

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
November 24, 2015

Present: Dan Becerra, Debra Newman, Lou Papanozzi – Committee Members
Ken Lane – Vendor Advisory Committee Representative (via teleconference)
Richard and Paul Dier - Guests
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, and George Stevens – Staff Members

Absent: Dorothy Daniels and Jenean Glover

I. Call to Order & Introductions

Dan called the meeting to order at 6:10 p.m.

II. Public Input

Richard's son Paul thanked the Executive Committee for their work and he very much appreciates the services he receives through the regional center.

III. Consent Items

A. Approval of Revised Agenda

Item IV.F.3. was deleted.

M/S/C (L. Papanozzi/D. Newman) To approve the revised agenda as modified.

B. Approval of Minutes from October 28th Meeting

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

IV. Committee Business

A. Financial Report

The center's operations budget is \$40,194,737 and the purchase of service (POS) budget is \$325,911,412 for this fiscal year. We are anticipating that we will be reporting a POS deficit for fiscal year 2015-2016. However, the amount of the potential POS shortfall won't be determined until we complete our first Sufficiency of Allocation Report (SOAR) and submit to the Department of

Developmental Services (DDS) on December 10, 2015. The second page of the financial report shows the center's administrative operating costs vs. the direct operating costs for the current month and year to date. Year to date, the center's operating costs are at 12.1%, which is under the 15% cost cap.

B. Late Bill Report

The late bills are running at 17.37% which is not unusual.

C. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary

By fiscal year, the amount of cash disbursed by NLACRC but not reimbursed by ICF providers is:

1. FY 2015-16: \$2,229,964
 2. FY 2014-15: \$ 163,324
 3. FY 2013-14: \$ 48,015
 4. FY 2012-13: \$ 19,022
- Total: \$2,460,328

D. Update on Contract with Student Transportation of America

Kim provided the committee with copies of a letter she received from DDS. The letter served to confirm our request for a "usual and customary" rate for Student Transportation. We don't know as yet whether they will approve this rate or not.

E. 1st Quarter Report on U.S. Bank Transactions (PRMT)

During the 1st quarter of FY 2015-16, the center paid \$6,399.51 in ongoing fees and \$15,221.73 in investment management fees for a total of \$21,621.24. Attached to the report was an explanation of the trust fees and how they are calculated. Kim added that future fees will be deducted from the trust, which we will then issue a check to reimburse the trust for the fees. This process will allow Highmark to determine the rate of return - net of fees.

Action: In future PRMT fee reports, Kim will include what percentage the fees are in relation to the trust assets.

F. Human Resources

1. Monthly Report

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

1.	FY 2015-16 authorized positions	435
2.	Open positions on hold	-1
3.	Open positions vacant	-33
4.	Separations	-3
5.	Sub-total	398
6.	New hires	10
7.	Positions filled	408

The current annual turnover rate is 0.06%. We will have 6 new service coordinators starting December 1st. We will also begin recruiting for an I/T director, a labor relations manager, 3 consumer services supervisors, a self-determination specialist, and a nurse consultant. Also, Dr. Arpi Arabian has become our new behavioral services supervisor as Dr. John Youngbauer has retired.

2. Central Valley CalPERS Audit Findings

Several regional centers contract with the California Public Employees' Retirement System (CalPERS) for their employees' health care and retirement benefits, including NLACRC. Central Valley Regional Center was recently audited and there were 3 audit findings. Based on those findings, we are auditing our own internal processes to make sure we are in compliance with all of CalPERS' requirements. We will be asking the Administrative Affairs Committee, at their January meeting, to review the center's salary schedules for 2011, 2013, 2013, 2014, and 2015 and ask that they recommend that the board retroactively approves them at the February board meeting. We will also need to have our union contract be approved by the board to show that the center provides additional compensation to union employees who provide bilingual skills. The union contract will also be presented at the January Administrative Affairs Committee meeting along with a Bilingual Pay policy for our confidential employees.

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the January 13th board meeting:

- A. Minutes of November 24th Meeting
- B. Financial Report

VI. Announcements/Information/Public Input

- A. Complete Meeting Evaluations

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

- B. Next Meeting: Wednesday, January 27th, at 6:15 p.m.

VII. Adjournment

Dan adjourned the meeting at 6:54 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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