Alta California Regional Center
Finance Committee Meeting
Monday, March 13, 2023
Minutes

_Present__:_
  Yang Sun, Chair
  Dan Lake
  Kelly Pennington
  Michelle Rewerts
  Retha Seabron

_Absent__:_ (* excused)
  Johnny Deng*

_Board Members__:_
  Carmen Aguilar
  Amy Lampe
  Anwar Safvi
  Steven Sanchez

_Visitors__:_
  Steve Andrews
  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, March 13, 2023, at 4:18 p.m. by Zoom/teleconference to discuss: 1) Monthly Financial Report; and 2) Review Annual Client-to-Service Coordinator Ratio Report.

> **Without objection, Michelle Rewerts made the motion to adopt the Finance Committee meeting minutes of February 13, 2023 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 January 31, 2023 financial report indicates that with 58.3% of the year elapsed, ACRC has expended 46% of Purchase of Services (POS) and 48.5% of Operations (OPS) for the current fiscal year (FY).

   Mr. Ahmad noted that ACRC has implemented half of the service provider rate increases that the Department of Developmental Services (DDS) has approved from the Burns and Associates Rate Study. The department continues to seek flexibility in service to those we serve and has recently released two Directives to assist with this:
   - The Transportation Directive states that regional centers can bill for transportation under an alternative rate reimbursement model to clients that are suited for it, so that they can access their own communities; it is not just intended for typical destinations, such as transportation to day programs, etc.

- The Remote Services Directive allows clients/families to voluntarily choose remote delivery of the following services through December 31, 2023:
    - Day programs
    - Look-a-like day programs
    - Independent Living Services (ILS)

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

2. ***Review Annual Client-to-Service Coordinator Ratio Report***
   Issue: The committee needs to review the annual caseload ratios.

   Discussion and Action: Twice yearly, regional centers are required to report their caseload ratios to DDS.

   As of March 1st, ACRC's caseload ratios are as follows:

Date	Complex Needs	Low to No POS	Medicaid Waiver	Age 0-5	Moved from DC > 24 Months	Moved from DC 12-24 Months	Moved from DC within Last 12 Months	All Others
3/1/2023 Ratio	22	36	82	64	52	23	53.6 ***	77
10/1/2022 Ratio	23	32	85	65	54	18	24	85
2/1/2022 Ratio	23	13	86	-	55	0	0	88
3/1/21 Ratio	20	-	84	-	35	34	0	89
Required Ratio	25	40	62	40	62	45	45	66

*** Only 3 clients left in which the Ratio Formula is skewing the data set for a full time employee equivalent. Also one of the three clients was noted to not be placed under a 1:45 ratio unit in which if placed appropriately beforehand the ratio would have been in compliance. This respective client has now been placed in the appropriate team to correct the ratio. This ratio will be reported to DDS; however, they are aware that only 3 clients are included and the formula result does not reflect its intended result.

We have met our obligation to run the report. Ms. Banales shared that ACRC has been focusing on recruitment, even though there remains a workforce shortage. Over the last four months, we have hired 60 individuals. Additionally, 11 are scheduled to start on March 16th, with an additional four, if they pass their background check before the 16th.

- **Information only.**

The next Finance Committee meeting is scheduled for **Monday, May 8, 2023**. The meeting adjourned at 4:34 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
    Lori Banales