

Alta California Regional Center  
Finance Committee Meeting  
Monday, November 5, 2018  
Minutes

**Present:**

Dan Lake, Acting Chair  
Michelle Rewerts  
Steven Sanchez (via phone)  
Rita Walker

**Absent:** (\* excused)

Anwar Safvi\*, Chair  
Retha Seabron\*  
Yang Sun\*

**Board Members:**

Amy Lampe  
Austin Taylor

**Staff:**

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

**Facilitators:**

Amy Fulk

The Finance Committee met at 5:00 p.m. on Monday, November 5, 2018, in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) Monthly Financial Report; 2) Contracts over \$250,000; and 3) Contracts over \$100,000. All present provided self-introductions.

**Without objection, Dan Lake made the motion to adopt the Finance Committee meeting minutes of October 9, 2018 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 September 30, 2018 financial report which reflects three months of expenditures for the current fiscal year (FY). ACRC has expended 23.1% of Purchase of Services (POS) and 25.3% of Operations (OPS).

Mr. Tiedemann shared that our annual POS projections are due to the Department of Developmental Services (DDS) on December 10<sup>th</sup>. Some OPS expenses are paid in advance at the beginning of the FY.

Mr. Bonnet noted that it has been almost a full year since the agency went from a semi-monthly payroll to a bi-weekly payroll. Staff seem to appreciate being paid every other Friday.

**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. **Contract over \$100,000**

**Issue:** The committee needs to review/approve an OPS contract over \$100,000.

**Discussion and Action:** Mr. Tiedemann shared that Sharp contacted us and offered to renew our lease for the agency's copiers a year early. The proposal includes a lower rate and provides us with eight additional copier/printers.

The total new contract is approximately \$8,900 per month (savings of about \$1,500 per month) for five years.

Mr. Tiedemann is seeking Board approval.

**Without objection, Dan Lake made the motion to move the renewal of the copier lease, for a total cost of \$8,900 per month for 60 months, to the full Board for approval.**

Mr. Tiedemann shared that he has not received the necessary information to present lease renewals to the committee at this time.

***\*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, January 14, 2019**, at 5 p.m. The meeting adjourned at 5:11 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Phil Bonnet