

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

June 22, 2016

ATTENDANCE

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

PRESENT:

Penne Fode
Daniel Rodriguez
Victor Guzman
Joseph Huang
Anabel Franco
Sandy Christensen
Sylvia Youngblood
John Randall
Bruce Cruickshank
Quinn Klingerman
Julie Chetney
David Bernstein

STAFF:

Keith Penman, Executive Director
John Hunt, Chief Financial Officer
Yvonne Gratianna, Board Relations Admin.
Erika Gomez, Board Support Specialist

ABSENT:

None

A. CALL TO ORDER:

Penne Fode, Board President, called the meeting to order at 7:16 p.m. Roll call was taken and a quorum was established.

The Board reviewed and approved the agenda with the following addition:
"Announcement" after the approval of the minutes.

M/S/C (Rodriguez & Randall) The Board approved today's agenda.

The minutes for May 25, 2016 were reviewed and approved by the Board.

M/S/C (Christensen & Chetney) The Board approved the May 25, 2016 minutes as written.

B. ANNOUNCEMENT:

The Board recognized Daniel Rodriguez's graduation from college.

C. APPOINTMENT OF CHAIRPERSONS FY 16/17:

Pursuant to Bylaws:

Section 18.04- *The Vendor Advisory Committee shall elect a chairperson who shall sit as a voting member of the Board of Directors, except as precluded by law or these By-laws.*

- As of July 1, 2016, Cindy Sendor will chair the Vendor Advisory Committee.

Section 19.08- *The chairperson of each committee, with the exception of the Executive/Finance Committee, shall be appointed by the President and shall be selected from among the members of the Board. However, the Board may by resolution waive the requirement that the chairperson(s) of a special committee be members of the Board. Such a resolution must specify the committee and chairperson(s) by name and shall terminate on June 30th of each year.*

- Victor Guzman will continue to chair the Client Services Advisory Committee.
- Daniel Rodriguez will continue to chair the Community Relations Legislative Committee.
- As of July 1, 2016, Bruce Cruickshank will chair the Strategic Development Committee

Section 20.03- *The President shall be the chairperson of the Executive/Finance Committee. All actions taken by the Executive/Finance Committee shall be reported at the next meeting of the Board of Directors.*

- Penne Fode will continue to chair the Executive Finance Administrative Committee.

D. COMMITTEE COMPOSITION FY 16/17:

In order to be in compliance with the bylaws, changes within the committees need to be made. A letter from the Board President with the recommendations of committee members for 2016/2017 will go out to all the Board Directors.

E. CONFLICT OF INTEREST FORM

Raquel Sandoval, Director of Human Resources, assisted the members with filling out the Conflict of Interest Form, an annual requirement from DDS.

**Attached to these minutes.*

*** "Attachments & Announcements" section of Board Packet.*

F. PUBLIC INPUT:

Carl Argila gave an update on the status of the cases of his children, he also provided information on his blog. Lastly, Mr. Argila spoke about Self Determination.

G. SPECIAL PRESENTATION:

Lucina Galarza, Associate Executive Director, gave a presentation on Caseload Ratios. SG/PRC was out of compliance in one or more areas but was also the regional center with the lowest caseload ratio overall. SG/PRC staff is confident that the caseload ratios will be met next year. Mrs. Galarza provided two documents, "DDS Service Coordinator Caseload Survey, March 2016,"* and a letter of findings from DDS.** There was time allotted for public input and questions. There was a question from Board member, Julie Chetney, about how SG/PRC calculates the numbers for sections "Medicaid Waiver" and "All Others." SG/PRC uses a formula from DDS to calculate the numbers for those sections.

H. EXECUTIVE/FINANCE COMMITTEE

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

- **Financial Report-** April, 2016, for services paid through May 19, 2016.
 - Current year of regional center operations - projecting to come in at budget.
 - Current year of Community Placement Plan (CPP) operations- projecting a surplus of approximately \$4,500.
 - Foster Grandparent/Senior Companion Programs- showing a surplus of approximately \$4,000 and the Family Resource Center is at budget.
 - Purchase of Services- projecting a current year deficit of approximately \$200,000 (a reduction of approximately \$600,000 from last month), and an in
 - Community Placement Plan POS- approximate deficit of \$660,000 (which is up about \$100,000 from last month).
 - These remaining deficits are expected to be made up in future contract amendments.

- At the last Board meeting, the Board authorized that the President sign the letter of Intent from DDS for the preliminary contract for the upcoming fiscal year, once it was received. The letter was received shortly after the meeting, Ms. Fode signed it and it was returned to the department.
- Cash flow – DDS reported that the first of three advances is expected to be released on or around July 15, 2016, that is also the projected date that SG/PRC would run out of cash and require to draw on the line of credit. SG/PRC is working with the department and the department is doing its best to get that money out so regional centers do not have to borrow this year. The next two advances are

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expected to be released at the end of July and the middle of August.

- Annual Audit – Windes will conduct the audit in mid October. The letter of engagement, which outlines the scope of the audit and responsibilities of the firm and the regional center, was received and it requires the signatures of the Executive Director and the Board President to move forward with the audit.

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

I. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE:

Daniel Rodriguez reported that the committee covered the following at their last meeting:

- Bills that were of concern to ARCA and regional centers: SB1034, AB2809, AB1715, he encouraged the members to reach out to their local legislators.
- The closure of Fairview – SG/PRC currently has 12 clients that remain there
- Self Determination
- Disparity Data
- Caseload Ratios
- ILS Policy
- Annual Board Meeting
- 50th and 30th Anniversaries
- VAC Breakfast

Sylvia Youngblood shared that the Social Security Department is proposing new rule making to report any one with a representative payee, due to a mental impairment, to the FBI's national instant crime background check system gun data base. Once placed in the data base individuals would have to prove they are not dangerous in order to be removed. Concerns Citizens with Disabilities think that the ruling is misguiding and damaging.

J. CLIENT SERVICES/ADVISORY COMMITTEE:

Victor Guzman reported on the following:

- A Special presentation was given about the Forensic Services that SG/PRC provides.

K. VENDOR ADVISORY COMMITTEE:

David Bernstein reported on the following:

- Cindy Sendor, Chairperson for fiscal year 16/17 was introduced.
- VAC Breakfast- 5 Board Directors attended. About 280 vendors participated.

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- Minimum wage concerns- the vendor community wants to partner with SG/PRC to work on this issue.

L. STRATEGIC DEVELOPMENT COMMITTEE:

Penne Fode reported on the Strategic Development Committee.

The committee finalized the set of questions that will be used when interviewing committee candidates. The committee will meet on July 6, 2016 to interview 5 people.

M. ARCA REPORT:

Keith Penman reported on the following topics:

- Federal Mandates – SG/PRC will work with the vendor community to assess the Federal Mandates that will go in effect in March, 2019.
- Governor’s Budget – There is money to hire more Service Coordinators and three additional positions.
- Recruitment for Executive Directors – There has been 9 changes in Executive Directors in the last 48 months.
- Trailer Bill 1606** - The administration feels there are additional things that the regional center system must do.
- 50th Anniversary- ARCA put together a video with the collaboration of other regional centers, including SG/PRC. The video is on their website.

N. 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. There was a conversation about the “End of Life Options Act.”**
- Fairview– Mr. Penman attended a meeting for families of SGPRC clients that are still residing at Fairview on June 11, 2016. SGPRC has 12 clients residing at Fairview.

O. OTHER BOARD & COMMUNITY ANNOUNCEMENTS:

- None

ADJOURNMENT

Next meeting on Wednesday, July 27, 2016 at 7:15 p.m.

**Attached to these minutes.*

*** “Attachments & Announcements” section of Board Packet.*

BOARD MINUTES FROM THE JUNE 22, 2016 MEETING

Submitted by:



Anabel Franco, Board Secretary

Date

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