

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

March 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- January 31, 2018, for services paid through February 16, 2018

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang, President, called the meeting to order at 7:28 pm. A quorum was established.

The minutes from the November 8, 2017 meeting were approved.

M/S/C (James & Fode)

The minutes from the February 14, 2018 meeting were approved.

M/S/C (Fode & James)

B. FINANCIAL REPORT

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

990 Tax Form – A representative from Windes presented the 990 Tax Form and the committee reviewed it. The members requested a change be made to the language on page 31.

M/S/C (Fode & Chetney) The committee approved the filing of the 990 Tax Form with the requested change of language.

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 January, staff expended \$2,106,725 and \$15,803,709 has been spent year to date, with projected expenditures remaining of \$12,984,033.
- 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 very small surplus of \$603.
- Community Placement Plan – SG/PRC is now projecting a slight surplus of \$507.
- Purchase of Service as with Operations – Projections are based on the D-2 Contract amendment.
- Regular Purchase of Services- Projecting a small surplus of \$569,919. The current allocation is \$210,062,542. For the month of January, staff expended \$19,181,903, and have paid for services in the amount of \$114,610,591 year to date, with projected expenditures and late bills remaining in the amount of \$94,882,032.
- Community Placement Plan - Projecting a deficit of \$310,212 in Community Placement Plan POS, which again, is expected to be eliminated with a future allocation.

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

DDS Audit Update – On January 18, 2018, SG/PRC received the Audit Report in

**Attached to these minutes.*

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

for Fiscal Year 13/14 and 14/15.

The audit for fiscal year 16/17 had two exceptions, one was for a half hour that could not be counted for and the other was for a lack of minutes for Executive Sessions.

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. CONTRACT REVIEW

- **Brilliant Corners contract** (2 Community Crisis Homes – 17/18-3 &10) - The Board reviewed a contract based on their policy for contracts over \$250,000.
M/S/C (Ragusa & Molina) The committee approved the Contract.
- **Vocational Innovations (Transportation)** - The Board reviewed a contract based on their policy for contracts over \$250,000.
M/S/C (Ragusa & Chetney) The committee approved the contract.
- **Reliable Transportation (Gas Stipend)** - The Board reviewed a contract based on their policy for contracts over \$250,000.
M/S/C (Chetney & Guzman) The committee approved the contract.

D. ARCA REVIEW

Penne Fode, ARCA Board Delegate, shared that the next ARCA meeting will be held on March 15-16, 2018 in Sacramento.

E. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Self Determination – An email was received today informing that 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.

Emergency Preparedness Expo – SG/PRC will hold its 7th annual Emergency Preparedness Safety Expo on April 18, 2018 from 10:30am – 1:30pm.

**Attached to these minutes.*

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

Grassroots Day - A group of people, including Gisele Ragusa, a member of this committee, will go to Sacramento on Monday to meet with legislators and share with them about the regional center system.

Caseload Ratios – SG/PRC had a responsibility to submit data to DDS about the caseload ratios by March 10, 2018. The data showed compliance in 5 out of 6 areas.

Survey to DDS - A series of meetings have been held during February and will continue in March to review the data posted on the website, and to provide information on the projects as a part of the Disparity Grant Program. DDS is requiring each regional center to submit information on the implementation and progress of the grants received. SG/PRC has complied with this responsibility.

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 April 11, 2018 at 7:15 p.m.

**Attached to these minutes.*

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