

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
October 28, 2015

Present: Jenean Glover, Debra Newman, Lou Paporozzi – Committee Members
Ken Lane – Vendor Advisory Committee Representative (via teleconference)
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and
George Stevens – Staff Members

Absent: Dan Becerra and Dorothy Daniels

I. Call to Order & Introductions

Lou called the meeting to order at 6:17 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

Kim added a new item IV.B. and also added item IV.G.

M/S/C (J. Glover/D. Newman) To approve the agenda as modified.

B. Approval of Minutes from September 30th Meeting

M/S/C (D. Newman/J. Glover) 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 for this fiscal year. We are anticipating that we will be reporting a POS deficit for fiscal year 2015-2016. However, the amount of the potential POS shortfall will be determined when we complete and submit to the Department of Developmental Services (DDS) our first POS Sufficiency of Allocation Report (SOAR) which is due on December 10, 2015. Our year to date administrative costs are at 11.7% which is under the 15% cost cap.

A. City National Bank (CNB) Update

NLACRC utilizes CNB for its business accounts. CNB is merging with the Royal Bank of Canada (RBC), which is the 15th largest bank in the world. RBC is a well-

established, highly regarded, safe and sound company with \$1 trillion in assets. There will be no disruption to our banking services and CNB has reported that we should expect continuity and consistency and that CNB will continue to operate under its current name and will remain headquartered in Los Angeles and will be regulated by the same Federal agencies that oversee CNB today.

B. Late Bill Report

The late bills are currently running at 16.2%, which is not unusual.

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 Contract: Tydak Consulting Services

M/S/C (D. Newman/J. Glover) To recommend to the Board of Trustees to approve the contract with Tydak Consulting Services, as presented.

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	435
2.	Open positions on hold	-1
3.	Open positions vacant	-38
4.	Separations	-4
5.	Sub-total	392
6.	New hires	3
7.	Positions filled	395

The current annual turnover rate is 0.08%. The center will have 11 new hires starting on November 2nd, 8 of which are service coordinators.

2. CalPERS Announcement

Michele reported that she just returned from a CalPERS conference on pension and health care. CalPERS' return on investments is down which could impact employer/employee contribution rates. More information to come.

F. Lease Highlights

Kim provided highlights of the leases the center has for its 3 office buildings for this fiscal year.

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the November 10th board meeting agenda:

- A. Minutes of October 28th Meeting
- B. Financial Report
- C. Approval of Contract: Tydak Consulting Services

VI. Announcements/Information/Public Input

A. Complete Meeting Evaluations

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

- B. Next Meeting: **Tuesday**, November 24th, at 6:00 p.m.

C. Antelope Valley Transportation

Ken asked for an update on the AV transportation issue. Kim reported that Southland Transit is currently only able to run 17 of their 25 routes, due to a lack of drivers. Kim had a conference call with DDS to discuss a possible rate adjustment for Student Transportation who will be taking over the transportation services in the AV.

VII. Executive Session

- A. Quarterly Legal Update
- B. Lease Updates

M/S/C (J. Glover/D. Newman) To go into executive session at 7:03 pm.

VIII. Adjournment

Lou adjourned the meeting at 7:34 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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