

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

July 31, 2019

Present: Manuel Alfaro, Elena Burnett, Melissa Ferman, and Lillian Martinez – Committee Members
Cynthia Fernandez – VAC Representative
Ruth Janka, Jennifer Kaiser, Vini Montague, Kim Rolfes, and Jesse Weller, Jennifer Williamson, and Leonard Wilson, Jr. – Staff Members

Absent: Debra Newman

I. Call to Order & Introductions

Manuel called the meeting to order at 6:32 p.m. and introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

A personnel matter will also be discussed during Section VII. Executive Session.

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

B. Approval of Minutes from the May 29th Meeting

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

IV. Committee Business

A. Presentation of Unlawful Harassment & Retaliation Policies and Procedures
(Jennifer Williamson and Leonard Wilson, Jr.)

Copies of this policy were provided to the committee and reviewed. An employee at any level found to have engaged in harassment will be subject to appropriate discipline, up to and including termination of employment.

Action: The policy will be presented to the Board of Trustees for their information.

B. Annual Committee Orientation

1. Policies & Procedures
2. Various Committee Policies
3. Board Audit Section
4. Approved Critical Calendar (Proposed Revisions)
5. Meeting Schedule

These documents are provided to the committee each year, as part of the orientation, to help members understand the purpose of the committee and their role as a member.

Action: Two changes were made to the committee's critical calendar. The audited financial statement information was moved from March to February and the CPA presentation on the center's tax return was moved from April to March.

C. Dividend Check from Nonprofit Insurance Alliance of CA (NIAC)

NIAC authorized a \$3 million dividend to be paid to members who met the loss ratio and loyalty credit criteria. NLACRC will be given a dividend check in the amount of \$9,083.43!

D. FY 2018-19 Financial Report

The June 2019 financial report showed that the center's operations budget for FY 2018-19 was \$51,115,168, the purchase of service (POS) budget was \$446,965,565, and the family resource center budget was \$207,187, for a total budget of \$499,287,920 at this point. The center is currently projecting a deficit in the POS budget between \$3.4 and \$5.8 million which will be resolved with future funding allocations from DDS. Our administrative operating expenses are 13.9% year to date, which is below the 15% cost cap.

E. DDS Contract for FY 2019-20

Copies of the center's contract with DDS were provided to the committee for their review. Please contact Kim if you have any questions.

F. Status Report on Credit Line and Cash Flow

The center's credit line was in place but we received our advance from DDS the day before we would have had to access it.

1. Change in City National Bank Relationship Manager: Forrest Riapelli moved to a smaller bank; our new CNB relationship manager will be Brandon Hobart.

G. Statewide Regional Center Purchase of Service Expenditure Projection Report

Copies of the July 10th reports were provided. According to the report, 11 of the 21 regional centers are projecting a potential POS deficit for this fiscal year, while the other 10 centers are projecting POS surpluses. NLACRC has the second highest POS deficit. The system itself has a projected surplus between \$47.1 and \$55 million.

Action: Kim and Ruth will find out the status of Kern Regional Center's board and report back at next month's meeting.

H. Approval of Contracts

1. Mitel
2. CalPERS 457 Plan Roth Adoption Form
3. Master Board Resolution for Supplemental Rate Increase (SB 81)
4. Windes Audit Engagement Letter

M/S/C (L. Martinez/E. Burnett) To recommend to the Board of Trustees to approve the 4 contracts listed above as presented.

5. ETHOS Therapeutics (PL1796-55)
6. California Psychcare (PL1799-605)
7. Holding Hands (PL1800-612)
8. Holding Hands (PL1801-615)
9. Dr. Barizo, DDS, Inc. (PL1721-715)
10. Needed Respite Care, Inc. (HL0868-862)
11. Creative Choices for Independent Living (PL1808-896)
12. CPES California (Bircher) NLACRC-1819-7 (IP-1819-9-999)
13. CPES California (C-14) NLACRC-1819-9 (HL0872-999)

M/S/C (L. Martinez/E. Burnett; Abstention: L. Martinez from the respite contract #10) To recommend to the Executive Committee to approve the 9 contracts listed above, as presented, on behalf of the Board of Trustees.

I. Review of Master Board Resolutions

These master board resolutions have already been approved by the board; they are brought to this committee each month to provide updates on any contract amendments that were made since the previous month's report. Information about the amendments made were provided to the committee for their information.

1. Minimum wage
2. Addition of New Sub-code to Existing POS Contract
3. Addition of Competitive Integrated Employment (CIE) & Paid Internship Program (PIP) Services to Existing POS Contract
4. R&D Transportation Services
5. POS Service Provider Contract Renewals
6. Health & Safety Exemptions Authorized by DDS
7. 2.1% Bridge Funding
8. Change in SMA Rate for Vendored Clinical Psychologists

J. Executed Contracts by NLACRC

1. POS Minimum Wage Increase
2. POS Contract Renewal(s)
3. Addition of New Sub-Code to Existing POS Contract – *No Report*
4. Health & Safety Exemptions
5. Addition of CIE & PIP Services to Existing POS Contract(s) – *No Report*
6. 2.1% Bridget Funding Contract(s)

K. 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:	\$3,048,831
2.	FY 2017-18:	11,233
3.	FY 2016-17:	333,452
4.	FY 2015-16:	<u>19,503</u>
		\$3,413,019

The total amount is \$266,617 higher than the report that was given in May.

L. Audit Updates

1. DDS Audit of NLACRC Update: DDS has been here for 3 weeks and will be here for a total of 5 weeks. We meet weekly with the auditors and no findings as yet!
2. NLACRC Required Audits for FY 2019-20: We have been informed by DDS that we must perform 12 service provider audits this fiscal year.

3. DDS Audit of Family Home Agencies Final Audit Report: We recently sent our response to DDS on their audit of our 2 family home agencies. Staff have reviewed the findings and have taken the necessary steps to bring the areas identified into compliance. Copies of the audit response letter were provided to the committee for their information.
4. DDS Early Start Monitoring Review: Will be conducted September 16th – 20th.
5. DDS Monitoring Review Report of NLACRC's Compliance with Home & Community-Based Services (HCBS) Waiver Update: When the final audit report is issued, it will be brought here for the committee's review.

M. Service Provider Update

Keolis transportation continues to have issues in keeping enough drivers to do the necessary routes. As reported at earlier meetings, Keolis hires drivers and trains them but their pay rates are not competitive so once trained, the drivers leave to work at other places which pay them more per hour. We are working with Keolis and R&D Transportation to remedy this situation.

N. Human Resources

1. FY 2018-19 End of Year Report

During the 4th quarter of FY 2018-19, the center had 1 position on hold, 20 new hires, 11 promotions, and 13 separations. Last fiscal year, the center had 9 positions on hold, 130 new hires, 33 promotions, and 60 separations.

2. Monthly Report (July)

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

1.	FY 2019-20 authorized positions	557
2.	Open positions on hold	-1
3.	Open positions vacant	-34
4.	Separations	-5
5.	Sub-total	517

6.	New hires	2
7.	Positions filled	519

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the August 13th board meeting agenda:

- A. Minutes of the July 31st Meeting
- B. Financial Report
- C. Approval of Contracts
- D. 4th Quarter Human Resources Report
- E. Unlawful Harassment & Retaliation Policies and Procedures

VI. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, August 28th, at 6:00 p.m.

VII. Executive Session

M/S/C (L. Martinez/E. Burnett) To go into executive session at 7:46 p.m.

- A. Quarterly Legal Update
- B. Labor Contract Negotiations
- C. Lease Update
- D. Personnel Matter

VIII. Adjournment

Elena adjourned the meeting at 8:43 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

