

Frank D. Lanterman Regional Center

Administrative Affairs Committee

August 11, 2020

MINUTES

**PRESENT**

Mark Higgins, Chair  
Jack Gilbertson  
Marjorie Heller  
Al Marsella  
Juan Maldonado  
Greg Schaffer  
Dr. Tony Stein

**STAFF**

John Hunt  
Kaye Quintero  
Melinda Sullivan

**CALL TO ORDER**

The meeting was called to order at 11:06AM

**REVIEW OF MINUTES**

The minutes of June 9, 2020 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

Mr. Higgins welcomed John Hunt as the new controller.

**A-6 AMENDMENT FOR 2019-2020**

Ms. Quintero reminded the committee that in June, we had just received notice regarding this contract amendment. The amendment included \$10.4 million allocation for POS expenditures, and additional funding to cover COVID-19 related operations expenditures.

**PRELIMINARY ALLOCATION FOR 2020-21**

Ms. Quintero reported that we received the preliminary contract on July 3. Most of the Governor's proposed cuts in the May revise were eliminated from the final budget. Our preliminary allocation

gives us approximately 85% of our Operations funding and 80% of Purchase of Services. The advance on these allocations is calculated at 25%, and we are in receipt of all of these funds. On Friday, we received our B-1 allocation.

### **STATE OF EMERGENCY UPDATE**

Ms. Quintero reported we received an allocation in our Operations budget for FY 2019-20 to cover expenses related to the COVID-19 state of emergency. These funds help with the computer hardware and software that are needed in order to effectively continue operations with staff working from home. In Purchase of Service, we have just about \$5.25 million in state of emergency related expenditures from March through June. The majority of those additional expenditures were about \$2.8 million for respite and \$1.6 million in supplemental staffing services. Ms. Quintero reported non-residential service providers are continuing to bill for absences. Ms. Sullivan added the ability to bill for absences expires at the end of August and DDS said there will not be any extensions. DDS has issued a directive that outlines some of the requirements service providers will need to meet in order to be able to bill for remote services or alternative service delivery.

Ms. Quintero stated we are exploring the CARES Act funding to cover additional operations expenditures we expect to incur in the coming fiscal year.

### **CALIFORNIA COMMUNITY FOUNDATION UPDATE**

Mr. Hunt reviewed the second quarter report for 2020. Mr. Higgins highlighted we have deployed a substantial amount for housing this year. Ms. Sullivan reported the first three clients will be moving into one of the properties by the end of this month. Discussion followed.

### **REVIEW OF FINANCIAL STATEMENTS**

#### **CASH FLOW**

Mr. Hunt reported we borrowed \$3.4 million from the line of credit in July for three days. At the end of October, we expect to have approximately \$12 million.

Mr. Hunt reviewed the financial statements through June 30, 2020.

#### *Fiscal Year to date 2019-2020*

In Operations (main contract) we have spent \$23,032,293 (94.5% of budget). In Purchase of services (main contract) we have spent \$202,369,826 before we add late bills. Including projected late bills, we will have spent \$205,946,145 (97.0%% of budget).

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

This month we recorded \$2,181 in OPS and \$53,778 in OPS. To date, we have spent 99.9% of our OPS and 98.4% of our POS allocations. We are currently projecting very small surplus in OPS and a small surplus in POS.

*Fiscal Year 2017-2018 (D-5)*

This month we recorded \$2,157 in OPS. To date, we have spent 99.9% of our OPS and 99.3% 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 September 8, 2020.

**ADJOURNMENT**

The meeting was adjourned at 11:44 AM.

/gs