

Alta California Regional Center
Finance Committee Meeting
Monday, March 14, 2022
Minutes

Present:

Yang Sun, Chair
Johnny Deng
Kelly Pennington
Michelle Rewerts
Retha Seabron
Rita Walker

Facilitators:

Amy Fulk

Visitors:

Steve Andrews
Maureen Fitzgerald
Mary Nisson

Absent: (* excused)

Dan Lake*

Board Members:

Jackie Armstrong
Amy Lampe
Elaine Linn
Anwar Safvi
Patty Wallace

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Financial Officer
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 14, 2022, at 4:16 p.m. by Webex/teleconference to discuss: 1) Monthly Financial Report; 2) OPS Contract over \$100,000; 3) Review Annual Client-to-Service Coordinator Ratio Report; and 4) Review Annual 2021 Vendor Audit Report.

Without objection, Kelly Pennington made the motion to adopt the Finance Committee meeting minutes of February 14, 2022 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, 2022 financial report indicates that ACRC has expended 49.4% of Purchase of Services (POS) and 54.7% of Operations (OPS) for the current fiscal year (FY).

Mr. Ahmad shared that not much has changed since the last meeting. The \$63 million "surplus" in POS will most likely be exhausted by the provider rate increases which will take effect on April 1st. We are still working with the Department of Developmental Services (DDS) to confirm rate information for the increases that will be implemented in the second half of the 2022-23 FY; currently have about 50% completed.

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

2. OPS Contract over \$100,000

Issue: Per the agency’s bylaws, the committee needs to review Operations (OPS) contracts over \$100,000.

Discussion and Action: This is a follow-up to last month’s meeting. Mr. Decker explained again that this is a pilot project that ACRC will be implementing at the request of DDS. ACRC has been designated the Northern California regional center and Tri-Counties Regional Center (TCRC) is the Southern California center.

Ms. Walker believes this is a creative way of doing things. Ms. Banales noted that this came out of the need for staff due to the COVID pandemic, although there are other natural disasters that can benefit from this staffing registry. This registry would provide staff to vendors in need, in addition to fostering a way to provide support through their staff to other providers.

Without objection, Rita Walker made the motion to recommend to the full Board the approval of the OPS contract as presented.

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

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

Discussion and Action: In recent trailer bill language, when regional centers receive additional funding for enhanced staffing, they are required to hold a public meeting to gather input from the community. The annual client-to-service coordinator ratio report is normally run on March 1st; DDS wanted to have this information available for regional centers’ annual POS Expenditure Meetings this year if the regional center selected to combine this outreach with the POS data meetings.

Ms. Banales will work with Ms. Walker and possibly hold the public meeting at the May 26th Board meeting.

ACRC’s caseload ratios are as follows:

	Complex Needs	Low to No POS	Medicaid Waiver	Age 36 Months and Under	Moved from DC > 24 months	Moved from DC 12-24 Months	Moved from DC within Last 12 Months	All Others
3/1/21 Actual Ratio	20	N/A	84	51	35	34	0	89
2/1/22 Actual Ratio	23	13	86	55	55	0	0	88
Required Ratio	25	40	62	62	62	45	45	66

When looking at the categories, ACRC has met six of the eight mandated caseload ratios. The two areas, which are significant, are the "Medicaid Waiver" and the "All Others" categories. Ms. Banales shared that all other regional centers have this same issue.

It was clarified that ACRC does not have designated caseloads based on Medicaid Waiver, since clients move on and off of the waiver at any given time. ACRC values continuity of service with service coordination.

Ms. Banales shared that ACRC is committed to our hiring plan and are recruiting in ways differently from years past. We have implemented a "staff referral" program.

For the first quarter of this calendar year, ACRC has had a net gain of 39 employees. We had 14 new employees begin in January, 21 in February, 25 in March, and we currently have 17 individuals who will be starting in April. ACRC is excited about the way forward, and beginning July 1st, we will be working on filling the new policy positions.

- **Information only.**

4. **Review Annual Vendor Audit Report**

- Mr. Ahmad shared a summary of the ACRC audits that were conducted in the 2020-21 FY. Part of our contract with DDS is to audit a certain number of service providers. In this particular FY, we were to conduct 19 audits (e.g., billing, cost verification or staffing, and program which serves children under 3). The results of these audits show our findings, along with amounts owed back to the regional center.
 - The report indicates three recoveries from prior years; OAH recently ruled in our favor for over \$50,000.
 - ACRC found that several vendors used their COVID relief funding and also billed for absences.
 - Accounting staff have collected \$28,024.24.
- Every year, DDS emails the due date for these reports. Staff were awaiting this email and never received it, so they went on and submitted the information to the department. DDS has since deemed the report "late", because the due date is now reflected in our contract.
 - It's important to note that ACRC's Performance Contract and year-end report will indicate that we didn't meet the vendor audit requirement, but we actually did.
 - Accounting staff have put safeguards in place; Mr. Ahmad will ensure that future reports will be submitted on time.

The next Finance Committee meeting is scheduled for **Monday, May 9, 2022**. The meeting adjourned at 4:49 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales