

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

March 25, 2020

ATTENDANCE

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

PRESENT:

Gisele Ragusa
Joseph Huang
Sheila James
Julie Chetney
Anabel Franco
David Bernstein
Preeti Subramaniam
Georgina Molina
Shannon Hines
Natalie Webber
Mary Soldato

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Tim Travis, Director of Federal Revenues and
Clinical
Rosa Ham, Interim Chief Financial Officer
Aaron Christian, Director of Client Services
Erika Gomez, Exec. Assistant BOD
Laura Palma, Admin Assistant

ABSENT:

Daniel Rodriguez
Mary Soldato
John Randall

A. CALL TO ORDER:

Gisele Ragusa, Board President, called the meeting to order at 7:18 p.m. Roll call was taken, and a quorum was established.

B. PUBLIC INPUT:

Sofia Cervantes, State Council on Developmental Disabilities, spoke about personal protective equipment, recommendations to identify high risk clients, and vendors who have closed their doors.

The minutes for the January 22, 2020 meeting were reviewed and approved by the Board.

M/S/C (Webber & Soldato) The Board approved the minutes.

The minutes for the February 26, 2020 meeting were reviewed and approved by the Board.

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

C. SPECIAL PRESENTATION: POS EXPENDITURE

This item was tabled for a later date.

D. EXECUTIVE/FINANCE COMMITTEE

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

Financial Report

- *Operations*

The A-4 contract amendment received on February 07, 2020 has been added to this month report, the operations allocation for fiscal year 2019-20 is currently \$34,394,471.

For the month of January, the regular operations expenditures were \$2,920,303 and staff have spent \$17,173,604 year to date with expenditures remaining of \$14,139,737, 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 \$1,130,921 which leaves an allocation balance of \$9,173.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,786,472. Expenditures for the year are projected to be \$1,790,478 resulting in an allocation deficit of (\$4,006) which we expect to be funded in future allocations.

- *Purchase of Services*

Staff did not receive any allocation in the A-4 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 January, net expenditures were \$20,390,539, with year-to-date expenditures for services in the amount of \$130,901,399. Projected expenditures and late bills remaining are in the amount of \$117,164,002, resulting in an allocation deficit in the amount of (\$166,981) -0.1% of allocation. It is expected that full funding in future allocation will be received.

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

M/S/C (Bersntein & Hines) The Board approved the Financial Report.

Independent Auditors Proposals – The Board was presented with two proposals for the next mandated independent audit, Harrington Group and AGT.

M/S/C (Subramaniam & Soldato) The Board approved the proposal for AGT to be the next independent auditor.

Contract Reviews

Brilliant Corners - The Board approved the contract of over \$250,000.

M/S/C (Molina & James)

Abstain: Bernstein

A – 4 Contract Amendment – The Board approved the approval of the Board President’s signature on this document.

M/S/C (Soldato & Bernstein)

E. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE

Daniel Rodriguez shared the committee had a meeting via videoconference. The members discussed Covid-19, Grassroots Day’s cancelation and the revision of the Board Bylaws.

F. CLIENT SERVICES ADVISORY COMMITTEE

Mary Soldato reported the committee mostly talked about the measures SG/PRC has taken regarding Covid-19.

G. VENDOR ADVISORY COMMITTEE (VAC)

David Bernstein shared that the Service Providers are now having weekly Covid-19 meetings via videoconference.

H. STRATEGIC DEVELOPMENT COMMITTEE

Julie Chetney reported that the committee discussed Covid-19, the creation of a taskforce for the revision of the Board Bylaws and the terms of the Board

members.

I. BOARD OVERVIEW

Dr. Gisele Ragusa shared the following information:

- Bylaws – All committees will have this item on their agendas. A taskforce will be created for this task.
- SG/PRC Response to Covid-19 - Anthony Hill, Executive Director, shared the following information regarding Covid-19:
 - SG/PRC operations – Staff are working remotely. Directors are meeting daily. The VAC is meeting weekly.
 - 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.

J. EXECUTIVE DIRECTOR'S REPORT:

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

- *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.
- *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.
- *Community Meeting* – SG/PRC holds weekly conversations remotely to discuss how staff is meeting the needs of those served during the Covid-19 health crisis. These meetings will be convened via video-conference due to the

necessity to maintain social distancing.

EXECUTIVE SESSION

None

Next meeting on Wednesday, April 22, 2020 at 7:15 p.m.

BOARD MINUTES FROM THE MARCH 25, 2020 MEETING

Submitted by:



Anabel Franco, Board Secretary

07/21/2020

Date