

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

June 13, 2018

PRESENT:

Joseph Huang, President
Victor Guzman, 1st V.P
Sheila James, 2nd V.P
Penne Fode, Immediate Past President
Julie Chetney, Secretary
Gisele Ragusa, Treasurer
Georgina Molina, Board Director

STAFF:

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

ABSENT:

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- April 30, 2018, for services paid through May 17, 2018.

ITEMS DISCUSSED

A. CALL TO ORDER

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

The members reviewed the agenda and were informed they will review an additional contract. The minutes from the May 9, 2018 meeting were approved.

M/S/C (Ragusa & Guzman)

Abstain: Molina & Fode

B. FINANCIAL REPORT

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

Financial Report

- Operations – Based on the D-3 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 April, staff expended \$2,162,935 and \$23,281,563 has been spent year to date, with projected expenditures remaining of \$5,506,179.
- 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 \$1,862.
- Community Placement Plan – SG/PRC is now projecting a surplus of \$1,341.
- Purchase of Service as with Operations – Projections are based on the D-3 Contract amendment.
- Regular Purchase of Services- Projecting a surplus of \$3,345,000. The current allocation is \$210,062,542. For the month of April, staff expended \$17,536,821, and have paid for services in the amount of \$165,938,540 year to date, with projected expenditures and late bills remaining in the amount of \$40,779,002.
- Community Placement Plan - Projecting a deficit of \$225,855 in Community Placement Plan POS, which is expected to be eliminated with a future allocation.

M/S/C (Fode & Molina) The committee approved the Financial Report.

DDS Audit Update – Nothing new to report.

Preliminary Allocation - SGPRC received the preliminary allocation for budget year 2018/2019. The President’s signature is required to return the forms to the Department so that the allocation can be processed as soon as the Governor signs the budget.

M/S/C (Ragusa & Fode) The committee approved the President’s Signature.

**Attached to these minutes.*

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

Engagement Letter – Independent Audit - The President’s signature is required to authorize Windes to conduct the upcoming Independent audit, which will start in October.

M/S/C (Ragusa & Guzman) The committee approved the President’s Signature.

C. CONTRACT REVIEW

Columbus – FY 17/18 - The Board reviewed a contract based on their policy for contracts over \$250,000.

Columbus – FY 18/19 - The Board reviewed a contract based on their policy for contracts over \$250,000.

Columbus offers 30 years’ experience providing expert clinical staffing and consulting services in healthcare setting that serve individuals with special needs. **These contract reviews were only informational at this time. SG/PRC will go back to the Board for approval if contracts with Columbus for employees and it goes over \$250,000.**

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

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

D. BOARD OVERVIEW

- VAC Recognition Breakfast – The VAC Committee recognized their peers at the 24th annual breakfast. 291 people registered to attend this event.
- Board Bylaws – The committee will continue to have Executive Sessions to finalize this process.
- The Board training session in July will be on the Lanterman Act and the Performance Contract.

E. INFORMATION:

Keith Penman, Executive Director, reported on the following:

Budget Update - Earlier today legislators dropped their support for two major priorities for our system. Social recreation and camp will NOT be restored. And despite major funding surpluses, the Uniform Furlough Schedule will take effect in a year.

**Attached to these minutes.*

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

Self Determination - On June 7, 2018 the state was notified that the Federal Government approved the waiver request that establishes the Self Determination Program in California.

Foster Grandparent/Senior Companion Program - The State asked SG/PRC to take this program from Fairview Development Center when it closes, as it did when Lanterman Development Closed. The State and SG/PRC are in negotiations.

Rate Study - On May 25, 2018 the contractor, Burns and Associates, sent an email to providers of services regarding the rate study. This is required by W&I Code 4519.8. This is an important process for our providers for participate in to get a better understanding of where money is used and where it falls short.

Respite Policy - SG/PRC received the approval letter from DDS dated May 29, 2018 for the Board Approved Respite Policy.

Health and Safety Waivers: DDS proposed a new process that would streamline the Health and Safety waivers in some situations. It is in draft form right now.

SPECIAL EXECUTIVE SESSION

The committee had an executive session before the meeting, at 6:30pm to discuss the Executive Director's evaluation.

MEETING ADJOURNED

The next regular meeting will be held on July 11, 2018 at 7:15 p.m.

**Attached to these minutes.*

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