

**SAN GABRIEL/POMONA DEVELOPMENTAL SERVICES, INC.**  
**BOARD OF DIRECTORS**  
**Minutes of the Meeting of the Board of Directors**  
**(A California Corporation)**

**June 23, 2021**

**ATTENDANCE**

The following members of the Board of Directors were present at said meeting:

**PRESENT:**

Gisele Ragusa  
Julie Chetney  
David Bernstein  
Shannon Hines  
Natalie Webber  
Georgina Molina  
Penelope Fode  
Mary Soldato  
David Bernstein  
Sheila James  
Preeti Subramaniam  
Julie Lopez

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Joe Alvarez, Associate Director of Clinical  
Services  
Daniela Santana, Director of Client Services  
Roy Doronila, Chief Financial Officer  
Salvador Gonzalez, Director of Community Outreach  
and Compliance  
Lupe Magallanes, Associate Director, Early Start and  
Intake Services  
Erika Gomez, Exec. Assistant BOD  
Willanette Steward-Satchell, Executive Assistant

**A. CALL TO ORDER:**

Gisele Ragusa, Board President, called the meeting to order at 7:16 p.m. Roll call was taken, and a quorum was established.

- The agenda was reviewed and Penelope Fode will report on the Community Relations/Legislative meeting as Daniel Rodriguez was not present. There will be a closed session after the meeting to discuss a client related matter.
- The minutes for the May 26, 2021 meeting were reviewed and approved by the Board.

**M/S/C (James & Fode) The Board approved the minutes.**

**Abstain: Lopez**

- The Board was notified that Daniel Rodriguez resigned due to work commitments.

**B. PUBLIC INPUT:**

None

**C. SPECIAL DISCUSSION:**

Cathy Gott and Tamra Pauly presented information on the Self Determination Program. The following areas were discussed:

- Summary contract/milestones
- Education spectrum's summary of strategies
- Marketing materials
- Created targeted videos to connect to the diverse community of SG/PRC
- Partnered with PPL to create and build
- [www.thecasdnetwork.org](http://www.thecasdnetwork.org)

**D. SPECIAL UPDATES**

Vaccine Policy – Community Care Licensing (CCL) issued a PIN indicating that Day Programs cannot remove individuals based on vaccination status.

Additionally, CCL made it clear that access and removal meant the same thing and therefore vendors cannot prioritize individuals that have been vaccinated. SG/PRC is going to apply the same standard for site-based programs.

Transportation – These providers can only bill alternative rates unless they can transport 100% as they did pre pandemic. There continues to be concerns with mask wearing as some individuals served find doing so challenging. The rising cost of fuel is creating additional struggles; there was discussion about what SG/PRC will do to alleviate some of that struggle.

**E. EXECUTIVE/FINANCE COMMITTEE**

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.

- The committee approved the President's signature for the B 3 Allocation.
- The committee approved the C Preliminary Allocation for FY 21/22.

### **Contract Review:**

Presented by Lucina Galarza, Director of Community Services

- *Roundtrip*

The Board reviewed the contracts based on their policy for contracts over \$250,000.

**M/S/C (James & Hines) The Board approved the contract.**

**Abstain: Bernstein**

### **F. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE**

On behalf of Daniel Rodriguez, Penelope Fode, shared that at the meeting the committee received the monthly Community Report. Mr. Hill shared on some legislative issues and staff gave a COVID 19 update.

### **G. CLIENT SERVICES ADVISORY COMMITTEE**

Shannon Hines reported that the committee was provided with a presentation on the Dental Desensitization Program; she believes it would be a good presentation for the weekly community meeting.

On behalf of the committee, the Board members were asked to examine the Behavioral Intervention Policies.

**M/S/C (Subramanian & Soldato) The Board approved the amended Behavioral Intervention Policies.**

#### **H. VENDOR ADVISORY COMMITTEE (VAC)**

David Bernstein shared that the VAC held an election for the new Chairperson and Susan Strobel was elected. Mr. Bernstein introduced her. He also shared that the committee discussed the following:

- Bylaws – the committee provided input for the Bylaws revision, specifically about length of terms for the VAC members
- Referral system – the committee has requested more information from staff about the process
- Electronic verification system – this is a new requirement (EVV)
- Reopening of Day Programs – not all the individuals served are returning yet

#### **I. STRATEGIC DEVELOPMENT COMMITTEE**

Julie Chetney reported that the committee continues to review the Strategic Timeline. The Strategic Timeline will expire soon and the committee will have to create a new one.

The committee interview Michelle Nelson for committee membership and recommended her to the Board to serve on the Client Services Advisory Committee.

**M/S/C (Fode & Hines) The Board approved the recommendation for Michelle Nelson to serve on the Client Services Advisory Committee, effective immediately.**

#### **J. BOARD OVERVIEW**

Dr. Gisele Ragusa shared the following information:

- ARCA Board Delegate Update – The Delegates continue to meet every other month. New Board President, Penelope Fode, will take on the role of Board Delegate.
- Dr. Ragusa reflected on her time as Board President. She shared about the challenges and the successes and thanked the Board members as well as SG/PRC staff and the vendor community for their efforts.

#### **K. EXECUTIVE DIRECTOR'S REPORT:**

Anthony Hill, Executive Director, discussed the following:

- Mr. Hill expressed his gratitude for Dr. Ragusa for the fantastic work she did as the Board's President.
- ARCA Update - The Legislature has met its deadline. Currently, SG/PRC is awaiting the release of the final budget deal.
- DDS issued a directive regarding vendor independent reviews and audit compliance. Service Providers are required to obtain a financial review and report or an audit and an audit report to be completed by an independent entity and thereafter submitted to the regional center. Additionally, All regional centers are required to conduct a minimum number of audits within specific vendor categories and to inform DDS of what vendors are out of compliance.
- Effective July 1, 2021:
  - Self-Determination will be available for all,
  - children 3 to 5 years in age will receive regional center services under a provisional eligibility category,
  - There will be supporting access to services for the deaf and hard of hearing community.

Mr. Hill and staff provided an update regarding the response to 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.
- 94% of staff are vaccinated.
- SG/PRC is a testing site every Tuesday, Wednesday, and Thursday. Results are sent to those that test 11 hours after. Everyone tested has tested negative. The average of people getting tested is 20-25 and all those tested have received a negative test result.
- 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.
- Re-Engagement Non-Residential Services –Day Program providers were allowed to re-engage in May. In May 40% clients were allowed to attend

program, an additional 40% were allowed back this month with the remainder being allowed in July. SG/PRC is supporting the vendor community, including transporters, during this transition.


**EXECUTIVE SESSION**

Bylaws Discussion and Personnel Matter

Next meeting on Wednesday, July 28, 2021 at 7:15 p.m.

**BOARD MINUTES FROM THE JUNE 23, 2021 MEETING**

Submitted by:

  
Anabel Franco, Board Secretary

9.12.21  
Date