

**FRANK D. LANTERMAN REGIONAL CENTER**

**Administrative Affairs Meeting**

**August 13, 2013**

**MINUTES**

**PRESENT**

Ed Solis, Chair  
Larry DeBoer  
Jack Gilbertson  
Marjorie Heller  
Al Marsella  
Dina Richman

**STAFF**

Patrick Aulicino  
Barry Londer

**NOT PRESENT**

Chris Scali

**CALL TO ORDER**

Mr. Solis called the meeting to order at 12:09 PM.

**APPROVAL OF MINUTES**

The minutes of June 11, 2013 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

Mr. Solis acknowledged and thanked Ms. Heller for her services as chair for the past two years. Mr. Aulicino announced that Mr. Wedemeyer resigned. Mr. Solis also thanked past chairs and the staff, Mr. Aulicino and Mr. Londer.

**ENGAGEMENT OF THE CORPORATE AUDITOR**

Mr. Aulicino reported that engagement letters from Windes & McClaughry to conduct the corporate audit and complete the tax return were in the packet and that the fees are the same as in the prior year.

He reminded the Committee that there is a legal requirement in which centers cannot use the same audit firm more than 5 out of 10 years. That was enacted in 11-12 and while the Department considers it to be retroactive, the center has legal opinion regarding to the contrary. As a result, the center would be in compliance to use Windes & McClaughry this year.

**Mr. Marsella made a motion to recommend to the Board to engage with Windes and McClaughry as the corporate auditor for 2012-13. Mr. DeBoer seconded the motion and it was approved by consensus.**

### **DRAFT OF DDS AUDIT REPORT**

Mr. Aulicino reported that the DDS audit report has arrived and the center had a telephone exit conference with audit staff from DDS. He reviewed the executive summary and highlighted that all 7 findings were minimal. Mr. Aulicino and staff will prepare a response to DDS and this will be shared with the Committee next month.

### **CASH FLOW UPDATE**

Mr. Londer reviewed the cash flow projection sheet. He reported that we have received all 3 cash advancements for 13-14. Discussion followed.

### **ENDOWMENT UPDATE**

M. Londer reviewed the quarterly update and the summary page. He highlighted that the balance has grown due to a large contribution recently added.

After discussion, the Committee agreed that they would like to have a representative from the California Community foundation attend a future meeting in order to have a general overview about the fund and our history with it.

### **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reviewed the financial statements through June 30, 2013. He explained that from now on, the financial statements will include the specific impact of the ICF/SPA billing on a monthly basis.

#### *Fiscal Year 2012-2013*

In Operations (main contract), we have spent \$14,733,378. In Purchase of Services (main contract), we have spent \$102,133,213 before we add in projected late bills. Including projected late bills, we will have spent \$104,438,672.

#### *Fiscal Year 2011-2012 (C-9)*

This month we recorded \$8,798 in OPS and \$25,452 in POS. To date, we have spent 98.7% of our OPS and 99.7% of our POS allocations. We are currently projecting very small surpluses in both OPS and POS.

*Fiscal Year 2010-2011 (B-5)*

This month we recorded \$0 in both OPS and POS. To date, we have spent 99.9% of our OPS and 92.7% of our POS allocations. We are currently expecting a small surplus in OPS, and about a \$2.37 million surplus in POS.

**POS RECAP**

Mr. Aulicino reported that there is a projected deficit of \$280,587 for 2012-13. Discussion followed.

**NEXT MEETING**

The next meeting is scheduled for September 10, 2013.

**ADJOURNMENT**

The meeting was adjourned at 1:10 P.M.

/gs