

**Yolo County Office of Education
Davis Room
1280 Santa Anita Ct. #100
Woodland CA 95776
Committee Meeting Minutes
August 7, 2008
Final: October 2, 2008
Gathering 9:30 a.m. Meeting 10:00 a.m.-2:15 p.m.**

LEC Coordinator/Representative Attendees:

Greg Englar, Sonoma County Office of Education– Region 1
Eileen Dolan, Glenn County Office of Education-Region 2
Debbie Geer, Glenn County Office of Education- Region 2
Jeff Holland, Superintendant-Sutter County Superintendent of Schools Region 3
Marjorie Rollins, Sutter County Superintendent of Schools, **Co-Chair**- Region 3
Michelle Cowart, Contra Costa County Office of Education- Region 4
Brenda Higdon, Contra Costa County Office of Education-Region 4
Monica Morgan, Santa Cruz County Office of Education- Region 5
Janice Holden, Stanislaus County Office of Education- Region 6
Sue Hamblin, Stanislaus County Office of Education- Region 6
Susan Ellyson, Madera County Office of Education- Region 7
Ken Gragg, Kern County Superintendent of Schools- Region 8
Margaret Roux, Kern County Superintendent of Schools- Region 8
Annette Jewell, Orange County Department of Education- Region 9
Christine Ridley, San Bernardino County Superintendent of Schools- Region 10
Janet Crabtree, San Bernardino County Superintendent of Schools –Region 10
Cathy Bray, Los Angeles County Office of Education, **Co-Chair**- Region 11
Roger Chang, Los Angeles County Office of Education –Region 11

Other Attendees:

Elizabeth Touhey, Department of Health Care Services (DHCS)
Janice DiCroce-, LGA Co-Chair
Cathy Bennett, Sacramento City Unified School District
Anysia Drumheller, Butte County Office of Education
Sherry Purcell, LA Unified School District
Laura Baynham – Mendocino County Office of Education

Absent:

Lynda Lindsay - LGA Co-Chair

1.0 Introductions

- Each individual stated his/her name and agency affiliation

2.0 Additions to the Agenda

- 9.3 move to 4.1

3.0 Approval of Minutes

- June 4, 2008 minutes were approved

4.0 DHCS and Co-Chair Report:

Elizabeth Touhey, Department of Health Care Services

4.1 DHCS Staff Changes

- Two DHCS staff members will be leaving the unit
- Due to the current State hiring freeze no replacements are planned at this time.

4.2 Time Survey – 07-08- quarter 4 / 08-09-quarter 1

- If you are time surveying for the 2007/2008 4th quarter time survey period and the 2008/2009 1st quarter period and your time survey periods coincide. You'll time survey once and it will qualify for both time survey periods. What does this mean? If your district is completing time survey forms on an electronic version of the time survey form you'll have the participant print two copies and sign both in blue ink. If your district completes the handwritten time survey forms. The participant will have to complete two identical forms and sign in blue ink. The time survey results and original time survey forms for the 07/08 4th quarter period must be maintained in the 07/08 audit binder and 08/09 time survey forms and original time survey forms must be maintained in the 08/09 audit binder.

4.3 DHCS Website

- A focus group is being developed to discuss the new DHCS website and evaluate user responses. Please send LEA comments to Marjorie Rollins.

4.4 Time Survey Training

- Department of Health Care Services (DHCS) has scheduled mandatory School –Based Medi-Cal Administrative Activities (SMAA) Time Survey Training in September and October 2008 for LEC and LGA Coordinators. The Time Survey training sessions are designed as “Train the Coordinators” sessions. SMAA Time Survey Training sessions will be held September 30, 2008 in Sacramento and October 7, 2008 in San Bernardino.
- Code 1 versus Code 16 Matrixes –DHCS will have A&I approve the matrix prior to the tool being used as a handout at the “Train the Coordinators” sessions...

4.5 LEAnet Fly-in

- Sherry Purcell now on the LEAnet Board

- Monday, August 11, 2008 is the scheduled Washington DC fly-in. LEAnet intends to keep the momentum going and support for the current moratorium.
- The group discussed LEAnet activity and was directed to the LEAnet website for updates.

4.6 NAME Conference

- September 24, 2008 – September 26, 2008- Philadelphia PA
- Registration is still being accepted, CMS will be in attendance all three days
- ETAG- has been well received by members and will continue to be sent out.
- Next year the NAME conference will be October 12, 2009 in San Diego.

4.7 Code 1/Code 16 Matrix tool

- DHCS reported that the first review of the Code 1 and Code 16 matrix resulted in the request to add *work-related* to the travel expense claims for Code 16 Survey Participant Paperwork. The next review was to be by DHCS Audits and Investigations (A&I).
- A LEC Committee member asked whether the tool would be available for use at the state training; there was no date for the A&I review. LEC Coordinators discussed their uses of the tool, and some reported using Code 16 only for Paid Time Off.
- A Coordinator asked that the minutes reflect the LEC Committee agreed in December 2007 to revise the handout and agreed in February 2008 that the updated version was a LEC Committee best practices tool.

4.8 Q&A –DHCS response

- Elizabeth Touhey will review the 2007/2008 Time Survey Training Q&A submitted and respond at a future Co-Chair meeting.

5.0 Moratorium – What Now? – Roger Chang and Jeff Holland

- The huge effort to pass this moratorium has been awesome. However, April 1, 2009 is coming what does our state representatives do now? Is the Consortium taking a position?
- The group discussed the moratorium needing to be on the Presidential agenda for the 1st 100 days activities in an effort to assure that the moratorium goes forward.
- Presently many are waiting until after the LEAnet fly-in to get direction for where we go now.
- CCESSA will continue to take a lead and it remains on their agenda.
- Attend the LEAnet fly-in August 11, 2008 in Washington DC
- Keep efforts centered around all 6 programs as a package deal
- Support CMS with ideas and efforts regarding oversight for the programs.
- Work together with CMS to resolve concerns.

- Open up discussion with CMS about standardizing the program on a national level.

6.0 LGA Liaison Report- Susan Ellyson

- Advised the LGA group that there was a LEAnet fly-in on August 11, 2008
- The group discussed the possible elimination of TCM and the effects on LEA's.
- Discussion took place regarding the successful passage of the moratorium.

7.0 Sub-Committee Report- Annette Jewell

- Cathy Bray, Marjorie Rollins, and Annette Jewell were meeting this afternoon with DHCS for a dry-run session for this years "Train the Coordinators" session.
- The committee had no current project to report.

8.0 Review of staff eligibility for 07-08-4 – Greg Englar

- The group discussed, if an individual assigned to a position is no longer with the district during the 08-09-1st quarter period (due to the potential of district's time survey periods coinciding in the 07/08 4th quarter and the 08/09 1st quarter period), the survey results follow the position not the individual.. If the individual replacement was trained prior to the 08-09-1 survey.

9.0 Invoice News – Marjorie Rollins

9.1 Duty Statements

- For the 07/08 fiscal year Code 16 activities must be included on the duty statement.
- Duty Statements that match the position classifications identified on the Grid must be maintained in the Audit File.

9.2 Collapsing job descriptions on grid

- The group discussed how to collapse job duties on the grid.
- The group discussed the importance of having a cross-walk for position that will be collapsed on the grid. The cross-walk should identify the Duty Statements identified on the grid to the Job Classification/Job Description identified on the time survey forms.
- The group agreed that there is no requirement to collapse job classifications.

9.3 LEC Lunch fund

- The invoices have gone out to the individual regions.

9.4 Agenda items

- The group was encouraged to send in agenda items prior to the meeting.
- A vote was taken to meet every other month. We will meet during the even months.
- The group discussed the possibility of outside speakers.

10.0 LEA billing Report- Cathy Bennett, Sherry Purcell

- LEA meeting on August 6, 2008.
 - Acting on an interagency request by DHCS auditors from the State Controllers office are reviewing LEA billing. Reports are sent to DHCS/Legislators but not to the LEA
 - Los Angeles Unified School District random moment pilot was successfully completed. The group discussed the advantages and disadvantages of this system. There are no plans to change the present system of recording.
 - Sacramento City Schools is hosting a website in an effort to **keep LEA's updated with the LEA ADHoc workgroup Information.** The link to the website is:
<http://www.scusd.edu/MediCal/LEA%20Workgroup.htm>

11.0 Announcements

- Holly Hermansen, Superintendent of Nevada County Superintendent of Schools will be attending the October meeting and may be interested in serving as the CCESSA Superintendent Representative for the LEC committee...
- Co-Chairs will continue to meet with DHCS on even months
- Each LEC provided a regional report.