



Finance Committee Meeting

Wednesday, October 13, 2021, 5:30 PM

Via Zoom Video

<https://us06web.zoom.us/j/89246121649?pwd=NENJZXdPL1RTWjYwanNTSk9QQ0FnZz09>

Meeting ID: 892 4612 1649 Passcode: 641495

One tap mobile +16699006833

For accommodations, please contact Doug Bonnet at 209-955-3656, or by email at DBonnet@vmrc.net. Spanish translation is included and is available without requesting.



Meeting Book - Finance Committee Meeting

Finance Committee Meeting

A. Review and Approval of Meeting Agenda Action Item
Alicia Schott, Treasurer

B. Review and Approval of Finance Committee Meeting Minutes of 09/08/21 Action Item
Alicia Schott, Treasurer

Fin Com Minutes 09 08 21.pdf

C. Public Comment
Alicia Schott, Treasurer
Each member of the public may have 3 minutes each for public comment. If a translator is needed, 6 minutes will be allowed.

D. Approval of Contracts over \$250,000 Action Item
Corina Ramirez, Resource Development

E. Fiscal Department Update
Claudia Reed, CFO

1. Contract Status Report (CSR) Action Item

CSR for October 2021.pdf

2. Purchase of Service (POS) Expenditures

POS Expenditures for October 2021.pdf

3. Operations (OPS) Expenditures

OPS Expenditures for October 2021.pdf

F. Next Meeting - Wednesday, November 10, 2021, 5:30 PM, Location
TBD



Minutes for Finance Committee Meeting

09/08/2021 | 05:30 PM - 06:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

Committee Members Present: Alicia Schott, Treasurer, Margaret Heinz, Lisa Utsey, Connie Uychutin, Jose Lara, Linda Collins

Committee Members Not Present: None.

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

Public Present: Irene Hernandez, Interpreter, Rachelle Munoz, Tumboura Hill

Alicia Schott, Treasurer, called the meeting to order at 5:30 PM.

A. Review and Approval of Meeting Agenda – Action Item

Linda Collins made a motion to approve the agenda. Lisa Utsey seconded the motion. The Meeting Agenda was approved unanimously.

B. Review and Approval of Finance Committee Meeting Minutes of 08/11/21 – Action Item

Margaret Heinz made a correction to the minutes that the meeting last month started at 5:30 PM. Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 08/11/21 with the above noted correction. Margaret Heinz seconded the motion. The Finance Committee Meeting Minutes of 08/11/21 were approved unanimously with the above noted changes.

C. Public Comment

Tumboura Hill asked if VMRC tracks the number of overtime hours that case management puts in due to the caseload ratios being high. Claudia Reed, CFO, said we don't track overtime, but we can draw a report from Paylocity. We can get the information for Tumboura. Supervisors approve time on an as needed basis when they review timecards, but Senior Management does not review a report like this regularly. Claudia agreed to provide Tumboura a report on overtime from the previous fiscal year.

D. Approval of Contracts over \$250,000 – Action Item

Corina Ramirez presented the Contracts over \$250,000 to the committee and answered any questions that they had (contracts are on the agenda).

There was committee discussion about the amount of contract for Pacific Homecare Services, HV0235 862, of \$28, 200,00. Claudia mentioned that it is really high, but that DDS is auditing them, or should be.

Lisa Utsey made a motion to approve the Contracts over \$250,000.

Margaret still had questions about the Pacific Homecare Services Contract, and Claudia again said she was worried about it. Tony explained the extended Respite was used quite a bit due to school closures. Tony also shared that this amount is the maximum, it doesn't mean that is the amount that will be used. Vendors only bill for what they provide. Linda Collins asked if they went over their budget last year? Corina responded that they did go over their allotted amount last year. Corina also shared that these contracts run from August through July. They billed for just over \$25 million last year. Alicia asked if we are expecting that much Respite to be used going forward since most children are back in school? Tony again reported that the contracts are a projection. Tony stated that we are projecting and planning that we probably will spend close to what we spent last year on Respite. Also, the Day Programs are not back yet, and a lot of consumers are at home and do need Respite. Jose said he thinks that it is a reasonable number given the circumstances and that the committee should approve it.

Jose Lara motioned to approve the Contracts over \$250,000. Lisa Utsey seconded the motion. The Contracts over \$250,000 were approved unanimously. Connie Uychutin abstained.

E. Fiscal Department Update

1. Contract Status Report (CSR) – Action Item

Claudia Reed presented the Contract Status Report and answered any questions that the committee had.

Margaret Heinz made a motion to approve the Contract Status Report. Linda Collins seconded the motion. The Contract Status Report was approved unanimously.

2. Purchase of Service (POS) Expenditures

Claudia Reed presented the Purchase of Service Expenditures and answered any questions that the committee members had.

3. Operations Expenditures

Claudia Reed presented the Operations Expenditures and answered any questions that the committee members had.

4. Acceptance of Restricted Donations for the Popplewell Fund – Action Item

Claudia Reed presented the Restricted Donations for the Popplewell Fund to the committee. The fund is still healthy and good at \$21, 496.91.

Claudia noted the date on the report should be 07/31/21 and not 05/27/21.

Margaret Heinz made a motion to accept the Restricted Donations for the Popplewell Fund.

Linda Collins seconded the motion. The Acceptance of the Restricted Donations to the Popplewell Fund were approved unanimously.

F. Next Meeting - Wednesday, October 13, 2021, 5:30 PM, Location TBD

Meeting adjourned at 6:25 PM.

Valley Mountain Regional Center
Contract Status
AS OF: August 31, 2021

	OPS	POS including Federal C	General Total	OPS CPP	POS CPP	CPP Total	FG/SC Total
Current Fiscal Year 2022							
Contract Year C	30,613,841	225,906,271	256,520,112				
Spent to Date	7,359,306	39,638,161	46,997,467	24,641	152,660	177,301	57,566
Unspent	23,254,535	186,268,110	209,522,645	(24,641)	(152,660)	(177,301)	(57,566)
Last Fiscal Year 2021							
Contract Year B-1	33,789,885	253,549,473	287,339,358	249,675	197,474	447,149	484,702
Spent to Date	33,619,781	246,294,921	279,914,703	117,508	152,660	270,168	464,462
Unspent	170,104	7,254,552	7,424,655	132,167	44,814	176,981	20,240
Second Prior Fiscal Year							
2020 Contract Year A-6	34,180,853	233,400,535	267,581,388	597,168	1,700,050	2,297,218	458,422
Spent to Date	33,093,046	230,200,624	263,293,670	597,168	833,790	1,430,958	398,099
Unspent	867,074	3,199,911	4,287,718	-	866,260	866,260	60,323

POS EXPENDITURES

August 31, 2021

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Community Care Facility	15,433,262	14,126,685		90,000,000	17.1%
ICF/SNF FACILITY	15,375	18,450		500,000	3.1%
Day Care	221,247	217,838		1,300,000	17.0%
Day Training	6,100,810	6,502,982		33,076,651	18.4%
Supported Employment	273,139	286,677		1,760,000	15.5%
Work Activity Program	84,445	95,447		560,000	15.1%
Non-Medical Services-Professional	154,832	71,645		480,000	32.3%
Non-Medical Services-Programs	3,912,548	4,131,526		18,000,000	21.7%
Home Care Services-Programs	211,886	141,542		1,200,000	17.7%
Transportation	208,169	297,062		2,800,000	7.4%
Transportation Contracts	568,979	2,995,745		16,293,620	3.5%
Prevention Services	2,510,215	2,363,768		14,000,000	17.9%
Other Authorized Services	4,187,604	3,761,984		20,000,000	20.9%
P&I Expense	7,267	6,204		52,000	14.0%
Hospital Care	77,500	77,500		440,000	17.6%
Medical Equipment	22,230	50,401		384,000	5.8%
Medical Care Professional Services	638,773	703,692		5,000,000	12.8%
Medical Care-Program Services	2,297	2,103		56,000	4.1%
Respite-In-Home	4,918,751	3,683,474		19,300,000	25.5%
Respite Out-of-Home	86,691	105,444		640,000	13.5%
Camps	2,140			64,000	3.3%
	<u>39,638,161</u>	<u>203,213,301</u>	-	<u>225,906,271</u>	<u>17.5%</u>
CPP	152,660	729,813			#DIV/0!
Total Purchase of Service	<u><u>39,790,821</u></u>	<u><u>203,943,115</u></u>	-	<u><u>225,906,271</u></u>	<u><u>17.6%</u></u>

ICF SPA RECEIVABLES \$ 3,136,177

OPERATIONS EXPENDITURES

September 20, 2021

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Salaries and Wages	4,373,186	4,087,846		21,916,841	20.0%
Temporary Help	1,152			20,000	5.8%
Fringe Benefits	1,491,271	1,121,550		4,000,000	37.3%
Contracted Employees	19,457	11,710		60,000	32.4%
Salaries and Benefits Total	5,885,066	5,221,106	-	25,996,841	22.6%

	Year to Date	Prior Year to Date	Changes to Budget	Budget	% of Total Budget
Facilities Rent	480,604	454,348		1,900,000	25.3%
Facilities Maintenance	160,367	113,062		450,000	35.6%
Information Technology	539,768	120,089		800,000	67.5%
General Office Expense	44,851	41,067		165,000	27.2%
Operating Expenses	58,775	61,994		252,000	23.3%
Equipment	7,752	7,315		100,000	7.8%
Professional Expenses	135,175	194,196		700,000	19.3%
Office Expenses	15,671	8,749		100,000	15.7%
Travel and Training Expenses	31,277	20,462		150,000	20.9%
Foster Grandparent/Senior Companion Expenses	57,566	65,160		-	#DIV/0!
CPP Expense	24,641	19,233		-	#DIV/0!
Total Operating Expenses	7,441,513	6,326,781	-	30,613,841	24.3%

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