

Alta California Regional Center  
Finance Committee Meeting  
Monday, May 11, 2020  
Minutes

**Present:**

Yang Sun, Chair  
Johnny Deng  
Dan Lake  
Ron Mainini  
Michelle Rewerts  
Retha Seabron  
Rita Walker

**Absent:** (\* excused)

Steven Sanchez\*

**Facilitators:**

Amy Fulk

**Board Members:**

Carmen Aguilar  
Eric Ciampa  
Amy Lampe

**Visitors:**

Maureen Fitzgerald

**Staff:**

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

The Finance Committee met at 4:33 p.m. on Monday, May 11, 2020, by Webex/teleconference to discuss: 1) Monthly Financial Report; 2) Contracts over \$250,000; and 3) Select & engage Independent Audit Firm. All present provided self-introductions.

**Without objection, Johnny Deng made the motion to adopt the Finance Committee meeting minutes of March 9, 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 March 31, 2020 financial report which reflects nine months of expenditures for the current fiscal year (FY). ACRC has expended 69.3% of Purchase of Services (POS) and 69.7% of Operations (OPS).

Mr. Ahmad is projecting that ACRC will need between \$7.6 and \$17.6 million in additional POS funding at the end of this FY. Due to the recent COVID-19 pandemic, our agency's projections are taking into account the additional supports that have been put into place to serve our clients during this time.

ACRC is in communications with the Department of Developmental Services (DDS) to ensure funding for these increases. The department has instructed regional centers to keep track of all COVID-19 expenditures and support their clients as best

they can to keep them safe during this crisis. Accounting staff have calls with DDS every two weeks.

During this crisis, staff shifted OPS resources to ensure that our infrastructure was able to support our staff being able to work remotely while also ensuring our operations would continue without interruptions. We upgraded our server and initiated a remote work pay for our staff for the expected usage of their own equipment (equates to \$7 per month, per employee).

Mr. Ahmad believes we will have enough cash flow through the middle of July. ACRC has a \$25 million line of credit with U.S. Bank if we need additional cash until DDS advances funding to regional centers at the beginning of the next FY.

**Without objection, Michelle Rewerts made the motion to accept the monthly financial statement as submitted.**

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

**Issue:** The committee will review all contracts of \$250,000 and above.

**Discussion and Action:** Mr. Ahmad shared that the Board needs to approve two contracts for the start-up of a Community Crisis Home for Children that DDS has identified and pre-approved.

This crisis home is part of the department's Safety Net; similar to the Alta Mesa home that was built in Galt. DDS has allotted funding for this home which will be used by all regional centers.

Our Community Services Department is waiting for the Board's approval in order to move forward. The \$1 million contract will be rewarded to Brilliant Corners for the acquisition and renovation of the home. The \$300,000 contract will be rewarded to Advance Kids for staffing, trainings and furnishings.

ACRC is responsible for making sure that the funds are used properly through quality assurance and shared case management. The clients that will be moving into this home will be part of the specialized 1:25 caseloads.

**Without objection, Yang Sun made the motion to move the two contracts for start-up funding for the Community Crisis Home for Children to the full Board for approval.**

3. ***Select and engage Independent Audit Firm***

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

**Discussion and Action:** Regional centers may utilize the same auditor for five consecutive years. AGT has performed ACRC's independent audit for the last two years. Their bid to complete the agency's 2019-20 annual independent audit is for \$56,000 (an approximate 2% increase from last year).

During this time, the bidding process has been difficult. AGT's quote is comparable to quotes that other regional centers have received. It is expected that they will conduct this audit in late September/early October.

Mr. Ahmad noted that having people familiar with ACRC and the regional center system is critical.

**Without objection, Yang Sun made the motion to recommend that the Board engage AGT for the 2019-20 independent audit.**

***\*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, June 8, 2020**, at 5 p.m. The meeting adjourned at 5:06 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Phil Bonnet