

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

February 22, 2023

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

Ruth Janka, Lizeth Chavez, Lilliana Windover, Clarence Foster, Vini Montague, Cristina Preuss, Evelyn McOmie, Malorie Lanthier, Robert Dhondrup – Staff Members

Lucy Paz- Interpreter, Jasmine Barrios-Minutes Services - Guests

Absent:

I. Call to Order & Introductions

David Coe called the meeting to order at 6:00 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

M/S/C (L. Garcia/D. Coe) To approve the agenda as presented

B. Approval of Minutes of the January 25th, 2023 Meeting

M/S/C (L. Martinez/ L. Garcia) To approve the January 25th Meeting Minutes as presented.

IV. Lindquist, Von Husen & Joyce Presentation of NLACRC's FY 2021-22 Audited Financial Statements

This item was deferred.

V. Committee Business

A. Update on Contract Parameters and Specifications for 1-, 3-, and 5-year terms - Evelyn McOmie

Evelyn shared information regarding to standard contract terms per a request from the Committee. 1- year contracts are reserved for Service Code 999, which is typically tied to start-up funds. Similarly, 2-year terms are also considered for Service Code 999. NLA is required to use 3-year contract terms for Service Code 113, which

includes specialized residential facilities, due to development guidelines and regulations. 4- year term contracts are not typically established by NLA unless funding from DDS would allow the contract to be completed within that timeframe. As such, a 5-year contract term became standard for all other NLA contracts. Currently, NLA has 1,100 established contracts that are reviewed and potentially renewed every 5 years. Contracts provide protection for NLA, and stipulates specific information, as opposed to a payment agreement. There is no monetary benefit to shorter contract terms and shorter contracts do not cycle out bad vendors.

B. Approval of Contracts- Vini Montague

1. Mind Matters Psychological Services

Multiple contracts were reviewed with varying contract terms

POS Contract – Provides diagnosis and psychotherapy of mental and emotional disorders.

2-year contract effective April 1, 2023 through March 31, 2025

Projected total contract amount is \$211,556.60

Projected to serve 18 consumers per month.

POS Contract – Provides diagnosis and psychotherapy of mental and emotional disorders.

3-year contract effective April 1, 2023 through March 31, 2026

Projected total contract amount is \$317,334.90

Projected to serve 18 consumers per month.

POS Contract – Provides diagnosis and psychotherapy of mental and emotional disorders.

5-year contract effective April 1, 2023 through March 31, 2028

Projected total contract amount is \$528,891.48

Projected to serve 18 consumers per month.

M/S/C (D. Coe/A. Rodriguez) To approve the 5-year contract for the Mind Matters Psychological Services contract as presented, for presentation to the Board for final approval. The motion was approved with 1 abstention from L. Martinez.

2. Advanced Behavioral Pathways - Legucator Contract

Operations Contract – Provides legislative education and engagement services

1-year contract effective March 1, 2023 through June 30, 2023

Projected total maximum contract amount is \$53,976

Robert Dhondrup noted that at the end of the contract term, NLA would like to create a specialist position to bring these services in-house for more cost efficiency. NLA has already been in contact with ARCA to help facilitate legislative training for staff and community as included with annual dues paid to ARCA. Per Ruth Janka, Robert Dhondrup is currently working on a Job Description for this position and it is expected to be posted by April 1, 2023.

Specific consultation can always be sought when needed, but ultimately would be in the best interest of NLA to have in-house service.

Ana Quiles noted that the contract stipulates payment in different amounts for each Committee meeting attended. The Committee requested that the contract be amended to reflect a “per hour” charge for Committee Meeting attendance, as opposed to a charge per meeting.

In addition to establishing a per hour charge, it was recommended that each Committee that is attended by the Legucator, review the contract and determine the need for the role in that specific Committee. The agenda can be amended to provide for the report presentation and questions before being dismissed as to keep the time spent in meetings more specific and concise. Ruth will discuss this item with Suad Bisogno for further discussion as it pertains to the Vendor Advisory Committee.

M/S/C (A. Quiles/ L. Martinez) To approve the Advanced Behavioral Pathways Legucator Contract for discussion at the Executive Committee, with the amendment of a “per hour” charge for meeting attendance, and to allow each Committee to review and determine the need for Legucator attendance.

C. FY 2022-23 Financial Reports – Vini Montague

1. FY2022-23 Financial Report

D1 Budget - \$882,180,063

Monthly Expenditures for January- \$61,955,231

YTD Expenditures - \$403,412,228

Currently, there is a projected surplus of \$49,317,357

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 14.9%.

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

As of February 1, 2023, for FY2022-23, there were 250 authorizations for purchase reimbursements and \$169,891 in claims paid. For FY2021-22, there were 107 authorizations for purchase reimbursements and \$49,574 in claims paid.

3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie

Evelyn shared that DDS is reviewing all 637 Proposals for Social Rec that were received. NLA met with DDS to inform them of the need to pay FMS services without creating a financial hardship for individuals/families. DDS is still considering the issue and is working on developing a resolution. Evelyn will provide updates as they become available.

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 \$4,546,866.89

For FY 2022, the negative cash impact was \$673,242.07

For FY 2021, the negative cash impact was \$19,215.23

The Total Cash impact is \$5,239,344.19

2. ICF/SPA Receivables

This report reflects change in Outstanding Total Receivables from month-to-month. From January to February, there was an increase in total receivables by -17% to \$5,317,961.

F. Statewide Regional Center POS Expenditure Projection Report- Vini Montague

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

NLA Projected Surplus: \$49,661,608

NLA Per Capital Allocation: \$26,112

NLA Projected Surplus per Capita: \$1,638

Rank: 14 of 21 sorted by total projected surplus(deficit) from lowest to highest

G. Quarterly Fees Reports for PRMT and UAL- Vini Montague

Vini reviewed this information as presented in the packet.

1. 2nd Quarter PRMT Fees Report by U.S. Bank - total fees paid \$63,323.14

2. 2nd 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: \$1,080,811,40.

2. San Fernando Valley Office Reconfiguration Project total: \$1,211,542.82

3. San Fernando Valley Office Expansion Project total: \$58,000

I. Human Resources Report - Clarence Foster

Union Negotiation Update - Clarence shared that Union Negotiations have been completed and the contract was ratified on February 17, 2023 with a 70% approval vote. The approval included a 2% yearly cost of living adjustment in addition to adjustments to salaries based on benchmark data. In addition, a 2.5% step increase will be implemented for the next 2-5 years. Longevity Adjustments were also approved for those outside of Step 15 within the salary schedule. Everyone will receive a one-time 8% bonus to be distributed in March 2023. CSC's typically make \$43,000 a year; the new salary schedule will raise this amount to \$46,000 per year. The 8% bonus for CSCs will average about \$4000. A CBA training for staff is forthcoming to share the information with staff. Ruth Janka shared that hybrid schedules have also been very instrumental in employee engagement and satisfaction.

1. Human Resource Report

Clarence reviewed the report as presented in the packet.

On-Hold Positions - 13

Open Positions Vacant - 80

Positions Filled as of Jan 31 - 613

FY22-23 Authorized Positions - 726

% Filled - 84.44%

New Hires - 10

Separations - 11

Annual Turnover Rate - 0.18%

San Fernando Open Positions - 52

Antelope Valley Open Positions - 23

Santa Clarita Open Positions - 5

Fall in Love with NLA was a successful hiring fair event, there was more interest than anticipated. 59 people attended and all were interviewed. There were 21 qualifying candidates identified, 30 additional applications received for review, 1 person hired and 3 pending offers as a result. This was a great event and NLA is looking to expand the job fairs to Santa Clarita and Antelope Valley locations.

2. Temporary Staff Statistics Update

An analysis was done regards to temp positions. The data was broken down for the current and last FY. Clarence reviewed the information as presented in the packet, but noted that data is still being collected on this item.

Total Number of Temps

FY 2021-22 : 14

FY 2022-23: 20

Average Length of Service:

FY 2021-22 : 60 days

FY 2022-23: 65 days

Temp Positions Converted to Permanent Positions:

FY 2021-22 : 9

FY 2022-23: 4

Temp Positions Pending Conversion to Permanent Positions:

FY 2021-22 : 0

FY 2022-23: 7

Questions were raised requesting more information into how the \$682,000 allocation for temp employees in the Financial Reports was divided amongst 20 employees, considering that temps served an average of 2 months. Ruth stated that more data would be collected from Clarence on the specifics of these amounts.

3. Discussion to review Incentive Pay for Service Coordinators (CSC)
Leticia Garcia mentioned that the Caseload Ratio should be 1:66, and there is still a need in the Santa Clarita Valley office, to meet that standard. Clarence shared that due to the new salary schedules and incentives from NLA, the expectation is that NLA is able to offer more competitive rates. CSC “Lead” positions are also being considered that will lower the education requirements for standard CSC positions, also allowing for more applicants to qualify for open roles.

Clarence has 2 drafts regarding incentives: a stay bonus to be paid at the end of each year, and a compensation study to be implemented every 5-years to ensure the best market rates. Ana Quiles recommended that the policy include an acknowledgement that the staff concerns regarding case load is the catalyst for the policy and that the case load is not the sole reasoning for the bonus.

- J. Family Focus Resource Center Contract & Library Contract- Evelyn McOmie
Concerns were raised regarding FFRC oversight and what the contract stipulates as to what FFRC is to provide for NLA. Evelyn reviewed the information as presented in the packet. Also included in the packet, is the on-site hours reported at each NLA Location for the FFRC Library.

1. FFRC Critical Calendar - This calendar was presented in the packet; it identifies the monthly partnership meetings that reviews the different areas in the contract that they should be facilitating.

In regard to these contracts, Ana Quiles requested an actual performance report, prepared by NLA, as opposed to the report that FFRC sends to DDS. Concerns were raised regarding the perceived inactivity of the FFRC and further solidifies the reasoning to review a performance report. She also stated that there should be updates on termination of contracts that are not being fulfilled. Leticia Garcia proposed that milestones should be stipulated in contracts that need to be achieved in order to receive payment.

The Committee also requested an overview of the plan that is in place to reconcile the “in-progress” areas. Evelyn shared that the next meeting for FFRC is on February 24th and this item will be discussed and NLA will receive an update.

The Committee will add an agenda item to the next Board Meeting to discuss a potential

Board Liaison to the FFRC Quarterly Advisory Meeting, that would assist in regular updates on this item.

K. Discussion to Commence Hybrid Meetings - David Coe

M/S/C (D. Coe/L. Garcia) To approve the continuation of virtual-only meetings for the remainder of the FY.

It was also decided to alternate meetings on a bi-monthly basis with the Executive Committee. The trial would begin with the Executive Committee in March, the next Administrative Committee Meeting would follow in April, and so forth, and will be reevaluated in July.

M/S/C (A. Quiles/L. Garcia) To try bi-monthly meetings for the remainder of the FY, alternating meetings with the Executive Committee.

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

The Committee's scope falls mainly under Focus Area 2. It was proposed, to determine a high-level plan to attach to each initiative for implementation, prioritizing by the Strategic Plan timeline. The Committee will review this individually and discuss plans at the next Committee Meeting.

Focus Area 2: Engage Workforce

Initiative: Develop consistency in onboarding procedures across departments

Quarterly Update: Purple Jacket Program is currently listed; Ana would like to include other specific details regarding how onboarding procedures are being implemented throughout all departments.

VI. Review of Meeting Action Items

- A. Follow up with Michelle Heid on the Legucator Contract regarding an hourly rate for meeting attendance (Vini)
- B. Discuss the agenda amendment for the VAC with Suad Bisogno, to allow the Legucator to attend at the beginning of the meeting only (Ruth)
- C. Draft a recruitment plan that addresses the case-load reduction, CSC Leads, etc. (Clarence Foster)
- D. Board Member to attend the FFRC Advisory Committee Meeting. (TBD)
- E. Committee to review Focus Area 2 to brainstorm a plan for each objective (Committee)
- F. Updating the Critical Calendar to reflect the Administrative Affairs and Executive Meeting dates. (Liz)

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 February 22nd Meeting
- B. FY 2022-23 Financial Reports

- C. Approval of Contracts
- D. Monthly Human Resources Report

VIII. Announcements / Information Items / Public Input

- A. Next Meeting: April 26, 2023
- B. Committee Attendance
- C. Revised Committee Critical Calendar FY22-23

No public input

IX. Adjournment

David Coe, Committee Chair, adjourned the meeting at 9:04 p.m.

Submitted by:

(* *Lizeth Chavez*
Executive Administrative Assistant

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