

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

**November 14, 2018**

**PRESENT:**

Joseph Huang, President  
Sheila James, 2<sup>nd</sup> V.P  
Julie Chetney, Secretary  
Gisele Ragusa, Treasurer  
Penne Fode, Immediate Past President

**STAFF:**

Keith Penman, Executive Director  
Lucina Galarza, Associate Executive  
Director  
Ernie Cruz, Director of Community Services  
Tim Travis, Director of Federal Revenues  
and Clinical  
John Hunt, Chief Financial Officer  
Erika Gomez, Exec. Assistant – BOD  
Laura Palma, Administrative Assistant

**ABSENT:**

Victor Guzman, 1<sup>st</sup> V.P  
Georgina Molina, Board Director

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**RECOMMENDED ACTIONS**

**THE EXECUTIVE/FINANCE COMMITTEE RECOMMENDATION:**

None

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**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, 2018, for services paid through October 23, 2018

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Joseph Huang called the meeting to order at 7:18 pm. A quorum was established.

- The members reviewed the agenda.
- The minutes from the October 10, 2018 meeting were approved.

**M/S/C (Ragusa & Fode)**

**Abstain: James**

## **B. FINANCIAL REPORT**

John Hunt, Chief Financial Officer reported on the following:

### **Financial Report**

- Operations – Based on the E-1 contract amendment, the allocation is projected to meet expenditure projections, resulting in a zero-balance remaining in allocation. The operations allocation for fiscal year 2018-19 is currently \$28,906,621. For the month of September, staff expended \$2,143,213 and have spent \$7,407,657 year to date, with expenditures remaining of \$21,498,964.
- Family Resource Center – The allocation is projected to meet expenditure projections, resulting in a zero balance remaining in allocation.
- LDC Foster Grandparent/Senior Companion Program – The program has a current allocation in the amount of \$588,808 with projected expenditures for the year in the amount of \$587,418 which leaves a small allocation balance remaining in the amount of \$1,390.
- FDC Foster Grandparent/Senior Companion Program – The current allocation stands at \$502,210 with projected expenditures for the year in the amount \$501,576, resulting in a small allocation balance of \$634.
- Community Placement Plan – SG/PRC is now projecting \$803,260, however expenditures for the year are projected to be \$1,594,642. This results in an allocation shortage of \$791,382. The initial allocation was based on the previous year's approved plan, but in order to get the money out to the regional center in a timely fashion, approximately 50% was allocated until such time that the FY 18-19 plan could be approved by DDS. The plan has now been approved, and SG/PRC has been informed that the remaining amount of the approved plan will be allocated in the E-2 contract in mid-January. The total approved plan is in the amount of \$1,833,833, so the allocation in January should be \$1,030,573. This will more than cover the shortage.

*\*Attached to these minutes.*

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

- Purchase of Service as with Operations – Projections are based on the E-1 contract amendment.
  - Regular Purchase of Services- The allocation is \$221,993,528. For the month of September, staff expended \$17,227,569, and have paid for services in the amount of \$49,786,227 year to date, with projected expenditures and late bills remaining in the amount of \$172,225,951. This results in a small allocation shortage in the amount of \$18,650 which should be covered in a future amendment.
  - Community Placement Plan - projecting a shortage of \$55,954 in Community Placement Plan POS which will be covered in a future allocation.

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

**DDS Audit Update** – On October 29, 2018, SG/PRC received the draft report regarding the two fiscal years listed above. On October 31, 2018, a conference call was held to review the report. The report provided staff with an excellent outcome with only one finding. This finding involved lack of minutes taken during closed sessions of Board meetings. This issue has since been resolved.

**Windes Audit** – The auditors were onsite starting October 22, 2018. The draft audit report will be presented to the Executive Finance Committee in January.

**C. BOARD OVERVIEW**

Joseph Huang, Board President reported on the following:

*Board Bylaws* – The committee will continue to meet to finalize this process.

*VAC Holiday Social and Craft Fair* – Both of these events will take place on December 6, 2018 at SG/PRC at 9:30am. Members are invited to attend.

**D. INFORMATION:**

SG/PRC staff reported on the following:

*Self Determination* - SDP Waiver application was approved by CMS on June 6, 2018. Selection of participants occurred on October 1, 2018. 95 individuals served by SG/PRC have been selected. Families started to be notified by DDS and Service Coordinators are following up with families to inform them about the next steps they will need to follow. As of now, 20 families are declining being a part of the program. Others are waiting to make a decision until after orientation. Six families

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have not responded. A series of “train the trainer” sessions will start in next few months. Families will possibly be trained in January. Future Advisory meetings are scheduled for the second Tuesday of the month at 6 pm (unless cancelled by Committee) and are open to the public.

Caseload Ratios – On October 23, 2018 SG/PRC received a letter from DDS which approves SG/PRC’s plan for improving caseload ratios.

Disability Rights – Benefit Review – Disability Rights California has launched a program to improve oversight of Social Security Administration benefits managed by representative payees.

Family Stake Holder Meeting – November 2, 2018 – On November 2, 2018 there was a Safety Net Family Stakeholder Workgroup to gather input about how to improve services and strategies for supporting individuals in their family hoes when they are experiencing crisis. Three families from SG/PRC were present.

Assembly Select Committee Survey – The Select Committee on Intellectual and Developmental Disabilities held two meetings to assess how individuals with developmental disabilities are being served.

In-Home Supportive Services – SG/PRC received a letter dated on October 26, 2018 about concerns regarding consumer choice and utilization of IHSS services in connection with ILS consumers. Staff asked Sharon Ehrig, the vendor representative on the Board of Directors, to reach out with the ILS providers and coordinate a meeting between vendors and staff to discuss this issue.

### **MEETING ADJOURNED**

The next regular meeting will be held on January 9, 2019 at 7:15 p.m.

*\*Attached to these minutes.*

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