

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
January 26, 2022

Present: Ana Quiles, Marianne Davis, Leticia Garcia Lillian Martinez and Jeremy Sunderland– Committee Members

David Coe - Guest

Ruth Janka, Michele Marra Alan Darby, Dr. Jesse Weller, Vini Montague, Tiffany Jones-Newman, Sheila King, Liz Chavez, Liliana Windover, and Sandra Rizo – Staff Members

Shelley Hash - Interpreter
Seth Tanner - Minute Services

Absent: Kevin Shields – VAC Representative

I. Call to Order & Introductions

Ana Quiles, Chair for this committee, called the meeting to order at 6:15 p.m. and called for introductions.

II. Public Input

No public input was received.

III. Consent Items

A. Approval of Agenda (*Page 2*)

Ana Quiles proposed deferment of section L under committee business and add the Transparency Policy in its place.

M/S/C (J. Sunderland/M. Davis) To approve agenda as amended.

B. Approval of Minutes from the November 23rd, 2021 Meeting (*Page 4*)

M/S/C (J. Sunderland/M. Davis) To approve the minutes from the November 23rd, 2021 meeting.

IV. Committee Business

A. FY2021-22 Reports

1. FY2021-2022 Financial Report (*Page 15*)

Alan Darby shared that expenses for December were \$49.7MM in POS and \$4.54MM in operations with a total expense of \$54.24MM. Expenses year-to-day were \$209.81MM in POS and \$29.48MM in operations with a total YTD expense of 380.41MM.

The annual projected expenses for POS were \$620.44MM and for operations were 66.97MM. The resulting projected surplus total for the fiscal year was 40.3MM. The reason for the high number was DDS's generosity in terms of POS due to COVID's impact on financial outputs. DDS also front-loaded due to rate changes. These numbers are consistent with other Regional Centers. Alan Darby anticipated that the numbers would come back down to normal alignment by the end of the year. Finally, as of January 20th, the administrative direct allocation was 14.3%, below the statutory maximum of 15%.

2. Summary of Regional Centers PEP Report (*Page 46*)

Vini Montague shared the State-wide PEP projection starting with projected surplus deficits. North LA was 12th in the state with 40MM surplus. The per-capita allocation sorted highest to lowest placed NLACRC at number 13. Sorted by per-capital expenditures, NLACRC was number 12. The percentage deficit to contract placed NLACRC at number seven. The percentage of change from the current PEP to the original PEP was -3.5% for North Los Angeles, which placed the Center at number 8 in the State.

3. COVID-19 Related Expenditures Report as of January 3, 2022 (*Page 51*)

The NLACRC Covid-19 Expenditure Tracker was presented For the Fiscal Year 2020, operations and expenditures related to Covid-19 were reported at \$171.7K and POS expenditures were reported as \$19.8MM. In 2021, operations were reported as \$653.35K and POS were \$71.6MM. Finally, for the current fiscal year, the expenditures

projected through January were \$430.76K in Operations and \$41.5MM in operations. CARES Funds were also reported including interest on the bank account. Expenditures were itemized at \$991,273.43. All funds received were utilized.

4. Statewide Regional Center COVID-19 Related Expenses & CARES Act Funding (Page 72)

Vini Montague presented the figures for statewide COVID expenditures for each regional center as included in the packet.

B. FY2020-21 Reports

1. Provider Relief Funds Financial Report (Page 72)

Alan Darby started with the provider relief funds in the amount of \$991K had all been spent by the end of the calendar 2021 year.

C. Approval of Contracts

1. Master Board Resolution: Nine (9) SLS Providers Conversion from Monthly to Hourly Rates (Page 73)

Alan Darby stated that this amendment was for supportive living services (SLS) providers to convert the monthly rates to hourly rates. The process began in 2008, and of the 36 SLS providers, nine were left for rate conversions.

M/S/C (J. Sunderland / L. Martinez) To approve the amendment resolution and move it on to the Board.

D. Executed Contracts by NLACRC

1. POS Minimum Wage Increase (Page 76)

As a result of California minimum wage increase, this contractual increase was obligatory.

2. POS Contract Renewal(s) (Page 78)

This includes the standard renewal of six contracts that had been previously approved.

3. No Report: Addition of New Sub-Code to Existing POS Contract
4. Health & Safety Exemptions approved by DDS (Page 79)

The Board reviewed the listed health and safety exemptions.

5. Addition of CIE & PIP Services to Existing POS Contract(s) (Page 80)

Reviewed CIE and PIP Services added by Board approval on September 9th, 2021.

6. New POS Service Contracts related to COVID-19 (Page 81)

The Board approved a new contract with Zabala Homes January 12th, 2022.

7. No report: Addition of New COVID-19 Sub-Code to Existing POS
8. No Report: Health and Safety Exemptions approved by Executive Director under DDS Directive dated August 15, 2020 due to COVID-19

9. No Report: Service Provider Revisions to Existing Program Design

The Committee had no questions or comments.

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

1. ICF/SPA Billing Summary (Page 82)
2. ICF/SPA Receivables (Page 85)

Vini Montague presented the ICF/Spa billing summary for the fiscal years 2022 to 2019. The negative cash impact in 2022 was \$4.89MM. For 2021, receivables were outstanding, and the negative cash impact was \$151.87K. Outstanding receivables were also outstanding for fiscal year 2020; \$49.32 was the negative cash impact. In 2019, \$4.9K was the amount. The total impact across years was \$4.21MM. Finally, the change

in total receivables as of January 20th was an increase of 24.4% including payments from DDS and the residential facilities.

The Board had no questions.

F. Change in Mileage Reimbursement Rates effective January 1, 2022 (Page 87)

The prior rate was 56 cents per mile. The new rate is 58.5 cents per mile. Ana Quiles requested that the forms be updated and provided in the packet when rates change.

G. Human Resources

1. Monthly HR Report (Page 89)

Michele Marra shared that from a total of 670 authorized positions, 73 positions were vacant, and 607 were filled. 21 new hires occurred with one rescinded offer and one start-date moved due to sickness for a total of 19 new hires who started in January. In addition, there were two promotions and two transfers. Finally, there were nine separations for an annualized turnover rate of 12%. Four individuals resigned for personal reasons, one retired, three left for other employment, and one employee passed away.

The HR team had three upcoming job fairs, two with AJCC, the American Job Center of California, on January 27th and February 24th in the Antelope Valley. For the January 27th date, 30 candidates had signed up to participate, and two recruiters were sent. On March 2nd, at the Crown Plaza in LAX, NLACRC will be participating in the Diversity Employment Day Career Fair.

Michele Marra and her team had reached out to ADP regarding the Job Target function. ADP's Job Target function allows the agency to import postings and automatically post them within a "carefully curated network of diversity sites" per the timeline set or altered by HR. The Job Target platform will capture analytics to track utilization and success. Launch of the system was anticipated shortly.

Michele Marra announced her retirement and recruiting efforts for the position. Michele recommended converting the title from "Human Resource Director" to Chief Human Resource Officer", this will appeal to most HR professionals who are in a senior

leadership position. Ms. Marra's retirement date had been moved to May 1st in order to support ongoing efforts with staffing agencies: HRCS Consulting, Tatum of Randstad, Royal Staffing, along with ADP, LinkedIn, ZipRecruiter, etc. Executive recruitment firms have also been contacted with meetings set with three.

The resource development specialist position for SDP had been open for over a year. Two candidates have been lined up for interviews, one for the SDP resource development specialist and one for a resource developer. We are hopeful we will find a qualified candidate for these positions.

For service coordinators, twenty-six CSC positions were open in January and 42 vacant in November. 19 had been hired, and five were projected for February. A top challenge in this area was compensation. After fielding eight consulting firms, ModernHR had been contacted to draft a compensation survey to modify the salary ranges. Management had inquired after the analysis timeline. Increasing a salary range for a single position might create challenges, such as compression, insufficient difference between non-exempt and management level positions, etc. Nevertheless, the analysis should start with open positions. Ruth Janka said that she would speak with her liaison to prioritize CSC and other open positions. Pending results, and if financially feasible, numbers would be updated to be more competitive. It was suggested that an extra \$10K/year and to prioritize our CSC positions. Michele Marra provided context as it relates to the ABX 2 1 additional funding that is a temporary add-on and the percentage is reviewed every fiscal year to determine the exact percentage that will be allocated to staff. With that said, most regional centers have not created a temporary add-on and have built their ABX 21 funding into their base salaries, therefore as their organization grows, they have to find additional money out of their OPS budget to support their salaries. Nevertheless, NLACRC's beginning salary range for CSCs is on the lower side of other regional centers and we will address this as we go through the compensation analysis. Another suggestion was to lower the required years of experience for these positions. Michele responded that this was a discussion topic that we are currently exploring.

Ana Quiles asked about posting upcoming job fairs dates to the website and newsletter as well as Instagram and Facebook. Michele stated that we will update this information in our newsletter and website (currently these job fairs are being advertised on our social media sites).

2. 2nd Quarterly Human Resources Report (Page 91)

Michele Marra reported that 51 new people were hired in 2nd quarter with 6 promotions. In the past 6 months, 16 promotions supported internal professional development and succession planning. In the past quarter, 24 separations occurred, a reduction from 16 to 12 % for the quarterly turnover rate. Michele Marra is monitoring the separations, as 9 occurred in the 3rd quarter. Separations for the 2nd quarter included 6 retirements, 8 personal, and 10 other reasons.

3. Revised NLACRC Salary Schedules FY19-20, FY 20-21, FY 21-22 (Page 92)

CalPERS identified that the salary schedules were not in alignment with the statutory mandates. A specific effective date, approval date, and revision date is needed on the salary schedules. None of the salary ranges were modified, yet the needed timestamps were added. Staff had been trained on these requirements and a template had been drafted to ensure future compliance with these date requirements.

Michele Marra requested advancement of the salary schedules to the Executive Committee to approve on behalf of the Board. Ms. Marra requested expedited action by authorizing her to make any needed non-substantive changes post-approval to ensure it did not impact an employee's retirement.

Added links for the descriptions and locations for each statutory position were requested. Michele indicated that she would work with IT to embed links in a future version of the salary schedule as soon as possible. Ana Quiles requested that HR start with the positions required by statutes.

Action Item: Michele Marra was to draft a project plan in order to add the links for the next meeting.

M/S/C (L. Garcia/J. Sunderland) To approve the salary schedule modifications and move to the executive committee for approval.

4. Recruitment Policy Update (*Page 123*)

Michele Marra took feedback from the board and made revisions in section 5.4 of the recruitment policy. The alteration required that, rather than “on an annual basis”, the center staffing plan and needs be reviewed on a quarterly basis to promote internships and job opportunities via meetings with HR, community services, and relevant service providers. This recommendation was deemed to be supportable by the HR department. The revision as recommended was to be made and sent to the Committee with the intent to take it to the Board in February.

No questions were forthcoming from the Committee.

M/S/C (J. Sunderland/L. Garcia) To review the policy language modifications as would be forwarded to the Committee by Michele Marra and provide approval electronically.

5. Employee Referral Policy (*Page 130*)

Michele Marra submitted a draft Employee Referral Bonus Program to the committee in order to create a pipeline and increase retention. The total net amount of \$500 was suggested as an incentive with payments at the end of the probationary period and at the end of one year to support recruitment and retention.

Committee suggestions included adding a space on the application for referred by information, and that the timeline for bonuses be either 1) \$250 at time of hire, and \$250 at 3-months, or 2) \$250 at 3-months and \$250 at 6-months. Jeremy Sunderland suggested a graduated referral program based on position-level, and discussion included that this creates concerns for our employees in which they may perceive that we place a higher value on management positions versus non-management positions. The scope of the bonus was discussed to allow flexibility to offer bonuses to managers recommending potential employees outside of their scope of operations (to avoid conflict of interest) yet cast the net as wide as possible. Another suggested payout structure possibility to encourage referrals was \$100 upon hire, \$200 upon 90-days and \$200 upon

completion of probation, which is 180 days. The consensus of the committee was to implement the \$100, \$200, and \$200 at hire, 3-month and 6-month milestones.

Action Item: Michele Marra to revise the policy based on the committee recommendations and return to committee.

Report on Lease Agreements

A new lease was authorized at the Santa Clarita Valley office with an expansion of almost 17,000 square feet and an extension of the lease to 2032.

H. Update on Request for Proposal for new CPA Firm (WIC 4639)

1. Review RFP for CPA Timeline (Page 134)

Evaluations were completed, and interviews were to be scheduled for the two candidates. David Coe was joining to replace an interviewer who withdrew from committee; interviews between 1/31/2022 and 2/11/2022.

I. FY2021-2022 Administrative Affairs Committee Critical Calendar

The current CPA would present audited financial statements in February.

J. Contract Language Revisions re. Caseload Ratio Reporting Date (Page 139)

The service coordinator caseload data report was moved from March 10th to February 10th, 2022 for this year only.

K. Board Policy

1. Discussion regarding a Board Policy for an Operations Request for Proposal (RFP) Policy (Page 141)

Ana Quiles explained that making minutes, agendas and board packets accessible to the public via the website was facing challenges. The statute states that NLACRC needed to post the minutes and

packets “as expeditiously as possible”, yet there was no time limit attached to this activity. Ana Quiles requested the timeline be quantified to ensure expeditious posting of information to the public.

Ruth Janka spoke as staff suggesting that when the packet goes to the board, the protocol could include posting to the website as well via a public information manager. Michele Marra suggested that Jennifer Williamson do the uploading and receive the pdf in the distribution of the packet to the Board.

M/S/C (M. Davis/L. Martinez) To implement the policy with verbiage that includes the Board packet be posted by the day preceding the meeting.

V. Items for the Next Board Meeting

- A. Minutes of the January 26th Meeting
- B. FY 2021-22 Financial Report
- C. Approval of Contracts
- D. Monthly HR Reports
- E. 2nd Quarter HR Report

VI. Executive Session

- A. Legal Update

M/S/C (L. Martinez / M. Davis) to move to executive session for a legal update at 7:31 p.m. PST.

M/S/C (J. Sunderland / L. Martinez) to move to regular session at 7:34 p.m. PST and to certify that only the legal update was discussed during the executive session.

VII. Announcements / Information / Public Input

- A. Next Meeting: Wednesday, February 23rd, 2022 at 6:00 p.m.

VIII. Adjournment

The meeting was adjourned at 7:36 p.m.

Submitted by:

(*) *Liliana Windover*
Executive Administrative Assistant

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