

Alta California Regional Center  
Finance Committee Meeting  
Monday, September 14, 2020  
Minutes

**Present:**

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

**Absent:** (\* excused)  
Steven Sanchez\*

**Facilitators:**

Amy Fulk

**Board Members:**

Carmen Aguilar

**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 4:30 p.m. on Monday, September 14, 2020, by Webex/ teleconference to discuss: 1) Monthly Financial Report; 2) OPS Contracts over \$100,000; 3) POS Contracts over \$250,000; 4) Review DDS vendor audit requirement for current FY; and 5) State Budget Update. All present provided self-introductions.

**Without objection, Michelle Rewerts made the motion to adopt the Finance Committee meeting minutes of July 13, 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:** The June 30, 2020 financial report indicates that ACRC has expended 95.3% of Purchase of Services (POS) and 99% of Operations (OPS) for the 2019-20 fiscal year (FY). Mr. Ahmad is expecting about \$20 million in late billings and based on the formulas that drive this report, he is estimating a shortfall of approximately \$4 million in POS funding. This has been communicated to the Department of Developmental Services (DDS). We received the sixth contract amendment (A-6), which should cover our additional expenses, but the department may release an A-7, if necessary.

At the last meeting, there was a request for the Board to receive information on the increased POS expenditures due to the COVID-19 pandemic. Mr. Ahmad reviewed the data gathered on increases for residential, Supported Living Services (SLS), Respite/Personal Attendants (PA's) and Independent Living Services (ILS).

Ms. Banales noted that it's important to note that ACRC automatically increased the monthly number of hours for clients/families receiving Respite/PA services to 120 hours/quarter at the beginning of the state's shutdown, but Service Coordinators (SCs) have since met with the clients/families on their caseloads and taken into account individual's needs; some may have more than 120 hours/quarter.

Mr. Ahmad will hopefully have information to share for the current FY at the next finance committee meeting as we are waiting for final B2 amendment information.

**Without objection, Ron Mainini made the motion to accept the monthly financial statement as submitted.**

## **2. OPS Contracts over \$100,000**

- Mr. Ahmad noted that ACRC's current communication system is an application of several different systems that are server based and each require their own contract and support service. As mentioned at these meetings, ACRC has made enhancements so that staff can continue to work remotely but we are limited with our current system. We started to demo different "cloud" systems that would allow us to better support our staff and clients.
- The proposed system, Ring Central, would utilize our Avaya infrastructure and will be cost neutral moving forward by consolidating the various communication applications and supports that are currently subscribed. This system will also create synergies by consolidating multiple communication applications and will give staff more mobility and features:
  - Staff will be able to use a "soft" phone through their mobile devices; they can answer, talk while using a webcam, transfer, record and text clients/families.
  - The system can handle multiple language lines, as well.
  - Staff can roll calls from one phone to another, without disruption. The system has a routing tree back-up that will switch providers, as needed.
  - This bundle offers free equipment, along with the first three months of service free.
- Currently, if there is an emergency, ACRC utilizes our after-hour service. This new system would allow mobility so that our staff can continue to answer and initiate phone calls.
- We are seeking approval of this new communications system from the Board. If approved, the agreement will lock in the account fees for multiple years; total service cost is \$150,000 annually.

**Without objection, Michelle Rewerts made the motion to recommend to the full Board the approval of the new phone system at the September 24<sup>th</sup> Board meeting.**

3. **POS Contracts over \$250,000**

- There are no contracts to approve at this time.

4. **Review DDS vendor audit requirement for current FY.**

- ACRC was notified that we would need to complete 18 total vendor audits this FY. In March 2020, DDS waived this requirement through October. Due to the ongoing pandemic, Mr. Ahmad believes that the department may adjust this number down further as the waivers continue to be extended. Currently, ACRC's Audit Department is focusing their attention on those service providers that are submitting their absentee billing, with certification statements.

5. **State Budget Update**

**Issue:** The committee needs to review the Governor's State Budget.

**Discussion and Action:** DDS' 2020-21 FY budget was increased by approximately \$1 billion from the previous FY. In addition, regional centers are providing the department with ongoing increased POS expenditure data due to the pandemic. This has totaled over a half billion dollars so far. Concern remains over funding for our statewide service system.

Mr. Bonnet reminded everyone that over the summer, under DDS direction, regional centers paid retainer payments to service providers to help them remain afloat.

- **Information only.**

The next Finance Committee meeting is scheduled for **Monday, October 19, 2020**, at 5 p.m. The meeting adjourned at 5:14 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Phil Bonnet