

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

November 12, 2025

PRESENT:

Trish Gonzales, Board President
Preeti Subramaniam, Treasurer
Julie Chetney, Secretary

STAFF:

Jesse Weller, Executive Director
Lucina Galarza, Deputy Executive Director
Dara Mikesell, Chief Financial Officer
Raquel Sandoval, Director of Human Resources
Yeilen Hernandez, Chief People Officer
Erika Gomez, Liaison to the BOD and RDDF

ABSENT:

Bill Stewart, 1st VP
Phillip Loi

GUESTS:

Mark

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 September 2025 in the Fiscal Year 2025-2026. These expenditures are for services paid through October 17, 2025.

The actions taken by the Executive/ Finance Committee at this meeting were:

ITEMS DISCUSSED

A. Call to order

Trish Gonzales, Board President, called the meeting to order at 7:15 pm. A quorum was established.

- The committee reviewed the agenda.
- The committee reviewed and approved the meeting minutes of October 8, 2025.

(M/S/C Chetney & Gonzales) The Executive Finance Committee approved the minutes.

B. Public input: None

D. CONSENT AGENDA

Dara Mikesell, Chief Financial Officer, presented the following:

Financial Report

In regional center operations, the allocation based on the B-2 Amendment is projected to meet expenditure projections. Projections include operating continuation costs and expenditures from the prior fiscal year. The operations B-2 allocation for fiscal year 2025-26 is currently at \$55,980,542 with projected expenditures of \$55,980,542. The year-to-date expenditure is \$12,364,795 with projected remaining expenditures of \$43,615,747. This results in a fully utilized allocation with no remaining balance.

The Family Resource Center allocation is projected to meet expenditure projections, resulting in a zero-balance remaining in allocation. The current allocation is \$169,611 with projected expenditures of \$169,611.

The Lanterman Foster Grandparent/Senior Companion program has a current allocation in the amount of \$1,516,624, staff expect the full amount to be spent.

The Community Placement Plan (CPP) and DC ongoing Workload operations were allocated at 100% in the B-2 amendment.

The Purchase of Service allocation is based on the B-2 amendment in the amount of \$556,363,589. The year-to-date expenditure for services is \$124,033,247, with projected remaining expenditures, including late bills, are estimated at \$432,330,342. This results in a fully utilized allocation with no remaining balance.

CPP/CRDP POS is a separate line item, SG/PRC was allocated \$110,000 for placement. SG/PRC is expecting additional allocations in B-3 for Start-up projects.

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

BOARD PRESIDENT'S REPORT

Trish Gonzales, Board President, provided the following updates:

- A. Upcoming Board Meeting Agenda – December 10, 2025: Email Retention Policy, Whistleblower Updates, ARCA Academy Updates
- B. Upcoming Executive Finance Committee meeting agenda – January 15, 2026 – Financial Report.

E. **EXECUTIVE DIRECTOR'S REPORT**

Jesse Weller, Executive Director, reported the following:

A. *Welcome to SG/PRC's Chief People Officer – Yeilen Hernandez*

Jesse Weller introduced Yeilen Hernandez, Chief People Officer, who shared brief remarks with the committee.

B. *Government Shutdown Updates*

Mr. Weller reported that the federal government shutdown ended within the last hour. The bill is now headed to the President's desk for signature.

C. *Public Records Act (PRA) Implementation Updates*

Jesse Weller and Dara Mikesell provided updates on PRA implementation:

- ARCA contracted with CivicPlus to create a system that will link to SG/PRC's website for submitting Public Records Act requests. The system is built but not yet live.
- A separate portal will be created for client records requests, which are not PRA requests.
- CivicPlus is also supporting the agency with archiving requirements, including social media comments.
- Some staff have completed DDS training and all staff received PRA-related training on November 18, 2025.
- The agency has made significant progress toward centralizing record requests and is developing centralized logging to support timely responses.
- The team is also reviewing electronic policy updates related to these processes.

C. *Email Retention Policy*

Mr. Weller requested the Board's approval of the proposed staff email retention policy.

(M/S/C Chetney & Gonzales) The Executive Finance Committee approved to recommend the policy to the Board for approval).

Board members will also receive SG/PRC email addresses since Board communications may be subject to PRA.

E. *1-Page Resource Guide for Board Members*

Mr. Weller presented the new one page resource guide for board members. The guide is designed to be fluid and updated as needed. He reviewed the contents, and the committee expressed strong appreciation. There was discussion

regarding the development of a board member portal to house documents and information.

G. Recruitment Report – Raquel Sandoval and Yeilen Hernandez reported that the agency currently has 547 authorized positions and a headcount of 553. A job fair was held on October 10, 2025. Interviews were held.

MEETING ADJOURNED

The meeting was adjourned. The next regular meeting will be held on January 14, 2026, at 7:15pm via video conference.

CLOSED SESSION – Personnel and Legal