



North Los Angeles County Regional Center

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www.nlacrc.org

ADMINISTRATIVE AFFAIRS COMMITTEE – Via Zoom

Thursday, November 21, 2024

5:00 p.m.

~ **AGENDA** ~

I. Call to Order & Introductions

II. Agenda

III. Consent Items

- A. Approval of Minutes from the September 24th Meeting

IV. Public Input

V. Committee Business

- A. Board Policies & Procedures – Vini Montagu
- B. Status Report of Lease Agreements – Vini Montague
- C. Approval of Purchase of Services Contracts – Vini Montague
1. Brilliant Corners PL2186-999, PL2187-999 2nd Amendments (FY2023)
 2. Brilliant Corners PL2285-999 1st Amendment (FY2024)
- D. 1st Quarter Reporting of New Vendorizations – Arshalous Garlanian
- E. Quarterly Fees Reports for PRMT and UAL – Vini Montague
1. 1st Qtr. PRMT Fees Report by U.S. Bank
 2. 1st Qtr. UAL Fees Report by U.S Bank & PFM Asset Mgmt
- F. FY2024-2025 Financial Reports – Vini Montague
1. August 2024
 2. September 2024
- G. FY2024-2025 Admin vs. Direct Allocation Report – Vini Montague
1. August 2024
 2. September 2024
- H. Purchase of Services Payments Reports – Vini Montague
1. Outstanding Authorizations Report
 2. Payments and Authorizations Timeline Summary

- I. Audits Update – Vini Montague
 1. DDS Draft Audit Report of FY2021-2022 & FY2022-2023
 2. Independent Audit of FY2023-2024
 3. CalPERS Audit of July 1, 2021 to June 30, 2024

- II. Approval of Union Contracts Effective 2/19/2019 to 12/18/2022 and 2/17/2023 to 2/16/2028 – Vini Montague

- III. Human Resources – Betsy Monahan
 1. Ensure Personnel Policies in Compliance with DDS Contract
 2. 1st Quarter HR Report
 3. Monthly Human Resource Report
 - a. September 2024
 - b. October 2024
 4. Temporary Staff Statistics Report
 - a. September 2024
 - b. October 2024

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 September 24th Meeting
- B. Approval of Contracts
- C. 1st Quarter Report of New Vendorizations
- D. 1st Quarterly PRMT and UAL Fees Reports
- E. FY2024-2025 Financial Reports
- F. Purchases of Services Payments Reports
- G. 1st Quarter HR Report
- H. Monthly Human Resources Report
- I. Temporary Staff Statistics Report

IX. Announcements/Information/Public Input

- A. Next Meeting: Thursday, February 20, 2024
- B. Committee Attendance

C. Adjournment