

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

July 27, 2023

Present: Brian Gatus, Ana Quiles, Leticia Garcia, Andrew Rodriguez, Andrea Devers– Committee Members

Liliana Windover, Cristina Preuss, Donna Rentsch, Elizabeth Alvarez, Evelyn McOmie, Malorie Lanthier, Parita Burmee, Hailey Lauderdale – Staff Members

Joe Huie - Lindquist, Andy Ou - Lindquist, Jasmine Barrios-Minutes Services - Guests

Absent:

I. Call to Order & Introductions

Brian Gatus called the meeting to order at 6:39 pm.

Committee Members, NLA Board Members and NLA Staff introduced themselves, as well as the guests from Lindquist.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

Vini requested that Items IV. Lindquist Presentation and Item V. Executive Session be switched on the agenda.

M/S/C (A. Quiles/A. Rodriguez) To approve the agenda as revised

B. Approval of Minutes of the April 26th, 2023 Meeting

M/S/C (A. Quiles/L. Martinez) To approve the Meeting Minutes as presented. The motion passed with 2 abstentions from A. Rodriguez and B. Gatus

IV. Lindquist, Von Husen & Joyce Presentation of NLACRC's IRS Form 990 Tax Return

Joe Huie, from Linquist reviewed his presentation on NLA's IRS Form 990, as presented in the packet. He explained that this form lists NLA's financial information taken from the audited financial statements. The report includes recap of revenues, assets, organization activities, grants and reporting schedules. It also outlines information on 1099 employees, full-time employees, governance type, number of voting members, compensation for organization officers, auditing statements, etc. It was noted that this

is a public document and the Committee was asked to review the document and vote to move the document to the Executive Committee for approval to submit to the Form 990.

M/S/C (A. Quiles/A. Rodriguez) To move Form 990 to the Executive Committee for approval to submit to IRS.

V. Executive Session

A. Quarterly Legal Update

M/S/C (A. Quiles/L. Martinez) To enter the Executive Session at 7:05 pm

M/S/C (A. Quiles/A. Rodriguez) To exit the Executive Session at 7:31 pm

Vi. Committee Business

A. Annual Committee Orientation- Vini Montague

Vini reviewed this information as presented in the packet.

1. Policies and Procedures

The duties of the Administrative Affairs Committee are to review and monitor contract obligations, the budget, report expenditures to the Board, recommend policy in personnel matters regarding salaries, retention and related issues.

2. Board Audit Section

Questions were listed for the Committee to determine that the Committee is fulfilling its purpose as it relates to its duties to the Board.

3. Approved Critical Calendar

This item is reviewed and approved annually

4. Board Policies for Administrative Affairs Review

5. Review FY2022-23 Action Log

B. Discussion of Meeting Schedule

Vini reviewed this item as presented in the packet. Vini proposed a change of the meeting schedule to the last Thursday of the month.

M/S/C (A. Quiles/A. Rodriguez) To approve the revision of the meeting schedule as revised.

C. Regional Center's Contract with DDS - deferred

D. Status Report on Credit Line and Cash Flow

Vini reviewed this item as presented in the packet. NLA received a preliminary allocation from DDS. Two cash advances were received in the 2nd week of July. This allowed NLA to fund an entire month of expenditures without borrowing against the line of credit. For this FY, a seasonal credit line increase was approved and the line of credit will be increased in April, May and June of 2024, to \$70 million dollars.

E. Approval of Contracts

1. PathPoint PL2205-076 – New Vendorization
POS Contract – Provides Coordinated Family Support services
5-year contract effective: September 1, 2023 through August 31, 2028
Projected total contract amount is \$2225,075.00
Projected to serve 5 consumers per month
2. Strategic Concepts LS PL2201-076 – New Vendorization
POS Contract – Provides Coordinated Family Support services
5-year contract effective: September 1, 2023 through August 31, 2028
Projected total contract amount is \$1,125,375.00
Projected to serve 5 consumers per month
3. AAA Home Care P L2193-896 – New Vendorization
POS Contract – Provides supported living services
5-year contract effective: September 1, 2023 through October 31, 2028
Projected total contract amount is \$4,646,880.00
Projected to serve 10 consumers per month
4. ABA Therapy 612 – New Vendorization, U&C Rate
POS Contract – Provides Behavior Analyst services
5-year contract effective: September 1, 2023 through August 31, 2028
Projected total contract amount is \$3,484,800.00
Projected to serve 22 consumers per month
5. ABA Therapy 615 – New Vendorization, U&C Rate
POS Contract – Provides Behavior Management Assistant services
5-year contract effective: September 1, 2023 through August 31, 2028
Projected total contract amount is \$1,900,800.00
Projected to serve 22 consumers per month.
6. Cicecki, Jibid PL2192-672 – New Vendorization, U&C Rate
POS Contract – Provides counseling services
5-year contract effective: September 1, 2023 through August 31, 2028
Projected total contract amount is \$72,000
Projected to serve 3 consumers per month.

M/S/C (A. Quiles/A. Rodriguez) To approve the above listed POS contracts for presentation to the Board.

7. Softchoice Microsoft Licensing Agreement
Operations Contract – Provides Microsoft licenses and products
5-year contract effective: July 1, 2023 to June 30, 2026
Projected total contract amount is \$413,517.12

M/S/C (A. Quiles/A. Rodriguez) To approve the above listed operations contract for presentation to the Board.

8. Advanced Behavioral Pathways

Operations Contract – Provides legislative education and engagement services
5-year contract effective: July 1, 2023 to June 30, 2024
Projected total contract amount is \$92,578.00

Vini explained the need to continue with our current legislative education team as another vendor was not selected before the departure of NLA's Public Information Officer. In the interim, NLA is looking for approval for this new contract that will allow the continuation of services for FY23-24. The rates have not changed for this contract. Ruth Janka also noted that this position will be brought in-house as a long-term solution and that this is an interim solution for legislative services. The Committee requested a breakdown of the contract amount and what it covers for review.

M/S/C (L. Garcia/A. Rodriguez) To approve the above listed operations contract for presentation to the Executive Committee for urgent approval.

F. Executed Contracts by NLACRC

1. No report: San Fernando Valley Office Reconfiguration over \$250k
2. No report: 11/30/22: San Fernando Valley Office Expansion over \$250k
3. No report: 11/30/22: Santa Clarita Valley Office Expansion over \$250k
4. No report: 09/09/2015: Minimum wage, sick leave increase
5. No report: 09/09/2021: Adding CIE/PIP program design addendums/subcodes
6. No report: 06/14/2017: Subcodes
7. No report: 06/13/2018: Renewals
8. No report: 10/10/201: Health & Safety related
9. No report: 06/09/2021: Program Design changes
10. No report: 05/11/2022: April 1, 2022 rate increase
11. No report: 05/11/2022: EBSH consumer cost changes

G. FY 2022-23 Financial Reports – Vini Montague

1. FY2022-23 Financial Report June 2023
 - D2 Budget - \$946,720,714
 - Monthly Expenditures - \$70,149,652
 - YTD Expenditures - \$758,209,682
 - Currently, there is a projected surplus of \$107,323,622
 - Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 14.5%.

The Committee reviewed individual reports within this section to determine frequency of review. After discussion, the Committee determined the following:

M/S/C (A. Quiles/A. Rodriguez) To approve the POS Late Bill Report to be reviewed on an annual basis, after the close of the previous FY.

Vini recommended that aside from the Monthly Financial Recap and the Administrative vs. Direct Allocation Report, she review the remaining Financial Reports with the Committee on a biannual basis, to give a focused report on this information.

M/S/C (A. Quiles/A. Rodriguez) To approve the Monthly Financial Recap and the Administrative vs Direct Allocation Report to be reviewed at each Committee Meeting.

M/S/C (A. Quiles/A. Rodriguez) To approve the remaining financial reports to be reviewed on a biannual basis.

Vini proposed that all of the financial reports be pushed back by one month. May's reports would be presented in July under this change.

M/S/C (A. Quiles/A. Rodriguez) To approve the financial reports to be presented 30 days in arrears.

2. Social Recreation, Camp and Non-Medical Therapies Service Report - Vini Montague

As of July 21, 2023, there were 141 authorizations for purchase reimbursements and \$81,893 in claims paid.

Vini will revise this report to include a column to notate amount authorized. There are some cases in which the full amount of the authorization is not utilized. Vini will also work with Consumer Services on an additional report that pulls information on when NLA is notified when full packets of information has been provided, to track response times.

3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie
This action item is complete, final updates were provided at the May meeting.

H. Intermediate Care Facility (ICF) State Plan Amendment Summary - Vini Montague

1. ICF/SPA Billing Summary

Vini reviewed the report as presented in the packet.
Cash Impact for ICF SPA program: \$4,345,355.01

2. ICF/SPA Receivables

This report reflects change in Outstanding Total Receivables from month-to-month. As of July 21, 2023, there was an increase in total receivables by 28.8% to \$4,410,570

The Committee discussed the frequency of review for these reports. It was determined to discontinue the report on a recurring basis. In the event that NLA is at risk of borrowing against the line of credit, Vini will present this report for further Committee review.

M/S/C (A. Quiles/A. Rodriguez) To approve ICF SPA reports to be reviewed only in the event that NLA is at risk for borrowing against the line of credit.

I. Statewide Regional Center POS Expenditure Projection Report

This report ranks Regional Centers in terms of projected surplus for the 21 area Regional Centers.

Projected Surplus is the 18th highest among all regional centers

M/S/C (A. Quiles/A. Rodriguez) To approve the POS Expenditure Projection report to be reviewed on an annual basis at the February meeting.

J. Human Resources Report - Parita Burmee

Ruth introduced Parita Burmee as the new HR Director who joined NLA on July 10th. Parita reviewed the report as presented in the packet.

1. 4th Quarter HR Report

Positions on Hold: 58

New Hires: 40

Promotions: 12

Separations: 35

Quarterly Turnover Rate: 0.151%

2. Monthly Human Resource Report

On-Hold Positions - 58

Open Positions Vacant - 175

Positions Filled as of June 7- 649

FY22-23 Authorized Positions - 832

% Filled - 78.0%

New Hires - 13

Separations - 13

Annualized Turnover Rate: 2.0%

San Fernando Open Positions - 119

Antelope Valley Open Positions - 42

Santa Clarita Open Positions - 14

The Committee expressed concern for the increase in turnover and the extensive list of open positions. Parita stated that NLA is committed to recruiting staff as quickly as possible. There will be multiple job fairs scheduled as well as partnering with trade colleges and schools for increased outreach. Ruth explained that majority of the CSC positions that are on hold are listed as such due to the creation of additional units for CSC assignment.

During discussion, there were noted discrepancies in the report, Ana Quiles recommended that NLA staff reevaluate this report and streamline its contents for monthly review by the Committee. In addition, the Committee recommended that HR present the strategies for increased recruitment and retention.

M/S/C (A. Quiles/A. Rodriguez) To approve the Monthly HR Report to be streamlined and include strategies and outcomes for recruitment and retention efforts.

3. Temporary Staff Statistics Update

This information was reviewed as presented in the packet.

K. FRC and Resource Library Update

Evelyn shared that NLA extended the contract for the Family Resource Library to continue to run the San Fernando Valley Library, and will continue to do so for the FY. In January 2025, an RFP will be posed for the library contract. Office libraries in Santa Clarita and Antelope Valley will continue to be managed by NLA staff.

Leticia Garcia recommended the creation of an RFP to be issued to solicit a mobile library unit to better serve the catchment area and to release the bandwidth of management from NLA staff.

L. Board Member Conflict of Interest

Ruth Janka shared that Board Members are required to complete Conflict of Interest Forms on an annual basis. COI Forms are due 30 days from the date of submission and no later than August 1st. For any members who have COIs, a Conflict Resolution Plan must be completed, reviewed and approved by the Board to submit to DDS; CRPs are due 30 days from the date we receive a COI statement and due to DDS no later than August 31st. This item will be handled by email and Committee Members will be notified.

VII. Review of Meeting Action Items

- A. To update the Meeting Schedule as revised (Board Support)
- B. To revise the Social Rec Report to include information on repayment timelines. To revise the frequency of the financial reports as discussed (Vini Montague)
- C. To revise the Monthly Human Resources Report to streamline information and to include strategies and outcomes for recruitment and retention. (Parita Burmee/Ruth Janka)
- D. To gather information regarding a mobile library unit and its potential for utilization (Evelyn McOmie)

VIII. Board Meeting Agenda Items

The following items were identified for the committee's section of the next Board Meeting

agenda:

- A. Minutes of the July 27th Meeting
- B. FY 2022-2023 Financial Report
- C. Approval of Contracts
- D. Monthly Human Resources Reports
- E. Executive Session - Legal Update

IX. Announcements / Information Items / Public Input

- A. Next Meeting: Thursday, September 28th, 2023 at 6:00 p.m.
- B. Committee Attendance

No public input

X. Adjournment

David Coe, Committee Chair, adjourned the meeting at 9:25 p.m.

Submitted by:

(*) *Elizabeth Alavarez*
Executive Administrative Assistant

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