

**FRANK D. LANTERMAN REGIONAL CENTER**

**Administrative Affairs Meeting**

**February 9, 2016**

**MINUTES**

**PRESENT**

Dina Richman, Chair  
Jack Gilbertson  
Al Marsella  
Greg Schaffer

**STAFF**

Patrick Aulicino  
Barry Londer

**GUESTS**

Judy Enright

**NOT PRESENT**

Dr. Anthony Stein  
Dr. Anila Guruji  
Jim Simonds  
Marjorie Heller

**CALL TO ORDER**

Ms. Richman called the meeting to order at 12:10 P.M.

**APPROVAL OF MINUTES**

The minutes of January 12, 2016 were reviewed and approved by consensus.

**CHAIRPERSONS REPORT**

Ms. Richman reported that the board approved the audited financial statements and the tax return.

## **RECORDS RETENTION POLICY REVISIONS**

Ms. Richman welcomed Ms. Melinda Sullivan and Ms. Judy Enright to review the records retention policy. Ms. Sullivan gave a historical background and examples of current record retention practices. She stressed that service coordinators are trained to use e-mails for brief topics such as appointment confirmations or similar business.

*The committee asked for clarification and Ms. Sullivan and Ms. Enright answered all questions. After discussion, it was agreed that the wording on the policy will be adjusted and be brought back to the committee for final approval.*

## **DDS AUDIT FOR 2012-13 AND 2013-14**

Mr. Aulicino reviewed the draft audit report for 2012-2013 and 2013-14 and emphasized that the findings were not “first tier” issues. A response is due to DDS by the end of the month and this will be on our agenda in March.

## **REVIEW OF INVESTMENT DETAIL OF THE CA COMMUNITY FOUNDATION**

Mr. Londer gave a brief history of Lanterman’s involvement with the California Community Foundation. He highlighted that ever since investing 100% into the main pool it has grown considerably.

After reviewing the investment detail, the Committee began to discuss the need for an investment policy. Mr. Gilbertson has reviewed one and will send it to Ms. Richman and Mr. Aulicino so that they can use that as a starting point.

## **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reviewed the financial statement summary activity through December 31, 2015.

### *Fiscal Year 2015-2016*

In operations (main contract) we have spent \$8,525,225. In Purchase of Services (main contract), we have spent \$62,913,265 before we add late bills. Including projected late bills, we will have spent \$65,175,262.

### *Fiscal Year 2014-2015*

This month, we recorded \$428 in OPS and \$72,676 in POS. To date, we have spent 99.8% of our OPS and about \$100.8% of our POS allocations. We are currently projecting a very small surplus in OPS, and a deficit in POS, which we expect to be funded by DDS.

*Fiscal Year 2013-2014*

This month we recorded (\$3,264) in POS. To date, we have spent 99.9% of our OPS and 100.2% of our POS allocations. We are currently expecting a very small surplus in OPS and a deficit in POS, which we expect to be funded by DDS.

**CASH FLOW**

Mr. Londer reviewed the cash flow and reported that we will have enough cash through the end of April.

**2015-16 POS RECAP**

Mr. Aulicino reported that our deficit is projected to be between \$3.5 and \$5 million.

**ANNUAL REPORTS**

The committee discussed the administrative reports. In the division report there is a grammatical error on the top of page 6.

**NEXT MEETING**

The next meeting is scheduled for March 8, 2016.

**ADJOURNMENT**

The meeting was adjourned at 1:25P.M.

/gs