

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.
Executive/Finance Committee Meeting**

May 9, 2018

PRESENT:

Joseph Huang, President
Victor Guzman, 1st V.P
Sheila James, 2nd V.P
Julie Chetney, Secretary
Gisele Ragusa, Treasurer

STAFF:

Keith Penman, Executive Director
John Hunt, Financial Officer
Erika Gomez, Exec, Assistant BOD
Laura Palma, Admin. Assistant

ABSENT:

Penne Fode, Immediate Past President
Georgina Molina, Board Director

RECOMMENDED ACTIONS

THE EXECUTIVE/FINANCE COMMITTEE RECOMMENDATION:

None

**ACTIONS TAKEN BY THE EXECUTIVE/FINANCE COMMITTEE
PURSUANT TO SECTION 20.04 OF THE BYLAWS**

All actions taken by the Executive/Finance Committee on behalf of the Board of Directors shall be reported at the next meeting of the Board. The actions taken by the Executive/Finance Committee at this meeting were:

Approval of Financial Report- March 31, 2018, for services paid through April 19, 2018.

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang, President, called the meeting to order at 7:17 pm. A quorum was established.

The minutes from the April 11, 2018 meeting were approved.

M/S/C (James & Chetney)

B. FINANCIAL REPORT

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

Financial Report

- Operations – Based on the D-2 contract amendment, it is projected that the allocation will be sufficient to meet the projected expenditures, resulting in zero surplus or deficit for the year. SG/PRC’s current allocation is \$28,787,742. For the month of March, staff expended \$3,148,526 and \$21,118,627 has been spent year to date, with projected expenditures remaining of \$7,669,115.
- Family Resource Center – It is expected that the allocation will be sufficient to meet projected expenditures, with zero surplus or deficit projected.
- Foster Grandparent/Senior Companion Program – SG/PRC is now projecting a small surplus of \$47.
- Community Placement Plan – SG/PRC is now projecting a slight surplus of \$185.
- Purchase of Service as with Operations – Projections are based on the D-2 Contract amendment.
- Regular Purchase of Services- Projecting a surplus of \$2,647,689. The current allocation is \$210,062,542. For the month of March, staff expended \$18,159,957, and have paid for services in the amount of \$148,401,726 year to date, with projected expenditures and late bills remaining in the amount of \$59,013,127.
- Community Placement Plan - Projecting a deficit of \$445,882 in Community Placement Plan POS, which is expected to be eliminated with a future allocation.

M/S/C (Ragusa & James) The committee approved the Financial Report.

DDS Audit Update – Nothing new to report.

C. CONTRACT REVIEW

Integrated Living Partners - The Board reviewed a contract based on their policy for contracts over \$250,000.

M/S/C (Ragusa & Huang) The committee approved the Contract

**Attached to these minutes.*

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

D. BOARD OVERVIEW

- Board Member Commitment Document- Joseph Huang shared a Board Member Commitment Agreement. Per the committee's request, staff made changes to the document. The committee was pleased with the changes but decided to table the document until the Board Bylaws were updated.
- Annual Board Meeting – The members discussed a few agenda items for the May Board meeting:
 - Elections – There will be an election for the slate of officers that was presented by the Nominating Committee and any other slates presented to the Executive Director before the deadline.
 - WIC 4669 – This will be an Executive Session.
 - Disparity Data Report – Staff will present this information to the Board.
 - Recognition Certificates – Every member will be awarded a certificate of recognition.

E. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Self Determination – The Waiver application for the Self Determination Program was submitted to Centers for Medicare and Medicaid Services. CMS has 90 days to take action to either approve the application, deny it or request additional information. CMS did ask a few questions but did not put a stop on the clock. SG/PRC has submitted the names of almost 500 individuals.

Closure of Fairview - SG/PRC has two individuals at Fairview Development Center that staff have identified placement for. It is expected that placement will take place by July.

ARCA Executive Director Conference Call – Several things were discussed during this call:

- Self Determination (see above)
- Disparity Data – Staff has a responsibility to report the information to DDS by the end of May.
- Governor's Budget (May Revise) – The revised budget will come out on Friday.

**Attached to these minutes.*

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- Restoration of Social Recreation and Camp – There is a Senate Budget Subcommittee #3 on Health and Human Services has opted to hold a hearing tomorrow.

CDRF – Staff continue to monitor the results from the online survey and are categorizing the comments received. The hope is to submit a proposal that will address the needs of the community.

SPECIAL EXECUTIVE SESSION

The committee had an executive session before the meeting, at 6:30pm to discuss the Executive Director's evaluation.

MEETING ADJOURNED

The next regular meeting will be held on June 13, 2018 at 7:15 p.m.

**Attached to these minutes.*

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