

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

January 10, 2018

PRESENT:

Joseph Huang, President
Victor Guzman, 1st V.P
Gisele Ragusa, Treasurer

STAFF:

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

ABSENT:

Sheila James, 2nd V.P
Julie Chetney, Secretary
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- November 30, 2017, for services paid through December 18, 2017

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang, President, called the meeting to order at 7:21 pm. A quorum was not established.

The approval of the minutes from the November 8, 2017 meeting were tabled.

B. WINDES DRAFT AUDIT REPROT

Tom Huey, Windes Auditor, presented the audit report. The following information was reviewed:

- Management Judgments and Accounting Estimates
- Significant Audit Adjustments
- Difficulties Encountered in Performing the Audit
- Disagreements with Management
- Management Representations
- Major Issues Discussed with Management Prior to Retention
- Consultation by Management with Other Accountants
- Other Information in Documents Containing Audited Consolidated Financial Statements
- Consolidated Financial Statements

M/S/C (Joseph & Ragusa) The members present, Joseph Huang, Victor Guzman, and Gisele Ragusa unanimously voted in favor of approving the Draft Audit Report. The members not present voted via email in favor of this motion.

C. FINANCIAL REPORT

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

Financial Report

- Operations – Based on the D-1 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 \$28,574,034. For the month of November, staff expended \$2,119,317 and spent \$11,536,294 year to date, with projected expenditures remaining of \$17,037,740
 - 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 projecting a deficit of \$337,641, however that is due to DDS only allocating 50% of the funds for the program. Staff has been informed by DDS that the remaining funds will be allocated in the next contract amendment, which is expected this month. The allocation will eliminate the deficit.

**Attached to these minutes.*

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

- Community Placement Plan – SG/PRC is projecting a deficit of \$152,036. As with the Foster Grandparent Program, an additional allocation will be received that will eliminate the deficit.
- Purchase of Service as with Operations – Projections are based on the D-1 Contract amendment.
- Regular Purchase of Services- Projecting a deficit in the amount of \$1,229,990 but expect that to be eliminated with future allocations. The current allocation is \$209,615,263. For the month of October, \$15,951,257 was expended, and services in the amount of \$80,422,473 year to date have paid for, with projected expenditures and late bills remaining in the amount of \$130,422,780.
- Community Placement Plan - Projecting a deficit of \$528,394 in Community Placement Plan POS, which again, is expected to be eliminated with a future allocation.

M/S/C (Joseph & Guzman) The members present, Joseph Huang, Victor Guzman, and Gisele Ragusa unanimously voted in favor of approving the Financial Report. The members not present voted via email in favor of this motion.

Abstain: Molina

DDS Audit Update – There is no new update. Any new information will be shared when it becomes available.

C-4 Amendment – This amendment is for FY 16/17 and only has technical adjustments and does not have changes in allocation.

M/S/C (Ragusa & Guzman) The members present, Joseph Huang, Victor Guzman, and Gisele Ragusa unanimously voted in favor of having the Board President sign it. The members not present voted via email in favor of this motion.

D. BYLAWS UPDATE

The committee is still reviewing the bylaws and continue to work on making necessary changes.

E. ARCA REVIEW

The next ARCA meeting is scheduled for January 18-19, 2018.

**Attached to these minutes.*

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

F. BOARD SURVEY UPDATE

Gisele Ragusa informed the committee that 20 people completed the survey. Based on the responses, the most requested training topic is for Self-Determination.

G. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Self Determination – There was a meeting on January 9, 2018. All the meetings and trainings done at previous informational meetings will also be counted as pre-enrollment trainings SG/PRC has sent 400 names to DDS for random selection.

Respite Policy - With the repeal of Welfare and Institutes Code (WIC) Section 4686.5, each regional center had the responsibility to revise their Board Approved Respite Policy. The SG/PRC Board made the needed changes and approval, then modified the approval in a subsequent meeting. DDS sent a letter on December 29, 2017 regarding additional specifications to the policy. The current Board approved policy took effect on January 1, 2018 and can be implemented for up to 90 days. Staff will present a revised policy for Board consideration in February for a vote in March.

SPECIAL EXECUTIVE SESSION

Due to the lack of a quorum, the committee did not go into an Executive Session.

MEETING ADJOURNED

The next regular meeting will be held on February 14, 2018 at 7:15 p.m.

**Attached to these minutes.*

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