

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
September 25, 2019

Present: Manuel Alfaro, Elena Burnett, Melissa Ferman, Anna Hamilton, Lillian Martinez, and Debra Newman– Committee Members
Kevin Shields – VAC Representative
Betsy Johnson – Attorney
Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes (via teleconference), Jesse Weller, Jennifer Williamson, and Leonard Wilson, Jr. – Staff Members

Absent: All present

I. Call to Order & Introductions

Manu called the meeting to order at 7:06 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

A consumer matter was added to Section VII. Executive Session.

M/S/C (M. Alfaro/A. Hamilton) To approve the agenda as modified.

B. Approval of Minutes from the August 28th Meeting

M/S/C (A. Hamilton/D. Newman) To approve the minutes as presented.

IV. Committee Business

A. Recommended Personnel Policies to be Developed or Revised

Betsy Johnson, from Ogletree & Deakins, specializes in labor and employment law. The center retained her services to help us update our personnel policies to make sure they are in compliance with the law. Individual policies will be developed vs. a personnel handbook. A list of the recommended policies to be developed or revised was provided. Once the union negotiations are finalized, the work on the policies will begin. The policies will be gender-neutral. The committee approved the list as presented and had no additions or changes.

Action: The proposed list of personnel policies to be developed or revised will be presented to the board at their January 15th meeting.

B. Audit Updates

1. Workers Compensation Audit: This audit will start tomorrow. They estimate our coverage at the beginning of the year and then come back for an audit to make any needed adjustments. Sometimes, this can result in a refund if fewer claims were made than were anticipated.
2. Early Start Audit: Historically, the Department of Developmental Services (DDS) conducted an audit of our Early Start program every 3 years, but now they conduct an audit annually (a result of increased regional center oversight and monitoring). The auditors were pleased with our staff and with our audit. They were especially impressed with how many of our Early Start services were provided in “natural environments.” They also found our practices to be consistent. However, we struggled with meeting the 45-day timeline because we had difficulty getting second assessment reports from our service providers. We are currently looking at our processes to expedite getting the second assessment, if it’s needed. Also, the transition plan should document the involvement of the local education agency (school district) and if they are not able to participate, it should be noted.

C. FY 2019-20 Financial Report

The August 2019 financial report showed that the center’s operations budget for FY 2019-20 is \$52,049,655 and the purchase of service (POS) budget is \$482,106,884 (excluding community placement plan (CPP) funding), and the family resource center is \$207,187 for a total budget of \$534,363,726 at this point. We expect to received or CPP funding with our next allocation. We do not know whether or not we will be projecting a surplus or deficit in our POS budget until we submit our first POS expenditure project report to DDS in December. Our administrative operating expenses are 14.6% year to date, which is higher than usual because the center has bills to pay that are due at the beginning of the fiscal year (e.g. insurance); but we are still below the 15% cost cap.

D. Statewide Regional Center Purchase of Service Expenditure Projection Report

Copies of the September 10th report were provided. According to the report, 13 of the 21 regional centers are projecting a potential POS deficit for last fiscal year,

while the other 8 centers are projecting POS surpluses. NLACRC has the fourth highest POS deficit (between \$3.4 & \$4.6 million). The system itself has a projected **surplus** between \$31.3 and \$36.3 million.

E. Executed Contracts by NLACRC

Information about the contract amendments were provided to the committee. Since last month's committee meeting:

1. POS Contract Renewal(s): 10 contracts were renewed.
2. Addition of New Sub-Code to Existing POS Contract: We added sub-codes to identify expenditure to describe a specific type of service in 3 contract amendments.
3. Health & Safety Exemptions: 10 health and safety exemptions were approved.
4. Addition of CIE & PIP Services to Existing POS Contract(s): 4 service providers added CIE/PIP services to their contracts.
5. 2.1% Bridge Funding Contract(s): Just 1 contract was amended.

F. 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 2019-20: | \$1,506,614 |
| 2. | FY 2018-19: | 2,724,817 |
| 3. | FY 2017-18: | 21,876 |
| 4. | FY 2016-17: | 290,198 |
| 5. | FY 2015-16: | <u>14,893</u> |
| | | \$4,558,398 |

The total amount is \$769,480 higher than the report that was given in August.

G. 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:

FY 2019-20 authorized positions	561
Open positions on hold	-1
Open positions vacant	-30
Separations	-0
Sub-total	530
New hires	9
Positions filled	539

September has been a good month! Turnover is usually higher during the summer months. We are projecting 8 new hires for September, including 5 service coordinators.

2. 1st Quarter Report: During the 1st quarter of this fiscal year, the center had 1 position on hold, 16 new hires, 8 promotions, and 14 separations for a quarterly turnover rate of 0.07%.

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the October 23rd board meeting agenda:

- A. Minutes of the September 25th Meeting
- B. Financial Report
- C. Recommended Personnel Policies to be Developed or Revised (January)
- D. Human Resources 1st Quarter Report

VI. Announcements/Information/Public Input

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

VII. Executive Session

M/S/C (A. Hamilton/M. Ferman) To go into executive session at 6:45 p.m.

- A. Collective Bargaining Agreement Update (Union Negotiations)
- B. Consumer Matter
- C. Legal Update
- D. Personnel Matter

VIII. Adjournment

Manu adjourned the meeting at 7:45 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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