

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

**May 13, 2020**

**PRESENT**

Gisele Ragusa, President  
Joseph Huang, Immediate Past  
President  
Sheila James, 1<sup>st</sup> VP  
Julie Chetney, 2<sup>nd</sup> VP  
Mary Soldato, Treasurer  
Natalie Webber, Director

**GUESTS:**

Nicole Mirikitani, VAC Member

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of  
Community Services  
Rosa Ham, Interim Chief Financial  
Officer  
Carol Tomblin, Director of Compliance  
Aaron Christian, Associate Director of  
Client Services  
Guadalupe Magallanes, Associate  
Director, Early Start and Intake  
Services  
Joe Alvarez, Associate Director of  
Clinical Services  
Erika Gomez, Exec. Assistant – BOD

**ABSENT:**

Anabel Franco, Secretary  
Daniel Rodriguez, Director

**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-** March 2020, for services paid through April 20, 2020

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Gisele Ragusa, Board President, called the meeting to order at 7:21 pm. A quorum was established.

The committee reviewed and approved the minutes from April 8, 2020 with one change: a quorum was established.

**(M/S/C Soldato & James) The committee approved the minutes.**

**B. PUBLIC INPUT:**

None

**C. FINANCIAL REPORT**

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

**Financial Report**

- Operations

The A-5 contract amendment received on March 10, 2020 has been added to this month report, the operations allocation for fiscal year 2019-20 currently is \$34,763,449.

For the month of March, the regular operations expenditures were \$2,497,063 and staff have spent \$22,309,921 (70.5%) year to date with expenditures remaining of \$9,357,167, resulting in a zero balance in allocation.

- Restricted Funds

1. The Family Resource Center 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.
  2. The Foster Grandparent/Senior Companion, includes both programs: North (Lanterman) and South (Fairview), have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,125,699 which leaves an allocation balance of \$14,395.
  3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,900,608 resulting in an allocation deficit of (\$98,904); at this time we don't know if we will get more funds to cover the deficit.
- Purchase of Services - Based on the A-5 contract amendment, the total for Purchase of Services allocation is in the amount of \$249,489,321

For the month of March, the regular Purchase of Services expenditures were \$21,027,756 with year-to-date expenditures for services in the amount of \$172,319,769 (69.5%). Projected expenditures and late bills remaining are in the amount of \$78,496,300 resulting in an allocation deficit in the amount of (\$2,917,648).

- Community Placement Plan (CPP) POS allocation is \$1,590,900. Expenditures are projected to be \$1,590,900 resulting in a zero balance.
  - *Staff are keeping track of the Covid-19 POS related expenses. These unforeseen expenditures are being encumbered thru May.*
- (M/S/C Soldato & James) The committee approved the Financial Report.**

**D. CONTRACT REVIEWS**

Lucina Galarza, Director of Community Services, presented the following contracts for review. The contracts over a \$250,000 will be presented to the Board.

-Vocational Innovations - Informational

-All Faith Transportation – This contract will be recommended to the Board for approval.

**(M/S/C Soldato & Chetney) The committee approved to recommend this contract to the Board.**

**E. VENDOR INSURANCE REQUIREMENTS**

Lucina Galarza, Director of Community Services, presented the Insurance Requirements document that needs to be amended to include an additional requirement. The members requested to see the original Service Providers Insurance Requirements Policy.

**F. BMRC POLICY**

Carol Tomblin, Director of Compliance, presented the Behavior Modification Review Committee Policy. This policy will be presented at the next Client Services Advisory Committee meeting and will also require Board approval. The members made a few suggestions and the policy will be amended before it is presented again.

**G. BOARD OVERVIEW**

Board President Dr. Gisele Ragusa reported on the following:

- Bylaws – A taskforce to overlook this project was formed and has met. All the committees, except for the Client Services Advisory Committee provided input. A draft with the changes will be presented to the Board.
- Revising and Updating the Whistleblower Policy – This project is in progress and will be presented to the Board for approval.
- Remote Meetings – All of the Board and Committee meetings continue to be held via teleconference. Staff continue to host weekly meetings for service providers and for the community, these are also held via teleconference.
- Members Attendance – A number of Board and Committee members have had difficulties participating in the videoconference meetings due to technical difficulties. The committee discussed not counting absences against the members during these challenging times.  
**(M/S/C Soldato & James) The committee approved the temporary suspension of attendance requirements, per the Bylaws, effective March 1, 2020.**
- Agenda items for the May 27, 2020 Board Meeting:
  - Contracts Review
  - Slate of Officers
  - BMRC Policy
- Agenda items for the June 10, 2020 Executive Finance Committee meeting
  - Discussion about Bylaws
  - Covid-19 Update

**H. INFORMATION:**

Anthony Hill, Executive Director, reported the following regarding Covid-19:

- 95% of staff are working remotely.
- Surge Capacity – SG/PRC has secured locations to move clients from their residential homes due to Covid-19. Currently, five individuals served are being cared for in two of these homes.
- Staff continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations. While numbers slowed at first, they have since picked up. SG/PRC is the only

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- regional center that continues to conduct eligibility assessments.
- SG/PRC staff provide a surveillance report to DDS every morning and the data is also reported to staff, vendors, community members and Board of Directors.
  - There was an update about the efforts of the Behavioral Support Team.

**MEETING ADJOURNED**

The next regular meeting will be held on June 10, 2020 at 7:15 p.m.

**EXECUTIVE SESSION**

None