

Frank D. Lanterman Regional Center

Administrative Affairs Committee

September 8, 2020

MINUTES

**PRESENT**

Mark Higgins, Chair

Jack Gilbertson

Al Marsella

Juan Maldonado

Greg Schaffer

Dr. Tony Stein

**STAFF**

John Hunt

Kaye Quintero

**NOT PRESENT**

Marjorie Heller

Melinda Sullivan

**CALL TO ORDER**

The meeting was called to order at 11:07AM

**REVIEW OF MINUTES**

The minutes of August 11, 2020 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

Mr. Higgins had nothing to report.

**B-1 AMENDMENT FOR 2020-2021**

Ms. Quintero reported the B-1 amendment was received, which gives the Center the majority of their POS and Operations funding for the current fiscal year. Both the Operations and POS allocations in the B-1 are slightly higher than the prior year A-1 allocation, which is reflective of growth and service provider rate increases.

## **UPCOMING AUDIT**

Ms. Quintero reported AGT, the Center's independent audit firm, has started some of their work for the audit of fiscal year 2019-2020. The audit will be completely remotely. The majority of the field work will be completed the week of September 28<sup>th</sup>. This is AGT's 5<sup>th</sup> year as the Center's audit firm. The Center will be looking for a new firm for the next audit.

## **INDEPENDENT AUDITOR-REQUEST FOR PROPOSAL**

Ms. Quintero reported the same audit firm may not complete our audit more than five times within a ten year period. We issued a request for proposal (RFP) earlier this month and the deadline for submission is September 25. Ms. Quintero sent the RFP to six firms that we know have completed regional center audits either currently or previously. The RFP is also posted on our website. A recommendation will be brought to this committee in December to select a firm. There have been three responses so far. Discussion followed.

## **STATE OF EMERGENCY UPDATE**

Ms. Quintero reported we are anticipating changes as a result of the expiration of service provider retainer payments. During the state of emergency, service providers were allowed to bill for absences as a result of COVID-19, and these retainer payments expire as of August 31<sup>st</sup>. Service providers are working on their plans for service delivery, and many may be reimbursed differently if they are only able to provide limited or alternative services.

Ms. Quintero reported the Center submitted an application for CARES Act funding to assist with additional operating costs. The application is pending at this time. DDS has encouraged all regional centers to apply for this assistance. Discussion followed.

## **REVIEW OF FINANCIAL STATEMENTS**

### **CASH FLOW**

Mr. Hunt reported that we are projected to have \$29 million available at end of November.

Mr. Hunt reviewed the financial statements through July 31, 2020.

### *Fiscal Year to date 2020-2021*

In Operations (main contract) we have spent \$1,656,760 (7.2% of budget). In Purchase of services (main contract) we have spent \$16,222,288 before we add late bills. Including projected late bills, we will have spent \$19,122,991 (8.3% of budget).

### *Fiscal Year 2019-2020 (A-6)*

This month we recorded \$138,616 in OPS and \$2,782,406 in POS. To date, we have spent 95.0% of our OPS and 96.6% of our POS allocations. We are currently projecting a surplus in both POS and OPS.

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

This month we recorded zero in OPS and \$57,784 in POS. To date, we have spent 99.9% of our OPS and 98.4% of our POS allocations. We have a very small surplus in OPS, as well as a small surplus in POS.

**NEXT MEETING**

The next meeting is scheduled on October 13, 2020.

**ADJOURNMENT**

The meeting was adjourned at 11:33 A.M.

/gs