

Frank D. Lanterman Regional Center

Administrative Affairs Committee

September 11, 2018

MINUTES

PRESENT

Jack Gilbertson
Al Marsella
Marjorie Heller
Jim Simonds

NOT PRESENT

Dina Richman, Chair
Greg Schaffer
Dr. Tony Stein

GUEST

Sean Lee

STAFF

Patrick Aulicino
Barry Londer
Melinda Sullivan

CALL TO ORDER

The meeting was called to order at 12:06 P.M. Mr. Lee, a potential committee member, was introduced and all made self-introductions.

REVIEW OF MINUTES

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

CHAIRPERSON'S REPORT

Mr. John Gilbertson chaired in Ms. Dina Richman's absence.

E-1 AMENDMENT FOR 2018-19

Mr. Aulicino reported that we received our first amendment, which contains the bulk of our 18-19 allocation. He provided an overview of how the allocation is developed and the worksheets that were sent by DDS. Mr. Aulicino explained that these figures will be used to develop our Operations budget and staffing plan, which will be presented to the committee in October. Discussion followed.

BUSINESS ASSOCIATE AGREEMENTS

Mr. Aulicino reported that our contract with DDS requires that we have Business Associate Agreements (BAA) with all of our service providers that may handle personal health information. We are using an agreement drafted for Regional Centers by Allan Zuckerman of Musick Peeler and Garrett, who has worked with the center on lease negotiations. We are in the process of sending those out now. Discussion followed

UPCOMING AUDIT ACTIVITY

Mr. Aulicino reported that corporate auditor, AGT, will be here the week of September 24th to do field work. The DDS auditors will arrive October 22nd and are expected to be here through the month of November.

REVIEW OF FINANCIAL STATEMENTS

Cash Flow

Mr. Londer reported that at the end of November we expect to have \$24,683,897 in the bank.

Fiscal Year 2018-2019 (E-1)

In Operations (main contract) we have spent \$1,687,357. In Purchase of Services (main contract), we have spent \$12,649,471 before we add late bills. Including projected late bills, we will have spent \$14,590,774.

Fiscal Year 2018-2018 (D-3)

This month, we recorded \$92,555 in OPS and \$1,623,625 in POS. To date, we have spent 95.2% of our OPS and 98.4% 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 \$195,372 in OPS and \$59,557 in POS. To date, we have spent 95.1% of our OPS and 99.5% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

POS RECAP

Mr. Aulicino reported that we are anticipating a POS surplus for 2017-18 of about \$800,000.

SPACE ACQUISITION AND CONSTRUCTION UPDATE

Mr. Aulicino reported that the fourth and third floor updates are close to being finished. The next two phases involve redoing the entire 7th floor (replacing work stations, furniture and carpets) and then the 6th floor. We plan to finish everything by the end of the calendar year. Discussion followed.

NEXT MEETING

The next meeting is scheduled for October 9, 2018.

ADJOURNMENT

The meeting was adjourned at 1:20 PM