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SESA provides consultation and training to support the unique educational needs of individuals and the Alaskan communities that serve them.

BOARD OF DIRECTORS MEETING

Zoom

Tuesday, October 6, 2020

9:30 AM - 10:30 AM

WORK SESSION NOTES

The Board reserves the right to enter into Executive Session for matters allowed by law.

The following Board Members participated in the Work Session on Tuesday, October 6, 2020: Elena Markova, Jeanne Gerhardt-Cyrus, Molly McManamin, Debbie Treece, Meghan Clark, Donald Enoch, Dan Kaasa, and Anna Attla.

The following staff members participated: Patrick Pillai (SESA Executive Director), Sonia Szczesniak (SESA Executive Assistant), and Genevieve Hollins (Finance Manager, AKEBS).

1. SESA Annual Public Audit - Financial

Genevieve Hollins, AKEBS Patrick Pillai, Executive Director

Patrick Pillai, SESA Executive Director, and Genevieve Hollins, AKEBS, shared an update on the Public Audit. The audit is being conducted by Altman Rogers & Company. There were no findings and the final letter was reviewed by Jeanne Gerhardt-Cyrus (Board Chair) and Patrick. Patrick praised Genevieve for her timely and accurate submissions to the auditors. Typically, the Audit Presentation to the Board takes place in the Q2, Winter board meeting.

2. SESA Legislative Audit

Patrick Pillai, Executive Director

Patrick Pillai informed the Board that the audit passed through the Legislative Audit Committee. A copy was sent to Jeanne (Board Chair). There was one finding: student files lack adequate documentation to support reclassifying LID category. The recommendation was to implement written procedures to ensure reclassification of a student's referred disability is adequately supported and communicated to school district personnel. The changes that SESA made were: redesigned the process and procedure to avoid input error in the database; redesigned the referral form to clearly distinguish state classification from program service requested; redesigned the status of service form



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so the SPED Director can see the state classification and program the student is enrolled. The next legislative audit meeting is scheduled to occur in October/November.

Debbie Treece asked what are the next steps of the audit. Patrick replied that once the audit is complete, Senator Stevens and Representative Story will guide SESA to get a bill ready for authorization through the legislature hopefully in January or February. SESA will sunset on June 30, 2021.

3. Update to Board Policy - Pandemic/Epidemic Emergencies

Patrick Pillai, SESA Executive Director

Patrick Pillai stated that there is currently no board policy that addresses pandemics/epidemics. The series 3000 of business operations address environmental safety (BP 3514), hazardous substances (BP 3514.1), and emergency & disaster preparedness (BP 3514.2). BP3514.3 Pandemic/Epidemic Emergencies will address the planning and coordination of the Agency with municipality and state mandates, infection control, and continuance education. This will be Action Item FY21-01 up for vote during the Business Meeting.

Molly McManamin asked if there was a work from home policy in place. Patrick stated that there was a policy for the specialists that is included in their negotiated agreement. There are few specialists who come into the office on a regular basis. Currently Patrick, Olivia, Sonia, and PA's come into the office daily. If there is another lockdown, all staff is equipped to work from home.

4. SESA Grants Update

Patrick Pillai, SESA Executive Director

Patrick went over the grant revenues with the Board. AARC has a \$380,000 budget, INDICATORS has a \$160,000 budget, AKCAM has a \$150,000 budget. The total grant fund budget is \$690,000. The Indicators grant is requesting to add an additional \$10,000 to address cost increases. The Board will be updated if added funds are received. The funds listed on the report are State and Federal Pass Through Funds and funds from the Mental Health Trust Authority.

Elena Markova inquired about the INDICATORS project. Patrick explained that the state requires special education data be provided to the federal government. David Tarcy collects the information/research and sends the data to the state and then the state sends it to the feds. SESA manages the grant, but the contractor is responsible for grant activity stipulated in a contract.



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5. Flex Policy - Flexing a Day

Patrick Pillai, SESA Executive Director

Patrick Pillai discussed that the Agency noticed some potential issues with staff working from home during the pandemic. Requests for leave in some cases were becoming potential audit red flags and leaned towards taking advantage of the flexibility being offered. Labor laws do not address flex time, policies are strictly up to the employer. SESA allows flexing of a day but not a week. In order to flex a day, the specialist has to request prior permission, the flexed day has to accommodate a 7.5-hour workday, and weekend work always requires prior permission. This policy does not impact flexing time during SESA travel.

6. End of SESA Building Lease/Relocation

Patrick Pillai, SESA Executive Director

Patrick Pillai is requesting permission from the Board to work with a commercial realtor to research possible alternative space that might be cheaper. This request is listed in the consent agenda since the request is just asking permission to look with nothing binding. Current lease ends June 30, 2021. Finding a smaller space could potentially save the Agency money. Safety and parking will be considered.

Debbie Treece requested that we keep in mind client accessibility and staff impact. Patrick stated that six staff members were included in a workgroup and he will notify the rest of the staff.

Molly McManamin asked if the Agency was working with a specific realtor. Patrick informed her that the Agency has not yet researched that. Molly stated that she has some information that she will send to Patrick.

Genevieve Hollins stated that the Agency should think about a space that can fit a full staff since there are currently two specialist vacancies.

Anna Attla wanted to know if we knew specifically where the Agency would look to relocate. Patrick said that there was no preference at this time.



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7. Alaska Deafblind Project

Patrick Pillai, SESA Executive Director

Patrick Pillai reported that there was a LAB (large available balance) in regards to the Alaska Deafblind Project due to COVID-19. The federal project manager requested an update. SESA is applying for the full amount. The new award will go into effect October 1, 2020 through September 30, 2021. The full award was requested due to hiring a new DB specialist that has a master's degree, impacting costs in the grant. In addition, the Agency will be offering remote TA and may need to purchase technology to help parents access services.

SESA was able to purchase a Juliet 120 Braille/Embosser for Fairbanks Northstar Borough School District at a cost of \$4601 through the DB project. This braille will provide Braille materials for seven students with vision loss.

Dan Kaasa inquired if the response to Carlene was accepted. Patrick stated that the response was accepted by Carlene.

8. CD Investment with Northrim Bank

Patrick Pillai, SESA Executive Director

Patrick Pillai stated that at the FY20 Summer Board meeting, Joshua Gill (treasurer), suggested looking into higher yield rate fund investments. At the request of the Board, Patrick and Genevieve contacted Northrim Bank. The bank offered four, 18-month jump CD's at a .95% interest rate at a value of \$250,000 each. The first 18-month CD would begin at the end of August 2020, second CD would begin at the end of September 2020, third 18-month CD would begin at the end of October 2020, and the last 18-month CD would begin at the end of November 2020. The penalties for early withdrawal are minimal. In addition, SESA would have one Alaska CD II with \$470,083 (can withdraw whole amount at any time without penalties). This will be Action Item FY21-02 SESA CD Investment with Northrim Bank up for vote in the Business Meeting.

Genevieve stated that the CD's are staggered over 4 months if need withdrawals. It is estimated that SESA will gain roughly \$9,000 in interest over the maturity of the four CD's.

Dan Kaasa asked if there is a cap on fund balance. There is no cap. There is a danger of not having a plan for expenditure of funds.



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9. FY2021 BOD Calendar/Upcoming Meeting Dates

Sonia Szczesniak, SESA Executive Assistant

Sonia Szczesniak, asked the Board if there were any additional events that needed to be added to the FY21 BOD calendar. Molly McManamin requested that ASD's spring break be put on the calendar. Sonia discussed possible dates for future Board meetings. The Board suggested Winter Board meeting take place the first week in December 2020, Spring meeting take place towards mid-end of March 2021, and Summer meeting take place in May 2021, before Memorial Day. Sonia will email out Doodle Poll's this week to determine exact dates.



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BOARD OF DIRECTORS MEETING

Zoom

Tuesday, October 6, 2020

10:45 AM- 12:00 PM

BUSINESS MEETING MINUTES

The Board reserves the right to enter into Executive Session for matters allowed by law.

1. CALL TO ORDER
Board Vice President Molly McManamin called the October 6, 2020, Business Meeting to order at 10:47am.
 - a. Board Roll Call
Called by Sonia Szczesniak, SESA Executive Assistant (see attached Roll Call sheet).
 - b. Introduction of Staff and Guests
Patrick Pillai, SESA Executive Director, introduced Staff and guests.
 - c. Reading of SESA Mission Statement
Board Member Meghan Clark read the SESA Mission Statement.
2. MEETINGS' NOTES AND MINUTES
 - a. Approval of May 28, 2020, Work Session Notes (*attached*)

MOTION to approve the Work Session Notes of May 28, 2020
MOVED: Dan Kaasa
SECOND: Don Enoch, Jeanne Gerhardt-Cyrus
DISCUSSION: None
AYES: Unanimous
OPPOSED: None
MOTION PASSED



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- b. Approval of May 28, 2020, Business Meeting Minutes (*attached*)

MOTION to approve the Business Meeting Minutes of May 28, 2020

MOVED: Debbie Treece

SECOND: Don Enoch

DISCUSSION: None

AYES: Unanimous

OPPOSED: None

MOTION PASSED

3. APPROVAL OF BUSINESS MEETING AGENDA

MOTION to approve Business Meeting Agenda of October 6, 2020

MOVED: Debbie Treece

SECOND: Dan Kaasa

DISCUSSION: None

AYES: Unanimous

OPPOSED: None

MOTION PASSED

4. CONSENT AGENDA

(Motion details must match Agenda Item #3 - Approval of Business Meeting Agenda)

- a. FY21 Grant Awards
- b. FY21 Employment Data
- c. Board approval for SESA Executive Director to work with a commercial realtor to research alternate SESA office space in Anchorage.

MOTION to approve the Consent Agenda October 6, 2020

MOVED: Meghan Clark

SECOND: Don Enoch

DISCUSSION: None

AYES: Unanimous

OPPOSED: None

MOTION PASSED

(Note: Consent Agenda means automatic unanimous approval of business listed under it.)

5. PUBLIC COMMENT - 11:00 AM- 11:31 AM
NONE



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6. CORRESPONDENCE TO/FROM THE BOARD

- a. E-mail from Anne Applegate - Council Designee to SESA Board
- b. High Yield Interest Rates
- c. Center for Human Development
 - Dan Kaasa inquired how ECHO model is being used at SESA. Patrick replied that the Autism specialists have used it and that it has been used for other education related items.
 - Meghan has used the ECHO model during this public health crisis for peer TBI support and professional development. She has not used the model on students yet. The ECHO project is a 3 year federal grant.
- d. Legislative Budget & Audit Committee Meeting

7. ACTION ITEMS

FY21-01 Board Policy 3514.3
⇒ Roll Call Vote

MOTION to approve Board Policy # 3514.3 "Pandemic/Epidemic Emergencies, as presented during the October 6, 2020, SESA Board Work Session.

MOVED: Dan Kaasa

SECOND: Debbie Treece

DISCUSSION: None

ROLL CALL VOTE: See attached Action Item FY21-01 sheet for details.

AYES: Unanimous

OPPOSED: None

MOTION PASSED



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FY21-02 SESA CD Investment with Northrim Bank
⇒ Roll Call Vote

MOTION to authorize SESA executive director to invest a portion of SESA fund balance with Northrim Bank, in four, 18-month staggered jump up CD investments, each in an amount of \$250,000 beginning in August, September, October, and November of FY21.

MOVED: Debbie Treece

SECOND: Meghan Clark

DISCUSSION: None

ROLL CALL VOTE: See attached Action Item FY21-02 sheet for details.

AYES: 6

OPPOSED: None

ABSTAIN: 1

MOTION PASSED

8. EXECUTIVE SESSION
 None

9. STANDING REPORTS
a. Executive Director's Report (*attached*)

SESA Executive Director Patrick Pillai presented his Executive Director's report (see attachment for details).

- He discussed SESA caseload changes in FY20. Due to COVID-19, specialists were not able to travel in FY20Q4 thus causing a decrease in specialist activity, however, distance delivery increased by 36%.
- SESA is now tracking levels of service per student in the database: general, targeted, and intensive.
- The Legislative Budget and Audit Committee released post meeting report to the Agency for a response. The report will be finalized in October/November. SESA will send report to Senator Stevens and Rep. Story to endorse bill for reauthorization. SESA sunsets in June 2021.
- Patrick thanked Olivia and Sonia for a successful Orientation week.
- Recruitment is slow due to COVID-19.
- Multiple changes have been made to the SESA database due to legislative audit and SESA has formed a technology committee and website committee to help

streamline technology planning. Patrick discussed grant funding and balances and discussed other agency activities.

b. Financial Report (*attached*)

Genevieve Hollins of AKEBS presented the financial report (see attachment for details). She started by presenting the overview of FY 2021 expenditures from July 1, 2020 through September 24, 2020.

- The balance did not show the LID payment, that was deposited in mid-September.
- As of October 6, 2020, the second jump up CD was purchased.

Genevieve then presented FY 2020 expenditure overview from July 1, 2019 through June 30, 2020.

- Staff vacancies and no travel due to COVID-19 led to a higher fund balance than past years.

10. BOARD COMMENTS/DISCUSSION

- Jeanne Gerhardt-Cyrus thanked Molly for doing a great job directing the meeting. The board has learned a lot from the legislative audit and the union negotiations. She also thanked Patrick for his expertise and vision for the future for the Agency.
- Debbie Treece thanked the board on a great start for FY21. She thanked Sonia for her support in the new role as Executive Assistant.
- Dan Kaasa gave kudos to Patrick and everyone at SESA. He hopes the board is together again soon, however enjoys the efficiency of Zoom Board Meetings.
- Anna Attla is thankful to be on the board and hopes to be able to coordinate SESA meetings with other meeting obligations.
- Meghan Clark thanked Molly and Patrick for a great meeting. She is grateful for the care SESA takes address accessibility and guidance during meetings. She thanked Genevieve for how she breaks down the numbers on her reports. Meghan would also like to show her thanks for SESA staff during the holidays- she would like to know what will be done.
- Don Enoch thinks SESA is doing a great job and wanted to thank the board also. He abstained from voting in one action item due to a conflict of interest.
- Elena Markova thanked Molly and the rest of the board for a successful meeting. She commented that it was easy to follow the meeting and that the atmosphere was great.
- Molly McManamin thanked everyone for their patience. She stated that SESA has done a great job with constraints due to COVID-19. She commented on how it was great to see everyone and thanked Sonia.
- Patrick Pillai and Sonia Szczesniak thanked the board and thanked Molly.



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11. ADJOURNMENT

Board Vice President Molly McManamin entertained a motion to adjourn the SESA Board of Directors Business Meeting of October 6, 2020.

MOVED: Don Enoch

SECOND: Jeanne Gerhardt-Cyrus

The SESA Board of Directors Business Meeting was adjourned at 11:49am.

Deborah L. Treece
Debbie Treece

12/3/2020
Date

**SESA Board of Directors
Business Meeting
Via Zoom
October 6, 2020**

ROLL CALL

<i>Name</i>	<i>Present</i>	<i>Absent</i>
Elena Markova for Anne Applegate, Ex Officio	X	
Jeanne Gerhardt-Cyrus	X	
Molly McManamin	X	
Joshua Gill		X
Debbie Treece	X	
Meghan Clark	X	
Donald Enoch	X	
Dan Kaasa	X	
Elizabeth Lougee		X
Anna Attla	X	

Staff:

Patrick Pillai, SESA Executive Director
Sonia Szczesniak, SESA Executive Assistant

Contracted Service Provider:

Genevieve Hollins, Alaska Education and Business Services

Guests:

**SESA Board of Directors Meeting
October 6, 2020**

**ACTION ITEM FY21-01
BP 3514.3 Pandemic/Epidemic Emergencies**

ROLL CALL VOTE

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Elena Markova for Anne Applegate, Ex Officio			
Jeanne Gerhardt-Cyrus	X		
Molly McManamin	X		
Joshua Gill	ABSENT		
Debbie Treece	X		
Meghan Clark	X		
Don Enoch	X		
Dan Kaasa	X		
Elizabeth Lougee	ABSENT		
Anna Attla	X		
TOTALS	7		

MOTION: Passes

**SESA Board of Directors Meeting
October 6, 2020**

**ACTION ITEM FY21-02
SESA CD Investment with Northrim Bank**

ROLL CALL VOTE

<i>Name</i>	<i>Aye</i>	<i>Oppose</i>	<i>Abstain</i>
Elena Markova for Anne Applegate, Ex Officio			
Jeanne Gerhardt-Cyrus	X		
Molly McManamin	X		
Joshua Gill	ABSENT		
Debbie Treece	X		
Meghan Clark	X		
Don Enoch			X
Dan Kaasa	X		
Elizabeth Lougee	ABSENT		
Anna Attla	X		
TOTALS	6		

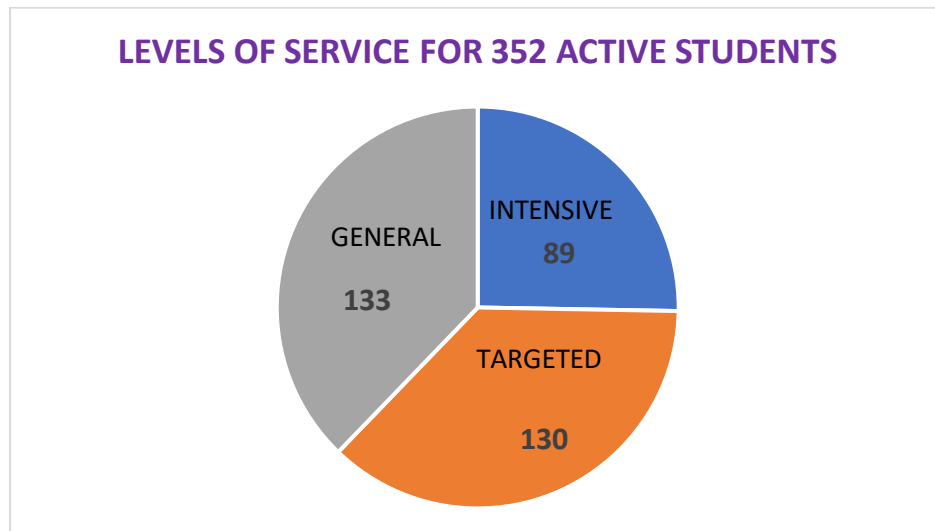
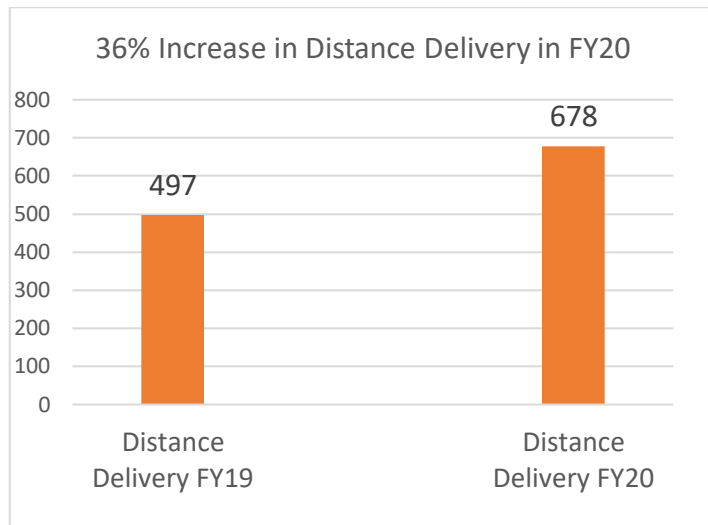
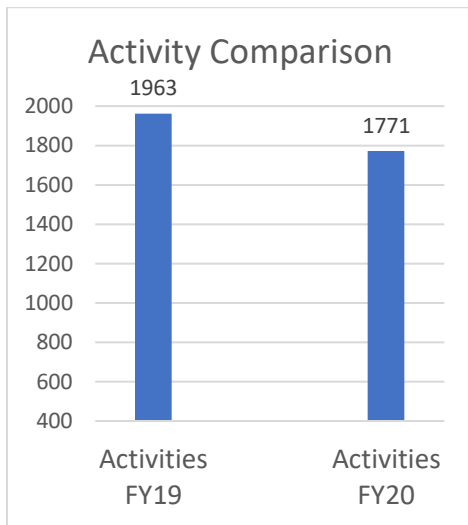
MOTION: Passes

SESA Fall Board Meeting
Executive Director's Report
October 6, 2020

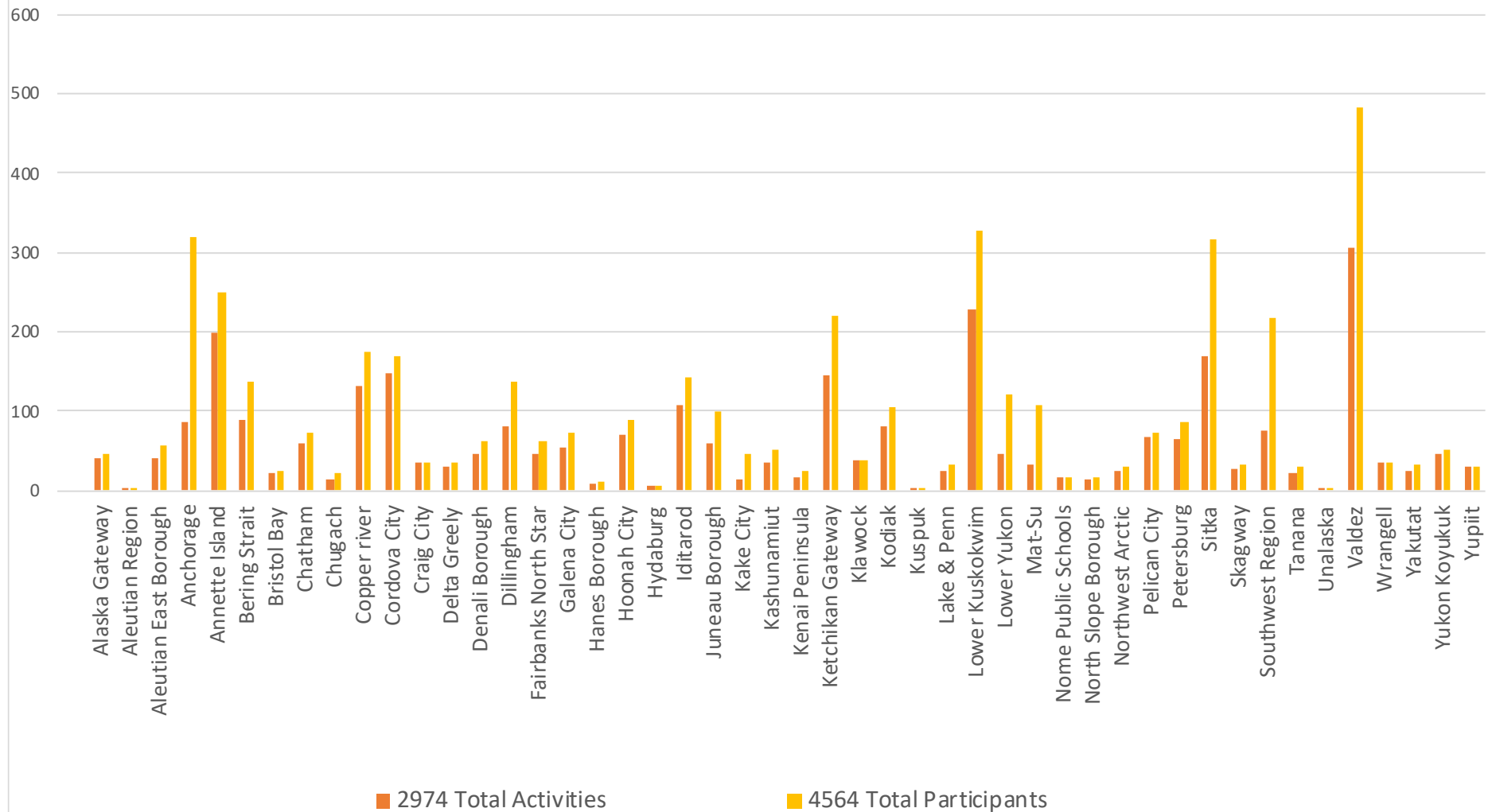
Student Caseload: Annual Changes

FY19 END	Added in FY20	Served in FY20	Discontinued in FY20
356	75	431	71

Specialist Productivity (Mission Specific Activities)



Multiple Program Service to 48 School Districts in FY20



1. **Orientation Week**
 - a. COVID-19 return to work plans shared with Board in June, 2020.
 - b. SESA orientation week was very successful. Olivia planned an online jeopardy game as a fun way to provide a Filemaker Pro refresher to new staff and orient new specialists to the specific functions of the database. Sonia, in her new role as executive assistant, was instrumental in managing the logistics of the orientation week, including working through the needed changes for the Avaya phone system.
 - c. CPR training was postponed due to COVID-19.
2. **Legislative Audit**
 - a. Legislative Budget and Audit Committee meeting scheduled for September 16, 2020. Post meeting report will be released to the Agency for a response. Report will be finalized in a future meeting in October or November.
 - b. Contacted Greg Smith (Aide, Rep. Story, Juneau) and Tim Lamkin (Aide, Senator Stevens Office, Kodiak) pertaining to Bill Sponsorship. SESA sunsets June 30, 2021
3. **Recruitment**
 - a. Recruitment has been slow. No viable candidates at this time for either the multiple disabilities specialist vacancy or the emotional disabilities specialist vacancy.
 - b. During the COVID-19 pandemic specialists are working from home and there is no travel to sites. These temporary changes have reduced need for program assistant support. We will recruit for added program assistants when the need arises.
4. **Technology**
 - a. Multiple changes were made to enhance the SESA database based on legislative audit feedback, feedback from specialists, and administrative need for specific reports.
 - b. Need for major change in the DB database due to changes and addition of coding for DB census reporting.
 - c. A technology committee and a website committee has been setup to streamline technology planning.
5. **Grants**
 - a. We anticipate an increase in grant funds for the INDICATORS project to balance operational costs.
 - b. FY21 contract for David Tarcy (Contractor for INDICATORS Project), prepared and signed. Project in full operation.
 - c. New grant measures, reportable in FY21, incorporated into Alaska Deafblind Project for data capture.
 - d. Alaska Center for Accessible Materials (SESA Grant) is fully operational.
 - e. All FY20 fourth quarterly reports were finalized and uploaded to the state grants management system.
 - f. Large available balance in DB grant addressed with federal grant manager (email attached)

- g. Permission successfully gained to purchase Brallier/Embosser for Fairbanks Northstar School district.
- h. Provided grant staff a sample annual report with performance measures as a guide to FY21 data collection.

6. **Agency Activities**

- a. Documentation sent to Bank of America for Patrick to be listed as both user and contact for BOA. Needed to change name on credit card. Change was successfully processed.
- b. Board Policy, "Acceptance of Electronic Signatures and Records" and "Eligibility Criteria for SESA Services" submitted to AASB on June 2, 2020 and successfully updated online.
- c. Fund balance investment of \$250,000 was redistributed to higher yield Northrim Bank CD account.
- d. A letter of support for the ECHO grant project, "Professional Development for Teachers and School Based Service Providers" sent to Center for Human Development for a 2020 grant application.
- e. The LID program is off to a great start under the guidance of Olivia Yancey (Program Administrator). Olivia is working on her Type B certification, anticipated in May 2021.



MEMORANDUM

TO: SESA Board of Directors
 THROUGH: Patrick Pillai, Executive Director
 FROM: Genevieve Hollins, Alaska Education & Business Services, Inc.
 SUBJECT: FY2020 Expenditures: July 1, 2019 through June 30, 2020
 DATE: June 30, 2020

<u>Funds</u>	<u>Current Budget</u>	<u>YTD Expended</u>	<u>% Expended</u>	<u>Available Balance</u>
100 - LID Entitlement/General Fund	\$ 3,258,990	\$ 2,624,653	80.54%	\$ 634,337
232 - AARC	386,000	271,893	70.44%	114,107
233 - Alaska Autism Walk	1,488	1,488	100.00%	-
235 - AKCAM	150,000	132,263	88.18%	17,737
238 - Indicators	160,000	160,000	100.00%	-
350 - Deafblind	128,365	104,174	81.15%	24,191
374 - AKMHTA Mini Grant	1,190	1,190	100.00%	-
375 - AKMHTA Mini Grant	676	676	100.00%	-
376 - AKMHTA Mini Grant	984	984	100.00%	-
Totals	\$ 4,087,693	\$ 3,297,321	80.66%	\$ 790,372

Percent of Year Passed: 100.00%
 Percent of Budget Expended: 80.66%

Cash Flow

Average Daily Balance in Checking Account through June 30, 2020: \$ 1,110,604
 Checking Account Book Balance as of June 30, 2020: \$ 634,414
 Bonus Rate CD Account Balance as of June 30, 2020: \$ 1,470,083
 TOTAL ALL ACCOUNTS: \$ 2,104,497

<u>General Fund - Fund Balance</u>	<u>Prepays</u>	<u>Committed</u>	<u>Unassigned</u>	<u>TOTAL</u>
June 30, 2017 Balances	\$ 26,681	\$ 713,349	\$ 1,330,948	\$ 2,070,978
June 30, 2018 Balances	\$ 52,483	\$ 713,349	\$ 1,533,633	\$ 2,299,465
June 30, 2019 Balances	\$ 53,318	\$ 713,349	\$ 1,466,491	\$ 2,233,158
June 30, 2020 Balances	\$ 29,877	\$ 713,349	\$ 1,518,763	\$ 2,261,989

Note: Fund 233, Autism Walk, had \$29,033 in Fund Balance at June 30, 2020.



MEMORANDUM

TO: SESA Board of Directors
THROUGH: Patrick Pillai, Executive Director
FROM: Genevieve Hollins, Alaska Education & Business Services, Inc.
SUBJECT: FY2021 Expenditures: July 1, 2020 through September 24, 2020
DATE: September 24, 2020

<u>Funds</u>	<u>Current Budget</u>	<u>YTD Expended</u>	<u>YTD Encumb</u>	<u>% Expended</u>	<u>Available Balance</u>	<u>% Expended & Encumbered</u>
100 - LID Entitlement/General Fund	\$ 3,216,500	\$ 443,038	\$ 1,929,561	13.77%	\$ 843,901	73.76%
232 - AARC	380,000	47,004	205,123	12.37%	127,872	66.35%
233 - Alaska Autism Walk	630	270	360	42.80%	1	0.00%
235 - AKCAM	150,000	30,866	50,489	20.58%	68,645	54.24%
238 - Indicators	160,000	22,821	110,734	14.26%	26,445	83.47%
350 - Deafblind	139,255	21,345	88,521	15.33%	29,388	78.90%
Totals	\$ 4,046,385	\$ 565,344	\$ 2,384,788	13.97%	\$ 1,096,252	72.91%

Percent of Year Passed: 23.56%
 Percent of Budget Expended: 13.97%
 Percent of Budget Expended + Encumbered: 72.91%

Cash Flow

Average Daily Balance in Checking Account through August 31, 2020: \$ 598,820
 Checking Account Bank Balance as of September 24, 2020: \$ 1,696,649
 Bonus Rate CD Account Balance as of September 24, 2020: \$ 1,220,083
 Jump Up CD 1 Balance as of September 24, 2020: \$ 250,000
 TOTAL ALL ACCOUNTS: \$ 3,166,732