

Frank D. Lanterman Regional Center

Administrative Affairs Committee

March 8, 2016

MINUTES

**PRESENT**

Jack Gilbertson  
Anila Guruji  
Marjorie Heller  
Greg Schaffer  
Dr. Tony Stein

**NOT PRESENT**

Al Marsella  
Dina Richman  
Jim Simonds

**STAFF**

Barry Londer  
Patrick Aulicino  
Melinda Sullivan  
Karem Chacana

**CALL TO ORDER**

The meeting was called to order at 12:15 PM by Mr. Gilbertson.

**APPROVAL OF MINUTES**

The minutes of February 9, 2016 were reviewed and approved by consensus.

**CHAIRPERSONS REPORT**

Mr. Gilbertson is chairing today's meeting in Ms. Richman's absence.

## **BUDGET UPDATE**

Mr. Aulicino reported that legislature passed the Managed Care Organization reform and developmental services funding bills. This will provide funding for developmental disabilities services of approximately \$300 million in state funds, and between \$400 and \$500 million in total funds when Federal matching dollars are counted. Some vendors will receive 5% rate increases, and funds will also be allocated for direct care worker wages and increases in administrative expenditures. Most of these increases take effect with the new budget year on July 1. We expect the Department to be issuing more detailed instructions along with the allocations.

## **RECORDS RETENTION POLICY REVISION**

Ms. Sullivan reviewed pages 3 & 4 of the policy and focused on the revisions that were suggested at the previous meeting. The Committee suggested the following changes:

- Page 3, 1, end of ii: add after “Response to the email is by letter” “and is included in the client or provider record in accordance with section iii.
- Page 4, 1, end of iii: change last sentence to “will be kept elsewhere as described in this document.”
- Page 4, n, use similar language “as described elsewhere in this document.”

**Mr. Schaffer made a motion to approve the records retention policy with administrative changes noted above and recommend to the board for final approval. Ms. Heller seconded the motion and it was approved by consensus.**

## **HOLIDAYS ARE FOR SHARING RECAP**

Ms. Karem Chacana reported on Holidays are for Sharing. She also described the partnership with La Curacao and Univision network and would like to have more partnerships with more organizations in the future.

The Committee discussed how donation funds are received and distributed. Ms. Chacana reminded everyone that the help fund is also used throughout the year, not just during the holidays. At a future meeting, Mr. Londer will provide the donation fund balance and the percentage amount that staff contributes via payroll.

The Committee discussed having a spending policy and/or a strategic plan for Holidays are for Sharing and Ms. Sullivan reported that this will be discussed with the Executive committee and the Board. An update will be shared at a future meeting.

The Committee would like to thank everyone involved in Holidays are for Sharing for their efforts this past year.

## **DDS AUDIT FOR 2012-2013 AND 2013-2014**

Mr. Aulicino reviewed the 2012-13 and 2013-14 DDS audit findings and the Center's responses with the committee. This has been submitted to DDS.

## **REVIEW OF FINANCIAL STATEMENTS**

Mr. Londer reviewed the financial statement summary activity through January 31, 2016.

### **CASH FLOW**

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

#### *Fiscal Year 2015-2016 (B-1)*

In Operations (main contract) we have spent \$9,918,712. In Purchase of Service (main contract), we have spent \$73,783,674 before we add late bills. Including projected bills, we will have spent \$75,924,182.

#### *Fiscal Year 2014-2015 (A-4)*

This month we recorded \$2,424 in OPS and (\$27,615) 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 (E-6)*

This month we recorded (\$20,128) in POS. To date, we have spent 99.9% of our OPS and 100.1% 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.

### **2015-2016 POS RECAP**

Mr. Aulicino reported that our deficit is projected to be between \$2.1 million and \$875,000.

## **ANNUAL REPORTS**

The Committee received an updated Administrative Affairs annual report based on last month's suggestions.

## **NEXT MEETING**

The next meeting is scheduled for April 13, 2016.

## **ADJOURNMENT**

The meeting was adjourned at 1:37 PM.

/gs