

Alta California Regional Center  
Finance Committee Meeting  
Tuesday, October 10, 2017  
Minutes

**Present:**

Dan Lake, Acting Chair  
Cindy Benson  
Michelle Rewerts  
Steven Sanchez (via phone)  
Retha Seabron  
Rita Walker

**Absent:** (\* excused)

Anwar Safvi\*, Chair  
Tatiana Kuzminchuk

**Facilitators:**

Amy Fulk  
Larry Prosser

**Board Members:**

Eric Ciampa  
Amy Lampe  
Austin Taylor

**Visitors:**

Karen Young

**Staff:**

Phil Bonnet, Executive Director  
Peter Tiedemann, Chief Operating  
Officer  
Lisa West, Executive Secretary

The Finance Committee met at 5:00 p.m. on Tuesday, October 10, 2017, 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 Community Placement Plan (CPP); and 4) Review annual vendor audit report conducted including any recoveries. All present provided self-introductions.

**Without objection, Dan Lake made the motion to adopt the Finance Committee meeting minutes of September 11, 2017 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. Tiedemann distributed the August 31, 2017 financial report which reflects two months of expenditures for the current fiscal year (FY). ACRC has expended 14.7% of Purchase of Services (POS) and 18.4% of Operations (OPS).

Mr. Tiedemann shared that we have not received any additional amendments and we probably won't until next spring. The first projections for the Purchase of Services funds are due to the Department of Developmental Services (DDS) on December 10<sup>th</sup>.

**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 Community Placement Plan (CPP)**

**Issue:** The committee needs to review ACRC's CPP.

**Discussion and Action:** Mr. Tiedemann distributed ACRC's CPP for the 2017-18 FY, which provides information on our plan to move 30 clients out of Sonoma Developmental Center (SDC).

Our Start-up Plan involves:

- One children's 4-bed facility; \$250,000 in start-up funding and \$350,000 for renovations
- A psychiatric day program; \$30,000 in start-up funding
- A safety-net 4-bed home for clients moving from College Hospital, and an IMD (Institution for Mental Disease) facility; \$1.5 million in start-up funding. This is a complicated plan which will require a lot of oversight.

Mr. Bonnet shared that SDC currently has a crisis facility on site which only houses five clients. The plan is to replicate this in the community.

The ARFPSHN (Adult Residential Facility for Persons with Special Health Care Needs) are typically five-bedroom homes that are developed specifically to serve the most medically fragile individuals.

- **Information only.**

4. **Review annual vendor audit report conducted including any recoveries**

**Issue:** The committee needs to review annual vendor audit report.

**Discussion and Action:** Mr. Tiedemann shared that ACRC was required under our contract with DDS to complete 18 audits in the 2016-17 FY. He distributed a report which indicates the vendors that were audited and any recoveries that we have received to date.

Mr. Tiedemann noted that the audits that were completed are for vendors that receive less than \$100,000 annually, unless they are a care home.

- **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, November 13, 2017**, at 5 p.m. The meeting adjourned at 5:21 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Phil Bonnet