

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

**July 14, 2021**

**PRESENT**

Penelope Fode, President  
Sheila James, 1<sup>st</sup> VP  
Shannon Hines, 2<sup>nd</sup> VP  
Anabel Franco - Vizcaino,  
Secretary  
Bill Stewart, Treasurer

**GUESTS:**

Michelle Nelson

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Roy Doronila, Chief Financial Officer  
Salvador Gonzalez, Director of Community  
Outreach and Compliance  
Raquel Sandoval, Director of Human Resources  
Cesar Cruz, Manager, Adult Services V  
Lisa Cipres, Service Coordinator, Adult Services  
V  
Josh Trevino, Statewide Intensive Transition  
Services  
Johnny Pang, IT Manager  
Lisa Brady, Acting Exec. Asst. (Mgmt.)  
Erika Gomez, Executive Assistant - BOD

**ABSENT:**

Natalie Webber, Director (LOA)  
Gisele Ragusa, Immediate Past President

**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 May 2021, for services paid through June 17, 2021

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Penelope Fode, Board President, called the meeting to order at 7:19 pm. A quorum

was established.

The committee reviewed the agenda and added a closed session regarding a personnel matter. The committee also noted that Anabel Franco – Vizcaino’s title should say Secretary and Bill Stewart’s should say Treasurer.

The committee reviewed and approved the minutes of the June 9, 2021 meeting.  
**(M/S/C James & Hines) The committee approved the minutes.**  
**Abstain: Stewart, Franco-Vizcaino, Fode**

**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 \$32,017,615. The current month’s expenditure amounted to \$2,495,311 and the year-to-date expenditures is \$27,177,200, with projected remaining expenditures of \$4,840,415. This reflects a surplus of **\$349,596** 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 the 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 \$22,108,237 bringing the year-to-date expenditures for services to \$239,854,196. The remaining projected expenditures and late bills are in the amount of \$35,985,085 leaving a surplus, **\$8,019,175**. POS expenses directly related to COVID19 are included in this projection under the other items section. CPP POS is in a separate line item, the allocation for \$ 75,836 in start-up is missing but is projected to be funded in future allocation.

**(M/S/C – James & Stewart) The committee approved the Financial Report.  
Abstains: Franco - Vizcaino**

**D. CONTRACTS FOR REVIEW**

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

- *California Mentor Rosemount* – The review of this contract is only for informational purposes.
- *A&M IV SRF* - The review of this contract is only for informational purposes.
- *Roundtrip Transportation*

**(M/S/C – Hines & Stewart) The committee approved to recommend to the Board the review of this contract.**

**E. SG/PRC MISSION IN DUBAI**

Cesar Cruz, Manager, Adult Services V, Lisa Cipres, Service Coordinator, Adult Services V, and Josh Trevino, Statewide Intensive Transition Services, shared their experience of traveling to Dubai to help bring back to the United States an individual served. The process had many different moving components and involved a lot of people to make it a success. SG/PRC received a letter from the embassy in Dubai commending the efforts of staff.

**F. BOARD OVERVIEW**

Penelope Fode, Board President, reported on the following:

- Board Bylaws – The Bylaws are under review will be reviewed at the upcoming Board meeting
- Agenda for the July 28, 2021 Board Meeting:
  - Bylaws Review
  - Contracts that need approval
  - Training
- Agenda items for the August 11, 2021 Executive Finance Committee meeting:
  - Financial Report

**G. INFORMATION - EXECUTIVE DIRECTOR**

- **ARCA- FY-21-22 Budget - ARCA Update**
  - The budget has not been signed but SG/PRC will receive 25% of its allocation.

- 7 regional centers will be audited for caseload ratios compliance. SG/PRC has always been near the mark of meeting the requirement.
- Trailer Bill Language:
  - This bill ends the suspension of social recreation and camp, nonmedical therapies, and education services for children 3-17 years of age.
  - Allows for regional center services on a provisional basis for children ages 3-4 without a formal diagnosis of a developmental disability.
  - Requires DDS to offer the Self-Determination Program to all regional center service recipients as of July 1, 2021. Requires the establishment of an Ombudsperson by DDS for the program.
- As a part of the agency's infrastructure to carry out a flexible workplace vision, case management staff and those with unique roles will receive an agency iphone next week.
- By the end of September, SG/PRC will have transitioned from Mitel to AT&T. Representatives from AT&T presented the changes that will follow.

**H. COVID-19 UPDATE:**

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

- 95% of staff are fully vaccinated
- Because of the Delta variant, with an abundance of caution, staff are only expected to go into the office once a week next week.

**MEETING ADJOURNED**

The meeting adjourned. The next regular meeting will be held on August 11, 2021 at 7:15 p.m. via teleconference.

**CLOSED SESSION**

Personnel Matter