

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

October 26, 2016

Present: Dan Becerra (via cell phone), Bridget Moss, Debra Newman, Lou Paparozzi, and Todd Withers – Committee Members
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, and Kim Rolfes – Staff Members

Absent: Jenean Glover

I. Call to Order & Introductions

Lou called the meeting to order, for Dan Becerra, at 6:15 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

M/S/C (D. Newman/B. Moss) To approve the revised agenda as presented.

B. Approval of Minutes from September 28th Meeting

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

IV. Committee Business

A. New CPA Firm

1. Request for Proposals (RFP)

Kim shared copies of the final draft of the RFP with the committee. This is essentially the same process we used 5 years ago.

M/S/C (D. Becerra/D. Newman) To recommend to the Board of Trustees to approve the final draft of the RFP for a new CPA firm, as presented.

2. Recommendation to Board for Selection Committee

Kim presented a Board Resolution approve the establishment of a Selection Committee for a new CPA firm.

Action: Dan, Bridget, Todd, and Debra all volunteered to serve on the CPA Selection Committee.

M/S/C (D. Becerra/B. Moss) To recommend to the Board of Trustees to approve the Board Resolution for the establishment of a Selection Committee, as presented.

B. Status Report on Lease Agreements

Kim provided copies of lease highlights for FY 2016-17 for all 3 NLACRC offices.

C. Financial Report

Kim reported that DDS signed the C-1 allocation and we have received our first advance. The center's operations budget is currently \$48,057,128 and the purchase of service (POS) budget is \$376,866,488. We will not have a forecast of any deficit or surplus in the POS budget until we complete our first Sufficiency of Allocation Report (SOAR) and submit it to the Department of Developmental Services (DDS) on December 10th. Year to date, the center's operating costs are at 12.6%, which is under the 15% cost cap.

1. ABX2-1 Funding: Kim shared copies of a memo that DDS sent to George yesterday in response to the proposals we submitted to receive ABX2-1 funding to reduce POS disparities.

a. DDS approved:

- The Family Empowerment Team in Action proposal (\$476,175).
- The Social Media Outreach proposal (\$76,050).

b. DDS did not approve:

- The Community and Legislative Educator position (\$83,200).
- The Education Advocate position (\$107,760).

c. The Bilingual Pay proposal is still under review.

d. The Association of Regional Center Agencies' (ARCA's) study was also proposed by San Gabriel/Pomona Regional Center so they communicated their response to that center.

D. 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 2016-17: \$2,035,239
 2. FY 2015-16: \$1,077,267
 3. FY 2014-15: \$ 17,272
 4. FY 2013-14: \$ 25,609
 5. FY 2012-13: \$ 3,543
- Total: \$3,158,930

This is an increase of \$975,728 since last month's report.

E. Contracts

1. Contracts for Review and Recommendation

a. Adaptive Skills Trainer 637 Proposal

M/S/C (D. Newman/B. Moss) To recommend to the Board of Trustees to approve the Adaptive Skills Trainer 637 proposal as presented.

Action: Kim will create a master board resolution for the Adaptive Skills Trainer proposal.

b. The Devereux Foundation

M/S/C (D. Newman/B. Moss) To recommend to the Board of Trustees to approve the contract with the Devereux Foundation, as presented.

Action: Kim will create a master board resolution for the Devereux Foundation contract.

c. PathPoint

M/S/C (D. Becerra/B. Moss) To recommend to the Board of Trustees to approve the 3 contracts listed above, as presented.

- d. Elwyn California (Index)
- e. Tejal Shah Chokshi dba Active Pediatric Therapy
- f. Viktoria Druz
- g. Heather Andersen
- h. Abby Chang
- i. Partners for Potential
- j. Modern Support Services

M/S/C (B. Moss/D. Newman) To recommend to the Board of Trustees to approve the 7 contracts listed above, as presented.

- k. Harbor Regional Center MOU (Residential)
- l. Harbor Regional Center MOU (Ceiling Lift)
- m. Home Ownership for Personal Empowerment (HOPE)

M/S/C (B. Moss/D. Newman) To recommend to the Board of Trustees to approve the 3 contracts listed above, as presented.

- n. Brilliant Corners fka West Bay Housing Corporation

M/S/C (B. Moss/D. Newman) To recommend to the Board of Trustees to approve the Brilliant Corners contract, as presented.

2. Contracts – Other

- a. Contracts Executed by NLACRC for AB1522 (Sick Leave)
- b. Contracts Executed by NLACRC for 5.82% Rate Increase
- c. Contracts Executed by NLACRC for Minimum Wage Increase
- d. Contracts Executed by NLACRC for ABX2-1
- e. Contracts Executed by NLACRC for the Office Relocation

Kim provided the committee with summaries of the contracts that have been approved under the master contract.

F. Final Report on the Oakdale Move

Kim reported that the move went extremely well considering how many people were moved. The main issue right now is the temperature; the offices are very cold. However, the contractors have been busy resolving the problem and will begin re-balancing the air flow and temperature floor by floor. This issue should be resolved in the next couple weeks. The next step will be to meet with each

director to address any remaining issues in their departments. We are hoping to resolve all issues by the end of the calendar year.

G. Audit Updates

1. California State Auditor Audit Report: Copies of the full final report were provided to the committee. The report included in-home respite data for 5 randomly selected regional centers (including NLACRC). The report included key findings, background, and key recommendations. The California State Auditor found that: 1) DDS has chosen not to obtain and review information that could assist DDS in determining whether its hourly payment rates to vendors for providing in-home respite services are appropriate; 2) the statewide weighted average hourly rate for respite workers increased by 13% ; whereas the statewide weighted average hourly vendor rate increased by 19%; and 3) regional centers perform minimum monitoring of in-home respite vendors and that DDS performs limited oversight of regional centers.
2. DDS Draft Audit Report for FY 2013-14 and FY 2014-15: The center did so well in the audit that DDS canceled the exit interview. NLACRC's response to the draft audit report was provided to the committee. Kim congratulated Vini and her accounting staff.
3. Family Home Agency (FHA) Audit by DDS: The FHA audit is conducted every 2 years. The audit will be held this year starting November 1st. The center only has 2 FHAs.

H. Human Resources Monthly Report

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

1.	FY 2016-17 authorized positions	451
2.	Open positions on hold	-0
3.	Open positions vacant	-20
4.	Separations	-5
5.	Sub-total	426
6.	New hires	10
7.	Positions filled	436

V. Executive Session

- A. Quarterly Legal Update
- B. Lease Update

M/S/C (T. Withers/B. Moss) To go into executive session at 7:38 p.m.

VI. Items for the Next Board Meeting

The following items were identified for the committee's section of the November 9th board meeting agenda:

- A. Minutes of the October 26th Meeting
- B. Financial Report
- C. Approval of Contracts

VII. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, November 30th, at 6:00 p.m.

VIII. Adjournment

Lou adjourned the meeting at 7:56 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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