

Frank D. Lanterman Regional Center

Administrative Affairs Committee

February 11, 2020

MINUTES

**PRESENT**

Mark Higgins, Chair  
Jack Gilbertson  
Marjorie Heller  
Al Marsella  
Juan Maldonado  
Greg Schaffer  
Dr. Tony Stein

**NOT PRESENT**

Sean Lee

**STAFF**

Barry Londer  
Kaye Quintero  
Melinda Sullivan

**CALL TO ORDER**

The meeting was called to order at 12:04 PM

**REVIEW OF MINUTES**

The minutes of January 14, 2020 were reviewed and will be modified to reflect the specific changes needed in the notes to the financial statements regarding equipment purchases and labor concentration. No other changes were suggested and the minutes were approved by consensus.

**CHAIRPERSON'S REPORT**

Mr. Higgins reported that the board of directors voted to accept the audited financial statements and the tax returns.

**SELF DETERMINATION PROGRAM UPDATE**

Ms. Quintero reported that the center received operations funding for the Self-Determination Program in the last fiscal year 2019-2020 contract allocation. One part is funding for the regional

center's efforts to assist clients in their transition into the program. The other part is to offset operations and salary costs related to the program's implementation. Ms. Quintero described what those operations and administrative efforts look like internally. Ms. Sullivan added that this implementation phase of the program is considered a slow rollout statewide.

Discussion followed.

## **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reported the center is currently in a positive cash flow position, and will have around \$17 million at the end of April. There is no anticipated need to draw on the line of credit at this time. He also reviewed the financial statements through December 31, 2019.

When reviewing the case load growth, the committee would like to know more details about the new clients. Ms. Sullivan reported that she will share this information with all at an upcoming meeting.

### *Fiscal Year to Date 2019-2020 (A-3)*

In Operations (main contract) we have spent \$11,239,789 (47.1% of budget). In Purchase of Services (main contract), we have spent \$93,881,903 before we add late bills. Including projected late bills, we will have spent \$96,474,927 (48.1% of budget).

### *Fiscal Year 2018-2019 (E-4)*

This month we recorded \$360 in OPS expenditures and \$22,777 in POS expenditures. To date, we have spent 99.1% of our OPS and 98.2% 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 \$600 in OPS expenditures and \$19,772 in POS expenditures. To date, we have spent 99.9% 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.

## **CALIFORNIA COMMUNITY FOUNDATION UPDATE**

Mr. Londer reviewed the statement of activity through December 31, 2019. He added that a representative from the foundation will attend next month's meeting.

Mr. Londer reported the housing organization HOPE closed escrow on the property in our service area using approximately \$215,000 in funds authorized to be withdrawn from the endowment fund by the Board. He reminded the committee the Board authorized to spend up to \$450,000 for this property, and there will likely be additional withdrawals needed against this amount soon. Discussion followed.

### *OTHER*

*Mr. Londer announced his retirement.*

**NEXT MEETING**

The next meeting is scheduled on March 10, 2020.

**ADJOURNMENT**

The meeting was adjourned at 1:02 P.M.

/gs