



# VMRC Finance Committee Meeting

Wednesday, March 13, 2024, 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/83122273216?pwd=ZOjJ8JEHhDMhIG8exPsNXj2LIYa5KH.1>, Webinar ID: 831 2227 3216, Passcode: 273626, Or One tap mobile: +16694449171

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 February 14, 2024      Action  
Alicia Schott

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

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, April 10, 2024, 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**

02/14/2024 | 05:30 PM - 06:30 PM

Valley Mountain Regional Center, Stockton Office, Cohen Board Room and via Microsoft Teams (Hybrid)

Committee Members Present: Alicia Schott, Lisa Utsey, Suzanne Devitt, Connie Uychutin, Linda Collins

Committee Members Not Present: Jose Lara informed absence

VMRC Staff Present: Aaron McDonald, Gabriela Lopez, Doug Bonnet, Christine Couch, Corina Ramirez, Melissa Stiles, Myra Montejano (R&D), Claire Lazaro

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

Alicia Schott called the meeting to order at 5:32pm. 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 January 10, 2024**

Linda Collins made a motion to approve the Finance Committee Meeting Minutes of 01/10/24. Lisa Utsey seconded the motion. Suzanne Devitt abstained. The Finance Committee Meeting Minutes of 01/04/24 were approved.

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

Corina Ramirez reviewed the Contracts over \$250,000 that expire 03/31/2024 and an additional contract, Mylestones, is asking for an increase outside of their contract expiration date due to the growth of people they serve based upon referrals. Corina answered any questions that the Finance Committee members had.

Linda Collins made a motion to recommend the Board of Directors approve the Contracts over \$250,000 as presented. Suzanne Devitt seconded the motion. Connie Uychutin abstained. The motion to recommend the Board of Directors approve the Contracts over \$250,000 as presented was approved.

Myra Montejano, R&D, presented a contract for transportation services for March 1, 2024 thru June 30, 2027. Myra answered any questions that the Finance Committee members had. Lisa Utsey made a motion to recommend the Board of Directors approve the Contract as presented. Linda Collins seconded the motion. Connie Uychutin abstained. The motion to recommend the Board of Directors approve the Contract as presented was approved.

#### Fiscal Department Update

1. Melissa Stiles reviewed the Contract Status Report (CSR) as of December 31, 2023, and answered any questions that the committee members had. Lisa Utsey made a motion to approve the Contract Status Report as presented. Suzanne Devitt seconded the motion. The Contract Status Report was approved unanimously.
2. Melissa Stiles reviewed the Purchase of Services (POS) Expenditures. 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.

#### **D. Next Meeting - Wednesday, March 13, 2024, 5:30 PM, Hybrid (Stockton Office Cohen Board Room and Via Microsoft Teams)**

#### **E. Adjournment**

# Contract Board Approval Report

Contracts Expiring:  
4/30/2024

VendorNumber	VendorName	SrvcCode	VendorCategory
S29325	<b>Adjoin SLS</b>	896	Supported Living Services

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$1,800,929	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate \$35.90/hr; night-time rate \$31.30 per hour per consumer
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## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$1,800,929	5/1/2024	4/30/2025	Auto Renewal	Extend Contract		

PropRate \$35.90/hr; night-time rate \$31.30 per hour per consumer
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VendorNumber	VendorName	SrvcCode	VendorCategory
PV2432	<b>Ascend Rehab Services, Inc. ES Comp Prog</b>	116	Early Start Specialized Therapeutic Services

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$264,000	5/17/2023	4/30/2024	Tara Sisemore-Hes	Early Start

Rate \$134.63/hr for Home Visits; \$171.17 per Intake Eligibility Eval; \$199.68/Intake Eligibility Eval w/Family Assmnt; \$171.17/indiv clinical specialist assmnt; \$0.505/mile.
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## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	195.45%
\$780,000	5/1/2024	4/30/2035	Auto Renew Amend	Increase NTE\$		

PropRate \$134.63/hr for Home Visits; \$171.17 per Intake Eligibility Eval; \$199.68/Intake Eligibility Eval w/Family Assmnt; \$171.17/indiv clinical specialist assmnt; \$0.505/mile.
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VendorNumber	VendorName	SrvcCode	VendorCategory
HV0474	<b>Casa de Stella, LLC Crisis Step-Down</b>	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$815,498	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate \$18,663.79 per month, per consumer, inclusive of SSI
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## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	6.19%
\$866,000	5/1/2024	4/30/2025	Auto Renew Amend	Increase NTE\$		

PropRate \$15,851.30 per month, per consumer, inclusive of SSI
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# Contract Board Approval Report

Contracts Expiring:  
4/30/2024

VendorNumber	VendorName	SrvcCode	VendorCategory
SV0004	Community Builders SLS	896	Supported Living Services

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$748,938	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate
\$38.81/hr; evening rate of \$30.30/hr and awake-night rate of \$28.35/hr

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$748,938	5/1/2024	4/30/2025	Auto Renewal	Extend Contract		

PropRate
\$38.81/hr; evening rate of \$30.30/hr and awake-night rate of \$28.35/hr

VendorNumber	VendorName	SrvcCode	VendorCategory
PV2913	Innovating Behaviors ESAIP	48	Client/Parent Support Behavior Intervention Training

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$2,400,000	5/1/2023	4/30/2024	Tara Sisemore-Hes	Early Start

Rate
\$126.77/hr

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$2,400,000	5/1/2023	4/30/2024	New Contract	Add Program		

PropRate
\$126.77/hr

VendorNumber	VendorName	SrvcCode	VendorCategory
PV3196	Mylestones	48	Client/Parent Support Behavior Intervention Training

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$660,000	5/1/2023	4/30/2024	Tara Sisemore-Hes	Early Start

Rate
\$126.77/hr

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$660,000	11/1/2024	4/30/2025	Auto Renewal	Extend Contract		

PropRate
\$126.77/hr

# Contract Board Approval Report

Contracts Expiring:  
4/30/2024

VendorNumber	VendorName	SrvcCode	VendorCategory
PV1866	Phoenix House PATCH	109	Supplemental Residential Program Support

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$300,000	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate
\$20.27/hr

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$300,000	5/1/2024	4/30/2025	Auto Renewal	Extend Contract		

PropRate
\$20.27/hr

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0561	Phoenix House Adult Step-Down	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$886,916	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate
\$15,851.31 per month, per consumer, inclusive of SSI

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	9.37%
\$970,000	5/1/2024	4/30/2025	Auto Renew Amend	Increase NTE\$		

PropRate
\$15,851.31 per month, per consumer, inclusive of SSI

VendorNumber	VendorName	SrvcCode	VendorCategory
PV1887	Qureshi Care Home Qureshi CareHome, LLC	109	Supplemental Residential Program Support

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$250,000	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate
\$16.25/hr

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$250,000	5/1/2023	4/30/2024	Auto Renewal	Extend Contract		

PropRate
\$16.25/hr

# Contract Board Approval Report

Contracts Expiring:  
4/30/2024

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0560	<b>Qureshi Care Home Adult Step-Down</b>	113	Specialized Residential Facility (Habilitation)-DSS-Lice

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$886,916	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate

\$15,851.31 per consumer, per month, inclusive of SSI

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	
\$935,000	5/1/2024	4/30/2025	Auto Renew Amend	Increase NTE\$		5.42%

PropRate

\$15,851.31 per consumer, per month, inclusive of SSI

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0493	<b>UCP Stanislaus Central Connections Expanding Horizon</b>	55	Community Integration Training Program

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$480,000	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate

\$94.98 per consumer per day

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	
\$540,000	5/1/2024	4/30/2025	Auto Renewal	Extend Contract		12.50%

PropRate

\$94.98 per consumer per day

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0391	<b>UCP Stanislaus Central Connections</b>	505	Activity Center

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$345,967	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate

\$56.88/cons/day & \$1.92/hr/10 non-mobile cons

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	
\$345,967	5/1/2024	4/30/2025	Auto Renew Amend	Extend Contract		0.00%

PropRate

\$56.88/cons/day & \$1.92/hr/10 non-mobile cons

# Contract Board Approval Report

Contracts Expiring:  
4/30/2024

VendorNumber	VendorName	SrvcCode	VendorCategory
HV0197	UCP Stanislaus SEP-GP	950	Supported Employment-Group

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$275,000	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate
\$48.63per hour for Group Services (DDS-set rate)

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$275,000	5/1/2023	4/30/2024	New Contract	Extend Contract		

PropRate
\$48.63 per hour for Group Services (DDS-set rate)

VendorNumber	VendorName	SrvcCode	VendorCategory
H44541	UCP Stanislaus Expanding Horizons	510	Adult Development Center

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$480,000	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate
\$84.12/cons/day & \$1.92/hr/10 non-mobile cons

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	45.00%
\$696,000	5/1/2024	4/30/2025	Auto Renew Amend	Increase NTE\$		

PropRate
\$84.12/cons/day & \$1.86/hr/10 non-mobile cons

VendorNumber	VendorName	SrvcCode	VendorCategory
H06972	UCP Stanislaus Focal Point	505	Activity Center

## Current Contract:

NTE	EffecDate	ExpDate	ResponsibleStaff	ResponsibleDept
\$576,485	5/1/2023	4/30/2024	Brian L Bennett	Community Svcs

Rate
\$62.26/cons/day & \$1.92/hr/10 non-mobile cons

## Proposed Contract:

PropNTE	PropEffDate	PropExpDate	Action:	ActionReason:	Increase/Decrease in NTE \$:	0.00%
\$576,485	5/1/2023	4/30/2024	New Contract	Extend Contract		

PropRate
\$62.26/cons/day & \$1.92/hr/10 non-mobile cons

## 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 Adjoin, S29325 896	\$ 1,800,929
2 Ascend Rehab Services, Inc., PV2432 116	\$ 780,000
3 Casa de Stella, LLC., HV0474 113	\$ 866,000
4 Community Builders, SV0004 896	\$ 748,938
5 Innovating Behaviors, PV2913 048	\$ 2,400,000
6 Milestones, PV3196 048	\$ 660,000
7 Phoenix House, PV1886 109	\$ 300,000
8 Phoenix House, HV0561 113	\$ 970,000
9 Qureshi Care Home, PV1887 109	\$ 250,000
10 Qureshi Care Home, HV0560 113	\$ 935,000
11 UCP Stanislaus, HV0493 055	\$ 540,000
12 UCP Stanislaus, HV0391 505	\$ 345,967
13 UCP Stanislaus, HV0197 950	\$ 275,000
14 UCP Stanislaus, H44541 510	\$ 696,000
15 UCP Stanislaus, H06972 505	\$ 576,485

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: January 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 2023</b>									
Contract Year E-1	55,388,825			350,864,354	406,253,179	490,914		148,855	578,369
Spent to Date	31,381,178			216,771,445	248,152,623	6,038		-	278,520
Unspent	24,007,647			134,092,910	158,100,557	484,877		148,855	299,849
<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	-		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
<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	642,226	400,995	258,690,766	298,857,604	486,684	724,700	409,461	344,428
Unspent	69,245	117,177	1,444,094	30,830,687	32,461,202	(0)	410,300	815,370	153,165

## POS EXPENDITURES

January 31, 2024

	Year to Date	Prior Year to Date	Budget	58.3% % of Total Budget
Community Care Facility	75,765,315	64,135,236	121,400,000	62.4%
ICF/SNF FACILITY	229,588	62,182	360,000	63.8%
Day Care	691,553	700,643	1,224,000	56.5%
Day Training	30,699,770	23,915,391	47,296,054	64.9%
Supported Employment	1,295,133	993,371	2,800,000	46.3%
Work Activity Program	80,083	244,741	403,147	19.9%
Non-Medical Services-Professional	836,537	777,061	1,190,586	70.3%
Non-Medical Services-Programs	16,811,201	14,693,973	27,400,000	61.4%
Home Care Services-Programs	982,471	951,919	2,000,000	49.1%
Transportation	12,552,277	2,864,632	20,300,000	61.8%
Transportation Contracts	2,547,556	3,764,350	8,691,406	29.3%
Prevention Services	10,613,720	9,458,497	16,580,000	64.0%
Other Authorized Services	6,036,838	3,858,929	8,678,361	69.6%
SUPPORTED LIVING SERVICES	17,727,511	13,187,012	29,500,000	60.1%
PERSONAL ASSISTANCE	8,735,280	4,168,177	12,500,000	69.9%
P&I Expense	58,361	47,446	180,000	32.4%
Medical Equipment	91,931	215,979	356,480	25.8%
Medical Care Professional Services	4,099,959	2,438,800	7,344,000	55.8%
Medical Care-Program Services	6,197	8,239	40,320	15.4%
Respite-in-Home	25,947,909	19,680,666	40,520,000	64.0%
Respite Out-of-Home	834,656	852,957	1,200,000	69.6%
Camps	127,600	33,092	900,000	14.2%
	216,771,445	167,053,292	350,864,354	61.8%
CPP		152,660	148,855	0.0%
<b>Total Purchase of Service</b>	<b>216,771,445</b>	<b>167,205,952</b>	<b>351,013,209</b>	<b>61.8%</b>
ICF SPA RECEIVABLES	\$ 2,890,748			

**OPERATIONS EXPENDITURES**

February 16, 2024

	Year to Date	Prior Year to Date	Budget	62.5% % of Total Budget
Salaries and Wages	20,823,072	17,447,376	36,100,186	57.7%
Temporary Help	152	15,149	52,000	0.3%
Fringe Benefits	4,955,593	4,665,039	7,871,037	63.0%
Contracted Employees	178,529	96,955	281,333	63.5%
<b>Salaries and Benefits Total</b>	<b>25,957,346</b>	<b>22,224,519</b>	<b>44,304,555</b>	<b>58.6%</b>

	Year to Date	Prior Year to Date	Budget	% of Total Budget
Facilities Rent	1,508,295	1,329,530	3,140,000	48.0%
Facilities Maintenance	657,029	562,386	1,420,000	46.3%
Information Technology	1,705,386	1,391,429	2,701,398	63.1%
General Office Expense	332,930	347,441	576,000	57.8%
Operating Expenses	255,584	158,459	448,000	57.1%
Equipment	55,650	28,238	64,000	87.0%
Professional Expenses	278,541	342,451	628,000	44.4%
Consultants	305,288	273,442	360,000	84.8%
Office Expenses	73,069	40,772	154,000	47.4%
Travel and Training Expenses	252,060	194,592	523,589	48.1%
Foster Grandparent/Senior Companion Expenses	278,520	213,153	578,369	48.2%
CPP Expense	6,038	19,570	490,914	1.2%
<b>Total Operating Expenses</b>	<b>31,665,735</b>	<b>27,125,982</b>	<b>55,388,825</b>	<b>57.2%</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