

**SAN GABRIEL/POMONA REGIONAL CENTER  
DEVELOPMENTAL SERVICES, INC.  
BOARD OF DIRECTORS  
Minutes of the Meeting of the Board of Directors  
(A California Corporation)**

**April 27, 2016**

**ATTENDANCE**

The following members of the Board of Director's were present at said meeting:

**PRESENT:**

Penne Fode  
Joseph Huang  
Sandy Christensen  
Sylvia Youngblood  
John Randall  
Anabel Franco  
Bruce Cruickshank  
Quinn Klingerman  
Julie Chetney

**STAFF:**

Keith Penman, Executive Director  
John Hunt, Chief Financial Officer  
Lucina Galarza, Assoc. Executive Director  
Veronica Marquez, Administrative Assist.

**ABSENT:**

Daniel Rodriguez  
David Bernstein  
Victor Guzman  
Liza Garcia

**A. CALL TO ORDER:**

Penne Fode, Board President, called the meeting to order at 7:23 p.m. Roll call was taken and a quorum was established.

The Board reviewed and approved the agenda with the following amendment:

- Please note that an Executive Session is needed at the end of this meeting.
- Under "Attendance Review", Sandy Christensen's name should have been listed for absences at the Strategic Development Committee. This will be reviewed at the May 25<sup>th</sup> meeting and will be on the agenda, as well.

**M/S/C (Klingerman & Chetney) The Board approved today's agenda.**

The minutes were reviewed and approved by the Board.

**M/S/C (Chetney & Huang) The Board approved the March 23, 2016 minutes as written.**

**Abstain: Youngblood, Christensen, & Franco**

## **B. ATTENDANCE REVIEW:**

Pursuant to Bylaws, Section 9.02, the following individuals, have missed three (3) or more consecutive meetings in the current fiscal year:

- Amparo Carrillo (Client Services)
- Sandy Christensen (Board Meetings)
- Liza Garcia (Board Meetings)
- Liza Garcia (Strategic Development)
- John Randall (Board Meetings)
- Sylvia Youngblood (Community Relations)

Penne Fode gave an explanation of this bylaw. She asked if anyone wanted to discuss or have any questions. The Board held a discussion and some members raised questions about the accuracy of the Participation Record (Attendance Record). *As per the Bylaws, individuals missing three (3) or more consecutive meetings constitutes the tendering of a Director's resignation from the Board, Non-Director's resignation from all Committees or a Member's resignation from the Vendor Advisory Committee.*

Therefore, the Board was given the opportunity to make decisions regarding whether or not to retain above-mentioned individuals. Please note that as of this meeting, the following individuals are no longer part of the Board or Board Committees:

- Liza Garcia
- Amparo Carrillo

## **C. 2<sup>ND</sup> TERM DIRECTORS – NOTICE:**

This is a thirty (30) day notice of the intent to conduct an election to confirm 2<sup>nd</sup> term Directors at the May 25, 2016 meeting.

*Pursuant to Bylaws, Sections 6.01 & 7.01 Directors standing for re-election shall be voted on at the Annual meeting of the Board of Directors of the Corporation. Nominations for the first term Directors made pursuant to Article 21.03 can be acted on by the Board at the annual, special or regular meeting when a voting quorum is present. A majority of the votes cast shall elect a Director to the Board.*

The following Directors will end their first term on the Board in June. Therefore, the Board must vote for the following individuals to continue on to a second term on the Board of Directors starting July 1, 2016.

- Penne Fode
- Victor Guzman
- Sylvia Youngblood

**D. PUBLIC INPUT:**

None

**E. SPECIAL PRESENTATIONS:**

- Olivia Balcao, Senior Program Analyst, from ARCA gave a presentation to the Board on the recent Forensic Task Force activities.
- Carol Tomblin, Director of Compliance & Training, gave a presentation to the Board on the Disparity Data Meetings.

The Board requested that the PowerPoint presentations be sent to them electronically.

**F. EXECUTIVE/FINANCE COMMITTEE**

John Hunt, Chief Financial Officer, reported on the following items:

- **Financial Report-**
  - The report reflects Operations and Purchase of Services monthly financial reports for the month of February, 2016, for services paid through March 18, 2016.
  - In current year regional center operations we are projecting to come in at budget.
  - Current year Community Placement Plan (CPP) operations now shows a slight surplus of \$5,704 as a result of the B-2 contract allocation.
  - The Foster Grandparent/Senior Companion Programs are showing a slight surplus of \$5,269, and the Family Resource Center is at budget.
  - We are projecting a current year purchase of services deficit of approximately \$1.3 million in regular POS (a reduction of approximately \$1.3 million from last month) and an approximate deficit of \$550,000 in CPP POS (an reduction of approximately \$700,000 from last month). The reductions are mostly a result of additional funding received in the B-2 contract allocation. We expect these deficits to be made up in future contract amendments.

**M/S/C (Klingerman & Huang) The Board approved the financial report.**

**G. COMMUNITY RELATIONS/LEGISLTATIVE COMMITTEE:**

In the absence of Daniel Rodriguez, Keith Penman reported on the following:

- Sylvia Youngblood suggested that SGPRC be aware of activity surrounding Every Student Succeed Act for the U.S. Department of Education.
- There was a quick discussion regarding the upcoming Elizabeth Guinn Memorial Award recipient. They will be in attendance at the Annual Board Meeting on May 25, 2016.

## **H. CLIENT SERVICES/ADVISORY COMMITTEE:**

Julie Chetney reported on the following:

- Special presentation was given on Access Transportation by Aaron Christian
- Special presentation was given on the Overview of Purchase of Service by Age Groups by Lucina Galarza.
- The committee was presented with revisions to the Independent Living Services Policy that was approved by the Board in January . These revisions were a result of a clarification that was recommended by Department of Developmental Services (DDS).

## **I. VENDOR ADVISORY COMMITTEE:**

In the absence of David Bernstein, Keith Penman reported on the following:

- VAC Vacancies
- New chairperson election at the next meeting
- VAC breakfast on June 2
- Vendor Surveys re: ABX2-1

## **J. STRATEGIC DEVELOPMENT COMMITTEE:**

Penne Fode reported on the Strategic Development Committee the following: There is a new application for new Committee Member Recruitment and the committee reviewed questions to ask applicants. The questions have not been finalized.

## **NOMINATING COMMITTEE**

Bruce Cruickshank reported on behalf of the Nominating Committee the following Proposed Slate of Officers to the Board of Directors for Fiscal Year 2016-2017:

- Board President: Penne Fode
- 1<sup>st</sup> Vice President: Daniel Rodriguez
- 2<sup>nd</sup> Vice President: Victor Guzman
- Treasurer: Joseph Huang
- Secretary: Anabel Franco

An alternate may be submitted in accordance to Bylaws, Section 15.04:  
*A Director may be nominated for an office only by the Nominating Committee in accordance with Section 21.03 or by a written nominations that is signed by at least one Director, that gives the names of a total of five Directors who support the nomination, and that is submitted to the Executive Director at least 10 days before the election is to be held. The Executive Director, upon receiving a in writing by first class mail or by personal deliver, identifying the Director so nominated, the office for which she or he has been nominated, and the Director who signed or supported the nominations.*

**K. ARCA REPORT:**

Keith Penman reported on the following topics:

- The Lanterman Coalition
- Governor's Budget - May Revise
- Executive Committee Bill List

**L. EXECUTIVE DIRECTOR'S REPORT:**

- Keith Penman made a reference to the report in the blue section of the board packet, which includes his monthly Executive Director's.
- Keith Penman and Lucina Galarza presented to the Board the revisions to the Independent Living Services Policy that was approved by the Board in January. These revisions were a result of a clarification that was recommended by Department of Developmental Services (DDS). This was also shared at the Client Services Committee today.
- The Medicaid Waiver Audit will begin on May 9<sup>th</sup>.
- Caseload Ratios- A handout was provided, ARCA DDS Service Coordinator Caseload Survey March 2016, was provided. This handout provides a comparison of all Regional Center caseload ratios.

**M. OTHER BOARD & COMMUNITY ANNOUNCEMENTS:**

Ms. Youngblood attended a Board Training in South Pasadena that was on the role of the Board, as well as the Executive Director. Ms. Youngblood will be following with additional information at a later time.

**ADJOURNMENT**

**EXECUTIVE SESSION:**

The Board held an Executive Session immediately following the Board meeting regarding client issues.

**Next meeting on Wednesday, May 25, 2016 at 7:15 p.m.**

**BOARD MINUTES FROM THE APRIL 27, 2016 MEETING**

Submitted by:

  
Anabel Franco, Board Secretary

5.25.2016  
Date