

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
July 27, 2016

**Present:** Dan Becerra, Jenean Glover, Debra Newman, Lou Papanozzi, and Todd Withers – Committee Members  
Diane Ambrose, Jennifer Kaiser, Kim Rolfes, and George Stevens – Staff Members

**Absent:** All present

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**I. Call to Order**

Lou Papanozzi, president, called the meeting to order at 8:17 p.m.

**II. Public Input** -- There was no public input.

**III. Consent Items**

A. Approval of Revised Agenda

Two new items were added to the agenda under Section IV.

**M/S/C** (D. Becerra/J. Glover) To approve the revised agenda as modified.

B. Approval of Minutes from May 25<sup>th</sup> Meeting

**M/S/C** (D. Becerra/J. Glover) To approve the minutes as presented.

C. Approval of Notes from June 29<sup>th</sup> Conference Call

**M/S/C** (D. Becerra/J. Glover) To approve the notes as presented.

**IV. Committee Business**

A. Annual Committee Orientation

All of the members present were familiar with the committee policies, procedures, and officer statements, except for new member Todd Withers.

**Action:** George will give Todd a private orientation on the Administrative Affairs and Executive Committees.

B. Resignation of Craig Girard

Craig Girard had to resign from his position on the board as he moved out of state. His resignation leaves the 1<sup>st</sup> vice president position open. The Nominating Committee will be meeting next week to discuss filling that position.

C. DDS Board Composition Survey

Each year, the Department of Developmental Services (DDS) asks the regional centers to provide them with a completed survey on their board's composition, including name, skills, geographic and ethnic representation, disability representation, and term lengths. For the last several years, DDS has cited the regional center for not having enough Hispanic/Latino members. Last year, we made special efforts to recruit applicants who were Hispanic or Latino. Although we have done better, we are still short in that category. Copies of the completed composition survey were provided to the committee and reviewed. George will be reviewing the completed composition survey with the Nominating Committee next week and will have a discussion with them about the requirements of board composition.

D. ARCA's Strategic Plan

The Association of Regional Center Agencies (ARCA) is asking for input on their strategic plan from the regional centers boards. Copies of the draft plan were provided to the Executive Committee. George said he would like to see more emphasis on the implementation of the Centers on Medicare and Medicaid Services' (CMS's) final rules.

**Action:** ARCA's strategic plan will be presented at the next board meeting for the board's input. Debra Newman will share any input given with the ARCA board.

E. Proposed Changes to Board Audit

The changes to the Board Audit were presented and reviewed.

**M/S/C** (J. Glover/D. Newman) To recommend to the Board of Trustees to approve the changes to the Board Audit, as presented.

F. Board Budget

1. FY 2015-16 Board Budget vs. Expenses

Kim proposed moving \$400 from category #3 into category #7 to cover a shortfall.

**M/S/C** (D. Newman/J. Glover) To approve moving \$400 from one category to another in the FY 2015-16 board budget, on behalf of the Board of Trustees.

2. FY 2016-17 Board Budget vs. Expenses

Kim provided copies of the approved board budget for FY 2016-17. The board budget for this fiscal year is \$87,000, \$2,750 less than last fiscal year.

G. Service Provider Rates (ABX2-1; Health & Safety; Unanticipated Rate Increase)

As a result of ABX2-1, DDS established a variety of rate increases for eligible service providers with negotiated rates. Due to the volume of rate increases that need to be processed, the center has implemented a new process to more efficiently process the rate increases to our service providers. Typically, the center would require our service providers to enter into either a new contract or amendment prior to paying the new rate; instead, NLACRC worked with our attorney to produce a rate letter agreement. NLACRC will notify our service providers using the rate letter agreement of their new rate effective July 1, 2016 and the center will be asking our service providers to sign and return the rate letter agreement to the center for our records. At the time the rate letter is mailed to the service provider, the center will also update our records to reflect and pay the new rate effective July 1, 2016 regardless if the service provider has signed and returned the rate letter agreement.

Beginning July 1, 2016, and then annually thereafter, worker minimum wages will increase due to local ordinances and on July 1, 2016 local ordinances increase worker paid sick time from 24 hour per year to 48 hours per year. Currently, there are two processes for service providers to seek a rate increase to comply with local ordinances: 1) regulatory unanticipated rate increase for community-based day programs and in-home respite services; or 2) a health and safety waiver exemption request for all other service providers. Both processes require that DDS review the request and approve them. Currently, the center's process requires our service providers to provide documentation that supports the request for the rate increase prior to submitting the rate increase to DDS for review and approval; and as part of this process, our accounting staff audit the service provider's documentation to verify the information supports the rate

increase being requested. The audit of service provider documentation has been productive and has provided value but it takes time to review the documentation and process the rate increase requests. The center is anticipating that nearly all of the center's service providers will be seeking a rate increase to comply with local minimum wage ordinances when local minimum wage increases from \$10.50 per hour to \$12.00 per hour on July 1, 2017. Additionally, the center has received several inquiries from our vendor community seeking information on the process to seek a rate increase to comply with local ordinances effective July 1, 2016. Currently, the center does not have the accounting staff resources to sustain this level of auditing of rate increase requests for the number of service providers that we anticipate we will receive. As such, the center has made the decision to process the rate increase requests based on the information submitted by our service providers to expedite the process.

H. ABX2-1 Funding for Regional Centers: POS Equity/Disparity

DDS was given an \$11 million allocation (ABX2-1 funds) to assist regional centers in implementing strategies to reduce purchase of service disparities and DDS is seeking proposals from the centers to utilize this funding. The proposals are due back to DDS within 45 days, which is a very short turnaround time. However, George has several projects in mind.

**Action:** Lou suggested that the center include a proposal to seek funds to address disparity in board composition.

I. Approval of Contracts

The Administrative Affairs Committee is recommending that the Executive Committee approve the following contracts, on behalf of the Board of Trustees.

1. ASLS Incorporated
2. Choosing Independence, Inc.
3. Partners for Potential, Inc.
4. Evelin Garcia, Psy.D.
5. PCS North Los Angeles, LLC
6. Convergent Technologies, LLC (Oakdale)
7. Convergent Technologies, LLC (Santa Clarita)
8. Convergent Technologies, LLC (Antelope Valley)
9. Associates Purchasing

**M/S/C** (D. Newman/J. Glover) To take action, on behalf of the Board of Trustees, to approve the 9 contracts listed above.

J. ABX2-1 Compensation Changes

At the Administrative Affairs Committee meeting, George confirmed the details of the staff compensation changes with the committee; all of the funds will be given to staff as an “add on” to their paychecks. The amount allocated will be the same next year, but with the increasing number of staff, the amount each staff person receives will be lower. The additional allocation was not meant for executive staff, so George, Diane, Kim, and Michele are not receiving any of these funds. The Administrative Affairs Committee is recommending that the Executive Committee approve the compensation changes, as presented, on behalf of the Board of Trustees.

**M/S/C** (D. Becerra/D. Newman) To approve the ABX2-1 compensation changes, as presented, on behalf of the Board of Trustees.

K. Finalize Agenda for August 10<sup>th</sup> Board Meeting

The committee finalized the agenda for next month’s board meeting.

**V. Center Operations**

A. Operations Budget/Hiring Plan

We will be receiving our allocation from DDS sometime next month. Once we know what our allocation will be, we will be able to finalize our hiring plan for this fiscal year.

B. CMS Funding

The 2016 Budget Act includes \$15 million to fund changes that will be necessary for service providers to make in order to come into compliance with the CMS rules, which must be in effect by March 2019. We are expecting to receive direction from DDS about this very soon.

C. Insurance

We have a more comprehensive policy for our service providers than other regional centers, which requires them to carry sexual harassment and sexual

molestation insurance. Some of our out-of-area providers are reluctant to purchase the additional services in order to provide services in our area. For those providers who are willing to get the additional insurance, it delays the vendorization process. However, some of these providers do not want to get the additional insurance, so we can't use them at all. George has asked staff for documentation so he can understand how many providers are not willing to adhere to our insurance policy. George will also be discussing this issue with his fellow Southern CA regional center directors at their meeting this Friday.

D. Community Placement Plan Resource Development

In order to be able to provide creative and innovative placements for our consumers coming out of the developmental centers, we are looking at using "637 proposals." These proposals are allowed by DDS, under certain circumstances, and can waive regulations. Although we do need to be creative, we will stay inside the rules as we will not put our consumers or our center at risk.

E. Santa Clarita "Sand" Fire

George has been in regular communication with DDS about the Sand fire and the number of consumers impacted. The fire has impacted about 100 of our families and key staff members were working over the weekend to make sure they were all okay. At this point, most of those families have been able to return home.

**VI. Announcements / Information Items**

A. Next Meeting: Wednesday, August 31<sup>st</sup>, at 7:00 p.m.

**VII. Adjournment**

Lou adjourned the meeting at 8:55 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

