

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

September 9, 2020

PRESENT

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

GUESTS:

David Bernstein

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Roy Doronilla, Interim Chief Financial Officer
Aaron Christian, Director of Client Services
Joe Alvarez, Director of Clinical Services
Lisa Brady, Interim Exec. Asst. (Mgmt.)
Jose De Leon, Facilities Manager
Erika Gomez, Executive Assistant - BOD

ABSENT:

Daniel Rodriguez, Director

RECOMMENDED ACTIONS

THE EXECUTIVE/FINANCE COMMITTEE RECOMMENDATION:

None

**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 services paid through August 17, 2020

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 and approved the minutes from the August 12, 2020 meeting with the following changes: remove “interim” from Rosa Ham’s title as

she was Chief Financial Officer and correct David Bernstein's name as it was misspelled.

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

Mr. Hill, Executive Director, introduced the following individuals:

- Lisa Brady, interim Executive Assistant to the Executive Director
- Roy Doronilla, Chief Executive Director, effective September 14, 2020

B. PUBLIC INPUT:

None

C. FINANCIAL REPORT

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

Financial Report

Operations

- Based on the A-6 contract amendment, the allocation is projected to meet expenditure projections, resulting in a slight deficit of \$107,690. The operations allocation for fiscal year 2019-20 is currently \$34,986,084 with projected expenditures of \$35,093,774
- For the month of June, the supplemental 2 claim, expenditures were \$951,980 and staff have spent \$33,765,700 year to date, with expenditures remaining of \$1,328,074
- *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 \$1,127,965 which leaves an allocation balance of \$12,129.
 3. 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 \$1,921,523 resulting in an allocation deficit of \$119,819 which staff expect to be funded in future allocations or to be funded from regular Operations if no additional CPP funds are allocated.

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 2nd supplemental, net expenditures were \$4,032,262 with year-to-date expenditures for services totaling \$240,679,190. Projected expenditures and late bills remaining are in the amount of \$6,668,144 leaving a surplus of \$3,257,947.

POS expenses related to COVID19 are included in these projections, under the “other items section.” Staff are keeping track of these unforeseen expenditures. Encumbrances are now through September 30, 2020 and will be projected in fiscal year 2020-21.

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

Abstain: Rodriguez

D. CONTRACTS FOR REVIEW

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

- CHOICISS
- Vocational Innovations Diamond Bar
- Inmotion Transit

(M/S/C Soldato & Hines) The committee approved to recommend the contracts to the Board for their review.

E. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Bylaws – Dr. Ragusa emailed the Board and committee members a copy of the amendment Board Bylaws for their review. The process is now on “round two” of revisions. There is currently one item under review. The Board will likely vote on them in September or October.
- Agenda for the September 23, 2020 Board Meeting:
 - Bylaws
 - Adult Services and Transition Discussion
 - Mentorship Opportunities
 - Training Efforts Document to DDS
- Agenda items for the October 14, 2020 Executive Finance Committee meeting:
 - Financial Report

F. COVID-19 UPDATE:

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

- The Bobcat Fire is impacting SG/PRC's catchment area. Staff did a survey and found out 500 individuals served, and six Residential Facilities are impacted and may have to evacuate. An Everbridge message was sent to those impacted and the Quality Assurance staff is in contact with the Residential Facilities.
- Workforce is currently at 95% working remotely.
- 300 staff will receive a new laptop to facilitate their work offsite.
- 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.
- Aaron Christian discussed PPE distribution. He also spoke about new guidance from the California Department of Public Health Care Services that allows for schools to deliver in person services with small school cohorts.
- 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.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on October 14, 2020 at 7:15 p.m. via teleconference.

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