

FRANK D. LANTERMAN REGIONAL CENTER

Administrative Affairs Meeting

February 11, 2014

MINUTES

PRESENT

Ed Solis, Chair
Jack Gilbertson
Marjorie Heller
Al Marsella

STAFF

Patrick Aulicino
Karem Chacana
Barry Londer
Aurora Gomez
Melinda Sullivan

GUESTS

Steve Cobb, California Community Foundation

NOT PRESENT

Chris Scali
Dina Richman

CALL TO ORDER

Mr. Solis called the meeting to order at 12:05 P.M.

APPROVAL OF MINUTES

The minutes of January 7, 2014 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

There was nothing to report.

REPORT FROM THE CALIFORNIA COMMUNITY FOUNDATION

Mr. Steve Cobb, Vice President of the California Community Foundation (CCF) was in attendance and presented an overview of the Foundation's activities and the Lanterman Fund. He presented CCF's brief history, an explanation of the Investment Committee members,

administration, and the various investment options. The Lanterman Fund is part of the permanent pool. He clarified all questions that the committee had.

HOLIDAYS ARE FOR SHARING

Ms. Karem Chacana, director of Human Resources, reported on Holidays Are For Sharing. She stated that the letters were mailed out before Thanksgiving for the second year in a row. Because the Adopt-A-Family program has been a challenge, this year the focus was on Christmas Angels and gift card distribution. Ms. Chacana reported that the monetary donations have decreased a little. Data from the past three years was given to the Committee.

OVERVIEW OF CLIENT REVENUE COORDINATION

Ms. Aurora Gomez, manager of the Revenue unit presented an overview of the work conducted by her and her two coordinators. This unit manages \$10 million in client funds, which are in addition to and separate from the funds allocated to the center by DDS. She highlighted that there are 844 clients for whom the Center acts as representative payee and most live in residential facilities. She detailed the process is for opening a client account, how funds are deposited into their accounts, the fund disbursement process, reconciliations, and other activities coordinated by the Department. Additionally, revenue also maintains eligibility for client benefits, meets twice a month with our liaison from the Social Security Administration, and submits about 130 various forms monthly to Social Security.

Ms. Gomez answered all questions that the Committee had.

The Committee acknowledged that in the Center's audited financial statements there were no issues or comments and this is a reflection of the excellent work that the revenue department does.

DDS RESPONSE TO AUDIT FINDING APPEAL

Mr. Aulicino reminded the committee that one of the audit findings from DDS was that the same audit firm could not be used for more than 5 years and it was retroactive. We appealed the finding after discussion with legal counsel but DDS upheld their original finding. We will not be pursuing this matter further although we understand another regional center will be doing so. We will be working on soliciting proposals to change audit firms for 2013-14.

RESPONSE TO INDEPENDENT AUDIT FINDING

Mr. Solis reminded the Committee that during the independent audit, auditors found two incorrect vendor rates. These particular rate issues have been addressed and all others have been reviewed as well. Staff shared with the committee the response drafted by Karen Ingram, Director of Community Services, and Patrick Aulicino of changes to be made on a go forward basis.

COMMITTEE ACTIVITIES AND ACCOMPLISHMENTS FOR 2013

Mr. Solis summarized and reviewed the accomplishments of the committee for 2013.

The Committee would like to acknowledge the contributions made by Patrick Aulicino, Barry Londer, Karem Chacana, Aurora Gomez, and Gabriela Sanchez to the work of the committee.

REVIEW OF FINANCIAL STATEMENTS

Mr. Londer reviewed the financial statements through the month of December 31, 2013.

Fiscal Year 2013-2014 (E-2)

In Operations (main contract) we have spent \$7,652,443. In Purchase of Services (main contract) we have spent \$53,051,833 before we add in projected late bills. Including projected late bills, we will have spent \$55,080,390.

Fiscal Year 2012-2013 (D-6)

This month we recorded \$51,815 in OPS and \$73,889 in POS. To date, we have spent 96.9% of our OPS and 99.9% of our POS allocations. We are currently projecting a small surplus in OPS and a small deficit in POS.

Fiscal Year 2011-2012 (C-9)

This month we recorded \$6,991 in POS. To date, we have spent 99.8% of our POS allocation. We are currently expecting small surpluses in both OPS and POS.

CASH FLOW

Mr. Londer reported that the cash flow projections show that the Center will be good through the end of April. It is not certain at what point the Department will begin to offset the Center's advances.

POS RECAP

Mr. Aulicino reported that the deficit projection is down slightly from where we started and we are currently projecting a shortfall of \$6.7 to \$7.7 million.

RECRUITMENT

Ms. Heller reported that two potential committee members will be invited to attend the March meeting.

NEXT MEETING

The next meeting is scheduled on March 11, 2014.

ADJOURNMENT

The meeting was adjourned at 1:50 PM.

/gs