

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

October 29, 2014

**Present:** Jenean Glover, Debra Newman, and Tavia Wooley – Committee Members  
Ken Lane – Vendor Advisory Committee Representative  
Diane Ambrose, Lucy Gezalyan, Jennifer Kaiser, Michele Marra, Vini Montague  
and Kim Rolfes – Staff Members

**Absent:** Dawn Hamilton

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**I. Call to Order & Introductions**

Jenean called the meeting to order, in Dan's absence, at 6:24 p.m. Introductions followed.

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

**III. Consent Items**

A. Approval of Agenda

Items IV.G and VII.B. were added to the agenda.

**M/S/C** (T. Wooley/D. Newman) To approve the agenda as modified.

B. Approval of Minutes from September 23, 2014 Meeting

**M/S/C** (D. Newman/T. Wooley) To approve the minutes as presented.

**IV. Committee Business**

A. Human Resources Report

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

1.	FY 2014-15 authorized positions	424
2.	Open positions on hold	0
3.	Open positions vacant	-43
4.	Separations	-3
5.	Sub-total	378
6.	New hires	6
7.	Positions filled	384

Michele noted that we no longer have any positions on hold for the first time since the FY 2007-08 hiring freeze. We are hiring service coordinators as fast as we can and are monitoring the caseload ratios to identify the best place to put them. We have hired an internal staff person to fill the new director of consumer services position; the announcement will be made in the next couple of days. We are also preparing for the staff we will need when the Early Start program is restored at the beginning of the year. We advertise our open positions in a variety of ways including internally, on our website and through Monster and Craig's List.

B. Financial Report for September 2014

The operations budget is \$37,787,391, the purchase of service (POS) budget is \$281,756,755, and the family resource center budget is \$115,413, for a total budget of \$319,659,559. 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 10<sup>th</sup>. However, Kim anticipates that we will be facing a POS deficit around \$15 million. The financial report also includes information about the center's administrative and direct operating expenses. Year to date, our operating expenses are at 13.1%, which is under the 15% administrative cost cap.

**Action:** As the board and its committee's won't be meeting in December, Kim will e-mail the financial report to Dan, once the SOAR has been completed.

C. Late Bill Report for September 2014

The late bills are averaging 15.26%, which is nothing unusual.

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: \$2,046,842.50
2. FY 2013-14: \$ 815,794.32
3. FY 2012-13: \$ 78,292.27

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 sent a letter to DDS letting them know that unless we heard otherwise, as of January 1<sup>st</sup>,

we were going to reclassify the outstanding amount to regular POS, which will resolve the issue. We have had no response to our letter as yet.

E. Status Report on Lease Agreements

The committee is given this report each year. Kim provided information about the center's lease agreements and reviewed it with them. We are in the process of working on a space plan and negotiating a lease for additional space here at the Van Nuys office.

F. Approval of Contract: Laura Schmieder

This contract is for a supported living services provider and the total projected amount of the contract is \$1,095,840 over the 5-year contract term. Kim discussed the contract with the committee.

**M/S/C** (J. Glover/D. Newman; Abstention: T. Wooley) To recommend to the Board of Trustees to approve the contract with Laura Schmieder, as presented.

G. Service Provider Updates

1. A 12-bed residential provider, serving 10 consumer, gave us 60-days' notice that they will be closing. The service provider reported that the rate of reimbursement does not cover the cost of conducting business.
2. A large provider is closing one of its ICF/DD-N facilities at the end of November due to inadequate rate. Since the facility is funded by Medi-Cal, the provider was not statutorily eligible for a health and safety exemption. Currently, we have found alternative placements for all of the consumers residing in the facility, except one.
3. A large provider has two day programs that are in distress due to inadequate reimbursement rates. We are working with the provider to submit a health & safety exemption to DDS to increase their rate. This same information was reported at the October 2014 board meeting.
4. Our AV transportation provider is unable comply with the independent audit requirement for Year 2011, Year 2012, and Year 2013 and is also unable to comply with various other contractual obligations due to inadequate reimbursement rate. We will be consulting with our legal counsel to develop a plan to address this issue.

## V. Items for the Next Board Meeting Agenda

The following items were identified for the committee's section of the November 12th board meeting agenda:

- A. Minutes of October 29<sup>th</sup> Meeting
- B. Financial Report for September 2014
- \*C. Approval of Contract: Laura Schmieder

## VI. Announcements / Information

### A. Complete Meeting Evaluations

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

- B. Next Meeting: **Tuesday**, November 25<sup>th</sup>, at 6:00 p.m.

## VII. Executive Session

**M/S/C** (T. Wooley/J. Glover) To go into executive session at 7:42 p.m.

- A. Quarterly Legal Update
- B. SEIU Contract Update

## VIII. Adjournment

Dan adjourned the meeting at 8:56 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

[aamin.oct29.2014]

\* Board Action Item

