

**FRANK D. LANTERMAN REGIONAL CENTER**

**Administrative Affairs Committee**

**November 08, 2011**

**MINUTES**

**PRESENT**

Marjorie Heller, Chair  
Larry DeBoer  
Chris Kearley  
Dina Richman  
Chris Scali  
Ed Solis  
Robert Wedemeyer

**STAFF**

Patrick Aulicino  
Barry Londer

**GUEST**

Jack Gilbertson

**NOT PRESENT**

Al Marsella

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes of October 11, 2011 were reviewed. A change will be made under the “Budget overview” section. The last sentence will now read as: *All other Committee members in attendance have seen this presentation at the Board meeting.* The minutes were approved by consensus pending the change stated.

**CHAIRPERSON’S REPORT**

Ms. Heller introduced Mr. Gilbertson to the Committee as a potential new member.

## **INSURANCE OVERVIEW**

Ms. Jo Gibiser, Assistant Vice President of Keenan and Associates reviewed the insurance coverage outline for professional and general liability, directors and officers, and fiduciary and crime coverage. This information was mailed to the Committee for their review prior to the meeting.

Ms. Gibiser reported that the Center has had claims activity in the past year that may have an impact on the renewal quote; the number of service coordinator visits to clients' homes and changes in consultant hours may also change the premium cost.

### *Professional and General Liability*

**Action: Ms. Gibiser will give the Committee and explanation of what California Cumis Limitation Endorsement is.**

### *Directors and Officers*

**Action: Ms. Gibiser will inquire about a higher wage and hour claims defense limit at the request of the Committee.**

The Committee reviewed the recap sheets for property and non-owned auto, earthquake, and volunteer coverage.

**Action: The Committee would like to explore options for an umbrella over general liability and auto liability. They would also like to know if sprinkler leakage is covered under the earthquake policy.**

**Mr. Aulicino will get back to the committee with the information requested.**

## **UPDATE ON PURCHASE OF SERVICES PROJECTIONS**

Mr. Aulicino stated that the Sufficiency of Allocation Report (SOAR) for 2011-12 is due November 15, 2011. The process involves looking at prior year spending and estimating utilization growth by service category. We also calculate the costs for services for those placed out of developmental centers last year as DDS is expected to fund us for those expenditures in an upcoming amendment. At our next meeting we will review the projections for the year.

## **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reviewed the financial statement summary through the September 30, 2011.

### *Fiscal Year 11-12*

In Operations (main contract), we have spent 25.0% of our C-1 budget allocation. In Purchase of Services (main contract), we have spent 22.6% of our C-1 budget allocation, before we add in projected late bills. Including projected late bills, we have spent 25.3% of our C-1 allocation.

*Fiscal Year 10-11*

This month we recorded \$111,971 in Operations and \$245,924 in Purchase of Services (main contract). To date we have spent 97.8% of our Operations budget and 97.4% 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 09-10*

This month we recorded \$7,423 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 \$3.8 million in Purchase of Services.

**CA COMMUNITY FOUNDATION**

Mr. Londer handed out the quarterly statement for the California Community Foundation and a summary page and reviewed both documents.

**TAKING DECEMBER OFF**

Ms. Heller stated that the Committee will not meet in December. Mr. Aulicino will mail the Committee the financial statements in lieu of a meeting. The next meeting is scheduled for January 13, 2012.

**DDS AUDIT FINDINGS**

Mr. Aulicino handed out the DDS rebuttal to the Center's response to the audit conducted in the fall of 2010 and reviewed it with the Committee. He explained what each finding means and stated that the Center would be appealing the findings.

**ADJOURNMENT**

The meeting was adjourned at 1:10 P.M.

/gs