

Frank D. Lanterman Regional Center

Administrative Affairs Committee

May 12, 2020

MINUTES

**PRESENT**

Mark Higgins, Chair  
Jack Gilbertson  
Marjorie Heller  
Al Marsella  
Juan Maldonado  
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 April 14, 2020 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

Mr. Higgins complimented the center on their continued efforts to support clients and their families during this time.

**CALIFORNIA COMMUNITY FOUNDATION UPDATE**

Mr. Londer reviewed the statement of activity of the endowment fund through March 31, 2020. He highlighted that our total fund balance is \$1,388,583. In the quarter ending March, 2020, the endowment pool experienced a decrease of 14%. Mr. Londer added that the California Community Foundation has communicated that we have recovered about 6-7% in the month of April.

## **REVIEW OF DONATION AND RELATED ACCOUNTS**

Mr. Londer reviewed the Lanterman donation account for FY 2019-2020 as of March 31, 2020. Mr. Londer reported that donations and disbursements are all as expected at this point in time.

Ms. Quintero reported the Center began a fundraising campaign a month ago to help families during this state of emergency. \$18,000 has been raised, and these funds have been used to assist over 300 clients and families with purchasing groceries. Ms. Sullivan reported that we have partnerships with other agencies to offer other assistance as well. Discussion followed.

Mr. Londer reviewed the KYRC fund as of March 31, 2020. Mr. Londer reported that the current fund balance is as expected at this point in time. Discussion followed.

## **REVIEW OF FINANCIAL STATEMENTS**

### **CASH FLOW**

Mr. Londer reported that we have received more funds from that state. We expect to have sufficient cash through the end of the fiscal year.

Mr. Londer reviewed the financial statements through March 31, 2020.

### *Fiscal Year to date 2019-202 A-4*

In Operations (main contract) we have spent \$16,717,332 (69.1% of budget). In Purchase of services (main contract) we have spent \$146,497,194 before we add late bills. Including projected late bills, we will have spent \$149,394,171 (74.4%% of budget).

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

This month we recorded \$122,234 in OPS and \$61,835 in POS. To date, we have spent 99.9% 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 \$495 in OPS and \$10,931 in POS. To date, we have spent 99.9% of our OPS and 99.3% of our POS allocations. We have a very small surplus in OPS, as well as a small surplus in POS.

The committee talked about the increase in caseloads; there were 111 in March. Ms. Sullivan reported that at the beginning of March (before the official state of emergency) we tried to expedite the intake process for everyone. She stated that this number might also include cases from January and February.

## **LINE OF CREDIT RENEWAL**

Ms. Quintero reported that City National Bank will be extending a renewal on the Center's line of credit. Our current line of credit is \$25 million and they agreed to increase it to \$35 million with all conditions remaining the same. It is still a revolving line and interest is the greater of 2.5% or prime minus 1%.

**Dr. Stein made motion to recommend to the Board to approve the extension of our line of credit to \$35 million with the same conditions. This was seconded by Ms. Heller and approved by consensus.**

### **STATE OF EMERGENCY REPORT**

Ms. Quintero reported that for the last two months, the Center has been reporting to DDS expenses incurred related to the state of emergency. This reporting includes both Purchase of Services expenses as well as Operations expenses. Ms. Quintero projected out through the end of the year about \$5-6 million dollars in additional POS expenses. The majority of the additional expenses include respite, personal assistance, and supplemental staff support for clients living in licensed homes.

Ms. Quintero reported that she has had weekly phone calls with the regional center CFO group to discuss issues related to the state of emergency. DDS staff has been in attendance on some of these calls to answer questions. Ms. Quintero reported that we are awaiting the release of the Governor's May Revision to the budget, which is expected to be released on Thursday May 14.

### **OTHER:**

Ms. Heller proposed meeting at 11:00AM moving forward for the duration of virtual meetings. Everyone was in agreement.

### **NEXT MEETING**

The next meeting is scheduled on June 9, 2020.

### **ADJOURNMENT**

The meeting was adjourned at 12:54 P.M.

/gs