

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

October 26, 2022

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

Liliana Windover, Liz Chavez, Vini Montague, Ruth Janka, Clarence Foster, Evelyn McOmie, Cristina Preuss, Malorie Lanthier, Tiffany Jones Newman – Staff Members

Ivor Weiner, Azucena Bustillos- Interpreter, Dolly Sharma-Minutes Services - Guests

**Absent:** Rocio Sigala

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**I. Call to Order & Introductions**

David Coe called the meeting to order at 6:17 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

Vini shared that Committee Business Item C: Contracts, will be moved to become Item B, while the current Item B: Financial Reports will move down to Item C. Also under Contracts, Vini is adding a fourth contract, 4. Essential Pay.

**M/S/C** (L. Martinez/L. Garcia) To approve the agenda as revised.

B. Approval of Minutes of the September 28<sup>th</sup> 2022 Meeting

**M/S/C** (L. Martinez/L. Garcia) To approve the September 28<sup>th</sup> Meeting Minutes as presented.

**IV. Committee Business**

A. Regional Center Operations and Purchase of Services Contract Process Training- Vini Montague

1. Contract Process and Guidelines

a. Contract Process

- Vendor Application completed, contract is prepared
- Review from Community Services Manager and CFO
- Legal Counsel review (as appropriate), contract finalized.
- Administrative Affairs Committee review and/or Board review and approval
- Execution of Contract by Service Provider, CFO review and approval
- Executive Director or designee executes contract, contract process is completed

b. Contract Guidelines

- All contracts must meet requirements and practices of Statutes, Regulations, DDS Contract, Board Policy and Business Practices.
2. Quality and Compliance Monitoring  
An individualized Planning Team (IPP), monitors whether goals and objectives are being met. NLA monitors compliance and noncompliance, noncompliance may lead to termination of vendorization.
  3. Contract Termination Reasons
    - The term of the contract has ended and completed
    - Breach of Contract - unsatisfactory performance or breach of provisions
    - Funding Contingency - the validity of the contract is conditioned upon NLA receiving adequate funds from DDS
    - Contract does not receive Board of Trustees approval
    - Voluntary Termination of Services (POS only)
    - Inability to ensure health and safety of Consumers (POS only)
    - Inability to maintain substantial compliance with State Laws, regulations or contract with NLA (POS only)
  4. Contract Audits
    - Regional Center Audit Requirement
    - DDS provides the minimum number of audits by June 1 of each year
    - By October 1 of each year, NLA provides a report to DDS of the audits completed during the prior FY and amount of audit recoveries.
  5. Quality Assurance Monitoring
    - NLA must conduct at least 2 unannounced visits at all Residential and Intermediate Care Facilities as well as Family Home Agencies.
    - There must be 4 unannounced visits per year for Adult Residential Facilities PSHN and Enhanced Behavioral Support Homes.
    - Supported Living Services require face-to-face meetings quarterly
  6. Contract Termination Appeal Rights  
Vendors are entitled to an appeal which needs to be filed within 30 days of contract termination. NLA has 30 days from the receipt of the appeal and all required information to issue a decision. DDS has 30 days after receipt of the appeal and all required information to issue a final decision.

B. Approval of Contracts - Vini Montague

1. Diamond Adult & Senior Concierge PL2126-062  
POS Contract – Provides Personal Assistance Services  
5-year contract effective November 1, 2022 through October 31, 2027  
Projected total contract amount is \$4,064,432.40  
Projected to serve 31 consumers per month.

**M/S/C** (A. Rodriguez/L. Garcia) To approve the Diamond Adult & Senior Concierge PL2126-062 Contract as presented. The motion passed with 2 abstentions from A. Quiles and L. Martinez

2. Waterson Huth & Associates PD3828-610  
POS Contract – Provides attorney services  
5-year contract effective December 1, 2022 through November 30, 2027  
Projected total contract amount is \$8,727.50

Projected to serve 2 consumers per year.

It was noted that this service is to support families when they are appealing IHSS. This firm would provide representation in that particular area and has another vendorization with another Regional Center. Ruth Janka will follow up with Waterson and Huth around issues and how they are able to assist.

**M/S/C** (A. Quiles/A. Rodriguez) To approve the Waterson Huth & Associates PD3828-610 Contract as presented.

3. Tigertail Adult 4 PL2118-109

POS Contract – Provides Supplemental Residential Services Program Support services.

5-year contract effective February 1, 2022 through January 31, 2027

Projected total contract amount is \$2,352,680.81

Projected to serve 3 consumers per month.

4. Casa Fiscal dba Essential Pay PL2135

POS Contract – Allocation from DDS to provide startup funds for FMS Fiscal Agent services for individuals in the SDP Program

6-month contract effective October 1, 2022 through March 31, 2023

Maximum approved funding is \$500,000

Consumers served TBD, currently 9 consumers from NLA

**M/S/C** (A. Quiles/D. Coe) To move the Tigertail Adult 4 PL2118-109 and Essential Pay PL2135 Contracts to the Executive Committee for approval.

C. FY 2022-23 Financial Reports – Vini Montague

1. FY2022-23 Financial Report

D1 Budget - \$882,180,063

Monthly Expenditures for September - \$60,871,029

YTD Expenditures - \$158,669,844

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 15.0%. This will be monitored but is not currently of concern as this FY has recently begun.

2. Social Recreation, Camp and Non-Medical Therapies Service Report

As of October 20, 2022, there were 59 authorizations for purchase reimbursements and \$58,594 in claims paid.

3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie

NLA is 1 of 4 proposals that were submitted to DDS. DDS will review the submissions and will update NLA when more information becomes available.

D. Executed Contracts by NLACRC

Vini reviewed 2 Executed Contracts as presented in the packet.

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

E. Family Resource Center Antelope Valley –Vini Montague

Vini reviewed these documents as presented in the packet.

1. FFRC Impact Report for 9/12/22 Advisory Committee Meeting
2. FFRC Progress Report January – June 2022
3. FFRC Progress Report July – December 2021

FFRC is asking the Committee to submit feedback and questions on how to better collaborate between organizations. Ana noted that the FFRC Resource Fair held on October 5<sup>th</sup> advertised as being open to the entire catchment area, however, the services provided were not available to the Antelope Valley area. This was concerning to some individuals who felt that the Resource Fair Marketing was misleading.

F. 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 \$1,952,633.05

For FY 2022, the negative cash impact was \$2,182,675.23

For FY 2021, the negative cash impact was \$48,567.06

For FY 2020, the negative cash impact was \$542.71

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 September to October, there have been an increase in total receivables by 24.2%

G. Report on Lease Agreements - Vini Montague

Vini reviewed this information as presented in the packet.

Total Base Rent SFV: \$3,201,997.14

Total Base Rent AV: 1,269,759.00

Total Base Rent SCV: 584,262.51

Total Base Rent for All Locations: \$5,056,018.65

H. Human Resources Report - Clarence Foster

1. Monthly Human Resource Report - September

On-Hold Positions - 17

Open Positions Vacant - 98

Positions Filled as of Aug 31 - 608

FY22-23 Authorized Positions - 726

% Filled - 83.75%

New Hires as of Aug 31 - 11

Separations as of Aug 31 - 14

Annual Turnover Rate - 0.23%

San Fernando Open Positions - 69

Antelope Valley Open Positions - 26  
Santa Clarita Open Positions - 3

**V. Review of Meeting Action Items**

- A. Administrative Affairs Committee Action Log
- B. Contracts to be moved to the Executive Committee
- C. Committee Members to collect and send any questions in regards to FFRC to Board Support

**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 October 26th Meeting
- B. FY 2022-23 Financial Report
- C. Approval of Contracts
- D. Monthly Human Resources September Report
- E. Whistleblower Complaint Policy

**VII. Executive Session**

- A. Lease Update
  - B. Quarterly Legal Update
- M/S/C** (L. Martinez/A. Quiles) To enter into the Executive Session at 7:30 pm  
**M/S/C** (A. Quiles/D. Coe) To exit the Executive Session at 7:38 pm

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

- A. Next Meeting: November 30, 2022, at 6:00 pm
- B. Committee Attendance was presented to review

No public input

**IX. Adjournment**

David Coe, Committee Chair, adjourned the meeting at 7:40 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.*