

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

April 24, 2025

**Present:** Ann Hurst, Jacquie Colton. Jaklen Keshishyan – VAC Rep., Juan Hernandez – Committee Members

Vini Montague, Betsy Monahan, Angela Pao-Johnson, Venus Rodriguez-Khorasani, Lindsay Granger, Arshalous Garlanian, Michael Karpman, Megan Mitchell – Staff Members

Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, Marianita Mendez – DDS, Julie Ocheltree – Legal Counsel, Andy Ou – Lindquist, Von Husen, & Joyce, Thea Edolsa – Lindquist, Von Husen, & Joyce, Lety Garcia – Board Member and ARCA Rep. - Guests

**Absent:** Cathy Blin

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**I. Call to Order**

Anna Hurst, Board Treasurer, called the meeting to order at 5:07 p.m.

**II. Committee Member Attendance/Quorum**

**III. Agenda**

**IV. Public Input**

There was no Public Input

**V. Consent Items**

**A. Approval of Minutes from February 20, 2025 Meeting**

**M/S/C** (Jaklen Keshishyan/Anna Hurst) To approve the Consent Items as presented

**VI. Action Items**

**A. Lindquist, Von Husen & Joyce Presentation on IRS Form 990 Tax Return**

Andy Ou from Lindquist, Von Husen & Joyce presented NLACRC's IRS Form 990 Tax Return for the committee's review. During the presentation, general descriptions were provided for the different sections and the purpose of the form. Andy Ou noted that the form 990 has remained consistent with last year without any big changes.

**M/S/C** (Jaklen Keshishyan / Jacquie Colton) to move the IRS Form 990 to the full Board of Trustees to accept and approve for submission.

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B. ARCA Dues FY2025-2026– Vini Montague

Vini Montague presented the ARCA Dues for FY2025-2026. The total amount for 2025-26 is \$165,713.46. Also, additional information on the different benefits of being a part of ARCA was provided.

**M/S/C** (Jaklen Keshishyan/Jacquie Colton) to put forward the ARCA Dues for FY2025-2026 is presented to the full board for approval.

C. Credit Line for FY2025-2026 – Vini Montague

1. Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026

Anna Hurst presented background information to the committee and provided the reason behind the request for a line of credit. The line of credit gives the Regional Center a way to access funds for services if it is needed, but the regional center has not needed to use the line of credit in the past few years.

**M/S/C** (Jacquie Colton/Jaklen Keshishyan) Motion to present the board resolution to secure a revolving line of credit to move to the full Board for approval.

2. Approval to Authorize an Officer to Make Disbursements and Execute Disbursements Instructions for Credit Line Contract

Anna Hurst presented this agenda item, and explained that this would be to authorize an officer to access and make disbursements for the Line of Credit. It was noted that a change in language for the Board Resolution was necessary before moving to the full board.

**M/S/C** (Jaklen Keshishyan / Jacquie Colton) To approve the CPP/CRDP Startup Projects, Various Vendors contract to go to the Board for approval.

**ACTION:** Vini Montague to change the board resolution to say the Executive Director, Chief Financial Officer, or the Deputy Director.

D. Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026 – Vini Montague

Vini Montague presented this item for discussion and explained that the organization is currently seek bids, and the current broker is searching through different insurance providers for the best rates. The different insurance would be brought back to the organization for review in June, and it would be presented at the August or September board meeting as the insurance coverage.

**M/S/C** (Jaklen Keshishyan/Jacquie Colton) Motion to move the resolution to the full board for approval.

E. Approval of Operations Contracts Over \$250K – Vini Montague  
CTEK Security LLC (CynergisTek, a Clearwater Company)

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This item was addressed at the special board meeting and already voted on.

F. Approval of Report on Personnel Classifications – Betsy Monahan

Betsy Monahan presented the new reports on personnel classifications that came from the CalPers audit. One of the changes that were for employees who are exempt then the salary needed to be presented as monthly to be in compliance with the audit.

**M/S/C** (Anna Hurst/Jacquie Colton) motion to approve these 6 amended reports to the full board for their approval.

Jaklen Keshishyan abstained herself due to being a former employee during the dates of the salary change.

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

The primary change made to the critical calendar was the change to a monthly calendar.

**M/S/C** (Anna Hurst/Jacquie Colton) Motion to approve the draft critical calendar for FY2025-2026 to go the board for approval.

**VII. Committee Business**

A. Board Policies & Procedures – Deferred

B. Regional Center's Contract with DDS – Vini Montague

The primary changes that were made could be found on page 27 regarding generative artificial intelligence.

C. 3<sup>rd</sup> Quarter Reporting of New Vendorizations – Arshalous Garlanian

Arshalous Garlanian presented this report. Anna Hurst commented that without context, the committee members just see numbers without fully understanding what they are voting on. The decision was made to no longer produce this report for the Administrative Affairs committee meetings.

D. Quarterly Fees Reports for PRMT and UAL

This item was deferred.

E. Status Report on Current Credit Line and Cash Flow – Vini Montague

Vini Montague reported out that the regional center has not needed to borrow from the credit line.

F. Financial Reports – Vini Montague

Vini Montague presented the financial reports for January 2025 and February 2025. It was discussed and determined to be beneficial to present at the next board meeting and to provide some context for the Board to better understand

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the information.

ACTION: Board Support will include these reports in the next Board of Trustees meeting packet.

G. Admin vs. Direct Allocation Report – Vini Montague

Vini Montague discussed the admin vs. direct allocation report, which tracks expenditures and ensures that administrative expenditures do not exceed 15% as determined in statute and regulations. The report showed administrative expenditures in January at 11.3% and in February at 11.8%.

H. Purchase of Services Payments Reports – Vini Montague

Vini Montague also presented a report on the purchase of services, outstanding authorizations, and a timeline summary on payments and authorizations, highlighting the progress made in resolving outstanding authorization issues.

I. Audits Update – Vini Montague

Vini Montague discussed the final audit report by DDS and highlighted the finding on DDS seeking recovery from regional centers. This is mostly due to rate model implementation and Service Code 880 for transportation. Service Code 880 provided a worksheet for service providers to fill out information to determine a rate for service providers, which was implemented and based off the number of trips the service providers provide every day. DDS auditors assumed that service providers made two trips a day, but this is not the case of everyone. This discrepancy and the service providers receiving no training by DDS on the spreadsheet accounts for most of the funds that DDS is seeking recovery. NLACRC is working with DDS on the rate to resolve the finding.

Vini Montague provided a summary of the audit findings in the CalPERS audit of NLACRC. The findings from the NLACRC's portion of the CalPERS final audit report included the following: salary schedule no in full compliance with CalPERS laws such as effective date; union contract was not approved in an open session of the Board, and how ABX wages were reported to CalPERS. NLACRC is actively working to resolve all the audit findings with CalPERS.

J. Human Resources – Betsy Monahan

Betsy Monahan reported that for fiscal year 2024-2025 there have been 114 net hires to staff from 179 hires and 65 departures.

**VIII. Executive Session**

A. Pending Litigation Update

B. Real Estate Negotiations

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Anna Hurst announces that the committee will move into a closed session for an update on pending litigation and real estate negotiations.

**M/S/C** (Jaklen Keshishyan/Jacquie Colton) to enter Executive Session at 6:40pm.

**M/S/C** (Jacquie Colton / Jaklen Keshishyan) to exit Executive Session at 6:50 pm.

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

- Board Support will include the financial reports in the next board meeting packet.

### **X. Agenda Items for the Next Board Meeting**

- 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 Report on Personnel Classifications
- G. Approval of Critical Calendar

### **XI. Announcements/Information/Public Input**

There was none.

### **XII. Adjournment**

The meeting was adjourned at 6:50 p.m.