

Alta California Regional Center
Finance Committee Meeting
Monday, March 13, 2017
Minutes

Present:

Dan Lake, Acting Chair
Cindy Benson
Brendan Peacock
Steven Sanchez (via phone)
Austin Taylor

Facilitators:

Larry Prosser

Board Members:

Jacqueline Armstrong
Romilda Jones
Retha Seabron

Absent: (* excused)

Anwar Safvi*, Chair
Tatiana Kuzminchuk*
Rita Walker*

Visitors:

Melissa Kelly
Cheryl Worthley

Staff:

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

The Finance Committee met at 4:49 p.m. on Monday, March 13, 2017, in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Monthly Financial Report; 2) Contracts over \$250,000; 3) Finance Committee Calendar; and 4) Review 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 9, 2017 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, 2017 financial report which reflects seven months of expenditures for the current fiscal year (FY). ACRC has expended 54.3% of Purchase of Services (POS) and 54.7% of Operations (OPS).

Mr. Tiedemann is projecting a range of a surplus of \$966 thousand to a need for up to \$738 thousand in additional POS funding for this FY. There are many variables, including a minimum wage increase that took effect on January 1, 2017, which may change the projections as the year progresses.

Although a few regional centers are projecting a deficit at this time, the statewide system should have enough funding to balance this FY.

Without objection, Dan Lake made the motion to accept the monthly financial statement as submitted.

2. Contract over \$250,000

Issue: Committee needs to approve contracts of \$250,000 and above.

Discussion and Action: There are no contracts to approve at this time.

Mr. Tiedemann had the opportunity to tour a few of the homes that ACRC has purchased through a non-profit housing corporation to assist with moving clients out of Sonoma Developmental Center (SDC). The homes are in various stages of remodeling.

- **Information only.**

3. Finance Committee Calendar

Issue: The committee will review the proposed committee calendar for each fiscal year (FY).

Discussion and Action: The proposed committee calendar was distributed for review. Mr. Tiedemann shared that the committee can revise this calendar as needed. He noted that sometimes there is not a lot of advance notice when seeking approval of contracts or when office leases need to be renewed, but he will do his best to keep the committee informed.

- **Information only.**

4. Review 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	77.4	62
Age 36 mths and under	56.5	62
Moved from DC since 4/14/93, Lived in Community > 12 mths	60.5	62
Moved from DC within last 12 mths	28	45
All others	82.2	66

ACRC has made improvements since the previous FY. We are currently in the process of hiring up to 20 Service Coordinators (SCs) in order to improve our caseload ratios. We will still not be able to come into compliance with the caseload ratios without additional funding.

- **Information only.**

****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 8, 2017**, at 5 p.m. The meeting adjourned at 5:18 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet