

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

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

**Absent:** All present

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**I. Call to Order & Introductions**

Dan called the meeting to order at 6:32 p.m.

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

**III. Consent Items**

A. Approval of Revised Agenda

**M/S/C** (L. Paparozzi/D. Newman) To approve the revised agenda as presented.

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

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

**IV. Committee Business**

A. Annual Committee Orientation

Kim reviewed the committee's policies and procedures and board audit section with the committee. Committee members should become familiar with these documents as they outline the committee's purpose and their role as committee members.

**Action:** Section IV.B.9. of the committee's board audit section needs to be corrected to reflect the 990 form – not the 900 form.

B. Approved Critical Calendar for FY 2016-17

Copies of the committee's critical calendar for this fiscal year were provided. The calendar lists critical actions that need to be taken by the committee each month; these actions will be added to the monthly committee meeting agendas.

C. Review NLACRC's FY 2016-17 Contract with DDS

Copies of the center's preliminary contract with the Department of Developmental Services (DDS) were provided. This contract represents about 80% of our allocation; we expect to receive the remaining 20% sometime in October. At this time, no changes have been made to this year's contract. Kim reported that the center is expecting additional funding during FY 2016-17 for 3 newly added positions: 1) a CMS specialist; 2) an employment specialist; and 3) a cultural diversity specialist.

D. Financial Report

The center's operations budget is currently \$40,965,794 with no projected surplus or deficit. The purchase of service (POS) budget is \$369,730,872 with a projected deficit of \$7,392,047 (in the worst case). Year to date, the center's operating costs are at 13.9%, which is under the 15% cost cap.

E. ARCA Statewide POS Expenditure Report

According to the most recent report, dated July 10<sup>th</sup>, only 5 of the 21 regional centers are projecting a potential POS deficit for this fiscal year, while the other 16 regional centers are projecting POS surpluses. The total statewide surplus is between \$32.8 and \$41.5 million. DDS will be using some of these surplus funds for the centers with POS deficits. 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 1<sup>st</sup>
2. Per capita by allocation: NLACRC is 13<sup>th</sup>
3. Per capita by expenditures: NLACRC is 12<sup>th</sup>
4. Percent deficit to contract: NLACRC is 1<sup>st</sup>
5. Percent change to original SOAR: NLACRC is 10<sup>th</sup>

F. Status Report on Cash Flow and Credit Line

We did not have to borrow any money from our credit line during last fiscal year or during the first part of FY 2016-17!

G. 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: \$2,568,451
  2. FY 2014-15: \$ 17,272
  3. FY 2013-14: \$ 25,609
  4. FY 2012-13: \$ 3,543
- Total: \$2,614,875

H. Contracts

1. Contracts for Review and Recommendation

- a. ASLS Incorporated
- b. Choosing Independence, Inc.
- c. Partners for Potential, Inc.
- d. Evelin Garcia, Psy.D.
- e. PCS North Los Angeles, LLC

**M/S/C** (J. Glover/D. Newman) To recommend to the Executive Committee to approve the 5 contracts listed above, on behalf of the Board of Trustees.

- f. Convergent Technologies, LLC (Oakdale)
- g. Convergent Technologies, LLC (Santa Clarita)
- h. Convergent Technologies, LLC (Antelope Valley)
- i. Associates Purchasing

**M/S/C** (D. Newman/J. Glover) To recommend to the Executive Committee to approve the 4 contracts listed above, on behalf of the Board of Trustees.

2. Contracts – Other

- a. Summary of Relocation Contracts

Four contracts were approved by the Executive Committee on June 29<sup>th</sup>, via conference call, while the board was dark:

1. Felton Buckley Financial Corporation dba Associates Purchasing
  2. Holwick Constructor, Inc.
  3. Pinnacle Networking Services, Inc.
  4. Presentation Products, Inc. dba Spinitar
- b. Contracts Executed for Minimum Wage
  - c. Contracts Executed for AB1522 (Sick Leave)
  - d. Contracts Executed for 5.82% Rate Increase

These 3 contracts were also approved by the Executive Committee on June 29<sup>th</sup>, via conference call, while the board was dark.

- e. Update on Step-By-Step Early Childhood Development

This agency changed their name to Aurelia Foundation/Creative Steps to better reflect the adult-oriented services that they provide.

I. Monthly Report on the Oakdale Move

Starting at noon on Friday, August 19<sup>th</sup>, the network will be coming down and will remain so through the weekend. During this 3-day period of time, the center's website, email, e-billing system, and network will not be available for use; however, our phones will still be operational. This network outage will affect all 3 of the center's business offices. The center will be sending notices to our entire community about the outage. Since the network will be down, the majority of our staff will be allowed to go home early on that Friday. We plan to keep all 3 offices open with some staff available to answer phones or greet visitors who may come in.

Staff will be moved in 2 phases. The staff moving into the 3<sup>rd</sup> and 4<sup>th</sup> floors of the new building will be moved the weekend of September 16<sup>th</sup>. The staff moving into the 1<sup>st</sup> and 2<sup>nd</sup> floors of the new building will be moved the weekend of September 30<sup>th</sup>. We expect to be fully moved in by October 3<sup>rd</sup>.

J. Human Resources

George presented the reports in Michele's absence.

1. Monthly Report

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

|    |                                 |     |
|----|---------------------------------|-----|
| 1. | FY 2016-17 authorized positions | 450 |
| 2. | Open positions on hold          | -1  |
| 3. | Open positions vacant           | -30 |
| 4. | Separations                     | -8  |
| 5. | Sub-total                       | 411 |
| 6. | New hires                       | 12  |
| 7. | Positions filled                | 423 |

2. 4<sup>th</sup> Quarter Report

During the 4<sup>th</sup> quarter of this fiscal year, the center had no positions on hold, 16 new hires, 8 promotions, and 12 separations for a quarterly turnover rate of 0.08%.

For FY 2015-16, the center had a total of 1 position on hold, 55 new hires, 17 promotions, and 50 separations, and an annual turnover rate of 0.09%.

George added that the center is streamlining its hiring process to get ahead of the hiring/separation curve.

K. ABX2-1 Temporary and Contingent Compensation Changes

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.

**M/S/C** (L. Paparozzi/J. Glover) To recommend to the Executive Committee to approve the ABX2-1 compensation changes, as presented, on behalf of the Board of Trustees.

L. Social Security Audit

The Social Security Administration audited us in May 2016. In the main, the audit went very well, however their audit report cited the following 2 actions and 1 recommendation that the center should take:

1. Action 1: Provide the SSA with a statement that explains the procedures staff will use to ensure they check the balance of a beneficiary's funds before they issue any payments for bills or personal spending allowances.
2. Action 2: Provide the SSA with a statement that explains the procedures staff will use to ensure clients will not become overpaid or ineligible due to excess resources from conserved funds controlled by NLACRC.
3. Recommendation: The center should review its approach to submitting payee accounting reports and consider incorporating the use of the SSA's internet rep pay accounting system.

Vini provided copies of the letter she sent to the SSA responding to those 3 items.

M. Update on California State Auditors' Audit of In-Home Respite Providers

The auditors randomly selected 5 regional centers to audit and will then audit DDS. We were one of the regional centers selected for an audit and we are in the process of gathering information from our providers for them. We anticipate receiving their draft audit report sometime in September.

N. Update on Insurance

We secured insurance for this fiscal year. Our broker will be presenting our insurance coverage to this committee at next month's meeting.

**V. Items for the Next Board Meeting**

The following items were identified for the committee's section of the August 10<sup>th</sup> board meeting agenda:

- A. Minutes of the July 27<sup>th</sup> Meeting
- B. Financial Report
- C. 4<sup>th</sup> Quarter/Year End Human Resources Report

**VI. Announcements/Information/Public Input**

- A. Next Meeting: Wednesday, August 31<sup>st</sup>, at 6:00 p.m.

## VII. Executive Session

- A. Quarterly Legal Update
- B. Lease Update

The committee went into executive session at 8:00 p.m.

## VIII. Adjournment

Dan adjourned the meeting at 8:13 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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