

Alta California Regional Center
Finance Committee Meeting
Monday, March 12, 2018
Minutes

Present:

Anwar Safvi, Chair
Cindy Benson
Tatiana Kuzminchuk
Dan Lake (via phone)
Michelle Rewerts
Rita Walker

Absent: (* excused)

Steven Sanchez*
Retha Seabron*

Facilitators:

Amy Fulk
Larry Prosser

Board Members:

Eric Ciampa
Romilda Jones (via phone)
Amy Lampe
Austin Taylor

Staff:

Phil Bonnet, Executive Director
Peter Tiedemann, Chief Operating
Officer
Lisa West, Executive Secretary

The Finance Committee met at 5:02 p.m. on Monday, March 12, 2018, in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Monthly Financial Report; 2) Contracts over \$250,000; and 3) Review Annual Client-to-Service Coordinator Ratio Report. All present provided self-introductions.

Without objection, Dan Lake made the motion to adopt the Finance Committee meeting minutes of January 8, 2018 as submitted.

1. ***Monthly Financial Report***

Issue: The monthly financial report is reviewed by the Finance Committee prior to presentation to the Board.

Discussion and Action: Mr. Tiedemann distributed the January 31, 2018 financial report which reflects seven months of expenditures for the current fiscal year (FY). ACRC has expended 54.8% of Purchase of Services (POS) and 55% of Operations (OPS).

Mr. Tiedemann is projecting that ACRC will need between \$1 million and \$2.5 million of additional POS funding by the end of this FY. This is mainly for the Community Placement Plan (CPP) due to the increased number of clients that ACRC has moved from the developmental centers as well as additional clients that have been assigned to ACRC. We have been provided assurances from the Department of Developmental Services (DDS) that they will fund this shortage. The projection may also end up being less since the cost of the minimum wage increase is still being determined; service providers are still submitting information to ACRC.

Without objection, Anwar Safvi made the motion to accept the monthly financial statement as submitted.

2. Contract over \$250,000

Issue: The committee needs to approve a contract over \$250,000.

Discussion and Action: Mr. Tiedemann shared that this committee needs to approve a contract for acquisition and renovation of an Enhanced Behavioral Support Home (EBSH) for the Community Placement Plan. Brilliant Corners was chosen as the vendor after responding to ACRC’s Request for Proposal (RFP).

ACRC has received the funding from DDS for this project as a part of our CPP plan. The total amount of the contract is \$550,000 (\$250,000 for acquisition and \$300,000 for renovation). Mr. Bonnet explained that these homes sometimes accept individuals whose needs have not been met in Level 4I homes, due to behavioral challenges. These types of homes are part of the “safety net” that is being developed and is a huge priority for DDS.

Mr. Tiedemann noted that the home will open sometime in late 2018 or early 2019.

M/S/C (Anwar Safvi) To approve the contract totaling \$550,000 with Brilliant Corners, and bring it before the full Board at the March 22nd Board meeting. (6 in favor)

- **Informational** – Mr. Tiedemann will be presenting a proposal contract for a new phone system for ACRC in the near future. This Operations contract will total over \$100,000, so it will need Board approval. Our current phone system is over 22 years. More information will be shared soon.

3. Review Annual Client-to-Service Coordinator Ratio Report

Issue: The committee needs to review the annual caseload ratios.

Discussion and Action: Mr. Tiedemann shared that regional centers are required to submit their annual caseload ratios to the Department of Developmental Services (DDS) by March 1st. ACRC’s caseload ratios are as follows:

Category	Actual Ratio	Required Ratio
Medicaid Waiver	77.2	62
Age 36 mths and under	54.4	62
Moved from DC, lived in com > 24 mths	68.1	62
Moved from DC, lived in com between 12 and 24 mths	52.4	62
Moved from DC within last 12 mths	41	45
All others	81.2	66

ACRC is continuing our recruitment process, but it is becoming more challenging due to the economy and the low unemployment. We are currently in the process of recruiting for 18 Service Coordinators (SCs) positions which will improve our caseload ratios. We will still not be able to come into compliance with the caseload ratios without additional funding. To meet our ratios, ACRC would need to hire approximately 60 more service coordinators.

- **Information only.**

ACRC received our draft audit report from DDS for the FYs 2014-15 and 2015-16. There was one finding – ACRC reported some general ledger expenses incorrectly for the 2015 Annual Administrative Survey. These numbers are utilized to set a rate for the billing of eligible service coordinator time to the federal government. The error did not result in any change in the hourly reimbursement rate. Mr. Tiedemann has asked that the auditors remove the finding in the final draft, since it is not significant, or that they clarify that there was no impact on the final rate.

****A joint presentation by staff regarding the State Budget Update before the Finance Committee and the Executive Committee will commence immediately after this meeting.***

The next Finance Committee meeting is scheduled for **Monday, May 14, 2018**, at 5 p.m. The meeting adjourned at 5:30 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet