

Frank D. Lanterman Regional Center

Administrative Affairs Committee

October 13, 2020

MINUTES

PRESENT

Mark Higgins, Chair
Jack Gilbertson
Marjorie Heller
Al Marsella

STAFF

Rose Chacana
Kaye Quintero
Melinda Sullivan

NOT PRESENT

John Hunt
Juan Maldonado
Greg Schaffer
Dr. Tony Stein

CALL TO ORDER

The meeting was called to order at 11:10AM

REVIEW OF MINUTES

The minutes of September 8, 2020 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Mr. Higgins had nothing to report.

OPERATIONS BUDGET AND STAFFING FOR 2020-21

Ms. Quintero highlighted that overall we fared well within our operations budget last fiscal year. This year the increase in salaries is reflective of across the board increases defined in the collective bargaining agreement and scheduled annual merit increases for staff. Discussion followed

regarding other line item changes to the budget that are projected for the year. We are projecting to be able to operate within our budget. The committee did not have any questions.

Ms. Quintero reported that this year's staffing plan includes proposals to add four positions – a Self Determination Coordinator position, a Service Coordinator for LA School Age and LA Hollywood units, and an FHA Coordinator. In addition, we will review the budget again in January after the Governor releases his proposed budget for next year to see if we can begin staffing for a new unit in the Ongoing division, which would start with the addition of a Regional Manager and Secretary position. Discussion followed.

Mr. Marsella moved to recommend that the board approve the operations budget and the staffing plan for 2020-21. Ms. Heller seconded the motion and it passed unanimously.

AUDITS-INDEPENDENT AND DDS

Ms. Quintero reported that we just completed the field work for the independent audit with AGT. We are on schedule and will be done on time.

DDS contacted us to schedule their biannual audit and it will begin on October 19th completely remotely. The field work will take five weeks.

Lastly, we have a one day workers comp audit soon as well. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

CASH FLOW

Ms. Quintero reported that we are projected to have \$21 million available at the end of December.

Ms. Quintero reviewed the financial statements through August 31, 2020.

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

In Operations (main contract) we have spent \$3,647,763 (14.4% of budget). In Purchase of services (main contract) we have spent \$35,797,854 before we add late bills. Including projected late bills, we will have spent \$38,936,130 (16.9% of budget).

Fiscal Year 2019-2020 (A-6)

This month we recorded \$114,247 in OPS and \$1,591,539 in POS. To date, we have spent 99.9% of our OPS and 97.4% of our POS allocations. We are currently projecting surpluses in both OPS and POS.

Fiscal Year 2018-2019 (E-4)

This month, we recorded (\$6,507) in OPS and \$84,014 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.

ENDOWMENT FUND-PROPOSAL FOR USAGE

Ms. Sullivan introduced Ms. Rose Chacana, Director at KYRC. The center is proposing to use some of the endowment funds to purchase both hardware and Wi-Fi hotspots for adult clients who don't have these resources to access remote services. There is a proposal to use \$100,000 for this effort. The committee had several questions.

Ms. Sullivan stated we will continue to explore options for this project and will have a concrete proposal for the board this month. The Committee is in favor of this proposal.

NEXT MEETING

The next meeting is scheduled on November 10, 2020.

ADJOURNMENT

The meeting was adjourned at 11:55AM.

/gs