

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

May 25, 2022

Present: Ana Quiles, Marianne Davis, Leticia Garcia, Lillian Martinez, Jeremy Sunderland, Kevin Shields (VAC) – Committee Members

Liliana Windover, Lizeth Chavez, Alan Darby, Malorie Lanthier, Vini Montague, Ana Maria Parthenis-Rivas, Dr. Jesse Weller, Ruth Janka – Staff Members

Isabel Romero-Interpreter, Nancy Gallardo-Interpreter, Jasmine Barrios-Minutes Services, Noa Goldfill, Rocio Sigala - Guests

Absent:

I. Call to Order & Introductions

Ana Quiles called the meeting to order at 6:00 pm.

Malorie Lanthier introduced herself as the current IT Director and soon-to-be Chief Information Officer.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda – (Page 2)

Alan would like to add Item L under Committee Business: Recommendation for Bank Signee Change

M/S/C (L. Garcia /M. Davis) To approve the Agenda as revised.

B. Approval of Minutes of the April 27th Meeting – (Page 5)

Ana would like to add that she abstained from the vote for the approval of the Sister Care contract under Committee Business Item C: Approval of Contracts.

M/S/C (J. Sunderland/M. Davis) To approve the Revised April 27th Meeting Minutes.

IV. Committee Business

A. FY2021-22 Reports

1. FY2021-2022 Financial Report – Alan Darby (Page 13)

Alan reviewed the information from this report as presented in the packet.
Expenses for April 2022 = \$57.8M; POS = \$52.89M and OPS = \$4.97M
YTD Expenditures – from July 2021-April 2022 = \$529.6M; POS = \$621.8M
and OPS \$69.1M
Projected Annual Expenditures = \$691.1M; POS = \$621.8M and OPS = \$69.1M

The Administrative vs. Direct Allocation Report - the percentage of Admin Operating Expenses must be below 15% annually of Total Operating Expenses

Regarding the Total Budget sources on Page 15, \$ 1.5 million is being spent under the Language Access and Cultural category. Leticia inquired how that money is being allocated. Ruth stated that these services include interpretation, translation of materials, etc. Alan will report back with the specifics of this category.

2. Summary of Regional Centers PEP Report – Vini Montague (*Page 39*)
Vini reviewed the information from this report as presented in the packet.
Projected Surplus - \$40,395,739 NLACRC ranks #12 among Regional Centers.
Projected Surplus by Per Capita Allocation- \$22,490. NLACRC ranks #13 among Regional Centers.
Per Capita by Expenditures - \$21,096 NLACRC ranks #10 among Regional Centers.
Percent of Deficit to Contact- 6.20% NLACRC ranks #6 in this category.
Percent Change in Original PEP- -0.35% to Current PEP. NLACRC ranks #13 in this category.
3. COVID-19 Related Expenditure Report as of May 10, 2022 – Vini Montague
No notable items to report. DDS is no longer requiring a COVID tracker and is reevaluating the need for future reporting.
4. Statewide Regional Center COVID-19 Related Expenses & CARES Act Funding – Vini Montague
No notable items to report. DDS is no longer requiring a COVID tracker and is reevaluating the need for future reporting.

B. Approval of Contracts– Alan Darby

Alan reviewed the contracts as presented in the packet. Contracts 1-8 are POS Contracts, and 5 Operational Contracts.

1. Mazon, Jewel PL2095-605 (*Page 44*)
POS Contract – Provides adaptive skills training services
5-year contract effective June 1, 2022 through May 31, 2027
Projected to serve 60 consumers per month
Projected total contract amount over 5 years = \$978,336.00.
The annual expense = \$67.94 x 8 hours per month x 30 consumers = \$16,305.60 per month x 12 months = \$195,667.20
2. Angel Wings PL2104-055 (*Page 49*)
POS Contract – Provides Community Integration Training Services

5-year contract effective June 1, 2022 through May 31, 2027
Projected annual cost is \$708,704.64 per year – which \$3,543,523.20 over the entire five (5) year term
Projected to serve 28 consumers per month
The math is \$16.74 hourly rate x 126 hours per month x 28 consumers = \$59,058.72 per month x 12 = \$708,704.64

3. Assisted Healthcare Services 854 Amendment H32822 (*Page 54*)
POS Contract – Provides Home Health Agency services
5-year contract effective July 1, 2018 through June 30, 2023
Projected annual cost based on the \$61,522 average monthly rate for the duration of the contract is \$738,264.73 per year.
Projected total contract amount is \$3,691,323.64
Projected to serve 14 consumers per month
4. Ballsbridge Academy Inc. PL2089-612 (*Page 57*)
POS Contract – Provides Behavior Analyst services
5-year contract effective June 1, 2022 through May 31, 2027
Projected total contract amount is \$1,098,758.02
Projected to serve 15 consumers per month
\$76.30 hourly rate x 16 hours per month x 15 consumers per month = \$18,312.63 x 12 months = \$219,751.60
5. Ballsbridge Academy Inc. PL2089-615 (*Page 67*)
POS Contract – Provides Behavior Management Assistant services
5-year contract effective June 1, 2022 through May 31, 2027
Projected total contract amount is \$1,730,438.70
The math is: \$41.08 x 18 hours per month x 39 consumers per month x 12 months = \$28,838.16 x 5 years = \$346,057.92
Projected to serve 39 consumers per month
6. W&W Joint Ventures, Inc. PL2107-113 (*Page 77*)
POS Contract – Provides Specialized Residential Facility (SRF) services
3-year contract effective July 1, 2022 through June 30, 2025
Projected total contract amount is \$2,946,594.24
Projected to serve 4 consumers per month
Monthly rate of \$20,462.46 per consumer x 4 consumers = \$81,849.84 per month for 4 consumers x 12 months = \$982,198.08
7. CPP/CRDP Funding for FY2021-22, TBD-999 (*Page 85*)
POS Contract – Service Development Agreement to provide startup funding to develop one specialized residential facility.
FY2021-2022, June 1, 2022 – March 31, 2024
Each of the two contracts is for \$200,000.00
Projected to serve a maximum of 4 consumers

Leticia noted that some service codes listed on the contracts are paid the statewide median rates and some are paid an NLACRC rate per Page 138 of the packet. Vini explained that DDS establishes the statewide median rate as well as the rate for NLACRC and generally, service codes follow the rate listed. If both

rates listed for the same service code, negotiation rates are determined based off of the lower rate.

M/S/C (J. Sunderland/M. Davis) To approve POS Contracts (1-7) as presented.

8. The Sheridan Group – SCV Expansion Project (Page 88)
Operations Sales Agreement – Provides for new furniture and installation at the Santa Clarita Valley Office.
Furniture to be delivered and installed within 12-16 weeks of agreement approval.
Projected total contract amount is \$359,248.60

9. RingCentral, Inc. (Page 102)
Operations Technology Agreement – Provides phone, video conference, text, fax, and recording services.
3-year contract effective April 30, 2022
Projected total contract amount is \$683,742

It was observed by a member that Ring Central has a call recording/monitoring feature, which has been recommended by some board members to assess the quality of program planning. While this feature is available, the Center will need to consult with counsel before implementing the recording of employee phone calls. Ana asked how many vendors were considered for this service and what assessments went into choosing Ring Central. Malorie Lanthier presented her assessment of the proposal and other comparisons. There were 3 companies considered, Ring Central is the leader in VOIP space and has many features.

Due to issues that came up during re-negotiation, it was decided to switch from previous phone service vendor, Mitel. In order to terminate the contract, Mitel requires a termination fee but is willing to waive the fee if NLACRC signs a contract with Ring Central.

It was decided to defer the decision on the Ring Central contract pending a change of language within the contract to reflect that any termination fee liability to Mitel is extinguished. Alan will bring a revised contract to the Board for approval.

10. Software Management Consultants, Inc. “SMCI” Data Warehouse Project (Page 123)
Operations Consulting Services Agreement – Provides programming, development and maintenance of the Data Warehouse, feeds reporting services, generates reports. This is a 1-year contract effective July 1, 2022 through June 30, 2023 with a projected total contract amount of \$237,360.00.

11. Software Management Consultants, Inc. “SMCO” EDMS Project Management (Page 125)
Operations Consulting Services Agreement – Performs business analysis and project management for the upgrade and maintenance of the EDM system.

This is a 1-year contract effective July 1,2022 through June 30, 2023 with a projected total contract amount of \$268,1104.00

12. Software Management Consultants, Inc. "SMCI" EDMS SQL Developer Network Architect FY2022-23 (*Page 128*)
Operations Consulting Services Agreement – leads SQL development and the development of architecture to support EDMS, share point and all integration points with IBM. This is a 1-year contract effective July 1,2022 through June 30, 2023, with a projected total contract amount of \$246,852.00.

M/S/C (L. Garcia/J. Sunderland) To approve the remaining Operations Contracts (8,10-12) as presented.

- C. Executed Contracts by NLACRC – Alan Darby
Alan reviewed the 2 Executed Contracts as presented in the packet.
 1. Minimum Wage Increase (*Page 149*)
 2. POS Contracts related to COVID-19 (*Page 150*)
 3. No Report: POS Contract Renewals
 4. No Report: Addition of new Sub-Code to existing POS Contract
 5. No Report: Health and Safety Exemptions approved by DDS
 6. No Report: Addition of CIE and PIP Services to Existing POS Contract
 7. No Report: New POS Service Contracts related to COVID-19
 8. No Report: Addition of new COVID-19 Sub-Code to Existing POS Contract
 9. No Report: Service Provider Revision to Existing Program Design
- D. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary – Vini Montague
 1. ICF/SPA Billing Summary (*Page 151*)
Vini reviewed the report as presented in the packet.
Negative cash impact from ICF/SPA program for FY 2022 is \$3,260,259.02. For FY 2021, the negative cash impact was \$92,893.19 and was down to \$550.85 on FY 2020. Total negative cash impact is \$3,352,319.13.
 2. ICF/SPA Receivables (*Page 153*)
This report reflects change in Outstanding Total Receivables from month-to-month. As of May 19th, there have been an increase in total receivables by 3.2%.
- E. Human Resources – Ruth Janka
 1. Monthly Human Resource Report (*Page 155*)
Ruth reviewed the report as presented in the packet. Per a previous request, this report has also been edited to include a summary of positions at all 3 locations in addition to an overall view.

Overall: There are 71 vacancies, 6 open positions on hold, 691 authorized positions. There were 18 new hires and 12 separations for May, with a turnover rate of .16%.

San Fernando Valley: 48 vacancies, 5 positions on hold, 502 authorized

positions with 9 new hires and 5 separations in May.

Antelope Valley: 19 vacancies, 1 position on hold, 134 authorized positions with 8 new hires and 6 separations in May.

Santa Clarita Valley: 4 vacancies, no positions on hold, 55 authorized positions with 1 new hire and 1 separation in May.

The Family Advocate position that is on hold was vacated and it is currently being reassessed to determine if it should continue and to move from the Public Information Department. The Resource Development position on hold is also being evaluated as those duties may be covered by the DDS Participant Choice Specialist positions. HR is looking at the recruitment process to ensure new hires meet the criteria for the position and is also working on retention.

Ruth stated that Clarence Foster, Chief HR Officer, will be presenting his Recruitment Plan at the next Committee Meeting. Ana asked if Clarence could present the results determined from the recent job fairs at the next Committee Meeting as well as an update on the Salary Survey with timetables and milestones for implementation.

In regards to the Compensation Analysis portion of the Salary Survey, Ruth shared that Clarence reviewed the proposal and based on his experience in the area of compensation analysis, shared concern regarding the overall cost and the timeline – which was between 9 and 12 months to complete the analysis. As such, Clarence began researching other firms in this sector and has recommended a different strategy with a cost savings for NLACRC. Clarence will present updates on this as a standing agenda item per Ruth.

- F. Review and Approve Committee's Critical Calendar for FY 2022-23 – Alan Darby
(Page 157)

Alan reviewed the calendar as presented in the packet.

M/S/C (M. Davis/J. Sunderland) To approve the Committee's Critical Calendar for FY 2022-23 as presented.

- G. Approval to Authorize Officers to Secure Insurance Coverage for FY 2022-23 – Alan

Darby (Page 159)

Alan made the recommendation that the Board of Trustees authorize the Executive Director or the Chief Financial Officer to execute insurance binders and purchase insurance for FY 2022–23 through its insurance broker.

Jeremy mentioned the discrepancy between the use of organizational titles only for this document, versus the use of personal names and titles on other Authorization Cards. In order to create a consistent nomenclature, Alan recommends using names and organizational titles for all such documents.

M/S/C (J. Sunderland/ M. Davis) To approve the Board Resolution for Insurance with the addition of the Deputy Director title.

- H. Credit Line for FY 2022–23– Alan Darby
1. Approval for Loan Revision and Revolving Note Agreement (*Page 160*)
Alan reviewed the agreement as presented in the packet.
- M/S/C** (L. Garcia/J. Sunderland) To approve the Loan Revision and Revolving Note Agreement as revised to include the title of Deputy Director.
 2. Approval for Disbursement Instructions (*Page 161*)
Alan reviewed the instructions as presented in the packet.

M/S/C (M. Davis/J. Sunderland) To approve the Disbursement Instructions as revised to include the title of Deputy Director.

I. PRMT Quarterly Fees Report on U.S. Bank Transactions– Alan Darby (*Page 162*)
Alan reviewed the report as presented in the packet.

J. UAL Quarterly Fees Report on U.S. Bank and Highmark Transactions – Alan Darby (*Page 163*)
Alan reviewed the report as presented in the packet.

K. Purchase of Service Data Reports FY 20–21 and FY 21–22 (to date) Re: Personal Assistance and Participant Directed Services– Ruth Janka (*Page 164*)

Ruth reviewed these reports as presented in the packet. This data is taken from the Data Warehouse and is looking at Purchase of Service Expenditures by location, age group, ethnicity and per capita and includes a full year’s worth of data. This sorting method will help identify POS disparities and will help direct strategies to address these disparities. Ana recommended and Ruth agreed, to add consumer census numbers by each office to this data. Ruth will provide a timeline on strategies and implementation at the next Committee Meeting.

L. Board Resolution for Bank Signee Change – Alan Darby

Alan presented a Board Resolution for City National Bank’s Supersedure Agreement. This resolution would change would remove Michele Marra’s name as the Chief Organizational Development Officer and to authorize Clarence Foster as an authorized signer. Jeremy asked if it were possible for organizational titles can be used in lieu of personal names. Alan would recommend names for an authorized signer as the more appropriate option for ID purposes. Leticia suggested that this process be completed before the departure of a designated signer so there is no potential lapse for unauthorized access by the former signee. Alan agreed and moving forward, will create the resolution prior to a change in signers.

M/S/A (L. Garcia/M. Davis/J. Sunderland) To approve the change in signer name on the Board Resolution from Michele Marra to Clarence Foster. The motion was approved.

After further discussion on this matter, Vini Montague suggested that Michele Marra's name be removed as an authorized signee without the addition of Clarence Foster's name. Vini will then speak with City National Bank to discuss any potential problems with using the organizational title only in lieu of names. If approved, the Board Resolution can be amended to include only the organizational titles as decided.

M/S/C (J. Sunderland/M. Davis) To amend the vote regarding the change in signer name on the Board Resolution for approval by the Executive Committee. If confirmed, the Board Resolution will be amended to reflect organizational titles only and will then be recommended to the Board at the next meeting.

VI. Board Meeting Agenda Items

The following items were identified for the committee's section of the June 8th Board Meeting agenda:

- A. Minutes of the May 25th Meeting
- B. FY2021-22 Financial Report
- C. Approval of Contracts
- D. Human Resources Report
- E. Approval of Critical Calendar for FY 2022–23
- F. Approval to Authorize an Officer to Secure Insurance coverage for FY 2022–23
- G. Approval for Loan Revision and Revolving Note Agreement
- H. Approval for Disbursement Instructions
- I. Approval for Credit Line Budget for FY 2022–23
- J. Board Resolution for Bank Signee Change

VII. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, July 27th at 6:15 p.m., no June meeting.

Jeremy Sunderland made the recommendation that any future Committee discussion regarding legal matters be brought to an Executive Session.

VIII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 8:01 p.m.

Submitted by:

(*) *Lizeth Chavez*

Executive Administrative Assistant

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

