

**Frank D. Lanterman Regional Center**

**Administrative Affairs Meeting**

**October 11, 2011**

**MINUTES**

**PRESENT**

Marjorie Heller, Chair  
Al Marsella  
Dina Richman  
Ed Solis

**STAFF**

Diane Anand  
Patrick Aulicino  
Barry Londer  
Karem Chacana  
Melinda Sullivan

**NOT PRESENT**

Chris Kearley  
Chris Scali  
Larry DeBoer  
Robert Wedemeyer

**CALL TO ORDER**

The meeting was called to order by Ms. Heller at 12:03 P.M.

**APPROVAL OF MINUTES**

The minutes of September 13, 2011 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

No report was given.

**BUDGET OVERVIEW**

Mr. Aulicino was going to present the budget overview slides from the Community meeting, however in lieu of time; Mr. Aulicino will present the slides to Mr. Solis after the meeting. All other Committee members have seen this presentation at the Board meeting.

## **OPERATIONS AND STAFFING PLAN**

Mr. Aulicino gave an overview of the operating budget plan at the center. He reported that the Center has not received its allocation for the Community Placement Plan (CPP), but it is expected soon. Ms. Anand added that the center is not certain how much will be received. Mr. Aulicino reported that of the allocation, about 78% is spent on staff salaries and benefits, contract consultants, and temporary help. The 2011-12 staffing plan, which was in the Committee's packet, is organized by division and it includes information such as number of staff, compensation, case load ratios, frozen positions, and temporary help.

Ms. Anand, Ms. Sullivan, Ms. Chacana, and Mr. Aulicino reviewed their sections and answered questions that the Committee had.

**Action: Mr. Marsella made a motion to recommend the 2011-12 staffing plan for approval of the Board. Ms. Richman seconded it and it was passed unanimously.**

Mr. Aulicino reviewed the Operating Expense Budget and the Notes on Extraordinary Items sheet in the Committee's packet. Mr. Londer added that the budget for CPP is billed based on the assumption that the Center will receive what we have been funded for in the past.

**Action: Ms. Richman made a motion to approve the Operating Expense Budget. Mr. Marsella seconded the motion and it was passed unanimously.**

## **UPDATE ON TRAILER BILL IMPLEMENTATION**

Mr. Aulicino reported that there is a requirement for parents to sign a form, which the Department of Developmental Services has designed, regarding billing for behavioral services. This form allows parents to verify that services have been provided at specific days and times. The Center cannot pay the providers until they have obtained these signed forms from the families and submit them with their billing. As a result; Mr. Aulicino stated that the Center has paid less than 20% of behavioral billing for July and August. Mr. Londer added that this process is very time consuming for the accounting department.

## **REVIEW OF FINANCIAL STATEMENTS**

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

Fiscal Year 11-12

In Operations (main contract), we have spent 14.8% of our C-1 budget allocation. In Purchase of Services (main contract), we have spent 14.6 % of our C -1 budget allocation, before we add in projected late bills. Including projected late bills, we have spent 16.8% of our C -1 allocation.

#### Fiscal Year 2010-11

This month we recorded \$49,467 in Operations and \$355,501 in Purchase of Services (main contract). To date we have spent 97.1% of our Operations budget and 97.2% of our Purchase of Services budget (main contract). We are currently expecting a negligible surplus in Operations (main contract), and just less than 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 \$17,148 in Operations and (\$3,706) 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 \$3.5 million in Purchase of Services.

Mr. Aulicino added that the Center's auditors have completed field work of 2 weeks and there are currently no incidents.

#### **WINDES & MC CLAUGHRY**

Mr. Aulicino handed out a letter from Windes & Mc Cloughry, the Center's auditors, stating that they are merging with Burr Pilger Mayer, Inc.

#### **NEXT MEETING**

The next meeting is scheduled on November 8, 2011.

#### **ADJOURNMENT**

The meeting was adjourned at 1:25 P.M.

/gs