

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

August 8, 2018

PRESENT:

Victor Guzman, 1st V.P
Julie Chetney, Secretary
Gisele Ragusa, Treasurer
Georgina Molina, Board Director

STAFF:

Keith Penman, Executive Director
John Hunt, Financial Officer
Laura Palma, Admin. Assistant
Marilyn Carmona, Admin. Assistant

ABSENT:

Joseph Huang, President
Sheila James, 2nd V.P
Penne Fode, Immediate Past President

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- June 30, 2018, for services paid through July 19, 2018

ITEMS DISCUSSED

A. CALL TO ORDER

Victor Guzman, 1st V.P called the meeting to order at 7:15 pm. A quorum was established.

The members reviewed the agenda and were informed they will review an additional contract. The minutes from the July 11, 2018 meeting were approved.
M/S/C (Ragusa & Molina)

B. FINANCIAL REPORT

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

Financial Report

- Operations – Based on the D-3 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 June, staff expended \$2,295,973 and \$28,145,187 has been spent year to date, with projected expenditures remaining of \$642,555.
- 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 surplus of \$53,008.
- Community Placement Plan – SG/PRC is now projecting a surplus of \$23.
- Purchase of Service as with Operations – Projections are based on the D-3 Contract amendment.
- Regular Purchase of Services- Projecting a surplus of \$4,197,257. The current allocation is \$210,062,542. For the month of June, staff expended \$17,349,903, and have paid for services in the amount of \$201,073,263 year to date, with projected expenditures and late bills remaining in the amount of \$4,640,156.
- Community Placement Plan - Projecting a surplus of \$40,037 in Community Placement Plan POS.

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

DDS Audit Update – Per DDS, the report is being circulated for approval.

C. CONTRACT REVIEW

Voice – FY 18/19 - The Board reviewed a contract based on their policy for contracts over \$250,000.

M/S/C (Chetney & Molina) The committee approved the Contract.

**Attached to these minutes.*

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

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

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

D. BOARD OVERVIEW

Board Bylaws – The committee will continue to have Executive Sessions to finalize this process.

Review of Attendance – If a member has missed three consecutive meetings, the Board will be notified at the next Board meeting.

E. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Self Determination - September 17th is the cut-off date for sign up. Drawing for selection will be held on October 1. Projected start day is July 2019. Next meeting is scheduled for August 14 at 6:00PM.

Closure of Fairview – Two individuals from SG/PRC remain. Staff continues to work toward transitioning them out.

Board Composition – SG/PRC has a responsibility to submit a Board Composition Survey to DDS by August 15, 2018. Staff informed DDS that they will submit the survey after the Board meeting on August 24, 2018 to provide better information in case a new individual is voted on to Board level.

ARCA Board Meeting – Next meeting is scheduled for August 16-17, 2018

Caseload Ratios - Time will be set aside at the August 22, 2018 Board meeting for the opportunity of those in attendance to provide input regarding caseload ratios.

SPECIAL EXECUTIVE SESSION

The committee had an executive regarding a Personnel Issue.

MEETING ADJOURNED

The next regular meeting will be held on September 12, 2018 at 7:15 p.m.

**Attached to these minutes.*

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