

FRANK D. LANTERMAN REGIONAL CENTER

Administrative Affairs Meeting

February 10, 2015

MINUTES

PRESENT

Ed Solis, Chair
Jack Gilbertson
Al Marsella
Greg Schaffer
Jim Simonds

STAFF

Patrick Aulicino
Barry Londer
Melinda Sullivan

NOT PRESENT

Anila Guruji
Marjorie Heller
Dina Richman
Anthony Stein

CALL TO ORDER

Mr. Solis called the meeting to order at 12:17 P.M.

APPROVAL OF MINUTES

The minutes of January 13, 2015 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

There was nothing to report.

PROPOSAL FOR DIEM RATE CHANGES

Mr. Aulicino reported that the center's travel expense reimbursement policy allows us to reimburse staff for specific amounts for meals and incidentals without receipts, and for actual reasonable expenses with receipts. The amount we currently pay was set some years ago in

accordance with what the State of California allowed at the time. These amounts have not been updated since. The Committee reviewed the base rates allowed by the State currently. The recommendation is to change our policy to reimburse employees up to the base rate amounts allowed by the State of California. Mr. Aulicino reported that this change would have a minimal fiscal impact. Discussion followed.

Mr. Marsella made a motion to recommend to the Board to change the travel expense reimbursement policy to state that we will reimburse employees up to the base rates allowed by the State without a receipt. It was seconded by Mr. Schaffer and approved by consensus.

REPORT OF ACTIVITIES AND ACCOMPLISHMENTS

Mr. Aulicino reviewed the Administrative Affairs Committee Report of Accomplishments and Activities for 2014 and the Annual Administrative Report with the Committee. It was suggested that language be added in a couple of areas to clarify or expand upon specific points.

ASSIGNMENT FROM THE BOARD-ENDOWMENT FUNDS

Mr. Aulicino and Mr. Londer reviewed the endowment fund sheets with the Committee. Mr. Aulicino reported that the Board would like the Committee to develop an investment and spending policy for the endowment funds; paying particular attention to the funds that were not a part of the original bequest or were not restricted.

The Committee discussed background materials they would like to review as a part of this process, which is expected to take a number of months to put together a recommendation to the Board. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Mr. Londer reviewed the financial statement activity through the December 31, 2014.

Fiscal Year 2014-2015

In Operations (main contract) we have spent \$8,179,988. In Purchase of Services (main contract), we have spent \$58,780,525 before we add late bills. Including projected late bills, we will have spent \$61,147,385.

Fiscal Year 2013-2014

This month we recorded \$126,917 in OPS and \$25,173 in POS. To date, we have spent 99.0% of our OPS and just over 100% of our POS allocations. We are currently projecting a small surplus in OPS, and a deficit in POS, which we expect to be funded by DDS.

Fiscal Year 2012-2013

This month we recorded (\$14,774) in POS. To date, we have spent 98.3% of our OPS and 99.9% of our POS allocations. We are currently expecting a small surplus in OPS and a small deficit in POS, which we expect to be funded by DDS.

CASH FLOW

Mr. Londer reviewed the cash flow projection. He reported that the Department has stated that they will begin to offset claims with payments to Centers in April. This means that at the end of April, we would only have about \$2 million dollars on hand. However, this is only a projection and the Committee will receive updates monthly. Mr. Aulicino added that most Centers are in a deficit and the Department will be working with Centers throughout the spring on cash flow issues.

NEXT MEETING

The next meeting is scheduled for March 10, 2015.

ADJOURNMENT

The meeting was adjourned at 1:55PM.

/gs