



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 |
www.nlacrc.org

ADMINISTRATIVE AFFAIRS COMMITTEE – Via Zoom

Thursday, May 29, 2025

5:00 p.m.

Executive Committee Members: Anna Hurst – Treasurer, Jacquie Colton,
Jaklen Keshishyan – VAC Rep.

Staff: Vini Montague, Chief Financial Officer and Lindsay Granger, Exec. Admin.

~ 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 April 24, 2025, Meeting
- VI. Action Items**
 - A. Approval of Purchase of Services Startup Contracts (*10 min*)
 - 1. Brilliant Corners – West Avenue K6 (Project #2324-6), First Amendment
 - 2. Free to Be Programs – Raywood Home (Project #2223-7), First Amendment
- VII. Committee Business**
 - A. Quarterly Fees Reports for PRMT and UAL
 - 1. 3rd Qtr. PRMT Fees Report by U.S. Bank
 - 2. 3rd Qtr. UAL Fees Report by U.S Bank & PFM Asset Mgmt
 - B. Status Report on Current Credit Line and Cash Flow – Vini Montague (*1 min*)
 - C. Financial Reports – Vini Montague (*3 min*)
 - 1. March 2025
 - D. Admin vs. Direct Allocation Report – Vini Montague (*3 min*)
 - 1. March 2025

- E. Purchase of Services Payments Reports – Vini Montague (*3 min*)
 - 1. Outstanding Authorizations Report
 - 2. Payments Processing Summary
- F. Audits Update – Vini Montague (*1 min*)
 - 1. CalPERS
 - 2. DDS Audit FY2024
- G. Human Resources – Betsy Monahan (*5 min*)
 - 1. Monthly Human Resource Report
 - a. April 2025

VIII. Closed Session (*15 min*)

- A. Personnel Matters

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

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

- A. Next Meeting: Thursday, August 28, 2025 at 5:00 p.m.
- 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