



North Los Angeles County Regional Center

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www.nlacrc.org

ADMINISTRATIVE AFFAIRS COMMITTEE – Via Zoom

Thursday, April 24, 2025

5:00 p.m.

~ **AGENDA** ~

- I. Call to Order & Introductions (*1 min*)
- II. Committee Member Attendance/Quorum (*1 min*)
- III. Agenda
- IV. Public Input (*3 min per person / 3 attendees max*)
- V. Consent Items (*3 min*)
 - A. Approval of Minutes from the February 20, 2025, Meeting
- VI. Action Items
 - A. Lindquist Von Husen & Joyce Presentation on IRS Form 990 Tax Return – Andy Ou, Lindquist (*10 min*)
 - B. ARCA Dues FY2025-2026 – Vini Montague
 - C. Credit Line for FY2025-2026 – Vini Montague
 - 1. Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026
 - 2. Approval to Authorize an Officer to Make Disbursements and Execute Disbursements Instructions for Credit Line
 - D. Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026 – Vini Montague
 - E. Approval of Operations Contracts Over \$250K – Vini Montague
 - 1. Clearwater Security & Compliance LLC (CynergisTek) Contract
 - F. Approval of Report on Personnel Classifications – Betsy Monahan
 - 1. Report on Personnel Classifications Effective July 1, 2021
 - 2. Report on Personnel Classifications Effective July 1, 2022
 - 3. Report on Personnel Classifications Effective February 17, 2023
 - 4. Report on Personnel Classifications Effective February 26, 2024
 - 5. Report on Personnel Classifications Effective January 13, 2025
 - 6. Report on Personnel Classifications Effective February 24, 2025

- G. Review and Approve Draft Critical Calendar for FY2025-2026 – Vini Montague

VII. Committee Business

- A. Board Policies & Procedures (*Deferred*)
- B. Regional Center's Contract with DDS – Vini Montague
- C. 3rd Quarter Reporting of New Vendorizations – Arshalous Garlanian
- D. Quarterly Fees Reports for PRMT and UAL (*Deferred*)
 - 1. 3rd Qtr. PRMT Fees Report by U.S. Bank
 - 2. 3rd Qtr. UAL Fees Report by U.S Bank & PFM Asset Mgmt
- E. Status Report on Current Credit Line and Cash Flow – Vini Montague (*1 min*)
- F. Financial Reports – Vini Montague (*3 min*)
 - 1. January 2025
 - 2. February 2025
- G. Admin vs. Direct Allocation Report – Vini Montague (*3 min*)
 - 1. January 2025
 - 2. February 2025
- H. Purchase of Services Payments Reports – Vini Montague (*3 min*)
 - 1. Outstanding Authorizations Report
 - 2. Payments and Authorizations Timeline Summary
- I. Audits Update – Vini Montague (*1 min*)
 - 1. DDS Audit of FY2023-2024
- J. Human Resources – Betsy Monahan (*5 min*)
 - 1. 3rd Quarter HR Report
 - 2. Monthly Human Resource Report
 - a. February 2025
 - b. March 2025

VIII. Closed Session (*10 min*)

- A. Pending Litigation Update
- B. Real Estate Negotiations

IX. Agenda Items for the Next Board Meeting (*3 min*)

- A. Approval of IRS Form 990 tax return
- B. Approval of ARCA Dues for FY2025-2026
- C. Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026

- D. Approval to Authorize an Officer to Make Disbursements and Execute Disbursements Instructions for Credit Line
- E. Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026
- F. Approval of Operations Contract
- G. Approval of Report on Personnel Classifications
- H. Approval of Critical Calendar

X. Announcements/Information/Public Input (*3 min*)

- A. Next Meeting: Thursday, May 29, 2025
- B. Committee Attendance

XI. Adjournment

XII. Review of Meeting Action Items (*Item Owner and Due Date*)

- A. Administrative Affairs Committee Action Log

DO NOT INCLUDE IN AGENDA PACKET: ONLY FOR TRACKING

Executed Contracts by NLACRC – Vini Montague

1. No report: 11/30/2022: San Fernando Valley Office Reconfiguration over \$250k
2. No report: 11/30/2022: San Fernando Valley Office Expansion over \$250k
3. No report: 11/30/2022: Santa Clarita Valley Office Expansion over \$250k
4. No report: 09/09/2015: Minimum wage, sick leave increase
5. No report: 09/09/2021: Adding CIE/PIP program design addendums/subcodes
6. No report: 06/14/2017: Subcodes
7. No report: 06/13/2018: Renewals
8. No report: 10/10/2018: Health & Safety related
9. No report: 06/09/2021: Program Design changes
10. No report: 05/11/2022: April 1, 2022 rate increase
11. No report: 05/11/2022: EBSH consumer cost changes