

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**  
March 30, 2022

**Present:** Committee Members: Ana Quiles, Leticia Garcia, Lilian Martinez and Jeremy Sunderland, Kevin Shields

Guests: Aaron Phillips

Staff Members: Ruth Janka, Michele Marra, Alan Darby, Dr. Jesse Weller, Vini Montague, Liz Chavez, Liliana Windover, Natalia Langarica, Clarence Foster

Interpreters: Shelley Hash, Lucy Paz  
Meeting Minutes: Minute Services, LLC

**Absent:** Marianne Davis

---

**I. Call to Order & Introductions**

Ana Quiles called the meeting to order at 6:00 pm and called for introductions.

Ruth Janka introduced Clarence Foster, the new Chief Human Resources Officer, in addition to Aaron Phillips and Natalia Langarica.

**II. Public Input**

No public input was received.

**III. Consent Items**

A. Approval of Agenda (*Page 2*)

**M/S/C** (J.Sunderland/L.Garcia) To approve the agenda as in the packet.

B. Approval of Minutes from the February 23<sup>rd</sup>, 2022, Meeting (*Page 4*)

**M/S/C** (L. Garcia/J. Sunderland) To approve the minutes from the February 23<sup>rd</sup>, 2022, meeting.

**IV. Windes Presentation on Draft IRS 990 Tax Return (page 14)**

Aaron Phillips presented the draft IRS 990 tax return. He gave an overview of the different pages on the return, including the accomplishment description, assets, liabilities, reconciliations, and potential additional filings. He discussed financials and highlighted changes from the financial statements in addition to PPP forgiveness, and Schedule A, Schedule B (schedule of contributors), Schedule I (organizational grants), Schedule J, and Schedule O (extra expenses and overflow). He also discussed the RRF 1.

**M/S/C** (J. Sunderland/L. Garcia) To recommend presenting this report to the board. Motion passes unanimously.

**V. Committee Business**

**A. FY2021-22 Reports**

**1. FY2021-2022 Financial Report (*Page 75*)**

Alan Darby shared expenses for the month of February 2022. Total expenses were \$56,074,857 with a POS of \$51,369,523 and operations of \$4,705,334. Year-to-Date expenses are \$415,929,293 with of POS \$375,929,293 and operations of \$37,503,825. Projected annual expenses include \$688,227,697.

**Administrative vs. Direct Allocation Report**

Alan Darby stated that the percentage of Admin Operating Expenses must be below 15% annually of Total Operating Expenses. As of March 18<sup>th</sup>, 2022 the percentage was 14.3%. At the previous month's admin affairs meeting the percentage was also 14.3%

**2. Summary of Regional Centers PEP Report (*Page 101*)**

Vini gave an overview of the PEP report. Leticia asked if the organization could obtain a report to know the numbers and begin public outreach to increase awareness. Ruth added that the report would need to be looked at by a geographic area, age group, caseload, or a particular office. Families need help knowing what is available. Lillian Martinez added that they needed to clarify that the personal assistant did not come due to Covid. They need to reassess where it can help the family in a different timeslot. Leticia Garcia noted they will be addressing the reassessment and training from CSC and that

supervisors are looking for checks and balances to ensure service maximization in the strategic planning session.

Vini Montague shared the projected annual deficit. Right now, there is a POS surplus. They asked how they can use the surplus, but these funds can only be used in POS expenses driven by IPP. She addressed the Administrative Direct Allocation report. As of March 18<sup>th</sup>, it was 14.3% and is same as last month holding below 15%. Leticia Garcia asked if the POS Surplus can be used to extend personal assistance services for families. CSCs would need to assess individually, and the state will fund services identified in IPPs. Ruth stated that information regarding personal assistance services is included in the Center's local in the plan to increase service access equity.

3. COVID-19 Related Expenditures Report as of January 3rd, 2022  
(*Packet 106*)

Vini Montague also discusses the Per capita expenditure report and POS expenditures for FY 2020. Expenditures are at \$20,132,145 with some more projected late bills. They are at \$564,000 expenditures and for FY 22 POS expenditures are \$54,103,158. Finally, the summary of provider relief funds received \$971,273 and spent the entire balance. The PA program is expected to spend around 40 million in COVID expenditures.

4. Statewide Regional Center COVID-19 Related Expenses & CARES Act Funding (*Page 138*)

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

B. Approval of Contracts

1. REM California (27th Street) PL2093-999 (*Page 139*)

Alan Darby presented the first contract which was a New POS Contract – specifically, a Service Development Agreement. This contract is the result of a service provider, CPES California, Inc filing for Chapter 11 Bankruptcy in August 2020. Due to the bankruptcy filing, another service provider, REM California - will take over operation of EIGHT Specialized Residential Facilities (SRF) in NLA's catchment area currently being operated by CPES California, Inc.

This is startup funding to acquire, renovate, and operate the facilities. Each facility will serve four (4) consumers. The previous contract with CPES was from term June 1, 2017 – March 31, 2022, and provided \$275,000 start-up funding for CPES. However, only \$245,000 was claimed and disbursed prior to the bankruptcy filing. The purpose of this contract is to allow REM California to be reimbursed remaining milestones, up to \$10,000.

2. Stansbury Place PL2092-109 (*Page 143*)

Alan Darby stated that this contract was for a new POS Nonresidential Negotiated Rate Agreement. The service provider will provide Supplemental Residential Services Program Support services pursuant to Title 17, Section 54356. The service provider will provide or obtain time limited supplemental staffing in excess of the amount required by regulation.

This is a 5 year contract effective 01/01/2022 through 12/31/2026. The Projected annual cost is \$123,614.40 per year, or \$618,072.00 over the entire five (5) year term of the contract based on the provider's cost. Projected 4 consumers per month.

3. HCBS Compliance Agreements FY2022 (group of 5) (*Page 147*)

Alan Darby mentioned that this contract was a POS Contract for New Home & Community Based Services (HCBS) – Compliance. Specifically, this is for NLACRC vendored Service Providers who received DDS approval of funding concepts to comply with the Centers for Medicare & Medicaid (CMS) Final Rules (“HCBS Funding Concepts”).

The 2021 Budget Act contained \$15 million for service providers to make changes to their services and supports in order to meet the requirements of the CMS and HCBS final regulations

March 18, 2022 NLACRC received initial approval from DDS for five (5) funding concepts:

1. Activities, Recreation, and Care (ARC);
2. Antelope Valley Foundation for the Developmentally Disabled (AVFDD);
3. PathPoint;
4. The Adult Skills Center;
5. Workability LA

The contract is for 5 years from June 1, 2022 through February 28, 2024. The Total amount of the contract = \$275,200 – which is made up of the following costs for each of the FIVE funding concepts:

1. \$33,600: Activities, Recreation, and Care (ARC);
2. \$104,000: Antelope Valley Foundation for the Developmentally Disabled (AVFDD);
3. \$25,000: PathPoint;
4. \$67,600: The Adult Skills Center
4. \$45,000: Workability LA; Total approved funding proposals: \$275,200

This will serve the following consumers/month: 1. 376: Activities, Recreation, and Care (ARC); 2. 108: Antelope Valley Foundation for the Developmentally Disabled (AVFDD); 3. 115: PathPoint; 4. 87: The Adult Skills Center; 5. 4: Workability LA (provider vendored eff 6/1/2021)

**M/S/C** (L. Martinez / J. Sunderland) To approve the resolution of the contracts and present to the Board.

C. Executed Contracts by NLACRC

1. POS Minimum Wage Increase  
There was no report.
2. POS Contract Renewal(s) (*Page 150*)

Alan Darby stated that there were two (2) executed POS Contract Renewals which were initially approved by Board Resolution in June 2018. The service providers for these contracts are: 1. The Adult Skills Center – this contract is renewed until 11.30.2025; and 2. Sonny Agbede dba Eunice Home – this contract is renewed until 12.31.2025

3. Addition of New Sub-Code to Existing POS Contact  
There was no report.
4. Health & Safety Exemptions approved by DDS  
There was no report.
5. Addition of CIE & PIP Services to Existing POS Contact(s) (*Page 151*)

Alan Darby mentioned that there were executed contracts for the Addition of CIE & PIP Services to Existing POS'. These were approved by Board Resolution on September 9, 2021. The service providers are: 1. Tierra del Sol Foundation; and 2. Rogers' Consulting, which had two (2) contracts.

6. New POS Service Contracts related to COVID-19 (*Page 152*)

Alan Darby mentioned that there were four (4) executed contracts or New POS Contracts related to COVID 19, which were approved by Board Resolution on January 12, 2022. The service providers are: 1. Mateo's Guest Home – Tampa, 2. Matevosian, Inc dba Matevosian Home – Bellingham, 3. Prime Choice, 4. Sonny Agbede dba Eunice Home.

7. Addition of New COVID-19 Sub-Code to Existing POS  
There was no report.

8. Service Provider Revisions to Existing Program Design  
There was no report.

The Committee had no questions or comments.

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

1. ICF/SPA Billing Summary (*Page 153*)

Vini Montague presented the ICF/Spa billing summary for FY 2022. The negative cash impact in 2022 was \$2,523,658. For 2021, the negative cash impact was \$64,515.

2. ICF/SPA Receivables (*Page 156*)

There are 0 receivables for FY 19. Total negative cash impact is \$2,588,746.

The Committee had no questions or comments.

E. Human Resources

1. Monthly HR Report (*Page 158*)

Michele Marra shared there are 77 vacancies, 609 positions are filled, 681 auth, 4 new positions in March, 15 new hires and 6 promotions and 3 transfers. There have been seven separations for various reasons and two relocations. For April, there are projected to be 13 new hires.

2. 3<sup>rd</sup> Quarterly Human Resources Report (*page 160*)

Michele Marra reported there were 43 new hires for this quarter, Promotions are up significantly at 14. There were 25 separations with a quarterly turnover rate of 11%.

3. Update on Project Plan for NLACRC Salary Schedules Posted on Website

She discussed the linking of the job classifications to the job descriptions on the website. All links are working and will be available by March 31<sup>st</sup>. There will be locations and statute information added to the report on personnel classification by April 30th, if not sooner.

F. Board Support Policy Revision (*page 161*)

Ruth Janka brought attention to Item 6 on pg. 163 to the 12-month timeline date of service. Exclusions can be granted. There is a recommendation to modify term to documentation for provisions. They are attempting to avoiding duplicate billing, which can be problematic when regarding an audit.

There is also a provision for a 30-day timeline for payment that applies to any billing submitted.

**M/S/C** (L. Martinez/ L. Garcia) To recommend Board Support Policy Revisions to present to the board as amended.

**VI. Items for the Next Board Meeting**

- A. Minutes of the March 30th Meeting
- B. Windes Presentation on Draft IRS Form 990 Tax Return
- C. FY 2021-22 Financial Report
- D. Approval of Contracts
- E. 3<sup>rd</sup> Quarter Human Resources Report
- F. Board Support Policy Revision

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

A. Next Meeting: Wednesday, April 27th, 2022, at 6:15 pm.

**VIII. Adjournment**

The meeting was adjourned at 7:16 pm.

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.*