

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**  
November 26, 2013

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

**Absent:** All present

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**I. Call to Order & Introductions**

Meredith called the meeting to order at 6:04 p.m.

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

**III. Consent Items**

**A. Approval of Revised Agenda**

Copies of a revised agenda were provided.

**M/S/C** (S. Jackson/J. Glover) To approve the revised agenda as presented.

**B. Approval of Minutes from October 30<sup>th</sup> Meeting**

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

**IV. Committee Business**

**A. Financial Report for October 2013**

Vini reported that we received a letter of intent from the Department of Developmental Services (DDS) for our E-2 allocation, which will include the \$1.926 million in operations funding that was inadvertently left out of our E-1 allocation. We expect to receive the E-2 contract within the next couple weeks.

The administrative operating expense cap for regional centers is 15%. The financial report showed that as the end of October, the center's administrative operating expenses were at 7.5% and our direct operating expenses were 92.5%. Year to date, administrative expenses are at 13.5% and direct expenses at 86.5%.

We are still showing a POS deficit for last fiscal year in the amount of \$1.4 million.

1. Preliminary Sufficiency of Allocation Report (SOAR)

The preliminary SOAR shows that the center's purchase of service (POS) budget for FY 2013-14 has a projected deficit between \$39.6 and \$45.5 million.

2. 1<sup>st</sup> Quarter Financial Graphs

Copies of the graphs were provided and reviewed. The graph showed no surplus or deficit in July or August because the Department of Developmental Services (DDS) had not provided centers with their POS allocations yet. The graphs showed that as of the end of the 1<sup>st</sup> quarter (September 30<sup>th</sup>), the center was showing a POS deficit between \$39,694,627 and \$45,506,537.

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

Copies of the late bill report were provided. The center's average late bills are running at 18.95% which is not unusual.

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

Copies of the Intermediate Care Facility (ICF) State Plan Amendment (SPA) summary were provided. As of October 31<sup>st</sup>, the total cash actually disbursed by NLACRC but not reimbursed by ICF providers is \$2,266,528.30.

**D. Review 1<sup>st</sup> Quarter Report on PRMT Transactions**

During the 1<sup>st</sup> quarter of FY 2013-14, the center paid \$5,384.21 in ongoing fees and \$11,474.77 in investment management fees for a total of \$16,858.98. Attached to the report was an explanation of the trust fees and how they are calculated.

**E. Contracts for Approval**

1. Approval of Contract with Pacific Child & Family Association

Copies of the contract summary were provided to the committee and Vini reviewed it with them. She also had the full contract with her in case any of the committee members cared to review it in detail. This is a new service agreement with Pacific Child & Family Associates for the reimbursement of non-covered insurance co-payments and coinsurance as identified in consumers' IPPs. This is a 5-year contract for a total projected value of \$327,475. As the board will not meet again until January, we are asking the committee to forward this contract to the Executive Committee for approval on behalf of the Board.

**M/S/C** (Y. Bosch/S. Jackson) To recommend to the Executive Committee to approve the contract with Pacific Child & Family Associates as presented, on behalf of the Board of Trustees.

2. Update on Sublease for Space at the SFV Office

We signed the lease yesterday for the additional office space to accommodate the center's scanning project. We are paying \$1.50/square foot for the first year, \$1.55/square foot for the second year, and \$1.59/square foot for the third and final year.

**F. Human Resources Activity Summary for November 2013**

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

1.	FY 2013-14 authorized positions	414
2.	Authorized positions on hold (not to be filled)	-29
3.	Active authorized positions	385
4.	Active positions filled	-361
5.	Open positions vacant	24
6.	<u>Monthly hiring activity</u>	
	▪ Vacant positions: 22	
	▪ Separations: + 5	
		27
	▪ New hires: - 3	
		24

The current annual turnover rate is 0.11%. Michele announced that the center's staffing plan had to be put on hold due to the delay of the \$1.926 million in operations funding from DDS.

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

The following agenda items were identified for the January 8<sup>th</sup> board meeting:

- A. Minutes of November 26<sup>th</sup> Meeting
- B. Financial Report for November 2013
- C. 1<sup>st</sup> Quarter Financial Graphs
- \* D. Approval of Contract with Pacific Child & Family Association

**VI. Announcements / Information**

**A. DDS Update**

Vini informed the committee that in addition to Terri Delgadillo retiring from DDS at the end of next month, Mark Hutchinson, chief deputy director, is leaving DDS next month as well. We have not heard anything about potential replacements.

**B. Complete Meeting Evaluations**

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

**C. Next Meeting:** Wednesday, January 29<sup>th</sup>, at 6:15 p.m. (no December mtg.)

**VII. Adjournment**

Meredith adjourned the meeting at 6:35 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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