

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

March 25, 2020

Present: Elena Burnett, Anna Hamilton, Lillian Martinez, and Debra Newman—
Committee Members (all via Zoom)
Kevin Shields – VAC Representative (via Zoom)
Cherie Williams – Windes, Inc. (via Zoom)
Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and
Jesse Weller – Staff Members

Absent: All present

I. Call to Order & Introductions

Elena 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

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

B. Approval of Minutes from the February 26th Meeting

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

IV. Committee Business

A. CPA Presentation of IRS Form 990 Tax Return

Kim introduced Cherie Williams from Windes, Inc. to the committee. Copies of the center's 2018 exempt organization return and annual report were provided to the committee and Cherie reviewed highlights of them with the committee. Cherie reported that the tax return is very similar to last year's with no "red flags."

M/S/C (A. Hamilton/D. Newman) To present the center's IRS Form 990 tax return to the Board of Trustees and recommend they accept it as presented.

B. FY 2019-20 Financial Report

The February 2020 financial report showed that the center's operations budget for FY 2019-20 was \$55,978,293 and the purchase of service (POS) budget was \$498,952,961 for a total budget of \$554,931,254. We are projecting a deficit in our POS budget of \$2,594,414, which will be resolved by future allocations from the Department of Developmental Services (DDS). Our administrative operating expenses are 14.9% year to date, which is less than the 15% cost cap.

1. Statewide Regional Center POS Expenditure Projection Report: Copies of the March 10th reports were provided. According to the report, 11 of the 21 regional centers are projecting a potential POS deficit for this fiscal year (including NLACRC), while the other 10 centers are projecting POS surpluses. In each chart, NLACRC is pretty much in the middle of the pack. Statewide, the regional center system is projecting a POS surplus of over \$10 million.

C. Approval of Contracts (by Executive Committee)

1. Contracts to Add Subcodes to Track COVID-19 Related POS Expenditures
2. Contracts During COVID-19 (OPS)
3. Contracts During COVID-19 (POS)
4. C & P Shepherd Homes (PL1858-109)
5. Valerio Castle, Inc. (PL1857-109)

M/S/C (A. Hamilton/D. Newman) To recommend to the Executive Committee to approve the 5 contracts listed above, as presented, on behalf of the Board of Trustees.

D. Approval of Contracts (by Board of Trustees)

1. Advancement for Behavioral and Educational Development and Intervention, Inc. dba ABEDI (PL1854-062)
2. Build Rehabilitation Industries (PL1629-055)
3. Desert Haven Enterprises (PL1852-055)
4. United Cerebral Palsy of Los Angeles & Ventura (PL1850-062)
5. United Cerebral Palsy of Los Angeles & Ventura (PL1851-062)

M/S/C (L. Martinez/D. Newman) To recommend to the Board of Trustees to approve the 5 contacts listed above as presented.

E. Executed Contracts by NLACRC

1. POS Minimum Wage Increase: 1 amendment was made
2. POS Contract Renewal(s): 5 renewals were made, all for behavioral services
3. Addition of CIE & PIP Services to Existing POS Contract(s): 1 agreement was made
4. Provider Supplemental Rate Increases: 2 amendments were made, both for Keolis, a transportation provider.

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: \$3,462,889
2. FY 2018-19: 119,944
3. FY 2017-18: 0
4. FY 2016-17: 0
 \$3,582,833
 3,436,472

The total amount is \$146,361 **more** than what was reported last month. However, we can now close out FY 2016-17 and FY 2017-18 because we have collected all of the monies due for those 2 fiscal years.

G. Human Resources

1. Monthly Human Resources 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	565
Open positions on hold	-1
Open positions vacant	-34
Separations	-4
Sub-total	526
New hires	+6
Double billeted position	1
Positions filled	533

Michele added that her department is exploring remote hiring and onboarding so we can keep the process while keeping people safe.

2. 3rd Quarter Report: During the 3rd quarter, the center had 1 position on hold, 16 new hires, 8 promotions, and 13 separations, with 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 April 7th board meeting agenda:

- A. Minutes of the March 25th Meeting
- B. FY 2019-20 Financial Report
- C. Monthly & 3rd Quarter Human Resources Report
- D. Approval of Contracts

VI. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, April 29th, at 6:15 p.m.

VII. Adjournment

Elena adjourned the meeting at 7:16 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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