

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

July 27, 2022

**Present:** David Coe (Chair), Alma Rodriguez, Ana Quiles, Lillian Martinez, Rocio Sigala, Bob Erio-Committee Members

Liliana Windover, Lizeth Chavez, Malorie Lanthier, Vini Montague, Dr. Jesse Weller, Ruth Janka, Clarence Foster, Evelyn McOmie – Staff Members

Lety Garcia, Azucena Bustillos-Interpreter, Nancy Gallardo- Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:** Angelina Martinez

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**I. Call to Order & Introductions**

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

The Committee and NLACRC Staff Members introduced themselves, Guests introduced themselves in the chat.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda – (Page 2)

Under Committee Business, Section H: Human Resources, Ruth Janka would like to move Item 2: Compensation Analysis Update as Item 3C in the Executive Session and add Item 4: Hiring Process Update

Item J: Vini Montague would like to add Family Resource Center Antelope Valley as Item J

Under Committee Business, Section E: Approval of Contracts, Vini would like to move Items 6, 8, and 9: Yeung Chan PL2109-785, Master Board Resolutions Extensions for COVID contracts to be moved to Executive Committee for approval.

Item K: Quotes Policy was added under Committee Business

**M/S/C** (A. Quiles/A. Rodriguez) To approve the Agenda as revised.

B. Approval of Minutes of the May 25<sup>th</sup> Meeting – (Page 4)

**M/S/C** (A. Quiles/A. Rodriguez) To approve the May 25<sup>th</sup> Meeting Minutes as presented.

\*Note: Before Committee Business, Ruth Janka noted that there are Conflicts of Interest (COIs) for Ana Quiles, Lillian Martinez, Angelina Martinez, and Rocio Sigala in the areas of Personal Assistance, Day Care and Respite. There are no contracts listed on the agenda that apply to those categories so

there will not be an issue with contract approvals for today's meeting. A question was raised from Ana Quiles that in the event of a COI, 4 Committee Members would be ineligible to vote and what impact that would have on the quorum eligibility of the Committee. Ruth stated that she will research the issue before the next Committee Meeting and propose a resolution.

#### IV. Committee Business

##### A. Annual Committee Orientation – Vini Montague

###### 1. Policies and Procedures (Page 12)

At the beginning of each board year, Committees are presented with an Annual Committee Orientation that outlines a few key points about Committee processes as presented in the packet.

- The Administrative Affairs Committee is responsible for review of budget and operational matters, including but not limited to:
- Review of projected expenditures in relation to projected income.
- Review of actual expenditures in relation to fiscal position of the North Los Angeles County Regional Center.
- Recommend policy to the board regarding income and expenditures.
- Recommend response to the Department of Developmental Services related to the contract and other fiscal matters.
- Review information and recommend action to the board related to personnel issues including compensation, personnel policies and related issues.
- Review information and recommend action to the board related to office space, including review of office space leases and plans for layout to reflect anticipated expansion and retrenchment.
- Review all contracts over \$250,000 and recommend action to the board to approve or not approve the contracts.

###### 2. Board Audit Section (Page 14)

This document identifies 4 areas to help the Committee run effectively. These areas include knowledge, skills, and a list of questions for the Committee to determine if the standards are being met to be effective as a group. Vini reviewed these areas as presented in the packet.

###### 3. Approved Critical Calendar (Page 17)

The Critical Calendar identifies the items that are to be reviewed by the Committee and when. Vini stated that Item C for July: Review Center's contract with DDS will be deferred as NLA has not yet received the contract language from DDS.

**M/S/C** (A. Quiles/R. Sigala) To add the Conflict-of-Interest Update to the Critical Calendar for July.

###### 4. Meeting Schedule (Page 19)

The Committee meets on a monthly basis, except for two months in which the Committee is dark. It was recommended that Committee Members input the Committee meeting dates in their phones or calendars as reminders.

###### 5. Board Policies for Administrative Affairs Review (Page 20)

Descriptions of each policy can be found in the packet.

It was noted that the Contract Policy presented in the packet on Page 22 is not the most recent iteration. This policy was updated in 2021 and its purpose is to establish guidelines

for the approval of contracts in the amount of \$250,000 or more by NLA. The updated policy will be emailed by Vini to the Committee.

Ana Quiles requested that the Contract Executive Summary include the Percentage of Services Provided by Location. Vini will follow up with the Community Services Department to see if this request would be possible. She will report back to the Committee on this issue at the next meeting.

**M/S/C** (A. Quiles/A. Rodriguez) To update the Contract Policy to include the Location of Services and if possible, the Percentage of Services Provided by Location to the Contract Executive Summary.

B. FY2021-22 Reports – Vini Montague

1. FY2021-2022 Financial Report (*Attachment 1*)

Vini reviewed the information from this report as presented in the packet.

Expenses for June 2022 - \$50,756,815

YTD Expenditures- \$649,870,154

Projected Annual Expenditures - \$690,989,939

Projected Annual Surplus- \$40,782,344

The Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 14.4%

There was discussion surrounding what happens to surplus at the end of the year. Vini explained that DDS allocates funds in 2 categories: Operations and Purchase of Services (POS). Allocations for POS are given only to meet IPP Planning needs. Any surplus or deficit in this category is reported to DDS. Allocations for Operations cover staff salaries, rent, equipment and other costs related to operating NLA. If not used, Operations surplus amounts will be reverted back to DDS. Any available funds are deposited to the Post-Retirement Medical Trust or the CalPERS UAL Trust with the approval of the Committee.

It was also explained that currently, expenses related to Camp, Social Recreation and Non-Medical Therapies are currently listed in the report under Service Code 024 for Reimbursements. The purpose for this is that families are being reimbursed for these services at this time. There is a subcode that was added to the authorization that allows us to track utilization.

2. Summary of Regional Centers PEP Report (*Page 52*)

Vini reviewed the information from this report as presented in the packet.

Projected Surplus - \$41,061,751 NLA ranks #13 among Regional Centers.

Projected Surplus by Per Capita Allocation- \$22,272. NLA ranks #13 among Regional Centers.

Per Capita by Expenditures - \$20,870 NLA ranks #11 among Regional Centers.

Percent of Deficit to Contact- 6.29% NLA ranks #5 in this category.

Percent Change in Original PEP- -0.37% to Current PEP. NLA ranks #10 in this category.

It was discussed and agreed upon to discontinue the Projected Surplus by Per Capita Allocation and Per Capita by Expenditures and Percent Change in Original PEP reports.

3. COVID-19 Related Expenditure Report  
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  
No notable items to report. DDS is no longer requiring a COVID tracker and is reevaluating the need for future reporting.
- C. Status Report on Credit Line Cash Flow  
Vini shared that a credit line was secured and is effective as of July 1, 2022. Cash flow at the beginning of the FY is dependent on a cash advance from DDS. DDS reimburses NLA for the amount paid to Service Providers in July. NLA did not have to borrow against the credit line for the month of July.  
DDS has notified NLA of an additional cash advance in August, this is expected to cover payments for August without borrowing against the line of credit.
- D. Regional Center's Contract with DDS – defer  
This item is deferred pending new language from DDS.
- E. Approval of Contracts– Vini Montague  
Vini reviewed the contracts as presented in the packet.
1. Accelerated Behavioral Change PL2210-612 (*Page 57*)  
POS Contract – Provides Behavior Analyst services  
5-year contract effective August 1, 2022 through July 31, 2027  
Projected total contract amount is \$1,171,968  
Projected to serve 16 consumers per month
  2. Accelerated Behavioral Change PL2111-615 (*Page 61*)  
POS Contract – Provides Behavior Analyst services  
5-year contract effective August 1, 2022 through July 31, 2027  
Projected total contract amount is \$4,140,864  
Projected to serve 16 consumers per month
  3. DV Therapy PL2105-102 (*Page 66*)  
POS Contract – Provides Individual or Family Training services  
5-year contract effective August 1, 2022 through July 31, 2027  
Projected total contract amount is \$1,017,336  
Projected to serve 95 consumers per month
  4. Golden Care Dentistry PL2116-715 (*Page 70*)  
POS Contract – Provides Dental services  
5-year contract effective August 1, 2022 through July 31, 2027  
Projected total contract amount is \$929,744  
Projected to serve 21 consumers per month

It was clarified that this service is provided to adults only and the use of anesthesia is not included in the SMA Rate. The Executive Summary for this contract listed several services and included the term “etc.”. Ana Quiles asked for clarification on what “etc.” entails and recommends that future contracts do not use that term to promote

transparency.

5. TLC PL2112-094 (*Page 73*)  
POS Contract – Provides Creative Art Program services  
5-year contract effective August 1, 2022 through July 31, 2027  
Projected total contract amount is \$34,903,008  
Projected to serve 87 consumers per month
6. Yeung Chan PL2109-785 (*Page 78*)  
This contract was moved to Executive Committee
7. Zion Eternity Facilities PL2113-109 (*Page 82*)  
POS Contract – Provides Supplemental Residential Services Program Support services  
5-year contract effective April 22, 2022 through March 31, 2027  
Projected total contract amount is \$463,554  
Projected to serve 4 consumers per month
8. Master Board Resolution Extension to 12/31/2022: COVID-19 Contracts (*Page 86*)  
POS Contract – Provide NLA with the ability to timely implement needed and/or new resources and services to support Consumers and families related to COVID-19 and would extend the current authorization from June 30, 2022 through December 31, 2022. This contract was moved to Executive Committee Meeting.
9. Master Board Resolution Extension to 12/31/2022: COVID-19 Subcodes (*Page 89*)  
POS Contract – Provide NLA with the ability to quickly add a subcode to an existing contract in order to be able to track POS expenditures related to COVID-19 and would extend the current authorization from June 30, 2022, through December 31, 2022. This contract was moved to Executive Committee Meeting.

**M/S/C** (A. Quiles/A. Rodriguez) To approve POS Contracts (1-5 and 7) as presented.

**M/S/C** (A. Quiles/L. Martinez) To move POS Contract 6: Yeung Chan PL2109-785, POS Contract 8: Master Board Resolution Extension to 12/31/2022: COVID-19 Contracts and POS Contract 9: Master Board Resolution Extension to 12/31/2022: COVID-19 Subcodes to the Executive Committee Meeting.

F. Executed Contracts by NLACRC

Vini reviewed 2 Executed Contracts as presented in the packet.

1. No Report: Minimum Wage Increase
2. No Report: POS Contracts related to COVID-19
3. No Report: POS Contract Renewals
4. No Report: Addition of new Sub-Code to existing POS Contract
5. No Report: Health and Safety Exemptions approved by DDS
6. Addition of CIE and PIP Services to Existing POS Contract (*Page 92*)
7. No Report: New POS Service Contracts related to COVID-19
8. Addition of new COVID-19 Sub-Code to Existing POS Contract (*Page 93*)
9. No Report: Service Provider Revision to Existing Program Design
10. No Report: April 1, 2022 Rate Increase

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

1. ICF/SPA Billing Summary (*Attachment 2*)  
Vini reviewed the report as presented in the packet.  
Negative cash impact from ICF/SPA program for FY 2022 is \$3.4 million.  
For FY 2021, the negative cash impact was \$92,517.
2. ICF/SPA Receivables (*Attachment 3*)  
This report reflects change in Outstanding Total Receivables from month-to month.  
From June 2022 to July 22<sup>nd</sup>, 2022, there have been an increase in total receivables by 11.7%.

H. Human Resources – Clarence Foster

1. Monthly Human Resource Report - *defer*
  - a. Applicants from recruitment efforts in the community
2. Compensation Analysis Update – *moved to Executive Session*
3. 4<sup>th</sup> Quarter Human Resources Report - *defer*
4. Hiring Process Update  
Clarence presented a brief overview of the updated hiring process that will become effective September 1, 2022.

Current Average Statistics:

- Time to fill open position: over 100 days  
New goal: 30 days
- Number of Candidates Hired Monthly: 4 per recruiter  
New goal: 15 per recruiter
- Number of Recruiters: 4  
New goal: 6
- Number of Job Openings per Month: approximately 70  
New goal: 10 -20 in the next 12; 0-5 12 – 24 months
- Number of Job Fairs: 0-1 per year  
New goal: 12 per year, one per month
- Annualized Turnover Rate: 16%  
New goal: 10% in 2023, 9% in 2024

The HR Team is also creating Community Partnerships to recruit new graduates from many of the Top State Social Worker Colleges and State Social-Work Associations. The Hiring Process itself was designed to be more personal, involved, and accountable for each step to thoroughly vet candidates to find the best fit.

Current Process Elements

- Pre-Recruitment activities (2-10 days)
- Recruitment activities (5-15 days)
- Testing and Interviewing (5-10 days)
- Offer and Background (7-10 days)

Updated Process Elements

- Creating Job Requisition/Job Description
- Position Intake Form with Hiring Manager
- Advertise Job
- Pre-screen applicants
- Assessment (language, job-fit, written, etc.)
- Top Candidates are sent to Hiring Manager

- Interviews scheduled with HR
- Hiring Manager and Panel Interviews
- Hiring Manager/HR Debrief
- Final Selection
- Verbal Offer given to selected candidate by Hiring Manager
- Written Offer of Employment sent by Recruiter
- Pre-employment Checks
- Phase II: Onboarding

Clarence discussed the Organizational Structure of the HR Department and noted that Elena Santana has recently joined the team as the Human Resources Manager. Her specialties include Talent Acquisition, Job/College Fairs and brings insightful experience in the area of the Department of Labor, Interview Guides and Recruiter Incentive Programs.

A Job Intake form was also created that is an agreement between the Recruiter and the Hiring Manager. This form used to help the Recruiter source the right candidate and helps HR create the best interview strategy by understanding core competencies that drive success in the role. The core competencies are determined by the Hiring Manager, HR will arrange a meeting before posting a job to learn more about the position, the requirements and the profile of the ideal candidate. Clarence is hopeful that there will be a decline in the number of open positions within 30-60 days after the launch of the new process; launch date is September 1, 2022.

Rocio Sigala shared that there America's Job Center of California in Antelope Valley and Lancaster who hold many Job Fairs that the HR Team might be interested in exploring. She also recommended connecting with California State University, Bakersfield as they have a Sociology Department.

Ana Quiles asked for clarification on the number of Job Fairs that are expected. Clarence noted that the goal for 2022 would be 10 fairs; Ana noted that the Hiring Policy, states recruitment efforts will include 12 fairs, one per month. Ana would also like to recommend a focus on Hiring Fairs, getting the screening done before conducting interviews.

Lety Garcia inquired what is being done to attract bilingual job candidates. Clarence explained that NLACRC is working with a vendor called Alta Language that will help assess the level and ability of a candidate who speaks multiple languages. This program will assist the Center is consistently identifying candidates with bilingual skills and establish the level of language proficiency based on the job requirements. Clarence would also like to do more work with diverse job boards to attract candidates and is open to ideas and feedback from the Committee.

- I. Equity Report Matrix Update – Dr. Jesse Weller (*Attachment 4*)  
Dr. Weller reviewed the Matrix as presented in the packet. This document was created in response to the recommendations that were made regarding the Equity Report. This report was completed by a group of consultants who evaluated how well NLA is doing in regard to Inclusion, Equity and Diversity. The Matrix contains a breakdown of each recommendation, the strategies and identifies the department/staff member responsible and timelines with status updates. Dr. Weller will report out any future Committee Meeting Agenda items that pertain to the matrix.
- J. Family Resource Center Antelope Valley – Ana Quiles

In the best interest of time, this will be deferred until the next Committee Meeting.

K. Quotes Policy – Ana Quiles

Ana proposed that a policy be created to require at least 3 quotes for contracts that NLA chooses to take on. In addition, the policy would require NLA Staff to make recommendations for amount parameters.

**M/S/C** (A. Quiles/R. Sigala) To approve the proposition regarding the creation of a Quotes Policy as described.

V. **Executive Session**

- A. Quarterly Legal Update
- B. Union Negotiations
- C. Salaries - Compensation Analysis Update
- D. Personnel

**M/S/C** (A. Quiles/L. Martinez) To enter the Executive Session at 8:01 pm.

**M/S/C** (A. Quiles/L. Martinez) To adjourn the Executive Session at 8:45 pm.

Note: The Committee was reminded that a motion will need to be made to enter Executive sessions in the future.

V. **Review of Meeting Action Items**

- A. Vendor Contracts – Vini to verify with Community Services whether we can specify the Percentage of Services by Location and to also update the Contract Policy to include adding Location to the Executive Summary.
- B. Vendor Contracts – Vini/Evelyn to specify all services provided and discontinue the use of the term “etc.”
- C. Vendor Contracts – Ana to add Family Resource Center to agenda for August 31<sup>st</sup> Committee Meeting. Vini will submit contract information and Executive Summary on this contract for the packet.
- D. Social Recreation Services – Vini will provide a report on utilization of Camp, Social Rec and non-Medical Therapies under Service Code 024.
- E. Procurement Policy – Vini to begin the process of creating a policy to seek bids with threshold recommendations for contracts.
- F. COI – Ruth to determine the course of action for the multiple Board Members who have COIs in certain areas and how it affects the Committee. Ruth will also add COI Updates to the Critical Calendar for the Committee in July.
- G. Hiring Process Update – Clarence Foster to ensure the number of Job Fairs in the Hiring Policy match the number listed in the new Hiring Process.

VI. **Board Meeting Agenda Items**



The following items were identified for the committee's section of the August 10<sup>th</sup> Board Meeting agenda:

- A. Minutes of the July 27<sup>th</sup> Meeting
- B. FY2021-22 Financial Report
- C. Approval of Contracts
- D. Revised Critical Calendar

**VII. Announcements / Information Items / Public Input**

- A. Next Meeting: Wednesday, August 31<sup>st</sup> at 6:00 p.m.

No public input

**VIII. Adjournment**

David Coe, Committee Chair, adjourned the meeting at 8:31 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 NLACRC staff.*

