

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

August 11, 2021

PRESENT

Penelope Fode, President
Shannon Hines, 2nd VP
Gisele Ragusa, Immediate
Past President
Bill Stewart, Treasurer
Natalie Webber, Director

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
Johnny Pang, IT Manager
Lisa Brady, Acting Exec. Asst. (Mgmt.)
Erika Gomez, Executive Assistant - BOD

ABSENT:

Sheila James, 1st VP
Anabel Franco - Vizcaino, Secretary

**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 June 2021, for services paid through July 16, 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 reviewed and approved the minutes of the June 9, 2021 meeting.
(M/S/C Stewart & Hines) The committee approved the minutes.
Abstain: Ragusa

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 \$32,048,711. 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.

(M/S/C – Stewart & Ragusa) The committee approved the Financial Report.

D. CONTRACTS FOR REVIEW

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

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

E. BOARD OVERVIEW

Penelope Fode, Board President, reported on the following:

- The Chairperson for Strategic Development Committee is Gisele Ragusa. The Chairperson for Community Relations/Legislative Committee is Penelope Fode, with Julie Lopez as Co-Chair.
- Board Bylaws – The Bylaws were revised and went through the first approval of the Board. The second opportunity for approval will be at the Board meeting on August 25, 2021
- Agenda for the August 25, 2021 Board Meeting:
 - Bylaws Review
 - Contracts that need approval
- Agenda items for the September 8, 2021 Executive Finance Committee meeting:
 - Financial Report
 - Board Survey – Training Topics

F. INFORMATION - EXECUTIVE DIRECTOR

Anthony Hill, Executive Director, reported the following:

- Medi-Cal Enrollment Disclosure- Update – Staff have collected most forms but there are a couple of Board Directors that have not been able to provide theirs yet. An extension was requested. The information will be sent securely.
- DDS Audit – The 6-week audit started on August 2, 2021. Most submissions have been done electronically. As of now, there are no outstanding issues. The independent audit is also going on at the same time.
- Governor Newsom Public Health Policies – Staff continue to keep track of all the changing mandates. The newest policy requires healthcare workers and state employees to get vaccinated or provide a legal exemption. Because SG/PRC staff are classified as such, staff are using a process that certifies that the Human Resources department has inspected vaccination

- records. SG/PRC continues to have an onsite testing COVID-19 clinic on Monday-Thursday.
- ICF Implementation – The new health order requires that staff be vaccinated and that visitors provide proof of vaccination, or a negative COVID-19 test result. SG/PRC staff are required to disclose their vaccination status when working with those that reside in congregate living.
 - During July 2020, SG/PRC reported 68 positive COVID-19 cases for all categories, compared with 13 reported positive COVID-19 cases during July 2021.
 - Flexible Office Space/Telecommunications - The vision of a flexible workspace is being further supported through a new telecommunications partner that will enable staff to use a desk-phone, lap top soft-phone, teleconferencing, and text messaging. Additionally, all staff will share the same prefix (710) with new extensions. The main phone number, (909)-620-7722, and the after-hours system will remain the same. It is anticipated that the transition will be completed on September 1, 2021.
 - Effective July 1, 2021, children three through four years in age are eligible for regional center services under the Lanterman Act, without the need for a diagnosis of developmental disability. During June 2021, SG/PRC made internal adjustments to staffing resources to be prepared to serve children and their families.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on September 8, 2021 at 7:15 p.m. via teleconference.

CLOSED SESSION

Personnel Matter