

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

February 10, 2021

PRESENT

Gisele Ragusa, President
Sheila James, 1st VP
Julie Chetney, 2nd VP
Shannon Hines, Secretary
Mary Soldato, Treasurer
Natalie Webber, Director
Daniel Rodriguez, 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
Raquel Sandoval, Director of Human Resources
Willanette Steward-Satchell, Exec. Asst. (Mgmt.)
Jose De Leon, Facility Manager

GUESTS:

ABSENT:

**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 December 2020, for services paid through January 19, 2021

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:15 pm. A quorum was established.

The committee reviewed the agenda and requested that Bylaws be moved to the agenda for the full Board meeting on March 24, 2021.

The committee reviewed and approved the minutes from the January 13, 2021 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:

Financial Report

In regional center operations, and based on the B-1 contract amendment, the allocation is projected to meet expenditure projections, pending receipt of B-2. The operations allocation for fiscal year 2020-21 is currently at \$32,213,085 with projected expenditures of \$32,014,567. The current month's expenditure amounted to \$2,325,625 and the year-to-date expenditures is \$15,084,082, with projected remaining expenditures of \$17,140,362. This reflects a surplus of \$198,518 in regular operations. Staff expect the balance to increase once we received the B-2 allocation.

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 \$1,402,462 resulting in a deficit of \$512,990 which staff expect to be funded in future allocations.

The Purchase of Service Projections were based on the B-1 contract amendment and actual expenditures through January 19, 2021 claim. The B-1 POS allocation is at \$271,307,068. The current month's claim amounted to \$21,716,221 bringing the year-to-date expenditures for services to \$124,740,250. Projected expenditures and late bills remaining are in the amount of \$153,726,072 leaving a deficit of \$7,159,253. Staff expect to be funded in full in future allocations. POS expenses directly related to COVID19 are included in this projection under the other items section. CPP POS is in a separate line item and projected to be within the allocated amount.

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

D. CONTRACTS FOR REVIEW

Lucina Galarza, Director of Community Services, presented the following contracts for informational purposes and do not need Board approval:

- Forestdale Next Step
- Inclusion Calle Marisima
- Self-Reliance

E. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Agenda for the February 24, 2021 Board Meeting: Understanding Roles and Services of Vendors
 - A virtual panel of staff and vendors representing Early Start, ABA, Respite, Day Program & ILS/SLS
- Agenda items for the March 10, 2021 Executive Finance Committee meeting:
 - Financial Report
 - Covid-19
 - Contract Update

F. COVID-19 UPDATE:

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

- Workforce is currently at 90% working remotely.
- Established a sophisticated temperature and mask test when entering the building for those working on-site and for the public.
- Intake and Early Start assessments are operating fully with an average of 40 cases a week
- SG/PRC reached an MOU partnership with Valencia Laboratories so that SG/PRC can be a testing site.
- Mr. Hill and staff are putting their efforts into having SG/PRC become a vaccination site.
- There was a discussion about the individuals that staff are advocating for to be prioritized for the vaccine such as those in ILS and SLS programs.
- 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 Board.
- Lucina Galarza reported on hot spots and updated strategies with respect to the registries.

Lastly, Jose De Leon, Manager of Facilities provided an updated on the ongoing tenant improvements.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on March 10, 2021

at 7:15 p.m. via teleconference.

CLOSED SESSION

The committee went into a closed session regarding Legal Related Matter;
Employee Related Matter.