

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

September 8, 2021

PRESENT

Penelope Fode, President
Sheila James, 1st VP
Shannon Hines, 2nd VP
Gisele Ragusa, Immediate
Past President
Anabel Franco - Vizcaino,
Secretary
Bill Stewart, Treasurer
Natalie Webber, Director

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Roy Doronila, Chief Financial Officer
Peter Tiederman, Consultant CFO
Raquel Sandoval, Director of Human Resources
Willanette Satchell, Executive Assistant
Erika Gomez, Executive Assistant - BOD

ABSENT:

GUESTS:

None

**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 August 17, 2021

ITEMS DISCUSSED

A. CALL TO ORDER

Penelope Fode, Board President, called the meeting to order at 7:18 pm. A quorum was established.

The committee reviewed the agenda.

The committee reviewed and approved the minutes of the August 11, 2021 meeting.

(M/S/C Ragusa & Stewart) The committee approved the minutes.

Abstain: James & Franco-Vizcaino

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 \$220,200 and the year-to-date expenditures is \$30,171,498 with projected remaining expenditures of \$1,944,157. This reflects a surplus of **\$251,556** 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 spend the full amount. 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 \$6,803,512 bringing the year-to-date expenditures for services to \$275,735,117. The remaining projected expenditures and late bills are in the amount of \$3,965,118 leaving a surplus, **\$9,061,047**. POS expenses directly related to COVID19 are included in this projection. 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 – Ragusa & James) The committee approved the Financial Report.**

D. CONTRACTS FOR REVIEW

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

- *Easter Seals Kirkwood*

- *Easter Seals Prospero*
- *Elwyn El Monte*

E. BOARD OVERVIEW

Penelope Fode, Board President, reported on the following:

- Board Survey – Based on the results, the Strategic Development Committee decided on the future Board training topics and will send the memo with that list to DDS if approved by this committee.

The 2021-2022 Training Topics, Schedule, and Speakers is as follows:

- October 27, 2021 - *Benchmarking and Performance Outcomes Communication* Speakers: SG/PRC Staff and applicable consultants (Qualifications: Advanced degree(s) and regional center leadership experience).
- February 23, 2022 - *Advanced Strategic Planning and Development*. Speakers: Consultants with Strategic Planning Expertise (Qualifications: Vary by type, generally, leadership strategic planning experience in non-profits with advanced degrees).
- April 27, 2022 - *Understanding Diversity, Equity and Inclusion (DEI)*. Speaker(s): Diversity, Equity, and Inclusion Consultant(s). (Qualifications: Consultant(s) with advanced degree with DEI expertise related field).
- July 27, 2022 - *Self-Determination: Full Implementation Update*. Speakers: Regional Center Leadership and Partners (Qualifications: Regional Center staff and partner(s) with advanced degrees). **(M/S/C – Stewart & James) The committee approved the training topics list memo to be submitted to DDS.**

F. INFORMATION - EXECUTIVE DIRECTOR

Anthony Hill, Executive Director, reported the following:

- Board Composition Survey – By August 15 of each year, the governing board of each regional center must submit to DDS detailed documentation, as determined by the department, demonstrating that the composition of the board is in compliance. Executive Director, Anthony Hill, explained the methodology that has been in place for years. Like last year, the survey reflects that SG/PRC's Board is not in compliance and is missing Asian and Hispanic representation. Mr. Hill disputed this finding last year and DDS agreed. Staff are awaiting a response and if a plan of correction is requested, they will ask that the statistics of who is served within the agency be taken into consideration.
- Performance Incentive Program- As a part of Governor's Newsom's budget, the performance of regional centers and the service provider community will

- be measured. SG/PRC will have two representatives, Lucina Galarza and Mr. Hill, that will work on the performance measures committee.
- Medi-Cal Enrollment Disclosure- Update – Mr. Hill expressed his appreciation of those that completed their Medi-Cal Enrollment Disclosure. He reminded them that SG/PRC will offer them LifeLock identity theft protection to those that want it. Staff received confirmation that DDS received all the documentation.
 - DDS Audit – The 6-week audit started on August 2, 2021. Most submissions have been done electronically. There have not been any significant findings other than today’s; there is a laptop was not recovered and some phones were not surveyed out.
 - Website Refresh/Logo Concept Update – The Executive management team are now on the website with individual pictures and their bio. There was a brief discussion about how the Board would like to move forward regarding their pictures on the website. They will revisit this in January. Staff are also going to present the proposed logo to the Board in the near future.
 - COVID 19 Update - 99.9% of staff are fully vaccinated. Staff are required to return to the office once a week. Staff are also required to test weekly. SG/PRC’s testing site is now open to children as well. There is going to be a vaccine clinic in October to get booster shots. SG/PRC is one of four regional centers that have a staff vaccine mandate. There was a discussion about the mandates of service providers and their staff. While SG/PRC cannot mandate vaccination from vendors, they are being highly encouraged to accept the mandate as healthcare workers.
 - Announcements –
 - The Richard D. Davis Foundation’s Annual Golf Tournament is scheduled for 10/25/2021.
 - The Breaking Barriers conference is scheduled for October 5, 202.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on October 13, 2021 at 7:15 p.m. via teleconference.

CLOSED SESSION

Personnel Matter