

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

March 25, 2015

Present: Dan Becerra, Jenean Glover, Dawn Hamilton, and Tavia Wooley – Committee Members
Ken Lane – Vendor Advisory Committee Representative
Diane Ambrose, Michele Marra, Vini Montague, Kim Rolfes, George Stevens, and Liliana Windover – Staff Members

Absent: Debra Newman

I. Call to Order & Introductions

Jenean called the meeting to order at 6:08 p.m., as Dan was running a bit late.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Four items were added to the agenda.

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

B. Approval of Minutes from February 25th Meeting

M/S/C (D. Newman/T. Wooley) To approve the minutes as presented.

IV. Committee Business

A. Financial Report for February 2015

The center's operations budget is \$38,428,260 with no projected surplus or deficit. The purchase of service (POS) budget is \$290,252,813 with a projected deficit of \$19,949,148. The financial report also includes information about the center's administrative and direct operating expenses. Year to date, our operating expenses are at 13.3%, under the 15% cost cap.

B. 3rd Quarter Financial Graphs

The graph showed no surplus or deficit in the beginning of the fiscal year because

we had not completed our first Sufficiency of Allocation Report (SOAR). Starting in October, the projected POS deficit was between \$28.9 and \$32.8 million. In November, the graphs reflected a projected POS deficit between \$28.9 and \$32.7 million. In December, the graphs reflected a projected POS deficit between \$28.5 and \$31.7 million. In January, the graphs reflected a projected POS deficit between \$17.4 and \$19.9 million.

C. Late Bill Report for February 2015

The late bills are averaging 16.95% which is not out of the ordinary.

D. Cash Flow Update

Kim reviewed with the committee a draft letter to DDS outlining the center's budget situation and the need to borrow funds from our credit line in order to continue payments to our services providers and continue services and supports to our consumer families beginning with the April 2015 service month (paid in May 2015) and continuing into the May 2015 services month (paid in June 2015). NLACRC is seeking at minimum, cash payments of \$20.7 million. Kim presented letter to DDS seeking additional cash payments and the letter was approved by the Committee.

E. Credit Line

Kim asked the committee if they were comfortable with asking City National Bank to increase our monthly revolving credit line from \$25 million to \$30 million. The increase in the monthly credit line would provide funds to cover the Center's typical monthly expenditures. The committee agreed to seek an increase in our monthly credit line from City National Bank.

F. Credit Card

Kim informed the committee that the center is going to provide a new credit card to our Human Resources and Publication departments. This credit card will be used for job postings, publications, and other needs these departments may have. The new credit card for our Human Resources and Publication departments will have a \$10,000 credit limit. The Center's overall credit card limit will increase from \$46,000 to \$51,000 when City National Bank approves the new credit card.

G. City National Bank Update

Kim distributed copies of a letter from City National Bank regarding their announcement to merge with Royal Bank of Canada. Kim stated that the center will not be affected by this change in ownership.

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

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

1. FY 2014-15: \$2,105,689.39
2. FY 2013-14: \$ 95,876.64
3. FY 2012-13: \$ 66,540.18

I. Contract: Tender Touch Homecare

The committee reviewed and discussed the nonresidential negotiated rate agreement for personal assistant services with Tender Touch Home Care, Inc.

M/S/C (D. Becerra/T. Wooley) To recommend to the Executive Committee to approve the contract with Tender Touch Homecare, Inc., on behalf of the Board of Trustees.

J. Human Resources Report

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

1.	FY 2014-15 authorized positions	424
2.	Open positions on hold	0
3.	Open positions vacant	-18
4.	Separations	-5
5.	Sub-total	401
6.	New hires	11
7.	Positions filled	412

The current annual turnover rate is 0.10%. Michele reported that the center is busy hiring new staff, especially service coordinators, on a monthly basis. Michele also reported that she is currently requesting a staffing plan from each department so she can assess their staff needs for next fiscal year.

K. Human Resources: 3rd Quarter Report

During the 3rd quarter of this fiscal year, the center had no positions on hold, 27 new hires, 4 promotions, and 16 separations for a quarterly turnover rate of 0.33%.

VI. Items for the Next Board Meeting Agenda

The follow items were identified for the committee's section of the March 11th board meeting agenda:

- A. Minutes of February 25th Meeting
- B. Financial Report for March 2015
- C. 3rd Quarter Human Resources Report

VII. Announcements / Information

- 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, April 29th, at 6:15 p.m.

IX. Adjournment

Dan adjourned the meeting at 7:11 p.m.

Submitted by,

Liliana Windover

Liliana Windover
Executive Administrative Assistant

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