II. Call to Order & Introductions

Dan called the meeting to order at 6:15 p.m.

II. Public Input

There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Item IV.G. was added to the agenda.

M/S/C (L. Paparozzi/D. Newman) To approve the revised agenda as modified.

B. Approval of Minutes from the September 26th Meeting

M/S/C (L. Paparozzi/D. Newman) To approve the minutes as presented.

IV. Executive Session

A. Lease Negotiations

M/S/C (L. Paparozzi/D. Newman) To go into executive session at 6:17 p.m.

The executive session ended at 7:15 p.m. and the meeting continued.

V. Committee Business

A. Financial Report

The August 2018 financial report showed that the center’s operations budget for FY 2018-19 was $51,334,004, the purchase of service (POS) budget was $428,871,915, and the family resource center budget was $207,187, for a total
budget of $480,413,106 at this point. The administrative expenses were at 12.8%, year to date, which is under the required 15% cost cap.

B. Contracts for Review and Recommendation

1. HOPE Main Funding Agreement
2. Nursecare Home Health, Inc. (HL0841-8620)
3. Master Board Resolution – Home Health Agency Nursing Services Increase Effective July 1, 2018

**M/S/C** (L. Paparozzi/M. Miller; Abstention: L. Martinez) To recommend to the Board of Trustees to approve the 3 contracts listed above, as presented.

C. Executed Contracts by NLACRC

1. **Office Expansion**: There were 3 change orders made in September with Holwick Constructors, Inc. in the amount of $12,309, an amendment made to the contract with Pinnacle Networking Services, Inc. in the amount of $2,911, and an amendment made to the contract with Western Office LA, Inc. in the amount of $10,402. Kim announced that the construction on the 7th floor is done and the construction on the 1st and 4th floors are almost done.

2. **Cynergistek Risk Assessment Contract**: The center released a request for proposals to conduct a risk assessment of the center. Cynergistek was the company selected and we are currently in contract negotiations with them.

3. **Minimum Wage Increase – No Report**

4. **Contract Renewals – No Report**

D. Status Report on Lease Agreements

Kim provided copies of a report detailing information about the center’s leases for all 3 of its offices, which included the following information:

1. Landlord
2. Address
3. Square footage
4. Tenant’s share
5. **Term**
6. Lease commencement and expiration date
7. Options to terminate and extend
8. Rent type
9. Base rent adjustment
10. Operating expenses and taxes
11. Parking
12. Security deposit
13. Late charges
14. Rent abatement
15. Miscellaneous provisions
16. Number of staff
17. Capacity

**E. 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 2018-19: $2,092,563
2. FY 2017-18: $871,621
3. FY 2016-17: $347,359
4. FY 2015-16: $19,503

$3,331,046

This total is $385,641 less than what was reported at last month’s committee meeting.

**F. Audit Updates**

1. **October 4, 2018 DDS Audit of Family Home Agencies:** DDS has notified us that they will be conducting an audit of the center’s 2 family home agencies: Community Options, Inc. and the Free To Be program. DDS audits family home agencies every other year. Once we receive the audit results they will be shared with this committee.

2. **Windes Engagement Letter:** Kim has signed an agreement with Windes to prepare the centers Form 990 (return of organization exempt from income tax), Form 199 (exempt organization annual information return), and Form RRF-1 (annual registration renewal fee report). Copies of the signed engagement letter were provided to the committee.
3. Annual Service Provider Update Report to DDS for FY 2016-17: The center conducted 14 service provider audits during FY 2016-17. A summary of these audits and their financial impact were sent to DDS on October 11th. Copies of the cover letter and the summary were provided to the committee.

G. Human Resources Monthly Report

Michele provided the committee with copies of the summary and reviewed it with the committee. The summary included the following information:

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19 authorized positions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open positions on hold</td>
<td>-3</td>
</tr>
<tr>
<td>2</td>
<td>Open positions vacant</td>
<td>-66</td>
</tr>
<tr>
<td>3</td>
<td>Separations</td>
<td>-5</td>
</tr>
<tr>
<td>4</td>
<td>Sub-total</td>
<td>477</td>
</tr>
<tr>
<td>5</td>
<td>New hires</td>
<td>+6</td>
</tr>
<tr>
<td>6</td>
<td>Positions filled</td>
<td>483</td>
</tr>
</tbody>
</table>

1. Division of Occupational Safety & Health (DOSH) Request: Due to the high number of the center’s high experience modifier, CalOSHA considers us to be a “high hazard employer” and, as such, is offering to provide us with a no cost, confidential evaluation by the CalOSHA consultation services branch. We will accept their offer and they will be conducting their evaluation sometime in December.

2. Report on Personnel Classifications: Regional centers are required to post information about their personnel classifications and their monthly salary ranges on their websites. Copies of the center’s personnel classification were provided to the committee for their review.

   M/S/C (D. Newman/L. Paparozzi) To recommend to the Board of Trustees to approve the personnel classifications information, as presented, so it can be posted on the center’s website.

VI. Items for the Next Board Meeting

The following items were identified for the committee’s section of the November 14th board meeting agenda:

A. Minutes of the October 30th Meeting
B. Financial Report
C. 1st Quarter Human Resources Report
D. Approval of Contracts
E. Approval of Personnel Classifications

VII. Announcements/Information/Public Input
A. Next Meeting: Wednesday, November 28th, at 6:00 p.m.

VIII. Executive Session
A. Quarterly Legal Update

M/S/C (L. Paparozzi/M. Miller) To go into executive session at 7:41 p.m.

IX. Adjournment

Debra adjourned the meeting at 7:56 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

[aamin.oct30.2018]