

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

April 10, 2024

PRESENT:

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

GUESTS:

Adrian Jimenez, DDS,
Community Program Specialist
III

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, Liaison to the BOD & RDDF
Elba Moreno, Department Assistant

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

ITEMS DISCUSSED

A. Call to order

Julie Chetney, Board President, called the meeting to order at 7:18pm. A quorum was established.

- The committee reviewed the agenda and was reminded that there will be a closed session after the meeting ends regarding a personnel matter. The following item was added to the agenda: “A Preliminary Contract.”

(M/S/C Stewart & Gonzales) The Executive Finance Committee approved the amended agenda.

- The committee reviewed and approved the meeting minutes of March 13, 2024.

(M/S/C Cruickshank & Stewart) The Executive Finance Committee approved the minutes.

B. Public input: None

C. EXECUTIVE/FINANCE COMMITTEE

Financial Report

Dara Mikesell, Chief Financial Officer, 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 \$48,073,060. The year-to-date expenditure is \$27,268,773 with projected remaining expenditures of \$20,843,829. This results in an unencumbered amount of **\$1,416,524** 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, we 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 \$39,076,522, bringing the year-to-date expenditure for services to \$245,437,181. The remaining projected expenditures and late bills are in the amount of \$176,659,605 leaving an unencumbered amount of **\$2,287,380**.

CPP POS is a separate line item, we are allocated \$100,000 for placement. We are expecting additional allocations in E-2 for Start-up projects.

(M/S/C – Stewart & Zarsadiaz-Ige) The Executive Finance Committee reviewed and approved the Financial Report.

A Preliminary Contract

Dara Mikesell, Chief Financial Officer, reviewed the A Preliminary Contract.

(M/S/C – Gonzales & Stewart) The Executive Finance Committee reviewed and approved the A Preliminary Contract.

Contracts for Review

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

- *People's Care Lomitas*
(M/S/C Gonzales & Dixit) The committee approved to recommend this contract for the review and approval of the Board.
- *People's Care Covina Hills*
(M/S/C Stewart & Cruickshank) The committee approved to recommend this contract for the review and approval of the Board.
- *People's Care Covina*
(M/S/C Stewart & Zarsadiaz- Ige) The committee approved to recommend this contract for the review and approval of the Board.
- *Vocational Innovations Diamond Bar*
(M/S/C Cruickshank & Gonzales) The committee approved to recommend this contract for the review and approval of the Board.
- *Elwyn California Orange Grove*
(M/S/C Dixit & Zarsadiaz- Ige) The committee approved to recommend this contract for the review and approval of the Board.
Abstain: Stewart

Hortencia Tafoya, Director of Clinical Services, presented the following contract:

- *Assessment, Consultation & Treatment*
(M/S/C Gonzales & Cruickshank) The committee approved to recommend this contract for the review and approval of the Board.

E. Board President's Report

Julie Chetney, Board President, provided the following updates:

- Agenda for upcoming Board *Training* – April 24, 2024: Strategies for

effective and productive Board meetings and the Board's role in strategic plan implementation by: Michelle Ware, Forward Focus and Regional Center Leadership.

- Agenda for Executive Finance Committee Meeting – May 8, 2024: Financial Report, contacts, strategic planning update.
- Board Committees Schedule – Mrs. Chetney proposed a schedule change for the following committees: Strategic Development Committee and Community Relations/ Legislative. The proposed schedule was reviewed and discussed.
(M/S/C – Stewart & Dixit) The committee reviewed and approved to recommend the proposed schedule for the review and approval of the Board.

F. Information

Jesse Weller, Executive Director, reported the following:

- A Preliminary Allocation – DDS received feedback about hardships where there's a delay and it is likely the reason for it being received earlier than usual.
- Strategic Planning – The Strategic Plan was approved at the last Board meeting. Staff are working with a graphic designer on the design elements. The Strategic Development Committee will be responsible for housing the plan. Mr. Weller will work with staff on a communications strategy, which will include updating materials as well as translating the Strategic Plan. Software that will aid with the implementation of the Strategic Plan will be utilized and the plan will be posted to the SG/PRC website.
- ARCA Grassroots Day – Mr. Weller thanked Yvonne Gratianna, Communications and Public Engagement Officer, for leading the delegation representing SG/PRC in Sacramento. Other regional centers reached out to commend SG/PRC's organization. An individual served, who was part of the delegation, took a picture with Senator Rubio and that picture will be in the Strategic Plan.
- Vendor Rally – In collaboration with the service provider community, SG/PRC help in a vendor rally being planned to advocate for the uninterrupted implementation of disability service provider rate increase.
- SG/PRC Recruitment Updates: SG/PRC has 511 employees.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on May 8, 2024, at 7:15 p.m. via videoconference.

CLOSED SESSION – The committee held a closed session to discuss a personnel matter.