



# VMRC Finance Committee Meeting

Wednesday, September 13, 2023, 5:30 PM

Valley Mountain Regional Center, Stockton Office, Cohen Board Room and via Zoom Video Conference

702 N. Aurora Street

[https://us06web.zoom.us/j/88007326698?](https://us06web.zoom.us/j/88007326698?pwd=eld2d2VMSE1JMU9ubGI3RVh2WSStTUT09&from=addon)  
pwd=eld2d2VMSE1JMU9ubGI3RVh2WSStTUT09&from=addon, Meeting ID: 880 0732 6698,  
Passcode: 300966, One tap mobile +16694449171

Stockton, 95202

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



## Meeting Book - VMRC Finance Committee Meeting

### Finance Committee Meeting

A. Call to Order, Roll Call, Review of Meeting Agenda  
Alicia Schott

B. Review and Approval of the Finance Committee Meeting Minutes of August 9, 2023  
Alicia Schott

Action

C. Approval of Contracts over \$250,000  
Corina Ramirez

Action

D. Fiscal Department Update  
Melissa Stiles

1. Contract Status Report (CSR)

Action

2. Purchase of Services (POS) Expenditures

3. Operations Expenditures

E. Next Meeting - Wednesday, October 11, 2023, 5:30 PM Hybrid  
(Stockton Office Cohen Board Room and Via Zoom Video Conference)  
Alicia Schott

F. Adjournment  
Alicia Schott



## **Minutes for VMRC Finance Committee Meeting**

08/09/2023 | 05:30 PM - 06:30 PM

Valley Mountain Regional Center, Stockton Office, Cohen Board Room

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

**Committee Members Not Present:** Apriely Sisk

**VMRC Staff Present:** Doug Bonnet, Christine Couch, Tony Anderson, Brian Bennett, Melissa Stiles, Tara Sisemore-Hester

**Support:** Rachelle Munoz, facilitator

### **A. Call to Order, Roll Call, Review of Meeting Agenda**

Alicia Schott called the meeting to order at 5:30pm. Roll was taken and a quorum was established. The Meeting Agenda was reviewed with no changes.

### **B. Review and Approval of the Finance Committee Meeting Minutes of July 12, 2023**

Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 7/12/2023. Linda Collins seconded the motion. The Finance Committee Meeting Minutes of 7/12/2023 were approved unanimously.

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

Brian Bennett reviewed the Contracts over \$250,000 that expire September 30, 2023 and answered any questions that the Finance Committee members had.

Jose Lara made a motion to approve the Contracts over \$250,000 as presented. Linda Collins seconded the motion. Connie Uychutin abstained. The Contracts over \$250,000 were approved unanimously.

#### **D. Fiscal Department Update**

1. Tony Anderson reviewed the Contract Status Report (CSR) and answered any questions that the committee members had.  
Lisa Utsey made a motion to approve the Contract Status Reports as presented. Connie Uychutin seconded the motion. The Contract Status Report was approved unanimously.
2. Melissa Stiles reviewed the Purchase of Service (POS) Expenditures and answered any questions that the committee members had.
3. Melissa Stiles reviewed the Operations (OPS) Expenditures and answered any questions that the committee members had.

#### **E. Next Meeting - Wednesday, September 13, 2023, 5:30 PM Hybrid (Stockton Office Cohen Board Room and Via Zoom Video Conference)**

#### **F. Adjournment**

# Contract Board Approval Report

Contracts Expiring:  
**10/31/2023**

VendorNumber	VendorName	SrvCode	VendorCategory
HV0089	California Mentor Family Home Agcy	904	Family Home Agency

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$2,008,104	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

Rate

Tier 0=\$2,883.68; Tier 1=\$3,012.29; Tier 2=\$4,179.80; Tier 3= \$5,567.17; Tier 4-\$5,994.52

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	4.58%
\$2,100,000	11/1/2023	10/31/2024	New Contract	Extend Contract		

PropRate

Tier 0=\$2,883.68; Tier 1=\$3,012.29; Tier 2=\$4,179.80; Tier 3= \$5,567.17; Tier 4-\$5,994.52

VendorNumber	VendorName	SrvCode	VendorCategory
SV0015	Community Compass CAN	896	Supported Living Services

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$660,000	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

Rate

\$46.65 per direct service hour

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	9.09%
\$720,000	11/1/2023	10/31/2024	Auto Renewal	Extend Contract		

PropRate

\$46.65 per direct service hour

VendorNumber	VendorName	SrvCode	VendorCategory
HV0088	Community Compass Jackson Site	515	Behavior Management Program

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,440,000	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

Rate

\$140.58/cons/day-DDS-set rate

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$1,440,000	11/1/2023	10/31/2024	New Contract	Extend Contract		

PropRate

\$140.58/cons/day-DDS-set rate

# Contract Board Approval Report

Contracts Expiring:  
**10/31/2023**

VendorNumber	VendorName	SrvCode	VendorCategory
HV0551	Futures Explored	94	Creative Art Program

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$540,000	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

Rate

\$39.01 per consumer, per hour

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	33.33%
\$720,000	11/1/2023	10/31/2024	Auto Renew Amend	Increase NTE\$		

PropRate

\$39.01 per consumer, per hour

VendorNumber	VendorName	SrvCode	VendorCategory
HV0315	Hana Hou Alliance, LLC	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$555,777	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

Rate

\$10,847.13/mo, inclusive of SSI; respite rate is monthly rate divided by 21.

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$555,777	11/1/2023	10/31/2024	New Contract	Extend Contract		

PropRate

\$10,847.13/mo, inclusive of SSI; respite rate is monthly rate divided by 21.

VendorNumber	VendorName	SrvCode	VendorCategory
SV0031	Keyholders 360, Inc.	896	Supported Living Services

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$864,000	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

Rate

\$34.28 per hour

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	38.89%
\$1,200,000	11/1/2023	10/31/2024	Auto Renew Amend	Increase NTE\$		

PropRate

\$34.28 per hour

# Contract Board Approval Report

Contracts Expiring:  
**10/31/2023**

VendorNumber	VendorName	SrvCode	VendorCategory
HV0142	Storer Transportation Stockton	875	Transportation Companies

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$6,120,000	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

### Rate

\$3.46 per route mile and \$27.39 per hour for each bus aide + fuel sliding scale over \$1.25/gal

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$6,120,000	11/1/2023	10/31/2024	New Contract	Extend Contract		

### PropRate

\$3.46 per route mile and \$27.39 per hour for each bus aide + fuel sliding scale over \$1.25/gal

VendorNumber	VendorName	SrvCode	VendorCategory
H00627	Storer Transportation Modesto	875	Transportation Companies

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$3,696,056	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

### Rate

\$2.78 per route mile; \$27.66 per bus aide per hour

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$3,696,056	11/1/2023	10/31/2024	New Contract	Extend Contract		

### PropRate

\$2.78 per route mile; \$27.66 per bus aide per hour

VendorNumber	VendorName	SrvCode	VendorCategory
HV0420	Vocational Coaching & Developmnt Institute (VCDI)	55	Community Integration Training Program

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,046,240	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs

### Rate

\$84.27/cons/day; \$1,000 for CIEP; \$1,250 for CIE6; \$1,500 for CIE12; \$1,299.75/cons/mo for Alt Svcs only.

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$1,046,240	11/1/2022	10/31/2023	Auto Renewal	Extend Contract		

### PropRate

\$84.27/cons/day; \$1,000 for CIEP; \$1,250 for CIE6; \$1,500 for CIE12; \$1,299.75/cons/mo for Alt Svcs only.

# Contract Board Approval Report

Contracts Expiring:  
10/31/2023

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0397	Vocational Coaching & Developmnt Institute (VCDI)	515	Behavior Management Program

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$291,491	11/1/2022	10/31/2023	Brian L Bennett	Community Svcs
Rate				
\$134.88/cons/day (DDS-set rate)				

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$291,491	11/1/2023	10/31/2024	New Contract	Extend Contract		
PropRate						
\$134.88/cons/day (DDS-set rate)						



## Contract Summary and Board Resolution

Valley Mountain Regional Center's Board of Directors reviewed the contracts below 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 in Stockton, CA 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 California Mentor, HV0089 904	\$ 2,100,000
2 Community Compass, SV0015 896	\$ 720,000
3 Community Compass, HV0088 515	\$ 1,440,000
4 Futures Explored, HV0551 094	\$ 720,000
5 Hana Hou Alliance, LLC., HV0315 113	\$ 555,777
6 Keyholders 360 Inc., SV0031 896	\$ 1,200,000
7 Storer Transportation, HV0142 875	\$ 6,120,000
8 Storer Transportation, H00627 875	\$ 3,696,056
9 Vocational Coaching & Development Institute, HV0420 055	\$ 1,046,240
10 Vocational Coaching & Development Institute, HV0397 515	\$ 291,491

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.

---

Lisa Utsey, Board Secretary

Date

# Valley Mountain Regional Center

Contract Status  
AS OF: July 31, 2023

	OPS	Grant & Other Allocated Funds	Wellness Grant	POS including Federal C	General Total	OPS CPP	START	POS CPP	FG/SC Total
<b>Current FY 2023</b>									
<b>Contract Year E</b>	34,487,609			299,633,407	334,121,016	-			
Spent to Date	4,997,813			25,945,251	30,943,064	1,068			40,378
Unspent	29,489,796			273,688,157	303,177,953	(1,068)			(40,378)
<b>Prior FY 2023</b>									
<b>Contract Year D-2</b>	47,741,601	626,914		338,893,808	387,262,323	490,914		2,278,313	560,300
Spent to Date	46,167,882	-		317,753,451	363,921,332	490,914	-	152,660	440,682
Unspent	1,573,719	626,914		21,140,357	23,340,991	-	-	2,125,653	119,618
<b>2nd Prior FY 2022</b>									
<b>Contract Year C-4</b>	39,192,861	759,403	1,845,089	289,521,453	331,318,806	486,684	1,135,000	1,224,831	497,593
Spent to Date	39,048,616	475,226	280,995	258,690,766	298,495,604	486,684	724,700	409,461	344,428
Unspent	144,245	284,177	1,564,094	30,830,687	32,823,202	(0)	410,300	815,370	153,165

# OPERATIONS EXPENDITURES

August 18, 2023

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Salaries and Wages	2,584,991	4,309,979	23,100,186	11.2%
Temporary Help	-	-	52,000	0.0%
Fringe Benefits	991,372	2,278,075	5,240,037	18.9%
Contracted Employees	18,771	16,758	170,400	11.0%
<b>Salaries and Benefits Total</b>	<b>3,595,134</b>	<b>6,604,812</b>	<b>28,562,622</b>	<b>12.6%</b>

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	332,973	332,382	1,640,000	20.3%
Facilities Maintenance	89,885	268,316	720,000	12.5%
Information Technology	732,726	448,630	1,601,398	45.8%
General Office Expense	31,946	103,668	476,000	6.7%
Operating Expenses	23,304	35,251	248,000	9.4%
Equipment	7,616	7,934	64,000	11.9%
Professional Expenses	83,207	92,770	428,000	19.4%
Consultants	18,496	12,637	360,000	5.1%
Office Expenses	6,480	4,490	64,000	10.1%
Travel and Training Expenses	34,600	51,395	323,589	10.7%
Foster Grandparent/Senior Companion Expenses	40,378	23,706	-	#DIV/0!
CPP Expense	1,068	2,065	-	#DIV/0!
<b>Total Operating Expenses</b>	<b>4,997,813</b>	<b>7,988,056</b>	<b>34,487,609</b>	<b>14.5%</b>

**Operating Expenses:** Telephone, Utilities

**Equipment:** Equipment Purchases, Equipment Contract Leases

**Professional Expenses:** Accounting Fees, Advertising, ARCA Dues, Bank Fees, 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

## POS EXPENDITURES

July 31, 2023

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Community Care Facility	9,802,021	7,976,971	110,400,000	8.9%
ICF/SNF FACILITY	-	10,767	360,000	0.0%
Day Care	89,116	88,338	1,224,000	7.3%
Day Training	3,579,756	3,063,534	37,296,054	9.6%
Supported Employment	130,849	119,063	1,800,000	7.3%
Work Activity Program	18,207	30,170	403,200	4.5%
Non-Medical Services-Professional	31,682	76,928	1,559,586	2.0%
Non-Medical Services-Programs	2,074,688	1,902,132	22,400,000	9.3%
Home Care Services-Programs	117,057	118,959	2,000,000	5.9%
Transportation	1,211,527	180,292	6,800,000	17.8%
Transportation Contracts	441,185	143,650	8,691,406	5.1%
Prevention Services	1,322,134	1,090,432	14,080,000	9.4%
Other Authorized Services	3,711,737	2,628,078	54,678,361	6.8%
P&I Expense	6,954	6,061	80,000	8.7%
Hospital Care		-	504,000	0.0%
Medical Equipment	10,107	2,698	356,480	2.8%
Medical Care Professional Services	369,541	294,962	3,840,000	9.6%
Medical Care-Program Services	-	1,150	40,320	0.0%
Respite-in-Home	2,857,148	2,148,038	31,520,000	9.1%
Respite Out-of-Home	77,024	60,714	1,200,000	6.4%
Camps	94,516	29,460	400,000	23.6%
	25,945,251	19,972,393	299,633,407	8.7%
CPP	152,660	729,813		#DIV/0!
<b>Total Purchase of Service</b>	<b>26,097,910</b>	<b>20,702,206</b>	<b>299,633,407</b>	<b>8.7%</b>

ICF SPA RECEIVABLES                      \$              3,136,177