

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

November 8, 2023

PRESENT:

Julie Chetney, Board President
Jaye Dixit, 1st VP
Karen Zarsadiaz-Ige, 2nd VP
Trish Gonzales, Secretary
Bruce Cruickshank, Director

GUESTS:

None

ABSENT:

Bill Stewart, Treasurer

STAFF:

Jesse Weller, Executive Director
Lucina Galarza, Deputy Executive Director
Dara Mikesell, Chief Financial Officer
Tim Travis, Associate Director of Community Services
Hortencia Tafoya, Director of Clinical Services
Erika Gomez, Executive Assistant – BOD & RDDF

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 July 2023 in the Fiscal Year 2023-2024. These expenditures are for services paid through October 19, 2023.

ITEMS DISCUSSED

A. Call to order

Julie Chetney, Board President, called the meeting to order at 7:17pm. A quorum was established.

- The committee reviewed the agenda and added the E-1 Contract.
- The committee reviewed and approved the minutes of October 11, 2023. **(M/S/C Cruickshank & Gonzalez) The committee approved the minutes.**

B. Public input: None

C. EXECUTIVE/FINANCE COMMITTEE

Financial Report

Dara Mikesell, CFO, Presented the Financial Report

In regional center operations, the allocation based on the E-1 Amendment is projected to meet expenditure projections. Projections include operating continuation cost and expenditures from the prior fiscal year. The operations E-1 allocation for fiscal year 2023-24 is currently at \$49,529,126 with projected expenditures of \$48,659,089. Our year-to-date expenditure is \$9,551,186 with projected remaining expenditures of \$39,107,903. This results in an unencumbered amount of **\$870,037** 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 \$1,303,368, staff expect to spend the full amount. The Fairview program is included in this amount.

The Community Placement Plan (CPP) and DC ongoing Workload operations were allocated at 100% in the E-1 amendment.

The Purchase of Service allocation is based on the E-1 amendment in the amount of \$424,384,165. The current month's expenditure amounted to \$29,903,843, bringing the year-to-date expenditure for services to \$80,044,975. The remaining projected expenditures and late bills are in the amount of \$321,800,339 leaving an unencumbered amount of **\$22,638,851**.

CPP POS is a separate line item, we are allocated \$100,000 for placement.
(M/S/C – Gonzalez & Dixit) The Executive Finance Committee reviewed and approved the Financial Report.

E-1 Contract

(M/S/C – Gonzalez & Dixit) The Executive Finance Committee reviewed and approved the E-1 Contract.

Contracts for Review

Tim Travis, Associate Director of Community Services, presented the following contracts:

- *Schneider Living Services*
(M/S/C Gonzalez & Dixit) The committee approved recommending this contract for the review and approval of the Board.
- *Gratus Services Group*
(M/S/C Gonzalez- Dixit) The committee approved recommending this contract for the review and approval of the Board.
- *Self Reliance*
(M/S/C Cruickshank & Gonzalez) The committee approved recommending this contract for the review and approval of the Board.
- *Calle Marisma – Inclusion Specialized*
(M/S/C Cruickshank & Gonzalez) The committee approved recommending this contract for the review and approval of the Board.

E. Board President’s Report

Julie Chetney, Board President, provided the following updates:

- ARCA Membership Agreement – This was reviewed by Mrs. Chetney.
The committee approved recommending this membership agreement for the review and approval of the Board.
- Agenda for the upcoming Board Meeting – December 13, 2023 –
Contracts and ARCA Membership Agreement
- Agenda for Executive Finance Committee Meeting – January 10, 2024 –
Financial Report, contacts, strategic planning update

F. Information

Jesse Weller, Executive Director, reported the following:

- Strategic Planning – There were about 32 participants at the in-person session, including every stake holder. There are two following Zoom meetings scheduled for November 20, 2023 and November 29, 2023. The plan is on track for being completed on December 15, 2023.
- SG/PRC Recruitment Updates: SG/PRC has 474 employees. 107 employees have been hired since January 2023.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on January 10, 2023, at 7:15 p.m. via videoconference.

CLOSED SESSION –Personnel discussion