

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

November 18, 2020

PRESENT

Gisele Ragusa, President
Sheila James, 1st VP
Julie Chetney, 2nd 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
Joe Alvarez, Director of Clinical Services
Yvonne Gratianne, Manager, Communications &
Public Relations
Willanette Steward-Satchell, Exec. Asst. (Mgmt.)

GUESTS:

ABSENT:

Daniel Rodriguez, Director

**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 September 2020, for services paid through October 19, 2020.

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:18 pm. A quorum was established.

The committee reviewed the agenda and added the following topics:

- Internet security
- New updates regarding Covid-19

The committee reviewed and approved the minutes from the October 14th meeting with the following correction

- Section D of the minutes should say “decided”.

(M/S/C James & Hines) The committee approved the minutes with noted correction.

ABSTAIN: Julie Chetney

B. PUBLIC INPUT:

None

C. FINANCIAL REPORT

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

Financial Report

Operations

- In regional center operations, and based on the B-1 contract amendment, our allocation is projected to not meet expenditure projections, pending receipt of B-2. Our operations allocation for fiscal year 2020-21 is currently \$31,674,844 with projected expenditures of \$31,954,331. The current month's expenditure amounted to \$2,578,655 and our year-to-date expenditures is \$7,555,748, with projected remaining expenditures of \$24,713,398. This reflects a deficit of \$279,487, we expect to get full allocation in B-2.
- 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 Lanterman Foster Grandparent/Senior Companion program has a current allocation in the amount of \$1,209,748, we expect to spend the full amount. The Fairview program's is included in this amount.
- The Community Placement Plan (CPP) and DC ongoing Workload operations allocation is currently allocated at \$889,472. Expenditures for the year are projected to be \$1,298,603 resulting in an allocation deficit of \$409,131 which we expect to be funded in future allocations.

Purchase of Service

- The Purchase of Service Projections were based on the B-1 contract amendment and actual expenditures through October 19,2020 claim. The B-1 POS allocation is at \$271,307,068. The current month's claim amounted to \$20,772,875 bringing the year-to-date expenditures for services to \$59,075,664. Projected expenditures and late bills remaining are in the amount of \$276,687,037 leaving a deficit of \$5,379,969. We expect to be funded in full in future allocations. POS expenses directly related to COVID19 are included in this projections, under the other items section.
- CPP POS is in a separate line item and projected to be within the allocated amount.

The prior fiscal year continues to maintain a modest reserve for both Operations and POS. There were no significant change in projected expenditures.

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

D. INDEPENDENT AUDIT

Mr. Doronila shared information about the final audit report for July 2017/2019 (2 years). He Spoke about the three specific findings, which are 2 overpayments and 1 underpayment. Specifics were provided and discussions were held, including discussions about prior reportings of such issues.

E. CONTRACTS FOR REVIEW

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

- Total Life - Evolve
- Brilliant Corners
- RSCR California – Andover Home

The committee is recommending the above-mentioned contracts to be presented to the Board for their review and approval.

F. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Board Mentorship
- Agenda for the December 9, 2020 Board Meeting:
 - Review of recommended vendor contracts
 - Covid-19 Updates – new developments, surge updates, vaccine updates and advocacy efforts, updates on pediatrics

- Part 2 – Adult Services Issues Forum Training
- Agenda items for the January 13, 2021 Executive Finance Committee meeting:
 - Financial Report
 - Board Mentorship
 - Covid-19

G. INFORMATION

Anthony Hill, Executive Director reported the following:

- Heroes Act – This was passed. It will have an impact on our Budget with an expected \$14 million.
- Cares Act – SG/PRC applied for this additional funding opportunity through Medicaid service hours.

H. COVID-19 UPDATE:

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

- Workforce is currently at 95% working remotely.
- 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 surge capacity.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on January 13, 2021 at 7:15 p.m. via teleconference.