

Frank D. Lanterman Regional Center

Administrative Affairs Committee

October 12, 2021

MINUTES

PRESENT

Larry DeBoer, Chair
Allison Fuller
Al Marsella
Greg Schaffer

NOT PRESENT

Jack Gilbertson
Marjorie Heller
Dr. Tony Stein

STAFF

Kaye Quintero
Melinda Sullivan
David Romer

CALL TO ORDER

The meeting was called to order at 12:03 PM. The meeting was held via Zoom.

REVIEW OF MINUTES

The minutes of September 14, 2021 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

No report was given.

C-1 AMENDMENT FOR FY 2021-22

Ms. Quintero reported that we received the C-1 allocation from DDS and it gives us the majority of the expected Operations funding, including many of the new policy items. Our annual Operations budget is developed based on the funding in this allocation.

OPERATIONS BUDGET AND STAFFING PLAN FY 2021-22

Ms. Quintero reviewed the operations budget, which details last fiscal years' actuals and compares this against our projections for this year. The committee did not have any questions.

Ms. Quintero reported that this year's staffing plan includes proposals to add 12 positions – a Participant Choice Coordinator, a Service Coordinator for the Foothill and Diverse Living Options team, a Deaf Access Specialist, Enhanced Caseload Unit (4 Service Coordinator position and 1 supervisor), a Community Navigator, an Emergency Services Manager, and a Purchase of Service Coordinator.

Since the plan was drafted, it was determined that there was still sufficient funding to proceed with the addition of a new team in the School Age Unit, which would include funding for a Regional Manager, four Service Coordinators, and one team Secretary. In addition, Ms. Sullivan informed the Committee the Assistant Director for the Ongoing Unit recently gave notice of her intent to retire in February. Ms. Sullivan proposed to the Committee to eliminate this position upon the Assistant Director's retirement and subsequently add a second Associate Director position and Executive Assistant position. In January 2022, we will evaluate the budget and make a determination about adding additional Service Coordinator positions as the budget allows to continue to bring down caseload ratios.

Mr. Schaffer pointed out an error of inconsistency regarding the caseload ratios at the top of page 8 and Ms. Quintero will correct that.

Mr. Marsella moved to recommend that the board approve the operations budget and the staffing plan for 2021-22 with the above noted changes. Mr. Schaffer seconded the motion and it passed unanimously.

REVIEW OF FINANCIAL STATEMENTS

CASH FLOW

Mr. Romer stated that we are projected to have \$33,880,192 available at the end of December 31, 2021.

Mr. Romer reviewed the financial statements through August 31, 2021.

Fiscal Year to date 2021-2022

In Operations (main contract) we have spent \$3,957,550 (14.4% of budget). In Purchase of services (main contract) we have spent \$40,216,271 before we add late bills. Including projected late bills, we will have spent \$44,239,571 (15.0% of budget).

Fiscal Year 2020-2021 (B-3)

This month we recorded \$40,022 in OPS and \$1,782,591 in POS. To date, we have spent 95% of our OPS and 97% of our POS allocations.

Fiscal Year 2019 - 2020 (A-8)

This month we recorded \$33,579 in OPS and \$39,185 in POS. To date, we have spent 99% of our OPS and 98% of our POS allocations.

NEXT MEETING

The next meeting is scheduled on November 9, 2021.

ADJOURNMENT

The meeting was adjourned at 1:10P.M.

/gs