

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**

March 29, 2017

**Present:** Dan Becerra (via conference call), Bridget Moss (via conference call), Debra Newman, Lou Pappozzi, and Todd Withers – Committee Members  
Orli Almog – VAC Representative  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

**Absent:** Jenean Glover

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**I. Call to Order & Introductions**

Lou called the meeting to order, on behalf of Dan Becerra, at 6:10 p.m.

**II. Public Input** – There was no public input.

**III. Consent Items**

A. Approval of Revised Agenda

Items IV.H.1. and IV.H.2. were deferred and item V.C. was deleted.

**M/S/C** (D. Newman/T. Withers) To approve the revised agenda as amended.

B. Approval of Minutes from February 22<sup>nd</sup> Meeting

**M/S/C** (B. Moss/T. Withers) To approve the minutes as presented.

**IV. Committee Business**

A. Financial Report

The center's operations budget is currently \$49,025,493 with no surplus or deficit projected. The purchase of service (POS) budget is \$376,714,345 with a projected deficit between \$1,643,000 and \$6,502,918. Year to date, the center's operating costs are at 13.4%, which is under the 15% cost cap.

1. Change in the Sufficiency of Allocation Report (SOAR)

Kim reviewed the changes that were made to the SOAR between December and January.

2. ARCA Statewide SOAR Report

According to the most recent report, 13 of the 21 regional centers are projecting a potential POS deficit (in the worst case) for this fiscal year, while the other 8 centers are projecting POS surpluses. The total statewide range is between a \$8.4 million deficit and a \$15.6 million surplus. The 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 5<sup>th</sup>
- Per capita by allocation: NLACRC is 12<sup>th</sup>
- Per capita by expenditures: NLACRC is 13<sup>th</sup>
- Percent deficit to contract: NLACRC is 6<sup>th</sup>
- Percent change to original SOAR: NLACRC is 16<sup>th</sup>

B. Executed Contracts by NLACRC

- a. The Office Relocation – *No Report*
- b. AB 1522 (Sick Leave)
- c. Minimum Wage Increase
- d. 5.82% Rate Increase – *No Report*
- e. AB X2-1

Summaries of the executed contracts were provided to keep the committee up to date on contracts in these areas that have been executed since the report at last month's committee meeting.

C. CPA Selection Update

The Selection Committee is recommending an action of the Board of Trustees to hire Windes, Inc. to perform the center's annual audit and assurances, tax preparation services, and management consulting services for the 5-year period between FY 2016-17 through FY 2020-21.

**M/S/C** (D. Becerra/D. Newman) To recommend to the Board of Trustees to hire Windes, Inc. as the center's CPA firm for the next 5-year period between FY 2016-17 through FY 2020-21.

D. FY 2017-18 ARCA Dues

Copies of ARCA's worksheet for assessing their annual dues were provided. NLACRC is now considered to be one of the 3 "mega" centers so our dues will

be higher for the coming fiscal year. The total statewide dues assessed for all 21 regional centers will be \$1,689,610 (an increase of \$379,112 from this fiscal year). NLACRC's dues for next fiscal year will be \$106,406, an increase of \$23,876 from this fiscal year. We should be receiving our invoice in the next month or so.

E. FY 2017-18 DDS Audit Schedule

We received the regional center audit schedule from the Department of Developmental Services (DDS) for next fiscal year. NLACRC will be the second center audited and it will take place in July 2017.

F. Contracts for Review and Recommendation

Summaries of the following contracts were provided to the committee and were briefly reviewed by Kim:

1. Elwyn California (Mayall)
2. Elwyn California (Kelvin I)
3. Elwyn California (Kelvin II)
4. Easter Seals of Southern CA
5. Tikvah: Etta Israel Center (PL1627)
6. Tikvah: Etta Israel Center (PL1628)
7. Tikvah: Etta Israel Center (HL0766)
8. CHIME Institute
9. Work Creation Training
10. Behavior Education Services Team
11. Platinum Behavioral Management
12. California Care 4 U
13. Shirley Chang's Services

**M/S/C** (D. Becerra/T. Withers) To recommend to the Board of Trustees to approve the 13 contracts listed above, as presented.

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 2016-17: \$2,091,567
  2. FY 2015-16: \$ 162,053
  3. FY 2014-15: \$ 5,094
- Total: \$2,258,714

This is \$241,460 less than what was reported last month.

H. Human Resources

1. Monthly Report – *Deferred*
2. 3<sup>rd</sup> Quarter Report – *Deferred*
3. Vacation Buy-Back

Michele reported that the center has enough operations fund to offer vacation buy-back to staff again this year. Staff will be able to sell excess vacation hours but they must keep 40 vacation hours on the books. Offering vacation buy-back not only helps our employees but also reduces the center's liability. We are also offering our staff "clean up" days – time for them to come in on a weekend to catch up on their work.

V. **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 the March 29<sup>th</sup> Meeting
- B. Financial Report
- C. Authorization to Engage CPA Firm
- D. Approval of Contracts

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

- A. Next Meeting: Wednesday, April 26<sup>th</sup>, at 6:15 p.m.

VII. **Executive Session**

**M/S/C** (D. Becerra/T. Withers) To go into executive session at 6:53 p.m.

- A. Lease
- B. Legal

VIII. **Adjournment**

Lou adjourned the meeting at 7:15 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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