

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**  
March 30, 2016

**Present:** Jenean Glover (via teleconference), Debra Newman (via teleconference), and Lou Paparozzi – Committee Members  
Ken Lane – Vendor Advisory Committee Representative  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, and George Stevens – Staff Members

**Absent:** Dan Becerra and Dorothy Daniels

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**I. Call to Order & Introductions**

Lou 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

An executive session was added to the agenda.

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

B. Approval of Minutes from January 27<sup>th</sup> Meeting

C. Approval of Minutes from February 24<sup>th</sup> Meeting

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

**IV. Executive Session**

A. Employee Compensation

The committee went into executive session from 6:08 p.m. to 6:31 p.m.

**V. Committee Business**

A. Approval of Contracts

1. Contract Summary: The Board of Trustees had authorized officers of NLACRC to execute contracts that were for the purpose of increasing provider rates due to minimum wage, paid sick leave, and the 5.82% increase to comply with changes to the Fair Labor Standards Act. Vini provided the committee with a list of the contracts that had been executed, for the above purposes, over the past month. Once Vini reviewed the information with the committee she asked them if they would like to see the contract summary every month, as it is done now, or if they would prefer to see it less often – perhaps quarterly.

**Action:** The committee would like to continue to see the summary of the contracts on a monthly basis.

2. Karen Conway (Clinical Psychologist)

**M/S/C** (L. Paparozzi/D. Newman) To approve the contact as presented and to forward it to the Executive Committee for their approval on behalf of the Board of Trustees.

3. The Childbirth Connection LLC

**M/S/C** (L. Paparozzi/J. Glover) To approve the contract as presented and to forward it to the Executive Committee for their approval on behalf of the Board of Trustees.

## B. Financial Report

Vini reported that we just received our B-2 allocation which included about \$4.4 million in additional funding. The center's operations budget is currently \$40,930,831 with no projected surplus or deficit. The purchase of service (POS) budget is \$328,662,890 with a projected deficit of \$14,744,350 (in the worst case). The second page of the financial report shows the center's administrative operating costs vs. the direct operating costs for the current month and year to date. Year to date, the center's operating costs are at 13.1%, which is under the 15% cost cap.

1. B-2 Contract Language Change: Copies of the recent contract language were provided to the committee and Vini reviewed the changes with them. The changes made were primarily technical in nature.

2. FY 2013-14 Update: DDS asked the regional centers to submit their remaining claims for FY 2013-14 by the end of March 2016. Per DDS, regional centers have a better chance of being reimbursed timely if they submit their claims by the end of March 2016. In response to DDS's request, North LA has submitted a final claim for the balance of our committed operations funds from FY 2013-14. We do not have control over POS claims since we continue to receive late bills from service providers for FY 2013-14.
3. PRMT Deposit: The center will be making a deposit in the amount of \$78,995 to the center's post-retirement medical trust out of FY2013-14 funds.
4. FY 2014-15 Update: We were notified by DDS that we can expect an A-5 allocation in the near future. Currently, we have a POS deficit of approximately (\$515,000).

C. ARCA Purchase of Service (POS) Expenditure Report

According to the most recent report, dated March 10<sup>th</sup>, 10 of the 21 regional centers are projecting a potential POS deficit for this fiscal year which collectively totals just over \$29 million (in the worst case). This report also shows where each regional center is in relation to one another's POS budgets in the following categories:

1. Projected POS deficit: NLACRC is 2<sup>nd</sup>
2. Per capita by allocation: NLACRC is 13<sup>th</sup>
3. Per capita by expenditures: NLACRC is 12<sup>th</sup>
4. Percent deficit to contract: NLACRC is 2<sup>nd</sup>
5. Percent change to original SOAR: NLACRC is 18<sup>th</sup>

D. Late Bill Report

The late bills are currently running at about 28.22% this fiscal year, which is not unusual.

E. 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 2015-16: \$1,949,919

- 2. FY 2014-15: \$ 23,269
  - 3. FY 2013-14: \$ 26,018
  - 4. FY 2012-13: \$ 3,543
- Total: \$2,002,749

F. Monthly Report on the Oakdale Move

We are on schedule to be completely moved into the Oakdale property by October 31, 2016. Periodic newsletters are being prepared for staff so they know where we are in the process.

**Action:** Jennifer will forward the periodic newsletters for staff on the status of the move to the Board of Trustees.

G. Human Resources

- 1. Monthly Report: Copies of the summary were distributed and reviewed. The summary included the following information:

1.	FY 2015-16 authorized positions	447
2.	Open positions on hold	-1
3.	Open positions vacant	-38
4.	Separations	-3
5.	Sub-total	405
6.	New hires	6
7.	Positions filled	411

The current annual turnover rate is 0.06%. Michele added that her department has been very busy with their recruitment efforts.

- 2. 3<sup>rd</sup> Quarter Report

During the 3<sup>rd</sup> quarter of this fiscal year, the center had no positions on hold, 17 new hires, 4 promotions, and 8 separations for a quarterly turnover rate of 0.05%.

**VI. Items for the Next Board Meeting**

The following items were identified for the committee's section of the April 13<sup>th</sup> board meeting agenda:

- A. Minutes of March 30<sup>th</sup> Meeting
- B. Financial Report
- C. 3<sup>rd</sup> Quarter Human Resources Report
- D. Executive Session (Compensation)

## **VII. Announcements/Information/Public Input**

- A. Complete Meeting Evaluations

As Lou was the only member physically present, he did not ask for evaluation forms to be completed.

- B. Next Meeting: Wednesday, April 27<sup>th</sup>, at 6:15 p.m.

## **VIII. Adjournment**

**M/S/C** (D. Newman/J. Glover) To adjourn the meeting at 7:07 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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