

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
September 24, 2013

Present: Yolanda Bosch, Craig Girard, Jenean Glover, Eric Leh, and Meredith Rimmer – Committee Members
Jessica Gould – Board Member
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: Sharoll Jackson

I. Call to Order & Introductions

Craig called the meeting to order at 6:05 p.m. as Meredith was going to be late to the meeting.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Item IV.G. was added to the agenda. The revised agenda was approved as modified.

B. Approval of Minutes from August 28th Meeting

M/S/C (Y. Bosch/E. Leh) To approve the minutes as presented.

IV. Committee Business

A. Financial Report for August 2013

The financial report showed that the operations budget is \$33,471,768 with projected expenses of \$33,606,402, leaving a deficit of \$134,634. The purchase of service (POS) budget is \$245,355,009 with projected expenses of \$245,480,893 leaving a deficit of \$125,884. We won't know the actual figures, in terms of deficits or surpluses, until we complete our first Sufficiency of Allocation Report (SOAR) next month. Kim noted that she added something new to the financial report, a breakdown of POS budget sources.

Per trailer bill language, regional centers must spend no more than 15% of their budget on administrative costs. Year to date, the center's current administrative operating expenses are at 11.7%, with direct care expenses at 88.3%, so we are in compliance with the trailer bill language.

1. Projection of Surplus/Deficit – Deferred

We cannot provide a clear projection of our projected budget surplus or deficit until we complete our SOAR which is due to DDS on November 15th.

2. Status Report on Credit Line and Cash Flow

We haven't needed to borrow any money from our credit line and we don't anticipate that we will have to.

3. E-1 Allocation Update

DDS made an error in our E-1 allocation; they under-funded us by nearly \$2 million in our operations budget. They plan to reinstate these funds to us in the E-2 allocation, but we don't know when that will be coming. Kim presented a draft letter to Terri Delgadillo, director of DDS, letting her know that the center cannot hire the service coordinators needed to meet the caseload ratios without the full funding of our operations budget, and urging her to expedite the E-2 contract amendment.

M/S/C (Y. Bosch/J. Glover) To recommend to the Executive Committee to approve the letter to Terri Delgadillo, regarding the center's E-2 allocation, on behalf of the Board of Trustees.

4. FY 2012-13 Community Placement Plan (CPP) Available Funds

DDS is contacting regional centers that have CPP dollars they can return so DDS can re-allocate them to centers with CPP deficits. We are going to release \$327,685 from our FY 2012-13 CPP budget.

B. Late Bill Report for August 2013

There is nothing unusual to report on the late bills; they are averaging 14.2%.

C. ICF/SPA Summary for August 2013

	▪ New hires: $\frac{-2}{11}$	
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The current annual turnover rate is 0.02%. Michele announced that the center's longest tenured employee, Eva Maldonado, is retiring on September 30th, after 39 years of employment as a service coordinator.

2. 1st Quarter Report

During the 1st quarter of this fiscal year, the center had 32 positions on hold, 14 new hires, 1 promotion, and 11 separations for a quarterly turnover rate of 0.25%.

G. Office Space

We are beginning our agency wide scanning program, which is currently being piloted by our Community Services department. We need space to carry out the scanning functions, and using the conference rooms would be inefficient. The Van Nuys office building has additional space that we could rent on a short-term basis, from November 2013 through July 2015.

Action: The committee approved renting additional office space to carry out the scanning program functions.

V. Items for the Next Board Meeting Agenda

The following items were identified for the October 9th board meeting agenda:

- A. Minutes of September 24th Meeting
- B. Financial Report for August 2013
- C. 1st Quarter Human Resources Report
- * D. Approval of Contract with Southland Transit, Inc.

VI. Announcements / Information

A. Complete Meeting Evaluations

Craig asked the committee members to please complete evaluation forms after the meeting and submit them to him with any comments.

- B. Next Meeting:** Wednesday, October 30th, at 6:15 p.m.

VII. Adjournment

Craig adjourned the meeting at 7:00 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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* Action Item