

Frank D. Lanterman Regional Center

Administrative Affairs Committee

January 12, 2021

MINUTES

PRESENT

Mark Higgins, Chair
Al Marsella
Dr. Tony Stein
Jack Gilbertson

STAFF

Kaye Quintero
Melinda Sullivan

NOT PRESENT

Marjorie Heller
Juan Maldonado
Greg Schaffer

CALL TO ORDER

The meeting was called to order at 11:05AM

REVIEW OF MINUTES

The minutes of November 10, 2020 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Mr. Higgins had nothing to report.

SELECTION OF NEW INDEPENDENT AUDIT FIRM-ACTION

Mr. Higgins reminded the committee that the Regional Center needs to rotate audit firms periodically due to DDS' policy, and Lanterman needs to switch firms for the fiscal year 2020-21 audit. Ms. Quintero reported we issued a request for proposal over the summer and received back a handful. An interview panel consisting of Ms. Quintero, Mr. Higgins, and Mr. Hunt interviewed firms in October. The committee received a summary of the firms that were interviewed and Ms. Quintero expanded more about each firm. The panel is recommending using Windes for the next three years. Mr. Higgins added this was a helpful and important process in

order to check market prices for the services provided and confirmed the interview panel's recommendation. Discussion followed.

Mr. Gilberston made a motion to recommend to the Board to use Windes as Lanterman's audit and tax return firm. Mr. Marsella seconded the motion and it was approved by consensus.

A-7 AMENDMENT FOR 2019-2020

Ms. Quintero reported we received a contract amendment for last fiscal year, which we believe to be the final one for the year. The Operations portion of the allocation includes some additional funding for COVID related expenditures, and the POS portion includes additional CPP funding.

REVIEW OF FINANCIAL STATEMENTS

CASH FLOW

Ms. Quintero stated that we are projected to have \$30,342,164 available at the end of March 31, 2021.

Ms. Quintero reviewed the financial statements through November 30, 2020.

Fiscal Year to date 2020-2021(B-1)

In Operations (main contract) we have spent \$9,817,210 (38.7% of budget). In Purchase of services (main contract) we have spent \$95,768,444 before we add late bills. Including projected late bills, we will have spent \$100,247,420 (43.4% of budget).

Fiscal Year 2019-2020 (A-7)

This month we recorded \$8,960 in OPS and \$399,075 in POS. To date, we have spent 95.6% of our OPS and 98.1% of our POS allocations. We are currently projecting surpluses in both OPS and POS.

Fiscal Year 2018-2019 (E-4)

This month we recorded \$36,970 in OPS and \$ in POS. To date, we have spent 99.9% of our OPS and 98.5% of our POS allocations. We have a small surplus in both OPS and POS.

OTHER

Mr. Higgins asked for more information regarding the CARES Act funding Lanterman received. Ms. Quintero reported that it is a grant received through Phase 2 of the CARES Act distribution. We received about \$325,000 at the end of November for operations expenses related to operating during the pandemic, including costs related to allowing staff to better access records remotely and costs related to providing clients with equipment to allow them to access remote services.

Ms. Sullivan reported that money from the Endowment fund previously approved by the Board to be used to purchase equipment for clients to access remote services will no longer be needed, as the CARES Act funding can now be used for this purpose. Twenty-five devices have been purchased and catalogued so far. They will be distributed next week and 15 more devices have been ordered.

NEXT MEETING

The next meeting is scheduled on February 9, 2021.

ADJOURNMENT

The meeting was adjourned at 11:40AM

/gs