

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

May 27, 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
Rosa Ham, Interim Chief Financial Officer
Aaron Christian, Director of Client Services
Carol Tomblin, Director of Compliance
Joe Alvarez, Associate Director of Clinical Services
Willannette Satchell, Executive Assistant in Management
Yvonne Gratianne, Manager of Community Relations and Communication
Erika Gomez, Exec. Assistant BOD

GUESTS:

Jason Francisco
Jacqueline Gaytan
Bruce Cruickshank

ABSENT:

Daniel Rodriguez
John Randall

A. CALL TO ORDER:

Gisele Ragusa, Board President, called the meeting to order at 7:17 p.m. Roll call was taken, and a quorum was established.

B. PUBLIC INPUT:

None

The minutes for the March 25, 2020 meeting were reviewed and approved by the Board.

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

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

M/S/C (Chetney & Hines) The Board approved the minutes.

C. SPECIAL PRESENTATION

Board President, Gisele Ragusa, thanked and acknowledged all Board and Committee members for their time and dedication.

D. EXECUTIVE/FINANCE COMMITTEE

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.
4. 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.*

Line of Credit Signature – The bank informed staff that the Board must authorize a new person to sign the new Promissory Note.

M/S/C (Hines & Chetney) The Board approved for Executive Director, Anthony Hill and Board Secretary, Anabel Franco, to sign the new Line of Credit Promissory Note.

Contract Reviews

All Faith Transportation, presented by Lucina Galarza, Director of Community Services - The Board approved the contract of over \$250,000.

M/S/C (Molina & James)

Abstain: Bernstein

Columbus, presented by Joe Alvarez, Associate Director of Associate Director of Clinical Services - The Board approved the contract of over \$250,000.

M/S/C (James & Subramaniam)

Abstain: Bernstein

E. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE

Dr. Ragusa, on behalf of Daniel Rodriguez, shared that the committee discussed changes to the Board Bylaws to include legislation advocacy.

F. CLIENT SERVICES ADVISORY COMMITTEE

Mary Soldato reported the committee had a presentation on the BMRC Policy. The members will review it more at the next meeting and perhaps recommend it to the Board for approval. The committee also discussed Board Bylaw changes, Self Determination and received a Covid-19 update from SG/PRC staff.

G. VENDOR ADVISORY COMMITTEE (VAC)

David Bernstein shared that the Service Providers continue having weekly Covid-19 meetings via videoconference. The VAC has started to also have their regular VAC monthly meetings and the subcommittees are meeting regularly.

H. STRATEGIC DEVELOPMENT COMMITTEE

Julie Chetney reported that the committee plans to roll out the Board Survey in August.

I. NOMINATING COMMITTEE

2ND TERM DIRECTORS – NOTICE:

This is a notice of the intent to conduct an election to confirm 2nd term Directors at the June 24, 2020 meeting.

Pursuant to Bylaws, Sections 6.01 & 7.01 Directors standing for re-election shall be voted on at the Annual meeting of the Board of Directors of the Corporation. Nominations for the first term Directors made pursuant to Article 21.03 can be acted on by the Board at the annual, special or regular meeting when a voting quorum is present. A majority of the votes cast shall elect a Director to the Board

The following Directors will end their first term on the Board on June 30, 2020. Therefore, the Board must vote for the following individuals to continue on to a second term on the Board of Directors starting July 1, 2020:

- Sheila James
- Gisele Ragusa
- Preeti Subramaniam
- Shannon Hines
- Mary Soldato
- Natalie Webber
- Georgina Molina

ELECTION – SLATE OF OFFICERS

Julie Chetney reported on behalf of the Nominating Committee the following Proposed Slate of Officers to the Board of Directors for Fiscal Year 20/21

- Board President: Gisele Ragusa
- 1st Vice President: Sheila James
- 2nd Vice President: Julie Chetney
- Treasurer: Mary Soldato
- Secretary: Shannon Hines

An alternate may be submitted in accordance to Bylaws, Section 15.04:
A Director may be nominated for an office only by the Nominating Committee in accordance with Section 21.03 or by written nominations that is signed by at least one Director, that gives the names of a total of five Directors who support the nomination, and that is submitted to the Executive Director at least 10 days before the election is to be held. The Executive Director, upon receiving a in writing by first class mail or by personal deliver, identifying the Director so nominated, the office for which she or he has been nominated, and the Director who signed or supported the nominations.

J. 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 and has worked on the revisions. The draft will be sent to Judy Enright and Associates and will also be shared for revision with committee members and the Board for approval.
- Whistleblower Policy – SG/PRC’s Whistleblower Policy was updated and reviewed.

M/S/C (Bernstein & Molina) The Board approved the amended Whistleblower Policy.

K. EXECUTIVE DIRECTOR’S REPORT:

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

- Mr. Hill went over this Executive Director’s Report regarding the Governor’s May Revise Budget and SG/PRC’s continuous response to Covid-19 (please see the attached report)
- Self Determination – There are now biweekly meetings. DDS put out

a directive that requires that funds, \$56,719, allocated to SG/PRC's Self Determination Program support its Implementation by June 30, 2020. SG/PRC developed and posted a Notice of Request for Proposal, (RFP). The three identified areas in the order of importance were: Support/Coaching for Transition to SDP, Collaborative Groups/Workshops, and Additional identified needs.

EXECUTIVE SESSION

None

Next meeting on Wednesday, June 24, 2020 at 7:15 p.m.

BOARD MINUTES FROM THE MAY 27, 2020 MEETING

Submitted by:



07/21/2020

Anabel Franco, Board Secretary

Date