

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

May 8, 2024

PRESENT:

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

GUESTS:

Gisele Ragusa

STAFF:

Jesse Weller, Executive Director
Lucina Galarza, Deputy Executive Director
Dara Mikesell, Chief Financial Officer
Tim Travis, Associate Director of Community
Services
Raquel Sandoval, Director of Human
Resources
Erika Gomez, Liaison to the BOD & RDDF
Elba Moreno, Department Assistant
Communications

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 March 2024 in the Fiscal Year 2023-2024. These expenditures are for services paid through April 18, 2024.

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 the following item was added to the agenda: “Contracts for Review” (there are 5 contracts that will be presented.
(M/S/C Zarsadias-Ige & Stewart) The Executive Finance Committee approved the addition to the agenda.

- The committee reviewed and approved the meeting minutes of April 10, 2024.
(M/S/C Gonzales & Dixit) **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 \$48,117,450. The year-to-date expenditure is \$30,393,086 with projected remaining expenditures of \$17,724,364. This results in an unencumbered amount of **\$1,411,676** 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 \$39,711,792, bringing the year-to-date expenditure for services to \$285,148,973. The remaining projected expenditures and late bills are in the amount of \$136,567,599 leaving an unencumbered amount of **\$2,667,593**.

CPP POS is a separate line item, SG/PRC was allocated \$100,000 for placement. Staff are expecting additional allocations in E-2 for Start-up projects

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

Contracts for Review

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

- *Rising Hill EBSH*
(M/S/C Gonzales & Zarsadias- Ige) The committee approved to recommend this contract for the review and approval of the Board.
- *A and M IV Home Care*
(M/S/C Gonzales & Cruickshank) The committee approved to recommend this contract for the review and approval of the Board.
- *CAPC SLS*
(M/S/C Stewart & Gonzales) The committee approved to recommend this contract for the review and approval of the Board.
- *People’s Care Viola*
(M/S/C Cruickshank & Gonzales) The committee approved to recommend this contract for the review and approval of the Board.
- *Roundtrip Transportation*
(M/S/C Stewart & 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 Meeting – May 22, 2024:
Recommendations for Board Members, *Notice to Conduct Elections of slate of officers for FY 24-25 on June 26, 2024. Recommendations for new committee members and a returning Board member.
- Agenda for Executive Finance Committee Meeting – June 12, 2024:
Financial Report and contacts.
- Board Committees Schedule – The new schedule for Community Relations/Legislative Advisory Committee and Strategic Development Advisory Committee was approved by the Board and will be effective July 1, 2024.
- In-Kind Agreement between RDDF and SG/PRC was tabled as it was not ready to be signed.

F. Information

Jesse Weller, Executive Director, reported the following:

- The May Revise will come out this week and updates will be provided at

upcoming meetings.

- SG/PRC Recruitment Updates: SG/PRC has 516 employees. 44 staff joined since January 2024. There is a 2.6% turnover. There is going to be an on-site job fair on June 7, 2024.

MEETING ADJOURNED

The meeting adjourned. The next regular meeting will be held on June 12, 2024, at 7:15 p.m. via videoconference.

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