

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
September 23, 2014

Present: Dan Becerra, Jenean Glover, Dawn Hamilton, Debra Newman, and Tavia Wooley – Committee Members
Ken Lane – Vendor Advisory Committee Representative
Diane Ambrose, Jennifer Kaiser, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: All present

I. Call to Order & Introductions

Jenean called the meeting to order, in Dan’s absence, at 6:10 p.m. Introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Item IV.G. was added to the agenda.

M/S/C (D. Newman/D. Hamilton) To approve the revised agenda as modified.

B. Approval of Minutes from August 27, 2014 Meeting

M/S/C (D. Hamilton/D. Newman) To approve the minutes as presented.

IV. Committee Business

A. Human Resources Reports

1. Report for September 2014

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

1.	FY 2014-15 authorized positions	414
2.	Open positions on hold	-4
3.	Open positions vacant	-31

4.	Separations	-1
5.	Sub-total	378
6.	New hires	4
7.	Positions filled	382

The current annual turnover rate is 0.04%. We have had only 1 separation this month (which is more within our normal range) compared to a high of 9 last month. George reported that the center is recruiting and hiring as fast as it can.

2. 1st Quarter Report

During the 1st quarter of this fiscal year, the center had 4 positions on hold, 10 new hires, 2 promotions, and 16 separations for a quarterly turnover rate of 0.35%.

B. Financial Report for August 2014

The operations budget is \$37,793,256, the purchase of service (POS) budget is \$281,747,942, and the family resource center budget is \$115,413, for a total budget of \$319,656,611. We won't know what our deficit will be until we complete our first Sufficiency of Allocation Report (SOAR) which is due to the Department of Developmental Services (DDS) on December 10th. The financial report also includes information about the center's administrative and direct operating expenses. Year to date, our operating expenses are at 13.6%, which is under the 15% administrative cost cap.

1. Overview of A-1 Allocation

The report was presented which showed the following comparisons between our E-5 allocation for last fiscal year to our A-1 allocation for this fiscal year:

In operations funding:

- The A-1 was \$1,430,890 (4.06%) higher than the E-5 last fiscal year.
- The restricted funding in the A-1 was \$185,300 (15.74%) less than the E-5 last fiscal year.
- In addition, \$4,408,370 (13.45%) in operations reductions have been made since FY 2001-02 that have not been restored.

In POS funding:

- The A-1 was \$15,877,405 (6.19%) higher than the E-5 last fiscal year.

In Community Placement Plan (CPP) funding:

- The A-1 was \$2,006,509 (60.30%) less than the E-5 last fiscal year.

We have a conference call scheduled with DDS later this week to justify them fully funding our rent costs.

2. ARCA Statewide Regional Center POS Report

According to the report, 20 of the 21 regional centers are projecting a POS deficit for last fiscal year which collectively ranges between \$100.4 and \$100.8 million. This 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 still the highest.
- Per capita by allocation: NLACRC is still 13th.
- Per capita by expenditures: NLACRC is still 13th.
- Percent deficit to contract: NLACRC is still 2nd.
- Percent change to original SOAR: NLACRC is 5th

C. Late Bill Report for August 2014

The report showed that the late bills are averaging 18.12 % based on 1 month of data.

D. Intermediate Care Facility State Plan Amendment (ICF/SPA) Summary

By fiscal year, the amount of cash disbursed by NLACRC, but not reimbursed by ICF providers, is:

1. FY 2014-15: \$1,381,443.12
2. FY 2013-14: \$1,271,560.43
3. FY 2012-13: \$ 111,716.79

As reported at last month's meeting, the amount owed to us for FY 2012-13 needed to be addressed because we will be closing out that fiscal year. We had asked DDS to offset the ICFs' Medi-Cal payment, but they declined to take this

action. As such, the center informed DDS that as of January 1st, we will reclassify the outstanding amount to regular POS, which will resolve the issue.

E. Approval of Contracts (for Executive Committee)

1. Multiple Independent Living Services (ILS) Providers

M/S/C (D. Hamilton/D/Becerra) To recommend to the Executive Committee to approve the multiple ILS provider contracts, as presented, on behalf of the Board of Trustees.

2. Behavioral Education Services Team, Inc. (BEST)

M/S/C (D. Hamilton/D/Becerra) To recommend to the Executive Committee to approve the contract with BEST, as presented, on behalf of the Board of Trustees.

F. Response to DDS Family Home Agency (FHA) Monitoring Review Report

The center has 2 FHAs, Free to Be and Community Options, Inc. DDS sent us a letter directing us to:

1. Develop a plan to ensure the health and safety of consumer residing in FHAs with bodies of water.
2. To have Community Options develop a water safety policy (Free to Be already has one).

There is nothing in statute or regulation to guide us in this regard, so the center does not plan to follow DDS's direction and we have drafted a letter to them in this regard. However, our letter to them also states that if the promulgate regulations or statute to address these issues, NLACRC will follow their direction. Copies of the letter from DDS and our letter of response were provided to the committee for their information.

G. Van Nuys Lease

Our landlord is talking with a potential tenant about leasing space in the building. However, in our lease, we have first right of refusal, which means before the landlord can offer the space to someone else, he must first give us the option to take the space. When he offers the space to us, we will have just 5 days to give him our answer. The space in question is in an area that would be perfect for us.

In addition, it would come with additional parking spaces, which we desperately need.

M/S/C (D. Hamilton/D. Newman) To recommend to the Executive Committee to approve executing a lease for additional office space at the Van Nuys office, on behalf of the Board of Trustees, if the situation arises where the center needs to assume more space.

V. Items for the Next Board Meeting Agenda

The following items were identified for the committee's section of the October 8th board meeting agenda:

- A. Minutes of September 23rd Meeting
- B. 1st Quarter Human Resources Report
- C. Financial Report for August 2014

VI. Announcements / Information

A. Complete Meeting Evaluations

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

- B. Next Meeting: Wednesday, October 29th, at 6:15 p.m.

VII. Adjournment

Jenean adjourned the meeting at 7:07 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

