

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

**September 23, 2020**

**ATTENDANCE**

The following members of the Board of Director's were present at said meeting:

**PRESENT:**

Gisele Ragusa  
Sheila James  
Julie Chetney  
David Bernstein  
Preeti Subramaniam  
Shannon Hines  
Natalie Webber  
Georgina Molina  
Sherry Meng  
Penne Fode  
Julie Lopez  
Mary Soldato

**GUESTS:**

Sofia Cervantes  
Jacqueline Gaytan  
Bruce Cruickshank  
Herminio Maximo  
Joseph Huang

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Carol Tomblin, Director of Compliance  
Joe Alvarez, Associate Director of Clinical Services  
Daniela Santana, Director of Client Services  
Roy Doronila, Chief Financial Officer  
Johnny Pang, IT Manager  
Lisa Brady, Interim Exec. Assistant in Management  
Jessi Lagos, Service Coordinator  
Esther Sibal, Client Services Manager, ASUI  
Yvonne Gratianna, Communications & Public Relations  
Erika Gomez, Exec. Assistant BOD

**ABSENT:**

John Randall (LOA)  
Daniel Rodriguez

**A. CALL TO ORDER:**

Gisele Ragusa, Board President, called the meeting to order at 7:15 p.m. Roll call was taken, and a quorum was established.

- The agenda was reviewed and there was an addition: abc 7 news story – Board recognition
- The minutes for the August 26, 2020 meeting were reviewed and approved by the Board with the following changes:
  - Spelling of Sherry Meng
  - Deletion of Anabel Franco and Joseph Huang
  - Page 5, section K – should say tenant

**M/S/C (Soldato & Hines) The Board approved the minutes.  
Abstain: Molina**

**B. PUBLIC INPUT:**

Carol Tomblin, Director of Compliance, shared that there is going to be a community meeting on October 27, 2020 about the Performance Contract Process.

**C. BOARD RECOGNITION**

Jessi Lagos, Service Coordinator, spoke about an individual she serves who was featured on Live with Kelly and Ryan about the pop-up party they have for his friends who he misses since not seeing them at day program. The Board will recognize the family with a certificate.

**M/S/C (Soldato & James) The Board approved the recognition.**

**D. SPECIAL PRESENTATION: Community Living Options Offered Through SGPRC**

Esther Sibal, Client Services Manager, ASUI, spoke on the following:

- Community Living Options
- Independent Living Skills
- Supported Living Services Programs
- Adult Family Home Agencies
- Community Care Facilities
- General Resident Criteria
- Specialized Residential Facilities
- Adult Residential Facilities for People with Special Health Care Needs
- Delayed Egress/Secured Perimeter Homes
- Enhanced Behavioral Supports Home
- Facilities Licensed by the California Department of Health Services
- Intermediate Care Facility – Developmentally Disabled
- Intermediate Care Facility – Developmentally Disabled/Habilitative
- Intermediate Care Facility – Developmentally Disabled/Nursing

**E. EXECUTIVE/FINANCE COMMITTEE**

Roy Doronila, 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 2<sup>nd</sup> 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.

**Contracts Review** - Presented by Lucina Galarza, Director of Community Services

- *Vocational Innovations*
- *Inmotion*

The Board reviewed the contracts based on their policy for contracts over \$250,000.

**M/S/C (Soldato & Chetney)**

**Abstain: Bernstein & Fode**

**F. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE**

Dr. Gisele Ragusa, on behalf of Daniel Rodriguez, shared that the committee discussed the Community Outreach Report, the measures that SG/PRC has taken regarding Covid-19 as well as potential legislative strategies.

**G. CLIENT SERVICES ADVISORY COMMITTEE**

Shannon Hines reported that the committee received a special presentation on Mental Health issues brought on by Covid-19.

**H. VENDOR ADVISORY COMMITTEE (VAC)**

David Bernstein shared that the Service Providers continue having weekly Covid-19 meetings via videoconference. Vendors continue discussions about alternate services.

**I. STRATEGIC DEVELOPMENT COMMITTEE**

Julie Chetney shared that the committee discussed mentorship opportunities and the strategic timeline as it relates to the website. They also spoke about the Board bylaws which may be ready for the Board to review at the October meeting.

**J. BOARD OVERVIEW**

Dr. Gisele Ragusa shared the following information:

- Bylaws –The Board will likely vote on the revised Bylaws in October.
- Board Training Plan – Dr. Ragusa sent a memorandum to DDS that includes the Board’s process, topics, schedule and evaluation as it pertains to its training plan.
- ARCA – ARCA is reviewing the errors in the contract. The Board delegates meet monthly and ARCA will have a full meeting shortly,

**K. EXECUTIVE DIRECTOR’S REPORT:**

Anthony Hill, Executive Director, discussed SG/PRC's continuous response to Covid-19:

- Workforce is currently at 95% working remotely.
- Established a sophisticated temperature and mask test when entering the building for those working on-site and for the public.
- Staff can come in to the office for necessary tasks.
- Intake and Early Start assessments have start up again and are operating fully.
- DDS has added language to the contract that changed the reporting requirements for regional centers as well as the frequency. In response, staff started doing queries to gather the appropriate information.
- 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 strategies with respect to information technology/remote options such as a Lending Library. She also reported on the surge registries that are in place.
- Construction is going well; the Board will be updated.

**EXECUTIVE SESSION**

None

**Next meeting on Wednesday, October 28, 2020 at 7:15 p.m.**

**BOARD MINUTES FROM THE SEPTEMBER 23, 2020 MEETING**

Submitted by:



\_\_\_\_\_  
Gisele Ragusa, Board President

01/12/2021  
\_\_\_\_\_  
Date