

Frank D. Lanterman Regional Center

Administrative Affairs Committee

June 13, 2017

MINUTES

PRESENT

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

NOT PRESENT

Marjorie Heller
Greg Schaffer
Jim Simonds

STAFF

Patrick Aulicino
Barry Londer
Melinda Sullivan

CALL TO ORDER

Mr. Higgins called the meeting was called to order at 12:05 P.M.

REVIEW OF MINUTES

The minutes of May 9, 2017 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Mr. Higgins thanked the committee and reported that this is his last meeting as chairperson. Ms. Dina Richman is the treasurer-elect and will serve as chair beginning August.

The committee thanked Mr. Higgins for his services.

2017-18 BUDGET MAY REVISION

Mr. Aulicino briefly reviewed the ARCA Analysis of the Fiscal Year 2017-18 May Revision. He reported that overall the budget is about a 4% increase over FY 16-17 and it is mostly caseload

growth. Additionally, safety net resources called Stabilization, Training, Assistance, and Reintegration (STAR) acute crisis facilities will be developed in Northern California.

2017-18 CONTRACT & PRELIMINARY ALLOCATION

Mr. Aulicino reported that we received the contract. There is nothing new other than one page that deals with additional non-discrimination assurances that we have to provide to the Department. In the interest of time, the Executive Committee will meet tomorrow and they will be asked to authorize the President to sign the contract.

FISCAL IMPACT OF POTENTIAL MOVE OR RESTACKING

Mr. Aulicino reported that we are in the middle of discussions with our real estate broker to see what our options are. He reminded the committee that when we moved into this location, we received moving assistance from the Department. However, the Department no longer does this. Landlords typically provide a tenant improvement allowance for such items as part of the lease, but it does not cover all of the costs involved.

We will negotiate as best as we can with the landlords. We expect that any new space or reconfiguration would of necessity take place over a number of years.

Discussion followed.

YEAR-END OPERATIONS SPENDING

Mr. Aulicino reviewed the Operating Expense Budget for FY 2016-17 spreadsheet and memo with the committee.

The following are recommendations for Board approval:

- A one-time increase for staff in the amount of 1.5% of what they've earned over this fiscal year. This would close out and reconcile our ABX2-1 spending.
- Purchase a new telephone system.
- Replace computer equipment; including 35 desktops, 10 laptops, and four servers.
- Remaining funds will be used upgrade existing work stations or for other expenses related to the move or restacking.

Dr. Stein made a motion recommend to the Board the proposed used of remaining OPS budget funds as outlined above. Mr. Marsella seconded the motion and it was approved by consensus.

REVIEW OF FINANCIAL STATEMENTS

CASH FLOW

Mr. Londer reported that we are projecting that there will be \$11 million in our bank account at the end of August.

Fiscal Year 2016-2017 (C-2)

In Operations (main contract) we have spent \$16,136,220. In Purchase of Services (main contract), we have spent \$121,813,178 before we add late bills. Including late projected bills, we will have spent \$123,909,287.

Fiscal Year 2015-2016 (B-3)

This month we recorded \$53,524 in OPS and \$20,720 in POS. To date, we have spent 99.7% of our OPS and 99.1% of our POS allocations. We are currently projecting surpluses in both OPS and POS.

Fiscal Year 2014-2015 (A-6)

This month we recorded \$1,172 in POS. In total we have spent nearly 100.0% of our OPS and POS allocations. We are currently projecting negligible surpluses in both OPS and POS.

NEXT MEETING

The next meeting is scheduled on August 8, 2017.

ADJOURNMENT

The meeting was adjourned at 12:40 P.M.

/gs