

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

**July 8, 2020**

**PRESENT**

Gisele Ragusa, President  
Sheila James, 1<sup>st</sup> VP  
Julie Chetney, 2<sup>nd</sup> VP  
Mary Soldato, Treasurer  
Natalie Webber, Director  
Shannon Hines, Secretary

**STAFF:**

Anthony Hill, *Executive Director*  
Lucina Galarza, *Director of Community Services*  
Rosa Ham, *Interim Chief Financial Officer*  
Aaron Christian, *Director of Client Services*  
Joe Alvarez, *Director of Clinical Services*  
Willanette Steward/Satchell, *Exec. Asst. (Mgmt.)*  
Johnny Pang, *I.T. Manager*

**ABSENT:**

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-** For the month of May 2020, services paid through June 18, 2020

**Approval for signature on A-6 DDS Contract Amendment.**

## **ITEMS DISCUSSED**

### **A. CALL TO ORDER**

Gisele Ragusa, Board President, called the meeting to order at 7:17 pm. A Quorum was established.

The Committee reviewed the agenda: No changes were made, but Dr. Ragusa noted she will have additional information under Financial.

The Committee reviewed and approved the minutes from the June 10, 2020 meeting.

**(M/S/C Soldato & Chetney) ~ Motion Carried: The committee approved the minutes.**

**Abstain: Shannon Hines**

### **B. PUBLIC INPUT:**

None

### **C. FINANCIAL REPORT**

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

#### **Financial Report**

##### Operations

- Based on the A-6 Contract Amendment, the fiscal year allocation in Operations is currently \$34,986,084 including all restricted funds
- For the month of May, the regular operations expenditures were \$2,269,628 and have spent \$26,885,468 (84.3%) year to date, with expenditures remaining of \$5,004,254
- *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 \$1,138,138 which leaves an allocation balance of \$2,016.
  3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,911,552 resulting in an allocation deficit of **(\$109,848)** which will be covered with regular OPS if no more funds received for CPP.

Purchase of Services - Based on the A-6 contract amendment, the total for Purchase of Services allocation is in the amount of \$250,605,281. Staff received \$1,067,860 for the Home and Community Based Services program (HCBS) and \$48,100 for CPP; no COVID expenses were allocated in regular POS in this contract amendment.

For the month of May, the regular Purchase of Services expenditures were \$21,414,930 with year-to-date expenditures for services in the amount of \$214,646,086 (86.2%). Projected expenditures and late bills remaining are in the amount of \$34,687,644 resulting in an allocation deficit in the amount of **(\$367,450)**.

POS expenses related to COVID19 are included in the OTHER ITEMS section (page two). We are keeping track of these unforeseen expenditures on which are now encumbered thru June.

Community Placement Plan - (CPP) POS allocation is \$1,639,000. Expenditures projected to be \$1,639,000 resulting in a zero balance

**Approval of Report (Mary Soldato [1<sup>st</sup>]; Julie Chetney [2<sup>nd</sup>] ~ Motion Carried, Report Approved.**

- ~ Discussed the A-6 DDS Contract Amendment and the need for the Board President to sign the Amendment. Discussion held. Shannon Hines motioned to approve the President to sign the Amendment / Natalie Webber 2<sup>nd</sup>. Motion Carried, Approved. Dr. Ragusa will work with Willanette Steward/Satchell to secure the documents and get them submitted to DDS.

#### **D. ADVANCE ALLOCATION**

Rosa Ham, Interim Chief Financial Officer, spoke about the advanced allocation, as this relates to the “new contract” ~ Preliminary B Series. She reviewed and provided information to the Committee and spoke about the claims that need to be submitted. Dr. Ragusa discussed some of the issues with the Preliminary B Contract. She also stated that it is being reviewed by the Law Offices of Enright & Ocheltree.

- ~ Discussion held on whether to hold the Preliminary B contract, until the corrections have been made by DDS, or not. Vote taken ~ everyone agreed to wait before signing off on the Preliminary B Series contract.

#### **E. INDEPENDENT AUDITORS**

Ms. Ham provided an update on the newly appointed Independent Auditors. They will be out for 2 weeks, conducting their audit. Most of their audit phase will be

off-site, considering everyone's safety, but they may have the need to come in to the agency for some information. Security of access to information / sending of the financial information was discussed. Ms. Ham explained the secure portal program/process.

**F. BOARD OVERVIEW**

Board President Dr. Gisele Ragusa reported on the following:

- Agenda for the July 22, 2020 Board Training:
  - May have the need to include two (2) items for discussion, prior to the beginning of the training:
    - 1) Discussions of the Preliminary B Series Contract w/DDS;
    - 2) Brief overview from Carol Tomblin, Director of Community Outreach and Compliance, on the Performance Based Contract
  - The training will be on Self-Determination. The full Board of Directors and all Committee Members will be invited.
  
- Agenda items for the August 12, 2020 Executive Finance Committee meeting:
  - Discussion about Bylaws
  - Update on Contracts
  - Seeking Assistance for the Mentorship Program (per the Strategic Development Committee meeting)
  - Update from Julie Chetney on strategic timelines

Dr. Ragusa also reminded everyone that the hard deadline for the Survey responses is August 1<sup>st</sup>.

**G. COVID-19 UPDATE:**

Anthony Hill, Executive Director, introduced Joe Alvarez, as the newly appointed Director of Clinical Services.

Reported the following regarding Covid-19:

- Spoke about the current surges/hot spots and named several affected counties.
- Vendor Re-Engagement plans.
- Unsustainable rate freezes / retainer payments / ongoing services.
- Spoke about how our Regional Center is handling our workforce (currently at

- 98% working remotely). Provided information on how other Regional Centers are handling things at their Centers.
- Suspended Intake and Early Start assessments for now ~ will make adjustments accordingly during this monitoring phase.
  - Spoke about the “restrictive zones” within the agency ~ necessary to protect those staff who perform our critical functions.
  - Concept of re-opening has been put on hold (DDS / Vendors / etc. are putting this off due to the surge).
  - Spoke about the PPP program; provided a quick overview and discussed the need to support vendor infrastructure and sustainability issues.
  - Directors continue to meet every morning to assess the latest COVID-19 information.
  - SG/PRC continues to host weekly COVID-19 Vendor Advisory Committee Meetings (on Mondays) and weekly Community Meetings (on Tuesdays).
  - Joe Alvarez provided individual stats on COVID-19; spoke about the spikes, presented information on the DDS report to the Committee. Discussions were held regarding the report and review of it. Mr. Alvarez also went over all of the signs to look for, if you feel you may have COVID-19, per CDC guidance.
  - Lucina Galarza explained our area’s high numbers, as we have large ICF’s. Discussed the current issues at Golden State Care Center; working with them on risk mitigation strategies.
  - Lucina Galarza spoke about updated strategies with respect to information technology/remote options/connectivity support for families (RFI ~ Request For Interest) ~ Lending Library. Discussions held.
  - Lucina Galarza spoke about the work that people are doing on their addendums to their contracts / plans for re-opening (vendors).
  - Aaron Christian discussed PPE distribution. Made additional order requests due to the surge needs and the issue at Golden State Care Center. Also working with Parents Place, as they are distributing PPE to families directly.

## **H. INFORMATION:**

Johnny Pang, I.T. Manager, provided information on the following:

- 1) *Business Center Upgrades*: Mr. Pang reported on our machine upgrades. Showed pictures of the old machines versus the new machines. Provided explanations regarding how the old machines created more costs to the agency. Showed and explained the new machines and their advanced features, which makes things much more efficient for staff. Discussions were held, including the cost savings as a result of these purchases.
- 2) *EIO Board*: Mr. Pang provided a brief presentation on this new program that will be implemented within the agency. Mr. Anthony Hill also noted how this can be utilized as an accountability measure for our current remote workforce situation.

Discussions held.

**MEETING ADJOURNED**

The meeting adjourned at 8:46 p.m. The next regular meeting will be held on August 12 at 7:15 p.m. via teleconference.

**EXECUTIVE SESSION** – There was a closed session regarding a personnel matter.