

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

February 12, 2020

PRESENT

Gisele Ragusa, President
Joseph Huang, Immediate Past
President
Sheila James, 1st VP
Julie Chetney, 2nd VP
Anabel Franco, Secretary
Mary Soldato, Treasurer
Daniel Rodriguez, Director
Natalie Webber, Director

STAFF:

Anthony Hill, Executive Director
Dara Mikesell, Associate Director of
Community Services
Rosa Ham, Interim Chief Financial
Officer
Erika Gomez, Exec. Assistant – BOD
Laura Palma, Admin. Assistant

ABSENT:

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 7:30 pm. A quorum was established.

The committee reviewed and approved the minutes from January 8, 2020.
(M/S/C James & Rodriguez) The committee approved the minutes.

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

Donita Joseph and Charles Normandin, Windes Auditors, presented the 990 Draft Form. Dr. Ragusa requested that the information reflect that Board members volunteer 4 hours a week instead of two.

(M/S/C James & Rodriguez) The committee approved 990 Draft Form with the requested amendments.

E. FINANCIAL REPORT

Rosa Ham, Interim Chief Financial Officer, reported on the following:

Financial Report – Based on the A-3 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 \$31,068,549, with projected expenditures of \$31,068,549. For the month of December, expenditures were \$2,162,254 and staff have spent in the amount of \$14,253,301 year to date, with total expenditures remaining of \$16,815,248.
- 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 \$1,129,539 which leaves an allocation balance in the amount of \$10,555. The Fairview program's current allocation is included in

**Please see attached.*

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

this amount.

- Community Placement Plan – Operations allocation is currently at \$1,786,472. Expenditures for the year are projected to be \$1,789,491 resulting in an allocation deficit of \$3,019 which is expected to be funded in future allocations.
- Regular Purchase of Services- Based on the A-3 contract amendment: Regarding regular Purchase of Services, the allocation is \$249,489,321. For the month of December, net expenditures were \$18,028,897, with year-to-date expenditures for services in the amount of \$110,510,860. Projected expenditures and late bills remaining are in the amount of \$138,867,705. There are current rate changes that are being processed with an effective date of January 1, 2020. This results in an allocation deficit in the amount of \$1,480,144 or -.6% of allocation. It is expected to get a full funding in future allocations.

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

F. CONTRACT REVIEWS

- Cole Vocational – This contract review was informational only.
- Reliable Transportation – The committee approved the contract of over \$250,000. **M/S/C (Chetney & Soldato)**
Abstain: Franco
- Inmotion Transit - The committee approved the contract of over \$250,000. **M/S/C (James & Rodriguez)**
Abstain: Franco

G. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Bylaws – Very little feedback was received from the Board and committee members. Dr. Ragusa asked that all committees have the discussion of Bylaws on their agendas.
- Agenda items for 2//26/2020: This meeting will be a Board training session.
- Agenda items for 3/11/2020 Executive Finance Committee meeting
 - Discussion about Bylaws

**Please see attached.*

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

- Contract Reviews
- Structure of future committee meetings
 - The members should receive reports in advance
 - All documents sent to committees should also be sent to the Board
 - Mr. Hill will attend all committee meetings.

H. INFORMATION:

Anthony Hill, Executive Director, reported the following:

- *Community Outreach Meeting for the Asian Community* – SG/PRC hosted a Meet and Greet on February 4, 2020. Dr. Ragusa formed a part of the panel at this event.
- *SG/PRC Factsheet* – The committee reviewed this document, which illustrates in a snapshot the composition of SG/PRC and the individuals it serves.
- *First 100 Days* – Mr. Hill discussed the positive changes that have taken place within the 100 days of his role as Executive Director of SG/PRC.
- *Inaugural Black History Month Reception* – Hilda Solis will host a reception on February 14, 2020 at 10 am.

MEETING ADJOURNED

The next regular meeting will be held on March 11, 2020 at 7:15 p.m.

EXECUTIVE SESSION

The committee met regarding a Personnel Matter.

**Please see attached.*

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