

**Local Educational Consortium (LEC) Committee
Orange County Office of Education
200 Kalmus Drive
Costa Mesa, CA 92628**

**Committee Meeting Minutes
May 3, 2007
Gathering 8:30am Meeting 9:00am-2:15pm**

LEC Coordinator/Representative Attendees:

Greg Englar, Sonoma County Office of Education, **Co-Chair** – Region 1
Eileen Dolan, Glenn County Office of Education-Region 2
Debbie Gear, Glenn County Office of Education- Region 2
Marty Mares, Glenn County Office of Education- Region 2
Terri Beaudette, Glenn County Office of Education- Region 2
Marjorie Rollins, Sutter County Superintendent of Schools- Region 3
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
Rosalee Hormuth, Orange County Department of Education- Region 9
Renee Henderson, 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
Barbara Colombo, Los Angeles County Office of Education- Region 11
Maurizio Smith, Los Angeles County Office of Education- Region 11

Other Attendees:

Anysia Drumheller, Butte County Office of Education
Janice DiCroce, LGA Co-Chair

Absent:

Michelle Cowart, Contra Costa County Office of Education- Region 4

1.0 Introductions

Each individual stated his/her name and agency name.

2.0 Additions to the Agenda

1. There were two additions to the agenda.
 - o 12.1 Community Colleges
 - o 12.2 Data Collection

3.0 Approval of April 2007 Minutes

1. April 2007 LEC Minutes were approved.

4.0 CDHS and Co-Chair Report

Cathy Bray and Greg Englar gave the Co-Chair Report-

1. Barbara Schultz reported to the Co-Chairs that three of the positions open at CDHS have been filled, including the senior analyst position. CDHS has one analyst and one clerical position to fill. The IT Technician position will soon be open.
2. CDHS is working to put the CDHS MAA Manual on the web by June 1, 2007.
3. Conference call with Co-Chairs and CDHS surrounding Code 15/16.
4. New CDHS analysts are reviewing MAA invoices and Barbara Schultz performs a final review of every invoice.
5. Barbara Schultz reported to the Co-Chairs that invoices are being reviewed in the order they are received.
6. CDHS is revising their site review process. CDHS wants to shadow some of the LECs when they are performing their site reviews. Since CDHS is responsible for performing site visits, random and focused they will need to type their own findings. CDHS may add an additional element to the site review-interviewing time survey participants.
7. The CDHS site visit report/findings for Region 2 are being put together by Barbara Schultz.
8. LEC members expressed concern that CDHS is still reviewing MAA program information for fiscal year 04/05. LECs recommend that they also review 05/06 program information to get a better idea of how well districts are performing.
9. LEC members discussed the 80 percent compliance issue. Interpretation by LECs that 80% of time surveys should be in compliance. CDHS has stated recently that 80% of the samples on each time survey should be in compliance; otherwise it must be removed from the invoice. LEC members stated that CDHS would not clarify that same question when it was asked a year ago. LEC members are concerned that because CDHS does not take a position on this, it puts the LECs and LEAs at risk.
10. LEC member stated that during site reviews they cannot review time surveys because the vendors are keeping originals, which is against CDHS Regulations.
11. CDHS has two different invoices one for LGA and one for the LEC. LEC Committee suggested having CDHS use one form.
12. Several LECs have requested manual changes ahead of time due to regional meetings.

5.0 Reports and Follow-up

1. Region 9 updated the calendar.
2. Region 8 will be updating the LEC contact list.
3. LEC Meeting scheduled August 9, 2007 remains unchanged.

5.1 Code 8 and IEP's

1. LEC members shared concern that during site reviews they noticed that some LEAs are claiming entire IEP meetings under Code 8, which is against CDHS Regulations.
2. One region may require vendors to include specific training materials in their LEA presentations.
3. LEC members discussed a site review conducted by a particular LEC, reviewing 04/05 invoices and time surveys. All time surveys for one quarter showed a holiday being coded under Code 16. LEC Committee clarified that in 2004/2005 Carlene Hess, CDHS, issued a statement that holidays should be coded as Code 16. The manual revisions changed that process beginning with fiscal year 05/06.

5.2 Maintaining MAA Funding for Schools

1. LEC members discussed new strategies to assist districts in maintaining MAA funds, despite program changes.
2. A few districts have decided to stop participating in the MAA program because of the program changes.
3. A few strategies the LEC members discussed included:
 - a. Providing training to districts focusing on certain job classifications and their job duties.
 - b. Schools express interest in participating when they are getting a percentage of the MAA reimbursement.
 - c. Increasing Medi-Cal and other health services for students.
 - d. Allowing experts (SELPA Directors for example) to speak at regional trainings and discuss the differences between program and practitioner duties and how they relate to MAA.
4. LEC members to form a sub-committee to discuss this issue in further detail.

6.0 Automation

1. No news to report.

7.0 LGA Liaison Report

1. No news to report.

8.0 Manual Changes

1. LEC members reviewed manual changes.
2. Discussed Code 16

9.0 Invoice News

Marjorie Rollins gave the Invoice News report-

1. Marjorie Rollins sent a revised copy of section 11 in the School Based MAA Manual to CDHS.
2. One Region is receiving invoices, from one particular vendor, and the invoice is not official CDHS invoice documents. Cost and revenue pages have been found to be without complete certification statements. The vendor who completed the invoice will be going back and making necessary corrections. Apparently this happened during the invoice change from 04/05 to 05/06. Emails have been sent to vendors informing them that they cannot duplicate invoice forms.
3. LEC and LGA members would like CDHS to approve one invoice form to be used by both LECs and LGAs.
4. LEC members discussed issuing statewide notices concerning issues that have been identified by the entire LEC committee. LGAs and LECs agreed to work together on these issues.
5. LEC and LGA members agreed to work together to deal with vendor issues as they arise. A PPL was issued in prior years stating that if a district wanted to switch from a LEC to LGA or vice versa, they must submit a statement addressing reasons for the change.

10.0 LEA Billing Report

1. LEC members discussed concern over possible cross-over with LEA program and MAA program rates.

11.0 Conference/Workshops

1. CASBO Conference: Anaheim Topic: MAA Quality Control
Dates 4/26-4/28

12.0 Best Practices/Program Issues

1. LEC members discussed changes to Program Issues.

12.1 Community Colleges

1. CDHS has stated that they will process community college invoices while at the same time reviewing samples to determine if they are appropriate. Final review pending CMS rule. Sue Hamblin will be following up with CDHS on community colleges.

12.2 Data Collection

1. LEC members discussed data collection process.

13.0 LEA Appeals

1. There were no appeals.

14.0 CCSESA and Legislative Update

1. LEC Co-chair sent an email to Sue Burr, CCSESA. The MAA legislation was included with the supplemental funding bill. Sue Burr indicated that MAA was one of the top three issues CCSESA was focusing on back in Washington D.C.

15.0 Co-Chair and Secretary Elections

1. **Secretary Position:** Debbie Gear, Region 2, was nominated and elected to the position of Secretary, beginning July 1, 2007.
2. **LEC Co-Chair:** Marjorie Rollins, Region 3, was nominated and elected to the position of LEC Co-Chair, beginning July 1, 2007.

16.0 Review of meeting actions and homework

Barbara Colombo reviewed meeting actions and homework-

1. LEC Committee Members ended the session by discussing all meeting actions and homework.

Next Meeting:

Wednesday, June 6, 2007

Yolo County Office of Education

Davis Room

1280 Santa Anita Court, Suite 100

Woodland, CA 95776-6127

10 a.m. – 2:15 p.m.

Action Items:

1. Annette Jewell will send out an email for the Sub Committee- Maintaining MAA Funding.
2. Sue Hamblin will follow up with Community Colleges issues.
3. All LEC's to send coding results to Region 8 by May 31, 2007