

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

**June 12, 2019**

**PRESENT:**

Joseph Huang, President  
Penne Fode, Immediate Past President  
Gisele Ragusa, Treasurer  
Victor Guzman, 1<sup>st</sup> V.P  
Sheila James, 2<sup>nd</sup> V.P  
Julie Chetney, Secretary  
Georgina Molina, 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:**

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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-** April 2019, for services paid through May 20, 2019

**A. CALL TO ORDER**

Joseph Huang called the meeting to order at 7:14 pm. A quorum was established.

- The members reviewed the agenda and staff requested to add three items:
  1. Review of Board minutes from the May 22, 2019 meeting for consideration of approval as the Bank needs them to put in place the line of credit.
  2. Consideration of approval of the President's signature for the Preliminary A Contract upon its arrival.
  3. Building Information

- The minutes from the May 8, 2019 meeting were approved.  
**M/S/C (Ragusa & Guzman)**  
**Abstain: Molina & James**

## **B. FINANCIAL REPORT**

John Hunt, Chief Financial Officer reported on the following:

### **Financial Report**

- Operations – Based on the E-2 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 April, staff expended \$2,144,907 and have spent \$23,691,053 year to date, with expenditures remaining of \$5,692,001.
- 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 \$580,044 which leaves an allocation balance remaining in the amount of \$8,764.
- FDC Foster Grandparent/Senior Companion Program – The current allocation stands at \$502,210 with projected expenditures for the year in the amount \$494,735, resulting in an allocation balance of \$7,475.
- Community Placement Plan – operations allocation is currently at \$1,833,833. Expenditures for the year are projected to be \$1,767,421 resulting in an allocation balance of \$66,412
- Purchase of Service as with Operations – Projections are based on the E-2 contract amendment.
  - Regular Purchase of Services- The allocation is \$222,155,432. For the month of April, net expenditures were \$18,406,187, with year-to-date expenditures for services in the amount of \$175,253,303. Projected expenditures and late bills remaining are in the amount of \$45,151,821. This results in an allocation surplus in the amount of \$1,750,308, or .8% of allocation.
  - Community Placement Plan - projecting a shortage of \$203,956 in Community Placement Plan POS which will be covered in a future

*\*Attached to these minutes.*

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

allocation.

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

**Preliminary A Contract** – Staff will receive the contract from DDS shortly and will need Mr. Huang to sign it.

**M/S/C (Fode & Chetney) The committee approved the Board President’s signature.**

**DDS Audit** – The audit will start on August 5, 2019.

**C. CONTRACT REVIEW**

Presented by Aaron Christian, Director of Community Services:

**Insight for Life** - The Board reviewed a contract based on their policy for contracts over \$250,000.

**M/S/C (Guzman & Molina) The committee approved the Contract.**

**D. CONTRACTS REVIEW**

Presented by Tim Travis, Director of Federal Revenues and Clinical

- **S. Bomar** - The Board reviewed a contract based on their policy for contracts over \$250,000.

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

- **Step by Steps** - The Board reviewed a contract based on their policy for contracts over \$250,000.

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

- **AB Psych Consulting** - The Board reviewed a contract based on their policy for contracts over \$250,000.

**M/S/C (Ragusa & Molina) The committee approved the Contract.**

- **E. Frey** - The Board reviewed a contract based on their policy for contracts over \$250,000.

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

- **J. Aguilera** - The Board reviewed a contract based on their policy for contracts over \$250,000.

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

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**E. BOARD OVERVIEW**

Joseph Huang, 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.

*Annual Board Meeting* – The Board approved the proposed slate of officers, effective July 1, 2019.

*Review of Bylaws for Vendor Advisory Committee (VAC) Chairperson Designation* – The committee discussed that action items not be voted on via email. The committee requested that the VAC conduct the election of the Chairperson in person, during a Special Meeting.

*Review of the Board Minutes from the May 22, 2019 meeting* – Because the Bank would like the signed minutes from the last Board meeting to put in place SG/PRC’s line of credit, staff asked that the committee consider reviewing them. However, the committee decided to review them at the Board meeting and will instead have the Secretary, Julie Chetney, sign a memo stating that the Board approved for John Hunt, CFO, to sign the new Line of Credit Promissory Note.

**F. INFORMATION:**

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

*Self Determination* - The Local Advisory Committee met on June 11, 2019. The committee was provided with information of the reasons why the 30 individuals/families that opted out of the program chose to do so. Staff continue to hold monthly meetings for those in the program. For this month’s meeting, individuals/families met with representative from several Financial Management Service agencies.

*Bridge Legislation Updates* –

- There was no restoration for social recreation/camp.
- The Uniform Holiday Schedule was suspended until January 1, 2022.
- Funding was approved for three community crisis homes for children.
- Approximately 50 service coordination positions will be created statewide for those with the most intensive service coordination needs.
- Funding was approved for regional center Operations for nurses and behaviorists to monitor high-level residential facilities.

*HCBS Funding* - \$3 million was approved for DDS to hire a contractor to visit community settings to determine whether they comply with the HCBS Final Rule integration expectations.

*Building* – The building has been put on the market. Whoever buys it will have to

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honor SG/PRC's lease.

**MEETING ADJOURNED**

The next regular meeting will be held on July 10, 2019 at 7:15 p.m.

**EXECUTIVE SESSION**

The committee had an Executive Session regarding a personnel matter.

*\*Attached to these minutes.*

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