

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

August 14, 2019

PRESENT:

Gisele Ragusa, President
Joseph Huang, Immediate Past President
Sheila James, 1st V.P
Anabel Franco, Secretary
Mary Soldato, Treasurer
Daniel Rodriguez, 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:

Julie Chetney, 2nd V.P
Natalie Webber, Board Director

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, 2019, for services paid through July 18, 2019

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:05 pm. A quorum was established.

- The members reviewed the agenda.
- The minutes from the July 10, 2019 meeting were approved.

M/S/C (Soldato & James)

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 \$2,842,674 and have expenditures in the amount of \$28,650,326 year to date, with expenditures remaining of \$732,728.
- Family Resource Center –The allocation is \$154,564 with total projected expenditures for the year of \$154,564, resulting in a zero-allocation balance.
- 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 \$572,607 which leaves an allocation balance remaining in the amount of \$16,201.
- FDC Foster Grandparent/Senior Companion Program – The current allocation stands at \$502,210 with projected expenditures for the year in the amount \$488,391, resulting in an allocation balance of \$13,819.
- Community Placement Plan – operations allocation is currently at \$1,767,400. Expenditures for the year are projected to be \$1,709,328 resulting in an allocation balance of \$58,072.
- 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 June, net expenditures were \$18,560,057, and have paid for services in the amount of \$212,843,537 year to date, with projected expenditures and late bills remaining in the amount of \$6,618,784. This results in an allocation balance of of \$3,774,964, or 1.7% of allocation.
 - Community Placement Plan – has a current allocation of \$1,958,646 with total projected expenditures for the year in the amount of \$1,958,646 leaving an allocation balance in the amount of \$96,583.

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

**Attached to these minutes.*

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

DDS Audit – The audit began on August 5, 2019. The auditors will look at 40 areas.

C. BOARD OVERVIEW

Gisele Ragusa, Board President reported on the following:

Board Attendance – The committee reviewed the attendance chart. The committee will present to the Board the name of an individual who has missed three or more consecutive meetings.

Board Composition – The annual Board Composition Survey was completed and sent to the Department of Developmental Disabilities (DDS) on 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.

Identification and Discussion of Key Board Meeting Discussion Topics – The members shared ideas about future topics the Board should discuss during meetings. Here are some of those topics:

- Vendor Rates
- Immigration
- Education resources for families
- Follow-up information on how the community and staff respond to the new Executive Director decision
- Adult Services
 - Adults living at home
 - Adults living independently
 - Supporting individuals who want to live independently

D. INFORMATION:

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

Medi-Cal Schedule Maximum Allowance Rate increase for Psychologists - SG/PRC currently contracts with 8 Psychologists to complete assessments used to determine eligibility and are now eligible for this rate increase. Contract Amendments have been sent to each Psychologist, to reflect the new established rate effective 7/01/19 and in three (3) cases changing the “Terms of the Agreement” from a two (2) year Agreement to a one (1) year Agreement (July of one year through June of the next year). This change in the Terms of Agreement reduces the total project amount to less than \$250,000 for the contracts with AB Psych Consulting, Dr. Frey, and Dr. Mathess which were reviewed and approved by the Executive Finance Committee on June 12, 2019 and July 10, 2019.

**Attached to these minutes.*

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Self Determination - Self Determination Program (SDP)

- The Local Advisory Committee met on August 13, 2019 to discuss how rates are determined. Staff continue to hold monthly meet and greet meetings for those in the program.
- To date, approximately 34 individuals/families have requested to be exited out of the SDP.
- Staff have recently been told that additional names will be selected soon by DDS to replace the individuals who have chosen to exit the SDP.
- On October 8, 2019, vendors will be invited to participate in a training which will focus on their role in the SDP. The training session will be provided by Liz Harrel, the DDS representative who is the resident – expert in Self-Determination.

Audits

- Office of Inspector General – SG/PRC was selected for a Federal Audit. This will start the week of August 26, 2019. They will primarily at how the agency handles Special Incident Reports, especially those coming from residential facilities.
- Early Start Audit – This audit has concluded. There were no significant findings and staff were commended for being “Person Centered” and for being very detailed.

Caseload Ratios – SG/PRC received formal feedback from the Department that caseload ratios were not met in two areas as follows: for individuals who moved from Developmental Center (DC) since 4/93, and lived in Community between 12 and 24 Months; and for individuals who have not moved to the community since April 1993, and are not younger than the age of three nor in the Home and Community-Based Waiver (other category). Staff reported that almost every caseload ratio, except in the "other category" was met and that staff is currently appealing not meeting the category pertaining to individuals who have left the Developmental Center between 12 and 24 months. A formal plan of correction to address the ratios that were not met was submitted to the Department.

Just a Minute Campaign – SG/PRC will start on a campaign that speaks to the matter of accidents happening in one minute, in hopes that those working with

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the individuals served are more aware, cautious and preventative.

MEETING ADJOURNED

The next regular meeting will be held on September 11, 2019 at 7:15 p.m.

EXECUTIVE SESSION

The committee had an Executive Session regarding a litigation matter.

**Attached to these minutes.*

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