

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

June 9, 2021

PRESENT

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

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
Salvador Gonzalez, Director of Community
Outreach and Compliance
Raquel Sandoval, Director of Human Resources
Willanette Steward-Satchell, Exec. Asst. (Mgmt.)
Erika Gomez, Executive Assistant - BOD

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 April 2021, for services paid through May 17, 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 added a closed session regarding a personnel matter.

The committee reviewed and approved the minutes of the May 12, 2021 meeting.
(M/S/C James & Chetney) **The committee approved the minutes.**

Abstain: Soldato

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 B3 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 \$32,367,211 with projected expenditures of \$32,060,100. The current month's expenditure amounted to \$2,351,196 and the year-to-date expenditures is \$24,681,889, with projected remaining expenditures of \$7,378,211. This reflects a surplus of **\$307,111** 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 the full amount to be spent. The Fairview program's 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 allocation is based on the B3 amendment in the amount of \$283,327,207. The current month's expenditure amounted to \$23,497,027 bringing the year-to-date expenditures for services to \$217,910,979. The remaining projected expenditures and late bills are in the amount of \$61,366,176 leaving a surplus, **\$6,482,651**. POS expenses directly related to COVID19 are included in this projection under the other items section. CPP POS is in a separate line item, SG/PRC is missing an allocation for \$ 75,836 in start-up but is projected to be funded in future allocation.

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

Authorization - President signature for B 3 Allocation

(M/S/C - Soldato & James) **The committee approved the President's signature for the B 3 Allocation.**

Authorization – C Preliminary Allocation for FY 21/22

(M/S/C - James & Soldato) The committee approved the C Preliminary Allocation for FY 21/22.

D. CONTRACTS FOR REVIEW

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

- *A&M IV* – This contract is only for informational purposes.

- Roundtrip
(M/S/C – James & Hines) The committee approved the recommendation to the Board for its review of this contract.

E. BOARD OVERVIEW

Gisele Ragusa, Board President, reported on the following:

- Board Bylaws – The Bylaws are under review.
- Agenda for the June 23, 2021 Board Meeting:
 - The next special discussion topic will be Self Determination
 - Vaccine Policy
 - Transportation Update
 - Contracts that need approval
 - Closed session for Bylaws Discussion
- Agenda items for the July 14, 2021 Executive Finance Committee meeting:
 - Financial Report
 - Covid-19
 - Bylaws

F. INFORMATION - EXECUTIVE DIRECTOR

- **ARCA- FY-21-22 Budget - ARCA Update**
 - The May Revise came out and it is believed that the following proposals will be supported by the Governor:
 - Improved onboarding into the Self Determination Program, including “participant choice specialists, intensive transition support services, and regional center training.”
 - A proposal for Lanterman Act Provisional Eligibility Ages 3 and 4 for 3-and 4-year-old children who have disabilities which result in significant functional limitations in major life activities but currently do not meet Lanterman Act eligibility criteria.

- DDS and regional center funding for individuals who are Deaf. The Spring Finance Letter proposes funding for a DDS position to provide statewide leadership and expertise on the provision of services and supports for individuals who are deaf and have intellectual or developmental disabilities.
 - 2 caseloads in Adult Services and one in Family Services will be created for the deaf or hard of hearing.
- Service Coordinator – Legislative Information – SG/PRC staff called the Governor to ask for support to closing the gap of caseload ratios with Service Coordinators. Dr. Ghaly wants funding for Service Coordinators to be performance based. SG/PRC’s turnaround is one of the lowest in the state.
- Self- Determination Update – There was a meeting last night. Staff selected a coaching model that will provide training, support and technical assistance. SG/PRC is building capacity within to house these coaches.

G. COVID-19 UPDATE:

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

- Remote Workforce Adjustments – 20% of staff are back in the office. Fiscal, IT and administrative staff returned on May 10, 2021. The leadership team returned the following week. Service Coordinators go in once a week. The number of days that staff are required to return will increase with each month.
- 93% of staff are vaccinated.
- SG/PRC is a testing site every Tuesday, Wednesday and Thursday. The average of people getting tested is 20-25 and all those tested have received a negative test result.
- Intake and Eligibility-SG/PRC continues to offer full scope - in person intake and eligibility.
- 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. As of this meeting, 4,169 individuals served have received at least the first dose of the vaccine. SG/PRC is number one in place of most individuals served who have been vaccinated.
- Vaccine Policies- day Programs- Community Care Licensing released a PIN informing that Day Programs cannot remove individuals not vaccinated. Staff clarified with day programs that they are not to prioritize those vaccinated over those not vaccinated. Someone’s vaccine status cannot be a criteria for Day Program participation eligibility.

- Re-Engagement Non-Residential Services –Day Program providers were allowed to start re-engaging in May. In May 40% of individuals served were allowed to attend program, an additional 40% were allowed back in this month with the remainder being allowed in July.
- Directive from DDS – QA Visits – Since April, SG/PRC has been conducting in-person visits with individuals served that receive residential services, family home agency services, that live in skilled nursing facilities or receive supported living or independent living services. Safety measures are implemented, and visits are limited to 30 minutes and will increase to an hour. Interviews are conducted outdoors.
- SG/PRC hosted another vaccine clinic on May 27, 2021. 120 people were seen, 84 of them got their second dose.
- 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 July 14, 2021 at 7:15 p.m. via teleconference.

CLOSED SESSION

Personnel Matter