

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**  
March 28, 2013

**Present:** Yolanda Bosch, Craig Girard, Jenean Glover, and Eric Leh – Committee Members  
Ken Lane - Vendor Advisory Committee Representative  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, and George Stevens – Staff Members

**Absent:** Sharoll Jackson and Katie Mead

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**I. Call to Order & Introductions**

Craig Girard, treasurer, called the meeting to order at 6:15 p.m.

**II. Public Input**

Ken announced that The Adult Skills Center (TASC) is having an open house on Wednesday, April 24<sup>th</sup>, and invitations will be going out soon. Unfortunately, Ken's open house conflicts with the next Administrative Affairs meeting, so he will not be here for the meeting next month.

**III. Consent Items**

**A. Approval of Revised Agenda**

Item IV.D.5. was deferred.

**M/S/C** (E. Leh/S. Jackson) To approve the revised agenda as modified.

**B. Approval of Minutes from February 27<sup>th</sup> Meeting**

**M/S/C** (S. Jackson/E. Leh) To approve the minutes as presented.

**IV. Committee Business**

**A. Financial Report for January 2013**

The financial report showed that the operations budget is \$34,395,133 with projected expenses in the same amount, leaving no surplus or deficit. The purchase of service (POS) budget is \$241,985,961 with projected expenses of

\$267,757,290, leaving a deficit of \$25,771,329. The family resource center budget is \$122,721 for a total budget of \$276,503,815.

Per trailer bill language, regional centers must spend no more than 15% of their budget on administrative costs. Year to date, the center's current administrative operating expenses are at 12.4%, with direct care expenses at 87.6%, so we are in compliance with the trailer bill language.

1. Cash Flow Update/Response from DDS

Based on a conversation that we had with Terri Delgadillo, director of DDS, earlier this week, we have updated our projected financial status. We will be sharing our updated projections with Terri in a letter. Copies of that draft letter were provided to the committee and reviewed. If we do not receive additional funds from DDS, we will have to access our credit line in May. Also, we will need to notify our community of our cash flow problem in mid-May if we do not receive additional funding.

**M/S/C** (J. Glover/Y. Bosch) To recommend to the Executive Committee to authorize Yolanda Bosch to sign the letter to Terri Delgadillo, as presented, on behalf of the Board of Trustees.

2. Reason for Increase in Behavioral Services Costs

The report shows there are over 5,000 authorizations for behavioral services, but only 28% of them eligible for insurance coverage. This is a much smaller percentage than the program that was established by SB 946 had targeted. George feels that it is unfair to the 28% who have to jump through hoops to get services. Although a lot of work has been done by regional centers to implement this program, there is still more work to be done. As such, the ARCA membership took a vote and will seek an amendment to exempt regional center consumers from this program. One of the committee members disagreed and felt that if some families continue to have their insurance companies cover the cost of their behavioral services, maybe additional services will be added in the future; and as the number of consumers with autism continues to rise, the savings will continue to increase.

3. ARCA's Summary of Regional Center Expenditures

Copies of this report were provided to everyone present and Vini reviewed

it with them. This report shows where each regional center is in relation to one another's POS budgets based upon the Sufficiency of Allocation Reports (SOARs) that the regional centers submitted to DDS. The 21 regional centers are projecting a collective POS deficit for this fiscal year between \$211.8 and \$234.2 million (a decrease since the last report). NLACRC has the highest projected deficit of all 21 centers, showing a deficit between \$20.5 and \$23.8 million.

**B. Late Bill Report for February 2013**

Based on our February claims, the late bills are averaging about 19-20%.

**C. ICF/SPA Summary for February 2013**

Copies of the ICF/SPA billing summary were provided. The outstanding balance due to NLACRC from intermediate care facility (ICF) providers is \$137,567.79. The outstanding balance due to ICF providers from DDS is \$1,871,567.63. Vini spoke with DDS on Monday regarding the ICF SPA payments and they thought they were up to date with their payments! The total outstanding ICF receivable due to NLACRC related to the ICF state plan amendment (SPA) program is \$1,979,365.15. The delay in payments to NLACRC for these services is negatively impacting our cash resources.

**D. Contracts for Approval**

1. Passport to Adaptive Living, Inc.

This contract is for non-covered insurance co-payments for a total projected value of \$1,820,000 over the 5-year contract term. An error was noted under number 5 of the contract summary: it reads "8 days per week" when it should read "8 sessions per week."

**M/S/C** (Y. Bosch/J. Glover) To recommend approval of the contract with Passport to Adaptive Living, Inc. to the Board of Trustees, as corrected.

2. A Change in Trajectory, Inc.

This contract is for non-covered insurance co-payments for a total projected value of \$2,600,000 over the 5-year contract term. An error was noted under number 5 of the contract summary: it reads "5 days per week" when it should read "5 services per week."

**M/S/C** (Y. Bosch/J. Glover) To recommend approval of the contract with A Change in Trajectory, Inc. to the Board of Trustees, as corrected.

3. California Psychcare, Inc.

This contract is for non-covered insurance co-payments for a total projected value of \$9,360,000 over the 5-year contract term. An error was noted on number 5 of the contract summary: it reads “6 days per week” when it should read “6 services per week.”

**M/S/C** (Y. Bosch/J. Glover) To recommend approval of the contract to the Board of Trustees, as corrected.

4. PathPoint

This contract is for community integration training program services for a total projected value of \$8,457,325 over the 5-year contract term.

**M/S/C** (J. Glover/Y. Bosch) To recommend approval of the contract with PathPoint to the Board of Trustees, as presented.

5. Valley Village – Deferred

**E. Regional Center Audit by DDS**

The DDS auditors will be here in July to conduct their audit of FY 2011-12 and FY 2012-13. The Family Cost Participation Program (FCPP) assessments will probably become an audit exception for us because we haven’t been meeting the deadlines.

**F. Human Resources**

1. Activity Summary for March 2013

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

1.	FY 2012-13 authorized positions	415
2.	Authorized positions on hold (not to be filled)	-35
3.	Active authorized positions	380
4.	Active positions filled	-365

5.	Open positions vacant	15
6.	<u>Monthly hiring activity</u> <ul style="list-style-type: none"><li>▪ Vacant positions: 22</li><li>▪ Separations: 2</li><li>▪ New hires: 9</li></ul>	

The current annual turnover rate is 0.05%.

2. 3<sup>rd</sup> Quarter Human Resources Report

During the 3<sup>rd</sup> quarter of this fiscal year, the center had 35 positions on hold, 22 new hires, 4 promotions, and 3 separations for a quarterly turnover rate of 0.07%.

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

- A. Minutes of March 28<sup>th</sup> Meeting
- B. Financial Report for February 2013
- C. 3<sup>rd</sup> Quarter Human Resources Report
- \* D. Approval of Contracts
  - 1. Passport to Adaptive Living, Inc.
  - 2. A Change in Trajectory, Inc.
  - 3. California Psychcare, Inc.
  - 4. PathPoint

**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:** Wednesday, April 24<sup>th</sup>, at 6:15 p.m.

**VII. Adjournment**

Craig adjourned the meeting at 7:35 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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