

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

August 10, 2022

PRESENT:

Gisele Ragusa, Board President
Julie Chetney, 1st VP
Preeti Subramaniam, Secretary
Natalie Webber
Trish Gonzalez
Joseph Huang
Wendy Lai

GUESTS:

STAFF:

Joe Alvarez, Interim Executive Director
Lucina Galarza, Director, Community Services
Dara Mikesell, Interim Chief Financial Officer
Hortencia Tafoya, Director, Clinical Services
Rosa Chavez, Associate Director, Family &
Transition Services
Joan Williams, Nursing Manager
Yvonne Gratianne, Manager of
Communications & Public Relations
Erika Gomez, Executive Assistant – BOD &
RDDF

ABSENT:

Bill Stewart, Treasurer

**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 2022 in the Fiscal Year 2021-22. These expenditures are for services paid through July 18, 2022.

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:20 pm. A quorum was established.

- The committee reviewed and approved the agenda by consent with a few additions regarding important updates by SG/PRC staff.

- The committee reviewed and approved the minutes of the June 13, 2022 (M/S/C Subramaniam & Gonzales) The committee approved the minutes. Abstain: Chetney and Lai

B. PUBLIC INPUT:

None

C. FINANCIAL REPORT

Dara Mikesell, interim CFO, reported 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 expenses and any outstanding encumbrances and purchase orders. The operation's C-3 allocation for fiscal year 2021-22 is currently at \$36,923,696 with projected expenditures of \$36,768,179. The year-to-date expenditures is \$33,367,607 with projected remaining expenditures of \$3,400,571. This results in unencumbered balance of **\$155,517** 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 C-3 amendment in the amount of \$318,032,645. The current month's expenditure amounted to \$22,338,734 bringing the year-to-date expenditures for services to \$271,540,263. The remaining projected expenditures and late bills are in the amount of \$22,776,223 leaving a surplus, **\$23,716,159**.

CPP/CRDP POS is in a separate line item, SG/PRC is allocated a total of \$1,250,868 for placement, assessment and start-up. Additional allocation for the CPP assessment of \$ 5,542.00 is forthcoming in C-4.

SG/PRC is allocated \$604,110 for HCBS programs in POS.

(M/S/C Chetney & Huang) The committee approved the Financial Report.

E. BOARD OVERVIEW

Gisele Ragusa, Board President, led the following conversation:

- Topics for Board Discussion Forums – moving forward the Board will have 15-20minutes discussion forums at the Board meetings. The members were asked to bring forth any topics they would like discussed. The following were suggested: Understanding ABA Services and Policies in August and Mental Health Needs of Individuals Served and Their Families in September.
- Agenda for the upcoming Board Meeting – August 24, 2022
 - Executive Director Recruitment/Hiring Update
 - Issues Forum
 - 2nd VP nomination
- Agenda for Executive Finance Committee Meeting – September 14, 2022
 - Recruitment/Hiring Committee Update
 - Issues Forum Topics
 - ARCA Meeting Review
- Recruitment/Hiring Committee Update – The committee is large and diverse. Using the most prevalent languages in SG/PRC, a survey will go out for the community, staff and service providers to gather their opinion on what skills, characteristics and traits are important to them and what they believe are necessary for the ideal candidate.

F. INFORMATION

- Recruitment Strategies – Because of the new Trailer Bill language, SG/PRC will recruit 60 new Service Coordinators for the 0-5 , 1:40 caseloads. The Executive team is working with Roy Doronila, Consultant and former CFO, to develop a budget for recruiting, keeping in mind language and diversity needs. All regional centers will be hiring and that will create a lot of competition.
- Building Lease – SG/PRC has been in its current building for 8.5 years and only 1.5 year is left on the lease agreement. A committee has been formed to address this matter. Some members are Bill Stewart, Board Treasurer, Joe Alvarez, Interim Executive Director, Roy Doronila, Consultant and Former CFO and Dara Mikesell, Interim CFO.
- Early Start Technology Lending Library – DDS asked SG/PRC to work with The Parents' Place to obtain a grant of \$110,000 for

another lending library. Staff is waiting to hear back about the proposal.

- SG/PRC Diversity Infographic – SG/PRC’s website has been updated to include a new section under the “ABOUT US” that is labeled Diversity Infographic. It is a tool that demonstrates how staff and the Board reflect the individuals served by ethnicity.
- HCBS Plan – SG/PRC in collaboration with the Vendor Advisory Committee submitted the plan for DDS for use of the \$284,110 to address the final rule. The plan was approved.
- New SG/PRC website – Staff are approximately two months away from rolling out the new website.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on September 14, 2022, at 7:15 p.m. via videoconference.

CLOSED SESSION

The Executive/Finance Committee held a closed session to discuss a personnel matter.