

Frank D. Lanterman Regional Center

Administrative Affairs Committee

November 10, 2020

MINUTES

PRESENT

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

GUESTS

Joseph Ondoff, Arthur J. Gallagher & Co.
Andrea Lemm, Arthur J. Gallagher & Co.
Vanessa Pena, Keenan & Associates

STAFF

John Hunt
Kaye Quintero
Melinda Sullivan

NOT PRESENT

Jack Gilbertson

CALL TO ORDER

The meeting was called to order at 11:02AM

REVIEW OF MINUTES

The minutes of October 13, 2020 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Mr. Higgins reported that the Board approved the use of the endowment funds (\$100,000) to purchase both hardware and Wi-Fi hotspots for adult clients who don't have these resources to access remote services.

REVIEW OF INSURANCE COVERAGE

Mr. Joseph Orndoff and Ms. Andrea Lemm from Arthur J. Gallagher & Co. and Ms. Vanessa Pena from Keenan & Associates reviewed the Center's insurance coverages with the committee. They also highlighted any impact the pandemic may have on workers' compensation and other coverages. Discussion followed.

REVIEW OF DONATION AND OTHER ACCOUNTS

Mr. Hunt reviewed the donation accounts and highlighted the Help Fund received \$11,053 in donations and approximately \$6,400 were used for food gift cards and general assistance for individuals. The \$21,895 from the UTLA fund was used to paint the KYRC. In the KYRC fund, the expenditures were for library items, salary, and for TAP cards.

CALIFORNIA COMMUNITY FOUNDATION UPDATE

Mr. Hunt reported the restricted fund balance as of September 30, 2020 was \$1,077,930. The balance for the unrestricted fund was \$216,198. There were earnings of approximately \$52,000 in the restricted fund and \$10,400 in the unrestricted fund.

REVIEW OF FINANCIAL STATEMENTS

CASH FLOW

Mr. Hunt stated that we are projected to have \$26,592,324 available at the end of January 31, 2021.

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

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

In Operations (main contract) we have spent \$5,589,074 (22% of budget). In Purchase of services (main contract) we have spent \$54,895,156 before we add late bills. Including projected late bills, we will have spent \$57,907,101 (25.1% of budget).

Fiscal Year 2019-2020 (A-6)

This month we recorded \$85,163 in OPS and \$596,247 in POS. To date, we have spent 95.9% of our OPS and 97.7% of our POS allocations. We are currently projecting surpluses in both OPS and POS.

Fiscal Year 2018-2019 (E-4)

This month we recorded \$3,773 in OPS and \$183 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.

NEXT MEETING

The next meeting is scheduled on January 12, 2021.

ADJOURNMENT

The meeting was adjourned at 12:13PM

/gs