

**FRANK D. LANTERMAN REGIONAL CENTER**

**Administrative Affairs Meeting**

**February 12, 2013**

**MINUTES**

**PRESENT**

Marjorie Heller, Chair  
Larry DeBoer  
Jack Gilbertson-via conference call  
Al Marsella  
Ed Solis-via conference call  
Robert Wedemeyer

**GUESTS**

Ron Kulek, Windes & McClaughry  
Donita Joseph, Windes & McClaughry  
Lisa Carrick, Windes & McClaughry

**STAFF**

Patrick Aulicino  
Barry Londer

**NOT PRESENT**

Chris Kearley  
Dina Richman  
Chris Scali

**CALL TO ORDER**

The meeting was called to order by Ms. Heller at 12:10 P.M.

**APPROVAL OF MINUTES**

The minutes of November January 8, 2013 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

There was nothing to report.

## **REPORT FROM THE CORPORATE AUDITOR**

Mr. Ron Kulek reviewed the financial statements and audit for 2011-12. He stated that the center was again receiving an unqualified audit opinion and that there were no items found that warranted a management letter.

After review and discussion, the committee would like the following changes:

- Page 3: Under “Assets,” the “deposit” amount will be changed to reflect the pre-paid deposit for the building lease
- Page 18: Regarding the endowment, the wording is to be changed to say “established to support the *mission* of the foundation.

**Mr. Wedemeyer made a motion to recommend that Committee recommend to the Board that it accept the audit with the two changes noted. Mr. DeBoer seconded it and it was approved by consensus.**

Ms. Donita Joseph reviewed the 2011 990 income tax form page by page. She answered all questions by the Committee. She will make the following changes as agreed upon by the Committee:

- Page 4, question 28c, change answer to YES and add Schedule L
- Page 6, question 1b, Ms. Jones will see what other RCs answer and let FDLRC know so that we may be consistent.
- Page 23-24, change the statement from “The organization’s endowment funds were established to support operations of the foundation” to “The organization’s endowment funds were established to support the mission of the foundation.”
- Page 31, delete schedule M entirely as it is not necessary.
- On statement 10 of the California return, replace “Rita Walker” with “Terri Delgadillo.”
- In the CA return: Ms. Joseph will make sure the zip codes are correct for contributors listed in statement 1.

**Mr. DeBoer made a motion to accept the draft of the 990 with all of the changes noted and recommend it to the Board. Mr. Marsella seconded the motion and it was approved by consensus.**

## **DRIVING POLICY**

Ms. Chacana reported that the driving policy is being required by the insurance company. The driving policy draft that was distributed to Committee has been reviewed by counsel. She explained that the insurance company is requiring the Center to be part of a DMV Pull Program in which staff that is required to drive as part of their job will be part of an online program that will notify human resources of driver’s violations such as speeding, DUIs, and other infractions. Depending on the insurance’s discretion, the employee may be ineligible to be insured.

After review and discussion, the Committee agreed that under the second bullet, the sentence will read as “drivers must maintain an acceptable driving record...” instead of “clean driving record.” On the second page, delete the sentence stating “whether it was an avoidable accident.” Also on the second page, delete the third bullet point completely. There was also a discussion that the policy should reference the requirement that the employee maintain insurance. Other minor wording changes were also recommended.

Ms. Chacana will make changes and she will bring a new draft of the driving policy to the Committee next month for further review and recommendation to the Board.

### **HOLIDAYS ARE FOR SHARING**

Ms. Chacana reported that 2012 was a challenging year for Holidays are for Sharing (HAFS). The center did not receive a donation from Toys for Tots because they have changed their donation criteria and donations in general were smaller. A report was given to the Committee outlining the donation amounts in the past 3 years.

Despite these challenges, Ms. Chacana reported that e-mail communications this year was very effective, particularly in regards to the adopt-a-family program. The Center’s internal HAFS Committee will begin to meet earlier this year to plan for 2013.

### **BUDGET UPDATE**

Mr. Aulicino reported that the C-8 amendment is incorrect and the center is sending a letter to DDS explaining why the Board will not sign it.

### **INSURANCE UPDATE**

Mr. Aulicino reported that both Board members and volunteers are covered by the Center’s D&O policy. He added that the property coverage has been renewed at virtually the same premium.

### **CA COMMUNITY FOUNDATION UPDATE**

Mr. Londer stated that California Community Foundation quarterly update report was on the table for all to review. He highlighted that the fund balance is now \$602,642, and \$182,449 is discretionary.

### **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reviewed the financial statements through December 31, 2012.

*Fiscal Year 2012-2013*

In Operations (main contract), we have spent \$7,129,543. In Purchase of Services (main contract), we have spent \$50,254,044, before we add in projected late bills. Including projected late bills, we will have spent \$52,353,405.

*Fiscal Year 2011-2012*

This month we recorded \$9,451 in OPS and \$96,387 in POS. To date, we have spent 98.5% of our OPS and 99.5% of our POS allocations. We are currently projecting very small surpluses in both OPS and POS.

*Fiscal Year 2010-2011*

This month we recorded \$35,962 in OPS and (\$6,414) in POS. To date, we have spent 99.6% of our OPS and 97.7% of our POS allocations. We are currently expecting a small surplus in OPS and about a \$2 million surplus in POS due to substantial cost savings, and minimal caseload growth.

**NEXT MEETING**

The next meeting is scheduled on March 12, 2013.

**ADJOURNMENT**

The meeting was adjourned at 2:00 PM

/gs