

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

January 25, 2023

Present: David Coe, Ana Quiles, Lillian Martinez, Bob Erio, Rocio Sigala, Lety Garcia – Committee Members

Ruth Janka, Dr. Michael Fernandez, Lizeth Chavez, Lilliana Windover, Clarence Foster, Vini Montague, Gabriela Eshrati, Evelyn McOmie, Cristina Preuss, Robert Dhondrup – Staff Members

T. Jones Newman, Lucy Paz- Interpreter, Jasmine Barrios-Minutes Services - Guests

Absent: Alma Rodriguez

I. Call to Order & Introductions

David Coe called the meeting to order at 6:15 pm.

II. Public Input

Ana Quiles shared that feedback was received in regards to the size of the meeting packet, she along with NLACRC staff are looking to determine alternative solutions.

III. Consent Items

A. Approval of Agenda

Vini Montague added Item A.5 under Committee Business: Keolis Transportation Report Out

M/S/C (A. Quiles/L. Garcia) To approve the Agenda as revised.

B. Approval of Minutes of the November 30th, 2022 Meeting

M/S/C (A. Quiles/L. Martinez) To approve the November 30th Meeting Minutes as presented.

IV. Executive Session

A. Quarterly Legal Update

M/S/C (A. Quiles/L. Martinez) To enter into Executive Session at 6:19 pm

M/S/C (A. Quiles/L. Martinez) To exit Executive Session at 6:40 pm

V. Committee Business

A. Approval of Contracts - Vini Montague

1. 24 Hour Homecare PL2137-102

POS Contract – Provides Individual or Family Training services
5-year contract effective February 1, 2023 through January 31, 2028
Projected total contract amount is \$1,552,680
Projected to serve 38 consumers per month.

It was highlighted that the vast majority of the contracts presented are 5-year options as a standard rule. Lety Garcia recommended a revised look at this process in the best interest of quality assurance. Evelyn McOmie stated that our standard practice is 5 years. . More information will be presented to the Committee at a future meeting in regards to the parameters for 2, 3 and 5-year contracts. Evelyn noted that there is one service code that requires a 3-year contract. Evelyn noted that expiration of a contract does not terminate the vendorization. Vendorizations can be terminated if there is a basis to terminate due to non-compliance only.

It was requested that 2-, 3- and 5-year options be presented to the Committee on contracts for the Committee to make the determination on the most appropriate term. All upcoming Social Rec contracts proposals will default to a 2-year term limit unless otherwise determined by the Committee.

M/S/C (/L. Garcia/ D. Coe) To defer the approval of this contract pending more information on contract options at the next Committee meeting. The motion passed with 2 abstentions from A. Quiles and L. Martinez

After discussion, the Committee decided to vote on this contract as revised, on a 2-year basis.

M/S/C (/D. Coe/L. Garcia) To approve the Advanced Behavioral Pathways contract as revised, for a 2-year term. The motion passed with 2 abstentions from A. Quiles and L. Martinez

2. Liberman-Bert, Lucia PL0496-625

POS Contract – Provides counseling services
5-year contract effective February 1, 2023 through January 31, 2028
Projected total contract amount is \$360,000
Projected to serve 8 consumers per month.

M/S/C (/L. Garcia/ L. Martinez) To approve the Liberman-Bert, Lucia PL0496-625 contract as presented, for a 5-year term.

3. Ultra Jiu Jitsu PL2144-008

POS Contract – Provides transportation services
5-year contract effective February 1, 2023 through January 31, 2028
Projected total contract amount is \$201,750.00
Projected to serve 21 consumers per month.

M/S/C (A. Quiles/L. Garcia) To approve the Liberman-Bert, Lucia PL0496-625 contract as revised, for a 2-year term.

New Social Rec vendorizations are announced on NLACRC's website as well as News You Can Use and social medial platforms. Robert Dhondrup will facilitate a more prominent announcement when new Social Rec services become available.

4. Advanced Behavioral Pathways – Legucator Contract
OPS Contract – Provides legislative education and engagement services
5-year contract effective March 1, 2023 - June 30, 2023
Projected maximum total contract amount is \$90,562.00

Vini Montague noted that for the 2024 FY, NLACRC will reassess the needs from this vendor and seek out alternative options. There was much discussion surrounding the duties of the Legucator and what was previously done by this vendor.

M/S/C (D. Coe/A. Quiles) To defer this contract pending revision to clearly define services included in the contract and what was decided at a previous Committee meeting.

5. Keolis Transportation Request
NLACRC has been creating a new contract with Keolis Transportation in which they are seeking a usual and customary rate which will be presented to the Board at the next Board Meeting. Keolis is a nationwide contractor, and 1,100 consumers will be impacted if this resource is not safeguarded.

B. FY 2022-23 Financial Reports – Vini Montague

1. FY2022-23 Financial Report
D1 Budget - \$882,180,063
Monthly Expenditures for December - \$70,414,801
YTD Expenditures - \$341,456,997
Currently, there is a projected surplus of \$61,075,203
Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 14.7%.
2. Social Recreation, Camp and Non-Medical Therapies Service Report - Vini Montague
As of January 19, 2023, there were 153 authorizations for purchase reimbursements and \$124,568 in claims paid for fiscal year 2022-2023, and 83 authorizations and \$43,943 in claims paid for fiscal year 2021-2022.
3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie
Evelyn shared by receiving DDS approval to NLACRC's AB637 proposal that we could achieve funding for services for those who cannot pay out of pocket or may not have access to the documentation for reimbursement. DDS has received much feedback on this issue and is currently working on providing

guidance. Evelyn will provide the Committee with updates once they become available.

C. Executed Contracts by NLACRC

1. 09/09/2015: Minimum wage, sick leave increase
2. 09/09/2021: Adding CIE/PIP program design addendums/subcodes
3. No report: 06/14/2017: Subcodes
4. No report: 06/13/2018: Renewals
5. No report: 10/10/2018: Health & Safety related
6. No report: 06/09/2021: Program Design changes
7. No report: COV-19 related contracts (time-limited)
8. No report: COV-19 related subcodes (time-limited)
9. No report: 05/11/2022: April 1, 2022 rate increase
10. No report: 05/11/2022: EBSH consumer cost changes

D. 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 \$3,828,422

For FY 2022, the negative cash impact was \$629,417

For FY 2021, the negative cash impact was \$19,215

The Total negative cash impact is \$4,477,055.022

2. ICF/SPA Receivables

This report reflects change in Outstanding Total Receivables from month-to-month. From December to January, there was a decrease in total receivables by -4.9.1% to \$4,544,238.

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

Vini reviewed this information as presented in the packet.

1. 1st Quarter PRMT Fees Report by U.S. Bank - total fees paid \$30,847
2. 1st Quarter UAL Fees Report by U.S Bank & Highmark Capital - total fees paid \$12,363.41

F. Human Resources Report - Clarence Foster

1. Quarter 2 HR Report

Clarence reviewed the report as presented in the packet.

Positions on Hold: 12

New Hires: 39

Promotions: 9

Separations: 9

Quarterly Turnover Rate: 0.98%

David requested a cumulative look at the turnover rate for better comparison of the month to month changes for each office.

2. Monthly Human Resource Report - Clarence reviewed the months of October,

November and December as presented in the packet. Highlights for December include:

Monthly Human Resource Report - December

On-Hold Positions - 12

Open Positions Vacant - 101

Positions Filled as of Dec 31 - 618

FY22-23 Authorized Positions - 727

% Filled - 85.01%

New Hires - 11

Separations - 14

Annual Turnover Rate - 0.24%

San Fernando Open Positions - 69

Antelope Valley Open Positions - 27

Santa Clarita Open Positions - 5

Ruth estimated that there are 354 Service Coordinator positions at NLACRC. Clarence discussed the measures being taken to improve recruitment and retention of staff. Initiatives include: Employee referral program which has had 48 submissions, partnership with University of Antelope Valley, Fall in Love with NLACRC job fair event, and the Purple Jacket Program. It was recommended that the Cal State Bakersfield satellite location in Antelope Valley be considered as a potential resource.

It was requested that information related to Fall in Love with NLACRC be shared with the other location, in a proposal to collect satisfaction survey numbers from staff at different points. Ruth stated that issues that need to be addressed with the organization is presented at her coffee meetings with staff.

3. Temporary Staff Statistics Update

Clarence shared that there are currently 12 active temporary employees, 3 of whom will be converting to FTEs in 3 weeks. Lety Garcia asked for a more detailed breakdown on where the \$687k was allocated for Temporary Services, to get a better overall picture of what can be reallocated to assist the Service Coordinator issue. Clarence will work on an analysis of Temp Services for the last fiscal year.

- G. Revised Committee Critical Calendar - Vini Montague
Vini reviewed the revised calendar as presented in the packet.

M/S/C (A. Quiles/D. Coe) To approve the revised Critical Calendar as presented.

- H. Review of Service Provider Insurance Policy for SDP - Ruth Janka

1. Service Provider Insurance Policy

An Independent Facilitator (IF), is an individual who is trained in Person-Centered Planning and who can assist in the development of an IPP and, assist in agreement negotiations. The board policy for service provider insurance seeks to protect providers by requiring abuse and molestation insurance in the amount of

\$1 million. Concerns have been raised regarding the policy as many providers who are seeking to become vendored as IFs, are unable to pay for an insurance policy. The Committee is being asked to consider a compromise that will meet both needs. Independent Facilitators have 1-on-1 contact with individuals, at times alone and it was noted that without insurance, any allegation could have a huge impact on the provider as well as NLACRC.

DDS will be providing guidance on this issue in March, the Committee will table this for further discussion once the guidance has been reviewed. Gabriela Eshrati shared that the Self-Determination Local Advisory Committee is seeking to remove the insurance provision completely due to the requests of IFs. After discussion, it was determined that this topic would be added to the SDLAC agenda to discuss potential solution and alternate policy amounts in addition to continued monitoring by the Committee and further discussion after DDS guidance is issued.

- I. Family Focus Resource Center Contract and Library Contract - Ruth Janka
The Committee reviewed service delivery from the Family Focus Resource Center as well as contract specifications. Ana Quiles suggested that the Board understand the contract, expectations, and clarification on the services to be provided, in order to determine next steps.

Evelyn shared that in response to the concerns, monthly partnership meetings will be held and to ensure that the contract stipulations are met and that FFRC calendar their Advisory Committee Meetings and that dates have been established for 2023-24. In addition, the Parent and Family Support Specialists will assist with oversight and follow-through. Distinctions will be made for the library contract and the 0-to-3 contract. Evelyn will continue to provide updates on this topic and the updated critical calendar related to this contract will be shared with the Committee. The Committee requested that Board Members be in attendance for the Advisory Committee meetings.

The Committee stated that 80% of the funds were going towards salaries. They requested information on salaries, and the addition of the mobile unit to be available to the community for low-access areas. Also requested, was an Executive Summary updates that includes any changes to the contract.

- J. Change in In-Home Respite Worker and Mileage Reimbursement Rates - Vini Montague
Vini shared that rates were updated January 1st, 2023 for mileage reimbursement, putting the new mileage reimbursement rate at 65.5 cents per mile. In-Home Respite worker rates were also updated, based upon the new DDS established rates at \$21.3per hour. Reimbursement Forms have been updated accordingly.

VI. Review of Meeting Action Items

- A. Clarify services for the Legucator Contract regarding Option #4 and what it entails (Vini)

- B. Obtain parameters for 2-,3- and 5- year contracts (Evelyn)
- C. Analysis of Temporary Staff, determine if Coffee with Ruth is a platform to obtain satisfaction survey responses, provide presentation to Ana regarding why NLACRC is a great place to work (Clarence)
- D. Get feedback for Insurance Policy for IF providers from SDLAC. (Gabriela and Silvia)

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 January 25th Meeting
- B. FY 2022-23 Financial Report
- C. Approval of Contracts
- D. Monthly Human Resources Reports
- E. Revised Committee Critical Calendar
- G. Change in In-Home Respite Worker Rates and Mileage Reimbursement Rates Effective January 1, 2023

VIII. Announcements / Information Items / Public Input

- A. Next Meeting: February 22, 2023 at 7:45 pm
- B. Committee Off-site Quarterly Meeting: Thursday, January 26, 2023, at 6:00 p.m.
- C. Committee Attendance

No public input

IX. Adjournment

David Coe, Committee Chair, adjourned the meeting at 9:19 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.*