



# VMRC Finance Committee Meeting

Wednesday, May 8, 2024, 5:30 PM

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

<https://us06web.zoom.us/j/83122273216?pwd=ZOjJ8JEHhDMhIG8exPsNXj2LIYa5KH.1>, Webinar ID: 831 2227 3216, Passcode: 273626 Or One tap mobile: +16694449171

702 N. Aurora Street

Stockton, CA, 95202

For accommodations, please contact Doug Bonnet at 209-955-3656, or [DBonnet@vmrc.net](mailto: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 April 10, 2024

Alicia Schott

Action

#### C. Public Comment

Alicia Schott

Each member of the public may have 3 minutes for comment. If a translator is needed, 6 minutes will be given. Public comment can address items on the agenda that have been properly noticed for action and/or items that are not on the agenda, however, items not on the agenda can not be responded to or discussed in the public board meeting because they are not properly noticed items (7 days advance notice).

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

Corina Ramirez

Action

#### E. Fiscal Department Update

Melissa Stiles

##### 1. Contract Status Report (CSR)

Action

##### 2. Purchase of Services (POS) Expenditures

##### 3. Operations Expenditures

#### F. Next Meeting - Wednesday, June 12, 2024, 5:30 PM Hybrid (Stockton Office Cohen Board Room and Via Zoom Video Conference)

Alicia Schott

#### G. Adjournment

Alicia Schott



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

04/10/2024 | 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, Suzanne Devitt, Margaret Heinz, Connie Uychutin, Jose Lara, Lisa Utsey

**Committee Members Not Present:** Linda Collins informed absence

**VMRC Staff Present:** Corina Ramirez, Evelyn Solis Ledesma, Leinani Walter, Aaron McDonald, Gabriela Lopez, Doug Bonnet, Tara Sisemore Hester, Christine Couch

**Public Present:** Rachelle Munoz, Tumboura Hill

### **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.

### **B. Review and Approval of the Finance Committee Meeting Minutes of March 13, 2024**

Suzanne Devitt made a motion to approve the Finance Committee Meeting Minutes of 03/13/2024. Jose Lara seconded the motion. The Finance Committee Meeting Minutes of 03/13/2024 were approved.

### **C. Public Comment**

Tumboura Hill shared he was excited to make a placement from St. Mary's this week. But he did have some issues with other placements, barriers that need to be addressed.

The bigger issue is that one of the vendors did not provide services for entire 7-8 months and billed the full rate. We made that known and made an alert. He has made a number of alerts and helped write the process but the process isn't being used. Nobody reached out to him to confirm if the allegation is true. He's been coming to the meetings and never had a vendor overpayment. How is it that there has never been a vendor overpayment? It's in the regulations and this seems impossible that we have never had one. The other thing is vendor vacancies. The biggest barrier to vendors is not having enough placements. When you have two placements with a full staff, you have to lay someone off or cut hours. The vendor was so excited when we make these placements.

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

Corina Ramirez reviewed the Contracts over \$250,000 that expire 05/31/2024. Corina also gave information requested from the previous meeting regarding the Casa de Stella contract and the Phoenix House contract. Jose Lara made a motion to recommend to the Board of Directors to approve the contracts presented. Lisa Utsey seconded the motion. Connie Uychutin abstained. The motion to recommend to the Board of Directors to approve the Contracts over \$250,000 was approved.

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

1. Melissa Stiles reviewed the Contract Status Report (CSR) as of February 29, 2024 and answered any questions the committee members had. Connie Uychutin made a motion to approve the Contract Status Report as presented. Lisa Utsey seconded the motion. The Contract Status Report was approved unanimously.
2. Melissa Stiles reviewed the Purchase of Services (POS) Expenditures. She answered all the questions the committee members had.
3. Melissa Stiles reviewed the Operations (OPS) Expenditures and answered any questions the committee members had.

#### **F. Next Meeting - Wednesday, May 8, 2024, 5:30 PM Hybrid (Stockton Office Cohen Board Room and Via Zoom Video Conference)**

#### **G. Adjournment**

# Contract Board Approval Report

Contracts Expiring:  
6/30/2024

VendorNumber	VendorName	SrvcCode	VendorCategory
PV3035	<b>Beyond Behavior California, LLC ESAIP</b>	48	Client/Parent Support Behavior Intervention Training

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$720,000	7/1/2023	6/30/2024	Tara Sisemore-Hes	Early Start

Rate
\$84.63/hr

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	16.67%
\$840,000	7/1/2024	6/30/2025	Auto Renew Amend	Increase NTE\$		

PropRate
\$84.63/hr

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0427	<b>Bright Futures 1</b>	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$894,548	7/1/2023	6/30/2024	Brian L Bennett	Community Svcs

Rate
\$15,978.50 per cons per mo, inclusive of SSI; \$18,586.99 per consumer, per month for H&S Waiver specific to 5 consumers (5 capacity); DSP Training Stipend.

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	24.67%
\$1,115,219	7/1/2024	6/30/2025	Auto Renew Amend	Increase NTE\$		

PropRate
\$15,978.50 per cons per mo, inclusive of SSI; \$18,586.99 per consumer, per month for H&S Waiver specific to 5 consumers (5 capacity).

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0498	<b>Bright Futures 3</b>	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$815,498	7/1/2023	6/30/2024	Brian L Bennett	Community Svcs

Rate
\$15,851.30 per consumer, per month, inclusive of SSI; \$17,449.51 per consumer, per month for H&S Waiver specific to 4 consumers only (capacity 5); DSP Training Stipend

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	26.03%
\$1,027,792	7/1/2024	6/30/2025	Auto Renew Amend	Increase NTE\$		

PropRate
\$15,851.30 per consumer, per month, inclusive of SSI; \$17,449.51 per consumer, per month for H&S Waiver specific to 4 consumers only (capacity 5).

# Contract Board Approval Report

Contracts Expiring:  
6/30/2024

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0448	Khan Guest Home LLC	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$847,522	7/1/2023	6/30/2024	Brian L Bennett	Community Svcs

Rate

\$12,736.38/cons/mo, inclusive of SSI

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$847,522	7/1/2024	6/30/2025	Auto Renewal	Extend Contract		

PropRate

\$12,736.38/cons/mo, inclusive of SSI

VendorNumber	VendorName	SrvcCode	VendorCategory
PV0526	Lifeworks-ACS Giggles Early Intervention Services	116	Early Start Specialized Therapeutic Services

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$875,522	7/1/2023	6/30/2024	Tara Sisemore-Hes	Early Start

Rate

\$131.28/hr-Home Visits; \$228.21/hr-Foothills Home Visits; \$177.41/discipline-Int ake Elig Evals; \$212.00/Intake Elig Eval w/Family Assmt; \$290.97 per SI Eval; \$290.97 per ST Autism Eval; \$0.505/mile-Home Visits

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$875,522	7/1/2024	6/30/2025	Auto Renewal	Extend Contract		

PropRate

\$131.28/hr-Home Visits; \$228.21/hr-Foothills Home Visits; \$177.41/discipline-Int ake Elig Evals; \$212.00/Intake Elig Eval w/Family Assmt; \$290.97 per SI Eval; \$290.97 per ST Autism Eval; \$0.505/mile-Home Visits

VendorNumber	VendorName	SrvcCode	VendorCategory
P22560	Lifeworks-ACS	773	Occupational Therapy

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$342,506	7/1/2023	6/30/2024	Tara Sisemore-Hes	Early Start

Rate

\$412/SPM Asmt; \$412/ENV Asmt; \$721/SPM-ENV Asmt; \$824/AAC Asmt; \$412/ACA Asmt; \$103/hr followup; \$0.505/mile SPM & ENV Asmt followup

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$342,506	7/1/2023	6/30/2024	New Contract	Extend Contract		

PropRate

\$412/SPM Asmt; \$412/ENV Asmt; \$721/SPM-ENV Asmt; \$824/AAC Asmt; \$412/ACA Asmt; \$103/hr followup; \$0.505/mile f/u outside of clinic

# Contract Board Approval Report

Contracts Expiring:  
6/30/2024

VendorNumber	VendorName	SrvCode	VendorCategory
PV1763	Shadman House "Patch"	109	Supplemental Residential Program Support

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$360,000	7/1/2023	6/30/2024	Brian L Bennett	Community Svcs

Rate

\$20.27 per hour

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	
\$312,000	7/1/2024	6/30/2025	Auto Renew Amend	Extend Contract		-13.33%

PropRate

\$20.27 per hour

VendorNumber	VendorName	SrvCode	VendorCategory
HV0472	Shadman House	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$886,916	7/1/2023	6/30/2024	Brian L Bennett	Community Svcs

Rate

\$15,851.30 per consumer, per month, inclusive of SSI; Quality Incentive Payments; DSP Training Stipend

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	
\$936,000	7/1/2024	6/30/2025	Auto Renew Amend	Increase NTE\$		5.53%

PropRate

\$15,851.30 per consumer, per month, inclusive of SSI; Quality Incentive Payments.

VendorNumber	VendorName	SrvCode	VendorCategory
HV0446	STEPS Home Omelagah, Inc.	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$886,916	7/1/2023	6/30/2024	Brian L Bennett	Community Svcs

Rate

\$15,851.30 per consumer per month, inclusive of SSI; DSP Training Stipend

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	
\$886,916	7/1/2024	6/30/2025	Auto Renewal	Extend Contract		0.00%

PropRate

\$15,851.30 per consumer per month, inclusive of SSI

## 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 Beyond Behavior California, LLC, PV3035 048	\$	840,000
2 Bright Futures 1, HV0427 113	\$	1,115,219
3 Bright Futures 3, HV0498 113	\$	1,027,792
4 Khan Guest Home LLC, HV0448 113	\$	847,522
5 Lifeworks-ACS, PV0526 116	\$	875,522
6 Lifeworks-ACS, P22560 773	\$	342,506
7 Shadman House, PV1763 109	\$	312,000
8 Shadman House, HV0472 113	\$	936,000
9 STEPS Home Omelagah Inc., HV0446 113	\$	886,916

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.

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Lisa Utsey, Board Secretary

Date



**Valley Mountain Regional Center**  
**Contract Status**  
AS OF: March 31, 2024

	OPS	Grant & Other Allocated Funds	Wellness Grant	POS including Federal C	General Total	OPS CPP	START	POS CPP	FG/SC Total
<b>Current FY 2024</b>									
Contract Year E-2	56,152,949			413,167,983	469,320,932	490,914		848,855	578,369
Spent to Date	41,528,631			282,749,272	324,277,904	6,838		-	391,150
Unspent	14,624,318			130,418,711	145,043,029	484,077		848,855	187,219
<b>Prior FY 2023</b>									
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	45,986		317,753,451	364,667,318	490,914	-	152,660	440,682
Unspent	173,719	580,928		21,140,357	21,895,005	-	-	2,125,653	119,618
<b>2nd Prior FY 2022</b>									
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	710,226	510,995	258,690,766	299,035,604	486,684	1,089,700	409,461	344,428
Unspent	69,245	49,177	1,334,094	30,830,687	32,283,202	(0)	45,300	815,370	153,165

## POS EXPENDITURES

March 31, 2024

	Year to Date	Prior Year to Date	Budget	75.0% % of Total Budget
Community Care Facility	97,714,927	85,586,760	137,400,000	71.1%
ICF/SNF FACILITY	620,403	62,182	960,000	64.6%
Day Care	897,782	902,884	1,724,000	52.1%
Day Training	39,217,809	30,925,237	53,296,054	73.6%
Supported Employment	1,646,295	1,292,085	2,800,000	58.8%
Work Activity Program	98,614	309,697	403,147	24.5%
Non-Medical Services-Professional	1,074,370	892,490	2,190,586	49.0%
Non-Medical Services-Programs	21,746,044	19,325,002	31,400,000	69.3%
Home Care Services-Programs	1,246,258	1,184,063	2,000,000	62.3%
Transportation	16,804,865	3,999,040	25,300,000	66.4%
Transportation Contracts	3,315,334	5,308,014	8,691,406	38.1%
Prevention Services	13,572,900	12,305,703	20,580,000	66.0%
Other Authorized Services	7,796,868	5,308,141	15,478,361	50.4%
SUPPORTED LIVING SERVICES	23,616,108	17,049,468	33,500,000	70.5%
PERSONAL ASSISTANCE	11,777,679	5,804,134	16,500,000	71.4%
P&I Expense	72,210	59,713	180,000	40.1%
Medical Equipment	125,080	259,760	356,480	35.1%
Medical Care Professional Services	5,451,607	3,244,640	8,344,000	65.3%
Medical Care-Program Services	7,287	9,696	40,320	18.1%
Respite-in-Home	34,821,393	25,998,099	48,923,629	71.2%
Respite Out-of-Home	997,442	970,627	2,200,000	45.3%
Camps	127,996	34,761	900,000	14.2%
	<u>282,749,272</u>	<u>220,832,198</u>	<u>413,167,983</u>	<u>68.4%</u>
CPP		152,660	848,855	0.0%
<b>Total Purchase of Service</b>	<u><b>282,749,272</b></u>	<u><b>220,984,858</b></u>	<u><b>414,016,838</b></u>	<u><b>68.3%</b></u>

ICF SPA RECEIVABLES

3,136,177

**OPERATIONS EXPENDITURES**

April 18, 2024

	Year to Date	Prior Year to Date	Budget	79.0% % of Total Budget
Salaries and Wages	28,167,641	22,212,518	36,225,186	77.8%
Temporary Help	960	20,544	52,000	1.8%
Fringe Benefits	6,494,179	5,498,140	8,435,161	77.0%
Contracted Employees	254,937	125,537	356,333	71.5%
<b>Salaries and Benefits Total</b>	<b>34,917,717</b>	<b>27,856,739</b>	<b>45,068,679</b>	<b>77.5%</b>

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	1,901,923	1,692,535	3,140,000	60.6%
Facilities Maintenance	770,635	673,648	1,420,000	54.3%
Information Technology	1,892,026	1,643,680	2,501,398	75.6%
General Office Expense	535,426	456,740	676,000	79.2%
Operating Expenses	350,034	195,099	548,000	63.9%
Equipment	32,476	31,715	64,000	50.7%
Professional Expenses	293,535	429,323	378,000	77.7%
Consultants	352,177	292,484	510,000	69.1%
Office Expenses	132,757	50,225	254,000	52.3%
Travel and Training Expenses	349,925	255,276	523,589	66.8%
Foster Grandparent/Senior Companion Expenses	391,150	269,998	578,369	67.6%
CPP Expense	6,838	22,598	490,914	1.4%
<b>Total Operating Expenses</b>	<b>41,926,619</b>	<b>33,870,060</b>	<b>56,152,949</b>	<b>74.7%</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