North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
July 25, 2018

Present: Elena Burnett (via teleconference), Lillian Martinez, Meagan Miller, Debra Newman, and Lou Paparozzi (via teleconference) – Committee Members Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: Dan Becerra

I. Call to Order & Introductions

Debra called the meeting to order, in Dan’s absence, at 6:28 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Items IV.L. and IV.M. were added to the agenda.

M/S/C (M. Miller/E. Burnett) To approve the revised agenda as modified.

B. Approval of Minutes from the May 30th Meeting

M/S/C (E. Burnett/M. Miller) To approve the minutes as presented.

IV. Committee Business

A. Annual Orientation

1. Policies & Procedures
2. Office Location Policy
3. Board Audit Section

The documents were provided and reviewed so that the committee members understood the purpose of this committee and their role as a member. Kim recommended that a change be made to section IV.B.3. of the committee’s board audit section replace reference to the Sufficiency of Allocation Report (SOAR) with the Purchase of Service Expenditure Projection (PEP) report, which is what it is now called.
Action: The committee will present the proposed board audit change to the Board of Trustees for approval.

B. Approved Critical Calendar for FY 2018-19

Copies of the committee’s approved critical calendar for this fiscal year were provided. The calendar lists the critical actions that need to be taken by the committee each month; these actions will be added to the monthly committee meeting agendas to make sure the committee stays on track with its regular activities.

C. Meeting Schedule for FY 2018-19

Copies of the committee meeting schedule for this fiscal year were provided.

D. NLACRC’s Draft Audit Report

The Department of Developmental Services (DDS) conducted an audit for FY 2015-16 and FY 2016-17. A copy of the draft audit results were shared with the committee. There were 3 audit findings:

1. Family Cost Participation Program: payments above the share of cost (overpayments totaling $8,630.27).
2. Two consumer trust balances over $2,000
3. Missing Inventory (document camera, paper inserter, paper shredder, and a hotspot)

Vini is investigating these findings and will draft a response to DDS, which will be shared with this committee. Once the audit has been finalized, it will be posted on our website.

E. Home & Community Based Services Audit

DDS will be conducting an audit of the federal dollars the center receives through the HCBS waiver, targeted case management, nursing home reform, and 1915(i) state plan amendment. They will be here for 2 weeks starting Monday, August 13th. The audit report will be shared with this committee.

F. Review Center’s Contract with DDS – Deferred

G. Financial Report
The June 2018 financial report showed that the center’s operations budget was $50,391,921 with no surplus or deficit projected. The purchase of service (POS) budget was $410,197,470 with a projected surplus ranging from $704,101 to $2,810,156. The center’s administrative expenses are 12.9% year to date, which is in compliance with the 15% cost cap.

H. Executed Contracts by NLACRC

1. **The Office Relocation**: The board approved authorizing contracts for the renovation projects at the center’s main office. Kim provided the committee with a list of the contracts that have been executed since last month’s committee meeting. The renovations should be completed by the end of August, so the final report will be given to this committee next month.

2. **AB 1522 (Sick Leave)** - *Completed; recommend removal*

3. **Minimum Wage Increase**: Kim provided the committee with a summary of service providers who are eligible for minimum wage adjustments for the period May 24 to July 20, 2018.

4. **5.82% Rate Increase** - *Completed; recommend removal*

5. **ABX 2-1** - *Completed; recommend removal*

6. **Contract Renewals** – *No Report*

I. Contracts for Review and Recommendation

1. **CBEM, LLC dba Creating Behavioral + Educational Momentum (PL1665-017)**

   **M/S/C** (L. Paparozzi/M. Miller) To recommend to the Executive Committee to approve this contract, as presented, on behalf of the Board of Trustees.

2. **Foundation for Advocacy, Conservatorship and Trust (“FACT”) (PL0432-034)**

3. **Nonresidential Negotiated Rate Agreements for Service Code 109 (Group)**

4. **Specified Transportation Services for Service Code 880 (Group)**
M/S/C (L. Martinez/M. Miller) To recommend to the Board of Trustees to approve these 3 contracts, as presented.

J. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary

By fiscal year, the amount of cash disbursed by NLACRC but not reimbursed by ICF providers is:

1. FY 2017-18: $2,198,401
2. FY 2016-17: $ 352,083
3. FY 2015-16: $ 19,503
   Total: $3,157,699

This total is $587,712 less than what was reported at the last committee meeting. The balance from years prior to FY 2015-16 has been eliminated.

K. 4th Quarter (Year End) Human Resources Report

During the 4th quarter of last fiscal year, the center had 14 positions on hold, 19 new hires, 8 promotions, and 13 separations for a quarterly turnover rate of 0.08%. For FY 2017-18, the center had a total of 14 positions on hold, 62 new hires, 20 promotions, and 51 separations, and an annual turnover rate of 0.08%.

L. Santa Clarita Valley Office Space Report

Staff at the SCV office submitted complaints about an odor they smelled in the building and worried it might be a health concern. Air tests were completed by 3 different agencies and all results showed the building’s air quality was okay. The center’s executive team met with the SCV staff to share the test results with them. The staff are now concerned about the Verizon radio tower that was installed on the top of the building. We have asked Southern CA Edison to assess the radio tower and provide us with a report which we will share with the SCV staff.

M. ARCA POS Expenditure Projection Report

According to the most recent report, dated July 10, 2018, only 2 of the 21 regional centers are projecting a potential POS deficit for last fiscal year, while the other 19 centers are projecting POS surpluses. The 21 regional centers are now showing a statewide surplus between $57.9 and $72.3 million.

V. Items for the Next Board Meeting
The following items were identified for the committee’s section of the August 15th board meeting agenda:

A. Minutes of the July 25th Meeting  
B. Financial Report  
C. 4th Quarter (Year End) Human Resources Report  
D. Presentation of Proposed Change to Board Audit  
E. Approval of Contracts:  
   1. Foundation for Advocacy, Conservatorship and Trust (FACT)  
   2. Nonresidential Negotiated Rate Agreements for Service Code 109 (Group)  
   3. Specified Transportation Services for Service Code 880 (Group)

VI. Announcements/Information/Public Input  

A. Next Meeting: Wednesday, August 29th, at 6:00 p.m.

VII. Executive Session

M/S/C (M. Miller/L. Martinez) To go into executive session at 7:33 p.m.

A. Quarterly Legal Update  
B. Lease Update  
C. Personnel Matters

VIII. Adjournment

Debra adjourned the meeting at 8:35 p.m.

Submitted by,

Jennifer Kaiser  
Jennifer Kaiser  
Executive Assistant

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