

**Local Educational Consortium (LEC) Committee  
Yolo County Office of Education  
Davis Room  
1280 Santa Anita Court, Suite 100  
Woodland, CA 95776-6127**

**Committee Meeting Minutes  
February 1, 2007  
10:00 a.m. – 2:15 p.m.**

**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 Geer, Glenn County Office of Education – Region 2  
Marjorie Rollins, Sutter County Superintendent of Schools – Region 3  
Jeff Holland, Sutter County Superintendent of Schools – Region 3  
Michelle Cowart, Contra Costa County Office of Education – Region 4  
Brenda Higdon, Contra Costa County Office of Education – Region 4  
Sue Hamblin, Stanislaus County Office of Education – Region 6  
Janice Holden, 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  
Barbara Colombo, Los Angeles County Office of Education – Region 11

**Other Attendees:**

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

**Absent:**

Monica Morgan, Santa Cruz County Office of Education – Region 5

## **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.
  - 10.2 Annual Training Proposal
  - 14.0 MAA Fund Negotiations

## **3.0 Approval of January 2007 Minutes**

1. January 2007 LEC Minutes were approved.

## **4.0 DHS and Co-Chair Report**

Cathy Bray and Greg Englar gave the Report-

1. CDHS was not present at the February LEC meeting.
2. Currently the staff at CDHS consists of one analyst. There is a delay in hiring staff due to a post and bid process. CDHS is currently using staff from County Based MAA to assist with reviews.
3. CDHS has stated that questions from LEC Members should be directed to Barbara Schultz, this includes any and all questions pertaining to invoice reviews.
4. Jim Melinski, CDHS, stated in an email, that \$ 149,000 has been budgeted for the automation project, which was not the original amount budgeted.
5. CDHS has said that if the entire automation project is expected to exceed one million dollars, it will require different procedures within CDHS for it to move forward.
6. LEC Members Concern: CDHS originally projected \$ 75,000 for the feasibility study. CDHS also stated that the feasibility study would probably not exceed that amount. The LECs previously asked CDHS not to move forward and exceed the \$ 75,000 limit; however, they have pushed it to \$ 149,000.
7. CDHS Time Survey Training Dates have been set for the following:
  - June 5- Sacramento
  - June 12- Contra Costa
  - June 14- Orange County
8. First quarter averaging: CDHS is requesting that all four quarters of invoices be submitted with a 1<sup>st</sup> quarter averaging invoice. The LECs have pointed out that the CDHS School Based MAA Manual does not require that all four invoices be submitted with an averaged quarter invoice; however, it does state that the averaging worksheet must be submitted. The LEC Co-Chairs will be asking CDHS for clarification on this issue.
9. CDHS stated that they would like to cut back on the amount of revisions on invoices. So, if CDHS “additional information” is requested, it must be submitted within specific timelines. CDHS is working on a PPL that will address this.

## **4.1 Site Review Submissions**

1. CDHS stated at the Co-Chair meeting that all of the site review reports have been completed and will be sent out to the LECs within one week.

2. CDHS will be sending an email to all LECs, requesting information on the “100 invoice” requirement. They will be requesting system-generated reports.
3. CDHS is putting together a committee to revise their site review tool.

#### **4.2 Status of 2004/2005 Invoices**

1. CDHS stated at the Co-Chair meeting that there are some invoices pending review or in accounting. A status report was given to the LEC Committee, containing information on invoices from fiscal year 2004/2005

### **5.0 Reports and Follow-up**

#### **5.1 LEC Calendar**

1. LEC Committee will be developing a calendar to include LEC meetings, trainings and conferences.

#### **6.0 LGA Liaison Report**

Susan Ellyson gave the Report-

1. The LGAs discussed with the State issues around Federal False Claiming. Districts are not to send in an invoice for a placeholder to meet deadlines.
2. LGAs have been coordinating with CDHS to schedule county based time survey trainings.
3. The LGAs are coordinating a response to the 70 page CMS proposed rule making document, and will be providing the State with comments.

#### **7.0 Manual Changes**

1. School Based MAA Manual changes must be submitted to Fred Chow, CDHS, by February 15, 2007.

#### **7.1 Time Survey**

Sue Hamblin and Greg Englar gave the Report-

1. LEC Committee discussed the details of time survey training and regulations.
2. Recommendations will be given to CDHS regarding quarter averaging.

#### **8.0 Invoice News**

Marjorie Rollins gave the Report-

1. Marjorie Rollins will be presenting the CDHS MAA Invoice Training, with CDHS. Marjorie expects the trainings to last two hours.

#### **8.1 Automation**

1. No Report this month.

#### **8.2 Invoice Submission**

1. No Report this month.

#### **9.0 LEA Billing Report**

1. Discussion around OSEP rules and parent permission to bill.

- 2.0 Discussion around billing for services on IEP and parent signatures. Providers have been able to bill for services without a signature each time a service is provided.

**10.0 Conferences/Workshops**

- 1.0 Statewide CASBO Conference, SMAA Workshop, will be presented on April 14, 2007 in San Jose. The presentation will be a scaled down version of the CDHS invoice training.
- 2.0 Orange County Department of Education will present a workshop on February 2, 2007 at the CASBO San Diego/Imperial Section Conference in San Diego. The presentation is titled, "Surviving the MAA Site Review", at the request of the Conference Committee.
- 3.0 A region 9 district reported that they are interested in pod casting annual time survey training. The district will be working with their vendor to provide specific information supporting the proposal. Annette Jewell will update the LEC Committee Members at the March LEC meeting.

**11.0 Best Practices**

- 1.0 Name change to: "Program Issues"
- 2.0 Lack of clarification on Administrators and Teachers participating in MAA. LECs will again ask CDHS for CMS approval letter.

**11.1 Revisions**

- 1.0 Michelle Cowart, Brenda Higdon and Sue Hamblin revised the "Program Issues" and the document was distributed to LEC members.

**12.0 LEA Appeals**

- 1. There were no appeals

**13.0 Review of meeting actions and homework**

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

**Next Meeting**

Thursday, March 1, 2007  
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**Action Items:**

- 1.0 Marjorie Rollins will be sending out a preview fee structure for participation fees.
- 2.0 Cathy Bray will be researching the Endowment Foundation and their role in the automation project with CDHS. Members of the California Endowment Foundation will be invited to March LEC meeting to discuss automation with the LECs and CDHS.
- 3.0 Ken Gragg, Margaret Roux and Marjorie Rollins will discuss the automation project including contract issues when Jim Melinski, from CDHS, is at the San Bernardino invoice training.
- 4.0 Ken Gragg, Margaret Roux and Annette Jewell will review payment/contract language as it relates to automation.
- 5.0 Annette Jewell will develop a calendar to include LEC meetings, trainings and conferences.
- 6.0 Marjorie Rollins will review section 11 of the MAA Manual Proposed Changes for 07/08. The entire LEC Committee will review the document and revise.
- 7.0 Greg Englar will revise the Proposed Changes to the MAA Manual for 07/08.
- 8.0 Brenda Higdon will revise the format of the MAA Program Issues.