

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
September 30, 2015

Present: Dan Becerra, Jenean Glover, Debra Newman, and Lou Paparozzi – Committee Members
Susie Galliano - Guest
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: Dorothy Daniels

I. Call to Order & Introductions

Dan called the meeting to order at 6:09 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

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

After the motion was approved, agenda item IV.D.3. was added and item VII.B. was moved to the Executive Committee agenda.

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

B. Approval of Minutes from August 26th Meeting

M/S/C (J. Glover/L. Paparozzi) To approve the minutes as presented.

IV. Committee Business

A. Financial Report

The center's operations budget is \$40,194,737 and the purchase of service (POS) budget is \$325,911,412. We will not know what our projected deficit will be until we complete our first Sufficiency of Allocation Report (SOAR) in October. For the month of August, our operating expenses were at 8.4%, which is under the 15% cost cap.

1. FY 2014-15 A-4 Amendment and Update

NLACRC received the A-4 intent letter from DDS. In operations, we received an additional allocation of \$1,629 for the costs NLACRC incurred to develop the access database for use by all twenty-one regional centers to produce their FY 2013-14 POS expenditure reports. NLACRC received an additional allocation of \$14,145,788 for regular non-community placement plan (CPP) POS and an additional allocation of \$707,952 in CPP POS. At this time, the A-4 allocation resolves both NLACRC's current non-CPP POS and CPP POS deficits. However, based on NLACRC's projection of remaining non-CPP POS late bills, it is possible that NLACRC may have a POS deficit of \$1.2 million if all of the projected late bills are incurred as projected.

2. FY 2014-15 ARCA POS Expenditure Report

According to the report, 18 of the 21 regional centers are projecting a POS deficit for this fiscal year which collectively ranges between \$150.7 and \$151.9 million. This report also shows where each regional center is in relation to one another's POS budgets in the following categories:

- Projected POS deficit: NLACRC is 3rd
- Per capita by allocation: NLACRC is 13th
- Per capita by expenditures: NLACRC is 13th
- Percent deficit to contract: NLACRC is 7th
- Percent change to original SOAR: NLACRC is 7th

3. FY 2014-15 ARCA Rental Allocation Report

ARCA compiled a report showing what each regional center's rental costs were and ultimately all but 2 regional centers are under-funded in the rental category, for a total of just over \$7 million. NLACRC's rental costs are under-funded by \$553,076.

B. Late Bill Report

The late bills are averaging 18.31%.

C. 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 2015-16: \$1,328,355
2. FY 2014-15: \$1,025,048

3. FY 2013-14: \$ 60,462
 4. FY 2012-13: \$ 42,667
- Total: \$2,456,532

DDS is offsetting the ICF providers' Medi-Cal payments in order to collect these funds, which has been effective; ICF providers have begun sending us their payments.

D. Approval of Contracts

1. Irwin A. Weinstein, DDS

Due to an audit finding, we changed the service code of this provider, but his contract has not changed in any way financially.

M/S/C (L. Paparozzi/D. Newman) To recommend to the Board of Trustees to approve the contract with Irwin A. Weinstein, DDS, as presented.

2. AB 1522 (Minimum Wage) Contract Report

At last month's committee meeting, Kim told the committee that she would keep them updated on any activity within the contract report. Kim had no updates to report.

3. Bank Card Resolution

The bank cards will need to be changed to reflect the recent change in officers. In the meantime, we need to identify either the executive director, chief financial officer, or director of program services to sign the business and payroll checks.

M/S/C (L. Paparozzi/D. Newman) To recommend to the Executive Committee to assign Kim Rolfes, chief financial officer, to sign the center's business and payroll checks until a new board president is in place and is able to sign the bank cards.

E. Human Resources

1. Monthly Report

Copies of the summary were distributed and reviewed. The summary included the following information:

1.	FY 2015-16 authorized positions	431
2.	Open positions on hold	1
3.	Open positions vacant	-33
4.	Separations	-3
5.	Sub-total	396
6.	New hires	1
7.	Positions filled	395

The current annual turnover rate is 0.06%.

2. 1st Quarter Report

During the 1st quarter of this fiscal year, the center had 1 position on hold, 3 new hires, 1 promotion, and 14 separations for a quarterly turnover rate of 0.10%.

3. CalPERS Announcement – Deferred

4. Realignment of NLACRC Resources/Clerical Support

George is recommending that the following changes be made to the center's organizational structure:

- The addition of a labor relations manager position, who would report to George.
- A change in title from contract administration manager to fair hearing manager.
- The oversight of the majority of case management clerical support positions to be moved under the oversight of the quality review supervisor.

George explained why he thought these changes should be made and the committee agreed. The current and updated organizational charts were provided to the committee along with the job specification sheet for the labor relations manager position.

F. Service Provider Updates

1. Ability First

Ability First will discontinue operating programs at the Paul Weston Center in Woodland Hills after November 20th. We are in the process of finding

alternative resources for the consumers they currently serve. Some of the consumers at the Ability First program have been there for 20 or 30 years, so this will not be an easy process. Almost 100 consumers will be impacted by the closure. The reason for the closure is that the property they are on is being sold and it is too difficult for them to relocate, especially with the new CMS Final Rule requirements that will need to be implemented.

2. Antelope Valley Community Meeting

The center held a meeting to explain the reason for the transportation issues we have been experiencing in the Antelope Valley. The meeting was hosted by Jenni Moran at Dessert Haven and over 100 people were in attendance, including legislators from the area and representatives from the transportation companies. Essentially, the issue has to do with inadequate rates. Southland Transportation has difficulty retaining their drivers because other driving jobs pay more. The lack of drivers has affected consumer ride times and our consumers' ability to attend their day programs. The center wrote a letter to DDS explaining the transportation issue and asking for either a health and safety exemption for over 500 consumers in the Antelope Valley or their authorization for a better rate. Copies of the letter were provided to the committee along with a copy of the PowerPoint presentation that was shown at the community meeting.

G. DDS Audit Report

DDS auditors are finishing their 5th and final week with us to conduct our audit of FY 2014 and FY 2015. Kim and Vini have met with the auditors each week to review any findings. In the majority of categories the center had no issues, however a few minor findings have been made, including:

1. An authorization form missing from a consumer's chart.
2. A day program's file was missing their DS 1891 form.
3. A transportation provider was slightly underpaid.
4. A service provider (vendored by Lanterman Regional Center) was vendored at a rate that is higher than the median rate, resulting in an overpayment of approximately \$32,000; we are drafting a letter to the vendor, seeking a refund. This may create a service issue for the consumer.

H. FY 2014-15 Annual Family Program Fee (AFPF) Summary

A status report was provided to the committee which included the following statistical information:

1. The number of consumers who were assessed a \$200 fee (1,280).
2. The number of consumers who were assessed a \$150 fee (113).
3. The number of consumers assessed no fee due to low income (318).
4. The number of consumers referred to DDS for fee collection (1,132).

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the October 14th board meeting agenda:

- A. Minutes of September 30th Meeting
- B. Financial Report
- C. Approval of Contract: Irwin A. Weinstein, DDS
- D. 1st Quarter Human Resources Report

VI. Announcements/Information/Public Input

A. Complete Meeting Evaluations

Dan asked the committee members to please complete evaluation forms after the meeting and submit them to him with any comments.

B. Next Meeting: Wednesday, October 28th, at 6:15 p.m.

VII. Executive Session

A. Lease

M/S/C (J. Glover/D. Newman) To go into executive session at 7:22 p.m.

VIII. Adjournment

Dan adjourned the meeting at 7:35 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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