

**Yolo County Office of Education  
Davis Room  
1280 Santa Anita Court, Suite 100  
Woodland, CA 95776-6127**

**Committee Meeting Minutes  
May 1, 2008  
Final - June 5, 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  
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  
Margaret Roux, Kern County Superintendent of Schools- Region 8  
Christine Ridley, San Bernardino County Superintendent of Schools- Region 10  
Cathy Bray, Los Angeles County Office of Education, **Co-Chair**- Region 11

**Other Attendees:**

Anysia Drumheller- Butte County Office of Education  
Linda Davis-Alldritt, RN PHN State of California, Department of Education  
Laurie Berry, Orange County, County Office of Education  
Rosalee Hormuth, Orange County Office of Education  
Thea Savas, Orange County Office of Education

**Absent:**

Jeff Holland, Superintendant-Sutter County Superintendent of Schools Region 3  
Ken Gragg, Kern County Superintendent of Schools- Region 8  
Annette Jewell, Orange County Department of Education- Region 9  
Lynda Lindsay - LGA Co-Chair  
Janice DiCroce- LGA Co-Chair

## **1.0 Introductions**

Each individual stated his/her name and agency affiliation

## **2.0 Additions to the Agenda**

- There were four additions to the agenda
  - 10.0 08-09- Time Survey Process
  - 11.0 DHCS Invoice Review Process
  - 12.0 Site Review- Summary
  - 13.0 San Bernadino 100% enrollment project

## **3.0 Approval of Minutes**

- April 3 minutes were approved with corrections

## **4.0 DHCS and Co-Chair Report:**

**Cathy Bray LEC Co-Chair and Marjorie Rollins LEC Co-Chair gave the Co-Chair Report-**

### **4.1 Draft PPL from DHCS -**

- A draft PPL, from DHCS was discussed regarding reimbursements. No action taken.

### **4.2 PPL 08-008 - 07-08-1 Time Survey Week**

- The LEC discussed the possibility of a first quarter time survey week and what impact that would make on schools whom might be averaging 07-08 – quarter 4.

### **4.3 Bill 2527 – LGA Bill**

- Discussion took place on how, if passed 2527 would impact public health programs.
- The idea is to bring State TCM in line with federal TCM.

## **5.0 LGA Liaison Report-**

- No report at this time

## **6.0 Sub-Committee Report**

- No report at this time

## **7.0 Invoice News- Marjorie Rollins/ Cathy Bray**

- The accounting department has notified DHCS that they will suspend processing invoices as of June 6, 2008 in order to close books by July 1, 2008. No date was given when the accounting department would resume processing and paying on pending invoices.

- DHCS has asked that invoices be to them by May 15, 2008 in order for them to have time to process invoice and send to accounting in order to meet the June 6, 2008 deadline.
- DHCS will continue to send to accounting invoices that have been reviewed after the June 6<sup>th</sup> deadline.
- The LEC committee discussed advising their schools that if any invoices are complete, not to hold on to them.
- Jeff Holland is in Washington DC meeting with legislators. He anticipates that they will hear the bill within a week. He feels that their may be a 50% chance the president may veto. The plan is to place it with a stimulus package.
- At this time an attempt to get Republican support is not getting a great support.
- Jeff Holland was able to meet with a staff person from Diane Feinstein's office

## **8.0 Saving MAA – April 21, 2008 and April 22, 2008**

- No update at this time.

## **9.0 LEA Billing Report- Cathy Bray**

- Trainings have not been set by DHCS- Navigant
- LEA ad hoc workgroup meeting June 4, 2008 in Orange County
- LEA's need to be sure and notify EDS when changing vendors for direct Medi-Cal billing so the associated submitter number can be removed to protect the privacy of the LEA record.
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- Emails were sent out to sites – DHCS has canceled Train the Trainer sessions at this time.
- Train new people with 07-08 materials and manual guidelines.

## **10.0 08-09- Time Survey Process**

- If a school district time surveys for 07-08-quarter 4 and 08-09-quarter 1 they must fill out two separate time surveys, even if they are in the same week. No copies with blue signatures will be accepted.

## **11.0 DHCS Invoice Review Process**

- **Source Documentation**
  - The LEC committee discussed source documents being requested by their analyst not being consistent with all analysts.
  - The LEC committee discussed their concerns that when an analyst requests an explanation that the explanation is not acceptable. There may be some analysts using the 07-08 rules for 06-07 invoices.

- A concern with the LEA's having to pick up the cost of revisions was discussed by the LEC committee. The added manpower cost discourages districts from participating in the program.
- The LEC committee also discussed the possibility of a check list for the invoice so that all analysts will be consistent and the LEC can send in what it is that they need with the invoice.
- The Co-Chairs will discuss this with DHCS at their next meeting what it is that they need in an explanation in order to process more efficiently.
- Revenues indicated on invoices will not be consistent between quarters. Continue to submit the Claiming Units revenue with your invoice.
- The LEC committee was advised that Grids may need to be revised in the event there is no percentage for a code identified on the invoice and the code is indicated on the grid.

## **12.0 Site Review- Summary**

- The LEC committee was given a summary of a recent site review.

## **14.0 San Bernadino 100% enrollment project – Christine Ridley**

- Packets are being put together and a power point presentation will be presented on May 15, 2008 to MAA coordinators through the Children Health Initiative.
- The purpose of the project is to sign families up for the Medi-Cal / Healthy Families program.

## **15.0 Review meeting actions and homework- Debbie Geer**

- 1) At the next Co- Chair meeting Cathy and Marjorie to speak to DHCS about:**
  - a) Questions/Answers from Train the Trainer sessions being posted on the DHCS website.
  - b) Possibility of a Checklist for the invoice process
  - c) Inconsistency when analyzing Code 16 percentages.
  - d) Possibility of moving to the 06/07 fiscal year for site visits instead of 05-06 in an effort to be more beneficial.
  - e) Once the invoice has been certified by the LEC. How can the LECs assist DHCS with a checklist for the invoice process regarding the Code 16 issues?
  - f) 08/09 LEC Direct Charge Invoices. Will DHCS issue a PPL indicating a reasonable amount of direct charge costs be allowable by the LEA/LEC/LGAs?
- 2) Homework**
  - a) Greg Engler to send to Cathy Bray Code 16 discrepancies.
  - b) Margaret Roux to send to Cathy Bray school district Code 16 report.