



North Los Angeles County Regional Center

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www.nlacrc.org

ADMINISTRATIVE AFFAIRS COMMITTEE – Via Zoom

Tuesday, September 24, 2024

6:00 p.m.

~ **AGENDA** ~

I. Call to Order & Introductions

II. Agenda

III. Consent Items

- A. Approval of Minutes from the April 23rd Meeting
- B. Approval to Authorize an Officer to Secure Worker's Compensation Insurance for Calendar Year 2025

IV. Public Input

V. Committee Business

- A. Review Center's Insurance Coverage for FY2024-25 – Gallagher Insurance
- B. Annual Committee Orientation – Vini Montague
 - 1. Policies & Procedures
 - 2. Board Audit Section
 - 3. Approved Critical Calendar
 - 4. Approved Meeting Schedule for FY2024-25
 - 5. Board Policies for Administrative Affairs Review
 - 6. Review FY2023-2024 Action Log
- C. Regional Center's Contract with DDS – Vini Montague
- D. Status Report on Credit Line and Cash Flow – Vini Montague
- E. SFV Office Lease Update – Vini Montague
- F. Review of Contract Summary Template – Vini Montague
- G. Approval of Operations Contracts – Vini Montague
 - 1. Canon – Copier Lease
 - 2. Sheridan – Additional Workstations in Antelope Valley Office

- H. Approval of Purchase of Services Contracts – Vini Montague
1. ***Contracts with Conflict of Interest (6)***
 - a. ***24 Hour Caregivers, Inc HL1098-862 – New Vendorization***
 - b. ***LikeFamily HL1111-862 – New Vendorization***
 - c. ***Wood Quality Care HL1104-862 – New Vendorization***
 - d. ***Bella Vida Home Care HL1101-862 – New Vendorization***
 - e. ***Bella Vida Home Care PL2332-062 – New Vendorization***
 - f. ***Maxim Healthcare Services PL1025-062 – U&C Rate***
 2. **New Vendorizations (21)**
 - a. Yes I Can Unity Through Music & Education PL2343-055
 - b. Sekhon, Sharn, PSY.D. PL2364-056
 - c. Dr. Beliz PL2291-056
 - d. BuildAbility PL2341-063
 - e. Road to Independence PL2333-076
 - f. A’Villa PL2347-109
 - g. Achieve Speech Associates Inc PL2360-116
 - h. Gersovich, Sandra PL2342-116
 - i. Maxima Therapy and Speech PL2361-116
 - j. Roya Darabi Parsa dba Dreamy Speech Therapy PL2338-116
 - k. Sierra Kiley Rojas dba All Access Communication Speech Therapy PL2355-116
 - l. Willow Tree Therapy PL2340-116
 - m. Assurance Family Services HL1122-520
 - n. Creative Minds ADP HL1122-520
 - o. Illuminate Minds PL2348-605
 - p. Pure Autism Counseling Center PL2350-612
 - q. Pure Autism Counseling Center PL2351-615
 - r. Pediatric Therapy Care PL2331-707
 - s. SG Speech Therapy Inc PL2326-707
 - t. Access One Homecare PL2329-896
 - u. Strategic Concepts PL2250-896
 3. **Start-Up Funding (2)**
 - a. FY2023 HCBS Revision (Moving \$15,381.25 to Mains’l)
 - b. FY2024 HCBS Revision (Noah Homes, Thomas Iland)
 4. **Usual & Customary Rates (4)**
 - a. Dr. Lisa Sandler PL2292-056
 - b. Gittelsohn Psychological Services PL2213-056
 - c. Keolis Transit Services, LLC HL0810-875
 - d. Keolis Transit Services, LLC PL1667-882

- I. 4th Quarter Reporting of New Vendorizations – Arshalous Garlanian
- J. Quarterly Fees Reports for PRMT and UAL – Vini Montague
 - 1. 3rd & 4th Qtr. PRMT Fees Report by U.S. Bank
 - 2. 3rd & 4th Qtr. UAL Fees Report by U.S Bank & PFM Asset Mgmt
- K. Financial Reports – Vini Montague
 - 1. FY2023-2024 Financial Reports
 - a. March 2024
 - b. April 2024
 - c. May 2024
 - d. June 2024
 - 2. FY2024-2025 Financial Reports
 - a. July 2024
 - 3. FY2023-2024 Admin vs. Direct Allocation Report
 - a. March 2024
 - b. April 2024
 - c. May 2024
 - d. June 2024
 - 4. FY2024-2025 Admin vs. Direct Allocation Report
 - a. July 2024
- L. Purchase of Services Outstanding Payments Discussion – Vini Montague
 - 1. Payments and Authorizations Timeline Summary
 - 2. Purchase of Services Late Bill Report
- M. FY2025 Board Budget – Vini Montague
- N. Review of FY2023-2024 Vendor Audits – Vini Montague
- O. Audits Update – Vini Montague
 - 1. DDS Draft Audit Report of FY2021-2022 & FY2022-2023 and NLA Response
 - 2. Independent Audit of FY2023-2024
 - 3. CalPERS Audit of July 1, 2021 to June 30, 2024
- P. Revised Salary Schedule – Betsy Monahan
- Q. Human Resources – Betsy Monahan
 - 1. Ensure Personnel Policies in Compliance with DDS Contract
 - 2. 4th Quarter HR Report

3. Monthly Human Resource Report
 - a. April 2024
 - b. May 2024
 - c. June 2024
 - d. July 2024
 - e. August 2024
4. Temporary Staff Statistics Report
 - a. April 2024
 - b. May 2024
 - c. June 2024
 - d. July 2024
 - e. August 2024

R. Board Member Conflict of Interest – Betsy Monahan

VI. Executive Session

- A. Quarterly Legal Update

VII. Review of Meeting Action Items (*Item Owner and Due Date*)

- A. Administrative Affairs Committee Action Log

VIII. Items for the Next Board Meeting

- A. Minutes of the April 23rd Meeting
- B. Authorize Officer to Secure Worker's Compensation for Calendar Year 2025
- C. NLACRC Insurance Coverage for FY2024-2025
- D. Regional Center Contract with DDS
- E. Approval of Contracts
- F. 4th Quarter Report of New Vendorizations
- G. 3rd & 4th Quarterly PRMT and UAL Fees Reports
- H. Financial Reports
- I. Payments and Authorizations Timeline Summary
- J. Purchase of Services Late Bills Report
- K. 4th Quarter HR Report
- L. Monthly Human Resources Report
- M. Temporary Staff Statistics Report
- N. Board Member Conflict of Interest
- O. Revised Salary Schedule

IX. Announcements/Information/Public Input

- A. Next Meeting: Thursday, November 21, 2024
- B. Committee Attendance

- C. **Adjournment**