

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

July 10, 2019

PRESENT:

Gisele Ragusa, President
Joseph Huang, Immediate Past President
Sheila James, 1st V.P
Julie Chetney, 2nd V.P
Anabel Franco, Secretary
Mary Soldato, Treasurer
Daniel Rodriguez, Board Director
Natalie Webber, Board Director

STAFF:

Lucina Galarza, Interim Associate Executive
Director
Tim Travis, Director of Federal Revenues
and Clinical
John Hunt, Chief Financial Officer
Erika Gomez, Exec. Assistant – BOD
Laura Palma, Admin Assistant - QA

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- May, 2019, for services paid through June 18, 2019

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:09 pm. A quorum was established, and introductions were made of everyone in the room.

- The members reviewed the agenda and staff requested to add two items:
 1. Building Lease
 2. Agenda for Executive Finance Committee Meeting-August 14, 2019

- The minutes from the June 12, 2019 meeting were approved.

M/S/C (Chetney & James)

Abstain: Rodriguez, Franco, Webber & Soldato

B. FINANCIAL REPORT

John Hunt, Chief Financial Officer reported on the following:

Financial Report

- Operations – Based on the E-3 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 \$29,383,054 with projected expenditures of \$29,383,054. For the month of May, staff expended \$2,116,604 and have expenditures in the amount of \$25,807,655 year to date, with expenditures remaining of \$3,575,399.
- Family Resource Center – The allocation is projected to meet expenditure projections, resulting in a zero-balance remaining in allocation. The current allocation is \$154,564 with projected expenditures of \$154,564.
- 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 \$579,374 which leaves an allocation balance remaining in the amount of \$9,434.
- FDC Foster Grandparent/Senior Companion Program – The current allocation stands at \$502,210 with projected expenditures for the year in the amount \$494,163, resulting in an allocation balance of \$8,047. .
- Community Placement Plan – operations allocation is currently at \$1,767,400. Expenditures for the year are projected to be \$1,777,384 resulting in an allocation balance of \$9,984, which staff expect to be covered in a future amendment.
- Purchase of Service as with Operations – Projections are based on the E-3 contract amendment.
 - Regular Purchase of Services- The allocation is \$223,237,285. For the month of May, net expenditures were \$19,030,174, with year-to-date and have paid for services in the amount of \$194,283,476 year to date, with projected expenditures and late bills remaining in the amount of \$25,544,069. This results in an allocation balance of \$3,409,740, or 1.5% of allocation.
 - Community Placement Plan – has a current allocation of \$1,958,646 with total projected expenditures for the year in the amount of \$2,041,235

**Attached to these minutes.*

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

leaving a projected shortage in the amount of \$82,589 which will be covered in a future contract allocation.

M/S/C (Rodriguez & Soldato) The committee approved the Financial Report.

Audit Engagement Letter Signatures – Staff received the engagement letter from the CPA/auditors. The letter outlines and describes the services to be provided by the audit firm to the regional center. The committee approved that Gisele Ragusa sign on behalf of the Board and Lucina Galarza, Interim Executive Director, sign on behalf of the agency.

Clause in Building Lease – There was a clause in the lease contract that was amended, per the recommendation of the agency’s attorney, regarding tenant improvements. The clause states that renovations must commence by December 31, 2019. Mr. Hunt will email the contract to Gisele Ragusa for further review as the contract must signed.

C. CONTRACTS REVIEW

Presented by Tim Travis, Director of Federal Revenues and Clinical

- **Children’s Hospital Los Angeles Medical Group** - The Board reviewed a contract based on their policy for contracts over \$250,000.

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

- **Jennie Mathess, Psy. D.** - The Board reviewed a contract based on their policy for contracts over \$250,000.

M/S/C (Rodriguez & James) The committee approved the Contract.

D. BOARD OVERVIEW

Gisele Ragusa, Board President reported on the following:

Board Training – The next Board training is scheduled for July 24, 2019. The topic will be on the new legislation applicable for the Regional Centers.

Board Composition – There are no new Board members, besides the new Chairperson, David Bernstein. There are currently two vacancies on the Board of Directors. The annual Board Composition Survey must be completed and sent to the Department of Developmental Disabilities (DDS) by August 15, 2019. Effective August 2020, the Board of Directors for regional centers will have to include individuals that have Financial Expertise and Board Governance Experience.

**Attached to these minutes.*

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Agenda for August 14, 2019 Executive Finance Committee Meeting – Process discussion on how to create agendas for future meetings.
Agenda for July 24, 2019 Board Meeting – Board Training.

E. INFORMATION:

Lucina Galarza, Interim Executive Director, reported on the following:

Self Determination - Self Determination Program (SDP)

- The Local Advisory Committee met on July 9, 2019 to discuss the process. Staff continue to hold monthly meet and greet meetings for those in the program.
- Two additional families have opted out of SDP.
- One family has completed their “Person Centered Plan” and one family is scheduled to do complete theirs.

Audits

- Office of Inspector General – SG/PRC was selected for a Federal Audit
- Early Start Audit – This audit will commence later this month.

Caseload Ratios - Caseload Ratios - As of March 1, 2019, (SG/PRC) met all required caseload ratios, except for two areas. These ratios are mandated by Welfare and Institutions Code (Welfare & Inst. Code) section 4640.6, subd. (c). Notice is hereby given that San Gabriel/Pomona Valleys Developmental Services, Inc. will be soliciting public input from state council, local organizations representing consumers, family members, regional center employees, including recognized labor organizations, and service providers, and other interested parties for our plan of correction on July 24, 2019 at 6:00 p.m. at SG/PRC.

MEETING ADJOURNED

The next regular meeting will be held on August 14, 2019 at 7:15 p.m.

EXECUTIVE SESSION

The committee had an Executive Session regarding a personnel matter.

**Attached to these minutes.*

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