

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

August 25, 2021

ATTENDANCE

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

PRESENT:

Penelope Fode
Sheila James
Shannon Hines
Bill Stewart
Anabel Franco – Vizcaino
Gisele Ragusa
Susan Stroebel
Preeti Subramaniam
Natalie Webber
Georgina Molina
Mary Soldato
Julie Lopez
Sherry Meng

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
Yvonne Gratianne, Manager of Communications & Public Relations
Erika Gomez, Exec. Assistant BOD
Willanette Satchell, Executive Assistant

GUESTS:

Michelle Nelson
Bruce Cruickshank
Sofia Benitez
Nikisia Simmons
Tracy Evanson
Joseph Huang

A. CALL TO ORDER:

Penelope Fode, Board President, called the meeting to order at 7:19 p.m. Roll call was taken, and a quorum was established.

- The agenda was reviewed, and an Executive Session was added regarding a personnel matter.

- The minutes for the June 23, 2021 meeting were reviewed and approved by the Board.
M/S/C (Ragusa & James) The Board approved the minutes.
Abstain: Stewart & Franco-Vizcaino
- The minutes for the July 28, 2021 meeting were reviewed and approved by the Board.
M/S/C (Hines & Stewart) The Board approved the minutes.

B. PUBLIC INPUT:

None

C. EXECUTIVE/FINANCE COMMITTEE

Financial Report

Roy Doronila, Chief Financial Officer, reported on the following:

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 \$32,048,711. The current month's expenditure amounted to \$794,282 and the year-to-date expenditures is \$29,951,298 with projected remaining expenditures of \$2,097,413. This reflects a surplus of **\$318,500** 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, the full amount is expected 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 \$1,688,719. 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 \$21,164,758 bringing the year-to-date expenditures for services to \$268,931,604. The remaining projected expenditures and late bills are in the amount of \$10,501,277 leaving a

surplus, **\$9,694,326**. POS expenses directly related to COVID19 are included in this projection. CPP POS is in a separate line item, the allocation for \$ 75,836 in start-up is still missing but is projected to be funded in future allocation.

Contract Review:

Presented by Lucina Galarza, Director of Community Services

- *Ideal*

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

M/S/C (Lopez & Molina) The Board approved the contract.

Abstain: Stroebel & Franco

- *California Mentor Rosemount*

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

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

Abstain: Stroebel & Franco

D. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE

Julie Lopez and Penelope Fode are the new Chairpersons, and as such, they shared that the committee is looking forward to receiving binders organized by staff that will contain the legislative information that could potentially impact the individuals served and the regional center system. The committee also received the monthly Community Outreach Report.

E. CLIENT SERVICES ADVISORY COMMITTEE

Shannon Hines reported that the committee was provided with a presentation on how rates are determined for the Self Determination program. Also, the meet and greet sessions have been moved to the second Saturday of the month starting in September.

F. VENDOR ADVISORY COMMITTEE (VAC)

Susan Stroebel shared that there is a national crisis with hiring qualified staff. She also informed that there will be a LICA meeting next Monday, and the Day Program Subcommittee will meet tomorrow.

G. STRATEGIC DEVELOPMENT COMMITTEE

Gisele Ragusa is now serving as the Chairperson for this committee. She let the

members know that they will receive the Board Survey shortly. The survey is for the Board and all the committees. The upcoming Board trainings will be determined from the outcome of the survey. The committee will also start revising the Strategic Plan.

H. BOARD OVERVIEW

Penelope Fode shared the following information:

- ARCA Board Delegate Update –
 - At the last meeting, there was a presentation that focused on the need of technology for the Developmentally Disabled Community.
 - DDS also did a presentation on budget issues.
 - San Andreas Regional Center did a presentation on the pilot program, START.
 - The next ARCA Academy will meet on September 14, 2021 and the session will be broadcasted the next day.
- Board Committees Chairpersons Assignment – Julie Lopez is serving as co-chair with Penelope Fode on the Community Relations/ Legislative Committee and Gisele Ragusa is serving as the chairperson for the Strategic Development Committee.
- Board Bylaws – The Board reviewed the amended Bylaws for the second time.

M/S/C (Subramaniam & Soldato) The Board approved the amended Bylaws, effective immediately.

I. EXECUTIVE DIRECTOR’S REPORT:

Anthony Hill, Executive Director, discussed the following:

- Brief COVID 19/Operations Overview – 20% of staff are back in the office. Fiscal, IT and administrative staff returned on May 10, 2021.
- SG/PRC believes that the mandate that says health care workers must be vaccinated applies to its staff and to service providers as well as their staff.
- 97% of SG/PRC staff are vaccinated.
- There was a discussion about how vendors are being challenged with the fear of losing the staff that do not want to get vaccinated. SG/PRC encourages vendors to decide for their organization with the guidance from Governor Newsom’s orders. Advocates of individuals served are pushing for Direct Support Personell to be vaccinated.

J. SG/PRC KAIZEN BEST PRACTICES

Daniela Santana, Director of Client Services, presented on the following information:

- What Kaizen is
- How Kaizen supports SG/PRC's mission statement
- Continuous Improvement as an agency
- Intake and Early Intervention
- Case Management: Family, Transition, Adult, Residential Services
- Clinical and Community Services Departments
- Fiscal Department
- Human Resources Department
- Facilities, IT, Office and Records Departments
- The Kaizen practices that are around the corner
- How staff can contribute to Kaizen efforts

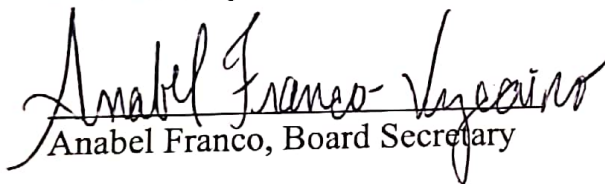
K. EXECUTIVE SESSION

Bylaws Discussion and Personnel Matter

Next meeting on Wednesday, September 22, 2021 at 7:15 p.m.

BOARD MINUTES FROM THE AUGUST 25, 2021 MEETING

Submitted by:


Anabel Franco, Board Secretary

9.24.21
Date