

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

November 8, 2017

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- September 2017, for services paid through October 19, 2017

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang, President, called the meeting to order at 7:15 pm. A quorum was established.

The committee reviewed and approved the minutes from the October 11, 2017 meeting.

M/S/C (Guzman & Ragusa) The committee approved the minutes.

B. FINANCIAL REPORT

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

Financial Report- These are preliminary projections, as there are only three months of expenditure history to look at.

- Operations – Based on the D-1 contract amendment, it is projected that SG/PRC will be on budget for the year. SG/PRC’s current operations budget is \$28,574,034. In the month of September, staff expended \$3,015,081, and spent \$7,275,497 year to date.
 - Community Placement Plan – Projecting a deficit of \$167,317. As with the Foster Grandparent Program, we will be receiving an additional allocation that will eliminate the deficit.
 - Foster Grandparent/Senior Companion Program – Projecting a deficit of \$306,507, however that is due to DDS only allocating 50% of the funds for the program. SG/PRC has been informed by DDS that the remaining funds will be allocated in the next contract amendment, which should occur in January. The allocation should eliminate the deficit.
 - Family Resource Center – Projected to be on budget.
- Purchase of Service as with Operations – Projections are based on the D-1 Contract amendment.
- Regular Purchase of Services- Projecting a slight deficit at this time, in the amount of \$128,523, but expect that to be eliminated with future allocations. The current budget is \$209,615,263. For the month of September, staff expended \$16,254,581, and have paid for services in the amount of \$46,915,725 year to date.
- Community Placement Plan - projecting a deficit of \$147,169 but it is expected to be eliminated with a future allocation

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

DDS Audit Update – SG/PRC received its draft Audit Report in March 2017 for Fiscal Year 13/14 and 14/15. The report had three exceptions. SG/PRC staff has responded to those exceptions. DDS reported that it is currently under management review. More information will be made available as it comes out. The audit for fiscal year 16/17 began in July 2017. At this point the audit looks good. It is expected that an update will be provided soon.

Independent Fiscal Audit – Windes is conducting this audit. The auditors left

**Attached to these minutes.*

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

with three open items, which have since been addressed. They are in the process of completing the draft report and it will be presented in January.

C. BOARD OVERVIEW

Joseph Huang, Board President, reviewed the following:

Attendance – There was a brief discussion about members arriving to meetings late.

The committee decided to table this discussion for their executive session, under the “bylaws” category that is scheduled for this evening.

Board Training on Person Center Thinking – The members shared how they felt about the training. SG/PRC staff shared that the training that the Board received was only an overview of the 2-day training staff receive.

D. ARCA REVIEW

There was a meeting on October 19-20, 2017 in San Diego. The meeting was mostly focused on the fires affecting the individuals residing in Sonoma Developmental Center. Members from DDS were not present at the meeting because they were assisting in Sonoma placing clients.

E. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Performance Contract – The proposed Performance Contract was presented to the Client Services Committee and to the Board on September 27, 2017. The plan was submitted to DDS by December 1, 2017, meeting the deadline.

Self Determination – There are several pre-enrollment trainings: 11/13/17, 11/20/17, 11/29/17, 12/5/17 (2 meetings).

Disparity Equity Funds - The deadline for submission was November 6th. The difference this year is that Community Based Programs were also given the opportunity to apply. SG/PRC will find out if any of its proposals were approved on December 21, 2017

SG/PRC Holiday Luncheon – The committee was invited to this event, scheduled for December 14, 2017.

SPECIAL EXECUTIVE SESSION

The committee went into Executive Session to discuss the Board Bylaws and a personnel issue. SG/PRC staff stepped out of the room.

*Attached to these minutes.

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MEETING ADJOURNED

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

**Attached to these minutes.*

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