

Frank D. Lanterman Regional Center

Administrative Affairs Committee

October 8, 2019

MINUTES

PRESENT

Mark Higgins, Chair
Jack Gilbertson
Juan Maldonado
Al Marsella
Greg Schaffer
Dr. Tony Stein

NOT PRESENT

Marjorie Heller
Sean Lee

STAFF

Barry Londer
Kaye Quintero
Melinda Sullivan

CALL TO ORDER

The meeting was called to order at 12:05 p.m.

REVIEW OF MINUTES

The minutes of August 13, 2019 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

No report was given.

A-1 AMENDMENT FOR 2019-20

Ms. Quintero reminded the Committee that the Center received the A-1 Amendment for 2019-20 last month. The Committee received a copy in the September packet along with a document summarizing the highlights. This represents the majority of Center's contract allocation. This allows the Center to proceed with the development of the Operations Budget and Staffing Plan for 2019-20, which will be discussed at this meeting.

OPERATIONS BUDGET & STAFFING PLAN FOR 2019-20

Ms. Quintero and Ms. Sullivan presented the operations budget and staffing plan for review and recommendation to the board. The operations budget details last fiscal year's actuals and compares them against the projections for this year. The staffing plan provides a comprehensive overview of the Center's existing staffing structure and provides the salaries and benefits cost for each division of the Center.

Ms. Quintero reported that the Center is unable to commit to any changes or additions to the staffing plan given the limited operations funding at this time. The Center can maintain the current plan with no changes.

Ms. Quintero advised the Committee that the Center will re-evaluate its budget situation in January 2020. If the analysis reveals that the fiscal situation has improved, the Center will present a supplemental plan. The proposed supplemental plan was shared with the Committee.

After review and discussion, the Committee was in agreement with the operations budget, the staffing plan for 2019-20, and the supplemental staffing plan as presented.

Dr. Stein moved to recommend that the board approved the operations budget, the staffing plan for 2019-20, and the supplemental staffing plan. Mr. Marsella seconded the motion, and it passed unanimously.

ANNUAL AUDIT

Ms. Quintero reported that the field work for the annual financial audit was completed by Aiello, Goodrich & Teuscher (AGT). To date, there have been no issues raised on the areas they reviewed during their field work. It is expected that the Center will receive a final draft of the audit report and tax returns in January 2020.

REVIEW OF FINANCIAL STATEMENTS

Mr. Londer reviewed with the Committee the financial statements through August 2019. Below is a summary by fiscal year.

Fiscal Year 2019-2020 (A)

In operations (main contract) we have spent \$3,516,673. In Purchase of Services (main contract), we have spent \$30,325,782 before we add late bills. Including projected late bills, we will have spent \$32,742,746.

Fiscal Year 2018-2019 (E-3)

This month we recorded \$43,215 in OPS and \$881,343 in POS. To date, we have spent 98.3% of our OPS and 99.6% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

Fiscal Year 2017-2018 (D-4)

This month we recorded \$11,314 in POS. To date, we have spent 99.8% of our OPS and 99.4% of our POS allocations. We have a very small surplus in OPS, as well as a small surplus in POS.

NEXT MEETING

The next meeting is scheduled on November 12, 2019.

ADJOURNMENT

The meeting was adjourned at 12:55 p.m.

/fl