

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

May 12, 2021

PRESENT

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

GUESTS:

Michelle Nelson

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

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 March 2021, for services paid through April 19, 2021.

ITEMS DISCUSSED

A. CALL TO ORDER

Sheila James, Board 1st Vice President, called the meeting to order at 7:18 pm. A quorum was established.

The committee reviewed the agenda.

The committee reviewed and approved the minutes of the April 14, 2021 meeting. **(M/S/C Chetney & Webber) 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, the allocation based on the B2 Amendment is projected to meet expenditure projections. 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 \$31,848,071. The current month's expenditure amounted to \$1,479,614 and the year-to-date expenditures is \$22,330,693, with projected remaining expenditures of \$9,517,378. This reflects a surplus of **\$296,140** 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 programs is included in this amount. The Community Placement Plan (CPP) and DC ongoing Workload operations allocation is currently allocated at \$1,688,720. 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 April 19, 2021 claim. The B-2 POS allocation is at \$271,307,068. The current month's claim amounted to \$24,168,936 bringing the year-to-date expenditures for services to \$194,248,931. Projected expenditures and late bills remaining are in the amount of \$83,401,990 leaving a deficit of **\$6,343,853**. 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.

Authorization - President signature for FY 18-19 E5 Contract Amendment (M/S/C Hines & Webber) The committee approved the President's signature on the E5 Contract Amendment.

Authorization - Executive Director to renew the Line of Credit for FY 21-22 with City National Bank
(M/S/C Chetney & Hines) The committee approved the renewal of the Line of

Credit for FY 21-22 with City National Bank.

D. CONTRACTS FOR REVIEW

Joe Alvarez, Director of Clinical Services, presented the following contract:

- Columbus
(M/S/C – Chetney & Webber) **The committee approved the recommendation to the Board for its review of this contract.**

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

- Brilliant Corners
(M/S/C – Chetney & Hines) **The committee approved the recommendation to the Board for its review of this contract.**
- Wade Melvin Banner
- (M/S/C – Hines & Webber) **The committee approved the recommendation to the Board for its review of this contract.**

E. BOARD OVERVIEW

Sheila James reported on behalf of the Board President, Dr. Gisele Ragusa on the following:

- Board Bylaws – The members were sent another revision of the Bylaws. There will be a closed session at the Board meeting to discuss them, which will be the first of two meetings.
- Agenda for the May 26, 2021 Board Meeting:
 - The next special discussion topic will be housing and accommodations for independent living.
 - Elections and voting of Slate officers for FY 21/22
- Agenda items for the June 9, 2021 Executive Finance Committee meeting:
 - Financial Report
 - Covid-19
 - Bylaws

F. COVID-19 UPDATE:

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

- ARCA Update – There was a legislative inquiry regarding Service Coordinators and the languages spoken. Of all the regional centers, SG/PRC has the most language coverage.
- Service Provider Attestation – PPP – DDS issued a directive that calls for attestation for payments for nonresidential services during the Covid-19 State of Emergency. If a provider received a PPP loan and was forgiven for the same expenses that they claimed from regional center, they are required to

- pay it back. Most of providers are concerned because most loans were forgiven and now, they will have to repay.
- Recruitment/Selection of Director Community Outreach/Compliance – Salvador Gonzales is the new Director of Community Outreach/Compliance. He will be introduced to the Board at the next meeting.
 - Self-Determination Update – ARCA is asking for investment in this program as Service Coordinators need to learn it and have specialized service coordination for it. Self-Determination will be available to everyone interested starting on June 7, 2021. Communications to the community about the program will be sent. Partnership with Education Spectrum helped develop the curriculum for staff and families. The trainings are tailored to specific needs.
 - Directors' Trainings (May 2021) Building/Trust & Autonomy in Teams – The Director group is undergoing a training that started last Monday with speakers from across the country. There are two more weeks of the four-week process. The Directors present shared that they are finding the training very valuable and even relaxing with the techniques they are learning.
 - Remote Workforce Adjustments – 20% of staff are back in the office. Fiscal, IT and administrative staff returned on May 10, 2021. The leadership team will return next week. Service Coordinators return next week, once a week. The number of days that staff are required to return will increase with each phase.
 - Intake and Eligibility-SG/PRC continues to offer full scope - in person intake and eligibility. Referrals numbers are going back up to pre pandemic numbers. There are more EI clinics on site as well.
 - Daniela Santana shared the data collected of individuals served who have been vaccinated. Individuals served are not required to get vaccinated and service providers cannot refuse to serve those who are not vaccinated.
 - SG/PRC is a testing site every Wednesday and will expand to test 3 days a week starting in June.
 - SG/PRC hosted another vaccine clinic on May 6, 2021. Another vaccine clinic is scheduled for May 27, 2021.
 - Joe Alvarez provided individual stats on COVID-19; spoke about the downward trend, presented information on the DDS report.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on June 9, 2021 at 7:15 p.m. via teleconference.

CLOSED SESSION

None

