North Los Angeles County Regional Center  
Administrative Affairs Committee Meeting Minutes  
November 28, 2018  

Present: Dan Becerra, Elena Burnett, Lillian Martinez, Meagan Miller, and Debra Newman - Committee Members  
Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members  

Absent: Lou Paparozzi  

I. Call to Order & Introductions  
Dan called the meeting to order at 6:07 p.m.  

II. Public Input  
Debra announced that there will be a special needs prom called “Night to Shine” held in the Antelope Valley in February 2018 that is free for the consumer participants. It includes hair, make-up, clothing, and transportation for people with special needs ages 14 and older. Nearly 600 churches from around the world are preparing for proms in their areas in February 2019. This event is held annually through the Tim Tebow Foundation.  

III. Consent Items  
A. Approval of Revised Agenda  
M/S/C (E. Burnett/D. Newman) To approve the revised agenda as presented.  
B. Approval of Minutes from the October 30th Meeting  
M/S/C (D. Newman/M. Miller) To approve the minutes as presented.  

IV. Committee Business  
A. Financial Report  
The October 2018 financial report showed that the center’s operations budget for FY 2018-19 was $51,447,247, the purchase of service (POS) budget was $429,141,135, and the family resource center budget was $207,187, for a total budget of $480,736,092 at this point. The administrative expenses were at 13%, year to date, which is under the required 15% cost cap.
1. **CNB Interest Rate Increase from 0.30% to 0.60%, Effective 12/1/18:**

City National Bank has increased their interest rates which has helped to reduce our operations budget deficit to $306,000.

B. **Approval of Contract: Viatron (Revised Board Resolution)**

**M/S/C** E. Burnett/D. Newman) To recommend to the Executive Committee to approve the contract with Viatron, on behalf of the Board of Trustees, as presented.

C. **Executed Contracts by NLACRC**

1. **Office Expansion:** Since October 30, 2018, 2 contract amendments have been made:
   - Pinnacle Networking Services ($1,164.62)
   - Western Office LA ($8,852.28)

2. **Minimum Wage Increases – No Report**

3. **Contract Renewals – No Report**

D. **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: $2,589,751
2. FY 2017-18: $ 399,625
3. FY 2016-17: $ 347,359
4. FY 2015-16: $ 19,503
   $3,356,238

This total is $25,192 more than what was reported at last month’s committee meeting.

E. **Form 8868 for Form 990-T for Year 2017**

Effective January 1, 2018, the Internal Revenue Service required employers to pay tax on employee/guest parking. Our certified public accountant filed a tax return for NLACRC to pay the IRS $198. Going forward we will consider this change in tax law when negotiating our leases.
F. **Senate Bill 134 - Salaries, Wages, and Benefits Report**

Per SB 134, we must post our managerial salaries, wages, and benefits on our website. Copies of the report were provided to the committee for their review. This information will be posted on our website by the January 1, 2019 deadline.

G. **Personnel & Administrative Services Report**

The Department of Developmental Services (DDS) requires regional centers to provide them with a complete salary schedule for all personnel classifications used by them. In addition, there are required to report expenditures from the regional center operations budget for all administrative services, except for maintenance, repair, or purchase of equipment or property. This information is due to DDS by December 1st.

Also, regional centers are required to provide DDS with a listing of their administrative expenditures by January 1st.

Both of these reports have been completed and copies of them provided to the committee. The reports will be submitted to DDS by the deadlines. The reports have also been posted on the center’s website pursuant to statute and our transparency policy.

H. **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>552</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Open positions on hold</td>
<td>-2</td>
</tr>
<tr>
<td>3.</td>
<td>Open positions vacant</td>
<td>-65</td>
</tr>
<tr>
<td>4.</td>
<td>Separations</td>
<td>-6</td>
</tr>
<tr>
<td>5.</td>
<td>Sub-total</td>
<td>479</td>
</tr>
<tr>
<td>6.</td>
<td>New hires</td>
<td>+9</td>
</tr>
<tr>
<td>7.</td>
<td>Positions filled</td>
<td>488</td>
</tr>
</tbody>
</table>

V. **Items for the Next Board Meeting**

The following items were identified for the committee’s section of the January 9th board meeting agenda:
A. Minutes of the November 28th Meeting
B. Financial Report

VI. Announcements/Information/Public Input

A. Next Meeting: Wednesday, January 30th, at 6:15 p.m.

VII. Executive Session (Lease)

M/S/C (E. Burnett/D. Newman) To go into executive session at 6:23 p.m.

VIII. Adjournment

Dan adjourned the meeting at 6:39 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

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