

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

February 14, 2018

PRESENT:

Joseph Huang, President
Victor Guzman, 1st V.P
Sheila James, 2nd V.P
Julie Chetney, Secretary
Gisele Ragusa, Treasurer
Penne Fode, Immediate Past President
Georgina Molina, Board Director

STAFF:

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

ABSENT:

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- December 31, 2017, for services paid through January 19, 2018

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang, President, called the meeting to order at 7:30 pm. A quorum was established.

The approval of the minutes from the January 10, 2018 meeting were approved.

M/S/C (Ragusa & Guzman)

Abstain: Fode, Chetney, James

B. 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 December, staff expended \$2,160,694 and \$13,696,986 has been spent year to date, with projected expenditures remaining of \$14,877,048.
- 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 \$338,489, 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.
- Community Placement Plan – SG/PRC is projecting a deficit of \$147,979. 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 \$626,280 but expect that to be eliminated with future allocations. The current allocation is \$209,615,263. For the month of December, \$15,006,216 was expended, and services in the amount of \$95,428,687 year to date have paid for, with projected expenditures and late bills remaining in the amount of \$114,812,856.
- Community Placement Plan - Projecting a deficit of \$613,728 in Community Placement Plan POS, which again, is expected to be eliminated with a future allocation.

M/S/C (Fode & Molina) The committee approved the Financial Report.

DDS Audit Update – On January 18, 2018, SG/PRC received the Audit Report in for Fiscal Year 13/14 and 14/15. Information will be shared when an update is provided for the audit for fiscal year 16/17.

**Attached to these minutes.*

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

Windes Draft Audit Report - Every Board member will receive a copy of the final report. This committee will be presented information on the 990 Tax Form at the March 14, 2018 meeting.

C. BOARD OVERVIEW

Joseph Huang, Board President, reported on the following:

- Bylaws Update - The committee is still reviewing the bylaws and continue to work on making necessary changes.
- Board Composition - DDS responded to SG/PRC's Board Composition Survey. The Board is not in compliance in the area of Ethnic Representation. The members had a brief discussion about recruitment and of the members that might be terming off.

D. ARCA REVIEW

Penne Fode, ARCA Board Delegate, shared that the chair of the Board Delegates Committee is terming off and she will finish his term as the chair. She was also asked to be a member of the Strategic Development Committee.

E. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Self Determination – SG/PRC has sent 400 names to DDS for random selection. There will be a statewide meeting of the chairs of the advisory committees on March 13, 2018.

Caseload Ratios – SG/PRC has a responsibility to provide DDS with caseload ratios data by March 10, 2018.

Local Minimum Wage - Effective January 1, 2018 the State minimum wage changed to \$10.50 p/hr. for employers with 25 or less employees, \$11p/hr. for employers with 26+ employees. Assemblymember, Chris Holden, is pushing so that the state permits rate changes for local minimum wages.

DDS Memo-Travel - On February 1, 2018, DDS notified that effective January 1, 2018, the Department of Human Resources increased the vehicle mileage reimbursement rate for all State employees from \$0.535 per mile to \$0.545 per mile.

DDS Budget Review - SG/PRC staff forwarded this information via email to all Board members. The new Budget has no new initiatives. There is growth for

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caseloads growth. The Governor's proposed budget for 2018-19 includes the implementation of the holiday closure schedule. The holiday schedule was previously struck down in court but DDS appealed and in May 2017 DDS prevailed.

POS Expenditure Data - SG/PRC is holding community meetings for Purchase of Services (POS) Expenditure Data. The meetings will include a presentation of the ongoing Equity Projects.

SPECIAL EXECUTIVE SESSION

The committee went into an Executive Session to discuss a personnel issue.

MEETING ADJOURNED

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

**Attached to these minutes.*

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