

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

July 29, 2015

Present: Dan Becerra, Dorothy Daniels, Jenean Glover, Debra Newman, Lou Papparozzi, and Tavia Wooley – Committee Members
Ken Lane – Vendor Advisory Committee Representative
Diane Ambrose, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members
Roger Bulosan and Amy Kwong, Lautze & Lautze (via teleconference) - Guests

Absent: All present

I. Call to Order & Introductions

Dan called the meeting to order at 6:15 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

M/S/C (T. Wooley/L. Papparozzi) To approve the revised agenda as presented.

B. Approval of Minutes from May 27th Meeting

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

IV. Executive Session

A. Lautze & Lautze Auditing Process

Roger reviewed the auditing process with the committee. The auditors will be at the center for 2 weeks to conduct their annual audit; the week of September 22nd and again the week of October 26th.

The committee went into executive session at 6:32 p.m. to discuss the next 2 agenda items.

B. Outstanding Legal Issues

C. Private Session to Discuss any Committee Member Concerns

The committee came out of executive session at 6:55 p.m.

V. Committee Business

A. Annual Committee Orientation

Kim reviewed the committee's policies and procedures with the committee. Committee members should become familiar with these documents as they outline the committee's purpose and their role as committee members.

B. Review Approved Critical Calendar for FY 2015-16

Copies of the committee's critical calendar for this fiscal year were provided. The calendar lists critical actions that need to be taken by the committee each month; these actions will be added to the monthly committee meeting agendas.

C. Review NLACRC's Contract with DDS for FY 2015-16

Kim provided the committee with information about the 3 changes that were made to contract. These 3 changes pertained to the Americans with Disabilities Act, validity, and domestic partners.

D. Financial Report

The center's operations budget is \$38,428,260 with no projected surplus or deficit. The purchase of service (POS) budget is \$290,194,259 with a projected deficit of \$15,449,914. Year to date, our operating expenses are at 13.9%, which is under the 15% cost cap.

1. ARCA Summary of Regional Centers POS Expenditure Report

Nineteen of the 21 regional centers are projecting a POS deficit for this fiscal year which collectively ranges between \$144 and \$148 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 2nd
- Per capita by allocation: NLACRC is 13th
- Per capita by expenditures: NLACRC is 13th
- Percent deficit to contract: NLACRC is 7th
- Percent change to original SOAR: NLACRC is 6th

E. Update on Credit Line and Cash Flow

We didn't need to borrow in June or July, but we came very, very close. We received 2 advances totaling \$46 million just 4 days before our check run. We are expecting to receive our 3rd advance, \$23 million, in early August, so we don't anticipate having to borrow any funds from our credit line.

F. Late Bill Report

The late bills are within the typical range at 18.87%.

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

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

1. FY 2014-15: \$1,964,237
 2. FY 2013-14: \$ 60,462
 3. FY 2012-13: \$ 42,667
- Total: \$2,067,366

H. Approval of Contracts

1. Start Fresh Independent Living Services (ILS)

M/S/C (T. Wooley/D. Newman) To recommend that the Executive Committee approve the contract with Start Fresh ILS, as presented, on behalf of the Board of Trustees.

2. Creative Solutions for Autism, Inc., DBA Creative Solutions for Hope
3. Creative Solutions for Autism, Inc., DBA Creative Solutions for Hope

M/S/C (L. Paparozzi/D. Daniels) To recommend to the Board of Trustees to approve the 2 contracts with Creative Solutions for Autism, Inc., DBA Creative Solutions for Hope, as presented.

4. Advanced Behavioral Pathways, LLC

M/S/C (D. Daniels/L. Paparozzi) To recommend to the Board of Trustees to approve the contract with Advanced Behavioral Pathways, LLC, as presented.

5. Griffin Consulting Company

M/S/C (D. Newman/D. Daniels) To recommend to the Board of Trustees to approve the contract with Griffin Consulting Company, as presented.

I. 4th Quarter Human Resources Report

During the 4th quarter of this fiscal year, the center had no positions on hold, 15 new hires, 1 promotion, and 12 separations for a quarterly turnover rate of 0.24%.

VI. Items for the Next Board Meeting

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

- A. Minutes of May 27th and July 29th Meetings
- B. Financial Report
- C. 4th Quarter Human Resources Report
- D. Approval of Contracts

VII. Announcements/Information/Public Input

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: Wednesday, August 26th, at 6:00 p.m.

C. Transportation Services/Rate Issue

Our contract with Diversified/Keolis Transit includes routes in the Santa Clarita Valley. Our contract provides a one-time right and option for Diversified/Keolis to terminate transportation services in the Santa Clarita Valley effective February 29, 2016. Due to the statutory rate freeze and the fact that Diversified/Keolis Transit is statutorily prohibited from seeking a rate increase to cover increased operating costs, Diversified/Keolis Transit informed NLACRC during our April 2015 partnership meeting that they needed to conduct a fiscal analysis to determine if they would need to execute their option to terminate transportation services or if they could continue transportation services in the

Santa Clarita Valley. Kim and Yolanda Bosch had a conference call with Diversified/Keolis Transit today and Diversified/Keolis Transit reported that they would continue transportation services for one more year and bring on one additional vehicle to resolve capacity issues in the Santa Clarita Valley. Kim reported that she would be working with Diversified/Keolis Transit on an amendment to their contract to reflect this change.

Currently, Diversified/Keolis Transit is experiencing issues with timely arrival/pick-up times and delivery/drop off times due to driver shortages. One of the significant issues Diversified/Keolis Transit is facing in both the San Fernando Valley and the Santa Clarita Valley is that as soon as they hire and train new drivers, they tend to lose their drivers to other transportation companies, who can pay higher wages to their drivers. Unfortunately, Diversified/Keolis Transit, is not able to offer the same competitive driver wages as other public transportation providers under the current rate that they receive from regional center.

VIII. Executive Session

M/S/C (L. Paparozzi/D. Daniels) To go into executive session at 7:50 p.m.

- A. Quarterly Legal Update
- B. Lease Update

IX. Adjournment

Dan adjourned the meeting at 8:50 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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