

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

February 13, 2019

PRESENT:

Joseph Huang, President
Victor Guzman, 1st V.P
Sheila James, 2nd V.P
Julie Chetney, Secretary

STAFF:

Lucina Galarza, Interim Associate Executive
Director
Ernie Cruz, Director of Community Services
Tim Travis, Director of Federal Revenues
and Clinical
John Hunt, Chief Financial Officer
Erika Gomez, Exec. Assistant – BOD

ABSENT:

Gisele Ragusa, Treasurer
Penne Fode, Immediate Past President
Georgina Molina, 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- December 2018, for services paid through January 17, 2019

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang called the meeting to order at 7:15 pm. A quorum was established.

- The members reviewed the agenda. Staff requested to add an item to the agenda regarding the 990 Tax Form.
- The minutes from the January 9, 2019 meeting were approved.
M/S/C (Chetney & Guzman)
Abstain: James

B. 990 TAX FORM

Donita Joseph, Windes Auditor, presented the 990 Tax Form and the committee reviewed it. The members requested a change be made to the language on page 31.
M/S/C (Chetney & James) The committee approved the filing of the 990 Tax Form with the requested change of language.

C. FINANCIAL REPORT

John Hunt, Chief Financial Officer reported on the following:

Financial Report

- Operations – Based on the E-1 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 \$28,906,621. For the month of December, staff expended \$2,191,285 and have spent \$13,900,738 year to date, with expenditures remaining of \$15,005,883.
- 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 \$588,165 which leaves a small allocation balance remaining in the amount of \$643.
- FDC Foster Grandparent/Senior Companion Program – The current allocation stands at \$502,210 with projected expenditures for the year in the amount \$501,663, resulting in a small allocation balance of \$547.
- Community Placement Plan – SG/PRC is now projecting \$803,260, however expenditures for the year are projected to be \$1,762,065. This results in an allocation shortage of \$958,805. The initial allocation was based on the previous year’s approved plan, but in order to get the money out to the regional center in a timely fashion, approximately 50% was allocated until such time that the FY 18-19 plan could be approved by

**Attached to these minutes.*

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

DDS. The plan has now been approved, and SG/PRC has been informed that the remaining amount of the approved plan will be allocated in the E-2 contract. It is expected that the remaining allocations will cover the current projected shortage.

- Purchase of Service as with Operations – Projections are based on the E-1 contract amendment.
 - Regular Purchase of Services- The allocation is \$221,993,528. For the month of October, staff expended \$16,430,384 and have paid for services in the amount of \$102,041,849 year to date, with projected expenditures and late bills remaining in the amount of \$122,242,285. This results in a small allocation shortage in the amount of \$2,192,525 which should be covered in a future amendment.
 - Community Placement Plan - projecting a shortage of \$380,176 in Community Placement Plan POS which will be covered in a future allocation.

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

D. BOARD OVERVIEW

Joseph Huang, Board President reported on the following:

Board Composition – SG/PRC received a response from DDS regarding its Board Composition Survey. The Board is underrepresented in the Latino and Asian communities. Staff must respond with a plan within 30 days. The committee discussed ways to recruit.

E. INFORMATION:

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

Self Determination - 95 individuals served by SG/PRC have been selected. As of now, 19 families are declining being a part of the program. Others are waiting to make a decision until after orientation. There is going to be a sponsored training by DDS on February 25, 2019. Staff will then have 60 days to provide training to families. All families, including those that have said they are not interested will be invited. Starting on March 15, 2019 SG/PRC must report monthly to DDS about the status of each individual. The Board will have a Self Determination training session on April 24, 2019.

**Attached to these minutes.*

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ARCA Priorities - ARCA is supporting a bill that proposes the 8% increase for vendors and regional centers. This bill is being supported by Assemblyman Holden and Frazier. Senator Portantino, who SG/PRC staff met with, is not on the budget committee, but rather the appropriations committee. He said that because of this he could not put his name to a bill. He recommended that we reach out to Assemblyman Dr. Juaquin Arrambula and Senator Dr. Pan. They are the budget sub chairs for each house. He did say that he supported the bill and would speak to Dr. Pan about it.

CPP/CRDP Awards - On January 17, 2019 SG/PRC received notification of approved CPP/CRDP projects for fiscal year 2018-19. SG/PRC originally submitted 17 proposed projects for consideration; this included 6 CPP projects and 11 CRDP projects. DDS approved 2 CPP projects and 1 CRDP project. The approved projects included development of 2, 2-bed Enhanced Behavioral Support Homes (EBSH) and funding for a dental service project. Activities related to CPP/CRDP for fiscal year 2019-20 will begin in the next few weeks (depending on the release of CPP/CRDP Guidelines by DDS).

Disparity Awards – Most of the projects were funded. Some were not funded 100%. A copy of the Disparity Awards for FY 18/19 was provided.

Performance Contract – SG/PRC submitted its last progress report. SG/PRC improved on local measures, some of which were self-imposed.

MEETING ADJOURNED

The next regular meeting will be held on March 13, 2019 at 7:15 p.m.

**Attached to these minutes.*

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