

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

May 24, 2017

Present: Dan Becerra, Jenean Glover (via teleconference), Bridget Moss, Debra Newman, Lou Paparozzi, and Todd Withers – Committee Members
Orli Almog – VAC Representative
Diane Ambrose, Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, George Stevens, and Jesse Weller – Staff Members

Absent: All present

I. Call to Order & Introductions

Dan Becerra called the meeting to order at 6:09 p.m. and introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Item IV.D.11. was added to the agenda.

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

B. Approval of Minutes from April 26th Meeting

M/S/C (L. Paparozzi/B. Moss) To approve the minutes as presented.

IV. Committee Business

A. Financial Report

The center's operations budget is currently \$49,303,689 with no surplus or deficit projected. The purchase of service (POS) budget is \$379,430,498 with a projected deficit \$1,615,197 (in the worst case) and a surplus of \$500,026 (in the best case). Year to date, the center's operating costs are at 13.9%, which is under the 15% cost cap.

1. Status Report on Credit Line and Cash Flow: We do not anticipate having to borrow any money in June, but depending upon when we receive our advances from the Department of Developmental Services (DDS), we may

need to borrow in July. The interest rate to borrow is 3% and the cost to borrow \$35 million per day is \$2,917.

2. Revolving Note Agreement & Disbursement Instructions: Kim presented a corporate resolution for disbursement instructions and the disbursement instructions. The resolution states that the board authorizes the executive directors, chief financial officer, and director of finance to make requests from the credit line. It further states that the board authorizes the executive director and chief financial officer to execute the disbursement instructions with City National Bank.

M/S/C (B. Moss/D. Becerra) To recommend to the Board of Trustees to execute the corporate resolution to allow the specified directors to make requests from the center's credit line.

3. Contract Revisions: Copies of the center contract with DDS were provided to the committee and the changes were highlighted in yellow. Changes were made to the contract to include the new HIPAA regulations, new staff positions, and staff training requirements.

B. Executed Contracts by NLACRC

1. The Office Relocation – *No Report*
2. AB 1522 (Sick Leave) – *No Report*
3. Minimum Wage Increase
4. 5.82% Rate Increase – *No Report*
5. ABX 2-1

The contracts were executed on a master contract. Summaries of the executed contracts are provided to the committee each month to show which contracts have been executed since the report given at last month's committee meeting. Seven minimum wage increase contracts and three ABX 2-1 contracts were executed since last month's report.

C. Recommend to the Board to Authorize an Officer to Secure Insurance in June for FY 2017-18

The center must secure insurance next month, but the board will be dark at that time. Kim presented a resolution that would authorize the executive director of the chief financial officer to executive insurance binders and purchase insurance for FY 2017-18 through its insurance brokers.

M/S/C (L. Papanozzi/T. Withers) To recommend to the Board of Trustees to executive the resolution to enable the specified directors to secure insurance for the center in June.

D. Contracts for Review and Recommendation

Summaries of the following contracts were provided.

1. Master Board Resolution Sub-Code (Revised)
2. DDS Approved Funding Concepts
3. Community Options, Inc.
4. Free To Be Programs
5. CPES California, Inc.
6. RSCR California, Inc. (PL 1638)
7. RSCR California, Inc. (IP 1617-3)
8. Elwyn California (Yarmouth)
9. R&D Transportation Services
10. Partners of Change

M/S/C (D. Newman/L. Papanozzi) To recommend to the Board of Trustees to approve the 10 contracts listed above, as presented.

11. Windes, Inc.

The start date of this contract with our new auditors was a source of discussion at the last board meeting, the board wanted the contract's start date to reflect when the services would actually start. Kim reported that the auditors will begin their work on May 15th, so the contract's start date was changed to May 14th.

M/S/C (B. Moss/D. Newman) To recommend to the Executive Committee to approve the contract with Windes, as amended.

E. 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 2016-17: \$2,506,877
 2. FY 2015-16: \$2,636,274
 3. FY 2014-15: \$ 0
- Total: \$5,143,151

This is \$2,950,467 more than what was reported last month.

Also, as reported at last month's meeting, one of the ICFs closed and they have a past due invoice that was paid by DDS, but not remitted to NLACRC. The ICF had not cashed that check, so DDS intercepted it and will send the money to us.

F. 3rd Quarter Report on PRMT Transactions

During the 3rd quarter of this fiscal year, the center paid \$7,389 in ongoing fees and \$18,155 in investment management fees for a total of \$25,544. Attached to the report was an explanation of the trust fees and how they are calculated.

G. Bank Card Update

Because the board officers are going to change next fiscal year, we will need to get new bank cards signed by the incoming board officers. Vini will be attending the next board meeting to get their signatures.

H. Monthly Human Resources Report

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

1.	FY 2016-17 authorized positions	479
2.	Open positions on hold	-0
3.	Open positions vacant	-44
4.	Separations	-5
5.	Sub-total	430
6.	New hires	7
7.	Positions filled	437

Michele reported that the center has 13 new hires scheduled for June 5th including 8 service coordinators.

I. Review and Approve Critical Calendar for FY 2017-18

Copies of the committee's draft critical calendar for next fiscal year were presented. No changes were suggested so it is essentially the same calendar that was used for this fiscal year.

M/S/C (D. Newman/B. Moss) To approve the committee's critical calendar for next fiscal year, as presented.

V. Items for the Next Board Meeting

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

- A. Minutes of the May 24th Meeting
- B. Financial Report
- C. Approval of Contracts
- D. Recommendation to Authorize an Officer to Secure Insurance in June for FY 2017-18

V. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, July 26th, at 6:15 p.m. (no June meeting)

VI. Executive Session

M/S/C (L. Paparozzi/D. Newman) To go into executive session at 7:14 p.m.

- A. Legal Update
- B. Lease Negotiations

VIII. Adjournment

Dan adjourned the meeting at 7:32 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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