

Frank D. Lanterman Regional Center

Administrative Affairs Committee

April 9, 2019

MINUTES

PRESENT

Dina Richman, Chair
Al Marsella
Jack Gilbertson
Sean Lee

NOT PRESENT

Marjorie Heller
Greg Schaffer
Juan Maldonado
Dr. Tony Stein

STAFF

Patrick Aulicino
Barry Londer
Melinda Sullivan

CALL TO ORDER

The meeting was called to order at 12:03 PM

REVIEW OF MINUTES

The minutes of March 12, 2019 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Ms. Richman reported that the board approved the contract with AGT for the next 2 years to perform the audit and prepare the tax return.

CONTRACT AMENDMENTS

Mr. Aulicino reported that there are 3 contract amendments in the packet: E-2, D-4, and C-6. The E-2 amendment (current year) includes funds for a project to reduce disparities, a small offset related to rent in OPS, and additional POS funds mostly related to CPP. The amendment also came with revised language, which was reviewed by the Board. The D-4 for 17-18 is for additional dollars in regular POS and for CPP placement, and removes some unspent CPP

operations dollars. The C-6 amendment relates to fiscal year 16-17 which is closing. At this point we only have the worksheets: the actual amendment will be forthcoming. For Lanterman, the amendment includes a reduction in CPP start-up funds where we were not able to find a provider for one specific project.

BUSINESS ASSOCIATE AGREEMENTS UPDATE

Mr. Aulicino reported that our contract requires that service providers sign Business Associate Agreements (BAA) as part of HIPAA compliance. Ms. Charlotte Suzukamo, Manager of Audits and Contracts, coordinated the project and 641 vendors were notified. Initially, we received about 400 responses. A second mailing has occurred and 40 more BAAs were returned. The remainder of follow-up will be coordinated by Community Services staff; that unit is also including the form in new vendor packets. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Cash Flow

Mr. Londer reported that at the end of June we will have about \$2.2 million.

Fiscal Year 2018-2019 E-1

In operations (main contract) we have spent \$14,491,341. In Purchase of Services (main contract), we have spent \$113,181,767 before we add late bills. Including projected late bills, we will have spent \$115,715,098.

Fiscal Year 2017-18 D-4

This month, we recorded \$33,344 in OPS and \$120,390 in POS. To date, we have spent 98.0% of our OPS and 99.2% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

Fiscal Year 2016-17 C-5

This month we recorded \$32,805 in OPS and \$15,603 in POS. To date, we have spent 98.2% of our OPS and 99.6% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

POS RECAP

Mr. Aulicino reported that we are projected to have a deficit of between \$3.7 and \$4.7 million for this year, but it appears there are enough funds in the system to cover anticipated spending by all Centers.

OTHER

Ms. Sullivan reported that Ms. Kaye Quintero will be joining the Center as the new Associate Director for Administrative Services and will be present at the May Administrative Affairs meeting.

NEXT MEETING

The next meeting is scheduled for May 14, 2019.

ADJOURNMENT

The meeting was adjourned at 12:33 PM.

/gs