

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
May 28, 2014

Present: Craig Girard, Jenean Glover, Eric Leh, Debra Newman, and Meredith Rimmer – Committee Members
Dan Becerra – Board Member
Ken Lane – Vendor Advisory Committee Representative
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: All present

I. Call to Order & Introductions

Meredith called the meeting to order at 6:04 p.m. Introductions were made.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

An executive session was added at the end of the agenda.

M/S/C (E. Leh/C. Girard) To approve the revised agenda as modified.

B. Approval of Minutes from April 30th Meeting

M/S/C (D. Newman/C. Girard) To approve the minutes as presented.

IV. Committee Business

A. Financial Report for April

The operations budget is \$36,557,741 with no projected surplus or deficit. The purchase of service (POS) budget is \$263,808,850 with projected expenses of \$286,440,932, leaving a deficit of \$22,632,082. The drop in the POS deficit is attributed to the receipt of our E-4 allocation from the Department of Developmental Services (DDS) which was just under \$8 million. Also, the center's administrative operating expenses are at 12.4% which is within the 15% administrative cost cap.

B. 3rd Quarter Financial Graphs

The graph showed no surplus or deficit in July or August because DDS had not provided centers with their POS allocations yet. In October, the center's projected POS budget was between \$31.6 and \$34.3 million and the deficit has been steadily decreasing since that time. At the end of the 3rd quarter, the projected POS deficit was between \$21.7 and \$22.6 million.

C. ARCA Statewide Regional Center POS Report

According to the report, 20 of the 21 regional centers are projecting a POS deficit which collectively is ranging between \$126.4 and \$137.3 million. This report also shows where each regional center is in relation to one another's POS budgets in the following categories:

1. Projected POS deficit: NLACRC is the highest.
2. Per capita by allocation: NLACRC is 13th.
3. Per capita by expenditures: NLACRC is 12th.
4. Percent deficit to contract: NLACRC is 2nd.
5. Percent change to original SOAR: NLACRC is 7th.

D. Late Bill Report for April 2014

The late bills are currently 17.98% which is average for this time of year.

E. ICF/SPA Summary for April 2014

The Intermediate Care Facility (ICF) State Plan Amendment (SPA) summary was provided. Currently, the total amount of cash disbursed by NLACRC but not reimbursed by ICF providers is \$2,427,843.00, which is slightly higher than last month.

F. Approval of Contracts

1. **U.S. Bank Certification Regarding Assets Managed by U.S. Bank M/S/C** (J. Glover/E. Leh) To recommend to the Board of Trustees to approve the U.S. Bank certification as presented.
2. **HOPE**

M/S/C (J. Glover/C. Girard) To recommend to the Board of Trustees to approve the contract with HOPE as presented.

3. National Support Services

M/S/C (D. Newman/C. Girard) To recommend to the Board of Trustees to approve the contract with National Support Services as presented.

4. R&D Transportation Services, Inc.

M/S/C (D. Newman/J. Glover) To recommend to the Board of Trustees to approve the contract with R&D Transportation, Inc., as presented.

5. ANKA Behavioral Health, Inc.

Kim noted an error on the contract summary: the contract is for a day program, not a crisis team.

M/S/C (C. Girard/J. Glover) To recommend to the Board of Trustees to approve the contract with ANKA Behavioral Health, Inc., as corrected.

6. CBEM, LLC

M/S/C (D. Newman/E. Leh) To recommend to the Board of Trustees to approve the contract with CBEM, LLC, as presented.

7. ELWYN California

M/S/C (J. Glover/D. Newman) To recommend to the Board of Trustees to approve the contract with ELWYN California, as presented.

8. Modern Support Services, LLC

M/S/C (J. Glover/C. Girard) To recommend to the Board of Trustees to approve the contract with Modern Support Services, LLC, as presented.

9. Acres CA, LLC

M/S/C (J. Glover/E. Leh) To recommend to the Board of Trustees to approve the contract with Aacres CA, LLC, as presented.

10. Harbor Regional Center

M/S/C (D. Newman/J. Glover) To recommend to the Board of Trustees to approve the memorandum of understanding with Harbor Regional Center, as presented.

G. 3rd Quarter PRMT Transaction Report

During the 3rd quarter of FY 2013-14, the center paid \$20,687.79 in ongoing and investment management fees for a total of \$55,646.42 in fees for all 3 quarters. Attached to the report was an explanation of the trust fees and how they are calculated.

H. Human Resources Activity Summary for May 2014

Copies of the summary were distributed and reviewed. The summary included the following current information:

1.	FY 2013-14 authorized positions	414
2.	Open positions on hold (not to be filled)	-10
3.	Open positions vacant	-28
4.	Separations	-5
5.	New Hires	+10
6.	Positions filled as of May 31, 2014	381

The current annual turnover rate is 0.11%. Michele reported that her department has been recruiting aggressively and will have 10 more new staff coming on board next month.

I. Review and Approve Critical Calendar for FY 2014-15

Copies of the draft calendar were provided and reviewed. Two changes were made:

1. The references to Union Bank were replaced with U.S. Bank.
2. The “expenditure plan update” was deleted as regional centers no longer have expenditure plans.

M/S/C (C. Girard/J. Glover) To approve the committee's FY 2014-15 critical calendar as corrected.

J. Recommendation to the Board to authorize an officer to secure insurance in June for next fiscal year

We need to get approval from the board to authorize George or Kim to purchase insurance for the center for next fiscal year through the signing of a resolution by the board secretary. This is done every year at this time.

M/S/C (J. Glover/E. Leh) To recommend to the Board of Trustees to authorize Debra Newman to sign a resolution that would allow George or Kim to purchase insurance for the center for next fiscal year.

The committee will be given an overview of the center's insurance coverage at their August meeting.

V. Items for the Next Board Meeting Agenda

The following items were identified for the committee's section of the June 11th board meeting agenda:

- A. Minutes of May 28th Meeting
- B. Financial Report for April 2014
- C. 3rd Quarter Financial Graphs
- *D. Approval of Contracts
- *E. Authorize an Officer to Secure Insurance in June for FY 2014-15

VI. Announcements / Information

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, July 30th, at 6:00 p.m. (no June meeting)

VII. Executive Session

A. Legal Update

M/S/C (C. Girard/J. Glover) To go into executive session at 6:40 p.m.

VIII. Adjournment

Meredith adjourned the meeting at 7:04 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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