

FRANK D. LANTERMAN REGIONAL CENTER

Administrative Affairs Meeting

March 12, 2013

MINUTES

PRESENT

Marjorie Heller, Chair
Larry DeBoer
Jack Gilbertson
Chris Kearley
Al Marsella
Dina Richman
Robert Wedemeyer

STAFF

Patrick Aulicino
Karem Chacana
Barry Londer

NOT PRESENT

Chris Scali
Ed Solis

CALL TO ORDER

The meeting was called to order by Ms. Heller at 12:10 P.M.

APPROVAL OF MINUTES

The minutes of February 12, 2013 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Ms. Heller state that she commended Mr. Aulicino and Mr. Londer at the Board meeting in regards to a successful audit outcome.

FOLLOW UP ON TAX RETURN

Mr. Aulicino reported that the Board accepted the Committee's recommendation of the tax return with the exception of the lobbying item checked "yes" and a dollar amount added to reflect staff

time and related costs of preparing letters of support and meeting with legislative staff. He stated that this will be the norm from now on.

Also, Mr. Aulicino will look into whether or not the value of donated goods will also be included in the audited financials from now on as they are in the tax return, at the request of the Committee.

DRIVING POLICY REVISION

Ms. Chacana reminded everyone that the driving policy that the Committee was reviewing is something the center's insurance company is requiring and it has been reviewed by both legal counsel and an insurance representative. After review and discussion the Committee agreed to make the following changes:

- After the first two bullet points the sentence should read as "The Center reserves the right to review the driving record of all persons who drive for business purposes." (The word annually was deleted)
- In the second set of bullet points, the last bullet should read as "May not engage in any illegal, dangerous, distracted, or other conduct while driving that negatively impacts visual, manual and/or cognitive ability" (Add the word distracted)
- The statement following that last bullet point should read as "Examples of distracted driving include but are not limited to:"
- The bullet point that reads "Eating, drinking and/or smoking while driving, or" will be deleted
- Page 2, second paragraph; the first sentence will read as "In taking action, the Center, at its sole discretion..." (change words from in to at)
- Page 2, second paragraph, last sentence; the sentence will read as " an employee may be subject to discipline, up to and including immediate termination where one or more infractions and/or accidents occur in any twelve-month period of time." (change "three" to "one.")

Mr. Kearley made a motion to recommend to the Board the driving policy as drafted with the changes mentioned above. Ms. Richman seconded it, and it was approved by consensus.

CONTRACT AMENDMENT/BUDGET UPDATE

Mr. Aulicino reported that we received the C-9 contract amendment and it corrects most of the errors in the C-8. He added that we have yet to receive an amendment for the current year for CPP allocation. Discussion followed.

CASH FLOW

Mr. Aulicino reviewed the cash flow analysis on the table. He reported that DDS has used up general fund dollars for the year and are relying on Federal funds to pay claims at this point. Reimbursements for centers' January claims will be short and the center's claim is being off-set

by 25% in POS. Mr. Aulicino stated that the center can get through April without having to use money from the revolving line of credit.

REVIEW OF FINANCIAL STATEMENTS

Mr. Londer reviewed the financial statement activity through January 31, 2013.

Fiscal Year 2012-2013

In Operations (main contract), we have spent \$8,689,145. In Purchase of Services (main contract), we have spent \$59,242,186 before we add in projected late bills. Including projected late bills, we will have spent \$61,592,510.

Fiscal Year 2011-2012 (C-7)

This month we recorded \$586 in OPS and \$4,836 in POS. To date, we have spent 98.5% of our OPS and 99.5% of our POS allocations. We are currently projecting very small surpluses in both OPS and POS.

Fiscal Year 201-2011 (B-5)

This month we recorded \$3,000 in OPS and (\$11,026) in POS. TO date, we have spent 99.6% of our OPS and 97.7% of our POS allocations. We are currently expecting a small surplus in OPS and about a \$2 million surplus in POS due to substantial cost savings, and minimal caseload growth.

REPORT OF ACCOMPLISHMENTS AND ACTIVITIES FOR 2012

Mr. Aulicino reported that this report was in the packet for the Committee and it summarizes all of the accomplishments for 2012.

POS UPDATE

Mr. Aulicino reported that we are showing a deficit but that our spending is not much greater than last year.

NEXT MEETING

The next meeting is scheduled for April 9, 2013.

ADJOURNMENT

The meeting was adjourned at 1:34 PM

/gs