

**Frank D. Lanterman Regional Center**

**Administrative Affairs Committee**

**April 12, 2022**

**MINUTES**

**PRESENT**

Larry DeBoer, Chair  
Allison Fuller  
Jack Gilbertson  
Al Marsella  
Dr. Tony Stein

**NOT PRESENT**

Marjorie Heller  
Greg Schaffer

**STAFF**

Melinda Sullivan  
David Romer  
Kaye Quintero

**GUESTS**

Vanessa Pena, Keenan & Associates  
Melissa Morales, Keenan & Associates  
Joseph Orndoff, J. Gallagher & Co.  
Andrea Lemm, J. Gallagher & Co.

**CALL TO ORDER**

The meeting was called to order at 12:04 P.M. via Zoom.

**REVIEW OF MINUTES**

The minutes of March 8, 2022 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

No report was given.

## **REVIEW OF INSURANCE COVERAGES**

Ms. Vanessa Pena, Melissa Morales, Joseph Orndoff and Andrea Lemm reviewed the brokerage services and resources their agencies provide, the current state of insurance market, insurance market trends, and 2021-22 insurance program overview of the Center's coverages. Ms. Pena will revise the slide regarding "worker's compensation" since there were a few incorrect items and provide the committee an updated presentation package. The committee had a few questions that were clarified. Discussion followed.

## **FY 2019-20 A-9 CONTRACT ALLOCATION**

Ms. Quintero reported that a late allocation for FY 2019-20 is a reconciling of all of the regional centers' POS CPP/CRDP funding. FDLRC received an additional \$38,000 for assessment and placement costs.

## **REVIEW OF FINANCIAL STATEMENTS**

### **CASH FLOW**

Mr. Romer stated that we are projected to have \$22,069,100 available at the end of June 30, 2022. Ms. Quintero added we will be working with the bank on the renewal of the Center's line of credit, but are currently expecting we may not have to draw from the line of credit if the budget is approved on time.

Mr. Romer reviewed the financial statements through February 28, 2022.

### *Fiscal Year to date 2021-2022 (C-2)*

In Operations (main contract) we have spent \$16,377,913 (55.5% of budget). In Purchase of services (main contract) we have spent \$171,708,019 before we add late bills. Including projected late bills, we will have spent \$176,496,119 (59.7% of budget).

### *Fiscal Year 2020-2021 (B-3)*

This month we recorded \$373,096 in OPS and \$123,284 in POS. To date, we have spent 97% of our OPS and 99% of our POS allocations.

### *Fiscal Year 2019 - 2020 (A-9)*

This month we recorded \$2,304 OPS payments and \$127,709 in POS. To date, we have spent 97% of our OPS and 99% of our POS allocations.

## **NEXT MEETING**

The next meeting is scheduled on May 10, 2022.

## **ADJOURNMENT**

The meeting was adjourned at 1:07 PM.

/gs