

Alta California Regional Center
Finance Committee Meeting
Monday, May 12, 2025
Minutes

Present:

Anwar Safvi, Chair
Johnny Deng
Tom Hopkins
Dan Lake
Kelly Pennington

Board Members:

Carmen Aguilar
Garrett Broadbent
EunMi Cho
Amy Lampe
Steven Sanchez

Facilitators:

Amy Fulk
Naomi Smith

Visitors:

Maureen Fitzgerald

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating Officer
Jennifer Bloom, Director of Client Services
John Decker, Director of Community Services
Camelia Houston, Director of Intake & Clinical Services
Mechelle Johnson, Director of Client Services
Lisa West, Executive Secretary

The Finance Committee met on Monday, May 12, 2025, at 4:03 p.m. to discuss:

- 1) Monthly Financial Report; 2) Select & Engage Independent Audit Firm; and
- 3) Approve POS Contracts of \$250,000 and above.

Without objection, Dan Lake made the motion to adopt the Finance Committee meeting minutes of March 10, 2025 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: The March 31, 2025 financial report indicates that with 75% of the year elapsed, ACRC has expended 72.9% of Purchase of Services (POS) and 66.1% of Operations (OPS) for the current fiscal year (FY). Mr. Ahmad shared that we are closing out April on Thursday.

In March, ACRC spent nearly \$67 million on POS. Mr. Ahmad is projecting that we will have approximately \$5 million remaining at the end of the FY; however, this is less than a quarter of a percent and can be attributed to rounding. ACRC may go over their current allocated amount or stay within based on client growth and rate implementation. ACRC's total budget equates to \$881 million; we have received two allocations thus far.

ACRC staff continue to implement the Department of Developmental Services (DDS) Statewide Rate Study that started in April 2022 and had their last phase rate

increases in January 2025. Our Community Services and Supports (CSS) Department and Accounting staff are working diligently – approximately 1,800 Service Acknowledgement Forms have been sent to service providers and approximately 40% have been signed and returned. These forms include information on their final rate post-rate study.

Mr. Ahmad noted that ACRC's OPS budget mainly is allocated to staff salaries and benefits with the next largest category being tied to lease expenses.

Without objection, Dan Lake made the motion to recommend to the full Board the acceptance of the monthly financial statement as submitted.

- Mr. Ahmad provided an update on the case management system upgrade, ATLAS. Over the course of the past two years our IT department, Training Department, Case Management and Program Directors have been working extremely hard to ensure we build a system that is sustainable and efficient for not only our staff but also for the families we serve. Several months ago, the system was deployed to our main case management units, and they have been adjusting to the new system. We have been focused on system launch in which case going forward we will increase companywide training in order to ensure consistent implementation and success. This was a drastic change to the prior system used in which many of our processes had to be re-defined. This past month, the application was launched to the remaining case management staff in Early Intervention and Intake units. This system reinvented some processes, both internally and for clients and families. Not inclusive of all the changes but some highlights include:
 - Updated Instructions are posted online on how to apply for services. Families can now go to our agency's website and create an account for themselves to start a direct intake application; this will allow them to upload their own documents, track the status as well as see their case assignment. Families who do not have such access will still be able to seek assistance from ACRC staff in starting the application process.
 - More enhancements will be shared during future Board meetings.
 - Prior to this launch, ACRC implemented the DDS Statewide Individual Program Plan (IPP) within Atlas.
 - This system will allow ACRC to notify clients/families of a Service Coordinator (SC) change within ten days. The notification will be sent out based upon their preferred choice of delivery (i.e., email, mail, etc.). This feature will be available within the next few weeks.
 - In the near future, existing clients/families will be able to create an account to access their IPP/Individual Family Service Plan (IFSP) information.
 - ACRC staff are going through a transition, and it will take some time to absorb the changes. We greatly appreciate the feedback provided by not only staff but also by some client families. Mr. Ahmad expressed appreciation to his staff, ACRC's Data Scientist, IT team, Training team, as

well as the Managers and SCs who have worked diligently to make this a success.

- Ms. Banales shared that ACRC continues to offer hands-on workshops to assist staff, since everyone learns differently.

2. *Select & Engage Independent Audit Firm*

Issue: The committee will select and engage an Independent Audit Firm.

Discussion and Action: For the past two years, Paul Stroub, from Devant Certified Public Accountants (CPAs) has conducted ACRC's independent audit. Mr. Ahmad reminded those present that regional centers can utilize the same firm for five consecutive years.

Devant CPAs quote for the upcoming independent audit is \$59,000, which is a ~3% increase over the prior year. Mr. Ahmad reached out to an audit firm located in the bay area who provided a higher quote over \$65,000. Regional centers rotate among common firms that are familiar with regional centers and DDS operations. However, some CPA firms require additional scope of work to opine on the pension actuarial valuation. The current firm does not require such work to be done. Due to this reason, outreach is made to a few audit firms that do not require such additional work for bids. He is recommending that the Board approve Devant CPAs as ACRC's independent auditor for another year.

Without objection, Anwar Safvi made the motion to recommend to the full Board that ACRC engage Devant, CPAs for our independent audit.

3. *POS Contracts for \$250,000 and above*

Issue: Housing Contracts

Discussion and Action: Ms. Banales noted that these two contracts will secure housing opportunities for ACRC clients.

Mr. Decker noted that representatives from both Brinshore Development and Mercy Housing attended the November Board meeting to share information on these two housing projects.

Brinshore Development has been awarded housing vouchers from Yolo County for future projects.

Without objection, Anwar Safvi made the motion to recommend to the full Board the approval of the \$800,000 contract for Brinshore Development & Operative Office as presented.

This will be ACRC's second housing project with Mercy Housing.

Without objection, Anwar Safvi made the motion to recommend to the full Board the approval of the \$1,000,000 contract for Mercy Housing California as presented.

The next Finance Committee meeting is scheduled for **Monday, June 9, 2025**.
The meeting adjourned at 4:28 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales