

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

April 10, 2019

PRESENT:

Joseph Huang, President
Victor Guzman, 1st V.P
Sheila James, 2nd 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:

Penne Fode, Immediate Past President
Gisele Ragusa, Treasurer

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- February, 2019, for services paid through March 18, 2019

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang called the meeting to order at 7:17 pm. A quorum was established.

- The members reviewed the agenda.
- The minutes from the February 13, 2019 meeting were approved.

M/S/C (James & Guzman)

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. For the month of February, staff expended \$2,279,388 and have spent \$18,399,561 year to date, with expenditures remaining of \$10,983,493.
- 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 \$581,460 which leaves an allocation balance remaining in the amount of \$7,348.
- FDC Foster Grandparent/Senior Companion Program – The current allocation stands at \$502,210 with projected expenditures for the year in the amount \$495,943, resulting in a small allocation balance of \$6,267.
- Community Placement Plan – operations allocation is currently at \$1,833,833. Expenditures for the year are projected to be \$1,770,446 resulting allocation balance of \$63,387.
- 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 January, staff expended \$17,955,931 and have paid for services in the amount of \$138,138,499 year to date, with projected expenditures and late bills remaining in the amount of \$84,608,687. This results in an allocation shortage in the amount of \$591,754 which should be covered in a future amendment.
 - Community Placement Plan - projecting a shortage of \$330,576 in Community Placement Plan POS which will be covered in a future allocation.

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

**Attached to these minutes.*

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

C. BOARD OVERVIEW

Joseph Huang, Board President reported on the following:

Board Training – The upcoming Board training is scheduled for April 24, 2019. Staff will condense the 6 hour training on Self Determination into 1.5 hours.

D. INFORMATION:

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

Self Determination - There have been three orientations, the fourth will be held next week. SG/PRC paid for the materials to be translated in Spanish because staff didn't receive the translated materials from DDS on time. The translations came in last night. SG/PRC is also sponsoring monthly "Meet and Greet" gathering for the families that were selected. Board members can attend the "make up" sessions if they're interested in attending the trainings.

ARCA Meeting – John Hunt and Penne Fode attended the meeting in March. Ms. Fode was not present, but she continuously updates the Board about important information via email.

Rate Study - Burns & Associates has now completed the rate study and two briefing sessions, on the results of the rate study, were given during the week of February 25th. DDS submitted to the California legislature the rate study on the provision of services.

Bridge Funding - The Bridge Funding will provide approximately a 2 % increase for a 12-month period of time.

Caseload Ratios – SG/PRC is has the second lowest caseload ratios in the state, the lowest in Los Angeles County and is only out of compliance in one area.

MEETING ADJOURNED

The next regular meeting will be held on May 7, 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.*