

Alta California Regional Center  
Finance Committee Meeting  
Monday, March 9, 2020  
Minutes

**Present:**

Yang Sun, Chair (via phone)  
Johnny Deng  
Dan Lake  
Ron Mainini  
Paul Platner  
Michelle Rewerts  
Steven Sanchez (via phone)  
Retha Seabron  
Rita Walker

**Board Members:**

Eric Ciampa  
Amy Lampe

**Facilitators:**

Amy Fulk

**Staff:**

Phil Bonnet, Executive Director  
Iqbal Ahmad, Chief Financial Officer  
Lori Banales, Deputy Executive  
Director  
Lisa West, Executive Secretary

The Finance Committee met at 5:06 p.m. on Monday, March 9, 2020, in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Monthly Financial Report; 2) Contracts over \$250,000; 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 February 10, 2020 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. Ahmad distributed the January 31, 2020 financial report which reflects seven months of expenditures for the current fiscal year (FY). ACRC has expended 53.3% of Purchase of Services (POS) and 55.3% of Operations (OPS).

Mr. Ahmad is projecting that ACRC will need an additional \$11.6 million in POS funding at the end of this FY. This is mainly due to the recent implementation of the supplemental rate increases, which went into effect on January 1<sup>st</sup>. Although they have ensured funding, the Department of Developmental Services (DDS) informed ACRC late last week that they will wait until after the FY ends before they send an amendment to cover this shortfall.

ACRC staff have worked with our service providers so that they understand the importance of timely billing so that we, as an agency, can project properly.

Mr. Ahmad noted that cash flow and contract allocations are two different things. ACRC currently has a recruitment plan in place.

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

2. ***Contract over \$250,000***

- There are no contracts to approve at this time.

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

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

**Discussion and Action:** Mr. Ahmad shared that regional centers are required to submit their annual caseload ratios to DDS by March 1<sup>st</sup>. ACRC's caseload ratios are as follows:

| <b>Category</b>                                    | <b>Actual Ratio</b> | <b>Required Ratio</b> |
|--|---------------------|-----------------------|
| Medicaid Waiver                                    | 82.08               | 62                    |
| Age 36 mths and under                              | 54.5                | 62                    |
| Moved from DC, lived in com > 24 mths              | 53.9                | 62                    |
| Moved from DC, lived in com between 12 and 24 mths | 35.6                | 62                    |
| Moved from DC within last 12 mths                  | 29.1                | 45                    |
| All others   | 75.7                | 66                    |

ACRC continues to recruit for new employees; we would need to hire 40 new Service Coordinators (SCs) to meet the mandated caseload ratios.

- **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 11, 2020**, at 5 p.m. The meeting adjourned at 5:22 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Phil Bonnet