

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

November 30, 2022

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

Ruth Janka, Dr. Michael Fernandez, Liz Chavez, Lilliana Windover, Elena Santana, Vini Montague, Gabriela Eshrati, Evelyn McOmie, Cristina Pruess, Malorie Lanthier, Tiffani J. Newman, Sheila King – Staff Members

Lucy Paz- Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:**

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**I. Call to Order & Introductions**

David Coe called the meeting to order at 6:00 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

Vini Montague added Item 9. Board Resolution - Open Citi Bank Account under Committee Business A: Approval of Contracts

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

B. Approval of Minutes of the October 26<sup>th</sup> 2022 Meeting

**M/S/C** (A. Quiles/A. Rodriguez) To approve the October 26<sup>th</sup> Meeting Minutes as presented.

**IV. Committee Business**

A. Approval of Contracts - Vini Montague

1. Pyles & Associates PL2121-062

POS Contract – Provides Personal Assistance Services

5-year contract effective December 1, 2022 through November 30, 2027.

Projected total contract amount is \$7,146,000

Projected to serve 10 consumers per month.

**M/S/C** (A. Rodriguez/L. Garcia) To approve the Pyles & Associates PL2121-

062

contract as presented for submission to the Executive Committee. The motion passed with 2 abstentions from A. Quiles and L. Martinez

2. Angel Wings HL0998-880

POS Contract – Provides transportation services

5-year contract effective December 1, 2022 through November 30, 2027

Projected total contract amount is \$2,969,568.00

Projected to serve 28 consumers per month.

3. Master Board Resolution – Covid 19 Contract

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is related to implementing services and supports to Consumers and their families needed as a result of the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

4. Master Board Resolution – Covid 19 Subcode

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is for the purpose of adding a subcode in order to track POS expenditures related to the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

5. Master Board Resolution – Tailored Day Services

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is for the purpose of adding a tailored day service option. A summary of provider contracts executed under this board resolution will be provided to the Administrative Affairs Committee for review.

6. Master Board Resolution – SCV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize any Officer of NLACRC to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Santa Clarita, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

7. Master Board Resolution – SFV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

8. Master Board Resolution – SFV Reconfiguration Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Reconfiguration Project, when the contract is for reconfiguration of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

**M/S/C** (A. Quiles/L. Garcia) To move the Angel Wings HL0998-880 contract and all 6 Board Resolutions to the Executive Committee for approval.

9. Master Board Resolution – Open CitiBank Account

The resolution was reviewed as presented in the packet. Vini explained that the dental insurance provider for NLA will be changed from Guardian to Cigna, for PPO Dental plans. As per the requirement of the contract, NLA would open an account with CitiBank. Cigna will be allowed access to bank account to withdraw funds to pay invoices. NLA will have access to control the account and will receive regular reporting on the account.

Concerns were raised regarding the security risk of allowing Cigna to withdraw funds from NLA's account at will. It was explained that the account would be monitored regularly, and that NLA would have the ability to see any irregularity and withdrawal would be reconciled against claim payments.

**M/S/C** (A. Quiles/D. Coe) To move the Board Resolution to open a Citi Bank account, to the Executive Committee for approval

B. FY 2022-23 Financial Reports – Vini Montague

1. FY2022-23 Financial Report

D1 Budget - \$882,180,063

Monthly Expenditures for October - \$59,025,073

YTD Expenditures - \$217,694,917

Currently no projection for surplus/deficit as POS Expenditures Projections will be done in December.

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 15.1%. The Finance department is monitoring what

expenditures can be controlled to keep

2. Social Recreation, Camp and Non-Medical Therapies Service Report  
As of October 31, 2022, there were 92 authorizations for purchase reimbursements and \$83,245 in claims paid. Evelyn McOmie will work with the Public Information department to distribute information to consumers related to what organizations have already been authorized to provide social recreation services.
3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie  
The requests made by NLA are part of a state-wide discussion and a decision is pending from DDS and is expected soon.

C. Executed Contracts by NLACRC

1. No report: 09/09/2015: Minimum wage, sick leave increase
2. No report: 06/14/2017: Subcodes
3. No report: 06/13/2018: Renewals
4. No report: 10/10/2018: Health & Safety related
5. No report: 06/09/2021: Program Design changes
6. No report: 09/09/2021: Adding CIE/PIP program design addendums/subcodes
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 \$2,584,530.36

For FY 2022, the negative cash impact was \$1,561,591.71

For FY 2021, the negative cash impact was \$34,730.03.06

The Total Cash impact is \$4,183,875.34

2. ICF/SPA Receivables

This report reflects change in Outstanding Total Receivables from month-to-month. From October to November, there was an increase in total receivables by -0.1% to \$4,243,589.

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

Vini reviewed this information as presented in the packet.

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

Personnel and Administrative Services Report

1. Report on Personnel Classifications - Elena Santana for Clarence Foster

This report is required to be posted for public information by DDS on an annual basis. The report details personnel classification on salary ranges and is a requirement for salary range verification by CalPERS. **M/S/C** (A. Quiles/D. Coe) To move the Report on Personnel Classifications, to the Executive Committee for approval

2. Report on Administrative Expenditures for FY2021-2022 – Vini Montague

Vini presented this report as presented in the packet, which provides information on expenditures for administrative services and will be posted on the NLA website per DDS requirements.

3. Report on Managerial Salaries, Wages, & Benefits – Elena Santana for Clarence Foster

Elena presented the report as presented in the packet, which outlines the salary ranges for managerial positions at NLA per requirements from DDS.

F. Human Resources Report - Elena Santana for Clarence Foster

1. Monthly Human Resource Report - October

On-Hold Positions - 11

Open Positions Vacant - 105

Positions Filled as of Oct 31 - 618

FY22-23 Authorized Positions - 726

% Filled - 85.12%

New Hires - 17

Separations - 9

Annual Turnover Rate - 0.15%

San Fernando Open Positions - 68

Antelope Valley Open Positions - 29

Santa Clarita Open Positions - 8

Leticia Garcia noted that according to the report on Administrative Expenditures, nearly \$500,000 was spent on “temporary staff services”, while Elena reported 5 staff members categorized as temporary. Vini explained that the cost listed on the report lists the fees that are paid to temporary staff agencies, not the cost of the number of temporary staff members. While the number of temp staff will vary, the fees for the service of procuring temp staff remains constant. The Committee requested information on the utilization of temporary employees. Vini will collect the data to present at a future Committee Meeting.

Elena Santana noted that there will be 2 job fairs in February. The theme will be “Fall in Love with NLA”. The first fair will be geared towards internal consumers, the second will be open for anyone. The location will be at the Chatsworth location, but job fairs in the future will be held at each location. The Committee made a request for all locations to be advertised together so that consumers are aware.

Ruth Janka noted that the Consumer Service Coordinator position requirements have been amended to recruit more entry-level supervisors. This position previously required a Master's degree. However, will now require a Bachelor's degree at minimum. Collaboration with AJC California that will provide support to employers in recruiting candidates

Elena also noted that NLA is partnering with the University of Antelope Valley to meet with the Career Services Department to work together on recruitment efforts.

**V. Review of Meeting Action Items**

- A. Ruth Janka and Evelyn McOmie to work with the Public Relations Department on AB637, to post information on authorized vendors for Social Rec services for public review.
- B. Vini Montague and Elena Santana to track the utilization of temporary vs. direct hired staff members.

**VI. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the November 30<sup>th</sup> Meeting
- B. FY 2022-23 Board vs Expenditures
- C. Committee List Update - G. Herrera Resignation
- D. Board Annual Training Plan FY2023-24 Update
- E. Approval of Contracts

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

- A. Next Meeting: January 25, 2023 at 7:45 pm
- B. Committee Attendance

No public input

**IX. Adjournment**

David Coe, Committee Chair, adjourned the meeting at 6:56 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.*