

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

**June 8, 2022**

**PRESENT**

Sheila James, Board President  
Shannon Hines, 2<sup>nd</sup> VP  
Preeti Subramaniam, Secretary  
Bill Stewart, Treasurer  
Gisele Ragusa, Immediate Past  
President  
Natalie Webber, Director

**GUESTS:**

None

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of  
Community Services  
Roy Doronila, Chief Financial Officer  
Raquel Sandoval, Director of Human  
Resources  
Willanette Satchell, Executive  
Assistant  
Erika Gomez, Executive Assistant –  
BOD & RDDF

**ABSENT:**

**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 April 2022 in the Fiscal Year 2021-22 for services paid through May 19, 2022.

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

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

- The committee reviewed the agenda, and the Closed Session was cancelled.
- The committee reviewed and approved the minutes of the May 11, 2022.  
**(M/S/C Hines & Stewart) The committee approved the minutes.**

**B. PUBLIC INPUT:**

None

**C. CONTRACTS FOR REVIEW**

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

- *Insight For Life*

**(M/S/C – Stewart & Hines) The committee approved to recommend the above-mentioned contract to the Board for their review.**

**D. FINANCIAL REPORT**

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

**Financial Report**

In regional center operations, the allocation based on the C-3 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-3 allocation for fiscal year 2021-22 is currently at \$36,923,696 with projected expenditures of \$36,169,933. The year-to-date expenditures is \$24,940,891 with projected remaining expenditures of \$11,229,042. This results in unencumbered balance of **\$753,763** 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, the full amount is expected to be spent.

The Community Placement Plan (CPP) and DC ongoing Workload operations funds are allocated in the C-3 amendment. Staff 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 C3 amendment in the amount of \$318,032,645. The current month's expenditure amounted to \$23,487,013 bringing the year-to-date expenditures for services to \$222,094,549. The remaining projected expenditures and late bills are in the amount of \$79,940,848 leaving a surplus, **\$15,997,248**.

CPP/CRDP POS is in a separate line item, SG/PRC allocated a total of \$1,250,868

for placement, assessment, and start-up. SG/PRC was allocated \$ 604,110 for HCBS programs in POS.

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

**Line of Credit – City National** – The signature of the Board Secretary, Preeti Subramaniam, and Executive Director, Anthony Hill, are needed to renew the line of credit.

**(M/S/C Ragusa & Stewart) The committee approved the signatures of the Executive Director and Board Secretary for the Line of Credit with City National.**

**Foster Grandparent Program & Senior Companion-South Contract** – The two-year Foster Grandparent Program and Senior Companion-South contract needs the approval for the signature of the Executive Director, Anthony Hill.

**(M/S/C Ragusa & Stewart) The committee approved the signature of the Executive Director on the Foster Grandparent Program and Senior Companion-South Contract.**

**C-3 Amendment** – This contract will go to the Board for approval.

**(M/S/C – Subramaniam & Stewart) The committee approved to recommend the C-3 Amendment to the Board for their review.**

**B-5 Amendment** – This contract will go to the Board for approval.

**(M/S/C – Stewart & Shannon) The committee approved to recommend the B-5 Amendment to the Board for their review.**

## **E. BOARD OVERVIEW**

Sheila James, Board President, led the following conversation:

- Agenda for Board Meeting – June 22, 2022:
  - Elections of Proposed Slate of Officers
  - New Board Members
- Attendance – While the Board adopted a resolution at the beginning of the pandemic to allow people to miss meetings due to technical difficulties when the Board transitioned their meetings to a videoconference format, the Board will now revert to what the bylaws state and will accept three consecutive missed meetings to be accepted as their resignation. Several members of the Advisory Committee for Individuals Served and Their Families have missed a many more than three consecutive meetings in a row, with most missing all the

meetings for at least one year. A letter informing those individuals of their accepted resignation will be mailed out and their resignation will be effective June 30, 2022.

- Strategic Development – Gisele Ragusa shared the following:
  - This Planning Retreat has been postponed giving the Board an opportunity to address new Board and committee recruitment and membership.
  - The Strategic Development Committee reviewed all their recent interviews and a decision was made to offer applicants to serve on the Board, including returning members, Julie Chetney, Joseph Huang, and Bruce Cruickshank. Staff will coordinate with the committee to address these committee members.
  - Trainings and Orientations will be planned and are on the annual training schedule to support all new members.

#### **F. INFORMATION - EXECUTIVE DIRECTOR**

Anthony Hill, Executive Director, reported the following:

- CFO Transition – Roy Doronila is retiring, and Dara Mikesell will replace him. In the meantime, he will mentor Dara until the end of August. He will remain a consultant along with Pete Tiedemann.
- Joe Alvarez has announced his forthcoming retirement and will also mentor his replacement, once selected.
- May Revise – Major policy items impacting regional centers are as follows:
  - Early Start Eligibility – The budget includes funding to support revised statutory eligibility provision for early intervention services, including lowering the eligibility threshold and identifying Fetal Alcohol Syndrome as a risk factor for developmental delays. SG/PRC will adjust its structures internally to model what the Governor is planning ailing in early childhood development, which will also align with “First 5.” More children served will require more staff; approximately 40 Service Coordinators and 6 managers will be hired.
  - A temporary suspension of Family Fee programs.
  - \$1.86 million General Fund one-time funding including \$500 dollar stipends for Direct Support Professionals and a tuition reimbursement program for regional center staff that pursue an advance degree in the field of Human Services. The Executive Directors of the regional centers across the state did not like that this was not offered to all regional center employees and proposed a plan to DDS that would allow it to be available to all staff.
  - Unfortunately, the following was not included:

- Acceleration of the implementation of the rate reform.
  - Modernization of the Core Staffing Formula (CSF) that underfunds regional centers operations
    - The budget is expected to be approved on June 15, 2022.
- Language Access and Cultural Competency Plan – DDS issued a letter on April 6, 2022 that every regional center must plug in their specific circumstances in the layout provided to identify individuals served by their ethnicity and language as well as sexual orientation/gender identification. Staff do not currently have data of how many individuals served are part of LGBTQ communities. The plan must be inclusive of this community. The deadline to submit the plan is June 15, 2022. SG/PRC will request 4 positions to help with inclusivity. SG/PRC is also looking to get a consultant for interpretations and translations.
- Performance Incentive Measures – There are \$87 million allocated for this, DDS will keep 10% and regional centers will have to earn the rest. Performance measures will be hard to meet if the staffing formula is not fixed.
  - ARCA requested that all regional centers submit a survey for caseload ratios and average salary for service coordinators – budgeted vs. actual. This is to help gather data for a new approach on how to allocate funding for service coordinators.
  - Regional centers will receive more money at the end of the year based on their performance.
  - SG/PRC prefers to receive its allocation based on how many individuals are served.
  - Lucina Galarza is working on the performance measures for service providers.

**COVID-19 Update:** There has not been new county-level guidance. SG/PRC continues to serve as a testing site.

**MEETING ADJOURNED**

The meeting adjourned. The next regular meeting will be held on July 13, 2022, at 7:15 p.m. via videoconference.

**CLOSED SESSION:** None