

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

**March 13, 2019**

**PRESENT:**

Joseph Huang, President  
Victor Guzman, 1<sup>st</sup> V.P  
Sheila James, 2<sup>nd</sup> V.P  
Julie Chetney, Secretary  
Gisele Ragusa, Treasurer  
Penne Fode, Immediate Past President  
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 Assisat - 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-** January, 2019, for services paid through February 19, 2019

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Joseph Huang called the meeting to order at 7:13 pm. A quorum was established.

- The members reviewed the agenda. Staff requested to add an item to the agenda regarding the D-4 and E-2 Contract.
- The committee members also requested that they go into Executive Session, regarding a client matter, after the Contract Review.

- The minutes from the February 13, 2019 meeting were approved.  
**M/S/C (Guzman & Chetney)**  
**Abstain: Ragusa, Molina, Fode**

**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 \$28,946,621. For the month of January, staff expended \$2,219,431 and have spent \$16,120,173 year to date, with expenditures remaining of \$12,826,448.
- 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 \$584,432 which leaves an allocation balance remaining in the amount of \$4,376.
- FDC Foster Grandparent/Senior Companion Program – The current allocation stands at \$502,210 with projected expenditures for the year in the amount \$498,477, resulting in a small allocation balance of \$3,733. .
- Community Placement Plan – operations allocation is currently at \$1,833,833. Expenditures for the year are projected to be \$1,771,642 resulting allocation balance of \$62,191.
- 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 \$18,140,720 and have paid for services in the amount of \$120,182,570 year to date, with projected expenditures and late bills remaining in the amount of \$103,239,020. This results in an allocation shortage in the amount of \$1,266,158 which should be covered in a future amendment.
  - Community Placement Plan - projecting a slight shortage of \$275,519 in Community Placement Plan POS which will be covered in a future allocation.

*\*Attached to these minutes.*

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

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

**Contracts: D-4 and E-2** – Staff recommended that the committee consider approval for the Board President, Joseph Huang, to sign the above-mentioned contracts when they are received.

**M/S/C (Guzman & Chetney) The committee approved the approval of the President’s signature on the contracts.**

**C. CONTRACT REVIEW**

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

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

**MEETING ADJOURNED**

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

**EXECUTIVE SESSION**

The committee had an Executive Session regarding a client matter.

*\*Attached to these minutes.*

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