

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**

September 28, 2022

**Present:** David Coe (Chair), Alma Rodriguez, Ana Quiles, Lillian Martinez, Bob Erio, – Committee Members

Liliana Windover, Lizeth Chavez, Vini Montague, Ruth Janka, Clarence Foster, Evelyn McOmie, Cristina Preuss, Dr. Michael Fernandez, Silvia Haro, Robert Dhondrup, Maddy Gonzalez, Malorie Lanthier, Silvia Haro, Sheila King, Tiffani Jones-Newman – Staff Members

Leticia Garcia - Board Member, Isabel Romero-Interpreter, Azucena Bustillos-Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:** Rocio Sigala, Angelina Martinez

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**I. Call to Order & Introductions**

David Coe called the meeting to order at 6:02 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda – (Page 2)

**M/S/C** (A. Quiles/D. Coe) To approve the agenda as presented.

B. Approval of Minutes of the August 31<sup>st</sup> 2022 Meeting – (Page 4)

**M/S/C** (A. Quiles/D. Coe) To approve the August 31<sup>st</sup> Meeting Minutes as presented.

**IV. Committee Business**

A. FY 2022-23 Financial Reports – Vini Montague

1. D-1 Allocation Report

This report gives a comparison between FY2023 D1 Allocation against the FY2022 C-3 allocation for operations. In FY2023, the center was allocated \$76,037,026 for operations. This is an increase in \$11,613,052 from FY2022 which was \$64,423,974.

Total Funding Fees for New Policies for FY2023 is \$3,118,349, an increase of \$240,166 from FY2022 which was \$2,878,183.

Total Restricted Funds for FY2023 is \$4,090,652. This is \$520,447 less than the FY2022 Allocation which was \$4,611,099.

2. FY2022-23 Financial Report

D1 Budget - \$882,180,063

Monthly Expenditures for August - \$50,536,117

YTD Expenditures - \$97,798,815

Currently no projection for surplus/deficit as POS Expenditures

Projections will be done in December.

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 15.3%. This will be monitored but is not currently of concern as this FY has recently begun.

3. Social Recreation, Camp and Non-Medical Therapies Service Report

For July, there were 26 authorizations for purchase reimbursements and \$5,576 in claims paid. There were also 2 authorizations for Camping Services, claims have not yet been paid.

Evelyn McOmie reviewed the 637 Proposal as presented. This proposal would be submitted to DDS as a request for NLA to create a process in which an FMS vendor would be reimbursed for Social Rec service directly, without parental involvement in vendorization. The Committee is being asked to review the proposal for approval to present at the Executive Committee Meeting, bypassing Board review to submit to DDS expeditiously. If approved, the announcement will be presented to the Public on September 29<sup>th</sup>, to announce a virtual Public Hearing on October 11<sup>th</sup>, and will be on track for submission to DDS on October 19<sup>th</sup> for consideration.

Ana Quiles requested the public be provided with a list various Social Rec activities/vendors outlined that are available in those categories.

After discussion, it was determined to addend the upcoming public meeting to include a session on accessing Social Rec services.

**M/S/C** (A. Quiles/D. Coe) To approve Proposal 637 to the Executive Committee for expedited approval for submission to DDS.

Ana requested information on the expedited process for reimbursing families on Social Rec services. Evelyn reported that there is a total of 52 authorizations that have been completed for 29 families. There are 124 authorizations still being processed, 60 of those are pending information from families. Also, the Payment Agreement is currently being revised for simplification to allow for a 24-hour turnaround time. A memo will also be sent to families who need to be reimbursed for Social Rec that explains the process and what is required from the family in order to complete the process. Vini also added that the Accounting Department is processing payments to Social Rec reimbursements on a weekly basis.

Ana requested a feedback survey be implemented when new services are provided

to families in regards to their experience with the process. The feedback can be used to implement changes to streamline the process.

B. FY2021-22 Statewide Regional Center POS Expenditure Projection Report - deferred

C. Board Resolution: Remove Jesse Weller from Financial Accounts

In light of the upcoming departure of Dr. Jesse Weller from NLA, the Committee made one motion to remove Dr. Jesse Weller from all applicable financial accounts.

**M/S/C** (A. Quiles/L. Martinez) To remove Dr. Jesse Weller from all applicable financial accounts as presented.

D. Regional Center's Contract with DDS - Vini Montague (Page 12)

The contract as presented in the packet shows edits that were made, including verbiage for guidelines that are required. The articles that were revised include:

Article VII, Section 16: Reporting on DDS Conservatees -

- a. Beginning October 1, 2022, the contractor shall report changes in residence, medical, medical presentation, changes in behavioral presentation, changes in services, emergency room or urgent care visits, rights violations, any other significant events or issues not already reported to the State. This information will be required to be reported by the fifth working day of each month for each individual for whom DDS is listed as the conservator.
- b. By December 31, 2023 and by annually thereafter, contractor shall have completed a person-centered comprehensive assessment for each individual. The contract also identified key dates and timelines for adherence to this assessment.

E. Approval of Contracts– Vini Montague

Vini reviewed the contract as presented in the packet.

1. HCBS Funding FY2021-2022 Compliance Services Agreement (Page 14)  
POS Contract – Provides assistance in broader community work that promotes HCBS compliance  
2-year contract effective September 1, 2022 through August 31, 2024  
Projected total contract amount is \$284,109

Vini requested that this item be taken to the Executive Committee for approval

**M/S/C** (A. Quiles/D. Coe) To approve this contract for Executive Committee review.

2. W & W Joint Ventures- Diamond Care PL2119-109 (Page 18)

POS Contract – Provides Supplemental Residential Services Program Support  
3-year contract effective September 15, 2022 through August 31, 2025  
Projected total contract amount is \$278,132.40  
Projected to serve 3 consumers per month.

3. The Nurture Collective PL2117-1116 (*Page 22*)  
POS Contract – Provides Early Start Specialized Therapeutic Services to consumers up to 36 months of age.  
5-year contract effective September 1, 2022 through August 31, 2027  
Projected total contract amount is \$278,132.40  
Projected to serve 3 consumers per month.

**M/S/C** (A. Quiles/A. Rodriguez) To approve POS Contracts PL2119-109 and PL2117-1116 as presented

F. Executed Contracts by NLACRC

Vini reviewed 2 Executed Contracts as presented in the packet.

1. No Report: Minimum Wage Increase
2. No Report: POS Contract Renewals
3. No Report: Addition of new Sub-Code to existing POS Contract
4. Health and Safety Exemptions approved by DDS (*Page 27*)
5. No Report: Addition of CIE and PIP Services to Existing POS Contract
6. New POS Service Contracts related to COVID-19 (*Page 65*)
7. Addition of COVID-19 Sub-Code to Existing POS Contracts (*Page 66*)
8. No Report: Service Provider Revision to Existing Program Design
9. No Report: April 1, 2022 Rate Increase
10. No Report: May 11, 2022 ESBH Consumer Cost Changes

G. Family Resource Center Antelope Valley –Vini Montague

The Meet-and-Greet between CSUN and the Board will take place on October 18<sup>th</sup>. This meeting is to gather information regarding the Family Resource Center. CSUN did confirm that the Support Groups are ongoing and dates/times are listed on their website. CSUN shared with Vini that information is distributed to the community via email blasts, posting in NLA's News You Can Use, flyers, social media postings in all 3 Valleys. They also have the All-Abilities Resource Fair scheduled for October 16, 2022.

The Committee was reminded to submit any questions they may have to discuss at the CSUN Meet-and-Greet to Board Support by October 12<sup>th</sup>. Lizeth Chavez will also confirm the Support Group contacts with CSUN.

H. Procurement Policy Update - Vini Montague

Vini reviewed the Procurement Policy Assessment Summary of Operations Contracts. This was a request of the Committee, to outline the contract amount ranges of contracts approved within the last 2 years. Based on the data, Vini made the recommendation for a minimum of 3 bids for any contract above \$10,000.

**M/S/C** (A. Quiles/D. Coe) To approve the recommendation for a minimum of 3 bids to be obtained for any contract over \$10,000.

I. Intermediate Care Facility (ICF) State Plan Amendment Summary - Vini Montague

1. ICF/SPA Billing Summary

Vini reviewed the report as presented in the packet.

Negative cash impact from ICF/SPA program for FY 2023 is \$1,226,373.92

For FY 2022, the negative cash impact was \$2,092,215.38

For FY 2021, the negative cash impact was \$48,567.06

For FY 2020, the negative cash impact was \$542.71

The Total Cash impact is \$3,367,699.07

2. ICF/SPA Receivables

This report reflects change in Outstanding Total Receivables from month-to month. From August to September, there have been an increase in total receivables by 13.9%.

J. Human Resources Report - Clarence Foster (*Page 47*)

1. Monthly Human Resource Report - August

Clarence reviewed the report as presented in the packet. Highlights include:

Overall, On-Hold Positions - 16

Open Positions Vacant - 88

Positions Filled as of Aug 31 - 600

FY22-23 Authorized Positions - 703

% Filled - 85.35%

New Hires as of Aug 31 - 13

Separations as of Aug 31 - 12

Annual Turnover Rate - 0.16%

San Fernando Open Positions - 63

Antelope Valley Open Positions - 21

Santa Clarita Open Positions - 5

Clarence shared information on what is currently being done by NLA to decrease turnover and to improve overall Employee Satisfaction. Action items include:

- Discuss turnover and respective leadership member during leadership meetings
- Support training structure to improve CSC on boarding, strategize with low performers to get on track or exit
- Create a mandatory management training program for all supervisors
- Create a performance management process based off turnover
- Review pay levels of CSC's by hiring an outside compensation consultant
- Obtain better statistics on reasonings for departures
- Review glass door/yelp company surveys
- Improve Transfer process
- Revise job descriptions

- Review contract negotiation preparation
- Coordinate additional company sponsored events

Ana asked Clarence to bring any recommendations to the Board regarding how the Board can provide assistance for recognizing and honoring employees.

## 2. Revised Organizational Chart

- Clarence reviewed the updated chart as presented. Highlights include:
- Federal Reserve Supervisor position, will report to Jazmin Zinnerman
- School Age Manager position will report to Cristina Preuss
- Antelope Valley Self-Determination Manager will report to Gabriela Eshrati
- Adult Services Manager will report to Jazmin Zinnerman
- Self-Determination Supervisor position will report to Silvia Haro
- Nurse Services Supervisor position will report to Dr. Maggie Swaine
- Quality Improvement and Outcomes Manager will report to Evelyn McOmie
- POS Accounts Payable and Audits/Revenue positions will report to Robert Kutaj
- Vini was listed as the permanent CFO, updating the previous listing as interim CFO

Ana made a request for future revisions to the chart to be circled in red highlight the change. Clarence stated that this would be possible.

## K. Equity Report Matrix Update - Clarence Foster (*Page 28*)

Clarence reviewed the matrix as presented, out of the 51 action items, 9 have been completed so far. Categories were also added to represent the assessments that are being done. Ana requested that timelines be added to the action items for estimated completion, Clarence stated that this will be included moving forward.

## L. Establish Quarterly Off-Site Meeting Schedule for Administrative Affairs and Executive Committees

The Quarterly meeting for this Committee will take place on September 30<sup>th</sup>, 2022. The Committee is being asked to determine a date for the next off-site meeting. The next off-site meeting will be Thursday, January 26<sup>th</sup> at the San Fernando Valley location. Ana made the request for Board approval that the Administrative Affairs and Executive Committee off-site meetings be combined. It was determined to host the meeting on the last Thursday or Friday of the quarter, alternating days based on location.

**M/S/C** (A. Quiles/D. Coe) To approve the recommendation for combined off-site meetings between the Administrative Affairs and Executive Committees.

## V. **Review of Meeting Action Items**

- A. Proposal 637 Public Meeting: 2 meetings will be advertised. One to discuss the Proposal, the other as an information session on How to Access Social Rec Services

- (Evelyn McOmie)
- B. Develop a Feedback Survey for Consumers to complete when a new service is added.  
(Evelyn McOmie)
- C. Submit questions for the CSUN/NLA Meet-and Greet by October 12 (all Committee Members)
- D. Update Family Focus Resource Support Group contacts (Lizeth Chavez)
- E. Highlight any Organizational Chart revisions in red, add timelines to the Equity Report Executive Summary Matrix (Clarence Foster)

## VI. Board Meeting Agenda Items

The following items were identified for the committee's section of the August 10<sup>th</sup> Board Meeting agenda:

- A. Minutes of the September 28<sup>th</sup> Meeting
- B. FY2022-23 Financial Report
- C. Approval of Contracts moved to Executive Committee
- D. Monthly Human Resources Report
- F. Revised Organizational Chart
- G. Procurement Policy Revisions

## VII. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, October 26<sup>th</sup>, 2022 at 6:15 pm
- B. Committee Attendance - (Page 35)

No public input

## VIII. Adjournment

David Coe, Committee Chair, adjourned the meeting at 7:44 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.*