

Frank D. Lanterman Regional Center

Administrative Affairs Committee

November 8, 2016

MINUTES

**PRESENT**

Mark Higgins, Chair  
Jack Gilbertson  
Marjorie Heller  
Al Marsella  
Greg Schafer  
Dr. Tony Stein

**STAFF**

Patrick Aulicino  
Barry Londer

**GUEST**

Daniel Mattioli, Keenan

**NOT PRESENT**

Dina Richman  
Jim Simonds

**CALL TO ORDER**

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

**REVIEW OF MINUTES**

The minutes of October 11, 2016 were reviewed and approved by consensus.

**CHAIRPERSON'S REPORT**

Mr. Higgins reported that Dr. Anila Guruji is no longer able to participate in the committee and we will send a letter to thank her for her services.

## **OVERVIEW OF INSURANCE COVERAGES**

Mr. Daniel Mattioli from Keenan reviewed the insurance coverage outline with the committee. He highlighted that there are no significant changes from the prior year. Discussion followed.

Mr. Aulicino reviewed the Gallagher Chapman insurance summary for our property and volunteer coverages. These are coverages that are not handled through Keenan.

## **INVESTMENT POLICY FOR THE ENDOWMENT FUNDS**

Mr. Aulicino reported that the enclosed draft policy has been reviewed by counsel and Steve Cobb from California Community Foundation. Discussion followed.

The committee agreed to make the following changes:

- Have consistency throughout the document and refer to FDLRC as “the Center” and not “the Organization.”
- Page 2: Have counsel add a bullet point to reinforce the “reliance” portion
- Page 3: The bullet point on top should read as; “The Administrative Affairs Committee will provide advice to the Board relative to the engagement of an outside organization.”
- Page 4: last bullet point: Delete “[or section 501 (c) (6), etc. as applicable]”

The committee would like to see a final draft (and clean version) and then send it to the Board for final approval.

## **FINAL DDS AUDIT REPORT FOR 2012-14**

Mr. Aulicino reported that DDS conducted an audit at the Center in 2014 and we have the final report. He highlighted the evaluation of responses beginning on page 24 and discussion followed.

Mr. Aulicino announced that DDS will be back in January to do conduct their audit of 2014-2016. The lead person is someone who has visited before; the rest of the staff is new.

## **UPDATE ON INDEPENDENT AUDIT**

Mr. Aulicino reported that our independent auditors will be here in January. Rob Griffiths and a number of his team have decided to separate from K-Coe Isom and join a local firm called Aiello, Goodrich & Teuscher (AGT) in northern California. This is possible with the approval of K-Coe Isom and with the understanding that Mr. Griffiths would take the regional center business with him.

## **CALIFORNIA COMMUNITY FOUNDATION UPDATE**

Mr. Londer reviewed the quarterly the statement of activity through September 30, 2016.

### **REVIEW OF FINANCIAL STATEMENTS**

#### **CASH FLOW:**

Mr. Londer reported that we received the 4<sup>th</sup> advance and we are projecting to have a little over \$20 million on hand at the end of January.

#### *Fiscal Year 2016-17 (C-1)*

In Operations (main contract) we have spent \$4,545,408 In Purchase of Services (main contract), we have spent \$34,508,942 before we add late bills. Including late projected bills, we will have spent \$36,887,925.

#### *Fiscal Year 2015-2016 (B-2)*

This month we recorded \$132,811 in OPS and \$202,107 in POS. To date, we have spent 98.7% of our OPS and 98.1% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

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

This month we recorded (\$20,029) in POS. In total, we have spent 99.7% of our OPS and 100.9% 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.

### **NEXT MEETING**

The next meeting is scheduled on January 10, 2017.

### **ADJOURNMENT**

The meeting was adjourned at 1:22 P.M.

/gs