

Frank D. Lanterman Regional Center

Administrative Affairs Committee

March 13, 2018

MINUTES

PRESENT

Dina Richman, Chair-via conference call

Jack Gilbertson-via conference call

Marjorie Heller

Al Marsella

Greg Schaffer

Jim Simonds

NOT PRESENT

Dr. Tony Stein

STAFF

Patrick Aulicino

Barry Londer

Melinda Sullivan

CALL TO ORDER

Ms. Richman called the meeting to order at 12:02 P.M.

REVIEW OF MINUTES

The minutes of February 13, 2018 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Ms. Richman reported that there has been a petition for some employees to unionize, and that Committee members, if approached, should direct inquiries to Melinda Sullivan.

DDS AUDIT OF 2014-15 and 2015-16

Mr. Aulicino reported that DDS has submitted a draft audit report for 2014-15 and 2015-16. There were three findings and none involve dollar amounts. The committee reviewed the findings and the Center's response, which has been sent to the Department.

ANNUAL REPORTS

Mr. Aulicino reviewed the 2017 report of accomplishments and activities for the Administrative Affairs Committee. Ms. Richman thanked everyone on the committee for doing a great job. The committee thanked Ms. Richman for chairing.

Mr. Aulicino reviewed the 2017 Annual Administrative Report for the Administrative Services Division of the Center. Ms. Richman thanked staff for their efforts.

UPDATE: NEW SPACE ACQUISITION

Mr. Aulicino reported that our staff is working with our broker, architect/space planner, and contractor. The design work has been completed for the first, third, fourth, and seventh floors. The current work will be done over the next six months. This includes: incorporating additional space on the 4th floor, the expansion of the lunch room, the relocation of the computer training lab, adding additional meeting space on the 3rd floor, removing meeting rooms on the 7th to accommodate growth in Early Intervention and adding small meetings rooms on the 1st floor. Additionally, the building is remodeling restrooms at their own expense. **Discussion followed.**

DIRECTORS' AND OFFICERS' COVERAGE UPDATE

Mr. Aulicino reported that last month we talked about the directors' and officers' coverage. He stated that our broker is putting together proposals for our renewal. He is aware that we are interested in receiving quotes for both the \$50,000 and the \$100,000 levels of retention.

REVIEW OF FINANCIAL STATEMENTS

Cash Flow

Mr. Londer reported that we will be in good standing through the end of May.

Mr. Londer reviewed the financial statements through January 31, 2018.

Fiscal Year 2017-2018 (D-2)

In Operations (main contract) we have spent \$11,883,309. In Purchase of Services (main contract), we have spent \$89,814,588 before we add late bills. Including projected late bills, we will have spent \$92,684,841.

Fiscal Year 2016-2017 (C-4)

This month we recorded \$130,424 in OPS and \$55,047 in POS. To date, we have spent 91.7% of our OPS and 99.5% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

Fiscal Year 2015-2016 (B-4)

This month we recorded \$152,734 in POS. To date, we have spent nearly 100.0% of our OPS and 99.3% of our POS allocations. We are currently projecting a negligible surplus in OPS and a small surplus in POS.

POS RECAP

Mr. Aulicino reported that we projected a small deficit of between \$3-7 million for the current fiscal year.

NEXT MEETING

The next meeting is scheduled for April 10, 2018.

ADJOURNMENT

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

/gs