

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

**August 26, 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  
Shannon Hines  
Natalie Webber  
Georgina Molina  
Sharry Lin  
Penne Fode  
Julie Lopez  
Mary Soldato  
Daniel Rodriguez

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Aaron Christian, Director of Client Services  
Carol Tomblin, Director of Compliance  
Joe Alvarez, Associate Director of Clinical Services  
Daniela Santana, Manager, Fair Hearing and Behavioral Services  
Pete Tiedermann, CFO Consultant  
Jose De Leon, Manager of Facilities  
Amos Byun, Community Outreach Specialist  
Lisa Brady, Interim Exec. Assistant in Management  
Yvonne Gratianne, Communications & Public Relations  
Erika Gomez, Exec. Assistant BOD

**GUESTS:**

Joseph Huang  
Jacqueline Gaytan  
Bruce Cruickshank

**ABSENT:**

John Randall

**A. CALL TO ORDER:**

Gisele Ragusa, Board President, called the meeting to order at 7:20 p.m. Roll call was taken, and a quorum was established.

- The Board members requested that moving forward, the Covid 19 updates not be repetitive.
- The minutes for the June 24, 2020 meeting were reviewed and approved by the Board.

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

**Abstain: Molina**

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

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

**Abstain: Soldato and Rodriguez**

**B. PUBLIC INPUT:**

None

**C. SPECIAL PRESENTATION: “UNDERSTANDING SG/PRC’S PERFORMANCE CONTRACT WITH DDS”**

Dr. Carol Tomblin, Director of Compliance touched on the following:

- Performance Contract Process
- Performance Contract Timelines
- Public Policy Measures
- Disparity/Equity Measures
- Compliance Measures
- Local Measures
- Local Measures – Employment
- Local Measures for Employment - Baseline
- Performance Contract Local Measure Activities

Dr. Tomblin will present again in October to talk about National Core Indicators.

**D. EXECUTIVE/FINANCE COMMITTEE**

Pete Tiedemann, Interim Chief Financial Officer Consultant, reported on the following:

**Financial Report**

Operations

- Based on the A-6 contract amendment, the allocation in Operations is \$34,986,084 including all restricted funds
- For the month of June, expenditures were \$2,857,378 and \$29,742,846 has been spent year to date, with expenditures remaining of \$2,146,877

*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 \$1,127,645 which leaves an allocation balance of \$12,449.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,927,118 resulting in an allocation deficit of **(\$125,414)** which will be covered with regular OPS if no more funds allocated 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 which includes CPP, Community Placement Plan and HCBS, Home and Community- Based Services

For the month of June, the regular Purchase of Services expenditures were \$21,902,274 with year-to-date expenditures for services in the amount of \$236,548,361. Projected expenditures and late bills remaining are in the amount of \$10,206,250 it leaves us with a surplus of \$1,143,811 POS expenses related to COVID19 are included in the "Other Items" section (page two). Staff 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.

Home Community Base Services (HCBS) POS Allocation is \$1,067,860. Expenditures projected to be \$1,067,860 resulting in a zero balance.

#### **E. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE**

Dr. Gisele Ragusa, on behalf of Daniel Rodriguez, shared that the committee discussed the Community Outreach Report, changes to the Board Bylaws and the measures that SG/PRC has taken regarding Covid-19 as well as legislative updates.

#### **F. CLIENT SERVICES ADVISORY COMMITTEE**

Shannon Hines reported that the committee requested the following training topics:

- Mental Health – September 23, 2020
- Community Outreach – Parenting Black Children – October 28, 2020

#### **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. The Day Program and Transportation Subcommittees will meet tomorrow. The Infant and Child category has been filled.

#### **H. STRATEGIC DEVELOPMENT COMMITTEE**

Julie Chetney, on behalf of the committee, recommended the following Board training topics:

- October 28, 2020 – National Core Indicators and Performance Contract
- February 24, 2020 – Understanding Roles of Vendor Categories
- April 28, 2020 – Communication Among Board Members
- July 28, 2020 – Engaging and Understanding Board Strategic Processes

**M/S/C (James & Soldato) The Board approved the recommended Board training topics.**

Board Mentorship Program - This project is still in development.

#### **I. BOARD OVERVIEW**

Dr. Gisele Ragusa shared the following information:

- Bylaws – Dr. Ragusa emailed the Board and committee members a copy of the amendment Board Bylaws for their review. This is “round one” of revisions, when feedback is provided the ad hoc committee will do a second reading and the Board will likely vote on them in September or October.
- ARCA Board Delegate –
  - Dr. Ragusa shared that the Board Delegates are meeting monthly and one item of discussion were the errors found in the contracts between regional centers and DDS.

- There is a plan to create small virtual trainings for Board members

**J. EXECUTIVE DIRECTOR'S REPORT:**

Anthony Hill, Executive Director, discussed SG/PRC's continuous response to Covid-19. Mr. Hill and staff also shared on the following:

- There are fires going on that are affecting 8 regional centers. SG/PRC is assisting with placements.

*Regarding Covid 19:*

- Workforce is currently at 92% working remotely.
- Established a sophisticated temperature and mask test when entering the building for those working on-site and for the public.
- Intake and Early Start assessments have start up again.
- 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.
- Lucina Galarza reported on hot spots.
- Aaron Christian discussed PPE distribution.
- Dr. Larry Yin did a presentation on the Impact of Covid-19 on Individuals with Developmental Disabilities on August 20, 2020 at 10am. 365 people participated.

**K. TENANT IMPROVEMENTS**

Jose De Leon, Manager of Facilities presented information about the tenant improvements that will happen at SG/PRC the following weeks in and how the following areas will be affected:

- Parking Lot
- Temporary Entrances
- Temporary Reception, Lobby and Waiting Room
- Temperature Check Station
- Waiting Rooms
- New Waiting Room and Reception Design

- New Family Restroom
- Front Entrance Ramp
- Front Entrance Planters
- New Sinks and Garbage Disposals
- Hot Water Installation
- Recycling Project
- Security Cameras Upgrade

**EXECUTIVE SESSION**

None

**Next meeting on Wednesday, September 23, 2020 at 7:15 p.m.**

**BOARD MINUTES FROM THE AUGUST 26, 2020 MEETING**

Submitted by:



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Gisele Ragusa, Board President

\_\_\_\_10/02/2020\_\_\_\_\_  
Date