

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
January 31, 2017

Present: Dan Becerra, Elena Burnett, Bridget Moss, Debra Newman, Lou Paparozzi, and Tamar Witmer (via teleconference) – Committee Members
Orli Almog – VAC Representative
Tom Huey – Windes, Inc.
Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: All present

I. Call to Order & Introductions

Dan called the meeting to order at 6:13 p.m. and introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

A new item IV.H. was added.

M/S/C (D. Newman/B. Moss) To approve the revised agenda as modified.

B. Approval of Minutes from the November 29th Meeting

M/S/C (D. Newman/L. Paparozzi) To approve the minutes as presented.

IV. Committee Business

A. Annual CPA Audited Financial Statement

Tom Huey provided the committee with copies of the center's draft audited financial statement for FY 2016-17 along with a report to the committee with information about the audit. Mr. Huey reviewed both documents with the committee.

B. Private Discussion re: Audited Financial Statement (Auditor and Board Members)

All staff left the meeting room so that the board members could have the opportunity to meet with the auditor and ask any questions they had without staff present.

C. Financial Report

The December 2017 financial report showed that the center's operations budget is \$49,935,172 and the purchase of service (POS) budget is \$392,370,566. We are projecting a POS deficit between \$20.2 and \$27.7 million. The administrative expenses are 15%, year to date, which is right at the 15% cost cap.

Action: Kim and Vini will work on a budgeting process to manage administrative expenses to ensure that our administrative expenses are no greater than the 15% statutory administrative cost cap.

1. ARCA Report on Regional Center Purchase Expenditure Projections: According to the most recent report, 17 of the 21 regional centers are projecting a potential POS deficit for this fiscal year, while the other 4 centers are projecting POS surpluses. NLACRC is number 1 with the highest projected POS deficit. The total statewide POS deficit range is between \$41.1 and \$79.6 million.

D. Contracts for Review and Recommendation

1. Software Management Consultants, Inc. (SMCI)

M/S/C (D. Newman/L. Paparozzi) To recommend to the Executive Committee to approve the contract with SMCI, as presented, on behalf of the Board of Trustees.

2. Keolis Transit Services, LLC (HL0810-875)
3. Glen Park at Valley Village (PL0284-096)

M/S/C (B. Moss/L. Paparozzi) To recommend to the Executive Committee to approve the contracts with Keolis and Glen Park, as presented, on behalf of the Board of Trustees.

4. Behavior Respite in Action, Inc. (PL1669-062)
5. Global HCM Corporation – Haynes (PL1060-113)
6. SAILS Los Angeles, Inc. – Fallbrook (PL0657-113)
7. SAILS Los Angeles, Inc. – Newcastle (PL0684-113)
8. Valley Village (PL1261-13)

M/S/C (D. Newman/L. Paparozzi) To recommend to the Board of Trustees to approve the 5 contracts listed above, as presented.

9. Aacres CA, LLC (PL0990-113)
10. Easter Seals of Southern California, Inc. – North Hills (PL0984-113)
11. Easter Seals of Southern California, Inc. – Granada Hills (PL0654-113)
12. Easter Seals of Southern California, Inc. – Van Nuys (PL0638-113)
13. Ridgewood Residential Care, Inc. – Dearborn (PL0976-113)
14. Ridgewood Residential Care, Inc. – Exeter (PL1129-113)

M/S/C (B. Moss/E. Burnett) To recommend to the Board of Trustees to approve the 6 contracts listed above, as presented.

E. Executed Contracts by NLACRC

1. 7th Floor Expansion: Kim provided the committee with information about 7 contracts that were negotiated to renovate the space on the 7th floor.

Action: Kim will take any interested board members on a tour of the newly renovated 7th floor space before the February 14th board meeting.

2. Minimum Wage Increase – *No Report*
3. 5.82% Rate Increase – *No Report*
4. ABX 2-1 – *No Report*

F. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary

By fiscal year, the amount of cash disbursed by NLACRC but not reimbursed by ICF providers is:

1. FY 2017-18: \$2,536,824
 2. FY 2016-17: \$ 463,555
 3. FY 2015-16: \$ 63,677
- Total: \$3,064,056

This total is \$65,056 less than what was reported at the November meeting.

G. City National Bank (CNB) Update

Each year, we receive a letter from CNB thanking us for our business, providing us with an update on their bank, and providing us with their thoughts on the economy for the new year. Kim became aware that CNB may be considering

expanding the number of regional centers they serve. Kim reported that it has been CNB's practice to limit the number of regional centers served to ensure that the bank would have the resources to support the regional centers it serves, such as an annual credit line. Kim was assured by the center's relationship manager at CNB that they would be very careful about expanding, that no decisions had been made by them to expand, and if they should expand, it would be after a very careful vetting process to ensure they would have the resources to serve all the regional centers they support.

H. Human Resources

1. Monthly Report: Copies of the summary were provided and reviewed. The summary included the following information:

1.	FY 2017-18 authorized positions	496
2.	Open positions on hold	-2
3.	Open positions vacant	-36
4.	Separations	-2
5.	Sub-total	456
6.	New hires	+5
7.	Positions filled	461

1. 2nd Quarter Report: During the 2nd quarter, the center had 0 positions on hold, 11 new hires, 3 promotions, and 13 separations, with a quarterly turnover rate of 0.08%.
2. Meet and Confer with Union – RFP for Revenue Coordination: Last year, the board approved having the center contract with a company to provide consumer payee services. Per the collective bargaining agreement, Kim and Vini met with union representatives for a “meet and confer.” It was a good meeting. The request for proposals will be posted on or before March 1, 2018.
3. Holiday Pay Issues: In the past, the center had difficulty getting staff coverage on the day before or after a holiday, due to staff calling in sick to extend their holiday weekend. To address this, in 2014 the center established a policy where staff can take scheduled vacation days before or after a holiday, but not sick time. Any sick time used would preclude the staff member from receiving holiday pay. The union was in agreement with this policy. We had a staff member who took sick time before the Thanksgiving holiday and was not given his holiday pay; that staff member filed a grievance. Since the grievance was filed, the staff member

participated in a 3-step hearing. We are now consulting our attorney for their input.

4. Job Description Project – Jorgensen HR:

Last year, representatives from Jorgensen HR came to the center and talked with our staff about their job duties so they could draft new job descriptions for each position, listing their essential functions. Michele received the drafts and will share them with staff for a final review before setting up meetings with the various departments so they can discuss them.

V. Items for the Next Board Meeting

The committee identified the following items for their section of the February 14th board meeting agenda:

- A. Annual CPA Audit Report
- B. Minutes of the January 31st Meeting
- C. Financial Report
- D. 2nd Quarter Human Resources Report
- E. Approval of Contracts

VI. Announcements/Information/Public Input

- A. Next Meeting: **Tuesday**, February 27th, at 6:00 p.m.

VII. Executive Session

The committee went into executive session at 7:44 p.m.

- A. Quarterly Legal Update
- B. Lease Update
- C. Union
- D. Employment of an employee

VIII. Adjournment

Dan adjourned the meeting at 8:20 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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