

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

January 23, 2024

Present: Brian Gatus, Ana Quiles, David Coe, Lillian Martinez, Rocio Sigala, Leticia Garcia, Andrew Ramirez, Sharmila Brunjes – Committee Members

Vini Montague, Kimberly Visokey, Cristina Preuss, Evelyn McOmie, Ruth Janka, Parita Burmee – Staff Members

Victoria Berrey – Family Focus Resource Center, Jasmine Barrios – Minutes Services,
- Guests

Absent:

I. Call to Order

Brian Gatus called the meeting to order at 6:01 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

M/S/C (A. Quiles/A. Ramirez) To approve the agenda as presented.

B. Approval of Minutes of the September 28, 2023 Meeting

M/S/C (A. Quiles/A. Ramirez) To approve the Meeting Minutes as presented.

IV. Committee Business

A. Review FY2023-2024 Meeting Schedule – Brian Gatus

The Committee was tasked to determine if Committee meetings would move back to a monthly basis format. Vini also noted a March meeting would be needed to review Form 990 and the review of insurance that has been added in March on the Committee Critical Calendar. It was proposed that the Insurance Review item be added to the April Meeting agenda. In addition, Vini will review the statutory requirements for the review of Form 990 to determine if that item will be added to the April Committee agenda or if a March Committee Meeting will be needed.

After discussion, it was determined to move the discussion offline and proposals to be reviewed at the February Committee meeting. Concerns were raised regarding the volume of agenda items for both the Administrative Affairs and Executive Committees due to the bimonthly format while at the same time, facing challenges with long meetings when both

Committees meet on the same night on a monthly basis. This item will be added as an agenda item for the February Committee Meeting.

After further discussion, the Committee agreed to change their current meeting schedule to meet on Tuesday evenings, every other month.

- B. Regional Center Operations & Purchase of Services Contract Process Training – Vini Montague – *deferred*.
- C. Report on Lease Agreements – Vini Montague – *deferred*.
- D. Change in Mileage Reimbursement Rate Effective January 1, 2024 Update – Vini Montague
Vini reviewed the information as presented in the packet. The new rate for mileage reimbursement is 67 cents per mile. This rate became effective on January 1, 2024.
- E. FY2023-2024 Financial Reports – Vini Montague
Vini reviewed the reports as presented in the packet.
 - 1. FY2023-2024 Financial Reports
 - a. August 2023
 - b. September 2023
 - c. October 2023
 - 2. FY2023-2024 Admin vs. Direct Allocation Report
 - a. August 2023
 - b. September 2023
 - c. October 2023
 - 3. Social Recreation, Camp & Non-Medical Therapies Services Report
Evelyn reviewed the information as presented in the packet and noted that the data is showing upward trends.
- F. Social Recreation Reimbursement Process Update – Evelyn McOmie
Evelyn shared that the Social Rec IPP planning requires Case Management. The contracts and Compliance Vendor Coordinator will issue the application for the parent to be issued the vendor number and provide the technical assistance needed for the parent to complete the application in an effort to expedite the process with a goal of having a 30-day turnaround time for payment for parents that process.

The new Social Rec FMS, Miji, is scheduled to launch by February 1, 2024; this will allow individuals who do not have an SSN or TIN to be reimbursed for Social Rec services. Issues were raised due to not having a Service Coordinator who understands Social Rec regarding IPP planning. NLA will be utilizing the Family Support Specialists to provide technical support for Social Rec challenges at the Case Management level.

Ana requested information on the number of Social Rec authorizations that have been

approved and processed but do not have payments to determine the outstanding ones. Vini will update the query to determine how many authorizations have zero payments in order to present the data to the Committee.

G. Purchase of Services Outstanding Payments Discussion – Vini Montague

Vini reviewed the data as presented in the packet. This item is a tracking log that lists instances in which a Service Provider has escalated a payment issue. Accounting reviews this log on a biweekly basis to resolve the noted issues as quickly as possible. In addition, the department is looking into hiring an office assistant to assist with customer service support to Service Providers. Ana stated that the Committee requests that NLA determine what the timeframe would be from services provided to invoices being generated to providers receiving payment.

H. Audits Update – Vini Montague

1. DDS Audit of FY2021-2022 and FY2022-2023

Vini shared that this item is pending.

2. Independent Audit of FY2022-2023

Vini noted that there was a delay in providing data to the auditors due to staffing issues. She is currently working with the auditors, who may still be able to complete the audit in a timely manner. Vini will follow up with the auditors to find out how late the submission would be in the worst-case scenario and will update the Committee at the next Committee Meeting.

3. Social Security Audit

Vini reported that this audit is pending with Disability Rights Advocates who is conducting the audit on behalf of Social Security Administration.

I. Human Resources Update – Parita Burmee

1. Monthly Human Resource Reports

Parita reviewed the information as presented in the packet.

- a. September 2023
- b. October 2023
- c. November 2023
- d. December 2023

2. Temporary Staff Statistics Update

Parita reviewed the information as presented in the packet.

- a. September 2023
- b. October 2023
- c. November 2023
- d. December 2023

Parita explained that the Temp Policy states that there will be no temporary employee staffed longer than 180 days and that by the 90th day, to determine if the temp will be offered a permanent position with NLA or if the temp contract will be

allowed to expire. Ana requested that the policy be reviewed to ensure that NLA is abiding by the policy and that the report reflects that information.

3. Status of People Scout Recruitment

Parita reviewed the information and included the statistics in the chat. Ana requested that future report-outs be included as a document in the packet for the Committee to review. It was noted that there are CSC Supervisor roles that require either a Master's degree or a Bachelor's degree with two years of supervisory experience. Service Coordinator Roles do not require a Master's degree.

Ana requested information from HR on creating a short synopsis of requirements for the CSC positions for the Board to assist in recruiting for open CSC Roles. Parita will create a one-sheet reference document for the Board.

J. FRC and Resource Library Update

1. Mobile Library Unit – Cristina Preuss

Cristina noted that the Diversity Team met with the LACO Mobile Bus on December 13th to discuss the different activities that NLA wants to be available for the community.

V. Executive Session

A. Quarterly Legal Update – *deferred*

VI. Review of Meeting Action Items

- A. Review the statutory requirements for the review of Form 990 to determine if a special March Committee Meeting will be scheduled. (Vini Montague)
- B. Add "Review of FY23-24 Meeting Schedule" as an item to the February Meeting agenda (Board Support)
- C. Add "Review of Insurance" as an item to the February Meeting agenda (Board Support)
- D. Update the query to determine how many authorizations have zero payments in order to present the data to the Committee. (Vini Montague)
- E. Follow up with auditors regarding how late the audit submission will be. (Vini Montague)
- F. To review the Temporary Staff Policy to ensure that NLA is abiding by the 180-day allotted limit for temp staff. (Parita Burmee).
- G. To include statistics in a document to include with future report-outs on this item (Parita Burmee)
- H. ACTION: To create a one-sheet reference document regarding a synopsis of the requirements for open CSC positions. (Parita Burmee)

VII. Board Meeting Agenda Items

The following items were identified for the Committee's section of the next Board Meeting agenda:

- A. Minutes of the September 28th Meeting
- B. FY2023-2024 Meeting Schedule
- C. Change in Mileage Reimbursement Rate Effective January 1, 2024
- D. FY2023-2024 Financial Reports
- E. Purchase of Services Outstanding Payments

F. Monthly Human Resources Reports

VIII. Announcements / Information Items / Public Input

- A. Next Meeting: Thursday, February 29, 2024 at 6:00 p.m.
- B. Committee Attendance

No public input

IX. Adjournment

Ana Quiles, on behalf of the Committee Chair, adjourned the meeting at 7:23 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

(The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

