/12/2020 Payroll	(800,000.00)	(4,447,038.71)
7/12/2020 OPS check run.	(80,000.00)	(4,527,038.71)
7/15/2020 POS General	(8,000,000.00)	(12,527,038.71)
7/17/2020 OPS check run	(215,000.00)	(12,742,038.71)

October Popplewell Fund Donations

Date	Donor	Amount	Check No.	Address	City	State
04/09/20	Charities Aid Foundation of America	\$ 78.20	371726	PO Box 7174	Princeton	NJ
04/01/20	Speaker Fee	\$ 500.00		Direct Deposit		
04/23/20	YourCause/AT&T	\$ 10.00	5602004063	6111 W. Plano Parkway	Plano	TX

Current Balance \$ 15,275.30

**Valley Mountain Regional Center
Amendment to Independent Contractor Contract**

This Independent Contractor Contract ("Contract") entered into on the 1st day of December, 2018, in the City of Stockton, County of San Joaquin, State of California, by and between Valley Mountain Regional Center, Inc. ("Center") and Creating Behavioral and Education Momentum, LLC ("Contractor") is hereby amended effective January 1st, 2020 as follows:

Exhibit B, Section 2 is amended to read as follows:

\$1,230,000 is the maximum amount which can be paid by Center to Contractor under this Contract, unless otherwise agreed to in writing by the Parties.

It is agreed that all other terms and conditions of this contract remain in effect as written.

Accepted and agreed to:

Valley Mountain Regional Center

Dated: _____

By: Anthony (Tony) Anderson
Its: Executive Director

Contractor
CBEM, LLC

Dated: _____

By: Steve Westemeier
Its: Chief Executive Officer

Contract Board Approval Report

Contracts Expiring:
11/30/2020

VendorNumber	VendorName	SrvcCode	VendorCategory
SV0029	Creating Behavioral & Ed. Momentum CBEM	17	Crisis Team-Evaluation/Behavioral Intervention

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$907,959.00	12/1/2019	11/30/2020	Brian Bennett	RD

Rate

\$3,274.71 per consumer, per month

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:
\$1,230,000.00	1/1/2020	11/30/2020	Amendment	Increase NTE\$

PropRate

\$3,274.71 per consumer, per month

BOD Approval Date:

**Valley Mountain Regional Center
Amendment to Independent Contractor Contract**

This Independent Contractor Contract ("Contract") entered into on the 20th day of March, 2017, in the City of Stockton, County of San Joaquin, State of California, by and between Valley Mountain Regional Center, Inc. ("Center") and Family Therapeutic Services, LLC ("Contractor") is hereby automatically renewed for an additional year and amended effective March 1st, 2020 as follows:

Exhibit B, Section 2 is amended to read as follows:

\$480,000 is the maximum amount which can be paid by Center to Contractor under this Contract, unless otherwise agreed to in writing by the Parties.

It is agreed that all other terms and conditions of this contract remain in effect as written.

Accepted and agreed to:

Valley Mountain Regional Center

Dated: _____

By: Anthony (Tony) Anderson
Its: Executive Director

Contractor
Family Therapeutic Services, LLC

Dated: _____

By: David A. Woods
Its: President

Contract Board Approval Report

Contracts Expiring:
2/29/2020

VendorNumber	VendorName	SrvcCode	VendorCategory
SV0027	Family Therapeutic Services SLS	896	Supported Living Services

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$200,000.00	3/1/2019	2/29/2020	Brian Bennett	RD

Rate

\$31.52 per hour

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:
\$480,000.00	3/1/2020	2/28/2021	Auto Renew Am	Increase NTE\$

PropRate

\$31.52 per hour

BOD Approval Date:

Valley Mountain Regional Center

Contract Status

AS OF: April 30, 2020

	POS including		General Total	OPS CPP	POS CPP	CPP Total	FG/SC Total
	OPS	Federal C					
Current Fiscal Year 2020							
Contract Year A-4	33,535,803	220,242,001	253,777,804	597,168	1,700,050	2,297,218	458,422
Spent to Date	25,472,200	159,280,891	184,753,091	390,527	308,989	699,516	324,877
Unspent	8,063,603	60,961,110	69,024,713	206,641	1,391,061	1,597,702	133,545
Last Fiscal Year 2019							
Contract Year E-3	30,458,851	195,698,837	226,157,688	529,488	1,352,647	1,882,135	451,782
Spent to Date	30,103,912	193,992,261	224,096,173	529,488	1,106,639	1,636,127	445,366
Unspent	354,939	1,706,576	2,061,515	0	246,008	246,008	6,416
Second Prior Fiscal Year							
2018 Contract Year D-4	29,493,605	182,331,242	211,824,847	529,663	665,293	1,194,956	493,607
Spent to Date	29,493,605	180,175,994	209,669,599	520,453	580,784	1,101,237	458,980
Unspent	-	2,155,248	2,155,248	9,210	84,509	93,719	34,627

POS EXPENDITURES

April 30, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	59,560,542	52,275,742		78,000,000	76.4%
ICF/SNF FACILITY	93,634	150,253		500,000	18.7%
Day Care	1,032,373	1,062,345		1,500,000	68.8%
Day Training	31,348,014	29,654,915		44,450,000	70.5%
Supported Employment	1,464,351	1,458,036		2,200,000	66.6%
Work Activity Program	439,223	432,309		700,000	62.7%
Non-Medical Services-Professional	450,150	484,204		600,000	75.0%
Non-Medical Services-Programs	21,901,504	18,500,745		37,500,000	58.4%
Home Care Services-Programs	985,350	978,831		1,500,000	65.7%
Transportation	2,272,389	2,145,696		3,500,000	64.9%
Transportation Contracts	13,806,074	13,434,965		20,000,000	69.0%
Prevention Services	12,547,847	11,502,232		17,000,000	73.8%
Other Authorized Services	18,297,512	15,848,535		26,000,000	70.4%
P&I Expense	33,369	34,167		65,000	51.3%
Hospital Care	381,250	380,000		550,000	69.3%
Medical Equipment	205,226	293,717		480,000	42.8%
Medical Care Professional Services	3,409,108	3,047,754		4,637,448	73.5%
Medical Care-Program Services	32,062	48,728		70,000	45.8%
Respite-in-Home	13,193,765	10,460,614		14,700,946	89.7%
Respite Out-of-Home	383,407	441,839		800,000	47.9%
Camps	30,504	29,784		80,000	38.1%
	181,867,655	162,665,411	-	254,833,394	71.4%
CPP	203,529	192,504		1,700,050	
Total Purchase of Service	182,071,184	162,857,915	-	256,533,444	71.0%

Page 16 of 20

ICF SPA RECEIVABLES \$ 3,136,177

OPERATIONS EXPENDITURES

April 30, 2020

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	16,971,223	15,810,864		21,369,776	79.4%
Temporary Help	34,174	2,090		36,950	92.5%
Fringe Benefits	4,350,166	4,906,866		6,131,026	71.0%
Contracted Employees	93,243	59,096		105,000	88.8%
Salaries and Benefits Total	21,448,806	20,778,915	-	27,642,752	77.6%

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	1,579,325	1,516,896		1,850,000	85.4%
Facilities Maintenance	532,132	537,161		577,000	92.2%
Information Technology	1,551,000	1,421,357		1,650,000	94.0%
General Office Expense	224,695	157,888		261,250	86.0%
Operating Expenses	260,972	355,057		340,000	76.8%
Equipment	106,654	130,555		138,791	76.8%
Professional Expenses	345,537	350,902		449,000	77.0%
Office Expenses	95,275	97,954		131,760	72.3%
Travel and Training Expenses	402,038	407,519		495,250	81.2%
Foster Grandparent/Senior Companion Expenses	361,584	357,965		458,422	78.9%
CPP Expense	406,429	451,674		597,168	68.1%
Total Operating Expenses	27,314,447	26,563,842	-	34,591,393	79.0%

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

Valley Mountain Regional Center
Cash Flow Projection

3/31/2020 Balance	\$ 33,269,144.34	
April Cash Receipts	24,470,043.73	
April Cash Expenditures	(23,572,015.78)	
4/30/2020 Balance	\$ 34,167,172.29	
Projected May Cash Receipts	12,560,399.00	60%
Projected May Cash Expenditures	(23,822,366.00)	
Projected 5/31/2020 Balance	\$ 22,905,205.29	
Projected June Cash Receipts	11,500,000.00	50%
Projected June Expenditures	(22,665,244.00)	
Projected June Balance	\$ 11,739,961.29	
7/3/2020 SSI/SSA	(42,000.00)	\$ 11,697,961.29
7/5/2020 OPS check run	(345,000.00)	11,352,961.29
7/10/2020 POS General	(15,000,000.00)	(3,647,038.71)
7/12/2020 Payroll	(800,000.00)	(4,447,038.71)
7/12/2020 OPS check run.	(80,000.00)	(4,527,038.71)
7/15/2020 POS General	(8,000,000.00)	(12,527,038.71)
7/17/2020 OPS check run	(215,000.00)	(12,742,038.71)

Enter Number of Months Claimed (4 for Dec 10 report)	9
Date of POS Payments Cut-Off:	March 31, 2020

(once 12 months are claimed, keep at 12)

REPORT DATE: May 10, 2019

VALLEY MOUNTAIN REGIONAL CENTER

POS EXPENDITURE PROJECTION (PEP) SUMMARY

Fiscal Year 2019-2020

Actual Expenditures through March 2020

NON-CPP EXPENDITURES

Estimated Cost of Current Services

Estimated Growth

Enter Other Items as necessary, which may include but are not limited to:

	CURRENT MONTH	Enter Prior Month	CHANGES
	High Estimate	High Estimate	High Estimate
Estimated Cost of Current Services	\$240,538,337	\$241,417,108	(878,771)
Estimated Growth	\$0	\$0	0
1. Deduct allocation for HCBSW Compliance			N/A
2. Deduct estimated receipts from ICFs for SPA services.	-2,000,000	-2,000,000	0
3. One time adjustment of base			N/A
4. Adjustment for SSI CCF Rate			N/A
5. SSI/SSP Restoration (Not Yet Paid)			N/A
6. Supplemental Rate Increase (effective Jan 2020)			N/A
7. Adjust for current projection	-17,500,000	-17,500,000	0
8.			0
9.			0
10.			0
TOTAL ESTIMATED EXPENDITURES	\$221,038,337	\$221,917,108	(878,771)

October Popplewell Fund Donations

Date	Donor	Amount
05/07/20	YourCause/AT&T	10.00
05/07/20	Costco/United Way	450.00
Current Balance		\$ 15,769.06