Frank D. Lanterman Regional Center

Administrative Affairs Committee

September 13, 2016

MINUTES

PRESENT
Al Marsella
Jack Gilbertson
Dina Richman
Jim Simonds
Marjorie Heller
Dr. Tony Stein

STAFF
Patrick Aulicino
Barry Londer
Melinda Sullivan

NOT PRESENT
Mark Higgins, Chair
Anila Guruji
Greg Schafer

CALL TO ORDER

The meeting was called to order at 12:10 PM. Dina Richman chaired the meeting in the absence of Mark Higgins.

REVIEW OF MINUTES

The minutes of August 9, 2016 were reviewed the approved by consensus.

CHAIRPERSON'S REPORT

There was nothing to report.

C-1 BUDGET ALLOCATION

Mr. Aulicino reported that we have received our C-1 allocation. The Department released worksheets detailing the amounts centers will receive; this represents the vast majority of what we can expect this year in Operations and POS. Mr. Aulicino briefly reviewed the worksheets

and highlighted that core staffing has increased due to caseload growth. Prior unallocated reductions and cost containment measures remain in the allocation, even with the recent funding increases. The operations budget and staffing plan that is based on this allocation will be presented at a future meeting.

DRAFT INVESTMENT POLICY FOR ENDOWMENT FUNDS

Mr. Aulicino reported that the suggestions from last month have been added and are reflected in the draft. He reminded all that the policy was based on a template that was provided by Mr. Gilbertson. The draft was shared with Mr. Steve Cobb of the California Community Foundation and the current draft includes his suggestions.

After discussion, the committee agreed that counsel should review it before it is recommended to the board of directors.

Mr. Londer reviewed financial information received from the California Community Foundation relative to the performance of the Endowment Pool.

SERVICE PROVIDER SATISFACTION SURVEY

Mr. Aulicino reported that we conducted a survey of service providers in which we asked them about their satisfaction with our Accounting department, particularly in regards to authorization and payment issues. We sampled 120 service providers and received a response from 58 of them. Overall, the survey results were very positive. Discussion followed.

The Committee commended the accounting department on the positive overall results of survey. They also agreed that it's a good process to do every so often.

UPDATE ON AUDIT ACTIVITY

Mr. Aulicino reported that the independent auditors are at the center for a second and final week. They will return at the beginning of the year to report to the Committee on the audit findings and to review the tax return.

DDS will be at the center in January to begin their bi-annual audit.

REVIEW OF FINANCIAL STATEMENTS

Mr. Londer reported that we are receiving our monthly claim reimbursements on time. Our ending balance at the end of November is projected to be a little over $23 million.

Mr. Londer reviewed the financial statement summary activity through July 31, 2016.

Fiscal Year 2016-2017 (C-1)

In Operations (main contract) we have spent $1,420,471. In Purchase of Services (main contract), we have spent $10,608,498 before we add late bills. Including late projected bills, we will have spent $12,666,547.

Fiscal Year 2015-2016 (B-2)

This month we recorded $564,465 in OPS and $1,484,993 in POS. To date, we have spent 97.5% of both our OPS and POS allocations. We are currently projecting a small surplus in both OPS and POS.

Fiscal Year 2014-2015

This month we recorded ($4,601) in POS. In total, we have spent 99.9% of our OPS and 100.9% of our POS allocations. We are currently projecting a very small surplus in OPS, and a deficit in POS, which we expect to be funded by DDS.

There is an error on page 3 of the financial statements; the active caseload should be 9,495 not 7,495. Mr. Londer will correct this.

NEXT MEETING

The next meeting is scheduled for October 11, 2016.

ADJOURNMENT

The meeting was adjourned at 1:15PM

/gs