

**SAN GABRIEL/POMONA REGIONAL CENTER
DEVELOPMENTAL SERVICES, INC.
BOARD OF DIRECTORS
Minutes of the Meeting of the Board of Directors
(A California Corporation)**

June 26, 2019

ATTENDANCE

The following members of the Board of Director's were present at said meeting:

PRESENT:

Victor Guzman
Preeti Subramaniam
Mary Soldato
Sheila James
Julie Chetney
John Randall
Joseph Huang
Gisele Ragusa
Sharon Ehrig
Anabel Franco

Shannon Hines
Natalie Webber
Daniel Rodriguez

STAFF:

Lucina Galarza, Interim Executive
Director
Tim Travis, Director of Federal Revenues
and Clinical
John Hunt, Chief Financial Officer
Erika Gomez, Exec. Assistant BOD
Marilyn Carmona, Admin Assistant

ABSENT

Georgina Molina
Penne Fode

A. CALL TO ORDER:

Joseph Huang, Board President, called the meeting to order at 7:15 p.m. Roll call was taken, and a quorum was established.

The minutes for the May 22, 2019 meeting were reviewed and approved by the Board with the following changes:

- In section G – the last sentence to be deleted.
- In section I – the motion should read “M/S/C (Randall & Ehrig) The Board *voted and* approved the proposed slate of officers for Fiscal Year 19/20.”

M/S/C (Ragusa & Chetney) The Board approved the minutes.

Abstain: Hines

B. PUBLIC INPUT: None

C. RECOGNITION OF BOARD MEMBERS

The Board awarded certificates of recognition to a group of Los Angeles County librarians who have formed a partnership with SG/PRC's Community Outreach Specialists to promote awareness of the regional center system.

D. EXECUTIVE/FINANCE COMMITTEE

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 allocation.

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

Line of Credit Signature Authorization – The bank informed staff that the Board has to authorize a new person to sign the new Promissory Note. The committee authorized to 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.

Audit – The biannual audit starts on August 5, 2019 and is expected to last 5 weeks. Windes will also start their annual audit in October.

E-3 Contract – Staff received the E-3 Contract and asked the Board to consider authorizing the Board President’s signature to send it back to DDS.

M/S/C (Fode & Randall) The Board approved for the Board President, Joseph Huang, to sign the new E-3 Contract.

E. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE

Gisele Ragusa, on behalf of Georgina Molina, shared that the committee was presented the Monthly Outreach Report.

F. CLIENT SERVICES ADVISORY COMMITTEE

Victor Guzman reported that staff did a presentation titled “How to choose a vendor” for the committee.

G. VENDOR ADVISORY COMMITTEE (VAC)

Sharon Ehrig spoke about the success of the 25th Annual VAC Recognition Breakfast. Also, on behalf of the VAC, Mrs. Ehrig informed the Board that David Bernstein was elected to the position of Chairperson at a Special VAC meeting that took place on June 26, 2019. Written certification, signed by all the members of the Vendor Advisory Committee who were in attendance at the election, was presented to the Board and the Board took formal note of receipt of the certification.

As per the Board’s Bylaws:

ARTICLE 18

18.01 The Chairperson of the Vendor Advisory Committee shall be seated as a Director when that person's election to that position is certified to the Board, and the Board takes formal note of receipt of the certification. The certification shall be in writing and shall be signed by at least a majority of the members of the Vendor Advisory Committee who were present at the election. A form for the certification may be provided by the Board.

Mr. Bernstein will take on the role of VAC Chairperson effective July 1, 2019.

H. STRATEGIC DEVELOPMENT COMMITTEE

Gisele Ragusa informed the Board that the committee continues to make progress with the Strategic Timeline for the Board and is also working on the Board and Committees Survey that will be rolled out in the next few months. She also reminded the Board that the July meeting will be a Board training on understanding policies and legislature by Daniel Savino, from ARCA.

I. EXECUTIVE DIRECTOR'S REPORT:

Lucina Galarza, Executive Interim Director, reviewed in detail the monthly Executive Director's report (please see attached to this minutes). In addition, she reported on the following:

- *Audits* –
 - SG/PRC had an abbreviated audit and staff received recommendations on note-taking.
 - The Early Start Audit will commence in July.
- *ARCA Meeting* – The following topics were discussed:
 - End of life practices and issues
 - Affordable housing
 - HCBS grants
 - POS disparity
 - IPP meetings and documentation
 - Website posting
 - Changing Board composition requirements
 - DDS packets for Early Start
 - Cal Fresh assistance

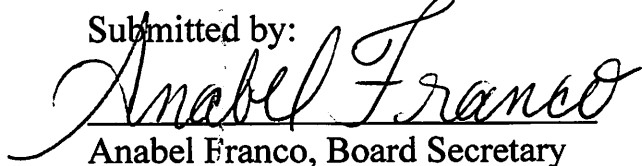
EXECUTIVE SESSION


There was an Executive Session held after the meeting regarding a personnel matter.

Next meeting on Wednesday, July 24, 2019 at 7:15 p.m.

BOARD MINUTES FROM THE JUNE 26, 2019 MEETING

Submitted by:


Anabel Franco, Board Secretary


Date