

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

January 8, 2020

PRESENT

Gisele Ragusa, President
Joseph Huang, Immediate Past
President
Sheila James, 1st VP
Mary Soldato, Treasurer
Daniel Rodriguez, Director
Natalie Webber, Director

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Interim Executive
Director
Tim Travis, Director of Federal
Revenues and Clinical
Rosa Ham, Controller
Erika Gomez, Exec. Assistant – BOD
Laura Palma, Admin. Assistant

ABSENT:

Julie Chetney, 2nd VP
Anabel Franco, Secretary

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- November 2019, for services paid through Dec 19, 2019

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:22 pm. A quorum was established.

The committee reviewed the agenda and made a couple of changes:

- There will not be an Executive Session

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- There is going to be a discussion about the Medi-Cal Provider Enrollment forms.
- There will be a discussion about the amended SG/PRC Mission Statement.

The committee reviewed and approved the minutes from November 13, 2019.
(M/S/C Soldato & Webber)

B. PUBLIC INPUT:

None

C. SG/PRC MISSION STATEMENT

On December 11, 2019, during the San Gabriel Pomona Regional Center's SG/PRC Board meeting, the Board of Directors took unanimous action in amending the SG/PRC's mission statement. Effective immediately, the newly adopted mission statement will be republished in all the agency publications and venues.

D. WINDES AUDIT DRAFT REPORT

Tom Huey, Windes Auditor, presented the draft audit report. The following information was reviewed:

- Management Judgments and Accounting Estimates
- Significant Audit Adjustments
- Difficulties Encountered in Performing the Audit
- Disagreements with Management
- Management Representations
- Major Issues Discussed with Management Prior to Retention
- Consultation by Management with Other Accountants
- Other Information in Documents Containing Audited Consolidated Financial Statements
- Consolidated Financial Statements

M/S/C (Rodriguez & James) The committee approved the Draft Audit Report.

**Please see attached.*

*** Please see "Attachments & Announcements" section.*

E. FINANCIAL REPORT

Rosa Ham, Controller, reported on the following:

Financial Report – Based on the A-2 Contract Amendment

- Operations –The allocation should be sufficient to meet the expenditure projections, resulting in a zero-allocation balance. The operations allocation for fiscal year 2019-20 is \$30,821,147, with projected expenditures of \$30,821,147. For the month of November, expenditures were \$1,931,084 and staff have spent in the amount of \$12,091,050 year to date, with total expenditures remaining of \$18,730,097.
- Family Resource Center –The current allocation is \$154,564 with total projected expenditures for the year of \$154,564, resulting in a zero-allocation balance.
- Lanterman Foster Grandparent/Senior Companion Program – Has a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,128,439 which leaves an allocation balance in the amount of \$11,655. The Fairview program’s current allocation is included in this amount.
- Community Placement Plan – Operations allocation is currently at \$1,614,376. Expenditures for the year are projected to be \$1,813,375 resulting in an allocation deficit of \$198,999 which is expect to be funded in A-3.
- Regular Purchase of Services- Based on the A-2 contract amendment: Regarding regular Purchase of Services, the allocation is \$240,270,020. For the month of November, net expenditures were \$19,009,296, and have paid for services in the amount of \$92,481,964 year to date, with projected expenditures and late bills remaining in the amount of \$152,834,004. This results in an allocation balance of \$5,045,948, or 2.1% of allocation.
- Community Placement Plan – current allocation of \$1,590. At this time the projected expenditures are equal to the allocated amount individuals are placed in the community.

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

**Please see attached.*

*** Please see “Attachments & Announcements” section.*

F. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Bylaws – Very little feedback was received from the Board and committee members. The deadline will be extended to gather more feedback. The members will start working on the bylaws soon.
- Agenda items for 1/22/2020 Board meeting training
 - Windes Audit Report
 - Vendor Issues and Rates Increase
- Agenda items for 2/12/2020 Executive Finance Committee meeting
 - Bylaws
 - Board Training – Roles and Responsibilities for the Board and SG/PRC Leadership

G. INFORMATION:

Anthony Hill, Executive Director, reported the following:

- *Community Outreach Meeting for the Asian Community* – The next Meet and Greet is scheduled for February 4, 2020. The Board members are encouraged to attend this event.
- *Social Security Administration Audit* – SG/PRC was selected for an audit that will look at its role of payee.
- *CalFresh* – SG/PRC has formed a project team to assist with this implementation. The strategy that will be used is to use technology to reach a high number of people. It is expected that 4,000 individuals served will qualify.
- *Paylocity Transition* – This program is more customizable and would save SG/PRC \$17,000/year. SG/PRC has formed a project team to assist with this implementation.
- *Company Mileage* – On January 6, 2020, SG/PRC launched the use of Company Mileage. It is a new way to log and track mileage reimbursement.

**Please see attached.*

*** Please see “Attachments & Announcements” section.*

MEETING ADJOURNED

The next regular meeting will be held on February 12, 2020 at 7:15 p.m.

EXECUTIVE SESSION

None

**Please see attached.*

*** Please see "Attachments & Announcements" section.*