

Frank D. Lanterman Regional Center

Administrative Affairs Committee

November 13, 2018

MINUTES

PRESENT

Dina Richman, Chair
Dr. Tony Stein
Jim Simonds

NOT PRESENT

Al Marsella
Jack Gilbertson
Marjorie Heller
Greg Schaffer

GUEST

Daniel Mattioli, Keenan
Sean Lee

STAFF

Patrick Aulicino
Barry Londer
Melinda Sullivan

CALL TO ORDER

The meeting was called to order at 12:09 PM.

REVIEW OF MINUTES

The minutes of October 11, 2018 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

Ms. Richman reported that we are not meeting in December. All members are invited to the Board Holiday gathering on December 12th.

REVIEW OF INSURANCE COVERAGES

Mr. Aulicino introduced Mr. Daniel Mattioli from Keenan and Associates. Mr. Mattioli reviewed the insurance coverage outline with the committee. The Directors & Officers retention dropped back down to \$50,000 as it had been in prior years. Other than that, there are no significant changes from last year. Discussion followed.

Mr. Aulicino reviewed the Gallagher Chapman insurance summary for our property and volunteer coverages. Within the recent past, we had asked Keenan to bid on the property coverage, but the quote received was not competitive with what we were getting from Gallagher Chapman. Mr. Aulicino added that we do not have any open claims. Discussion followed.

UPDATE ON AUDIT ACTIVITY

Mr. Aulicino reported that our independent auditors have come and gone. They are currently completing the work at their offices. They are also completing our tax returns and will be here in January to review the audit and tax returns with the committee.

DDS began their audit at the end of October. They are working at the Center part of the time and part of the time out of headquarters.. The auditors conduct exit conferences at the end of each week; so far and all has gone well. It is estimated that they will complete their field work here the week after Thanksgiving.

REVIEW OF DONATION AND OTHER ACCOUNTS

Mr. Londer reviewed the Lanterman donation account and the KYRC donation account activity. He noted that the descriptor "Toy Loan Program" will be changed to "Strong Beginnings" to properly reflect the activity that takes place.

CALIFORNIA COMMUNITY FOUNDATION UPDATE

Mr. Londer reviewed the quarterly activity statement for the California Community Foundation through September 30, 2018. Discussion followed.

REVIEW OF FINANCIAL STATEMENTS

Cash Flow

Mr. Londer reported that by the end of January 2019, we are projecting to have a little over \$22 million in our bank account.

Fiscal Year 2018-2019 (E-1)

In Operations (main contract) we have spent \$5,160,978. In Purchase of Services (main contract), we have spent \$40,496,379 before we add late bills. Including projected late bills, we will have spent \$42,592,742.

Fiscal Year 2017-2018 (D-3)

This month we recorded \$266,258 in OPS and \$198,306 in POS. To date, we have spent 96.7% of our OPS and 99.0% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

Fiscal Year 2016-2017 (C-5)

This month we recorded \$30,610 in OPS and \$26,055 in POS. To date, we have spent 95.8% of our OPS and 99.5% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

SPACE ACQUISITION AND CONSTRUCTION UPDATE

Mr. Aulicino reported that the 7th floor is back to normal with new carpet, paint and work stations. Staff on the 6th floor are packing this week and will be moving to temporary locations this Friday. That floor will then be redone with new floor covering, paint, work stations, and private office furniture. Discussion followed.

NEXT MEETING

The next meeting is scheduled for January 8, 2019.

ADJOURNMENT

The meeting was adjourned at 1:04 PM.

/gs