

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

April 11, 2018

PRESENT:

Joseph Huang, President
Victor Guzman, 1st V.P
Sheila James, 2nd V.P
Julie Chetney, Secretary
Gisele Ragusa, Treasurer

STAFF:

Keith Penman, Executive Director
John Hunt, Financial Officer
Erika Gomez, Exec, Assistant BOD
Laura Palma, Admin. Assistant

ABSENT:

Penne Fode, Immediate Past President
Georgina Molina, Board Director

RECOMMENDED ACTIONS

THE EXECUTIVE/FINANCE COMMITTEE RECOMMENDATION:

None

**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- January 31, 2018, for services paid through February 16, 2018

ITEMS DISCUSSED

A. CALL TO ORDER

Joseph Huang, President, called the meeting to order at 7:19 pm. A quorum was established.

The minutes from the March 14, 2018 meeting were approved.

M/S/C (Guzman & Chetney)

B. FINANCIAL REPORT

John Hunt, Chief Financial Officer, reported on the following items:

Financial Report

- Operations – Based on the D-2 contract amendment, it is projected that the allocation will be sufficient to meet the projected expenditures, resulting in zero surplus or deficit for the year. SG/PRC’s current allocation is \$28,787,742. For the month of February, staff expended \$2,166,392 and \$17,970,103 has been spent year to date, with projected expenditures remaining of \$10,817,639.
- Family Resource Center – It is expected that the allocation will be sufficient to meet projected expenditures, with zero surplus or deficit projected.
- Foster Grandparent/Senior Companion Program – SG/PRC is now projecting a small surplus of \$2,307
- Community Placement Plan – SG/PRC is now projecting a slight deficit of \$2,632.
- Purchase of Service as with Operations – Projections are based on the D-2 Contract amendment.
- Regular Purchase of Services- Projecting a small surplus of \$1,815,157. The current allocation is \$210,062,542. For the month of February, staff expended \$15,631,174, and have paid for services in the amount of \$130,241,768 year to date, with projected expenditures and late bills remaining in the amount of \$78,005,617.
- Community Placement Plan - Projecting a deficit of \$511,291 in Community Placement Plan POS, which is expected to be eliminated with a future allocation.

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

DDS Audit Update – Nothing new to report.

C. CONTRACT REVIEW

Quick Transport - The Board reviewed a contract based on their policy for contracts over \$250,000.

M/S/C (Ragusa & Guzman) The committee approved the Contract

**Attached to these minutes.*

*** “Attachments & Announcements” section of Board Packet.*

D. BOARD OVERVIEW

Joseph Huang shared a document with the committee. The document is a Board Member Commitment Agreement. Language will be added and will be presented at the next meeting.

E. ELECTIONS / SLATE OF OFFICERS

The Nominating Committee will present a slate of officers at the April 25, 2018 Board meeting. Notice will be sent out with the Board Packet. Also, two members are up for re-election for their second term. That too will be an agenda item as a notice.

F. BOARD TRAININGS

The following is the lineup for the upcoming Board Trainings:

- April 25, 2018:
 - Community Resource Development Fund
 - Financial Factsheet
- July 25, 2018
 - Lanterman Act

G. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Self Determination – The Waiver application for the Self Determination Program was submitted to Centers for Medicare and Medicaid Services. CMS has 90 days to take action to either approve the application, deny it or request additional information. SG/PRC has submitted the names of almost 500 individuals. Staff will work on getting more individuals over the age of 40 added to be in compliance. The Local Advisory Committee will meet monthly.

Closure of Fairview - SG/PRC has two individuals at Fairview Development Center that staff have identified placement for.

Caseload Ratios – SG/PRC had a responsibility to submit data to DDS about the caseload ratios. The data showed compliance in 5 out of 6 areas. SG/PRC has the third lowest caseload ratios in the state.

Medical Insurance Coverage - Service providers received letter regarding Medical Insurance coverage for individuals residing in Community Care Facilities.

DVU Ambassador – SG/PRC’s Disabilities Voices United Ambassador attended the last Board meeting.

DDS Breach - All Board and committee members have been informed of a breach

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that occurred at DDS a couple of months ago. 582,000 individuals will be mailed a letter informing them of what happened. A call center has been set-up for questions or concerns that people may have.

Grassroots Day - A group of people, including Gisele Ragusa, a member of this committee, will go to Sacramento on Monday to meet with legislators and share with them about the regional center system.

Survey to DDS - A series of meetings have been held during February and will continue in March to review the data posted on the website, and to provide information on the projects as a part of the Disparity Grant Program. DDS is requiring each regional center to submit information on the implementation and progress of the grants received. SG/PRC has complied with this responsibility.

SPECIAL EXECUTIVE SESSION

The committee went into an Executive Session to discuss the building's lease.

MEETING ADJOURNED

The next regular meeting will be held on May 9, 2018 at 7:15 p.m.