

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

September 12, 2018

PRESENT:

Joseph Huang, President
Sheila James, 2nd V.P
Victor Guzman, 1st 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- June 30, 2018, for services paid through August 17, 2018

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang called the meeting to order at 7:16 pm. A quorum was established.

SPECIAL EXECUTIVE SESSION

The committee had an executive regarding a Personnel Issue.

The members reviewed the agenda.

The minutes from the August 8, 2018 meeting were approved.
M/S/C (Guzman & 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 operations allocation for fiscal year 2017-18 was \$28,787,742. For the period subsequent to the last reporting, staff expended \$43,016 and \$28,188,206 has been spent year to date, with projected expenditures remaining of \$12,670.
- Family Resource Center – The allocation was sufficient to meet expenditures, with zero surplus or deficit for the year.
- Foster Grandparent/Senior Companion Program – SG/PRC is projecting a surplus of \$52,166 with \$2,777 in projected expenditures remaining
- Community Placement Plan – SG/PRC finished the fiscal year with 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 \$4,559,702. The POS allocation for fiscal year 2017-18 was \$210,062,542. For the period subsequent to the last reporting, staff expended \$3,042,454, and have paid for services in the amount of \$204,115,713 year to date, with late bills remaining in the amount of \$1,387,126.
- Community Placement Plan - projecting a small deficit of \$5,531, which will be covered in a future allocation.
- **M/S/C (Guzman & Molina) The committee approved the Financial Report.**

DDS Audit Update – Per DDS, the report is still under review.

**Attached to these minutes.*

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

C. BOARD OVERVIEW

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

D. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Self Determination - There was an Advisory meeting on September 11, 2018.

Names to be submitted to DDS no later than September 17, 2018. SG/PRC's participants number decreased from 102 to 95. There will be a training for regional center staff on October 29, 2018.

Closure of Fairview – There is only one individual served by SG/PRC left at Fairview, 97 in total.

Caseload Ratios - SG/PRC received a letter from DDS about the caseload ratios. Except for one, all areas were met. Staff responded to that letter and time was set aside at the August 22, 2018 Board meeting for the opportunity of those in attendance to provide input regarding caseload ratios.

Richard D. Davis Golf Tournament - The 30th annual golf tournament is scheduled for October 1, 2018.

MEETING ADJOURNED

The next regular meeting will be held on October 10, 2018 at 7:15 p.m.

**Attached to these minutes.*

*** "Attachments & Announcements" section of Board Packet.*