

# ADMINISTRATOR'S REPORT

## Board of Directors' Meeting

April 14th, 2021

Data Through February 28,, 2021

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**State and Federal**

1. May Revise – Governor Gavin Newsom is scheduled to release the May Revision to the 2020-21 budget (a.k.a. the “May Revise”) in early May. This is an important step in the budget process because (1) Regional Centers may receive additional funds for the current fiscal year, and (2) it provides an indication of what to expect in the coming year’s budget.
2. FY 2020-2021 Statewide POS Expenditure Projection (a.k.a., PEP, and formerly known as the SOAR---Sufficiency of Allocation Report) – as of the end of February is estimating a deficit of \$32 million state-wide for Purchase Of Service expenditures. RCRC’s PEP is projecting adequately funded for FY 2019-20 in POS by about \$27 million.

**Redwood Coast Regional Center**

1. Fiscal Year 2020-21 Spending Authority (the new fiscal year as of 7/1/20) – received our B-2 Allocation at the end of February. For Purchase of Service (POS) we received an additional \$1,305 for CPP projects and for Operations we received an additional \$430,000 for CPP projects, reimbursement for the Executive Director Search project, and additional items. This does appear to be a very tight year though it is anticipated to end the year with a very small surplus.
2. Cash Flow – As of the writing of this report, we have 44 days cash on hand. We have renewed our line of credit for the 2020-21 FY for \$7,000,000.
3. Financial Operations – Our financial reporting figures are based on expenses through the end of February, which is 67% of the way through the 2020-21 fiscal year.

In looking at the **handouts**, our client count can be seen on **pages 9 & 16**. **Page 9** notes 2 RCRC clients in the Developmental Center (DC), all of which are forensic placements ordered by a court of law. Both pages show that while the client count continues to increase, it is not increasing as quickly as in the recent past.

On **page 10** our “Average” Monthly year-to-date (YTD) POS Expenditures in the aggregate and on a per-person basis show a decrease from last fiscal year’s *Average* figures. The “*Total*” Monthly POS Expenditures (page 17) and Total Monthly POS Expenditures Per Client, (page 18) show a decrease over last fiscal year.

“Average” Monthly Operations Expenditures YTD (page 11), both in the aggregate and on a *Per Client basis* show an decrease this fiscal year, which is due to our purchasing equipment such as laptops for all Service Coordinators and implementing an electronic chart system. Both are to assist in serving our clients more efficiently.

**Page 12** is a summary of the detail found on **page 13** (POS expenses) and **page 14** (OPS expenses). Mid-page is a summary of DDS’ POS Expenditure Projection (PEP, formerly known

as the SOAR). Service providers have until March 2023 to submit their claims for the 2020-21 FY.

**Page 13** lists our monthly and YTD POS expenditures. Most expense categories are within an acceptable and anticipated range.

OPS expenditures, both for the month and YTD can be seen on **page 14**. Please note:

- Benefits is slightly higher compared to the budget due to pre-paying our CalPers Unfunded Liability for the entire year. This change resulted in a savings of \$20,000. As the year progresses this percentage difference will decrease.
- Insurance expense is relatively high compared to the budget as the majorities are based on a premium structure which pays more per month at the beginning of the year than at the end of the year.
- Board of Directors is high from payment of services for Executive Director Search. We have received reimbursement for the services.
- Fees. Licensees and misc is low do to applying eligible COVID-19 related Paid Leave tax credits and funding received for reimbursement through the MHSA Fast Grant. We are not eligible for the CARES Act Retention credits.

Graphs of POS Expenses for the general ledger categories for the current and last four fiscal years are included as **pages 16 through 34**. In addition to the pages and expense categories already referenced above, please see the category-specific notes on each of the graphs. Also, please note many POS categories show a decrease over the last several months. This is due to both late billings and our moving up the time frame for when we run reports each month.

### **Miscellaneous Topics**

Client Benefit Fund – The summary log of the Client Benefit Fund balance through February 28<sup>th</sup>, 2021, and our last received monthly statement, are included as **pages 35, 36, & 37..**

Audit Update – Our Independent Audit has been completed for FY 19-20. Our next DDS Audit has been tentatively planned for October 2021 and which will review FY 2019-20 and 2020-21.

Staffing – As of March 16th, 2021, we have a staff vacancy factor of 8.5% as compared to 6.3% a year ago. There are currently 11 staff vacancies, which we are pursuing the backfilling of.

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