

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

January 13, 2021

PRESENT

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

GUESTS:

Kristel Maikranz

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Roy Doronila, Chief Financial Officer
Daniela Santana, Director of Client Services
Guadalupe Magallanes, Associate Director, Early Start and Intake Services
Joe Alvarez, Director of Clinical Services
Jaime Anabalón, Quality Assurance Manager
Tina Luceno, Fiscal Analyst
Willanette Steward-Satchell, Exec. Asst. (Mgmt.)
Johnny Pang, IT Manager
Erika Gomez, Executive Assistant - BOD

ABSENT:

Daniel Rodriguez, Director
Mary Soldato, Treasurer

**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 November 2020, for services paid through December 17, 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 the agenda and added the following topic:

- ARCA Report

The committee reviewed and approved the minutes from the November 18, 2020 meeting.

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

B. PUBLIC INPUT:

None

C. FINANCIAL REPORT

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

SG/PRC received approval of CARES Act grant in the amount of \$538,241. These funds will offset the projected operations expenses, therefore significantly reducing the overall budget deficit.

Financial Report

Operations

- In regional center operations, and based on the B-1 contract amendment, the allocation is projected to not meet expenditure projections, pending receipt of B-2. The operations allocation for fiscal year 2020-21 is currently at \$31,674,844 with projected expenditures of \$31,444,842. The current month's expenditure amounted to \$2,261,844 and our year-to-date expenditures is \$12,459,132, with projected remaining expenditures of \$19,265,547. This reflects a surplus of \$230,002 in regular operations.
- 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, staff 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 \$1,404,309 resulting in a deficit of \$514,837 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 December 17, 2020 claim. The B-1 POS allocation is at \$271,307,068. The current month's claim amounted to \$22,929,974 bringing the year-to-date expenditures for services to \$103,024,029. Projected expenditures and late bills remaining are in the amount of \$279,403,357 leaving a deficit of \$7,996,289. Staff expect to be funded in full in future allocations. POS expenses directly related to COVID19 are included in these projections under the other items section.

- CPP POS is in a separate line item and projected to be within the allocated amount.

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

D. INDEPENDENT AUDIT

Kristel Maikranz, AGT CPA reviewed the Independent Audit Report with the members. Some of the items covered were:

- Responsibility in relation to the financial statement
- Planned scope and timing of audit
- Compliance with all ethics requirements regarding independence
- Qualitative aspects of the organization's significant accounting practices
- Significant difficulties encountered during the audit – none
- Uncorrected and corrected misstatements
- Disagreements with management – none
- Representations requested from management
- Management's consultations with other accountants
- Other significant matters, findings, issues

(M/S/C – James & Chetney) The committee approved the Draft Independent Audit Report.

E. CONTRACTS FOR REVIEW

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

- Gratus- Informational
- Quick Transport – For recommendation of approval to the Board

The committee is recommending the above-mentioned contract 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 – this item was tabled.
- ARCA – Dr. Ragusa shared that the delegates met earlier this day. Board members can access recording of training on the ARCA website.
- Agenda for the January 27, 2021 Board Meeting:
 - Review of recommended vendor contract
 - Covid-19 Updates
 - Part 2 – Adult Services Issues Forum
- Agenda items for the February 10, 2021 Executive Finance Committee meeting:
 - Financial Report
 - Covid-19
 - Bylaws

G. COVID-19 UPDATE:

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

- Mr. Hill and the members expressed their condolences to Dr. Ragusa.
- SG/PRC lost another staff member, Joann Boutin, and a celebration of life session was held in her honor earlier in the day.
- Johnny Pang informed the members that there was a fraud attempt, using the SG/PRC logo, to scam people to donate money. Staff informed the community and are working to resolve this matter.
- Regional Center Executive Directors meet every Thursday and they have discussed the importance of having staff focus on Health and Safety. Together, they composed “Creating Space for regional centers,” a document that will be sent to DDS, asking that bureaucracy not be the focus during this time in order to help protect the lives of those served. A directive will come out to inform that health and safety will be priority.
- Guadalupe Magallanes reported that the Intake and Eligibility process was suspended for two weeks to avoid the rise of covid exposure. She also shared data of the cases that have taken place prior to the temporary suspension.
- Daniela Santana shared that staff are participating in the Check in Program which targets 570 individuals living independently. This group of people receive a call every two weeks. Staff are also checking in on 85 individuals that have been identified as high risk due to mental health issues.
- Mr. Hill continues to advocate for nonresidential providers to also be included in the early stages of the vaccine distribution.
- Jaime Anabalon shared an update on the efforts that SG/PRC continue to do to distribute PPE.

- 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 February 10, 2021 at 7:15 p.m. via teleconference.