

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

April 8, 2020

PRESENT

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

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of
Community Services
Dara Mikesell, Associate Director of
Community Services
Rosa Ham, Interim Chief Financial
Officer
Tim Travis, Director of Federal
Revenues and Clinical Services
Erika Gomez, Exec. Assistant – BOD

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- February 2020, for services paid through March 19, 2020

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:21 pm. A quorum was not established.

The committee reviewed and approved the minutes from February 12, 2020.
(M/S/C Soldato & Huang) The committee approved the minutes.

The committee reviewed and approved the minutes from March 11, 2020 with one change: **MEETING ADJOURNED**

The next regular meeting will be held on *April 8, 2020* at 7:15 p.m.

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

Abstain: Webber, Rodriguez, Franco, James

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 February, the regular operations expenditures were \$2,639,254 and staff have spent \$19,812,857 (62.6%) year to date with expenditures remaining of \$11,854,230, 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 \$1,130,655 which leaves an allocation balance of \$9,439.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,832,244 resulting in an allocation deficit of (\$30,540).

Purchase of Services There was no allocation in the A-5 contract amendment for Purchase of Services, the allocation in the amount of \$249,489,321 is the same as reported last month.

For the month of February, the regular Purchase of Services expenditures were \$20,390,614 with year-to-date expenditures for services in the amount of \$151,292,013 (61.0%). Projected expenditures and late bills remaining are in the amount of \$96,632,875 resulting in an allocation deficit in the amount of (\$24,464).

- Community Placement Plan (CPP) POS allocation is \$1,590,900. Expenditures are projected to be \$1,590,900 resulting in a zero balance.

A – 5 Contract Amendment – The committee reviewed the contract. **(M/S/C James & Soldato) The committee approved the approval of the Board President’s signature on the A – 5 Contract Amendment.**

D. CONTRACT REVIEWS

Dara Mikesell, Associate Director of Community Services, presented the following contracts for review and/or approval. The contracts over a \$250,000 will be presented to the Board.

- Integrated Living Partners
- Ghent Home
- Bradbourne Home
- Venture Home
- Mainstream Center
- Kaiser Behavioral Center West
- Rescare

E. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Bylaws – Dr. Ragusa would like to form a taskforce to overlook this project.
- Revising and Updating the Whistleblower Policy – This project is in progress.
- Agenda items for the April 22, 2020 Board Training:
 - Contracts Review
 - Legislation by Daniel Savino, ARCA
- Agenda items for the May 13, 2020 Executive Finance Committee meeting

- Discussion about Bylaws
- Covid-19 Update
- Remote Meetings
- Board Survey

F. INFORMATION:

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

- SG/PRC operations –
 - Most staff are working remotely.
 - Staff are participating in a “Check in Program” to call the families served and ask how they are and how SG/PRC can help.
 - Staff reached out to New York for guidance on services oversight deliveries for people with Developmental Disabilities.
 - Staff have secured a location in the case that the building would have to be evacuated.
 - Directors are meeting daily.
 - All Staff meetings are held via videoconference.
- Surge Capacity – SG/PRC is working to establish locations in the case there’s a need to move clients from their residential homes due to Covid-19.
 - 3 Day Programs have signed up their site for this purpose.
- Staff Registry – SG/PRC is working to establish a registry of staff that will be able and willing to assist in the surge capacity locations with individuals served affected by Covid-19.
- The VAC is meeting weekly via videoconference.
- Community meetings are held weekly via videoconference.
- As of this meeting, there have been no Covid-19 confirmed cases of individuals served and/or staff.
- Unannounced visits – Service Coordinators and Quality Assurance Specialists can conduct monitoring reviews remotely. Quality Assurance Specialists must do in person investigations.
- Masks and Other Supplies – DDS secured 8,000 masks. Staff has been distributing to service providers that serve individuals at high risk.
- DDS wants staff to continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations.

MEETING ADJOURNED

The next regular meeting will be held on May 13, 2020 at 7:15 p.m.

EXECUTIVE SESSION

None