

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

January 30, 2019

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

Absent: Lou Paporozzi

I. Call to Order & Introductions

Dan called the meeting to order at 6:16 p.m.

II. Public Input – There was no public input.

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 November 28th Meeting

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

IV. Committee Business

A. Financial Report

The December 2018 financial report showed that the center's operations budget for FY 2018-19 was \$51,477,247, the purchase of service (POS) budget was \$429,084,330, and the family resource center budget was \$207,187, for a total budget of \$480,768,764 at this point. The administrative expenses were at 13.3%, year to date, which is under the required 15% cost cap.

1. ARCA Regional Center Purchase of Service Expenditure Projection (PEP) Reports

Copies of the December 10th and January 10th reports were provided. According to the most recent report, 16 of the 21 regional centers are projecting a potential POS deficit for this fiscal year, while the other 5

centers are projecting POS surpluses. NLACRC is number 1 with the highest projected POS deficit. The total statewide POS deficit range is between \$69.4 and \$102.7 million.

B. Contracts for Review and Recommendation

1. Integrated Resources Institute (PL1752-055)
2. Therapeutic Time, Inc. (PL1742-785)

M/S/C (D. Newman/E. Burnett) To recommend to the Board of Trustees to approve the contracts listed above, as presented.

3. Nonresidential Negotiated Rate Agreements - Service Code 862 (Group)

M/S/C (D. Newman/M. Miller) To recommend to the Executive Committee to approve the contact listed above, as presented, on behalf of the Board of Trustees.

C. Executed Contracts by NLACRC

1. Office Expansion

Copies of the report were provided. Two contract amendments have been made since the last committee meeting in November:

- a. Pinnacle Networking Services (6th amendment) for cabling and audio-visual services: \$15,198.54
- b. Western Office LA (8th amendment) office furniture and fixtures: \$7,591.57)

2. Minimum Wage Increases

Copies of the report were provided. Wage adjustments have been made for 2 of our service providers between September 28, 2018 and January 22, 2019: Jay Nolan Community Services and Help Hands respite Services.

3. Contract Renewals – *No Report*

D. FY 2018-19 Department of Developmental Services (DDS)/NLACRC Contract Amendments

Copies of the contracts, with the language changes noted, were provided to the committee. The changes pertained to:

1. Federal funding by Medicaid
2. Self-determination program
3. Advance payment provisions
4. Medicaid enrollment requirements

E. Draft Disbursement of Start-up Funding Policy

The center's contract with DDS requires the center to develop a policy regarding the disbursement of start-up funds that are approved by the center's Board of Trustees. Kim presented a draft of the "Disbursement of Start-Up Funding Policy" for review and approval by the Board of Trustees.

M/S/C (D. Newman/M. Miller) To recommend that the Disbursement of Start-Up Funding Policy be presented to the Board of Trustees for review and approval.

A. Discussion of Travel Reimbursement Policy

NLACRC is currently in the process of updating its travel reimbursement policies for staff. During the process of updating travel reimbursement policies for staff, an inquiry was made into whether board members should also provide proof of a driver's license and auto insurance coverage. The center requires its staff to provide proof of their current auto insurance coverage along with a copy of their current driver's license. However, our board members who drive to and from board meetings and events are not required to show proof of a driver's license or auto insurance coverage to the center. In discussion with the center's insurance broker to determine if the center had any exposure when board members were traveling, Kim was informed that there is no exposure for the center if a board member should be involved in an auto accident on the way to/or from a board meeting or event. However, should the board member be involved in an auto accident traveling from/to the center's business location to a board activity or an activity related to the center's business activities, the center would have exposure. The committee engaged in a discussion on whether or not board members who drive should provide the center with proof of their auto insurance coverage and driver's license. After discussion, the following action was taken:

Action: Staff will determine whether this would be a policy change or a bylaws

change and will provide Dan with that information prior to the next board meeting.

Action: This issue will be added to the committee's discussion items for the next board meeting in order to get feedback from the Board of Trustees on this matter.

B. The Governor's Proposed State Budget for FY 2019-20

The proposed budget includes \$7.8 billion in total funds for DDS's budget, and increase of \$435.2 million from FY 2018-19. The proposed budget includes:

1. The typical dollars for caseload growth.
2. Specialized home monitoring, including a nurse and behaviorist for every 4 specialized homes; \$100,000 for the nurse position and \$74,000 for the behaviorist.
3. The development of 3 community crisis homes for children.
4. \$8 million for DDS to hire enough staff to provide enhanced monitoring of the regional centers.
5. Funding for the Uniform Fiscal System (UFS) replacement.

C. Executive Director Compensation Report Submitted to DDS

This report is due to DDS by January 31st of each year; NLACRC submitted its executive director's compensation earlier this week so the deadline was met.

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: | \$2,482,296 |
| 2. | FY 2017-18: | 61,432 |
| 3. | FY 2016-17: | 347,359 |
| 4. | FY 2015-16: | <u>19,503</u> |
| | | \$2,910,590 |

This total is \$445,648 less than what was reported at the last committee meeting.

E. Human Resources

1. Monthly Report

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

1.	FY 2018-19 authorized positions	554
2.	Open positions on hold	-0
3.	Open positions vacant	-53
4.	Separations	-4
5.	Sub-total	497
6.	New hires	20
7.	Positions filled	517

Not only do we not have any positions on hold, but we have 29 new staff scheduled to start in February and March.

2. 2nd Quarter Report

During the 2nd quarter, the center had 2 positions on hold, 20 new hires, 4 promotions, and 18 separations, with a quarterly turnover rate of 0.10%.

V. Items for the Next Board Meeting

The committee identified the following items for their section of the February 13th board meeting agenda:

- A. Minutes of the January 30th Meeting
- B. Financial Report
- C. Draft Disbursement of Start-Up Funding Policy
- D. Discussion re: Board Travel and Insurance
- E. 2nd Quarter Human Resources Report
- F. Approval of Contracts
 - 1. Integrated Resources Institute (PL1752-055)
 - 2. Therapeutic Time, Inc. (PL1742-785)

VI. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, February 27th, at 6:00 p.m.

VII. Executive Session

- A. Quarterly Legal Update
- B. Lease Update

M/S/C (D. Newman/E. Burnett) To go into executive session at 7:03 p.m.

VIII. Adjournment

Debra adjourned the meeting at 7:24 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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