

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

November 25, 2014

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

Absent: Dan Becerra and Dawn Hamilton

I. Call to Order & Introductions

Jenean called the meeting to order, in Dan's absence, at 6:10 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

Item IV.B. was deferred and items V.C. and V.D. were deleted.

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

B. Approval of Minutes from October 29, 2014 Meeting

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

IV. Committee Business

A. Financial Report for October 2014

The operations budget is \$37,787,391, the purchase of service (POS) budget is \$281,721,138, and the family resource center budget is \$115,413, for a total budget of \$319,623,942. We won't know what our projected POS 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. 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 13.2%, which is under the 15% administrative cost cap.

B. 1st Quarter Financial Graphs – *Deferred*

C. Late Bill Report for October 2014

Copies of the late bill report were provided and reviewed. The late bills are averaging 16.32% which is fairly typical.

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: \$2,269,317.13
2. FY 2013-14: \$ 132,779.72
3. FY 2012-13: \$ 78,292.27

E. Approval of Contracts

Kim presented the summaries of the following contracts to the committee and reviewed each one with them. She also had the full contracts available in case anyone wanted to see them. And as the full board won't be meeting again until January, she asked that the committee recommend that the Executive Committee approve the contracts on behalf of the Board of Trustees.

1. Modern Support Services, LLC

M/S/C (D. Newman/T. Wooley) To recommend that the Executive Committee approve the contract with Modern Support Services, LLC, in the amount of \$100,000 over the contract term, on behalf of the Board of Trustees.

2. National Support Services, Inc.

M/S/C (T. Wooley/D. Newman) To recommend that the Executive Committee approve the contract with National Support Services, Inc., in the amount of \$4,095,549.60 over the contract term, on behalf of the Board of Trustees.

3. Service Providers Vended for Personal Assistance

M/S/C (D. Newman/T. Wooley) To recommend that the Executive Committee approve the contract with the service providers vended for personal assistance, as listed in the contract, on behalf of the Board of Trustees.

4. Service Providers Vendedored for Parent Coordinated Supported Living Program Services

M/S/C (D. Newman/T. Wooley) To recommend that the Executive Committee approve the contract with the service providers vendedored for parent coordinated supported living services, as listed in the contract, on behalf of the Board of Trustees.

5. Service Providers Vendedored for In-Home Respite Services

M/S/C (D. Newman/T. Wooley) To recommend that the Executive Committee approve the contract with the service providers vendedored for in-home respite services, as listed in the contract, on behalf of the Board of Trustees.

6. Service Providers Vendedored for Supported Living Services

M/S/C (D. Newman/T. Wooley) To recommend that the Executive Committee approve the contract with the service providers vendedored for supported living services, as listed in the contract, on behalf of the Board of Trustees.

F. 1st Quarter Report on Union Bank's PRMT Transactions

During the 1st quarter of FY 2014-15, the center paid \$6,371.36 in ongoing fees and \$14,889.38 in investment management fees for a total of \$21,260.74. Attached to the report was an explanation of the trust fees and how they are calculated.

G. 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	-35
4.	Separations	-3
5.	Sub-total	386
6.	New hires	10
7.	Positions filled	396

Michele reported that the center continues to hire service coordinators vigorously. We will be hiring 7 more staff next month and 4 more in January; 9 of these 11 staff members will be new service coordinators. Michele meets with Vini on a monthly basis to assess the staffing situation versus the budget. Our value has always been that we will not hire any staff that we would not be able to afford to keep.

V. Items for the Next Board Meeting Agenda

The following items were identified for the committee's section of the January 14th board meeting agenda:

- A. Minutes of November 25th Meeting
- B. Financial Report for October 2014

VI. Announcements / Information

- A. Complete Meeting Evaluations

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

- B. Next Meeting: Wednesday, January 28th, at 6:15 p.m. (no Dec. meeting)

VII. Adjournment

Jenean adjourned the meeting at 6:42 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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