

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

**March 10, 2021**

**PRESENT**

Gisele Ragusa, President  
Sheila James, 1<sup>st</sup> VP  
Julie Chetney, 2<sup>nd</sup> VP  
Shannon Hines, Secretary  
Mary Soldato, Treasurer  
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  
Willanette Steward-Satchell, Exec. Asst. (Mgmt.)  
Erika Gomez, Executive Assistant - BOD

**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 January 2021, for services paid through February 18, 2021.

**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 the agenda and requested that Bylaws be removed.

The committee reviewed and approved the minutes from the February 10, 2021 meeting.

**(M/S/C James & Chetney) 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-2 contract amendment, the allocation is projected to meet expenditure projections. The projections include estimated cost of wage enhancements, vacation buyouts and continuation of projects identified in the prior year. The operations allocation for fiscal year 2020-21 is currently at \$32,144,211 with projected expenditures of \$31,967,912. The current month's expenditure amounted to \$3,487,737 and the year-to-date expenditures is \$18,272,494, with projected remaining expenditures of \$13,695,418. This reflects a surplus of \$176,300 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 is included in this amount. The Community Placement Plan (CPP) and DC ongoing Workload operations allocation is currently allocated at \$1,688,719. Expenditures for the year are projected to be within the allocated amount.

The Purchase of Service Projections were based on the B-2 contract amendment and actual expenditures through February 18, 2021 claim. The B-2 POS allocation is at \$271,307,068. The current month's claim amounted to \$22,918,499 bringing the year-to-date expenditures for services to \$147,658,749. Projected expenditures and late bills remaining are in the amount of \$128,837,482 leaving a deficit of \$5,189,163. 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 – Hines & James) The committee approved the Financial Report.**

**D. BOARD OVERVIEW**

Board President Dr. Gisele Ragusa reported on the following:

- Agenda for the March 24, 2021 Board Meeting:

- Training from Auditor
- Issues Forum Topic: Self Determination – Education Spectrum
- Bylaws
- PPP – DDS Directive – March 7, 2020
- ARCA Board Delegate Report
- Covid 19 Update
- Agenda items for the April 14, 2021 Executive Finance Committee meeting:
  - Financial Report
  - Covid-19

**E. COVID-19 UPDATE:**

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

- Vendor Audits- DDS issued a waiver to vendors that exempted them from regional center audits. However, vendors must still complete their independent audit. DDS is working with regional centers to ensure that vendors are in compliance with their audits. SG/PRC has a committee that will contact those that have yet to complete their audit.
- PPP- DDS Directive – March 7, 2020 – If a vendor received the Payroll Protection Plan and it matured then they would have to pay back those dollars to regional center. Attorney, Chad Carlock, representing the vendor community, wrote a letter to DDS but there is yet to be policy adjustments from it.
- Carol Tomblin, Director of Compliance, is retiring after 40 years in April.
- 56% of SG/PRC staff has had at least the first dose of the vaccine.
- DDS issued a directive yesterday regarding Covid 19 testing and vaccine plans. Regional centers are required to inform 4,000 individuals served, ages 16-64, of their eligibility to get the vaccine starting on March 15, 2021. SG/PRC had already done this but will do a second notification.
- Joe Alvarez provided individual stats on COVID-19; spoke about the downward trend, presented information on the DDS report.
- Blue Shield of California signed a contract to administer the vaccine that is being implemented on March 31, 2021. They plan to address communities underserved. As of today, not a single county has signed on with Blue Shield of California. Los Angeles County and Ventura County requested to opt out.
- Vaccine Place of Distribution-SG/PRC has enrolled to become a vaccination site through the State Council and FEMA but have not heard back. Staff will meet with Albertson’s Pharmacy tomorrow to find out if SG/PRC can be a mobile site. Staff have also partnered with Western University to give SG/PRC families the opportunity to be prioritized when they have vaccines available.

- COVID-19 Testing Site SG/PRC- In partnership with Valencia Laboratories SG/PRC will be a testing site with a soft opening planned for April targeted for staff, individuals served and providers. Staff will go to San Diego Regional Center this week to observe their process as they are a testing site.
- DDS wants the Quality Assurance Specialists to do full scope, in person investigations.
- Motivational Speaker, Chris Littlefield, will present to the community, “Stay Resilient during the Pandemic” next Tuesday. The members are invited.

### **MEETING ADJOURNED**

The meeting adjourned. The next regular meeting will be held on April 14, 2021 at 7:15 p.m. via teleconference.

### **CLOSED SESSION**

None