

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

January 12, 2022

PRESENT

Penelope Fode, President
Sheila James, 1st VP
Shannon Hines, 2nd VP
Gisele Ragusa, Immediate
Past President
Bill Stewart, Treasurer

GUESTS:

Tracy Evanson

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Roy Doronila, Chief Financial Officer
Tina Luceno, Fiscal Analyst
Rosa Ham, Controller
Willanette Satchell, Executive Assistant
Erika Gomez, Executive Assistant - BOD

ABSENT:

Natalie Webber, Director

**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 November 2021 in the Fiscal Year 2021 22. These expenditures are for services paid through December 17, 2021.

ITEMS DISCUSSED

A. CALL TO ORDER

Penelope Fode, Board President, called the meeting to order at 7:21 pm. A quorum was established.

The committee reviewed the agenda.

The committee reviewed and approved the minutes of the November 10, 2021 meeting.

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

B. PUBLIC INPUT:

None

C. DRAFT AGT AUDIT REPORT

Kristel Maikranz, Engagement Partner, presented the Draft AGT Audit Report. She answered questions and noted requested changes.

(M/S/C Stewart & James) The committee agreed to recommend the Draft AGT Audit Report to the Board for approval.

D. FINANCIAL REPORT

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

Financial Report

In regional center operations, the allocation based on the C-2 amendment is expected to meet expenditure projections. Projections include ongoing operating cost and estimated cost for traditional initiatives and the current year's spending plan. The operation's C-2 allocation for fiscal year 2021-22 is currently at \$35,207,155 with projected expenditures of \$34,058,555. The year-to-date expenditures is \$12,597,547 with projected remaining expenditures of \$21,461,009. This results in unencumbered balance of **\$1,148,600** 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 Foster Grandparent/Senior Companion program has a current allocation in the amount of \$1,218,040, staff expect the full amount to be spent. The Community Placement Plan (CPP) and DC ongoing Workload operations funds are allocated in the C-2 amendment. We expect continuation funding this year in the amount of \$1,708,988 and will spend the full amount.

The Purchase of Service allocation is based on the C1 amendment in the amount of \$318,032,645. The current month's expenditure amounted to \$22,785,407 bringing the year-to-date expenditures for services to \$107,175,719. The remaining

projected expenditures and late bills are in the amount of \$210,553,571 leaving a surplus, **\$5,303,355**.

CPP POS is in a separate line item, SG/PRC is allocated a total of \$320,868 for placement, assessment, and start-up.

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

E. BOARD OVERVIEW

Penelope Fode, Board President, led the following conversation:

- Agenda for Board Meeting – January 26, 2022 – Brilliant Corners Contract, Audit Report, Board Secretary, ARCA Report
- Agenda for Executive Finance Committee Meeting – February 9, 2022 – Financial Report

F. INFORMATION - EXECUTIVE DIRECTOR

Anthony Hill, Executive Director, reported the following:

- The Governors proposed budget came out on Monday and in it he proposed that caseload ratios for ages 0-5 be 1:40.
- Caseload Ratio Allocation Methodology FY22/23 – \$90 million was set aside but that was before the current staffing shortages challenges. This will be discussed at the upcoming ARCA mtg. The model this regional center wishes is used is per capita; and SG/PRC would be able to get 31 more Service Coordinators. There will be a proposal to reform for the core staffing formula.
- Employee Referral Incentive Program – This was created because the labor market is tough. Any staff member who refers a person for any position will receive \$500 if the person become an employee.
- DSP Staffing Shortage Registry - This registry is different than the one created because of COVID-19. This is to address the staffing shortages that vendors are facing. Vendors will be responsible to pay the minimum wage for their area if they use the registry.
- Holiday Reach Out Project and Dance Party - The Richard D. Davis Foundation donated \$10,000 in collaboration with SG/PRC staff who donated via payroll deductions. One Hundred/ \$100.00 dollar grocery gift cards (grocery) were delivered to needy families. In addition, SG/PRC hosted a virtual Holiday Dance Party and because it was so well received, staff will host a “Friendship Dance Party” on February 10, 2022.

COVID-19 Update

- As an Abundance of Caution, for the time being, almost all SG/PRC staff is working flexible remote schedules of 1 day per week in the office. Fiscal, human resources, intake/eligibility, administrative and IT staff are working at least 3 days in the office per week.
- All staff are required to test weekly in the SG/PRC COVID-19 testing clinic, all staff receive the rapid test, and PCR test. Unvaccinated staff are required to test more frequently.
- Per Governor Newsom and DDS, Healthcare workers (including service providers and SG/PRC staff) that are eligible for COVID-19 Booster vaccines, must receive booster shots before February 1, 2022. Currently, 50% percent of SG/PRC employees have submitted verification of receiving a COVID-19 Booster dose.
- SG/PRC's testing Clinic is open Monday, Tuesday, Wednesday, and Thursdays from 9 a.m. to 11:30 a.m. Approximately 225 are testing a day with this current surge.
- Los Angeles County Department of Public Health issued amended guidance covering Community Care Residential Facilities regarding the Omicron Variant and exposed staff returning to work based on vaccination and booster status. This amendment is likely a response to staffing shortages. Lucina Galarza, Director of Community Services, asked the vendors to notify her before they get to that point.
- The dental clinic was suspended this month due to the surge.
- SG/PRC will host a booster vaccine clinic at the end of the month. More information will be made available.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on February 9, 2022 at 7:15 p.m. via videoconference.

CLOSED SESSION

Personnel Matter