

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

September 24, 2024

**Present:** Andrew Ramirez, Cathy Blin, Brian Gatus, Ana Quiles, Jaklen Keshishyan – VAC Rep. – Committee Members

Vini Montague, Evelyn McOmie, Cristina Preuss, Betsy Monahan, Arshalous Garlanian, Kimberly Visokey – Staff Members

Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, Ute Escorcia - Guests

**Absent:**

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**I. Call to Order**

Andrew Ramirez called the meeting to order at 6:00 pm.

**II. Agenda**

**III. Public Input**

Marc Pearl from Keolis expressed his company's excitement about extending their contract with the NLACRC for another 5 years, highlighting their resilience during the Covid-19 pandemic.

**IV. Consent Items**

A. Approval of Consent Items

1. Minutes of the April 23, 2024 Meeting
2. Authorization of an Officer to Secure Worker's Compensation Insurance for the CY 2025

**M/S/C** (A. Quiles/B. Gatus) To approve the Consent Items as presented

**V. Committee Business**

A. Review of Center's Insurance Coverage for FY2024-25

Simone Khanna from Gallagher reviewed insurance coverage for regional centers' fiscal year 2024-2025, discussing the deteriorating insurance marketplace and its impact on nonprofits, particularly regional centers. She also mentioned the introduction of a new coverage for workplace violence and the potential for further deterioration in the market. The team agreed to revisit the idea of a self-insured program for regional centers in February.

B. Annual Committee Orientation – Vini Montague

Vini discussed the Administrative Affairs Committee's duties, including reviewing contracts, budgets, and operational matters, and recommending policies related to personnel issues and office leases. Vini also clarified the timing of the budget presentation and the critical calendar for the month. The committee's meeting schedule was updated to Thursdays, and Vini discussed the administrative affairs policies located in the shared drive. The team agreed to keep the policies on the agenda for future meetings to track changes or recommendations from our

attorney who is reviewing Board bylaws and Board policies.

- C. Regional Center's Contract with DDS – Vini Montague  
Vini Montague reviewed the Regional Center's Contract with DDS as presented in the packet and highlighted the new changes to this fiscal year's contract. There were no questions.
- D. Status Report on Credit Line and Cash Flow – Vini Montague  
Vini Montague provided an update on the fiscal year's line of credit, stating the regional center did not need to borrow against it from July 2024 through September 2024.
- E. SFV Office Lease Update – Vini Montague  
Vini Montague announced Newmark was selected as the commercial real estate broker through a request for proposal process. The San Fernando Valley Office lease expires in 2027. We are beginning the process of assessing our needs and options. We will seek input and involvement from the board as we get further into the process.
- F. Review of Contract Summary Template – Vini Montague  
Vini presented a contract template for discussion. Brian raised concerns about vetting vendors for transparency and getting special incident reports for the vendors. Evelyn explained the regional center has a process for investigating special incident reports. There was discussion regarding handling vendor incidents, with Evelyn stating the regional center has a de-vendorization process based on statutes and regulations, and if the regional center determines that the vendor meets criteria for de-vendorization, the contract would not be presented to the Board. Evelyn mentioned tracking investigation outcomes. Brian asked about tracking allegations, which Evelyn confirmed.

More discussion was had on vendorization, contract approval, and the potential consequences of not approving a contract. Vini and Evelyn clarified that not approving a contract does not de-vendor a service provider, but it could delay the process and potentially impact services to consumers. They also highlighted the confusion around the difference between contracts that should come to the board and those that do not. The committee discussed the issue of including findings for investigations in the contract summary. Brian raised concerns about approving contracts without insight into allegations against the providers, but Mark clarified that contracts of this nature never go to the board, and the responsibility lies with Angela and Evelyn's teams to investigate allegations and determine their validity.

**M/S/C** (B. Gatus / C. Blin) To table this topic until further consultation with legal counsel.

- G. Approval of Operations Contracts – Vini Montague
  1. Canon – Copier Lease
  2. Sheridan – Additional Workstations in Antelope Valley Office

**M/S/C** (C. Blin / A. Ramirez) To approve the contracts as presented

- 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

**M/S/C** (C. Blin / A. Ramirez) To approve the contracts a. – f. as presented

2. New Vendorizations

- 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

**M/S/C** (C. Blin / A. Ramirez) To approve the contracts a. – m. and o. – u. as presented

Contract n. Creative Minds ADP HL1122-520 was deferred to the Board of Trustees due to a conflict of interest, leaving the committee without a quorum.

3. Start-Up Funding

- a. FY2023 HCBS Revision (Moving \$15,381.25 to Mains'l)
- b. b. FY2024 HCBS Revision (Noah Homes, Thomas Iland)

**Notated:** The approval of vendor contracts was null and void and then deferred to the Board due to lack of quorum.

4. Usual & Customary Rates

There was a discussion regarding the usual & customary rate increase for Maxim. It was decided that contracts related to usual rates would be skipped, while remaining contracts would be sent to the Board with an explanation about the quorum issue.

I. 4th Quarter Reporting of New Vendorizations – Arshalous Garlanian

Arshalous Garlanian presented the quarterly vendorization report, which was agreed to be retained and added to the Admin Affairs calendar by Vini.

- J. Quarterly Fees Reports for PRMT and UAL – Vini Montague  
Vini Montague reviewed the fees report. The committee noted higher fees due to higher balances in accounts. There were no questions.
- K. Financial Reports – Vini Montague  
Vini discussed the fiscal year 2023-2024 budget, including a \$7 million allocation, projected \$50.9 million surplus, office improvements, and revenue sources. Details on expenditures, such as temporary staff spending and utilization of temp agencies, were provided. Vini reviewed operations, purchase of services and consolidated numbers. Mark inquired about the line of credit, which Vini confirmed was not utilized. The preliminary FY2025 allocation of \$806 million was discussed, and Vini reviewed the fiscal year 2024-2025 financials. Administrative expenditures were below the 15% limit for both fiscal years.
- L. Purchase of Services Outstanding Payments Discussion – Vini Montague  
Vini presented reports on outstanding authorizations, invoice processing times, and escalated cases.
- M. FY2025 Board Budget – Vini Montague  
The FY2025 board budget was deferred until a board spending policy is created.
- N. Review of FY2023-2024 Vendor Audits – Vini Montague  
Vini provided an update on the regional center's audit of service providers for fiscal year 2024, highlighting that they exceeded the required number of audits and were able to recapture \$350,000.
- O. Audits Update – Vini Montague  
Vini discussed DDS's draft audit report for fiscal years 2021-2022 and 2022-2023. Findings include incorrect rate model reform implementation, over and under payments related to the rate implementation, and bank reconciliation delays due to staff shortages and workflow issues. They also discussed the Service Coordinator caseload ratio report, the need for Board of Directors and Board of Trustees to complete conflict of interest statements timely, and issues with individual Consumer Trust accounts.
- Vini provided an update on the organization's audit of fiscal year 2023-2024 by our independent audit firm, Lindquist.
- Vini discussed that CalPERS conducted a focused audit of the organization's pay schedules and pay rates for classic members for a five-year period. CalPERS is expected to issue a draft audit report in October and the final audit report in November. There are potential findings related to our pay schedule, which needs the specific effective date and a clear time basis such as monthly or hourly.
- P. Revised Salary Schedule – Betsy Monahan  
Betsy Monahan reviewed the revised salary schedule, as presented in the packet.

**M/S/C** (C. Blin / A. Ramirez) To approve the Revised Salary Schedule.

Q. Human Resources – Betsy Monahan

Betsy Monahan addressed engagement of legal counsel to review personnel policies and compliance with the DDS contract, promising further updates. She presented the turnover rate and vacancy statistics for the fiscal year 2023-2024, noting a 3.6% reduction in the overall turnover rate. Betsy also highlighted the reduction in vacant positions and positions on hold. Ana and Betsy discussed a policy related to temporary to permanent time conversion, agreeing on the policy's parameters.

R. Board Member Conflict of Interest – Betsy Monahan

Betsy noted that three board members had additional conflicts of interest which were resubmitted for review, and she would report back once confirmation is received from SCDD.

## VI. Executive Session

**M/S/C** (A. Quiles/C. Blin) To enter closed session for 15 minutes at 8:33

**M/S/C** (A. Quiles/C. Blin) To exit closed session at 8:43

## VII. Review of Meeting Action Items

- A. Vini to revisit the option of a self-funded insurance pool for regional centers and bring the discussion back to the committee.
- B. Board Support and Christina to confirm with Julie Ogletree on the policies she has received.
- C. Vini to bring back the board policies to the Admin Affairs Committee agenda, pending review by the attorney.
- D. Vini to update the critical calendar with the 4th quarter reporting of new vendorizations and send it to the board for approval.
- E. Vini to move new vendorizations, startup funding, and usual and customary rates items to the Board for approval.
- F. Vini to bring back CalPERS audit draft report to the committee once received.
- G. Betsy to provide an update on the employment law counsel review of personnel policies at the next committee meeting.

## IX. Board Meeting Agenda Items

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

- A. Authorize Officer to Secure Worker's Compensation for Calendar Year 2025
- B. NLACRC Insurance Coverage for FY2024-2025
- C. Regional Center Contract with DDS
- D. Approval of Contracts
- E. 4th Quarter Report of New Vendorizations
- F. 3rd & 4th Quarterly PRMT and UAL Fees Reports

- G. Financial Reports
- H. Payments and Authorizations Timeline Summary
- I. Purchase of Services Late Bills Report
- J. 4th Quarter HR Report
- K. Monthly Human Resources Report
- L. Temporary Staff Statistics Report
- M. Board Member Conflict of Interest
- N. Revised Salary Schedule

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

- A. Next Meeting: Thursday, November 21, 2024 @ 5:00 pm
- B. Committee Attendance

No public input

**XI. Adjournment**

Ana Quiles adjourned the meeting at 8:55 p.m.

Submitted by:

*Kimberly Visokey*

Executive Administrative Assistant

