

REPORT ON ADMINISTRATIVE SERVICES

Regional Center: San Diego
 Contact Person: Mike Bell

Date Completed: December 1, 2013
 Telephone: (858) 576-2970

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 12/13
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1-800 WE ANSWER	Communications	Telephone Services	\$880
ABILITY ANSWERING SERVICE	Communications	Telephone Services	\$5,568
ACCURATE USA	Administrative	Documentation	\$676
ACE DICTATION LLC	Administrative	Documentation	\$136,379
ACME STAFFING	Temporary Services	Temporary Staffing	\$2,102
ADP INC	Administrative	Payroll Processing	\$42,341
AETNA	Insurance	Health Insurance	\$3,870,405
ALLEGRA MARKETING	Administrative	Documents	\$1,082
AT&T	Communications	Telephone Services	\$63,669
BALBOA CHECK PROTECTOR CO	Administrative	Documents	\$1,821
BLUE SHIELD	Insurance	Health Insurance	\$20,966
CALIF.VISION SERVICE PLAN	Insurance	Health Insurance	\$27,786
CALIFORNIA CHAMBER Of COMM	Administrative	Training	\$503
CANON FINANCIAL	Administrative	Copy Machines Rentals	\$47,673
CAREERBUILDER LLC	Consulting	Staff Training	\$6,978
CITRIX ONLINE	Administrative	Computer Services	\$24,860
CMS COMMUNICATIONS INC	Consulting	Computer Services	\$528
CORODATA RECORDS MGMT INC	Administrative	Document Storage	\$6,450
COX COMMUNICATIONS	Communications	Internet Services	\$73,199
DIGITALPRO INC	Consulting	Computer Services	\$15,225
EVERBRIDGE INC	Communications	Telephone Services	\$4,000
EYEMED	Insurance	Health Insurance	\$27,791
FEDERAL EXPRESS CORP	Mail	Postal Services	\$365
FRANKLIN COVEY	Consulting	Staff Training	\$265
GOODWILL INDUSTRIES	Administrative	Document Destruction	\$7,144
GOOGLE INC	Administrative	Internet Services	\$789
HASLER	Administrative	Mail Services	\$2,907
HEALTHEDGE	Administrative	Insurance	\$29,569
HELP DESK TECHNOLOGY CORP	Consulting	Computer Services	\$4,600
HIGGS,FLETCHER & MACK LLP	Attorney	Legal Services	\$5,320
HERSHEY TECHNOLOGIES	Consulting	Computer Services	\$6,462

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HOLMAN PROFESSIONAL	Insurance	Counseling Services	\$24,707
HUGHES-CALIHAN INC	Administrative	Equipment Rentals	\$4,346
HYLAND SOFTWARE	Administrative	Documents	\$60,898
IRON MOUNTAIN	Administrative	Records Storage	\$5,154
JEFFREY B. LONNER	Attorney	Legal Services	\$17,620
LOGICAL DESIGN INC	Administrative	Programming Services	\$11,123
L7 CREATIVE	Administrative	Consulting	\$3,540
MAIL DISPATCH	Mail	Postal Services	\$14,314
MAILFINANCE	Mail	Postal Services	\$5,088
MARSTE TRAINING SERVICES	Administrative	Staff Training	\$1,000
MISSION TRAILS	Administrative	Staff Training	\$600
MOBILE MINI LLC	Administrative	Records Storage	\$1,025
NCI	Administrative	Insurance	\$63,008
NCS PEARSON INC	Clinical Services	Testing Materials	\$4,059
NEDASOFT INC	Administrative	Computer Services	\$7,000
NEW GENERATION SOFTWARE,	Administrative	Computer Services	\$8,495
NON PROFIT MGT	Administrative	Consulting	\$1,950
OCE FINANCIAL SERVICES	Administrative	Equipment Rentals	\$72,590
OFFICIA IMAGING	Administrative	Copy Machines Rentals	\$2,536
ON SITE LASER PRINTER	Administrative	Office Supplies	\$15,961
ORANGE COUNTY PPO	Insurance	Health Insurance	\$7,345
PLURIBUS MEDIA	Administrative	Office Supplies	\$1,930
RON HOUSE	Attorney	Legal Services	\$120,000
SAN DIEGO FORMS	Administrative	Office Supplies	\$37,215
SATCOMGLOBAL	Communications	Telephone Services	\$533
SD POSTAL & SHIPPING	Mail	Postal Services	\$7,733
SELECT MAILING	Mail	Postal Services	\$11,759
SHRED-IT	Administrative	Document Destruction	\$2,546
SOUTHLAND COMPUTERS	Consulting	Computer Services	\$150,000
STAPLES ADVANTAGE	Administrative	Office Supplies	\$113,390
STREETER PRINTING	Administrative	Printing	\$3,740
STUTZ, ARTIANO,SHINOFF	Attorney	Legal Services	\$62,451
TEAGUE INSURANCE AGENCY	Insurance	Insurance	\$120,411
TELEINTERPRETERS	Administrative	Translation Services	\$1,244
TERRANCE JEW	Administrative	Training	\$55,648
THE INSTITUTE OF INTERNAL AUDITORS	Administrative	Training	\$375

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended in FY 12/13
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TOSHIBA AMERICA BUSINESS	Administrative	Office Services	\$41,957
TRI STAFF GROUP	Temporary Services	Temporary Staffing	\$34,558
UCPA PRECISION ASSEMBLY	Administrative	Printing and Mailing	\$3,682
UNITED PARCEL SERVICE	Mail	Postal Services	\$2,503
UNUM LIFE INSURANCE	Insurance	Health Insurance	\$14,311
VERIZON WIRELESS - SD	Communications	Telephone Services	\$26,062
WEST INFORMATION PUBLISHERS	Administrative	Training	\$8,125
WESTERN PSYCH SERVICES	Administrative	Testing	\$3,670
WINDES AND MCCLAUGHRY	Accounting	Audit Services	\$55,300
ZENITH INSURANCE COMPANY	Insurance	Insurance	\$376,902

Regional Center: San Diego		REPORT ON PERSONNEL CLASSIFICATIONS	Year - 2013
PERSONNEL CLASSIFICATION	POSITION	MONTHLY SALARY RANGE	
7	FISCAL ASSISTANT II	\$2,295 - \$3,332	
	OFFICE ASSISTANT II		
	RECEPTIONIST		
	SECRETARY II		
8	APPOINTMENT COORDINATOR	\$2,390 - \$3,466	
	DOCUMENT IMAGING SPECIALIST I		
	FISCAL ASSISTANT III		
	OFFICE ASSISTANT III		
	REVENUE COORDINATOR		
	SECRETARY III		
9	ADMINISTRATIVE SUPPORT SPECIALIST	\$2,486 - \$3,603	
	DOCUMENT IMAGING SPECIALIST II		
	FISCAL ASSISTANT IV		
	TRUST ASSISTANT		
	OFFICE ASSISTANT IV		
	RECRUITER		
	SECRETARY IV		
	SECRETARY IV/PUBLICATION ASSISTANT REGIONAL CENTER TRANSFER COORDINATOR		
10	ADMINISTRATIVE SECRETARY	\$2,582 - \$3,738	
	COMPUTER OPERATIONS COORDINATOR		
	CORPORATE ACCOUNTING COORDINATOR		
	FISCAL ASSISTANT V		
	HUMAN RESOURCES ASSOCIATE		
	PARENT COORDINATOR		
	PAYROLL COORDINATOR REVENUE COORDINATOR/SOCIAL SECURITY SPECIALIST		
11	CO-PAYMENT CO-INSURANCE COORDINATOR	\$2,724 - \$3,938	
	BENEFITS COORDINATOR		
	HUMAN RESOURCES REPRESENTATIVE		

Regional Center: San Diego		REPORT ON PERSONNEL CLASSIFICATIONS	Year - 2013
PERSONNEL CLASSIFICATION	POSITION	MONTHLY SALARY RANGE	
12	CONSUMER BENEFITS COORDINATOR	\$2,785 - \$4,140	
	CONSUMER INFORMATION SPECIALIST		
	CORPORATE ACCOUNTANT		
	FEDERAL PROGRAMS ASSISTANT		
	INFORMATION SYSTEMS SUPPORT SPECIALIST		
	INFORMATION SYSTEMS TRAINING SPECIALIST		
	MIS SUPPORT SPECIALIST		
	PUBLIC INFORMATION COORDINATOR		
13	TRANSPORTATION ASSISTANT	\$2,800 - \$4,342	
14	SOCIAL WORK COUNSELOR (BA)	\$2,869 - \$4,524	
15	NETWORK SUPPORT SPECIALIST	\$3,202 - \$4,747	
16	SOCIAL WORK COUNSELOR (MASTERS)	\$3,298 - \$5,189	
	CONSUMER BENEFITS SPECIALIST		
	HABILITATION COORDINATOR		
	NURSE CLINICIAN		
	RESOURCE COORDINATOR		
17	INTERNAL AUDITOR	\$3,481 - \$5,258	
19	APPLICATION ANALYST	\$3,873 - \$5,554	
	NETWORK SUPPORT SPECIALIST		
20	FAIR HEARING COORDINATOR	\$4,143 - \$5,935	
S6	OFFICE MANAGER	\$3,156 - \$4,829	
S8	EXECUTIVE SECRETARY	\$3,579 - \$5,476	
	FISCAL SUPERVISOR		
	TRUST SUPERVISOR		
	MANAGER, ADMINISTRATIVE SUPPORT SERVICES		
S10	FACILITIES MANAGER	\$4,059 - \$6,211	

Regional Center: San Diego		REPORT ON PERSONNEL CLASSIFICATIONS	Year - 2013
PERSONNEL CLASSIFICATION	POSITION	MONTHLY SALARY RANGE	
S12	RESIDENTIAL MANAGER	\$4,604 - \$7,044	
	TRANSPORTATION MANAGER		
S13	PROGRAM MANAGER	\$5,100 - \$7,803	
	COORDINATOR OF NUTRITION SERVICES		
S14	COMPTROLLER	\$5,222 - \$7,990	
	COORDINATOR, AUTISM SERVICES		
	COORDINATOR, BEHAVIORAL INTERVENTION SERVICES		
	COORDINATOR, PSYCHOLOGY SERVICES		
	MANAGER, EARLY START SERVICES		
	MANAGER, SANDIS		
	MANAGER, TECHNICAL OPERATIONS		
	NURSE SUPERVISOR		
	REGIONAL MANAGER		
S15	ASSOCIATE DIRECTOR, BUSINESS SERVICES	\$5,561 - \$8,508	
	ASSOCIATE DIRECTOR, CASE MANAGEMENT SERVICES		
	SPECIAL PROJECTS MANAGER		
S16	DIRECTOR, BUSINESS SERVICES	\$5,923 - \$9,062	
	DIRECTOR, CASE MANAGEMENT SERVICES		
	DIRECTOR, CLINICAL SERVICES		
	DIRECTOR, COMMUNITY SERVICES		
	DIRECTOR, HUMAN RESOURCES		
	DIRECTOR, INFORMATION SERVICES		
No Labor Grade	PHYSICIAN	\$13,000 - \$15,000	
No Labor Grade	EXECUTIVE DIRECTOR	\$14,000 - \$20,000	

EXECUTIVE DIRECTOR COMPENSATION

Regional Center: San Diego

Year: 2013

Executive Director: Carlos Flores

Article IV, Section 5, Public Disclosure of Contracts, of the regional center contract states, "When reporting the information to the State, as required by Welf. & Inst. Code §4639.5 and §4640.6(k), Contractor shall include any information regarding Executive Director current annual compensation as defined by IRS Code for completion of the IRS Form 990, and associated detail. This information shall be provided in a format with instructions agreed to by the State and regional centers."

The IRS defines compensation as, "...all forms of cash and noncash payments or benefits provided in exchange for services, including salary and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family educational benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the organization's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services."

INSTRUCTIONS: Please complete row 1 of the chart below. If your regional center had more than one Executive Director during this reporting period, enter the prior Executive Director's compensation information in row 2.

Breakdown of Compensation									Total Compensation
Base Compensation	Car and/or Travel Allowance	Housing/ Moving Allowance	Life Insurance and/or Group Term Life	Health Benefits (Medical, Dental, Vision, LTD, and Chiropractic)	CalPERS Retirement and/or 401(a), 403(b) or 457(b)	Vacation Cash Out	Bonus	Other ¹	
1 226,443.78	0	0	1,052.00	9,993.24	14,039.52	0	0	0	251,528.54
2									

Supplemental Information:

¹ Other compensation is any compensation that is not provided above including, but not limited to, mileage reimbursement that exceeds federal allowances, personal use cell phones paid for by the regional center, survivor benefits, health and fitness/gym memberships, etc. Please specify other compensation in the supplemental information field above.