

**SAN GABRIEL/POMONA REGIONAL CENTER
DEVELOPMENTAL SERVICES, INC.
BOARD OF DIRECTORS
Minutes of the Meeting of the Board of Directors
(A California Corporation)**

September 28 2016

ATTENDANCE

The following members of the Board of Director's were present at said meeting:

PRESENT:

Penne Fode
Victor Guzman
Joseph Huang
John Randall
Bruce Cruickshank
Quinn Klingerman
Julie Chetney
Cindy Sendor
Sandy Christensen
Anabel Franco

STAFF:

Keith Penman, Executive Director
John Hunt, Chief Financial Officer
Erika Gomez, Exec. Assistant- BOD

ABSENT:

Daniel Rodriguez
Sylvia Youngblood

A. CALL TO ORDER:

Penne Fode, Board President, called the meeting to order at 7:16 p.m. Roll call was taken and a quorum was established.

The Board reviewed the agenda.

The minutes for July 27, 2016 meeting were reviewed and approved by the Board with one change: David Bernstein's name should be replaced with Cindy Sendor's in the list of "present" members.

M/S/C (Chetney & Randall) The Board approved the minutes.

Abstain: Franco & Christensen

B. COMMITTEE COMPOSITION FY 16/17:

Ms. Fode put together a "Bylaws Committee." The purpose of the committee is to revise and update the current Board bylaws. The following individuals will

be in the committee: Penne Fode, Paul O'Brien, Sheila James and Daniel Rodriguez. The Board will also have input.

M/S/C (Fode & Klingerman) The Board approved the composition of the Bylaws Committee.

C. PUBLIC INPUT:

Carl Argila gave an update on the status of the cases of his children; he also provided information on his blog.

Rosella Elm, conservator and advocate, spoke on behalf of Mr. Argila and his children.

D. SPECIAL PRESENTATION – PERFORMANCE CONTRACT:

Carol Tomblin, Director of Compliance and Outreach, presented the proposed Performance Contract plan with the purpose of inquiring public input. There was a question about Public Policy Measures and the Compliance Measures being dictated by DDs. There was also a question about employment and how it can be measured. The plan was posted on the agency's website and the community is encouraged to give input. The drafted plan will be presented to the Board at the October meeting with any changes made from public input and if the members approve it, it will be submitted to DDS on November 1, 2016.

E. EXECUTIVE/FINANCE COMMITTEE

Keith Penman, Executive Director, on behalf of John Hunt, Chief Financial Officer, reported on the following items:

Financial Report- June 30, 2016, for services paid through August 19, 2016

- Current year regional center operations- came in on budget
 - o There are a few items left to be paid, approximately \$160,000, that are accounted for in projections
- Current year of Community Placement Plan (CPP) operations-the year was finished with a small surplus of approximately \$46,000
- Foster Grandparent/Senior Companion Programs- showing a slight surplus of approximately \$12,000
- Family Resource Center- is at budget
- Purchase of Services- projecting a current year surplus of \$2,192,914
- Community Placement Plan (POS)- projecting a surplus of \$160,681

Audit – October, 2016 – Windes is scheduled to begin field work on October 10, 2016. They plan to give SG/PRC a draft of the audit outcome by December, 2016.

**Attached to these minutes.*

*** "Attachments & Announcements" section of Board Packet.*

They have already begun preliminary work that can be done from their offices.

C-1 Allocation – SG/PRC received the intent letter for the C-1 contract amendment and staff is in the beginning stages of putting together projections. The Executive Finance Committee approved the President’s signature.

Closed Session – The Board will have a closed session at the next Board meeting.

Board Business Meetings/Trainings- A suggestion was made to the Board to consider an alternative way of having a Board meeting schedule that includes more training. Mr. Penman will provide the Executive Finance Committee with a document of what that schedule looks like for another regional center that perhaps this Board could consider.

F. COMMUNITY RELATIONS/LEGISLTATIVE COMMITTEE:

Joseph Huang, on behalf of Daniel Rodriguez, reported that the committee covered the following at their last meeting:

- Board Training
- ABX2-1
- Review of Back to School Festival

G. CLIENT SERVICES/ADVISORY COMMITTEE:

Victor Guzman reported on the following:

- Carol Tomblin presented the Performance Contract plan and feedback was provided. Also, next year, Elisa Herzog, Client Advocate, will start a client support group.

H. VENDOR ADVISORY COMMITTEE:

Cindy Sendor recommended the following:

- Sharon Ehrig – appointment to the VAC in the “Support Living Services” category
- Terry Kappe – appointment to the VAC in the “At Large” category
- Lisa Chen – reassign to the “Day Program” category

M/S/C (Sendor & Klingerman) The Board approved the appointments and reassignment to the VAC.

I. STRATEGIC DEVELOPMENT COMMITTEE:

**Attached to these minutes.*

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Bruce Cruickshank reported on the Strategic Development Committee.

- **Board Recruitment-** The committee reviewed its drafted list of questions that are to be adopted for future interviews of potential Board members. Four questions were added and the list will be surveyed to finalize it.
- **Strategic Plan-** The members discussed a strategic plan devised by San Andreas Regional Center to see how it can be adopted to this committee's purposes.
- **Review of Board Trainings-** Victor Guzman shared that the September 24, 2016 training was very informative. Mr. Penman asked the members to let SG/PRC know what topics they would like future training on.

J. ARCA REPORT:

Keith Penman shared that the next ARCA meeting will be held at SG/PRC on October 21, 2016 and it will be open to the public.

K. EXECUTIVE DIRECTOR'S REPORT:

- Keith Penman made a reference to the report in the blue section of the board packet, which includes his monthly Executive Director's.
- Self Determination – SG/PRC has concluded 9 out of 10 trainings. There was a meeting today, Mr. Huang was a presenter and helped provide training in Chinese. Approximately 20 people were present. The next step is to provide training to clients. The state has not submitted an application but has done a lot of work.
- Fairview– There was a Resource Fair on September 15, 2016 and a “Friends and Family” meeting on September 18, 2016.
- Caseload Ratios- The State accepted the plan that SG/PRC submitted.
- Equity Proposals** – 11 million dollars has been set aside for doing changes or new things that would have an outcome of eliminating disparity or variance. Regional Centers had the responsibility of submitting their proposals for money, SG/PRC submitted 15. The first 14 are specific SG/PRC. Number 15 is a proposal that every regional center submitted to show support for a plan to get help from a university in analyzing the disparity data.
- Back to School Festival- The Richard D. Davis Foundation for the Developmentally Disabled, Inc held their 2nd Annual Back-to-School Readiness Festival on Saturday, August 20, 2016. This year's event had some extraordinary partners who donated their time, skills, donations and overall collaboration to reach out to some of the school-age clients of the San

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Gabriel/Pomona Regional Center. SGPRC case management staff invited families that were identified as needing support with school supplies.

- Golf Tournament- The event will be held on October 3, 2016.

L. OTHER BOARD & COMMUNITY ANNOUNCEMENTS:

None

ADJOURNMENT

Next meeting on Wednesday, October 26, 2016 at 7:15 p.m.

BOARD MINUTES FROM THE SEPTEMBER 28, 2016 MEETING

Submitted by:

Anabel Franco 10-26-16
Anabel Franco, Board Secretary Date

**Attached to these minutes.*

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