

ADMINISTRATIVE AFFAIRS COMMITTEE

Frank D. Lanterman Regional Center

Administrative Affairs Committee

September 14, 2021

MINUTES

PRESENT

Larry DeBoer, Chair
Allison Fuller
Jack Gilbertson
Marjorie Heller
Al Marsella

NOT PRESENT

Greg Schaffer
Dr. Tony Stein

STAFF

Kaye Quintero
Melinda Sullivan
David Romer

CALL TO ORDER

The meeting was called to order at 12:03 PM. The meeting was held via Zoom.

REVIEW OF MINUTES

The minutes of August 10, 2021 were reviewed and approved by consensus.

CHAIRPERSON'S REPORT

No report was given.

AUDITS

Ms. Quintero advised the Committee that the annual independent audit and annual workers' compensation audit are currently in progress. The Center has also finalized its response to the DDS biennial audit.

REVIEW OF FINANCIAL STATEMENTS

Mr. Romer reviewed the financial statements through July 2021 as follows:

2021-2022

- *Operations*

OPS expenditures for July were in line with historical activity. There were no material variances to report.

- *Purchase of Services*

A large service provider did not bill for July in time to be reflected in this month's financials. A \$511k payment was made to this provider in late August.

Note: There were 22 service days in July and 22 service days in June. Our active caseload increased by 50 clients, bringing our total caseload at the end of our fiscal year to 11,079.

- *Community Placement Plan (CPP)*

There were no new placements this month. There were no material variances to report.

2020-2021 (B-3)

This month we recorded \$58,669 in OPS and \$3,816,381 in POS. To date, we have spent 95% of our OPS and 97% of our POS allocations.

OPS and POS expenditures were primarily comprised of invoices received for supplies and services provided in June 2021 (aka late bills). There were no material variances to report.

2019-2020 (A-8)

This month we recorded a credit of \$<171,983> in OPS and \$83,371 in POS. To date, we have spent 96% of our OPS and 98% of our POS allocations.

There was a reclassification of state of emergency expenditures to offset against the CARES Act funding. The Center received a total of \$171,983.

STATE OF EMERGENCY POS FUNDING

Ms. Quintero reported that as the Center continues to see a substantial need in supports for clients and families due to the pandemic. Ms. Quintero provided an update on POS spending related to the state of emergency.

NEXT MEETING

October 12, 2021

ADJOURNMENT

The meeting was adjourned at 12:37 PM.

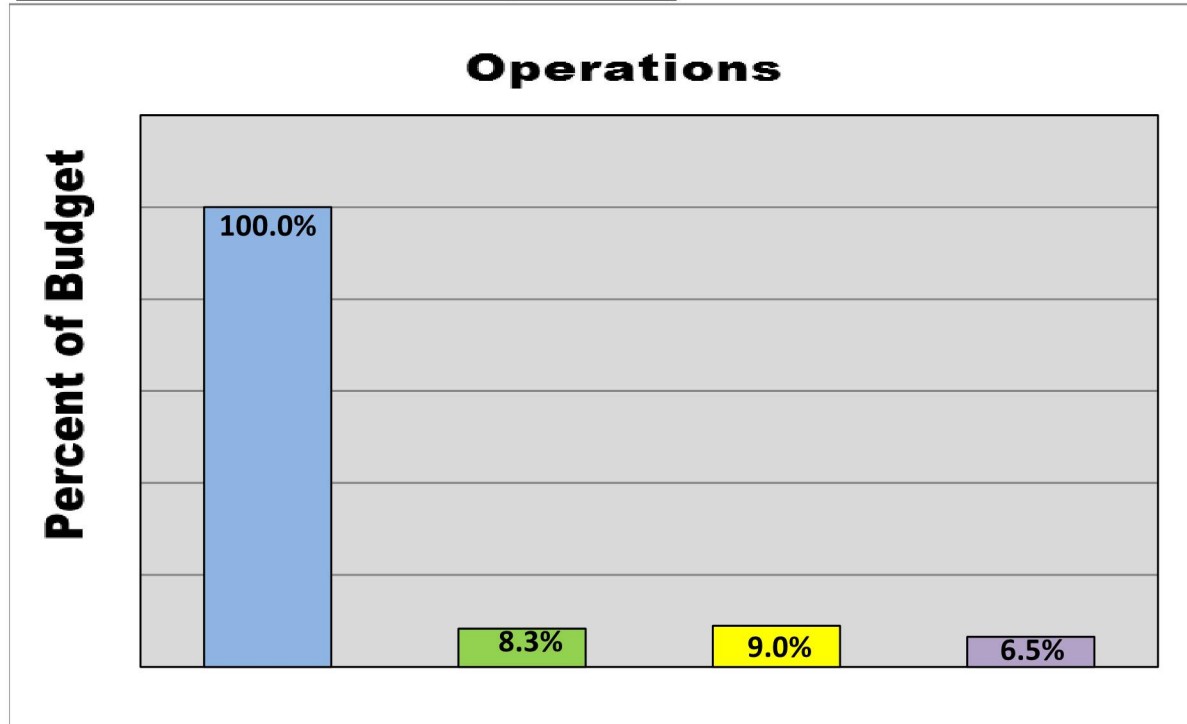
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FRANK D. LANTERMAN REGIONAL CENTER
PROJECTED CASH FLOW ANALYSIS
SEPTEMBER 1, 2021 THROUGH NOVEMBER 30, 2021

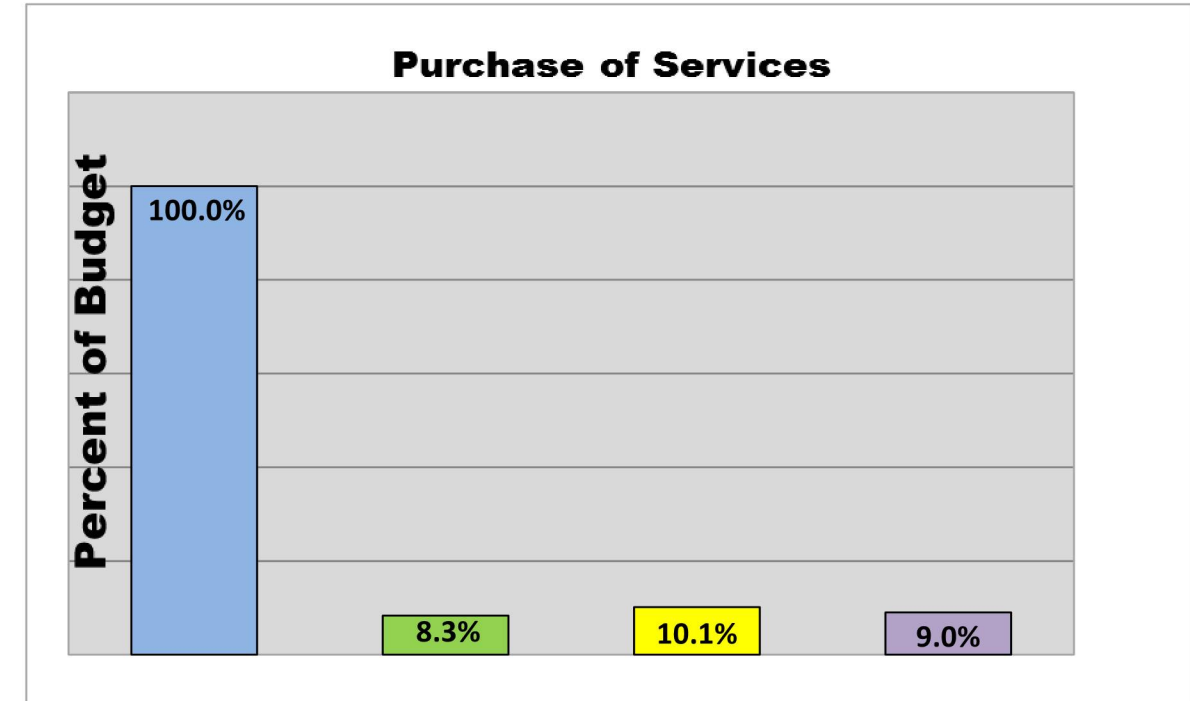
DATE	ACTIVITY	DEPOSIT (PAYMENT)	BALANCE
1-Sep	BEGINNING BALANCE		26,011,000
2-Sep	OPS	(400,000)	25,611,000
2-Sep	PAYROLL	(760,000)	24,851,000
3-Sep	JULY CLAIM	20,959,324	45,810,324
9-Sep	OPS	(75,000)	45,735,324
10-Sep	POS	(19,000,000)	26,735,324
16-Sep	OPS	(75,000)	26,660,324
16-Sep	PAYROLL	(760,000)	25,900,324
18-Sep	POS	(3,000,000)	22,900,324
23-Sep	OPS	(75,000)	22,825,324
23-Sep	OPS	(75,000)	22,750,324
30-Sep	PAYROLL	(760,000)	21,990,324
30-Sep	POS	(1,500,000)	20,490,324
7-Oct	OPS	(400,000)	20,090,324
8-Oct	STATE CLAIM REIMBURSEMENT - AUG	22,000,000	42,090,324
11-Oct	POS	(19,000,000)	23,090,324
14-Oct	OPS	(75,000)	23,015,324
14-Oct	PAYROLL	(760,000)	22,255,324
15-Oct	MAY & JUNE CLAIMS (10%)	2,804,000	25,059,324
18-Oct	POS	(3,000,000)	22,059,324
21-Oct	OPS	(75,000)	21,984,324
28-Oct	OPS	(75,000)	21,909,324
28-Oct	POS	(1,500,000)	20,409,324
28-Oct	PAYROLL	(760,000)	19,649,324
4-Nov	OPS	(400,000)	19,249,324
8-Nov	STATE CLAIM REIMBURSEMENT - SEPT	22,000,000	41,249,324
10-Nov	POS	(19,000,000)	22,249,324
11-Nov	PAYROLL	(760,000)	21,489,324
11-Nov	OPS	(75,000)	21,414,324
18-Nov	POS	(3,000,000)	18,414,324
18-Nov	OPS	(75,000)	18,339,324
24-Nov	PAYROLL	(760,000)	17,579,324
25-Nov	OPS	(75,000)	17,504,324
29-Nov	POS	(1,500,000)	16,004,324
31-Oct	ENDING BALANCE		\$ 16,004,324

**FRANK D. LANTERMAN REGIONAL CENTER
FINANCIAL STATEMENT SUMMARY - MAIN CONTRACT
ACTIVITY THROUGH
JULY 31, 2021**

Fiscal Year-To-Date 2021-2022 (C - Prelim)



	1 Current Year Annual Budget (C-Prelim)	2 Current Year 1 Month Budget (C-Prelim)	3 Current Year Actual 1 Month YTD	4 Prior Year Actual 1 Month YTD (B3)
OPS				
Actual	\$22,484,419	\$1,873,702	2,014,743	\$1,661,140
	100.0%	8.3%	9.0%	6.5%



	1 Current Year Annual Budget (C - Prelim)	2 Current Year 1 Month Budget (C-Prelim)	3 Current Year Actual 1 Month YTD	4 Prior Year Actual 1 Month YTD (B-3)
POS				
Actual	\$234,167,456	\$19,513,955	\$18,951,309	\$16,222,288
Projected Late Bills			\$4,800,900	\$2,900,703
Adjusted Total	\$234,167,456	\$19,513,955	\$23,752,209	\$19,122,991
	100.0%	8.3%	10.1%	9.0%

Fiscal Year 2020-2021 (B-3)

This month we recorded \$58,669 in OPS and \$3,816,381 in POS. To date, we have spent 95% of our OPS and 97% of our POS allocations.

Fiscal Year 2019 - 2020 (A-8)

This month we recorded a credit of \$<171,983> in OPS and \$83,371 in POS. To date, we have spent 96% of our OPS and 98% of our POS allocations.

FRANK D. LANTERMAN REGIONAL CENTER
NOTES TO FINANCIAL STATEMENTS
FOR THE 1 SERVICE MONTH ENDED JULY 31, 2021

2021-2022

INVESTMENT SUMMARY

As of July 31, approximately \$29 million was maintained in our business checking account with City National Bank. Interest earnings of \$185 were recorded for the month. ICF SPA administrative fees of \$732 were recognized.

Page 2 OPERATIONS

OPS expenditures for July were in line with historical activity. We have no material variances to report.

Page 3 PURCHASE OF SERVICES

Line 11 Non-Medical-Professional: A large service provider did not bill for July in time to be reflected in this month's financials. A \$511k payment was made to this provider in late August.

Note: There were 22 service days in July and 22 service days in June. Our active caseload increased by 50 clients, bringing our total caseload at the end of our fiscal year to 11,079.

Page 4 COMMUNITY PLACEMENT PLAN (CPP)

There were no new placements this month. We have no material variances to report.

2020-2021

OPS and POS expenditures are primarily comprised of invoices received for supplies and services provided in June 2021 (aka late bills). We have no material variances to report.

2019-2020

Line 8 Net Operations: We reclassified state of emergency expenditures to offset against the CARES Act funding we received for a total of \$171,983.

FRANK D. LANTERMAN REGIONAL CENTER
ANALYSIS OF REVENUE AND EXPENDITURES
FISCAL YEAR 2021 - 2022
FOR THE 1 SERVICE MONTH ENDED JUNE 30, 2022

F.Y. 21 - 22

PAGE 1

DESCRIPTION	APPROVED BUDGET		EXPENDITURES			PERCENT 2021-22 C prelim (6)	PERCENT 2020-21 B3 (7)	PERCENT 2019-20 (8)	2021-22 BUDGET AVAILABLE (9)
	2021-22 C prelim (1)	2020-21 B 3 (2)	THIS MONTH * (3)	Y-T-D 2021-22 (4)	Y-T-D 2020-21 (5)				
OPERATIONS - MAIN CONTRACT									
PERSONAL SERVICES	0	20,599,573	1,648,332	1,648,332	1,365,713		6.6%	7.4%	
OPERATING EXPENSES	0	4,879,411	367,341	367,341	295,427		6.1%	6.6%	
TOTAL EXPENSES:	0	25,478,984	2,015,673	2,015,673	1,661,140		6.5%	7.2%	
LESS: INTEREST INCOME	0	(100,000)	(185)	(185)	(3,366)		3.4%	6.1%	
LESS: OTHER INCOME	0	(16,000)	(745)	(745)	(1,013)		6.3%	17.3%	
TOTAL INTEREST & OTHER INCOME :	0	(116,000)	(930)	(930)	(4,379)		3.8%	8.3%	
	22,484,419	25,362,984	2,014,743	2,014,743	1,656,761	9.0%	6.5%	7.2%	20,469,676
PURCH OF SERVICES - MAIN CONTRACT									
OUT-OF-HOME	0	66,722,363	5,442,121	5,442,121	5,213,831		7.8%	7.6%	
DAY PROGRAM	0	29,544,429	1,989,071	1,989,071	2,076,240		7.0%	7.4%	
OTHER SERVICES	0	154,827,012	11,567,601	11,567,601	8,999,325		5.8%	6.6%	
TOTAL POS BEFORE ADJUSTMENTS:	0	251,093,804	18,998,793	18,998,793	16,289,396		6.5%	7.0%	
LESS: ICF SPA PROGRAM	0	(1,000,000)	(47,484)	(47,484)	(67,108)		6.7%	9.1%	
BUDGET ALLOCATION SURPLUS/(DEFICIT)	0	12,278,179	0	0	0				
TOTAL ADJUSTMENTS:	0	11,278,179	(47,484)	(47,484)	(67,108)		-0.6%	-3.3%	
TOTAL PURCHASE OF SERVICES:	234,167,456	262,371,983	18,951,309	18,951,309	16,222,288	8.1%	6.2%	6.8%	215,216,147
COMMUNITY PLACEMENT PLAN									
PERSONAL SERVICES	0	601,662	56,510	56,510	53,621		8.9%	9.3%	
OPERATING EXPENSES	0	67,200	2,266	2,266	2,266		3.4%	3.4%	
TOTAL OPERATIONS:	0	668,862	58,776	58,776	55,887		8.4%	8.7%	
PURCHASE OF SERVICES	0	1,758,843			11,541		0.7%	0.3%	
TOTAL CPP :	0	2,427,705	58,776	58,776	67,428		2.8%	2.1%	
FAMILY RESOURCE CENTER									
TOTAL FRC EXPENSES:	0	155,701	12,127	12,127	12,927		8.3%	7.9%	
GRAND TOTAL :	256,651,875	290,318,373	21,036,955	21,036,955	17,959,404	8.2%	6.2%	6.8%	235,614,920
RECAP OF TOTAL CONTRACT									
OPERATIONS	22,484,419	26,187,547	2,085,646	2,085,646	1,725,575		6.6%	7.3%	
PURCHASE OF SERVICES	234,167,456	264,130,826	18,951,309	18,951,309	16,233,829		6.1%	6.7%	
TOTAL CONTRACT:	256,651,875	290,318,373	21,036,955	21,036,955	17,959,404	8.2%	6.2%	6.8%	235,614,920

* Column (3) represents payments made in the month following the last service months.

**FRANK D. LANTERMAN REGIONAL CENTER
OPERATIONS - MAIN CONTRACT FOR THE 1 SERVICE MONTH ENDED JUNE 30, 2022**

F.Y. 21 - 22

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	BUDGET CATEGORY	BUDGET (C prelim)	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	TOTAL EXPENDED	PERCENT EXPENDED	BALANCE OF BUDGET
	PERSONAL SERVICES																
1	SALARIES & WAGES		1,245,629												1,245,629		
2	TEMPORARY HELP		49,528												49,528		
3	CONTRACT SERVICES		17,768												17,768		
4	SUB-TOTAL:	0	1,312,925	0	0	0	0	0	0	0	0	0	0	0	1,312,925		
	BENEFITS																
6	RETIREMENT/PENSION		138,434												138,434		
7	MEDICARE TAX		17,726												17,726		
8	HEALTH BENEFITS		155,883												155,883		
9	WORKERS' COMPENSATION		8,871												8,871		
10	UNEMPLOYMENT INSURANCE SUI		5,848												5,848		
11	NON-INDUSTRIAL DISABILITY		5,133												5,133		
12	LIFE INSURANCE		3,512												3,512		
13	SUBTOTAL:	0	335,407	0	0	0	0	0	0	0	0	0	0	0	335,407		
14																	
15	TOTAL PERSONAL SERVICES:	0	1,648,332	0	0	0	0	0	0	0	0	0	0	0	1,648,332		
	OPERATING EXPENSES																
17	EQUIPMENT MAINTENANCE		6,675												6,675		
18	FACILITY RENT		212,274												212,274		
19	FACILITY MAINTENANCE		21,495												21,495		
20	COMMUNICATION		23,721												23,721		
21	GENERAL OFFICE EXPENSES		10,408												10,408		
22	PRINTING		0												0		
23	INSURANCE		19,209												19,209		
24	DATA PROCESSING		24,898												24,898		
25	DATA PROCESSING MAINTENANCE		21,608												21,608		
26	INTEREST EXPENSE		0												0		
27	BANK FEES		0												0		
28	LEGAL FEES		722												722		
29	BOARD AND COMMITTEE EXPENSES		0												0		
30	ACCOUNTING FEES		0												0		
31	EQUIPMENT PURCHASES		0												0		
32	CONSULTING/TRAINING		10,500												10,500		
33	TRAVEL		324												324		
34	ARCA DUES		5,699												5,699		
35	GENERAL EXPENSES		9,808												9,808		
36	PRIOR YEAR CLAIMS		0												0		
37	OTHER		0												0		
38	TOTAL OPERATING EXPENSES:	0	367,341	0	0	0	0	0	0	0	0	0	0	0	367,341		
39																	
40	TOTAL EXPENSES:	22,484,419	2,015,673	0	0	0	0	0	0	0	0	0	0	0	2,015,673	9.0%	20,468,746
41																	
42	LESS: INTEREST INCOME		(185)												(185)		
43	LESS: OTHER INCOME		(745)												(745)		
44	TOTAL INTEREST & OTHER INCOME:	0	(930)	0	0	0	0	0	0	0	0	0	0	0	(930)		
45																	
46																	
47	NET OPERATIONS:	22,484,419	2,014,743	0	0	0	0	0	0	0	0	0	0	0	2,014,743	9.0%	20,469,676

FRANK D. LANTERMAN REGIONAL CENTER
PURCHASE OF SERVICES - MAIN CONTRACT FOR THE 1 SERVICE MONTH ENDED JUNE 30, 2022

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	BUDGET CATEGORY	BUDGET (C prelim)	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	TOTAL EXPENDED	PERCENT EXPENDED	BALANCE OF BUDGET
	NO. OF SERVICE DAYS		22	22	22	21	22	23	21	20	23	21	21	22			
	OUT-OF-HOME																
1	COMMUNITY CARE FACILITY		5,383,081												5,383,081		1
2	ICF/SNF FACILITY		59,040												59,040		2
3	TOTAL OUT-OF-HOME:	0	5,442,121	0	0	0	0	0	0	0	0	0	0	0	5,442,121		3
4	DAY PROGRAMS																4
5	DAY CARE		28,000												28,000		5
6	DAY TRAINING		1,854,529												1,854,529		6
7	SUPPORTED EMPLOYMENT (SEP)		102,797												102,797		7
8	WORK ACTIVITY PROGRAM (WAP)		3,745												3,745		8
9	TOTAL DAY PROGRAMS:	0	1,989,071	0	0	0	0	0	0	0	0	0	0	0	1,989,071		9
10	OTHER SERVICES																10
11	NON-MEDICAL-PROFESSIONAL		670,558												670,558		11
12	NON-MEDICAL-PROGRAM		1,490,558												1,490,558		12
13	HOME CARE SERVICES		271,547												271,547		13
14	TRANSPORTATION		155,019												155,019		14
15	PREVENTION		1,215,940												1,215,940		15
16	OTHER AUTHORIZED		3,155,522												3,155,522		16
17	P&I EXPENSES		20,103												20,103		17
18	HOSPITAL CARE		192,038												192,038		18
19	MEDICAL EQUIPMENT		3,913												3,913		19
20	MEDICAL CARE-PROFESSIONAL		299,692												299,692		20
21	MEDICAL CARE-PROGRAM		28,524												28,524		21
22	RESPIRE-IN-HOME		4,048,382												4,048,382		22
23	RESPIRE-OUT-OF-HOME		0												0		23
24	CAMPS		15,805												15,805		24
25	TOTAL OTHER SERVICES:	0	11,567,601	0	0	0	0	0	0	0	0	0	0	0	11,567,601		25
26																	26
27	TOTAL POS BEFORE ADJUSTMENTS:	0	18,998,793	0	0	0	0	0	0	0	0	0	0	0	18,998,793		27
28	ADJUSTMENTS																28
29	LESS: ICF SPA PROGRAM		(47,484)												(47,484)		29
30	PLUS: BUDGET ALLOCATION SURPLUS														0		30
31	TOTAL ADJUSTMENTS:	0	(47,484)	0	0	0	0	0	0	0	0	0	0	0	(47,484)		31
32																	32
33																	33
34	TOTAL PURCHASE OF SERVICES:	234,167,456	18,951,309	0	0	0	0	0	0	0	0	0	0	0	18,951,309	8.1%	215,216,147
35	ACTIVE CASELOAD:		11,079														35
36	CHANGE FROM PRIOR MONTH:		50	0	0	0	0	0	0	0	0	0	0	0	50		36

**FRANK D. LANTERMAN REGIONAL CENTER
COMMUNITY PLACEMENT PLAN (CPP) FOR THE 1 SERVICE MONTH ENDED JUNE 30, 2022**

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[illegible]

FRANK D. LANTERMAN REGIONAL CENTER
FAMILY RESOURCE CENTER FOR THE 1 SERVICE MONTH ENDED JUNE 30, 2022

	BUDGET CATEGORY	BUDGET (C prelim)	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	TOTAL EXPENDED	PERCENT EXPENDED	BALANCE OF BUDGET
	PERSONAL SERVICES																
1	FAMILY SUPPORT SPECIALIST		6,302												6,302		
2	RESOURCE & INFO COORDINATOR		3,858												3,858		
3	RESOURCE & INFO SPECIALIST		1,967												1,967		
4	TOTAL FRC PERSONAL SERVICES	0	12,127	0	0	0	0	0	0	0	0	0	0	0	12,127		
5	FRC ACTIVITIES/PROJECTS																
6	INFO DISSEMINATION & REFERRAL														0		
7	PUBLIC AWARENESS														0		
8	FAMILY/PROFESSIONAL COLLABORATION														0		
9	TOTAL FRC ACTIVITIES/PROJECTS	0	0	0	0	0	0	0	0	0	0	-	0	0	0		
10																	
11	TOTAL FAMILY RESOURCE CENTER:		12,127	0	0	0	0	0	0	0	0	0	0	0	12,127		

* The budgeted amount represents only those dollars specifically earmarked in our contract for Family Resource Center services.
Actual support also includes in-kind services and expenses provided through the Operations portion of the Regional Center contract.

FRANK D. LANTERMAN REGIONAL CENTER
ANALYSIS OF REVENUE AND EXPENDITURES
FISCAL YEAR 2020 - 2021
THROUGH JULY 31, 2021

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DESCRIPTION	APPROVED BUDGET		EXPENDITURES			PERCENT 2020-21 B 3 (6)	PERCENT 2019-20 A 8 (7)	PERCENT 2018-19 E 5 (8)	2020-21 BUDGET AVAILABLE (9)
	2020-21 B 3 (1)	2019-20 A 8 (2)	THIS MONTH * (3)	Y-T-D 2020-21 (4)	Y-T-D 2019-20 (5)				
OPERATIONS - MAIN CONTRACT									
PERSONAL SERVICES	20,599,573	19,250,502	28,440	19,837,675	18,815,015	96.3%	97.7%	97.6%	761,898
OPERATING EXPENSES	4,879,411	5,242,771	30,229	4,286,726	4,352,056	87.9%	83.0%	109.8%	592,685
TOTAL EXPENSES:	25,478,984	24,493,273	58,669	24,124,401	23,167,071	94.7%	94.6%	100.0%	1,354,583
LESS: INTEREST INCOME	(100,000)	(75,000)	0	(21,267)	(118,688)	21.3%	158.3%	225.7%	(78,733)
LESS: OTHER INCOME	(16,000)	(18,000)	0	(26,584)	(16,079)	166.1%	89.3%	100.1%	10,584
TOTAL INTEREST & OTHER INCOME :	(116,000)	(93,000)	0	(47,851)	(134,767)	41.3%	144.9%	192.4%	(68,149)
	25,362,984	24,400,273	58,669	24,076,550	23,032,304	94.9%	94.4%	99.7%	1,286,434
PURCH OF SERVICES - MAIN CONTRACT									
OUT-OF-HOME	66,722,363	55,363,050	340,643	69,490,942	56,330,329	104.1%	101.7%	101.7%	(2,768,579)
DAY PROGRAM	29,544,429	30,674,804	167,339	25,288,338	28,394,124	85.6%	92.6%	93.7%	4,256,091
OTHER SERVICES	154,827,012	122,996,028	3,308,400	159,487,838	118,688,859	103.0%	96.5%	101.9%	(4,660,825)
TOTAL POS BEFORE ADJUSTMENTS:	251,093,804	209,033,882	3,816,381	254,267,118	203,413,312	101.3%	97.3%	100.5%	(3,173,314)
LESS: ICF SPA PROGRAM	(1,000,000)	(1,178,612)	0	(624,406)	(1,043,486)	62.4%	88.5%	104.8%	(375,594)
BUDGET ALLOCATION SURPLUS/(DEFICIT)	12,278,179	5,171,845	0	0	0	--	--	--	12,278,179
TOTAL ADJUSTMENTS:	11,278,179	3,993,233	0	(624,406)	(1,043,486)	-5.5%	-26.1%	-53.4%	11,902,585
TOTAL PURCHASE OF SERVICES:	262,371,983	213,027,115	3,816,381	253,642,712	202,369,826	96.7%	95.0%	98.6%	8,729,271
COMMUNITY PLACEMENT PLAN									
PERSONAL SERVICES	601,662	632,424	0	524,833	561,835	87.2%	88.8%	92.6%	76,829
OPERATING EXPENSES	67,200	70,900	0	25,778	35,127	38.4%	49.5%	52.1%	41,422
TOTAL OPERATIONS:	668,862	703,324	0	550,611	596,962	82.3%	84.9%	88.5%	118,251
PURCHASE OF SERVICES	1,758,843	2,660,330	0	0	1,687,500	0.0%	63.4%	70.4%	1,758,843
TOTAL CPP :	2,427,705	3,363,654	0	550,611	2,284,462	22.7%	67.9%	75.4%	1,877,094
FAMILY RESOURCE CENTER									
TOTAL FRC EXPENSES:	155,701	155,701	(1,550)	153,442	151,569	98.5%	97.3%	100.0%	2,259
GRAND TOTAL :	290,318,373	240,946,743	3,873,500	278,423,315	227,838,161	95.9%	94.6%	98.4%	11,895,058
RECAP OF TOTAL CONTRACT									
OPERATIONS	26,187,547	25,259,298	57,119	24,780,603	23,780,835	94.6%	94.1%	99.4%	1,406,944
PURCHASE OF SERVICES	264,130,826	215,687,445	3,816,381	253,642,712	204,057,326	96.0%	94.6%	98.3%	10,488,114
TOTAL CONTRACT:	290,318,373	240,946,743	3,873,500	278,423,315	227,838,161	95.9%	94.6%	98.4%	11,895,058

* Column (3) represents payments made in the month following the last service months.

FRANK D. LANTERMAN REGIONAL CENTER
ANALYSIS OF REVENUE AND EXPENDITURES
FISCAL YEAR 2019 - 2020
THROUGH JULY 31, 2021

F.Y. 19 - 20
PAGE 7

DESCRIPTION	APPROVED BUDGET		EXPENDITURES			PERCENT	PERCENT	PERCENT	2019-20
	2019-20 A 8 (1)	2018-19 E 5 (2)	THIS MONTH * (3)	Y-T-D 2019-20 (4)	Y-T-D 2018-19 (5)	2019-20 A 8 (6)	2018-19 E 5 (7)	2017-18 D 5 (8)	BUDGET AVAILABLE (9)
OPERATIONS - MAIN CONTRACT									
PERSONAL SERVICES	19,250,502	18,401,767	(23,001)	18,841,278	17,956,997	97.9%	97.6%	97.0%	409,224
OPERATING EXPENSES	5,242,771	4,546,115	(148,982)	4,748,778	5,018,753	90.6%	110.4%	104.2%	493,993
TOTAL EXPENSES:	24,493,273	22,947,882	(171,983)	23,590,056	22,975,750	96.3%	100.1%	98.9%	903,217
LESS: INTEREST INCOME	(75,000)	(50,000)	0	(118,699)	(112,852)	158.3%	225.7%	171.6%	43,699
LESS: OTHER INCOME	(18,000)	(18,000)	0	(16,079)	(18,009)	89.3%	100.1%	95.6%	(1,921)
TOTAL INTEREST & OTHER INCOME :	(93,000)	(68,000)	0	(134,778)	(130,861)	144.9%	192.4%	109.0%	41,778
NET OPERATIONS :	24,400,273	22,879,882	(171,983)	23,455,278	22,844,889	96.1%	99.8%	98.9%	944,995
PURCH OF SERVICES - MAIN CONTRACT									
OUT-OF-HOME	55,363,050	49,437,390	19,977	57,481,091	50,246,477	103.8%	101.6%	103.1%	(2,118,041)
DAY PROGRAM	30,674,804	30,402,015	4,858	28,698,573	28,472,270	93.6%	93.7%	101.8%	1,976,231
OTHER SERVICES	122,996,028	100,908,886	58,536	124,332,799	102,798,128	101.1%	101.9%	101.2%	(1,336,771)
TOTAL POS BEFORE ADJUSTMENTS:	209,033,882	180,748,291	83,371	210,512,463	181,516,875	100.7%	100.4%	101.9%	(1,478,581)
LESS: ICF SPA PROGRAM	(1,178,612)	(1,125,980)	0	(1,043,918)	(1,180,111)	88.6%	104.8%	91.3%	(134,694)
BUDGET ALLOCATION SURPLUS	5,171,845	3,337,875	0	--	--	--	--	--	
TOTAL ADJUSTMENTS:	3,993,233	2,211,895	0	(1,043,918)	(1,180,111)	-26.1%	-53.4%	-105.5%	5,037,151
TOTAL PURCHASE OF SERVICES:	213,027,115	182,960,186	83,371	209,468,545	180,336,764	98.3%	98.6%	99.7%	3,558,570
COMMUNITY PLACEMENT PLAN									
PERSONAL SERVICES	632,424	632,424	0	561,835	585,840	88.8%	92.6%	93.1%	70,589
OPERATING EXPENSES	70,900	70,900	0	36,686	36,929	51.7%	52.1%	52.9%	34,214
TOTAL OPERATIONS:	703,324	703,324	0	598,521	622,769	85.1%	88.5%	89.3%	104,803
PURCHASE OF SERVICES	2,660,330	1,852,029	18,445	1,900,590	1,311,821	71.4%	70.8%	94.3%	759,740
TOTAL CPP :	3,363,654	2,555,353	18,445	2,499,111	1,934,590	74.3%	75.7%	93.2%	864,543
FAMILY RESOURCE CENTER									
TOTAL FRC EXPENSES:	155,701	155,701	0	152,169	155,701	97.7%	100.0%	100.0%	3,532
GRAND TOTAL :	240,946,743	208,551,122	(70,168)	235,575,103	205,271,944	97.8%	98.4%	99.4%	5,371,640
RECAP OF TOTAL CONTRACT									
OPERATIONS	25,259,298	23,738,907	(171,983)	24,205,968	23,623,359	95.8%	99.5%	98.6%	1,053,330
PURCHASE OF SERVICES	215,687,445	184,812,215	101,816	211,369,135	181,648,585	98.0%	98.3%	99.6%	4,318,310
TOTAL CONTRACT:	240,946,743	208,551,122	(70,168)	235,575,103	205,271,944	97.8%	98.4%	99.4%	5,371,640

* Column (3) represents payments made in the month following the last service months.

PROGRAMS AND SERVICES COMMITTEE

Frank D. Lanterman Regional Center

Programs & Services Committee

September 8, 2021

MINUTES

PRESENT

Lupe Trevizo-Reinoso, Chair
Debbie Cornejo
Oscar Carvajal
Karla Garcia
Darryl Goodus
Yudy Mazariegos
Christopher Perri

STAFF

Juan Maldonado
Carmine Manicone

NOT PRESENT

Howard McBroom

GUEST

Jackie Brown, A-1 Homecare

CALL TO ORDER

The meeting was held remotely using ZOOM and was called to order by Ms. Lupe Trevizo-Reinoso at 10:04 AM.

INTRODUCTIONS

The committee introduced themselves to Ms. Jackie Brown and welcomed her.

APPROVAL OF MINUTES

The minutes of August 11, 2021 were reviewed and approved by consensus.

CASELOAD RATIO PRESENTATION & ALTERNATIVE STAFFING MODEL

Mr. Manicone shared a presentation regarding caseload ratio and the alternative staffing model. He highlighted that all 21 regional centers failed to meet the caseload ratio for the past 5 years. There were also a lot of retirements, resignations and leave of absence employees during the pandemic. Additionally, there are more complex issues such as dual diagnosis, developmental centers are closing, and Self-Determination program is being implemented.

Three new service coordinator (SC) positions were added last year. However, to be fully compliant Lanterman would need 19 SCs, 3 managers, and 3 secretaries. This would amount to approximately \$1.7 million in salaries and benefits per year. The proposed plan of correction is as follows: when we receive our 2021-22 allocation; we will work with our Board to add as many positions as possible and we anticipate to be able to add 5 positions. This would allow us to maintain compliance with the specialized ratios and reduce our overall ratios.

In 1999 DDS approved 1 Quality Assurance positions. In 2004, DDS approved 1 Family Support Specialist, and 1 Resource Information Specialist as part of our Alternative Staffing model. The 2021 proposal continues to use all of these positions as part of our service coordination model. The committee was asked to demonstrate their support of this model in the form of hand written letters or e-mails.

Ms. Cornejo asked how providers, parents and staff can support Service Coordinators. Mr. Manicone reported that all Lanterman staff have until the end of September to get vaccinated and their working at the office mandate was pushed back until October. He added that staff are receiving stipends for use of their cell phones and other working at home expenses. The committee discussed allowing SCs have a space available at providers' locations and everyone was in agreement.

Ms. Mazariegos expressed her satisfaction with Mr. Joe Perales for all of his efforts with support groups. Regarding the caseload ratio; she asked if ARCA or DDS have the power to make any changes. Lastly, she believes that parents can be trained to work in collaboration with service coordinators. For example; prior to a meeting, parents should receive a pre-meeting checklist so that both parties are better prepared. Mr. Manicone and Mr. Maldonado will work on this.

Ms. Garcia thinks that the SCAT training should be updated in order to develop a better partnership with SCs.

Ms. Brown would like to be added on a future agenda to share what the intake process is from her end.

OTHER-

A face-to-face meeting will be put on hold for now. All meetings will continue to occur virtually.

NEXT MEETING

The next committee meeting is scheduled on October 13, 2021.

ADJOURNMENT

The meeting was adjourned at 11:35 A.M.

/gs

SERVICE PROVIDER
ADVISORY COMMITTEE

**Frank D. Lanterman Regional Center
Service Provider Advisory Committee
August 4, 2021
Minutes**

This SPAC Committee Zoom meeting was called to order at 10:45 AM and roll call was taken.

SPAC MEMBERS PRESENT

Kimberly West-Isaac
Dee Prescott
Kelly White
Greg Sanchez
Nicole Hajjar
Keri Castaneda

Excused:

Kyra Griffith

Guests:

Frank Lara/LRC
PACE
Neda Rezapoor/Trive&S
Nikisia Simmons
Bernadette Manalo/NBC
Christian De Paz/ACT
Kimberly Yrigoyen/SVS
Charles Rhee/Autism Spec
Margarita Blanco/LRC
Ross Cope/College Nanies
Christian Irigoyen/LRC
Ana Mancilla
DL Cook/Quantrum
Kimberly Bermudez/24Hr
Lateisha Getter/Inclusion Svs
Nita Davis/Almansor
Anna Polin/Build Rehab
Jacklin Pfaff/Total Ed
Dennis Moreno/Laverna
Allan Baca/Inclusion Svs

Kaye Quintero/LRC
Abiola Quadri
Lynn Lewis/Burside GH
Andrea Devers/PCS Lant
Michelle Lam
Maria Peralta
Samuel Sousa
Cynthia Cordon
Azniv Tonoyan/In2Vision
Abrahan Valdez
Maura Enriquez/ESSC
Elizabeth Reyes
Bijan Beizai/In2Vision
Lourdes Carranza/ESSC
Cassandra Luques/SVS
Anjali Carrasco/CFDK
Giovanni Ag
Darryl Goodus
Kendra Espinoza
Marina Margaryan

Elsa Vahlstrom
Liza Fontelera
Breatrice Diaz/In2Vision
Alexandra Dantona/Children 1st
Angelica Godoy/LRC
Andrew Day/PCS Lanterman
Harry Bruell
Israel Ibanez/Inclusion Svs
Ashly Dominguez/In2Vision
Nancy Niebrugge/TCC
Celia Montes
Christopher Perry/PCDA
Talin Yacoubian/Uplift
Asenaca Ranitu/Shady Accres
Brian Nguyen/ESSC
Bryan Chacon/Maxim
Cindi Raimondi/ABLE
Doylena Doss
Claudia Ayala/LRC
Elizabeth Ramirez/LRC

Staff

Pablo Ibañez

Public Comments

None

Approval of Minutes

The Minutes from the August 4, 2021 meeting were accepted as submitted.

REPORTS

Board

Ms. Isaac reported the following:

- ARCA gave an overview on their activities and their connection to the regional centers.
- The Board reviewed the “Conflict of Interest” policy; there are no conflict of interest issues at the moment.
- ARCA will start having seminars for community members to introduce them to the RC system services; ARCA is advocating for rate adjustments.
- Ms. Sullivan reported that service coordination is expected to return to the office one day a week effective September 13.
- The Board will be recruiting 2 new members.

HCBS Update

Mr. Ibañez reported that the monitoring visits continue to take place.

Self Determination Update

Mr. Ibañez informed that the number of families interested in moving to Self Determination steadily increases at a slow pace. LRC is waiting for updated guidance related to independent facilitation and person center planning. He reported that the only mandated vendored service for self-determination is the financial management service (FMS). Mr. Ibañez clarified that independent facilitation is not a vendored service at the moment. This will continue to be a standing agenda item.

OLD BUSINESS

Legislative Advocacy

Ms. White shared regarding the presentation that Assemblyman Chris Holden hosted to honor all DSPs; she stated that it was a wonderful recognition. This event was sponsored by the ARC of Southern and Northern California. Ms. White encouraged providers to thank their legislators for their support.

Mr. Ibañez shared that LRC will not be facilitating a task force to address the hiring challenges all providers are currently facing because the Executive Directors group (ED) will be meeting with DDS on this issue. More information to follow.

DDS Updates

Ms. Ibañez shared that the budget looks good as it relates to service providers but no implementation details have been discussed yet. He also shared that recreational services are being restored. Service coordination is actively reviewing funding guidelines for social recreational services and are in contact with DDS and other regional centers.

All HCBS requirements will be reviewed for providers that are interested in providing social recreational services to make sure that all services are integrated and that there is client choice.

Mr. Ibañez also informed that instructions for continued alternative services were included on the last e-bulletin sent. All providers providing alternative services need to once again engage clients receiving alternative services. If the client/family decides to continue providing alternative services, the client’s ISP need to be updated as needed and sent to the client’s service coordinator.

The service coordinator then needs to follow up with the client/family. This process needs to take place November 1, 2021. Providers were advised to keep a record of all re-engagement communication they have with the clients/families.

LRC Updates

Mr. Ibañez reported that the Department of Public Health has issued a mandate that all public health care workers are required to be vaccinated by the end of September. DPH has determined that service providers as well as regional center employees are considered care health workers however this is currently under review. Providers had a lengthy conversation about the medical and religious exemptions.

Mr. Ibañez also reported that the service provider trainings have resumed and encouraged providers to attend; the link was included on the last e-bullet and is also on the LRC website.

SP Breakfast

Ms. Isaac shared that this year, once again, there won't be a physical SP Breakfast and that it's still unclear if this will be a virtual event, as at this point there may not be time to coordinate. Ms. Isaac and Mr. Ibañez will discuss further.

Vendor Fair

Mr. Sanchez reported that everything is ready for the Vendor Fair on September 9. The panelists theme for this fair is "Reimagining consumer centric services in the Covid-19 era" This fair will cover the entire life span, early intervention, school age and on-going. The deadline for providers to submit the information for their e-brochure to be included is Friday, September 3rd. About 25 service providers are participating. E-brochures will be archived on the ARCA website for training purposes. Mr. Sanchez will give an update at the October meeting.

Provider Training

Ms. Prescott continues to encourage providers to attend the Disability Thrive Initiative trainings. She stated that these trainings were provided through a grant from DDS and they will end at the end of this year. The next training on advocacy is scheduled for September 8. Details were shared on the chat.

SPAC Vacancies

Mr. Ibañez shared that the final recommendations will be presented to the Nominating Committee at their next meeting. Results will be shared with SPAC members at a later date.

NEW BUSINESS

DDS Electronic Visit Verification (EVV)

Mr. Ibañez shared that the service providers affected directly by EVV are: supported living services, respite services, personal assistance services and home maker services. Independent living services will not be affected. By the end of this week an email will be sent to Lanterman providers that meet the criteria to give them the option of providing information to be part of a master file or to enter their information manually at a later time. Providers are to send their information to their vendoring regional center only.

Providers were encouraged to sign up to receive updates from DDS.

UPDATES/ANNOUNCEMENTS/CONCERNS

Mr. Ibañez informed that DDS has issued a wellness bulletin addressing the Public Safety Power shut off – There will be a training on this topic on September 21 from 11:00 – Noon.

ADJOURNEMENT

The meeting was adjourned at 11:39 AM.

/ip

Service Provider Advisory Committee Meeting **ATTENDANCE**

2020-2021	N O V 20	D E C 20	J A N 21	F E B 21	M A R 21	A P R 21	M A Y 21	J U N 21	J U L 21	A U G 21	S E P 21	O C T 21	T O T A L
K. WEST-ISAAC - Chair	X	X	X	X	X	E	X	X	E	X	X		
K. CASTANEDA	X	X	X	X	E	X	X	X	X	E	X		
N. HAJJAR	X	X	E	X	E	X	X	X	E	E	X		
D. PRESCOTT	X	X	X	X	X	X	X	X	X	X	X		
G. SANCHEZ	E	X	X	X	X	X	X	X	X	X	X		
K. GRIFFITH	X	X	X	X	X	X	X	X	X	X	E		
K. WHITE	X	X	X	X	X	X	X	X	X	X	X		
VACANT													
VACANT													
VACANT													