

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**

August 29, 2012

**Present:** Yolanda Bosch, Craig Girard, Jenean Glover, Sharoll Jackson, Eric Leh, and Katie Mead – Committee Members  
Ken Lane - Vendor Advisory Committee Representative  
Representatives from the Accounting Firm of Lautze & Lautze – via polycom  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

**Absent:** All present

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**I. Call to Order & Introductions**

The meeting was called to order by Craig Girard, treasurer, at 6:01 p.m.

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

**III. Committee Business:** Meeting with Lautze & Lautze Auditors

The Lautze and Lautze representatives joined the committee via polycom. They explained that historically, when the center was using the auditing firm of Windes & McClaughry, this committee and the board were only included in the exit interview portion of the audit. Now that we are using Lautze & Lautze, they wanted to meet with this committee to talk with them about their auditing procedures. After they completed their presentation, they asked to go into executive session with just the committee members and George Stevens.

Craig Girard asked Tony and Roger if they would think about providing NLACRC with process improvement ideas recognizing that Lautze and Lautze is beginning to learn the NLACRC financials/processes and they know other Regional Center practices. Committee members concurred and also suggested that NLACRC is also willing to share its best practices with other Regional Centers. Craig also asked that Lautze and Lautze think about educational seminars, roundtables, webinars, other training that would be useful for the NLACRC Board, staff or this committee. Lautze and Lautze mentioned in their interview that this was a value add service they provide differentiating them from their competitors. Committees members thanked Lautze and Lautze for their time and for considering any of the above as opportunities become manifest.

**Action:** The committee went into executive session from 6:25 to 6:45 p.m.

Due to the lengthy presentation, the committee had obtained approval from the board to abbreviate the remainder of their agenda.

#### **IV. Consent Items**

##### **A. Approval of Revised Agenda**

Copies of the revised agenda and additional handouts were provided to the committee. The revised agenda was approved as presented.

##### **B. Approval of Minutes from July 25<sup>th</sup> Meeting**

The minutes were approved as presented.

##### **C. Committee Business**

1. Review the Center's Insurance Coverage for FY 2012-13 – *Deferred*
2. Review Committee's Action Log from FY 2011-12 – *Deferred*
3. 4<sup>th</sup> Quarter Report on Union Bank Transactions for the PRMT
4. Financial Report for July 2012
5. 4<sup>th</sup> Quarter Financial Graphs
6. Late Bill Report for July 2012

The above listed reports were provided to the committee for their review.

##### 7. Contracts for Approval

- a. Service Agreement with Global HCM Corporation

**M/S/C** (Y. Bosch/E. Leh) To approve presenting the service agreement with Global HCM Corporation, as presented, to the Board of Trustees for their approval.

- b. MOU with Harbor Regional Center (FY 2010-11)

**M/S/C** (Y. Bosch/S. Jackson) To approve presenting the MOUS with Harbor Regional Center for FY 2010-11, as presented, to the Board of Trustees for their approval.

- c. MOU with Harbor Regional Center (FY 2011-12)

**M/S/C** (K. Mead/S. Jackson) To approve presenting the MOU with Harbor Regional Center for FY 2011-12, as presented, to the Board of Trustees for their approval.

- d. Acquisition Agreement with HOPE

**M/S/C** (Y. Bosch/K. Mead) To approve presenting the acquisition agreement with HOPE, as presented, to the Board of Trustees for their approval.

- e. Renovation Agreement with HOPE

**M/S/C** (Y. Bosch/K. Mead) To approve presenting the renovation agreement with HOPE, as presented, to the Board of Trustees for their approval.

- f. Service Agreement with National Support Services, Inc.

**M/S/C** (Y. Bosch/E. Leh) To approve presenting the service agreement with National Support Services, Inc., as presented, to the Board of Trustees for their approval.

- g. Acquisition Agreement with West Bay Housing Corporation

**M/S/C** (Y. Bosch/E. Leh) To approve presenting the acquisition agreement with West Bay Housing Corporation, as presented, to the Board of Trustees for their approval.

- h. Renovation Agreement with West Bay Housing Corporation

**M/S/C** (E. Leh/K. Mead) To approve presenting the renovation agreement with West Bay Housing Corporation, as presented, to the Board of Trustees for their approval.

- i. Reimbursement Agreement with Elwyn NC

Kim noted that the summary should reflect that the total amount of the contract is \$100,000 per facility for a total of \$300,000.

**M/S/C** (Y. Bosch/S. Jackson) To approve presenting the reimbursement agreement with Elwyn NC, as modified, to the Board of Trustees for their approval.

8. NLACRC's Response to Draft Audit Reports (FY 2009-10 & 2010-11)
9. Statewide Regional Center POS Report
10. Letter to DDS re: SSA's Denial of our Organizational Exemption

Copies of the information above were provided to the committee and Kim briefly reviewed the information with them.

#### **D. Human Resources**

1. Human Resources Activity Summary for August 2012

Michele provided copies of the activity summary to the committee and briefly reviewed it with them.

2. Board Audit: Ensure Personnel Policies are in Compliance with DDS Contract

Michele confirmed that the center's personnel policies are in compliance with the center's contract with DDS.

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

- A. Minutes of the August 29<sup>th</sup> Meeting
- B. Financial Report for July 2012
- C. 4<sup>th</sup> Quarter Financial Graphs
- \* D. Contracts for Approval
  - \* 1. Approval of Service Agreement with Global HCM Corporation
  - \* 2. Approval of MOU with Harbor Regional Center (FY 2010-11)
  - \* 3. Approval of MOU with Harbor Regional Center FY 2011-12)
  - \* 4. Approval of Acquisition Agreement with HOPE
  - \* 5. Approval of Renovation Agreement with HOPE
  - \* 6. Approval of Service Agreement with National Support Services, Inc.
  - \* 7. Approval of Acquisition Agreement with West Bay Housing Corp.
  - \* 8. Approval of Renovation Agreement with West Bay Housing Corp.

- \* 9. Approval of Reimbursement Agreement with Elwyn NC

## VI. Announcements / Information

### A. Complete Meeting Evaluations

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

### B. Next Meeting: *Thursday*, September 27<sup>th</sup>, at 6:00 p.m.

**Action:** Craig would like the committee to be cognizant of its 1-hour time frame. Please submit any recommendations on how the meetings could be run more timely to Kim Rolfes at [krolfes@nlacrc.org](mailto:krolfes@nlacrc.org).

## VII. Adjournment

Craig adjourned the meeting at 7:30 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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