

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.**
Executive/Finance Committee Meeting Minutes
February 9, 2022 @ 7:15 p.m.

PRESENT: Penelope Fode, Gisele Ragusa, Sheila James, Shannon Hines, Bill Stewart, Natalie Webber

STAFF: Anthony Hill, Willanette Satchell, Roy Doronila, Rosa Ham, Lucina Galarza

ABSENT:

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- 1) CALL TO ORDER: Time (7:18 p.m.) ~ Quorum was established.
- 2) REVIEW AGENDA: (Approved without changes)
- 3) APPROVE MINUTES FROM 1/12/2022 MEETING: (Sheila James/Bill Stewart) ~ Natalie abstained. Motion carries.
- 4) PUBLIC INPUT: **NONE**
- 5) FINANCIAL REPORT (Roy Doronila/Rosa Ham):
 - a. Highlights ~ Reviewed “make up report for the C-2”, since the actual figures were not available last month for the Committee. Discussions held regarding the allocation portion of OPS.
 - b. Highlights (Financial portion - Expenditures) ~ Mentioned unencumbered funds that will be utilized in the next few months. Committee asked for a breakdown in the section of “other services”; Roy will include this in the next report (part of it was captured in another chart he presented, but he says he will break it down further for the Committee). He will also present a comparison of surpluses across all regional centers, per Dr. Ragusa’s request/conversation. The committee members all expressed interest in this.
 - c. Highlights (Balance Sheet) ~ Balances owed to the State, Accounts payable, Accruals, etc. were discussed.

(Motion approved to accept the Financial Report – Gisele Ragusa/Sheila James (motion carried).

The full financial report is attaches to these minutes.

6) CONTRACTS FOR REVIEW (Lucina Galarza):

- a. Inclusion Specialized Programs-Huntington ~ [Group home for children]. Vote: Sheila James/Bill Stewart ~ motion for approval carried to bring forth to the Board.
- b. A&M Home Care-Aurora ~ [Specialized home for adults]. Vote: Bill Stewart/Sheila James~ motion for approval carried to bring forth to the Board.
- c. Vocational Innovations ~ [Day Program w/specialized program and a behavioral component]. Vote: Gisele Ragusa/Shannon Hines ~ motion for approval carried to bring forth to the Board. (Bill Stewart abstained)
- d. CBC #6 ~ [Residential Facility for 4 adults]. Vote: Bill Stewart/Shannon Hines ~ motion for approval carried to bring forth to the Board.
- e. CBC #7 ~ [Mirror of CBD #6 Program]. Vote: Sheila James/Bill Stewart ~ motion for approval carried to bring forth to the Board.
- f. Hope House Park House ~ [Community Care and Intermediate Care facilities ~ 3-bed children’s home]. Vote: Gisele Ragusa/Sheila James ~ motion for approval carried to bring forth to the Board.

7) BOARD PRESIDENT’S REPORT (Penelope Fode):

- a. Agenda for Board Training (2/23/22 – *Advanced Strategic Planning and Development & Whistleblower Policy*) ~ Gisele elaborated, tandem presentation that was approved in 2020. A Consultant will also speak about strategic planning.
- b. Agenda for Executive/finance Comm. Mtg. on March 9th ~
 - i. Contracts by Lucina
 - ii. Review/Update of election for Secretary role
- c. Board Exit Interview Discussion ~ Discussions held, have not interviewed reasoning behind people leaving. Spoke about new interviews and the message going out, i.e. mentorship, etc. Further discussions held re: “exits”, which seemed to be diverse reasons. Will

continue to support board members, inclusion of members, etc. Members will focus on embrace the move forward with recruitment and remove discussions on people exiting.

- d. Board Recruitment ~ Discussions about pushing forward with recruitment/cultural diversity/specialty-expertise areas, etc. Again, held discussions about the mentorship program, for those that wish to be a part of the Board or Board Committees.

8) INFORMATION (Anthony Hill):

- a. ARCA Updates – Budget Response ~ Mentioned the following:
 - i. ARCA’s response to the Governor’s Budget proposal, including DDS’ Core Staffing Formula
 - ii. Recent Budget Sub-Committee Hearing
 - iii. Zero to 5 lower caseloads.
- b. Blue Whale Consulting Survey ~ Spoke about the agency and what they do and are doing for us with job classifications and comparing salaries, etc. with other agencies. This is currently in the discovery process.
- c. Vaccine Booster Mandate – Healthcare Workers ~ Spoke about the 2/1 deadline that was extended to 3/1 for the Booster and the governor’s reasoning. SG/PRC is meeting this mandate, with only a few staff outstanding.
- d. Virtual Meeting / Conversation with Aging Parents ~ Follow-Up that came out of an Advisory Committee meeting discussion. Will be using this discovery process to better understand the need and come up with a plan with the families to help identify these needs. Outside consultant will also come in to assist to help facilitate these discussions. Penelope asked that these conversations also include “caregivers/siblings/spouses” (as a catchall phrase), not just “aging parents” as what’s in the title. It was agreed by all.
- e. Spoke about Virtual Dance Party tomorrow evening.

9) Meeting Adjourned @ 8:50 p.m.

10) Closed Session held re: Individual Served Issue commenced.