

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
April 27, 2022

Present: Marianne Davis, Leticia Garcia, Lillian Martinez, Ana Quiles (Chair),
Jeremy Sunderland, Kevin Shields

Staff : Liliana Windover, Lizeth Chavez, Dr. Jesse Weller, Michele Marra, Alan
Darby, Jennifer Williamson, Ruth Janka, Clarence Foster, Vini Montague,
Dr. Michael Fernandez, Natalia Langarica, Gabriela Eshrati,

Guests: David Coe, Rocio Sigala, Angelina Martinez, – Board Members
Martha Martinez, Nancy Gallardo – Interpreter, Isabel Romero –
Interpreter, Jasmine Barrios – Minutes Services

I. Call to Order & Introductions

Ana Quiles called the meeting to order at 6:34 pm

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda (*Page 2*)

Michele Marra requested to add item 4.F.3 to the Agenda, Hero Payment
for Staff

M/S/C (J. Sunderland/M. Davis) To approve the revised agenda.
The motion was approved

B. Approval of Minutes of March 30th Meeting (*Page 4*)

M/S/C (M. Davis/L. Martinez) To approve the March 30th minutes as
presented. The motion was approved.

IV. Committee Business

A. Credit Line Update – Alan Darby

1. Credit line is renewed annually. The center's current credit line is \$55 million dollars and expires on June 30th 2022. Historically, the amount of the credit line has been based upon one (1) month of expenses. The credit line would be used in the event of a cash flow issue.
2. With monthly expenses increasing – for example – in March the center's monthly expenses were \$56M – and with the anticipated staffing growth – we are looking to increase the credit line by \$5M – up to \$60M.
3. *There would not be an upfront cost to increase the credit line*
4. *As a reminder – NLA is only charged a fee IF we use funds AND only for the amounts used*
5. *I'll have more to present at next month's meeting*

B. FY 2021-22 Reports

1. FY 2021-22 Financial Report – Alan Darby
 - i. Expenses for the month of March 2022 is \$55,803,011.
 1. That's a POS = \$49.7M and OPS = \$6.M
 - ii. Projected annual expenses are \$688,557,700
 - iii. Administrative vs. Direct Allocation Report
 1. As a reminder – the percentage of Admin Operating Expenses must be below 15% annually of Total Operating Expenses.
 2. As of April 20, 2022 the percentage was 14.4%
 3. At last month's admin affairs meeting the percentage was 14.3%
2. Summary of Regional Centers POS Projected Expenditure (PEP) Report – Vini Montague (*Page 12*)
 - i. Projects the surplus deficit. NLACRC is currently #12 among the Regional Centers with a \$40 million surplus.
 1. Projected Surplus is \$40,414,480.
 2. Projected surplus by Per Capita Allocation
 - a. NLACRC is currently #13 among Regional Centers.
 - b. Per-capita expense means the amount spent per consumer. Leticia pointed out that according to the data, the #1 Regional Center spent more than half of the amount that NLACRC spent in this category. This is something to consider.

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- ii. Per Capita by Expenditures. NLACRC is at #11 in this category.
- iii. Percent of Deficit to Contact- NLACRC ranks #6 in this category.
- iv. Percent Change in Original to Current PEP. NLACRC ranks #13 in this category.
- v. Leticia mentioned the POS Expenditure Report by Category (*Page 28*) notes surpluses for both the Personal Assistant and In-Home Respite categories. Leticia is inquiring what criteria is used for projections as she feels the surplus amount can be better spent to the disparity work that NLARC is trying to accomplish.
- vi. Leticia would like to make a motion that the Committee takes time to evaluate this information and further discuss how the surplus amounts in these categories can be allocated.
- vii. Ruth proposes that while this Committee is further analyzing this issue, it requires additional input from the Consumer Service Committee in terms of Program Planning. Ana agrees but added that further discussion should be held within the Administrative Affairs Committee before submitting the information to Consumer Services Committee for consideration. Leticia asked Vini to include the Per Capita Allocation Report along with the PEP Report and applicable financial data to submit to the May Consumer Services Committee.

M/S/C (A. Quiles/L. Martinez) To further evaluate and discuss the data included in this report to spend monies in the Personal Assistance and In-Home Respite by the designated time. The motion was approved.

3. COVID-19 Related Expenditure Report as of April 3, 2022 – Vini Montague
 - i. No notable items to report. DDS is no longer requiring a COVID tracker and is reevaluating the need for future reporting.
4. Statewide Regional Center COVID-19 Related Expenses & CARES Act Funding- Vini Montague
 - i. No notable items to report. DDS is no longer requiring a COVID tracker and is reevaluating the need for future reporting.

C. Approval of Contracts – Alan Darby

1. Sister Care HLO997-862 (*Page 17*)
 - i. In-Home Respite Service
 - ii. 5-year contract from June 1 2022 through May 31, 2027
 - iii. Projected annual value is \$655,488.50
 - iv. Will serve 60 consumers per month
2. Mazor, Jewel PL2095-605 (*Page 21*)
 - i. Will provide adaptive skills training services.
 - ii. 5-year contract from May 1, 2022, through April 30, 2027

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- iii. Projected annual value is \$224,246.40
- iv. Will serve 30 consumers per month
- 3. Maya Borna Inc. PL2096-116 (*Page 26*)
 - i. Will provide Early Start Specialized Therapeutic Services
 - ii. 5-year contract from May 1, 2022, through April 30, 2027
 - iii. Projected annual cost is \$761,157.20
 - iv. Will serve 58 customers per month

Leticia stated that going further, the median rate for NLACRC should be included on the contracts as well as on the Master Board Resolutions. Per the statute, the provider rate has to be below the State-wide and NLACRC rate, would like to include this information. Alan stated that the median rate for NLACRC is \$68.81 and will include this information on future contracts.

Jeremy Sunderland would like to clarify the contracts, is confused about the rate of pay and if that quantifies into a vendor being available for a certain number of hours per day. Ruth stated that the individual vendor contracts are based on number of consumers served per month but paid at the agreed-upon rate. Jeremy feels this should be re-evaluated to determine if NLACRC is getting the correct value for the contract. Contracts over a certain amount require Committee approval and because of this lack of understanding, Jeremy does not feel he can appropriately approve the contracts as listed.

Ana suggested that the break-down information be available to present to the next Board Meeting on May 11th. If information is not able to be collected by that date, further discussion to be held on this issue at the next Administrative Affairs Committee Meeting.

- 4. Master Board Resolution re: April 1st,2022 Rate Increase (*Page 30*)
- 5. Master Board Resolution re: EBSH Rate Changes (*Page 33*)
 - i. Ruth Janka noted that there was sufficient information to make a motion for approval to the Board on this issue

M/S/A/C (L. Garcia/J. Sunderland/ L. Martinez and A.Quiles) To approve the contract for Sister Care for recommendation to the Board and to defer the two remaining contracts for Jewel Mazor and Maya Borna, Inc as well as the two Master Board Resolutions for the 2022 Rate Increases until more information is provided. The motion was approved.

M/S/A/C (J. Sunderland/L. Garcia/ L. Martinez) To approve the Master Board Resolution EBSH Rate Changes for recommendation to the Board. The motion was approved.

D. Executed Contracts by NLACRC – Alan Darby

There were TWO POS Contract Renewals – these were initially approved by Board Resolution in June 2018. The service providers are:

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- i. National Support Services – this contract is renewed until June 30, 2023
- ii. Sonny PCS North LA – this contract is renewed until February 28, 2025

There are 20 separate contracts Effecting EIGHT different service providers - for the Addition of CIE & PIP Services to Existing POS Contracts. These were approved by Board Resolution on September 2021. The service providers are:

Etta Israel Center
Excellence Community Integration Program
Partners for Potential
Pleasantview Industries
The Aurelia Foundation
Tierra del Sol Foundation
Workability, LA
Yes I Can Through Music and Education

1. No Report: Minimum Wage Increase
2. POS Contract Renewal (*Page 37*)
 - i. 2 POS Contract renewals approved by the Board Master Resolutions from National Support Services and PCS North LA.
 - ii. Leticia would like to request the median rates for these contracts be included in the reports going forward. Alan will include that information on future reports.
 - iii. Leticia asked why renewals are not submitted to the Committee for approval before going to the Board in the same way that new contracts are submitted to the Committee. Ruth explained that historically, if contract renewals come up and there are no changes, it is an efficiency feature that they are submitted to the Board for approval, bypassing the Committee. Alan will provide the history of approval from the 2018 Board Resolutions that apply to these contract renewals.
3. No Report: Addition of New Sub-Code to Existing POS Contract
4. No Report: Health and Safety Exemptions approved by DDS
5. Addition of CIE and PIP Services to Existing POS Contracts (*Page 38*)
6. No Report: New POS Service Contracts related to COVID-19
7. No Report: Addition of New COVID-19 Sub-Code to Existing POS Contract
8. No Report: Service Provider Revision to Existing Program Design

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

1. ICF/SPA Billing Summary (*Page 38*)
 - i. Negative cash impact from ICF/SPA program for FY 2022 is \$3,164,395.95. For FY 2021, the negative cash impact was

\$81,972.85 and was down to \$550.85 on FY 2020. Total negative cash impact is \$3,246,911.51.

2. ICF/SPA Receivables

- i. Change in outstanding total receivables from month-to month.
- ii. This month, increased in total receivables by 25%.

F. Human Resources – Michele Marra

1. Monthly Human Resource Report (*Page 39*)

- i. 72 vacancies, 613 positions on hold, 685 authorized positions and 3 new positions added. 6 positions placed on hold pending the determination of next steps. 15 new hires and 4 promotions for April. 12% total turnover and 15 potential May new hires. Report is tentative due to possible movement in the next few days.
- ii. Ana inquired about the results of the Salary Survey. Michele responded that a proposal from CPS has been received. The proposal was reviewed but several questions were submitted by NLACRC in response to dates and milestones for the survey. External market information have been submitted to CPS and if contract is signed in May, it will take approximately 4-6 months for the survey to be developed and sent out. This timeline will work well as it coincides with negotiations that are typically held at the end of the year. Michele stated that Clarence Foster will be reporting continual milestone updates on this topic as it moves forward.
- iii. Ana also asked for Total Vacancies to be broken down in this report based on a location so that the Committee can see the percentages for each location. Does not suggest an entire reconfiguration of the report, but a small box in addition to noting the number of vacancies per office location. Michele recommended Clarence include data broken down by location, date within location, and percentages of filled and vacant positions.
- iv. Michele also wanted to point out that Clarence will be establishing a new process for recruitment that will address some of the vacancy concerns. Clarence estimates that this process will be in place by July 1st. Clarence is starting a Joint Labor Committee meeting to collaborate with union and labor leaders to further discuss this plan. Ana recommends bringing a draft of this process to the Board Meeting in May so that the Board can review and provide recommendations.

2. Revised Organizational Chart (*Page 41*)

- i. Addition of a Nursing Supervisor to support Nurse Consulting and consumers. Currently reports to Dr. D'Anonio but Michele received feedback that the position might fall under Medical Services Supervisor, Dr. Swaine.

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- ii. Movement of the Quality, Improvement, and Outcomes Manager to report directly to the Chief Consumer and Community Services Officer. Was initially under the Transition Adult Director but more efficient for this position to be moved.
- iii. It was suggested that the Office Services department be moved from reporting to the Chief Financial Officer to the Chief Information officer, however after review, the department will remain under the Chief Financial Officer.

M/S/C (J. Sunderland/M. Davis) To present the revised Organizational Chart to the Board. The motion was approved.

3. Hero Payment

- i. The Executive Team and Vini discussed potential uses for the surplus. After reflection on the hard work of staff during the COVID pandemic, NLACRC would like to make a consideration to use available funds in the Operations Surplus to provide a 1-time Hero Payment to staff in recognition of their support.
- ii. Would provide \$750 to all front-line individuals who had to come in daily to support the operations of NLACRC. Would also provide \$650 for all other staff and will prorate this amount for any new hires.

G. ARCA Dues Approval – Alan Darby

1. This amount is paid annually, the amount for 2022-23 is the same amount as last year, \$106,405.00.

M/S/C (L. Martinez /J. Sunderland) To approve the payment for the 2022-23 ARCA dues as presented. The motion was approved.

VI. Board Meeting Agenda Items

- A. Minutes of the April 27th Meeting
- B. FY 2021-22 Financial Report
- C. Approval of Contracts - with amendments
- D. Human Resources Report
- E. ARCA Dues for Upcoming Fiscal Year
- F. Credit Limit Update
- G. Contribution from Trust
- H. Draft for HR Hiring Process Update

VII. Announcements / Information Items / Public Input

Next Meeting: Wednesday, May 25th at 6:00 p.m.

No public input

VII. Executive Session

M/S/C (L. Martinez /L. Garcia) To break out at 7:55pm for the Executive Session. The motion was approved.

The Executive Session was adjourned at 7:59pm.

VIII. Adjournment

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 NLACRC staff.*