

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

April 26, 2023

**Present:** David Coe, Ana Quiles, Lillian Martinez, Alma Rodriguez, Rocio Sigala, Leticia Garcia, Bob Erio– Committee Members

Ruth Janka, Lizeth Chavez, Lilliana Windover, Vini Montague, Cristina Preuss, Evelyn McOmie, – Staff Members

Lori Walker- SDLVAC Co-Chair, Richard Dier- SDLVAC Co-Chair, Jasmine Barrios- Minutes Services - Guests

**Absent:**

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**I. Call to Order & Introductions**

David Coe called the meeting to order at 6:32 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

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

B. Approval of Minutes of the January 25<sup>th</sup>, 2023 Meeting

**M/S/C** (A. Quiles/L. Martinez) To approve the February 22<sup>nd</sup> Meeting Minutes as presented.

**IV. Executive Session**

A. Quarterly Legal Update

The Committee broke out into the executive session at 6:34 pm

The Committee returned from the Executive Session at 6:40 pm

**V. Lindquist, Von Husen & Joyce Presentation of NLACRC's IRS Form 990 Tax Return –  
*deferred***

**Vi. Committee Business**

A. Credit Line Update- Vini Montague

Vini reviewed the Board Resolution to Secure Revolving Line of Credit as presented in the packet. The resolution would be to authorize the Executive Director, Financial Officer, Chief Consumer & Community Services Officer and the Chief Information Officer to secure a revolving line of credit with City National Bank for \$70,000,000.00 for FY 22-23. It was noted that the credit line would be used before monthly reimbursements.

**M/S/C** (A. Quiles/A. Rodriguez) To approve the Board Resolution as revised to include the request for a revolving credit line for up to \$75 million dollars, to authorize any NLA officer to make disbursement instructions to City National Bank and to authorize any NLA officer to execute the credit disbursements.

B. Approval of Contracts- Vini Montague

1. Master Board Resolution - Group Service Code 785

Vini reviewed the resolution as presented in the packet. The Resolution authorizes NLA to establish subcodes, rates and payment agreements that are specific to psychological services. This will assist NLA in paying psychologists at a higher rate in accordance with the intake flow. A list of

**M/S/C** (A. Quiles/A. Rodriguez) To approve the resolution Group Service Code 785 as presented

2. Naslund & Naslund Foundation (PL21324-055) pg27

Vini reviewed the contract amendment as presented in the packet. The vendor provides community integration training to adult consumers that includes, but is not limited to, assistance with acquisition, retention, or improvement in self-help, socialization and adaptive skills which take place in a nonresidential setting.

The amendment would be to add additional staffing ratios, 1:1 and 1:3, in addition to existing 1:2 ratio services per program design addendum and new cost statements.

3. Assurance Family Services, Inc (PL2174-055)

POS Contract – Provides Community Integration training services

5-year contract effective: June 1, 2023 through May 31, 2028

Projected total contract amount is \$6,221,339.09

Projected to serve 29 consumers per month

4. ESOL (HL1035-855) Contract Address Change

Vini presented this contract as presented in the packet. A new vendorization number was required due to a location address change. There are no changes to the contract from the prior authorization

POS Contract – Provides Adult Day Care services

5-year contract effective: May 1,2023 through April 30, 2028

Projected total contract amount is \$736,336.55

Projected to serve 23 consumers per month

**M/S/C** (A. Quiles/A. Rodriguez) To approve the above listed contracts as presented

5. G&C Forbes (PL2187-113)  
POS Contract – Provides Specialized Residential Facility for 4 non-ambulatory adult residents  
5-year contract effective: May 1, 2023 through April 30, 2026  
Projected total contract amount is \$3,092,945.76  
Projected to serve 4 consumers per month.

It was noted that due to the urgency of an individual's needs, the Committee is being asked to submit to the Executive Committee on behalf of the Board of Trustees.

**M/S/C** (A. Quiles/A. Rodriguez) To approve the above listed contract to the Executive Committee for approval on behalf of the Board.

Ana asked that the contract be sent to the Executive Committee, along with the pertinent information for an electronic review and vote.

- C. FY 2022-23 Financial Reports – Vini Montague
  1. FY2022-23 Financial Report - Attachment 1  
D1 Budget - \$882,180,063  
Monthly Expenditures - \$72,110,781  
YTD Expenditures - \$540,169,001  
Currently, there is a projected surplus of \$49,230,919  
Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 14.4%.
  2. Social Recreation, Camp and Non-Medical Therapies Service Report - Vini Montague  
As of March 21, 2023, there were 122 authorizations for purchase reimbursements and \$72,459 in claims paid.
  3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie  
Evelyn shared that DDS approved the AB637 proposal for social rec FMS. NLA is still pending some additional clarification on service code information. Service Code 490 will be for those using FMS, NLA is waiting for DDS to issue a service code for bill payors.
- D. Executed Contracts by NLACRC
  1. 11/30/22: San Fernando Valley Office Reconfiguration  
Report was reviewed as presented in the packet.
  2. No report: 11/30/22: San Fernando Valley Office Expansion
  3. No report: 11/30/22: Santa Clarita Valley Office Expansion
  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: 10/10/2018: Health & Safety related
  9. No report: 06/09/2021: Program Design changes
  10. No report: COV-19 related contracts (time-limited)
  11. No report: COV-19 related subcodes (time-limited)
  12. No report: 05/11/2022: April 1, 2022 rate increase
  13. No report: 05/11/2022: EBSH consumer cost changes

- E. Intermediate Care Facility (ICF) State Plan Amendment Summary - Vini Montague
1. ICF/SPA Billing Summary  
Vini reviewed the report as presented in the packet.  
Negative cash impact from ICF/SPA program for FY 2023 is \$3,031,718.34  
For FY 2022, the negative cash impact was \$325,677.26  
For FY 2021, the negative cash impact was \$20,445.80  
The Total Cash impact is \$3,372,701.69
  2. ICF/SPA Receivables  
This report reflects change in Outstanding Total Receivables from month-to-month. As of April 21, 2023, there was a decrease in total receivables by -35.6% to \$3,423,318
- F. Statewide Regional Center POS Expenditure Projection Report- Vini Montague  
This report ranks Regional Centers in terms of projected surplus for the 21 area Regional Centers.  
Projected Surplus: \$49,559,110  
Per Capital Allocation: \$25,816  
Projected Surplus per Capita: \$1,616  
Rank: 10 of 21
- G. Quarterly Fees Reports for PRMT and UAL- Vini Montague  
Vini reviewed this information as presented in the packet.
1. 3<sup>rd</sup> Quarter PRMT Fees Report by U.S. Bank - total fees paid \$63,323.14
  2. 3<sup>rd</sup> Quarter UAL Fees Report by U.S Bank & Highmark Capital - total fees paid \$24,487.71
- H. Construction Contracts Summary - Vini Montague  
Vini reviewed the information as presented in the packet
1. Santa Clarita Valley Office Expansion Project total: \$1,092,588.60
  2. San Fernando Valley Office Reconfiguration Project total: \$1,300,809.52
  3. San Fernando Valley Office Expansion Project total: \$58,000
- I. Human Resources Report - Ruth Janka
1. 3<sup>rd</sup> Quarter HR Report  
Ruth reviewed the report as presented in the packet.  
Positions on Hold: 14  
New Hires: 55  
Promotions: 5  
Separations: 33  
Quarterly Turnover Rate: 0.148%
  2. Monthly Human Resource Report  
Ruth reviewed the report as presented in the packet.  
On-Hold Positions - 14  
Open Positions Vacant - 87  
Positions Filled as of Feb 28 - 616  
FY22-23 Authorized Positions - 832  
% Filled - 854%

New Hires - 11  
Separations - 20  
San Fernando Open Positions - 61  
Antelope Valley Open Positions - 35  
Santa Clarita Open Positions - 7

Ruth noted that there have been 91 RSVPs for NLA's upcoming Career Day at the Antelope Valley Office. 11 hires are slated to begin on May 8<sup>th</sup>. Ruth will get clarification with Elena Santana in regards to on hold position progress.

3. Temporary Staff Statistics Update

The data was reviewed as presented in the packet. Leticia Garcia raised the question on if this report needs to continue to be presented in the meeting. After discussion, the Committee determined to continue to monitor the report until the amount spent on temp workers has decreased. Currently, \$400,000 is being spent on temp workers, the decision to make a temp employee a permanent employee is determined after 90 days. After discussion, It was decided to report out temp employees who have been on the roster longer than 90-151 days on why they have not been offered full-time employment.

4. Discussion to review Incentive Pay for Service Coordinators (CSC)

Ruth presented a draft on guidance toward providing employee incentives on an annual basis to assist in retention rates and to acknowledge staff for their contributions. NLA acknowledges the high case load ratio for CSCs and other areas of the organization are also experiencing high workloads due to high demand.

Revisions were discussed to this policy which includes the statement, "In Fiscal years where payments can be made, a one-time monetary payment to all staff will be made prior to June 30<sup>th</sup>" under number 4- Policy Item A. The Committee suggested the inclusion of a disclosure that a during a FY where notification will be sent with the amount and timeframe of the monetary payment before June 15<sup>th</sup>. Another addition to the policy could be a built-in statement surrounding the case load ratio. IT was proposed to include a statement that "NLA seeks to acknowledge that caseloads may exceed statutory requirements" and that all staff members, not just CSCs will be eligible to receive the incentive.

Concerns from NLA staff were raised regarding unintended consequences of issuing a policy that rewards CSCs and how it would affect other departments that could become disgruntled. The Committee clarified that the policy wouldn't be exclusive to CSCs if the funds allow but that at the minimum, an incentive should be made for CSCs in light of the current caseloads. Ruth and Vini will follow up with staff on this issue and will be further discussed at the next Executive Committee meeting.

J. Family Focus Resource Center Update- Evelyn McOmie

Evelyn reviewed the information as presented in the packet. Highlights include:

The report shows the number, dates and types of events that are being conducted for the community. The Advisory Committee meeting took place on April 19<sup>th</sup>. Ana Quiles and Lillian Martinez were in attendance. The next Advisory Committee Meeting is scheduled for September 20<sup>th</sup>, 2023. The RFP for the Resource Library was open from March 9<sup>th</sup> and closed on April 16<sup>th</sup> and FFRC is looking to make a decision by May 9<sup>th</sup> on one proposal received.

The Committee requested a compiled report-out from FFRC to be included in the packet for Board and Committee Meetings. IN addition, the Committee requested an addition of recaps on

events be submitted on News You Can Use.

K. Discussion to Commence Hybrid Meetings for FY23-24 - David Coe

**M/S/C** (A. Quiles/L. Martinez) To approve the continuation of bi-monthly, virtual-only meetings for the Committee FY 23-24.

L. Review & Approve Committee's Draft Critical Calendar for FY23-24 - Vini Montague

Vini reviewed the calendar as presented in the packet for bi-monthly meetings and with the inclusion that the audit Form 990 sequence would dependent on the receipt of the actuarial reports. Ana requested the inclusion of contractual obligations be added to the calendar.

**M/S/C** (A. Quiles/L. Martinez) To approve the critical calendar with the noted revisions

M. Strategic Plan Focus Area Review for Committee - David Coe

David reviewed this item as presented in the packet.

N. ARCA Dues for FY23-34 - David Coe

David presented the invoice for dues in the amount of \$106,405.00. Ana requested a breakdown of what is included to NLA in exchange for such a high fee for dues. Ana requested that Vini reach out to ARCA to find out what would happen if NLA did not pay the full amount and if those funds can be allocated to another area more efficiently.

Ruth shared that as part of the membership dues, ARCA represents NLA interests and positions, staffs a discipline or committee group and provides analysis of state-wide information. She also noted that ARCA negotiates the allocation methodology on behalf of the system. Leticia Garcia stated that she supports the continued partnership with ARCA, but that the time has come to have open, direct conversations about how ARCA can improve.

**M/S/C** (A. Quiles/L. Garcia) To approve the dues for ARCA with the determination of outlines for improvement in discipline groups. The motion passed with 1 opposition from L. Martinez.

O. Approval to Authorize an Officer to Secure Insurance Coverage for FY23-24 - Vini Montague

Vini reviewed the Board Resolution to Secure Revolving Line of Credit as presented in the packet. The resolution would be to authorize the Executive Director, Financial Officer, Chief Consumer & Community Services Officer and the Chief Information Officer to execute insurance binders and purchase insurance for FY23-24 through Arthur J. Gallagher & Co.

**M/S/C** (A. Quiles/A. Rodriguez) To approve authorization as presented

P. Board Policy- Service Provider and SDP Vendorization - Gabriela Eshrati

Gabriela reviewed the policy as presented in the packet. The Committee is being asked to consider the continuation of NLA to require 099 Vendors to carry liability insurance. Per Gabriela, all vendors for FMS and IF are required to carry the same insurance to cover regional centers from liabilities. DDS guidance was provided to streamline the process, but authorizes NLA to contact DDS to waive the Board Policy that ties the insurance requirements to incoming vendors.

At a prior Executive Committee meeting, the Committee determined that the continuation of the policy would be appropriate in the best interest of the safety of NLA's consumers. The Sexual

Abuse and Molestation insurance policy is an aggregate of \$3 million. Evelyn recommends a continuation of discussion before making a decision.

The Committee requests a breakdown of what it costs IFs/FMS' to carry insurance. Evelyn will pull the data for Committee to review via email. After discussion, it was determined to leave the policy as it stands until review of more information from Evelyn.

## **VII. Review of Meeting Action Items**

- A. To add an agenda item for the May Board meeting to identify different avenues for raising issues with ARCA (Liz/Ruth)
- B. To send an email to the Committee on how much money it would cost for IFs to obtain insurance (Evelyn)
- C. To update the Temporary Staffing Report to include temp workers who are not permanent after 90-151 days (Ruth/Elena)
- D. Add CSC Incentive Pay policy draft to Executive Committee for further review (Liz)
- E. To add the Family Focus Resource Update summary to be reported out following their quarterly meeting and to follow up on attendance count for future events (Evelyn)
- F. To add a recap of NLA events on News You Can Use (Ruth Janka)
- G. To mail email the GNC Contract to the Executive Committee for review and electronic vote to be held as soon as possible (Liz)

## **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 April 26th Meeting
- B. Authorized Officer to Secure Credit Line for FY2023-2024
- C. FY 2022-2023 Financial Report
- D. Approval of Contracts
- E. Monthly Human Resources Reports
- F. Draft Critical Calendar for FY2023-2024
- G. ARCA Dues for FY2023-2024
- H. Authorized Officer to Secure Insurance Coverage for FY2023-2024
- H. Authorized Officer to Secure Insurance Coverage for FY23-24

## **IX. Announcements / Information Items / Public Input**

- A. Next Meeting: Wednesday, July 26, 2023 at 6:00 p.m.
- B. Committee Attendance

Richard Dier, the Co-Chair for the SDLVAC posed the question: "Can vendors be paid for doing work with participants who are exploring SDP?" He also stated that the SDLVAC is open to any questions related to SDP that NLA staff or Committee members may have.

## **X. Adjournment**

David Coe, Committee Chair, adjourned the meeting at 9:05 p.m.

Submitted by:

(\*) *Hailey Lauderdale*  
Executive Administrative Assistant

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