

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

April 26, 2017

Present: Dan Becerra (via teleconference), Jenean Glover, Bridget Moss, Debra Newman (via teleconference), Lou Paparozzi, and Todd Withers – Committee Members
Orli Almog – VAC Representative
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: All present

I. Call to Order & Introductions

Lou called the meeting to order, for Dan Becerra, at 6:33 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Item IV.I was taken off of the agenda.

M/S/C (D. Becerra/B. Moss) To approve the revised agenda as modified.

B. Approval of Minutes from March 29th Meeting

M/S/C (J. Glover/T. Withers) To approve the minutes as presented.

IV. Committee Business

A. Financial Report

The center's operations budget is currently \$49,138,235 with no surplus or deficit projected. The purchase of service (POS) budget is \$378,936,380 with a projected deficit of \$2,687,351. The family resource center budget is \$115,413 and the POS equity funding is \$552,225, for a total budget of \$428,742,253.

1. 3rd Quarter Financial Graphs: The graphs show how the center's POS deficit changed for the first 3 quarters of FY 2016-17 in the best case and worst case. There was no deficit reflected in the first quarter because we had not yet completed our first Sufficiency of Allocation Report (SOAR).

Starting in October 2016, we began to report a deficit between \$1.4 and \$8.2 million which has continued to decrease since October 2016.

2. ARCA Statewide POS Expenditure Summary: According to the most recent report, 11 of the 21 regional centers are projecting a potential POS deficit (in the worst case) for this fiscal year, while the other 10 centers are projecting POS surpluses. The total statewide POS surplus ranges between \$26.3 million and \$45.2 million. The report also shows where each regional center is in relation to one another's POS budgets in the following categories:

- Projected POS deficit: NLACRC is 6th
- Per capita by allocation: NLACRC is 13th
- Per capita by expenditures: NLACRC is 12th
- Percent deficit to contract: NLACRC is 7th
- Percent change to original SOAR: NLACRC is 13th

B. Executed Contracts by NLACRC

- a. The Office Relocation
- b. AB 1522 (Sick Leave) – *No Report*
- c. Minimum Wage Increase
- d. 5.82% Rate Increase – *No Report*
- e. AB X2-1

Summaries of the executed contracts were provided to keep the committee up to date on contracts in these areas that have been executed since the report that was given at last month's committee meeting.

C. Contracts for Review and Recommendation

1. CK II
2. Artur Lipkin
3. Master Board Resolution

M/S/C (T. Withers/D. Becerra) To recommend to the Board of Trustees to approve the contracts with CK II, Artur Lipkin, and the Master Board Resolution, as presented.

D. DDS Family Home Agency (FHA) Audit Response

The Department of Developmental Services (DDS) audited the center's 2 FHAs (Free to Be and Community Options, Inc.) in early November 2016. DDS sent us the results of those audits last month. The center has 45 days to provide DDS with a response to the audit results. Copies of the center's draft audit response were provided to the committee and Kim summarized the audit findings.

E. Bank Cards

We need to modify the bank cards to remove Diane Ambrose and add Ruth Janka, our new incoming deputy director.

M/S/C (B. Moss/J. Glover) To approve the modification of the bank cards to remove Diane Ambrose and add Ruth Janka.

F. Corporate Credit Card Aggregate Limit

Due to increasing costs, Kim recommended to the committee that the limits on the center's corporate credit cards be increased from \$10,000 to \$15,000. In addition, she is recommending that the Information & Technology department be issued their own credit card and that each of the center's 11 directors have their own credit cards with \$3,000 limits.

M/S/C (J. Glover/T. Withers) To recommend to the Board of Trustees to increase the corporate credit card limits and order additional cards as discussed.

G. HCBS Provider Funding Concepts

As reported in earlier meetings, DDS offered \$15 million for service providers to make changes in order to meet the requirements of the Centers for Medicare & Medicaid Services' (CMS's) Home and Community-Based Services (HCBS) final regulations, or rules. DDS received an overwhelming 835 requests from service providers statewide, totaling \$131.6 million! DDS has made their decision on which proposals they will fund with their \$15 million. NLACRC had 4 service provider proposals accepted:

1. Goodwill of Southern California (\$84,300)
2. Kaiser Adult Behavioral Center (\$140,000)
3. PathPoint (\$82,772)
4. Social Vocational Services (\$337,200)

The center's contract with DDS will be increased to include these additional dollars.

H. 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 2016-17: \$2,064,754
 2. FY 2015-16: \$ 127,930
 3. FY 2014-15: \$ 0
- Total: \$2,192,684

This is \$66,030 less than what was reported last month.

1. Letter to DDS re: SPA Payment/Beverly Hills Quality Care: Vini shared copies of a draft letter to DDS regarding Beverly Hills Quality Care. The letter serves to inform DDS that this agency has closed one of their ICFs and that they have a past due ICF/SPA invoice for that home that was paid by DDS but payment was not remitted to NLACRC. The total remaining amount due to the center is \$4,011.72. In addition, Beverly Hills Quality Care also has 5 additional ICF/SPA invoices totaling \$23,135.51 for which the center has not received payment.

I. Human Resources

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

1.	FY 2016-17 authorized positions	479
2.	Open positions on hold	-0
3.	Open positions vacant	-44
4.	Separations	-7
5.	Sub-total	428
6.	New hires	12
7.	Positions filled	440

Michele explained that although the report reflects a lot of open positions, many of them are in the process of being filled and we also have temporary support. We are also going to be bringing in some additional resources to help with our recruitment efforts.

2. 3rd Quarter Report

During the 3rd quarter of this fiscal year, the center had 0 positions on hold, 19 new hires, 4 promotions, and 17 separations for a quarterly turnover rate of 0.11%.

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the May 10th board meeting agenda:

- A. Minutes of the April 26th Meeting
- B. Financial Report
- C. 3rd Quarter Financial Graphs
- D. 3rd Quarter Human Resources Report
- E. Approval of Contracts
- F. Recommendation to Increase Number of Corporate Credit Cards and their Limits

VI. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, May 24th, at 6:00 p.m.

VII. Executive Session

- A. Quarterly Legal Update
- B. Lease Update

M/S/C (T. Withers/J. Glover) To go into executive session at 7:22 p.m.

VIII. Adjournment

Lou adjourned the meeting at 7:43 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

