



VMRC Finance Committee Meeting

Wednesday, November 8, 2023, 5:30 PM

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



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 October 11, 2023 Action
Alicia Schott

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

D. Fiscal Department Update
Melissa Stiles

1. Contract Status Report (CSR) Action
2. Purchase of Services (POS) Expenditures
3. Operations Expenditures

E. Next Meeting - There will not be a Finance Committee Meeting in December 2023.

All reports will be presented to the full Board of Directors for approval at the 12/13/23 Board Meeting. The Finance Committee will next meet on Wednesday, January 10, 2024, at 5:30 PM Hybrid.

F. Adjournment
Alicia Schott



Minutes for VMRC Finance Committee Meeting

10/11/2023 | 05:30 PM - 06:30 PM

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

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

Committee Members Not Present: Jose Lara, Suzanne Devitt

VMRC Staff Present: Doug Bonnet, Melissa Stiles, Tony Anderson, Christine Couch, Corina Ramirez, Tara Sisemore-Hester

Others Present: Rachelle Munoz

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 September 13, 2023

Connie Uychutin made a motion to approve the Finance Committee Meeting Minutes of 09/13/2023. Lisa Utsey seconded the motion. The Finance Committee Meeting Minutes of 9/13/2023 were approved unanimously.

C. Approval of Contracts over \$250,000

Corina Ramirez reviewed the Contracts over \$250,000 that expire 11/30/2023 and answered any questions that the Finance Committee members had. We are waiting for additional information from DDS regarding the 055 service code services.

Lisa Utsey 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.

D. Fiscal Department Update

1. Melissa Stiles reviewed the Contract Status Report (CSR) as of August 31, 2023 and answered any questions that the committee members had.

Connie Uychutin made a motion to approve the Contract Status Reports as presented. Linda Collins seconded the motion. The Contract Status Report was approved unanimously.

2. Melissa Stiles reviewed the Purchase of Service (POS) Expenditures. She noted the change to respite expenditures to \$4,495,549. She 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, November 8, 2023, 5:30 PM Hybrid (Stockton Office Cohen Board Room and Via Zoom Video Conference)

F. Adjournment

Contract Board Approval Report

Contracts Expiring:
12/31/2023

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0667	Aim Higher, Inc	510	Adult Development Center

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$200,000	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate
\$70.20/cons/day 1:4 staffing ratio

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	110.00%
\$420,000	1/1/2024	12/31/2024	Auto Renew Amend	Increase NTE\$		

PropRate
\$70.20/cons/day 1:4 staffing ratio

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0515	Aim Higher, Inc. ADC	510	Adult Development Center

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,104,000	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate
\$68.40 per consumer, per day

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	8.70%
\$1,200,000	1/1/2024	12/31/2024	Auto Renew Amend	Increase NTE\$		

PropRate
\$68.40 per consumer, per day

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0199	ARC San Joaquin Vocational Services-GP	950	Supported Employment-Group

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$255,575	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate
\$44.10 per hour for Group Services

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$255,575	1/1/2023	12/31/2023	Auto Renewal	Extend Contract		

PropRate
\$44.10 per hour for Group Services

Contract Board Approval Report

Contracts Expiring:
12/31/2023

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0061	ARC San Joaquin Starting Out	515	Behavior Management Program

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,214,783	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate

\$139.14 per consumer per day

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$1,214,783	1/1/2024	12/31/2024	Auto Renewal	Extend Contract		

PropRate

\$139.14 per consumer per day

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0014	ARC San Joaquin Starting Out	510	Adult Development Center

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$933,815	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate

\$88.84 per consumer per day

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$933,815	1/1/2024	12/31/2024	Auto Renewal	Extend Contract		

PropRate

\$88.84 per consumer per day

VendorNumber	VendorName	SrvcCode	VendorCategory
PV3105	Behavioral & Educational Consulting ESAIP	48	Client/Parent Support Behavior Intervention Training

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$480,000	1/1/2023	12/31/2023	Tara Sisemore-Hes	Early Start

Rate

\$84.63/hr

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	12.50%
\$540,000	1/1/2024	12/31/2024	Auto Renew Amend	Increase NTE\$		

PropRate

\$84.63/hr

Contract Board Approval Report

Contracts Expiring:
12/31/2023

VendorNumber	VendorName	SrvcCode	VendorCategory
PV1431	Butterfly Effects ESAIP Program	48	Client/Parent Support Behavior Intervention Training

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$960,000	1/1/2023	12/31/2023	Tara Sisemore-Hes	Early Start

Rate
\$85.26 per hour

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$960,000	1/1/2024	12/31/2024	Auto Renewal	Extend Contract		

PropRate
\$85.26 per hour

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0295	Delta Star Home Care - Mercer	113	Specialized Residential Facility (Habilitation)-DSS-Lice

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$548,512	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate
\$9,141.87/cons/mo, inclusive of SSI

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$548,512	1/1/2024	12/31/2024	Auto Renewal	Extend Contract		

PropRate
\$9,141.87/cons/mo, inclusive of SSI

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0534	Horizon Day Program	103	Specialized Health, Treatment & Training Services

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,440,000	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate
\$260.81 per consumer, per day or \$43.47 per consumer, per hour

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	50.00%
\$2,160,000	1/1/2024	12/31/2024	Auto Renew Amend	Increase NTE\$		

PropRate
\$260.81 per consumer, per day or \$43.47 per consumer, per hour

Contract Board Approval Report

Contracts Expiring:
12/31/2023

VendorNumber	VendorName	SrvcCode	VendorCategory
PV1308	Inspired Behavioral Solutions, Inc. ESAIP	48	Client/Parent Support Behavior Intervention Training

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,500,000	1/1/2023	12/31/2023	Tara Sisemore-Hes	Early Start

Rate

\$89.35 per hour

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$1,500,000	1/1/2024	12/31/2024	Auto Renewal	Extend Contract		

PropRate

\$89.35 per hour

VendorNumber	VendorName	SrvcCode	VendorCategory
PV2885	Mindpath Health	780	Psychiatrist

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$820,500	1/1/2023	12/31/2023	Claire Lazaro	Clinical

Rate

\$250 per hour

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$820,500	1/1/2023	12/31/2023	New Contract	Add Program		

PropRate

\$250 per hour

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0415	Paradise Residential Care Paradise Residential Care, LL	113	Specialized Residential Facility (Habilitation)-DSS-Lice

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$455,000	1/1/2023	12/31/2023	Brian L Bennett	Community Svcs

Rate

\$8,405.50/cons/mo inclusive of SSI

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$455,000	1/1/2024	12/31/2024	Auto Renewal	Extend Contract		

PropRate

\$8,405.50/cons/mo inclusive of SSI

Contract Board Approval Report

Contracts Expiring:
12/31/2023

VendorNumber	VendorName	SrvcCode	VendorCategory
PV2112	REACH Behavioral Solutions, LLC	48	Client/Parent Support Behavior Intervention Training

Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,800,000	1/1/2023	12/31/2023	Tara Sisemore-Hes	Early Start

Rate
\$84.63/hr

Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	33.33%
\$2,400,000	1/1/2024	12/31/2024	Auto Renew Amend	Increase NTE\$		

PropRate
\$84.63/hr

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 Aim Higher, Inc, HV0667 510	\$ 420,000
2 Aim Higher, Inc, HV0515 510	\$ 1,200,000
3 ARC San Joaquin, HV0014 510	\$ 933,815
4 ARC San Joaquin, HV0061 515	\$ 1,214,783
5 ARC San Joaquin, HV0199 950	\$ 255,575
6 Behavioral & Educational Consulting, PV3105 048	\$ 540,000
7 Butterfly Effects, PV1431 048	\$ 960,000
8 Delta Star Home Care, HV0295 113	\$ 548,512
9 Horizon Day Program, HV0534 103	\$ 2,160,000
10 Inspired Behavioral Solutions, PV1308 048	\$ 1,500,000
11 Mindpath Health, PV2885 780	\$ 820,500
12 Paradise Residential Care, HV0415 113	\$ 455,000
13 REACH Behavioral Solutions, PV2112 048	\$ 2,400,000

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: Sept 30, 2023

	OPS	Grant & Other Allocated Funds	Wellness Grant	POS including Federal C	General Total	OPS CPP	START	POS CPP	FG/SC Total
Current FY 2023									
Contract Year E-1	55,388,825			350,864,354	406,253,179	490,914		148,855	578,369
Spent to Date	13,834,672			87,711,722	101,546,394	2,378		-	129,361
Unspent	41,554,153			263,152,632	304,706,785	488,536		148,855	449,008
Prior FY 2023									
Contract Year D-3	47,041,601	626,914		338,893,808	386,562,323	490,914		2,278,313	560,300
Spent to Date	46,867,882	-		317,753,451	364,621,332	490,914	-	152,660	440,682
Unspent	173,719	626,914		21,140,357	21,940,991	-		2,125,653	119,618
2nd Prior FY 2022									
Contract Year C-4	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	39,123,616	570,226	360,995	258,690,766	298,745,604	486,684	724,700	409,461	344,428
Unspent	69,245	189,177	1,484,094	30,830,687	32,573,202	(0)	410,300	815,370	153,165

POS EXPENDITURES

Sept 30, 2023

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Community Care Facility	30,826,879	25,204,533	121,400,000	25.4%
ICF/SNF FACILITY	24,458	40,223	360,000	6.8%
Day Care	283,814	289,155	1,224,000	23.2%
Day Training	12,488,716	10,156,309	47,296,054	26.4%
Supported Employment	506,061	396,691	2,800,000	18.1%
Work Activity Program	48,180	105,087	403,147	12.0%
Non-Medical Services-Professional	265,186	283,072	1,190,586	22.3%
Non-Medical Services-Programs	7,110,524	6,312,991	27,400,000	26.0%
Home Care Services-Programs	380,099	384,551	2,000,000	19.0%
Transportation	5,221,356	660,044	20,300,000	25.7%
Transportation Contracts	1,098,249	1,498,000	8,691,406	12.6%
Prevention Services	4,404,683	3,896,132	16,580,000	26.6%
Other Authorized Services	12,825,755	8,419,214	50,678,361	25.3%
P&I Expense	24,452	18,208	180,000	13.6%
Medical Equipment	24,458	74,665	356,480	6.9%
Medical Care Professional Services	1,576,116	1,038,115	7,344,000	21.5%
Medical Care-Program Services	2,926	2,629	40,320	7.3%
Respite-in-Home	10,275,326	7,215,560	40,520,000	25.4%
Respite Out-of-Home	203,204	148,468	1,200,000	16.9%
Camps	121,281	33,092	900,000	13.5%
	87,711,722	66,176,738	350,864,354	25.0%
CPP		729,813	148,855	0.0%
Total Purchase of Service	87,711,722	66,906,551	351,013,209	25.0%

ICF SPA RECEIVABLES \$ 2,956,177

OPERATIONS EXPENDITURES

October 18, 2023

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Salaries and Wages	9,127,354	7,494,956	36,100,186	25.3%
Temporary Help	152	-	52,000	0.3%
Fringe Benefits	2,023,694	2,745,451	7,871,037	25.7%
Contracted Employees	66,877	31,524	281,333	23.8%
Salaries and Benefits Total	11,218,077	10,271,931	44,304,555	25.3%

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	665,947	664,765	3,140,000	21.2%
Facilities Maintenance	319,363	348,682	1,420,000	22.5%
Information Technology	1,055,940	840,591	2,701,398	39.1%
General Office Expense	125,148	190,861	576,000	21.7%
Operating Expenses	83,739	633,334	448,000	18.7%
Equipment	10,636	10,443	64,000	16.6%
Professional Expenses	139,225	105,970	628,000	22.2%
Consultants	73,796	158,790	360,000	20.5%
Office Expenses	30,157	22,272	154,000	19.6%
Travel and Training Expenses	112,644	69,017	523,589	21.5%
Foster Grandparent/Senior Companion Expenses	129,361	89,000	578,369	22.4%
CPP Expense	2,378	4,555	490,914	0.5%
Total Operating Expenses	13,966,411	13,410,211	55,388,825	25.2%

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