

**FRANK D. LANTERMAN REGIONAL CENTER**

**Administrative Affairs Meeting**

**October 8, 2013**

**MINUTES**

**PRESENT**

Ed Solis, Chair  
Jack Gilbertson, via conference call  
Marjorie Heller  
Al Marsella  
Dina Richman

**STAFF**

Patrick Aulicino  
Karem Chacana  
Barry Londer  
Melinda Sullivan

**NOT PRESENT**

Chris Scali  
Larry DeBoer

**CALL TO ORDER**

Mr. Solis called the meeting to order at 12:07 PM.

**APPROVAL OF MINUTES**

The minutes of September 10, 2013 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

Mr. Solis had no report.

**BUDGET UPDATE**

Mr. Aulicino reported that we received the E-1 amendment for Fiscal Year 2013-14. DDS notified all centers that there was an error in the OPS allocation and it will be corrected in the E-2. That will result in \$50,000 being removed from the overall OPS allocation. The POS allocation does not appear to meet the needs of any center and it is uncertain how much the

Department is holding back at this time. Mr. Aulicino reported that our CPP for 13-14 has been approved and we are waiting for the funds to be allocated in an upcoming contract amendment.

### **OPERATIONS BUDGET AND STAFFING PLAN**

Mr. Aulicino reviewed the OPS budget for fiscal year 13-14 and the notes on extraordinary items. He answered and clarified all questions that the Committee had.

**Ms Heller made a motion to accept the operating expense budget and recommend it to the Board. Mr. Marsella seconded the motion and it was approved by consensus.**

In regards to the staffing plan, Mr. Aulicino briefly reviewed the core staffing formula sheets from DDS, to show how OPS funds are allocated to us. Then he provided a basic overview of the plan. Ms. Chacana and Ms. Sullivan answered questions on the plan, which calls for the addition of 8 service coordinator positions at the present time: 2 in Early Intervention and 6 in all other units. This will lower caseload ratios. Additionally, a Resource Developer/QA Specialist Position is being added in Community Services, to be paid for out of CPP funds. This person will assist with the clients moving out of the developmental centers.

**Ms. Heller made a motion to approve the staffing plan as drafted and take it to the Board. Ms. Richman seconded it and it was approved by consensus.**

As an adjunct to the discussion, the Committee requested a presentation at an upcoming meeting as to how the center handles client funds.

### **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reviewed the financial statements through the month of August 31, 2013.

#### *Fiscal Year 2013-2014 (E-1)*

In Operations (main contract) we have spent \$2,707,133. In Purchase of Services (main contract) we have spent \$16,993,996 before we add in projected late bills. Including projected late bills, we will have spent \$18,996,187.

#### *Fiscal Year 2012-2013 (D-5)*

This month we recorded \$113,017 in OPS and \$538,832 in POS. To date, we have spent 95.9% of our OPS and 99.0% of our POS allocations. We are currently projecting a small surplus in OPS and a small deficit in POS.

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

This month we recorded \$297 in OPS and (\$17,613) in POS. To date, we have spent 98.9% of our OPS and 99.7% of our POS allocations. We are currently expecting small surpluses in both OPS and POS.

**NEXT MEETING**

The next meeting is scheduled for November 12, 2013.

**ADJOURNMENT**

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

/gs