

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

April 23, 2024

Present: Brian Gatus, Ana Quiles, Leticia Garcia, Andrew Ramirez, Andrea Devers
Vini Montague, Kimberly Visokey, Cristina Preuss, Sheila King, Evelyn McOmie – Staff Members
Joe Huie- Lindquist von Husen, Andy Ou- Lindquist von Husen, Marianita Mendez- DDS, Christing Bagley – DDS, Jasmine Barrios – Minutes Services, - Guests

Absent: Sharmila Brunjes, Lillian Martinez, Rocio Sigala– Committee Members

I. Call to Order

Brian Gatus called the meeting to order at 6:00 pm.

II. Public Input

Leticia Garcia and the present Committee and staff wished Brian Gatus a Happy Birthday.

III. Consent Items

A. Approval of Agenda

Brian noted that Item V. People Scout presentation will be deferred. The Committee requested to know the amount of money that has already been paid to PeopleScout. Vini will look into it and will present the information as part of the Board Meeting PeopleScout presentation.

M/S/C (A. Quiles/L. Garcia) To approve the agenda as revised.

B. Approval of Minutes of the February 27th Meeting

M/S/C (L. Garcia/A. Quiles) To approve the Meeting Minutes as presented.

C. Approval to Authorize an Officer to Secure Insurance Coverage for FY2024-2025

M/S/C (A. Quiles/L. Garcia) To approve the authorization as presented.

IV. Lindquist, Von Husen & Joyce Presentation of NLA's IRS Form 990 Tax Return – Joe Huie

Vini Montague introduced Joe Huie and Andy Ou from Lindquist, Von Husen & Joyce, who reviewed the IRS Form 990 Tax form, as presented in the packet.

It was noted that on page 21 of the form, there needs to be an indication of 3.00 hours for all Board Members and to ensure that the names of the Board Members are updated. Joe Huie noted that the form needs to be filed by May 15th. Vini will work with Joe to make the revisions before the presentation to the entire Board at the May Board Meeting.

V. PeopleScout Presentation of Recruitment Status - *deferred*

VI. Committee Business

A. Review & Approve Committee's Draft Critical Calendar for FY2024-2025 – Brian Gatus

Brian reviewed this information as presented in the packet. The Committee Meetings will continue for Tuesdays unless changed by the new slate of Committee Members who will be joining in the next FY.

M/S/C (A. Quiles/L. Garcia) To approve the draft Critical Calendar as revised.

B. Credit Line Update – Vini Montague

1. Current Credit Line and Cash Flow Update

Vini shared that NLA has not borrowed against the line of credit and that she has no projection that any amount will be borrowed against the line of credit from now until June 30.

2. Approval to Authorize an Officer to Secure a Credit Line for FY2024-2025

The current credit line at City National Bank is \$60 million, with a seasonal increase of \$70 million for April, May and June. The purpose of the line of credit is to have one month of cash needs available. NLA currently operates with cash needs of approximately \$80 million per month. The request is to increase the standard line of credit for FY24-25 to \$70 million with a maximum credit of \$80 million line for March-June.

M/S/C (A. Quiles/L. Garcia) To approve the Credit Line increase request.

3. Approval to Authorize an Officer to Make Disbursements & Execute Disbursement Instructions. This resolution would be to authorize an officer to secure the line of credit and make disbursements from the line of credit as needed.

M/S/C (A. Quiles/L. Garcia) To approve authorization as presented in the packet

C. ARCA Dues for FY2024-2025 – Vini Montague

This item was reviewed as presented in the packet. It was noted that there will be a significant increase in the dues this year, 49%. It was also noted that dues have not increased in the last 6 years.

There were questions in regards to the benefits for Board Members, as it applies to ARCA membership. The Committee also requested information on regional centers that have not joined ARCA. Vini will determine the benefits to Membership as it relates to Board Members and will present the related information at the upcoming Board Meeting.

M/S/C (L. Garcia/B. Gatus) To approve the recommendation of the ARCA Membership dues to the Board. The motion passed with one opposition from A. Quiles.

D. Operation Contracts Expiring June 30 - No Contracts

E. Approval of Contracts – Vini Montague

The contracts were presented in the packet; the list will be divided into three different sections and voted in 3 separate votes. It was noted that in the Board Meeting, all start-up contracts will be presented together (Items 27 and 28).

1. Careone Agency, LLC PL2267-062 – New Vendorization (Page 81)
2. Careone Agency, LLC HL1089-862 – New Vendorization (Page 85)
3. NU Care Long Beach, Inc HL1061-862 – New Vendorization (Page 89)
4. Assisted Caregiver Services HL1086-862 – Entity Change (Page 93)

M/S/C (L. Garcia/B. Gatus) To approve Contracts 1-4. The motion was passed with 1 abstention from A. Quiles.

5. Start Fresh ILS HL1032-520 – Entity Change (Page 97)
6. Sandler, Lisa M PL2277-785 – Entity Change (Page 101)
7. Start Fresh ILS PL2168-896 – Entity Change (Page 105)
8. B.I.G. Solutions LLC PL2270-028 – New Vendorization (Page 109)
9. Alejandra Gutierrez DBA Ability Family Services PL2271-055 – New Vendorization (Page 113)
10. Active Living Services Inc PL2278-055 – New Vendorization (Page 117)
11. Workability PL2269-076 – New Vendorization (Page 121)
12. Swimscaape, LLC PL2274-106 – New Vendorization (Page 125)
13. Sekhon, Sharn Psy.D. PL2281-785 – New Vendorization (Page 129)
14. Care Connection Home Health Agency HL1079-854 – New Vendorization
15. Liberty Behavioral & Community Services Inc. HL1060-880 – New Vendorization (Page 133)
16. Therapeutic Living Centers for the Blind HL1087-880 – New Vendorization (Page 137)
17. Gaines, Dr. Lawrence PL1724-056 – U&C for Intake Assessments (Page 141)
18. Gittelsohn Psychological Services PL2213-056 – U&C for Intake Assessments (Page 145)

19. Sandler, Lisa M. PL2292-056 – U&C for Intake Assessments (Page 149)
20. Elwyn CA – Gretchen SRF PL2276-109 – New Operations for CPP Startup Home (Page 153)
21. Elwyn CA – Gretchen SRF PL2275-113 – New Operations for CPP Startup Home (Page 158)
22. G&C Adult Residential Facility – Swinton Home PL2280-109 – New Operations for CPP Startup Home (Page 161)
23. G&C Adult Residential Facility – Swinton Home PL2279-113 – New Operations for CPP Startup Home (Page 168)
24. PC Lancaster C12 CCH, People’s Care LLC HL1095-899 – ELARC CPP Home in AV (Page 171)
25. PC Lancaster C12 CCH, People’s Care LLC HL1093-902 – ELARC CPP Home in AV (Page 171)
26. PC Lancaster C12 CCH, People’s Care LLC HL1094-903 – ELARC CPP Home in AV (Page 171)
27. FY2024 HCBS, Service Code 999 – POS & OPS (Page 177)
28. FY2024 CPP/CRDP, Service Code 999 – FY2024 CPP Startup Projects (Page 181)

M/S/C (L. Garcia/A. Quiles) To approve Contracts 5-28.

29. Maxim PL1025-062 – U&C Rate Increase (Page 188)

It was noted that this vendor previously presented to the Committee and the Board and was denied. A usual and customary rate increase was requested in 2021 and it was denied. They are currently requesting a rate increase from \$28 per hour to \$38 per hour due to a cost-of-living increase, a 35.7% increase. The vendor currently serves 124 NLA consumers. In the event that Maxim makes the determination to no longer serve NLA consumers, NLA will transfer the affected consumers to another service provider and the potential impact to consumers will be presented to the Committee.

M/S/C (L. Garcia/B. Gatus) To recommend a counteroffer to the vendor of the benchmark rate of \$34.89 as an hourly rate.

After the motion was made, further discussion resulted in the request to rescind the motion.

M/S/C (L. Garcia/B. Gatus) To deny the USC rate increase as presented. The motion passed with 1 abstention from A. Quiles.

It was determined that with future requests for USC rate increases, NLA includes information on the impact on consumers in the event that the rate increase is denied and the capacity to meet the needs of the affected consumers.

F. Quarterly Fees Reports for PRMT and UAL – Vini Montague

1. 3rd Quarter PRMT Fees Report by U.S. Bank - *deferred*
2. 3rd Quarter UAL Fees Report by U.S Bank & PFM Asset Mgmt - *deferred*

G. FY2023-2024 Financial Reports – Vini Montague

1. FY2023-2024 Financial Reports
 - a. January 2024
 - b. February 2024

2. FY2023-2024 Admin vs. Direct Allocation Report
 - a. January 2024
 - b. February 2024

These items were reviewed as presented in the packet.

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 13.1%.

H. Social Recreation, Camp & Non-Medical Therapies Services Report – Vini Montague

This item was reviewed as presented in the packet.

Number of Total Paid Auths.: 768 authorizations/ \$720,527

Number of Total Auths. with no Billing: 154

Ana requested information on mechanisms for individuals with outstanding Social Rec reimbursement payments. Cristina shared that NLA is currently tracking if there are any Social Rec concerns request challenges that the FPS are receiving and will report, and it will be presented at the next Consumer Services Committee. Evelyn and Cristina will work on this item and will report to the next Consumer Services Committee. The feedback collected regarding the data and the interpretation of the results will also be presented at that time.

After discussion, the Committee determined to continue the report for this item at the Consumer Services Meeting.

M/S/C (A. Quiles/A. Ramirez) To move this item to the Consumer Services Committee for a data report from NLA regarding the process for outstanding Social Rec reimbursements.

I. Purchase of Services Outstanding Payments Discussion – Vini Montague

This item was reviewed as presented in the packet.

This report was expanded to include more information but concerns were raised regarding the increase of outstanding vendor authorization issues from 19 prior to 2022 to 119 to date.

J. Audits Update – Vini Montague

1. DDS Audit of FY2021-2022 and FY2022-2023

Vini shared there are no updates to this item.

2. Independent Audit of FY2022-2023

Vini shared there are no updates to this item.

3. Social Security Audit

Vini shared that a staffing and workload issue within the revenue team caused a delay in report submission, causing them to become past due. NLA reviewed a plan with the team to ensure that they will maintain the reporting going forward and that there is a mechanism for this process. All of these outstanding items have been closed out, and Social Security sent NLA a letter this week stating that the audit is closed.

J. Human Resources Update – Sheila King

It was shared that Parita Burmee is no longer working with NLA. Sheila King reported this item to the Committee.

1. 3rd Quarter HR Report

Sheila reviewed the information as presented in the packet.

Positions on Hold: 76

New Hires: 43

Promotions: 19

Separations: 27

2. Monthly Human Resource Reports

Sheila reviewed the information as presented in the packet.

3. Temporary Staff Statistics Update

Sheila reviewed the information as presented in the packet.

The Committee requested information on what pathways are being created to retain and recruit adequate staffing. Sheila shared that there are Service Awards held annually to recognize staff with years of service. It was reiterated that the question in regards to recruitment, that PeopleScout should be consulted on what actions are being taken to increase recruitment efforts and what has been done since their work started in November 2023.

It was also proposed that NLA consider a recent insurance benefit for staff whose children are or were born with disabilities. Leticia will email the article to the Committee for review.

Ana Quiles requested a meeting with herself and NLA staff to discuss the report to the May Executive Committee regarding issues related to PeopleScout, recruitment, retention, employee engagement and lead positions.

M/S/C (L. Garcia/A. Ramirez) To approve the HR presentation regarding PeopleScout status, recruitment, retention, employee engagement and lead positions.

K. Revised Salary Schedule – Vini Montague

Vini shared that after the Board approved the Salary Schedule for posting, there were errors noted that require additional revisions before posting. Vini will make the appropriate revisions.

VII. Executive Session

- A. Quarterly Legal Update - *deferred*
- B. Employee Salaries

M/S/C (L. Garcia/A. Ramirez) To enter the Executive Session at 7:48 pm.

M/S/C (L. Garcia/A. Ramirez) To exit the Executive Session at 7:57 pm.

VIII. Review of Meeting Action Items

- A. Update the list of Board Members and hours from 2.0 to 3.0 on page 27 of the IRS Form 990 before the May 15th submission (Vini Montague/Joe Huie)
- B. To include a list of additional trainings, academies, and benefits of ARCA Membership, as it pertains to Board Members (Vini/Board Support)
- C. To organize/group contracts by common type for final Board approval at the May Board Meeting (Vini Montague/Board Support)
- D. To move the Social Rec Outstanding Payment item to the Consumer Services Committee agenda (Board Support)
- E. To schedule a meeting regarding clarity for the HR presentation at the May Executive Committee Meeting (Ana Quiles and Cristina Preuss)
- F. To add the HR Presentation to the May Executive Committee agenda (Board Support)
- G. To add Salaries as an Executive Session agenda item for the May Executive Committee Meeting (Board Support).

IX. Board Meeting Agenda Items

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

- A. Minutes of the Minutes of the February 27th Meeting
- B. Authorize Officer to Secure Insurance Coverage for FY2024-2025
- C. Lindquist Presentation of Form 990
- D. PeopleScout Presentation of Recruitment Status
- E. Draft Critical Calendar for FY2024-2025
- F. Authorize Officer to Secure Credit Line for FY2024-2025
- G. Authorize Officer to Make Disbursements & Execute Disbursement Instructions
- H. ARCA Dues for FY2024-2025
- I. Approval of Operation Contracts Expiring 6/30
- J. Approval of Contracts
- K. 3rd Quarter PRMT and UAL Fees Reports
- L. FY2023-2024 Financial Reports

- M. Social Recreation, Camp & Non-Medical Therapies Services Report
- N. Payments and Authorizations Timeline Summary
- O. 3rd Quarter HR Report
- P. Monthly Human Resources Report
- Q. Temporary Staff Statistics Report
- R. Approval of Revised Salary Schedule

X. Announcements / Information Items / Public Input

- A. Next Meeting: TBD
- B. Committee Attendance

No public input

XI. Adjournment

Ana Quiles adjourned the meeting at 8:06 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

() The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

