



North Los Angeles County Regional Center

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www.nlacrc.org

ADMINISTRATIVE AFFAIRS COMMITTEE – Via Zoom

Thursday, April 24, 2025

5:00 p.m.

~ AGENDA ~

- I. Call to Order & Introductions (1 min)**
- II. Committee Member Attendance/Quorum (1 min)**
- III. Agenda**
- IV. Public Input (3 min per person / 3 attendees max)**
- V. Consent Items (3 min)**
 - A. Approval of Minutes from the February 20, 2025, Meeting
- VI. Action Items**
 - A. Lindquist Von Husen & Joyce Presentation on IRS Form 990 Tax Return – Andy Ou, Lindquist (10 min)
 - B. ARCA Dues FY2025-2026 – Vini Montague
 - C. Credit Line for FY2025-2026 – Vini Montague
 1. Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026
 2. Approval to Authorize an Officer to Make Disbursements and Execute Disbursements Instructions for Credit Line
 - D. Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026 – Vini Montague
 - E. Approval of Operations Contracts Over \$250K – Vini Montague
 1. Clearwater Security & Compliance LLC (CynergisTek) Contract
 - F. Approval of Report on Personnel Classifications – Betsy Monahan
 1. Report on Personnel Classifications Effective July 1, 2021
 2. Report on Personnel Classifications Effective July 1, 2022
 3. Report on Personnel Classifications Effective February 17, 2023
 4. Report on Personnel Classifications Effective February 26, 2024
 5. Report on Personnel Classifications Effective January 13, 2025
 6. Report on Personnel Classifications Effective February 24, 2025

- G. Review and Approve Draft Critical Calendar for FY2025-2026 – Vini Montague

VII. Committee Business

- A. Board Policies & Procedures (*Deferred*)
- B. Regional Center’s Contract with DDS – Vini Montague
- C. 3rd Quarter Reporting of New Vendorizations – Arshalous Garlanian
- D. Quarterly Fees Reports for PRMT and UAL (*Deferred*)
 - 1. 3rd Qtr. PRMT Fees Report by U.S. Bank
 - 2. 3rd Qtr. UAL Fees Report by U.S Bank & PFM Asset Mgmt
- E. Status Report on Current Credit Line and Cash Flow – Vini Montague (*1 min*)
- F. Financial Reports – Vini Montague (*3 min*)
 - 1. January 2025
 - 2. February 2025
- G. Admin vs. Direct Allocation Report – Vini Montague (*3 min*)
 - 1. January 2025
 - 2. February 2025
- H. Purchase of Services Payments Reports – Vini Montague (*3 min*)
 - 1. Outstanding Authorizations Report
 - 2. Payments and Authorizations Timeline Summary
- I. Audits Update – Vini Montague (*1 min*)
 - 1. DDS Audit of FY2023-2024
- J. Human Resources – Betsy Monahan (*5 min*)
 - 1. 3rd Quarter HR Report
 - 2. Monthly Human Resource Report
 - a. February 2025
 - b. March 2025

VIII. Closed Session (*10 min*)

- A. Pending Litigation Update
- B. Real Estate Negotiations

IX. Agenda Items for the Next Board Meeting (*3 min*)

- A. Approval of IRS Form 990 tax return
- B. Approval of ARCA Dues for FY2025-2026
- C. Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026

- D. Approval to Authorize an Officer to Make Disbursements and Execute Disbursements Instructions for Credit Line
- E. Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026
- F. Approval of Operations Contract
- G. Approval of Report on Personnel Classifications
- H. Approval of Critical Calendar

X. Announcements/Information/Public Input (3 min)

- A. Next Meeting: Thursday, May 29, 2025
- B. Committee Attendance

XI. Adjournment

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

- A. Administrative Affairs Committee Action Log

DO NOT INCLUDE IN AGENDA PACKET: ONLY FOR TRACKING

Executed Contracts by NLACRC – Vini Montague

1. No report: 11/30/2022: San Fernando Valley Office Reconfiguration over \$250k
2. No report: 11/30/2022: San Fernando Valley Office Expansion over \$250k
3. No report: 11/30/2022: Santa Clarita Valley Office Expansion over \$250k
4. No report: 09/09/2015: Minimum wage, sick leave increase
5. No report: 09/09/2021: Adding CIE/PIP program design addendums/subcodes
6. No report: 06/14/2017: Subcodes
7. No report: 06/13/2018: Renewals
8. No report: 10/10/2018: Health & Safety related
9. No report: 06/09/2021: Program Design changes
10. No report: 05/11/2022: April 1, 2022 rate increase
11. No report: 05/11/2022: EBSH consumer cost changes