

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

November 21, 2024

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

Vini Montague, Betsy Monahan, Venus Rodriguez-Khorasani, Kimberly Visokey – Staff Members

Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, Jacqueline Gayton – DDS,
Aaron Abramowitz, Ana Quiles, Victoria Berry - Guests

Absent:

I. Call to Order

Andrew Ramirez called the meeting to order at 5:04 pm.

II. Agenda

III. Consent Items

A. Minutes from the September 24, 2024 meeting

M/S/C (Ana Quiles/Cathy Blin) To approve the Consent Items as presented

IV. Public Input

There was no Public Input

V. Committee Business

A. Board Policies & Procedures– Vini Montague

Vini Montague clarified that there was no attachment in the packet. There was a request to keep this item on the agenda while Board Policies are being reviewed by the attorney and DDS.

B. Status Report of Lease Agreements – Vini Montague

The status report of lease agreements was discussed, with Vini Montague providing a summary of the leases. Our current lease for the San Fernando Valley Office expires in 2027. We have engaged a commercial real estate broker, Newmark, through a request for proposal process to represent us for our San Fernando Valley office space. The board's participation in the process was emphasized, and Vini assured that the board would be involved in the selection of the ultimate location. There were questions about the policy guiding office locations, and Vini confirmed that they have a policy in place. Brian Gatus asked about the objectives of the new lease process, particularly regarding space utilization and hybrid work arrangements. Vini confirmed that these factors were being considered in the discussions with Newmark and in the work groups with staff.

C. Approval of Purchase of Services Contracts – Vini Montague

Vini Montague discussed the approval of two contracts:

1. Brilliant Corners PL2186-999, PL2187-999 2nd Amendments (FY2023)
2. Brilliant Corners PL2285-999 1st Amendment (FY2024)

Vini clarified that these were purchase of services, startup contracts with actual dollar amounts, and sought approval from the committee to move them forward to the next Board meeting for final approval.

M/S/C (Brian Gatus / Cathy Blin) To approve the Purchase of Services Contracts to go to the Board for approval.

- D. 1st Quarter Reporting of New Vendorizations – Venus Rodriguez-Khorasani
Venus Rodriguez-Khorasani presented a quarterly report on new Vendorizations, highlighting the increase in numbers across various categories.
- E. Quarterly Fees Reports for PRMT and UAL – Vini Montague
Vini Montague presented a quarterly fees report for the Post-retirement Medical Trust and the Calpers unfunded liability account, noting that not all fees had been received yet. No questions or comments were raised during the discussions.
- F. FY2024-2025 Financial Reports – Vini Montague
Vini Montague presented the financial reports and the allocation of funds from DDS for FY2025. The committee agreed to focus on reading the current reports before adding more details. The team also discussed the breakdown of regular operations and special projects in the financial reports.
- G. FY2024-2025 Admin vs. Direct Allocation Report Vini Montague
In the meeting, Vini Montague discussed the admin versus direct report, which tracks expenditures and ensures that administrative expenditures do not exceed 15% per statute and regulations. The report showed administrative costs of 11.7% in August and 12% in September, which are below the 15% maximum.
- H. Purchase of Services Report – Vini Montague
Vini Montague also presented a report on the purchase of services, payments, and escalations, highlighting the progress made in resolving outstanding authorization issues.
- I. Audits Update – Vini Montague
Vini Montague discussed an audit conducted by CalPers on the pay schedules and rates of the organization. The audit found that the pay schedules did not meet all the criteria established in CalPERS laws. We will be amending our pay schedules retroactively to comply with CalPERS's requirements and resolve audit findings. Additionally, there was a finding related to reporting of ABX 2-1 wages and the longevity calculation in the current union contract. North LA disagrees with CalPers' interpretation that these were special compensations rather than base wages. The outcome of this issue is still pending. Lastly, CalPers noted that the last two labor agreements were not approved by the Board in an open session, which was identified as an 'other matter' rather than a finding.
- J. Approval of Union Contracts Effective 2/19/2019 to 12/18/2022 and 2/17/2023 to 2/16/2028 –
Vini Montague explained that historically, union negotiations updates were provided to the board in a closed session. CalPers requires these agreements to be approved by the board in an open session. Vini requested the Administrative Committee to approve the two agreements to move to the Board for approval in an open session. NLA will ensure that future labor agreements are brought to the board in an open session for approval.

M/S/C (Ana Quiles / Brian Gatus) To approve the two agreements to move to the Board for approval.

K. Human Resources – Betsy Monahan

Betsy Monaghan reported on the status of personnel policies in compliance with DDS contract. She mentioned that seven policies have been submitted to her with red line edits from legal counsel, and she is working on compiling these with recommendations from the Columbus organization.

Betsy also noted a 52% increase in new hires and a 66% decrease in separations year over year for the same quarter. She also mentioned that the highest reason for departure was personal reasons, including accepting new employment. Lastly, she reported on the number of vacancies and fill rates for September and October.

VI. Executive Session

A. Quarterly Legal Update

Andrew Ramirez announces that the committee will move into a closed session for a quarterly legal update, expected to last no more than 10 minutes.

M/S/C (Cathy Blin / Ana Quiles) To enter Executive Session at 6:24 pm

M/S/C (Cathy Blin / Ana Quiles) To exit Executive Session at 6:32 pm

VII. Review of Meeting Action Items

- Add contracts from agenda item 5C to the January Board meeting for approval – Board Support
- Update the special projects report and present at the next Administrative Affairs Committee meeting. – Vini Montague
- Report the outstanding authorization information shared by Vinnie to the Vendor Advisory Committee (VAC). – Jaklen Keshishyan
- Separate out action items as a distinct category in future agendas. – Andrew Ramirez / Vini Montague
- Include policy information when presenting lease agreement updates in the future. – Vini Montague
- Highlight improvements in vendor payment processes at the next Board meeting. – Andrew Ramirez

VIII. Board Meeting Agenda Items

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

- A. Brilliant Corners PL2186-999, PL2187-999 2nd Amendments (FY2023)
- B. Brilliant Corners PL2285-999 1st Amendment (FY2024)
- C. Union Contracts Effective 2/19/2019 to 12/18/2022
- D. Union Contracts Effective 2/17/2023 to 2/16/2028
- E. 1st Quarter Report of New Vendorizations
- F. 1st Quarterly PRMT and UAL Fees Reports
- G. FY2024-2025 Financial Reports
- H. Purchases of Services Payments Reports
- I. 1st Quarter HR Report
- J. Monthly Human Resources Report

K. Temporary Staff Statistics Report

X. Announcements / Information Items / Public Input

A. Next Meeting: Thursday, February 20, 2025 @ 5:00 pm

B. Committee Attendance

XI. Adjournment

The meeting adjourned at 6:44 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

