

Frank D. Lanterman Regional Center

Administrative Affairs Committee

April 14, 2020

MINUTES

PRESENT

Mark Higgins, Chair
Jack Gilbertson
Marjorie Heller
Al Marsella
Juan Maldonado

NOT PRESENT

Greg Schaffer
Dr. Tony Stein

STAFF

Barry Londer
Kaye Quintero
Melinda Sullivan

CALL TO ORDER

The meeting was called to order at 12:04pm

REVIEW OF MINUTES

The minutes of March 10, 2020 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Mr. Higgins complimented the center on their efforts to get all staff working remotely under these circumstances.

ENDOWMENT FUND PRESENTATION FOLLOW UP

Ms. Quintero reported that last meeting the committee had a question about the timing of the withdrawal requests. Mr. Londer reported that the California Community Foundation explained that in a declining market, if the funds were withdrawn at the beginning of the month there would be a lower balance for most of the month. This means less of a loss would be allocated.

However, if there was a withdrawal at the end of the month, the average daily balance would be more and the allocation of the loss would be greater.

Mr. Londer reported that at the end of December, we had \$1.9 million in both funds combined. With an estimate of a 15% loss for the quarter, it would mean a loss of \$289,000 and would result in a balance of about \$1.6 million. Discussion followed.

A-5 AMENDMENT FOR 2019-2020

Ms. Quintero reported that we received the A-5 amendment in mid-March based on projections done by DDS using our actuals through January. It was just over \$1 million allocation of Purchase of Services funds. We are waiting to see when DDS will issue another allocation, as there are some funds remaining to be allocated.

D-5 AMENDMENT FOR 2017-2018

Ms. Quintero reported that we received the D-5 amendment for the 2017-2018 fiscal year for Purchase of Services in the amount of \$365,000 and approximately \$4,000 for CPP. This is expected to be the final allocation, and we are expected to submit the final claim for that fiscal year at the end of this month.

REVIEW OF FINANCIAL STATEMENTS

CASH FLOW

Mr. Londer reported that the Department will offset the May 10th payment by 48% and 50% on the payment we expect to receive around June 10th. We are currently projecting to need to access our line of credit with our large check run on June 10th. Ms. Quintero reported that many regional centers are in the same situation and DDS has been made aware of this. Our line of credit is \$25 million and accessible at any point.

Mr. Londer reviewed the financial statements through February 29, 2020.

Fiscal Year to date 2019-202 A-4

In Operations (main contract) we have spent \$14,932,845 (61.7% of budget). In Purchase of services (main contract) we have spent \$128,324,791 before we add late bills. Including projected late bills, we will have spent \$131,066,147 (65.3% of budget).

Fiscal Year 2018-2019 E-4

This month we recorded \$500 in OPS and \$203,747 in POS. To date, we have spent 99.4% of our OPS and 98.3% 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 \$1,860 in OPS and \$23,778 in POS. To date, we have spent 99.9% of our OPS and 99.2% of our POS allocations. We have a very small surplus in OPS, as well as a small surplus in POS.

Ms. Sullivan highlighted that our caseload has increased every single month.

STATE OF EMERGENCY REPORT

Ms. Quintero reported that after the governor issued a state of emergency, Centers began to receive directives waiving or changing many requirements. Non-residential service providers were allowed to bill for absences as a result of the state of emergency. Day programs and other services were allowed to provide services in an alternate location. Approval of supplemental rate adjustments by the Executive Directors was authorized, as many residential service providers are being required to retain additional staff during the day and this also means additional salary and benefits. The Annual Family Program Fee and Family Cost Participation programs have been temporarily suspended during this state of emergency as well. Ms. Quintero also shared that the state of emergency is expected to have an impact on the Center's expenditures, cash flow, and its budget for next year.

Center staff has been working remotely for four weeks now. The only staff coming in regularly is leadership staff. Ms. Sullivan added that leadership has also begun to work from home in order to reduce the number of staff in the office.

The committee asked about PPEs, and Ms. Sullivan explained that Lanterman hosted two distributions of supplies being coordinated by LA County. PPE that Lanterman has will be distributed as needed to persons who have been diagnosed, and we working to secure additional PPE.

NEXT MEETING

The next meeting is scheduled on May 12, 2020.

ADJOURNMENT

The meeting was adjourned at 12:46 PM

/gs