

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

Present: Jenean Glover, Bridget Moss, Debra Newman, Lou Papparozzi, and Todd Withers
– Committee Members
Orli Almog – VAC Representative
Juan Garcia – Guest
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes,
and George Stevens – Staff Members

Absent: Dan Becerra

I. Call to Order & Introductions

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

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 (B. Moss/D. Newman) To approve the revised agenda as modified.

B. Approval of Minutes from October 26th Meeting

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

IV. Executive Session

A. Employee Compensation

The committee went into executive session at 6:12 p.m. The executive session ended at 6:45 p.m. and the meeting resumed.

IV. Committee Business

A. Financial Report

The center's operations budget is currently \$48,909,218 and the purchase of service (POS) budget is \$377,011,811. 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) next month. Year to date, the center's operating costs are at 13.3%, which is under the 15% cost cap.

1. 1st Quarter Financial Graphs

As we have not yet completed our SOAR, the graphs showed no surplus or deficit for the first 3 months of the fiscal year.

B. 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: \$2,318,100
 2. FY 2015-16: \$ 575,634
 3. FY 2014-15: \$ 17,272
 4. FY 2013-14: \$ 25,609
 5. FY 2012-13: \$ 3,543
- Total: \$2,940,158

This is a decrease of \$218,772 since last month's report.

C. Contracts

1. Contracts for Review and Recommendation

- a. Le Foyer, Inc.
- b. McRory Pediatric Services, Inc. (PL1607-605)
- c. McRory Pediatric Services, Inc. (PL1609-612)
- d. McRory Pediatric Services, Inc. (PL1602-612)
- e. McRory Pediatric Services, Inc. (PL1610-615)
- f. McRory Pediatric Services, Inc. (PL1601-615)

M/S/C (J. Glover/D. Newman) To recommend to the Executive Committee to approve the 6 contracts listed above, as presented, on behalf of the Board of Trustees.

- g. Partners for Potential (revised)

This contract has been revised. The previously approved contract had an error; the services should have been listed at \$12.38 per day, not \$12.38 per hour.

M/S/C (D. Newman/J. Glover) To recommend to the Executive Committee to approve the revised contract, as presented, on behalf of the Board of Trustees.

2. Contracts – Other

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

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

D. DDS Final Audit Report (July 1, 2013 – June 30, 2015)

Copies of the final audit report were provided to the committee for their review and information. The center had a very good audit. The audit results will be posted on the center's website.

E. Post-Retirement Medical Trust (PRMT)

1. 1st Quarter Report on U.S. Bank PRMT Transactions

During the 1st quarter of this fiscal year, the center paid \$6,862 in ongoing fees and \$16,882 in investment management fees for a total of \$23,744. Attached to the report was an explanation of the trust fees and how they are calculated.

2. Post-Retirement Medical Trust (PRMT) Contribution

During FY 2014-15, NLACRC encumbered funds for both the relocation of our Van Nuys office to the Chatsworth office and the PRMT. Contributions to the PRMT were contingent upon availability of funds after expenditures for the relocation had been made. Based on our preliminary analysis, we may have some funds available to contribute to the PRMT and we will make that determination at the end of December 2016.

F. Human Resources Monthly Report

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

1.	FY 2016-17 authorized positions	452
2.	Open positions on hold	-0
3.	Open positions vacant	-19
4.	Separations	-3
5.	Sub-total	430
6.	New hires	5
7.	Positions filled	435

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

The following items were identified for the committee's section of the January 11th board meeting agenda:

- A. Minutes of the November 30th Meeting
- B. Financial Report
- C. 1st Quarter Financial Graphs

VI. **Announcements/Information/Public Input**

- A. Next Meeting: Wednesday, January 25th, at 6:15 p.m.

VII. **Adjournment**

M/S/C (J. Glover/D. Newman) To adjourn the meeting at 7:23 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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