

**FRANK D. LANTERMAN REGIONAL CENTER**

**Administrative Affairs Meeting**

**February 14, 2012**

**MINUTES**

**PRESENT**

Marjorie Heller, Chair  
Jack Gilbertson  
Al Marsella  
Chris Kearley  
Robert Wedemeyer

**STAFF**

Diane Anand  
Patrick Aulicino  
Barry Londer  
Melinda Sullivan

**GUEST**

Mark Higgins

**NOT PRESENT**

Larry DeBoer  
Dina Richman  
Chris Scali  
Ed Solis

**CALL TO ORDER**

The meeting was called to order by Ms. Heller at 12:05 P.M.

**APPROVAL OF MINUTES**

The minutes of January 10, 2012 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

Ms. Heller had nothing to report.

## **REPORT FROM THE CORPORATE AUDITOR**

Mr. Ron Kulek of Windes & McClaughry reviewed the financial statements and audit for fiscal year 2010-11. Mr. Kulek reported that there were no items found that warranted a management letter.

**Mr. Kearley moved to accept the audit and financial statements as drafted and send them to the Board for final acceptance, Mr. Marsella seconded the motion, and it was passed unanimously.**

Ms. Donita Joseph, from Windes & McClaughry, reviewed a draft of the 990 form with the Committee page by page. She highlighted that there have not been any major changes to the document.

The committee discussed various items and requested changes to the draft where warranted. Staff at Windes will make the changes and send a revised draft back to the Center so that the committee can review it once more next month before sending it to the full Board for approval.

## **DISCUSSION OF FINANCIAL STATEMENT FORMAT**

Ms. Heller stated that in speaking with some Board members she had been told that the financial statements were difficult to follow. She handed out a set of financial statements that she had prepared for Committee discussion. Mr. Higgins stated that this had not been brought up at a Board meeting and that he had not been otherwise approached on this issue.

There was general discussion that perhaps Board members should be asked about particular concerns they may have or perhaps more training of Board members is needed. Discussion will continue at a future meeting.

## **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reviewed the financial statements through the month of December 31, 2011.

### **Fiscal Year 2011-2012**

In Operations (main contract), we have spent 46.9% of our C-2 budget allocation. In Purchase of Services (main contract), we have spent 46.3 % of our C -2 budget allocation, before we add in projected late bills. Including projected late bills, we have spent 48.9 % of our C -2 allocation.

### **Fiscal Year 2010-11**

This month we recorded \$19,371 in Operations and \$168,198 in Purchase of Services (main contract). To date we have spent 98.5% of our Operations budget and 97.7% of our Purchase of Services budget (main contract). We are currently expecting a negligible surplus in Operations (main contract), and about a \$2 million surplus in Purchase of Services (main contract), due to substantial cost savings, minimal client caseload growth, and following the relinquishment of some excess funds.

Fiscal Year 2009-10

This month we recorded (\$8,055) in Purchase of Services. To date we have spent 98.9% of our Operations budget and 96.1% of our Purchase of Services budget (main contract). We are currently expecting a negligible surplus in Operations (main contract), and a surplus of about \$3.9 million in Purchase of Services.

Mr. Aulicino reviewed the 2011-12 POS recap sheet that was given to the Committee in which a surplus of approximately \$1.3 to \$1.9 million is projected at this time. He highlighted that client growth was negative for the first three months of the fiscal year which would have been one factor in the reduced spending. Ms. Anand added that Lanterman was one of the Centers that were favored in the budget allocation based upon our diligent and successful implementation of the trailer bills.

**2011 REPORT OF ACCOMPLISHMENTS AND ACTIVITIES**

Mr. Aulicino reviewed the 2011 report of accomplishments of the Administrative Affairs Committee.

**2011-12 C-2 Contract Amendment**

Mr. Aulicino handed out the 2011-12 C-2 Contract Amendment to the Committee and stated that the Center is currently waiting for the C-3 allocation.

**RECENT IMPACTS TO FDLRC ADMINISTRATIVE SERVICES FROM TRAILER BILL LANGUAGE AND OTHER REQUIREMENTS**

Mr. Aulicino handed out a summary sheet with a list of workload impacts on the Center's Administrative Services Division based on changes in law, regulation, and state policy over the past few years. The Committee recommended sharing this information with other Regional Centers and trying to see if they could compare all of their data. Perhaps it would be useful to share with DDS once it is compiled. It was also suggested that this be shared with the Board of Directors.

**NEXT MEETING**

The next meeting is scheduled for March 13, 2012.

**ADJOURNMENT**

The meeting was adjourned at 2:10 P.M.

/gs