

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

February 27, 2024

Present: Brian Gatus, Ana Quiles, Leticia Garcia, Andrea Devers - Committee Members

Cristina Preuss, Evelyn McOmie, Vini Montague, Parita Burmee, Kimberly Visokey – Staff Members

S. Scott Seamands- Lindquist, Thea Edolsa- Lindquist, Andrew McElhinney - DDS, David Coe, Lillian Martinez, Rocio Sigala, Sharmila Brunjes - NLA Board Member, Jasmine Barrios – Minutes Services, - Guests

Absent: Andrew Ramirez

I. Call to Order

Brian Gatus called the meeting to order at 6:02 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

Brian proposed that in the best interest of time, the following Items be reviewed as report-out items:

- Committee Business Item C: Report on Lease Agreements
- Committee Business Item F: Quarterly Fee Reports for PRMT and UAL
- Committee Business Item I: Statewide Regional Center POS Expenditure Projection Report
- Committee Business Item J: Social Recreation, Camp & Non-Medical Therapies Services Report

M/S/C (A. Quiles/A. Devers) To approve the agenda as revised.

B. Approval of Minutes of the January 23rd Meeting

A revision to the Minutes was requested to include that the Committee agreed to change their current meeting schedule to meet on Tuesday evenings, every other month.

M/S/C (L. Garcia/A. Quiles) To approve the Meeting Minutes as revised. The motion passed with 1 abstention from A. Devers.

IV. Lindquist, Von Husen & Joyce Presentation of NLACRC's FY 2022-23 Audited Financial Statements

Vini Montague introduced S. Scott Seamands and Thea Edolsa from Lindquist, Von Husen & Joyce, who reviewed the results of the FY22-23 Audit, as presented in the packet.

Highlights include:

- It is the auditors' opinion that NLA's financial statements present fairly, in all material respects, the financial position of NLA for FY22-23 and the changes in its net assets and its cash flows for the years ended according to accounting principles generally accepted in the U.S.
- The audit was scheduled to begin in October 2023 but the audit was delayed until January 2024. The audit was completed in February 2024, compared with March in FY21-22.
- The types and magnitude of errors noted in the prior year-end cash reconciliation were not noted in the current year-end cash reconciliation.
- The lease standard was new this year and Lindquist provided training to Vini and her team in regards to calculations.

Scott mentioned that in regards to opportunities for improvement, there were instances of ineligible Title 19 units of time that were recorded as billable as well as eligible Title 19 units that were recorded as non-billable. The number of instances were insignificant in terms of the audit. He recommended continued training for staff in regards to appropriate time reporting. Other areas noted included missing parent signatures on case management documents and issues of missing documents. It was noted that case management supervisors are working to obtain the missing signatures and documents within 30 days in response to this issue. Vini also added that Evelyn McOmie is working with her directors to strengthen internal training for Title 19 and policies and procedures to prevent further issues with Title 19 time units and follow up of missing signatures and documents.

Each member of the Committee who was present confirmed that they had no knowledge of any fraud or irregularities.

The Committee was tasked to vote to recommend the Board approve the Auditor's Report.

M/S/C (A. Quiles/L. Garcia) To move the Auditor's Report to the Board for final approval.

Ana recommended a short presentation from Lindquist be added to the Board Meeting agenda, and that a focus be placed on the area of recommendations. Vini will reach out to Lindquist with meeting details.

V. Committee Business

A. FY2023-2024 Meeting Schedule – Brian Gatus

Brian reviewed this information as presented in the packet. Revisions were made to include the January 23rd meeting, which is not listed and to change the February meeting from the 29th to the 27th. In addition, the next meeting will be on Tuesday, April 23rd. Board Support will make the noted revisions.

B. Review of Insurance – Vini Montague

There was a request from the Committee to review insurance information to determine any changes in coverage or type of insurance that NLA should carry and offer to staff. The requested information was reviewed as presented in the packet. The current insurance contract expires June 30, 2024. We will work with our insurance broker beginning in April to secure insurance for the following fiscal year. Vini provides a report in the subsequent fiscal year on the insurance policies.

C. Report on Lease Agreements – Vini Montague

This item was reviewed as presented in the packet.

D. NLA Operations and Purchase of Service Contract Process Training- Vini Montague

Brian made the recommendation to include this training in the New Board Member Orientation for clarity on how the POS contracting process works. The next Orientation is scheduled for March 5th, and a recommendation was made to record the training.

M/S/C (A. Quiles/L. Garcia) To move add this item to the New Board Member orientation and to allow for the recording option in March.

M/S/C (A. Quiles/L. Garcia) To remove this item from the Administrative Affairs Critical Calendar

E. Approval of Contracts – Vini Montague

1. Virtue Home Care HL1084-862

POS Contract – Provides In-Home Respite

5-year contract effective: April 1, 2024, through March 31, 2029

Projected total contract amount is \$2,324,561.35

Projected to serve 40 consumers per month

2. Rockin' Oldies PL2181-062

POS Contract – Provides Personal Assistance services

5-year contract effective: June 1, 2023, through May 31, 2028

Projected total contract amount is \$831,513.60

Projected to serve 9 consumers per month

M/S/C (L. Garcia/B. Gatus) To approve Contracts 1 and 2 as presented. The motion passed with 1 abstention from A. Quiles.

3. DV Therapy PL2228-612

POS Contract – Provides Behavior Analyst services

5-year contract effective: April 01, 2024, through March 31, 2029

Projected total contract amount is \$1,318,440.00

Projected to serve 50 consumers per month

4. DV Therapy PL2229-615
POS Contract – Provides Behavior Management Assistant services
5-year contract effective: April 01, 2024, through March 31, 2029
Projected total contract amount is \$4,723,804.80
Projected to serve 37 consumers per month
5. DV Therapy PL2230-616
POS Contract – Provides Behavior Management Technician services
5-year contract effective: April 01, 2024, through March 31, 2029
Projected total contract amount is \$5,367,960.00
Projected to serve 37 consumers per month
6. Sekibo, Tumini PL2262-785
POS Contract – Provides Diagnosis and psychotherapy of mental and emotional disorders
5-year contract effective: April 1, 2024, through March 31, 2029
Projected total contract amount is \$551,646.11
Projected to serve 23 consumers per month
7. Ride On LA PL2263-106
POS Contract – Provides specialized Recreational Therapy services
5-year contract effective: April 1, 2024, through March 31, 2029
Projected total contract amount is \$156,000
Projected to serve 10 consumers per month
8. Phiba Home PL2254-109
POS Contract – Provides Supplemental Residential Services Program Support services
5-year contract effective: April 01, 2024 through March 31, 2029
Projected total contract amount is \$496,465.20
Projected to serve 2 consumers per month
9. Brilliant Corners PL2186-999, PL2187-999, PL2188-999 1st amendments
POS Contract – Three CPP Housing Agreements, each in connection with the purchase and renovation of a property
30-year contract effective: June 1, 2023, through the earlier of (1) the date HDO is no longer owner of the Property or (2) May 31, 2053
Original Projected total contract amount: \$350,000 Acquisition; \$400,000 Renovation
Amended Projected total contract amount: \$379,597 Acquisition; \$604,974 Renovation
Projected to serve 4 consumers per EBSH
10. Ultra Jiu Jitsu PL2144-008 1st amendment
POS Contract – Provides Sports Club services
2-year contract effective: February 1, 2023, through January 31, 2025
Projected total contract amount is \$84,000

- Projected to serve 20 consumers per month
11. Zoot Fitness PL2143-008 1st amendment
POS Contract – Provides Sport Club services
5-year contract effective: January 1, 2023, through December 31, 2027
Projected total contract amount is \$1,281,280.00
Projected to serve 8 consumers per month
 12. Psychologist Assessments service code 056 (group of 23) - *deferred*

M/S/C (L. Garcia/A. Quiles) To approve Contracts 3-11 as presented.

F. Quarterly Fees Reports for PRMT and UAL – Vini Montague

1. 2nd Quarter PRMT Fees Report by U.S. Bank
 2. 2nd Quarter UAL Fees Report by U.S. Bank & Highmark Capital
- These items were reviewed as presented in the packet.

G. FY2023-2024 Financial Reports – Vini Montague

1. FY2023-2024 Financial Reports
 - a. November 2023
 - b. December 2023
 2. FY2023-2024 Admin vs. Direct Allocation Report
 - a. November 2023
 - b. December 2023
- These items were reviewed as presented in the packet.

A question was raised in regards to the amount allocated for staff bonuses. Vini expects to have this information to share at the April Committee Meeting.

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 13.3% for December.

H. FY2023-2024 Board Budget vs Expenditure Report – Vini Montague

Vini reviewed this information as presented in the packet. She made the recommendation to reallocate funds in order to support the Board Dinner and the Board Retreat. It was noted that there had been no requests for the Sponsorship line item, and funds were reallocated from that category.

Regarding the process of Sponsorship opportunities, Cristina will follow up with Ana to further discuss.

This item will be deferred, and after discussion, it was determined that Cristina and Vini will work together to solidify the budget and that any impacts to the budget will be presented at the next Committee Meeting.

I. Statewide Regional Center POS Expenditure Projection Report – Vini Montague

This item was reviewed as presented in the packet.

J. Social Recreation, Camp & Non-Medical Therapies Services Report – Vini Montague

This item was reviewed as presented in the packet.

K. Purchase of Services Outstanding Payments Discussion – Vini Montague

1. Payments and Authorizations Timeline Summary

This item was reviewed as presented in the packet. It shows the average number of work days between an invoice being generated in the system and the date that the vendor submitted billing to NLA. The report is also inclusive of the percentage of the invoices that were generated 30 days past the service month and FY authorizations that were generated over 20 days after the start date. A request was made to include information related to the number of outstanding vendor issues. Vini proposed data that demonstrates the number of escalated issues, the number of resolved issues and the number of outstanding issues remaining for each month. She will revise this report to include the information, and the report will continue to be included on the agenda for the next few months to gather trend information.

L. Audits Update – Vini Montague

1. DDS Audit of FY2021-2022 and FY2022-2023

Vini shared there are no updates to this item.

2. Independent Audit of FY2022-2023

This item was addressed in the Lindquist section of the meeting.

3. Social Security Audit

Vini shared there are no updates to this item.

M. Human Resources Update – Parita Burmee

1. 2nd Quarter HR Report

Parita reviewed the information as presented in the packet.

Positions on Hold: 66

New Hires: 34

Promotions: 13

Separations: 31

2. Monthly Human Resource Reports

Parita reviewed the information as presented in the packet.

a. January 2024

Positions on Hold: 68

Positions Filled: 652

% Filled: 70.49%

New Hires: 10

Separations: 11

Turnover Rate: 1.69%

3. Temporary Staff Statistics Update

a. January 2024

Parita reviewed the information as presented in the packet.

N. Status of People Scout Recruitment – Parita Burmee

Parita reviewed the information as presented in the packet.

Offers Accepted (verbal and written): 31

Offers Pending Acceptance: 5

Offers Declined: 11

It was noted on the Performance Contract that a goal was to expect 10 CSC new hires per month. After discussion, it was determined to invite PeopleScout to the April Board Meeting for an update on their progress. Parita will reach out to the team at PeopleScout to coordinate.

O. Salary Schedule – Parita Burmee

Parita reviewed the information as presented in the packet. There were revisions for data entry errors, as noted. Board Support will send the document to the Committee for review. It was also requested that the information be provided on the NLA website once approved by the Board.

M/S/C (A. Quiles/L. Garcia) To approve the recommendation for presentation of the Staff Salary to the Board.

V. Executive Session

A. Quarterly Legal Update

M/S/C (A. Quiles/L. Garcia) To enter the Executive Session at 7:35 pm.

M/S/C (A. Quiles/L. Garcia) To exit the Executive Session at 7:43 pm.

VI. Review of Meeting Action Items

- A. Add Approval of the Auditor’s Report to the next Board Meeting agenda (Board Support)
- B. Send Lindquist information on the upcoming Board Meeting (Vini Montague)
- C. Update FY 23-24 Meeting Schedule as discussed. (Board Support)
- D. Revise the Committee Meeting Schedule and Critical Calendar as discussed. (Board Support)
- E. Update the Committee on staff bonus allocation information by the next Committee meeting. (Vini Montague)
- F. Connect with Ana Quiles to discuss the process for Sponsorships (Cristina Preuss)
- G. Solidify the budget and present budget impacts at the next Committee Meeting (Cristina Preuss and Vini Montague)
- H. Revise the Payments and Authorizations Timeline Summary to include the number of escalated, resolved and outstanding issues on a monthly basis. (Vini Montague)

- I. Invite PeopleScout for a presentation update at the April Board Meeting (Parita Burmee)
- J. Send the revised schedule to the Committee for review. (Parita Burmee)

VII. Board Meeting Agenda Items

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the January 23rd Meeting
- B. Approval of Contracts
- C. 2nd Quarter PRMT and UAL Fees Reports
- D. FY2023-2024 Financial Reports
- E. FY2023-2024 Board Budget vs Expenditure Report
- F. Statewide Regional Center POS Expenditure Projection Report
- G. Social Recreation, Camp & Non-Medical Therapies Services Report
- H. Payments and Authorizations Timeline Summary
- I. 2nd Quarter HR Report
- J. Monthly Human Resources Report
- K. Temporary Staff Statistics Report
- L. Status of People Scout Recruitment
- M. Salary Schedule

VIII. Announcements / Information Items / Public Input

- A. Next Meeting: Thursday, April 25, 2024 at 6:15 p.m.
- B. Committee Attendance

No public input

IX. Adjournment

Brian Gatus adjourned the meeting at 7:48 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

() The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

