



Minutes for Finance Committee Meeting

09/08/2021 | 05:30 PM - 06:30 PM - (GMT-08:00) Pacific Time (US & Canada)

Via Zoom Video

Committee Members Present: Alicia Schott, Treasurer, Margaret Heinz, Lisa Utsey, Connie Uychutin, Jose Lara, Linda Collins

Committee Members Not Present: None.

Staff Present: Tony Anderson, Doug Bonnet, Claudia Reed, Corina Ramirez

Public Present: Irene Hernandez, Interpreter, Rachelle Munoz, Tumboura Hill

Alicia Schott, Treasurer, called the meeting to order at 5:30 PM.

A. Review and Approval of Meeting Agenda – Action Item

Linda Collins made a motion to approve the agenda. Lisa Utsey seconded the motion. The Meeting Agenda was approved unanimously.

B. Review and Approval of Finance Committee Meeting Minutes of 08/11/21 – Action Item

Margaret Heinz made a correction to the minutes that the meeting last month started at 5:30 PM. Lisa Utsey made a motion to approve the Finance Committee Meeting Minutes of 08/11/21 with the above noted correction. Margaret Heinz seconded the motion. The Finance Committee Meeting Minutes of 08/11/21 were approved unanimously with the above noted changes.

C. Public Comment

Tumboura Hill asked if VMRC tracks the number of overtime hours that case management puts in due to the caseload ratios being high. Claudia Reed, CFO, said we don't track overtime, but we can draw a report from Paylocity. We can get the information for Tumboura. Supervisors approve time on an as needed basis when they review timecards, but Senior Management does not review a report like this regularly. Claudia agreed to provide Tumboura a report on overtime from the previous fiscal year.

D. Approval of Contracts over \$250,000 – Action Item

Corina Ramirez presented the Contracts over \$250,000 to the committee and answered any questions that they had (contracts are on the agenda).

There was committee discussion about the amount of contract for Pacific Homecare Services, HV0235 862, of \$28, 200,00. Claudia mentioned that it is really high, but that DDS is auditing them, or should be.

Lisa Utsey made a motion to approve the Contracts over \$250,000.

Margaret still had questions about the Pacific Homecare Services Contract, and Claudia again said she was worried about it. Tony explained the extended Respite was used quite a bit due to school closures. Tony also shared that this amount is the maximum, it doesn't mean that is the amount that will be used. Vendors only bill for what they provide. Linda Collins asked if they went over their budget last year? Corina responded that they did go over their allotted amount last year. Corina also shared that these contracts run from August through July. They billed for just over \$25 million last year. Alicia asked if we are expecting that much Respite to be used going forward since most children are back in school? Tony again reported that the contracts are a projection. Tony stated that we are projecting and planning that we probably will spend close to what we spent last year on Respite. Also, the Day Programs are not back yet, and a lot of consumers are at home and do need Respite. Jose said he thinks that it is a reasonable number given the circumstances and that the committee should approve it.

Jose Lara motioned to approve the Contracts over \$250,000. Lisa Utsey seconded the motion. The Contracts over \$250,000 were approved unanimously. Connie Uychutin abstained.

E. Fiscal Department Update

1. Contract Status Report (CSR) – Action Item

Claudia Reed presented the Contract Status Report and answered any questions that the committee had.

Margaret Heinz made a motion to approve the Contract Status Report. Linda Collins seconded the motion. The Contract Status Report was approved unanimously.

2. Purchase of Service (POS) Expenditures

Claudia Reed presented the Purchase of Service Expenditures and answered any questions that the committee members had.

3. Operations Expenditures

Claudia Reed presented the Operations Expenditures and answered any questions that the committee members had.

4. Acceptance of Restricted Donations for the Popplewell Fund – Action Item

Claudia Reed presented the Restricted Donations for the Popplewell Fund to the committee. The fund is still healthy and good at \$21, 496.91.

Claudia noted the date on the report should be 07/31/21 and not 05/27/21.

Margaret Heinz made a motion to accept the Restricted Donations for the Popplewell Fund.

Linda Collins seconded the motion. The Acceptance of the Restricted Donations to the Popplewell Fund were approved unanimously.

F. Next Meeting - Wednesday, October 13, 2021, 5:30 PM, Location TBD

Meeting adjourned at 6:25 PM.