

**Frank D. Lanterman Regional Center**

**Administrative Affairs Committee**

**October 11, 2022**

**MINUTES**

**PRESENT**

Marjorie Heller  
Allison Fuller  
Jack Gilbertson  
Mark Higgins  
Al Marsella

**NOT PRESENT**

Larry DeBoer, Chair  
Lili Romero-Riddell  
Dr. Tony Stein  
Greg Schaffer

**STAFF**

Carmine Manicone  
Kaye Quintero

**CALL TO ORDER**

The meeting was called to order at 12:03 P.M. via Zoom.

**REVIEW OF MINUTES**

The minutes of September 13, 2022 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

No report was given.

**D-1 AMENDMENT FOR FY 2022-23**

Ms. Quintero reported that DDS has given us the D-1 contract allocation, which includes the majority of the Center's Operations and Purchase of Services funding for the year. The annual Operations budget is developed based on the funding in this allocation and the committee reviewed it.

## **OPERATIONS BUDGET & STAFFING PLAN, FY 2022-23**

Ms. Quintero and Mr. Manicone reviewed the staffing plan, which has a comprehensive overview of the existing staffing structure. The plan includes a breakdown of the positions and related salaries and benefits costs for each division. This year, we have budgeted for an additional 45 new positions in various areas of the Center, primarily in service coordination. Discussion followed.

Ms. Heller suggested clarifying the difference between service coordinators and administrative staff in the staffing plan next year.

**Ms. Heller made a motion to approve the staffing plan and recommend for final approval to the Board of directors. Mr. Marsella seconded the motion and it was approved by consensus.**

## **REVIEW OF FINANCIAL STATEMENTS**

### **CASH FLOW**

Ms. Quintero stated that we are projected to have \$57,032,552 available at the end of December 31, 2022.

Ms. Quintero reviewed the financial statements through August 31, 2022.

#### *Fiscal Year to date 2022-2023 (D-Prelim)*

In Operations (main contract) we have spent \$4,451,434 (19.3% of budget). In Purchase of services (main contract) we have spent \$35,562,664 before we add late bills. Including projected late bills, we will have spent \$42,818,036 (15.8% of budget).

#### *Fiscal Year 2021-2022 (C-3)*

This month we recorded \$309,790 in OPS and \$2,861,094 in POS. To date, we have spent 91.6% of our OPS and 88.8% of our POS allocations.

#### *Fiscal Year 2020-21 (B-5)*

This month we recorded \$183,589 in OPS and \$118,829 in POS. To date, we have spent 98.9% of our OPS and 98.9% of our POS allocations.

## **NEXT MEETING**

The next meeting is scheduled on November 8, 2022.

## **ADJOURNMENT**

The meeting was adjourned at 1:07 P.M.

/gs