

FRANK D. LANTERMAN REGIONAL CENTER

Administrative Affairs Meeting

January 14, 2014

MINUTES

PRESENT

Ed Solis, Chair
Larry DeBoer
Al Marsella
Dina Richman

STAFF

Patrick Aulicino
Barry Londer
Aurora Gomez
Melinda Sullivan

NOT PRESENT

Chris Scali
Jack Gilbertson
Marjorie Heller

GUESTS

Ron Kulek, Windes
Ryan Fischer, Windes

CALL TO ORDER

Mr. Solis called the meeting to order at 12:05 PM.

APPROVAL OF MINUTES

The minutes of November 12, 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 2012-13. He stated that the center was receiving an unmodified opinion (this is a new term that is being used from now on as

opposed to “unqualified”). The Committee reviewed and discussed the financial statements. No changes were suggested.

Mr. Marsella made a motion to accept the audit and financial statements as drafted and send them to the Board for final acceptance. Ms. Richman seconded the motion and it was approved by consensus.

Mr. Ryan Fischer reviewed the 2012 990 income tax form and highlighted a few new items. He stated that there were no red flags in the form. No changes were made to the 990 form.

Ms. Richman made a motion to accept the draft of the 990 and recommend it to the Board for final approval. Mr. DeBoer seconded the motion and it was approved by consensus.

OVERVIEW OF CLIENT REVENUE COORDINATION

This item was postponed until the next meeting due to time constraints.

E-2 CONTRACT AMENDMENT

Mr. Aulicino reported that the E-2 contract was signed by the Board President and it will contain funding for the bulk of our CPP program for this year. We have requested the allowable cash advance based upon the allocation. Additionally, there have been changes in the contract language as it relates to vendors that are shared by regional centers. For Lanterman, the language coincides with our existing practices.

CITY NATIONAL BANK CREDIT CARD REWARDS PROGRAM

Mr. Aulicino reported that Lanterman has 10 business credit cards with City National Bank. These are mainly used by Executive Staff for travel and other business expenses. The Bank has a rewards program associated with the use of these cards. We are proposing to redeem the points for business related purchases rather than for individuals. The Bank requires a Board resolution to accomplish this.

Ms. Richman made a motion to accept the recommendation to recommend to the Board that we enter into this program in order to redeem points for business-related purposes as an organization. Mr. Marsella seconded it and it was approved by consensus.

REVIEW OF FINANCIAL STATEMENTS

Mr. Londer reported the financial statements through the month of November 30, 2013.

Fiscal Year 2013-2014 (E-2)

In Operations (main contract) we have spent \$6,405,890. In Purchase of Services (main contract) we have spent \$44,238,869 before we add in projected late bills. Including projected late bills, we will have spent \$46,116,170.

Fiscal Year 2012-2013

This month we recorded (\$31,663) in OPS and \$117,215 in POS. To date, we have spent 96.6% of our OPS and 99.9% of our POS allocations. We are currently projecting a small surplus in OPS and a small deficit in POS.

Fiscal Year 2011-2012

This month we recorded \$11,990 in OPS and \$668 in POS. To date, we have spent 99.0% of our OPS and 99.7% of our POS allocations. We are currently expecting small surpluses in both OPS and POS.

The Committee would like the 7 financial pages to be numbered sequentially from now on. Mr. Londer will make the changes and this will be reflected in the Board packet.

CASH FLOW PROJECTION AND GOVERNOR'S BUDGET

Mr. Aulicino reported that based on the governor's budget and the revised cash flow projections, the center will be good until the end of March 2014. He reviewed the ARCA analysis for fiscal year 2014-15 with the Committee. He highlighted that the biggest impact to the budget will be related to the new California law related to minimum wage.

NEXT MEETING

The next meeting is scheduled on February 11, 2014.

ADJOURNMENT

The meeting was adjourned at 1:30 P.M.

/gs