

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

October 14, 2020

PRESENT

Gisele Ragusa, President
Sheila James, 1st VP
Mary Soldato, Treasurer
Shannon Hines, Secretary
Natalie Webber, Director

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Roy Doronila, Chief Financial Officer
Daniela Santana, Director of Client Services
Raquel Sandoval, Director of Human Resources
Joe Alvarez, Director of Clinical Services
Lisa Brady, Interim Exec. Asst. (Mgmt.)
Erika Gomez, Executive Assistant - BOD

GUESTS:

ABSENT:

Daniel Rodriguez, Director
Julie Chetney, 2nd VP

**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 June 2020, for services paid through September 21, 2020

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:19 pm. A Quorum was established.

The Committee reviewed and approved the minutes from the September 9, 2020 meeting.

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

B. PUBLIC INPUT:

None

C. FINANCIAL REPORT

Roy Doronila, Chief Financial Officer, reported on the following:

Financial Report

Operations

- Based on the A-6 contract amendment, the allocation is projected to meet expenditure projections. The operations allocation for fiscal year 2019-20 is currently \$34,986,084 with projected expenditures of **\$34,986,084**.
- The supplemental claim #3 amounted to \$72,290 and the year-to-date expenditures is \$33,837,989, with projected remaining expenditures of \$1,148,095. The most recent projections reflects a remaining balance \$230,818, all of which are being set aside to offset the projected deficit in CPP.
- 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.
- The Foster Grandparent/Senior Companion programs have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,140,094 which leaves an allocation balance of \$0. The Fairview program is included in this amount.
- The Community Placement Plan (CPP) and DC ongoing Workload operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$2,032,523 resulting in an allocation deficit of \$230,819 which is expected to be funded in future allocations or to be funded from regular Operations if no additional CPP funds are allocated.
- The Purchase of Service Projections were based on the A-6 contract amendment and actual expenditures through the 3rd supplemental claim. The A6 POS allocation is \$250,605,281 which includes CPP and HCBS funding. The 3rd supplemental claim amounted to 2,020,561 bringing the year-to-date expenditures for services to \$242,514,783. Projected expenditures and late bills remaining are in the amount of \$244,550,856 leaving a surplus of \$3,347,565. POS expenses related to COVID19 are included in these projections, under the “other items” section. Staff are keeping track of these unforeseen expenditures. CPP and HCBS expenditures are broken down in separate lines and projected to be within the allocated amount.

(M/S/C Hines & Soldato) The committee approved the Financial Report.

B-1 Contract – This was received and electronically signed and approved.

D. CONTRACTS FOR REVIEW

Lucina Galarza, Director of Community Services, presented the following contracts:

- California Mentor AFHA -
- Continental Post Acute LLC -
- Quick Transport -

The committee decided to recommend the contracts to the Board for their review.

E. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Agenda for the October 28, 2020 Board Meeting:
 - Special Presentation/Training
- Agenda items for the November 18, 2020 Executive Finance Committee meeting:
 - Financial Report
 - Board Mentorship
 - Covid-19
- Electronic Materials – Staff explained how based on the Board’s strategic timeline, starting in January 2021, there will be a drive for all their Committee and Board materials.

F. INFORMATION

Anthony Hill, Executive Director reported the following:

- Cares Act – SG/PRC applied for this additional funding opportunity through Medicaid service hours. Staff are awaiting the funding to be deposited soon.
- Lending Library – SG/PRC in partnership with The Parents’ Place, is helping families who have not had remote access to telehealth, IFSP/IPP, day program, college courses or parent training because of lack access to technology by providing a technological device and/or connectivity.

G. COVID-19 UPDATE:

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

- Workforce is currently at 95% working remotely.
- Intake and Early Start assessments are operating at full scope and by appointment only.
- 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 and updated on the Reengagement Plan for Providers.
- Daniela Santana spoke about the check in programs to assure that the individuals served are receiving the support they need during the pandemic.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on November 18, 2020 at 7:15 p.m. via teleconference.

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