

Frank D. Lanterman Regional Center

Administrative Affairs Committee

November 12, 2019

MINUTES

PRESENT

Mark Higgins, Chair

Al Marsella

Dr. Tony Stein

GUEST

Jessica Blushi, Keenan & Associates

Joseph Orndoff, Gallagher

NOT PRESENT

Jack Gilbertson

Marjorie Heller

Sean Lee

Barry Londer

Juan Maldonado

Greg Schaffer

STAFF

Kaye Quintero

Melinda Sullivan

CALL TO ORDER

The meeting was called to order at 12:12 PM

REVIEW OF MINUTES

The minutes of October 8, 2019 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Mr. Higgins had nothing to report.

REVIEW OF INSURANCE COVERAGES

Ms. Jessica Blushi, Assistant Vice President at Keenan and Associates and Mr. Joseph Orndoff, Area Vice President from Buckman-Mitchell reviewed the insurance coverage outline with the committee. Discussion followed.

Ms. Blushi and Mr. Orndoff will bring back information regarding how Lanterman compares to other regional centers in terms of workers' compensation and crime insurance.

Ms. Quintero and Mr. Orndoff will verify if the Center has informed insurance carriers about added space.

Mr. Orndoff will bring back more information regarding adequate coverage under our property insurance policy for relocation costs in case a loss makes us unable to occupy our office space.

Ms. Blushi explained she would prefer we increase our coverage limit to at least \$1million under the crime insurance for the center and is hoping to make this change in April 2020. Ms. Quintero will also be consulting with other regional centers to see if our limits are comparable.

REVIEW OF DONATION AND OTHER ACCOUNTS

Ms. Quintero reviewed the donation accounts. She highlighted the UTLA funds will cover tenant improvement costs we incurred beyond the tenant improvement allowances provided in the lease, as well as other operating expenditures. Discussion followed.

CALIFORNIA COMMUNITY FOUNDATION UPDATE

Ms. Quintero reviewed the California Community Foundation activity report. She reminded the committee that some of the unrestricted fund balance has been approved for use by the Board for a potential affordable housing project in collaboration with H.O.P.E.

A-2 AMENDMENT FOR 2019-20

Ms. Quintero reported that the operations portion of the allocation was very close to our estimated amount in the Operations budget. She added that we did receive CPP operations allocation.

E-4 AMENDMENT FOR 2018-19

Ms. Quintero reported that we received an allocation that included POS funds sufficient to cover any remaining expenditures we are expecting to incur. All expected Operations funds have already been allocated in previous amendments. We also received CPP funds related to the closing of ANKA homes.

REVIEW OF FINANCIAL STATEMENTS

Cash Flow

Ms. Quintero reported that we received the A-1 advance funds and by the end of January 2020, we are projecting to have a little over \$19 million in our bank account.

Fiscal Year 2019-2020 (A-2)

In Operations (main contract) we have spent \$5,305,133. In Purchase of Services (main contract), we have spent \$46,157,828 before we add late bills. Including projected late bills, we will have spent \$48,693,014.

Fiscal Year 2018-2019 (E-4)

This month we recorded \$13,059 in OPS and \$539,985 in POS. TO date, we have spent 89.3% of our OPS and 97.8% of our POS allocations. WE are currently projecting a small surplus in both OPS and POS.

Fiscal Year 2017-2018 (D-4)

This month we recorded \$360 in OPS and \$11,314 in POS. TO date, we have spent 99.8% of our OPS and 99.4% of our POS allocations. We have a very small surplus in OPS, as well as a small surplus in POS.

NEXT MEETING

The next meeting is scheduled on January 14, 2020.

ADJOURNMENT

The meeting was adjourned at 1:27 PM.

/gs