

SAN GABRIEL/POMONA **REGIONAL CENTER**

NOTICE OF TRAINING

Notice is hereby given that the Board of Directors of the San Gabriel/Pomona Valleys Developmental Services, Inc. will hold their monthly Board meeting on the following date and at the listed location:

DATE: Wednesday, July 22, 2020

TIME: 7:15 p.m.

**PLACE: San Gabriel/Pomona Regional Center
75 Rancho Camino Drive
Pomona, CA 91766**

THE TRAINING SESSION IS OPEN TO THE PUBLIC VIA VIDEOCONFERENCE.

All SG/PRC Board and related Committee meetings will not be cancelled, however they will be temporarily adapted to video-conference to maintain distancing during the COVID-19 outbreak. All scheduling for such video-conferenced meetings will remain at their regularly scheduled times.

**The upcoming meeting will be convened via videoconference.
Please check our website, sgprc.org to access the
videoconference link.**

75 Rancho Camino Drive, Pomona, CA 91766
(909) 620-7722

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.

SAN GABRIEL/POMONA
 REGIONAL CENTER
 75 Rancho Camino Drive
 Pomona, CA 91766

MEETING AGENDA
BOARD OF DIRECTORS MEETING
 (Meets 4th Wednesday of each Month)

Wednesday, July 22, 2020 at 7:15 p.m.
 Videoconference Meeting

BOARD OF DIRECTORS

Gisele Ragusa, Board President	Sheila James, 1st Vice President
Julie Chetney, 2nd Vice President	Shannon Hines, Secretary
Mary Soldato, Treasurer	David Bernstein, VAC Chairperson
Georgina Molina	Preeti Subramaniam
Daniel Rodriguez	John Randall
Natalie Webber	Penne Fode
Sherry Meng	Julie Lopez

APPROXIMATE SCHEDULE	ITEM	ACTION	MATERIAL	COLOR
7:15 - 7:25	CALL TO ORDER (Gisele Ragusa, President)	None	None	None
	• Roll Call	Quorum	None	None
	• Review Agenda	Info	Attached	White
	GENERAL PUBLIC INPUT	Info	None	None
7:25 – 7:35	COVID-19 Update by Anthony Hill, Executive Director	Action	None	None
7:35 – 7:40	B Preliminary Contract - Rosa Ham, Interim Chief Officer			
7:40 – 7:55	SPECIAL ANNOUNCEMENT By Carol Tomblin, Director of Compliance	Info	None	None
7:55– 8:40	BOARD TRAINING – Self Determination (Lucina Galarza, Director of Community Services and Aaron Christian, Director of Client Services)	Info	None	None
8:40 – 8:45	OTHER BOARD & COMMUNITY ANNOUNCEMENTS	Info	Attached	Blue

ADJOURNMENT OF THE BOARD OF DIRECTORS MEETING

8:45	EXECUTIVE SESSION – If needed	Info	None	None
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New Fair Hearing Requests in January-March 2020

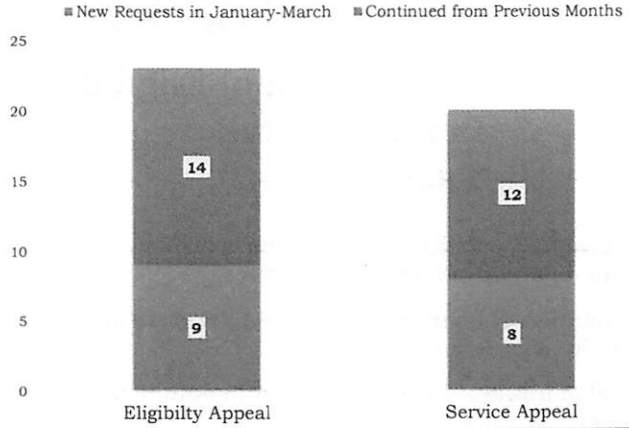
NEW FAIR HEARING REQUESTS IN JANUARY-MARCH

Service Related Appeal	8
Eligibility Appeal	9
Total	17

CONTINUED HEARINGS FROM PREVIOUS MONTHS

Service Related Appeal	12
Eligibility Appeal	14
Total	26

Fair Hearing Requests in January-March



Type of Services Being Appealed

Adaptive Stroller	1
Aquatic Therapy	1
Behavioral Services , Co-Payments	2
Day Care	1
Driver's Training Session	1
Durable Medical Equipment	0
Early Intervention Services	0
Extended Day/Extended Year, Terminate	2
Extended Day/Extended Year, Terminate	2
Family Counseling	1
Fitness and Nutrition Program	1
HCBS Waiver	0
Increase in Rate of Pay for Service Provider	1
Independent Living/Support	1
IPP Edits	1
Occupational Therapy and Physical Therapy (Over the age of 3)	2
Personal Assistant Hours	1
Pool Heating	1
Respite	1
Responsibilities/Duties of Service Provider	1
Social Skills Training	1
Social Skills Training	1
Van Conversion	2
Vendorization	1
Visual Effects Program	1
Total Open Services Requested as of March 31, 2020	27
Total Fair Hearing Requests Service Related for January-March	8

- 4 Services appealed by 1 individual served or authorized representative (Settled 03/27/2020)
- 4 Services appealed by 1 individual served or authorized representative (Settled 3/3/2020)
- New Requests within quarter ending March 2020

Type of Eligibility Appeals

as of March 31, 2020

Type of Eligibility Appeal	Total
Lanterman Eligibility	18
Termination of Eligibility	3
Denial of Intake	2
Total (14 continued and 9 new)	23

- Lanterman Eligibility — There is no evidence of a substantial disability in the functional limitations of 3 or more areas of major life activities.
- Termination of Eligibility — Based on reassessment, it was determined that previous decision of eligibility was erroneous.
- Denial of Intake — There was no substantial evidence of disability to take the individual through the process.

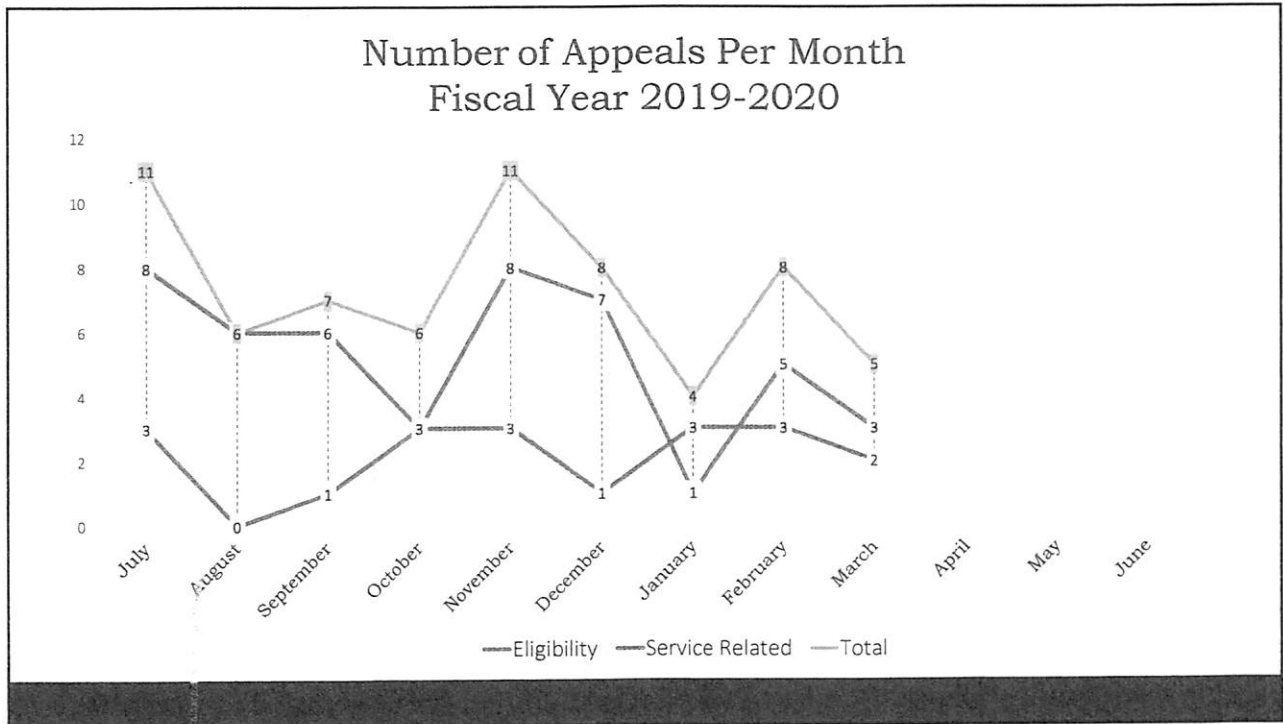
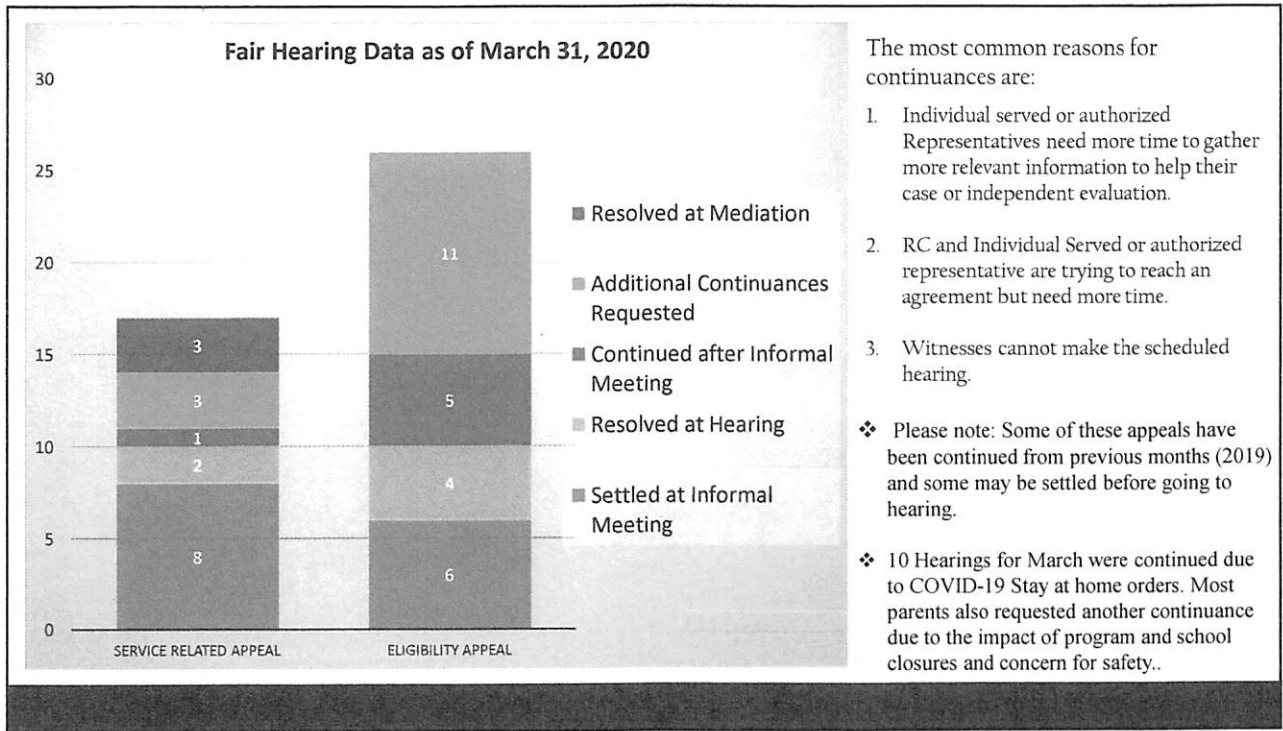
Status of Appeals

Fair Hearing Requests - JAN-MAR 2020	Resolution Reached			Continued		Activity
	Settled at Informal Meeting	Resolved at Mediation	Resolved at Hearing	Continued after Informal Meeting	Additional Continuances Requested	Activity Total
Type of Request						
Service Related Appeal	8	3	2	1	3	17
Eligibility Appeal	6		4	5	11	26
Grand Total	14	3	6	6	14	43

Meetings Conducted in January-March 2020

- 8 informal meetings were conducted in January, 9 in February, 4 in March for a total of 21 informal meetings
 - 14 were resolved at informal meeting level: 8 service related & 6 eligibility related.
 - 6 was continued for a later hearing date to gather for information/evidence.
 - 1 moved forward to hearing (included in Service Related Appeal under "Resolved at Hearing")
- 1 Mediation was conducted in January, 1 in February, 1 in March for a total of 3 mediations (Eligibility Appeals are not mediated)
 - 1 Mediation was conducted over a timespan of two 6-hour days, ALL three came to an agreement
- 3 Administrative Hearings were conducted in January, 3 in February, 1 in March for a total of 7 hearings
 - 4 Granted to Claimant, 2 RC Upheld, 1 in Part Granted-Part Denied

❖ Please note: Some of these appeals have been continued more than once and some may be settled before going to hearing.
 ❖ *10 Hearings scheduled between March 16-March 30 were continued due to COVID-19 Stay at home orders. 2 are scheduled for April.



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

June 24, 2020

ATTENDANCE

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

PRESENT:

Gisele Ragusa
Joseph Huang
Sheila James
Julie Chetney
Anabel Franco
David Bernstein
Preeti Subramaniam
Shannon Hines
Natalie Webber
Mary Soldato
Daniel Rodriguez

GUESTS:

Sharry Lin
Sally Milano
Jacqueline Gaytan
Julie Lopez
Sherry Meng
Penne Fode

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Rosa Ham, Interim Chief Financial Officer
Aaron Christian, Director of Client Services
Carol Tomblin, Director of Compliance
Joe Alvarez, Associate Director of Clinical Services
Willanette Satchell, Executive Assistant in Management
Yvonne Gratianne, Manager of Community Relations and Communication
Erika Gomez, Exec. Assistant BOD
Daniela Santana, Manager, Fair Hearing and Behavioral Services
Raquel Sandoval, Director of Human Resources

ABSENT:

John Randall
Georgina Molina

A. CALL TO ORDER:

Gisele Ragusa, Board President, called the meeting to order at 7:18 p.m. Roll call was taken, and a quorum was established.

B. PUBLIC INPUT:

The video, "We are in this Together" was shown.

The minutes for the May 27, 2020 meeting were reviewed and approved by the Board.

M/S/C (James & Hines) The Board approved the minutes.

C. EXECUTIVE/FINANCE COMMITTEE

Rosa Ham, Interim Chief Financial Officer, reported on the following:

Financial Report

Operations

- Based on the last contract amendment received (A-5), the operations allocation for fiscal year 2019-20 is currently \$34,763,449 SG/PRC is expecting to get the amendment A-6 soon, with allocation for OPS COVID expenses.
- For the month of April, the regular operations expenditures were \$2,305,919 and we have spent \$24,615,840 (77.7%) year to date, with expenditures remaining of \$7,051,247

Restricted Funds:

1. 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.
2. The Foster Grandparent/Senior Companion, includes both programs: North (Lanterman) and South (Fairview), have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,138,138 which leaves an allocation balance of \$1,956.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,919,623 resulting in an allocation deficit of (\$117,919); deficit will be covered with regular OPS funds.

Purchase of Services - Based on the A-5 contract amendment, the total for Purchase of Services allocation is in the amount of \$249,489,321. Staff is waiting for A-6 allocation with approved POS COVID expenses. For the month of April, the regular Purchase of Services expenditures were \$20,911,387 with year-to-date expenditures for services in the amount of \$193,231,157 (77.9%). Projected expenditures and late bills remaining are in the amount of \$55,824,746 resulting in an allocation deficit in the amount of

(\$1,157,482). *POS expenses related to COVID19 are included in the OTHER ITEMS section (page two).*

Community Placement Plan - (CPP) POS allocation is \$1,590,900. Expenditures projected to be \$1,590,900 resulting in a zero balance.

D. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE

Daniel Rodriguez shared that the committee discussed changes to the Board Bylaws and the measures that SG/PRC has taken regarding Covid-19.

E. CLIENT SERVICES ADVISORY COMMITTEE

Mary Soldato reported the committee had a presentation on the BMRC Policy. The members reviewed and recommend it to the Board for approval. The Board made a few amendments and approved it.

M/S/C (James & Rodriguez) The Board approved the BMRC Policy.

F. VENDOR ADVISORY COMMITTEE (VAC)

David Bernstein shared that the Service Providers continue having weekly Covid-19 meetings via videoconference. The VAC has started to also have their regular VAC monthly meetings and the subcommittees are meeting regularly.

G. STRATEGIC DEVELOPMENT COMMITTEE

Julie Chetney reported that the committee plans to roll out the Board Survey shortly.

RECOMMENDATION FOR BOARD MEMBERSHIP

The following individuals were recommended for Board membership by the committee:

- Penne Fode - **M/S/C (Rodriguez & Weber) The Board approved the recommendation of Board membership.**
- Julie Lopez - **M/S/C (Franco & Hines) The Board approved the recommendation of Board membership.**
- Sherry Meng - **M/S/C (Rodriguez & Soldato) The Board approved the recommendation of Board membership.**

The Board appreciates the members terming off. Their contributions and impact have not gone unnoticed. Thank you, Joseph Huang and Anabel Franco.

H. NOMINATING COMMITTEE

2ND TERM DIRECTORS – NOTICE:

The Board conducted an election to confirm 2nd term Directors.

Pursuant to Bylaws, Sections 6.01 & 7.01 Directors standing for re-election shall be voted on at the Annual meeting of the Board of Directors of the Corporation. Nominations for the first term Directors made pursuant to Article 21.03 can be acted on by the Board at the annual, special or regular meeting when a voting quorum is present. A majority of the votes cast shall elect a Director to the Board

The following Directors will end their first term on the Board on June 30, 2020. Therefore, the Board must vote for the following individuals to continue to a second term on the Board of Directors starting July 1, 2020:

- Sheila James
- Gisele Ragusa
- Preeti Subramaniam
- Shannon Hines
- Mary Soldato
- Natalie Webber
- Georgina Molina

M/S/C (Franco & Rodriguez) The Board approved the Directors to continue a second term.

ELECTION – SLATE OF OFFICERS

Julie Chetney reported on behalf of the Nominating Committee the following Proposed Slate of Officers to the Board of Directors for Fiscal Year 20/21

- Board President: Gisele Ragusa
- 1st Vice President: Sheila James
- 2nd Vice President: Julie Chetney
- Treasurer: Mary Soldato
- Secretary: Shannon Hines

M/S/C (Franco & Rodriguez) The Board approved the proposed Slate of Officers.

I. BOARD OVERVIEW

Dr. Gisele Ragusa shared the following information:

- Bylaws – All committees will have this item on their agendas. The draft was sent to Judy Enright and Associates and will also be shared for revision with committee members and the Board for approval.
- Board Training in July – The Board will receive training in on July 22, 2020 on Self Determination.

J. EXECUTIVE DIRECTOR'S REPORT:

Anthony Hill, Executive Director, went over his Executive Director's Report regarding the Budget, social injustices and SG/PRC's continuous response to Covid-19 (please see the attached detailed report). Mr. Hill and staff also shared on the following:

- SG/PRC will be used as an alternative location for children to receive therapy services.
- Lending library – there is a disparity issue with families not being able to do telehealth during these times due to lack of technology and staff are looking into addressing that issue.
- Surge capacity - surge registries can connect with ICFs.
- SG/PRC Staff- 80% of staff are working remotely. Intake and eligibility assessments never stop and continue to be scheduled.
- Re-engagement – the DS Taskforce and SG/PRC staff are waiting on approval from DDS on what vendors need to have on their re-engagement plan. So far, the plan needs to include an addendum, a pledge and a protection plan.

EXECUTIVE SESSION

None

Next meeting on Wednesday, July 22, 2020 at 7:15 p.m.

BOARD MINUTES FROM THE JUNE 24, 2020 MEETING

Submitted by:

Shannon Hines, Board Secretary

Date

SAN GABRIEL/POMONA REGIONAL CENTER

June 24, 2020

TO: Dr. Gisele Ragusa, Board President & Board of Directors
San Gabriel / Pomona Valleys Developmental Services, Inc.

FROM: Anthony Hill, M.A. Esq.
Executive Director

RE: Executive Director's Report

Our SG/PRC community remains united and firmly committed to our mission. We have been resilient, resourceful, and courageous during these uncertain times, as we share responsibility in managing the spread of COVID-19. Our community remains plagued by an illness that can no longer remain unchecked. We grieve the loss of the lives of George Floyd, Breonna Taylor, Tony McDade, Ahmaud Arbery, and Rayshard Brooks. Blacks lives matter. All lives matter. Social injustice and racism can be eradicated through our collective voices of change. Through our persistence and diligence, we generate fuel that moves us closer to our future. All of us can see our future. Our society where we care for each other. We serve each other. We love and respect each other. Free of racism, and social injustices. We are the architects of the change we seek. We will get there. All of us will continue to lead the way.

COVID-19

We have monitored COVID-19 developments closely, and have leverage communication strategy, and planning to coordinate our efforts to protect our community.

1. We are meeting the needs of our community through daily contacts, with individuals served, conducting remote Individual Program Plan, Individual Family Service Plan and Quarterly meetings, responding to request for services, and securing funding for requested services.
2. We have continued full scope Intake and Eligibility Services throughout the **stay at home** order.
3. We are holding daily leadership meetings to monitor SG/PRC's critical business functions, and to triage COVID-19 related service needs for individuals served and securing supports for them their families and Service Providers.
4. We are making weekly telephone contacts with individuals in high risk categories, those at risk of displacement, and those receiving independent or supported living services.
5. We are meeting every Monday through Zoom with our Vendor Community (averaging 210 participants) for review of Department of Developmental Services (DDS) Directives, public health policy guidance and updates, Best Practices, and planning for re-engagement of service delivery.
6. We are meeting every Tuesday through Zoom with the SG/PRC Community (averaging 130 participants) to clarify the meaning of DDS Directives, and to connect families with SG/PRC staff at all levels and to discuss services and supports for individuals served and their families.

7. We have distributed 65,000 pieces of Personal Protective Equipment.
8. Daily we are completing special incident reports and conducting COVID-19 surveillance.
9. We are conducting remote quality assurance visits, facility inspections, and investigations.
10. We are providing daily nursing consultation for individuals served, and training for vendors.
11. We are monitoring budget policy and legislation impacting the developmental services system.

SG/PRC Budget FY 19/20

SG/PRC’s operations (OPS) expenses have exceeded its OPS allocation due to COVID-19 expenses essential to support our remote workforce. These costs are reflected in network upgrades, internet connectivity, video- conferencing licenses and software, monitors, laptops, and janitorial services. Our OPS budget will balance yearend, due to the A6 allocation and anticipated allocations connected with reconciliation of June expenses.

SG/PRC’s Purchase of Service (POS) expenses exceeds its POS allocation due to COVID-19 costs essential to protect the health and safety of individuals served, primarily through reliance on program support, and rate adjustments to offset shortages in residential staffing. We are anticipating a special POS allocation to offset COVID-19 related costs included in the May Revise Budget proposal.

We do not anticipate reliance on a line of credit early within Fiscal Year 20/21, if the DDS Budget Year advance occurs during the first few weeks in July. However, as a safeguard, the SG/PRC Board of Directors recently approved SG/PRC’s loan authority intended to secure emergency cashflow if the need arises to assure June 2020 (OPS) expenditures and (POS) claims are paid timely.

May Revision Budget FY 20/21

Our advocacy voices were heard. According to the new budget deal reached between Governor Newsom and the [state] Senate and Assembly, the developmental services system will avoid major cuts during FY20/21. The newly introduced budget deal includes “trigger cuts” which will be applied if California does not receive federal relief before October of this year. If these reductions are enacted, the Health and Human Services budget would not be impacted.

Remarkably, proposed rate increases for Early Start Specialized Therapeutic Services, Independent Living Programs and Infant Development Programs were restored. Budget cuts to the Community Based Adult Services Programs were rejected. The 7% percent per recipient In-Home Support Services savings were withdrawn but may go into effect on December 31, 2021.

As we glance into our future, FY 21/22 and FY 22/23 will be very lean budget years for developmental services, unless re-opening of the economy is successful, economic recovery is robust, and a COVID-19 vaccine is discovered and made available for the public.

SAN GABRIEL/POMONA REGIONAL CENTER
OPERATIONS FUND FINANCIAL REPORT

FISCAL YEAR 2019-20

PAYMENTS THROUGH JUNE 18, 2020 FOR SERVICES PROVIDED THROUGH MAY 31, 2020

91.7% OF YEAR ELAPSED

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 COPY**

	A	B	C	D	E	F	D plus F G	A minus G H	I
	Current Allocation	% of Total Allocation	Current Month Expenditures May	Year-to-Date Expenditures July - January	% of Allocation Expended Actual	Projected Expenditures Remaining	Total Projected Expenditures	Projected Allocation Balance Remaining	Projected % of Allocation Remaining
CONTRACT ALLOCATIONS									
A Preliminary Allocation	25,140,182								
A-1 Regular Ops Allocation dated 8/30/2019	4,128,921								
A-1 FRC Allocation dated 8/30/2019	154,564								
A-1 FG/SCP Allocation dated 8/30/2019	1,140,094								
A-2 Regular Ops Allocation dated 10/10/2019	1,552,044								
A-2 CPP Allocation dated 10/10/2019	1,614,376								
A-3 CPP and Policy Items	419,498								
A-4 Provider Rate Supplemental Accessibility/Transparency	244,792								
A-5 Policy Disparities	368,978								
A-6 COVID19 expenses	222,635								
Total Contract Allocations	34,986,084	100.00%	2,615,219	29,656,091	84.8%	5,437,825	35,093,916	(107,833)	-0.31%
PERSONAL SERVICES (REGULAR OPERATIONS)									
Salaries	20,690,476	59.14%	1,534,142	18,129,436	87.6%	2,559,428	20,688,864	1,612	0.01%
Retirement (includes 403B)	2,551,596	7.29%	192,292	2,252,549	88.3%	297,118	2,549,667	1,928	0.08%
Social Security (OASDI)	300,012	0.86%	21,882	257,082	85.7%	41,492	298,573	1,439	0.48%
Health Benefits/Long Term Care	1,813,605	5.18%	155,238	1,809,389	99.8%	1,500	1,810,889	2,716	0.15%
Worker's Comp Insurance	239,631	0.68%	(1,502)	174,842	73.0%	64,552	239,394	237	0.10%
Unemployment Insurance	29,000	0.08%	0	2,988	10.3%	24,996	27,984	1,016	3.50%
Non-Industrial Disability/Life Insurance	95,176	0.27%	7,253	85,097	89.4%	4,720	89,817	5,359	5.63%
Clinical Consultants - Consumer Services	412,095	1.18%	0	7,917	0.0%	404,178	412,095	0	0.00%
Total Personal Services (Regular Operations)	26,131,591	74.69%	1,909,306	22,719,299	86.9%	3,397,983	26,117,282	14,309	0.05%
OPERATING EXPENSES (REGULAR OPERATIONS)									
Equipment Rental	55,000	0.16%	1,302	52,027	94.6%	2,500	54,527	473	0.86%
Equipment Maintenance	20,000	0.06%	266	13,091	65.5%	1,190	14,282	5,718	28.59%
Facility Rent	2,628,000	7.51%	219,000	2,628,000	100.0%	0	2,628,000	0	0.00%
Facility Maintenance	32,500	0.09%	11,014	29,553	0.0%	2,687	32,239	261	0.00%
Communications (postage, phones)	381,000	1.09%	80,376	356,259	93.5%	21,542	377,801	3,199	0.84%
General Office Expense	166,991	0.48%	(1,602)	124,886	74.8%	39,618	164,504	2,487	1.49%
Printing	36,500	0.10%	1,118	33,453	91.7%	3,041	36,494	6	0.02%
Insurance	181,000	0.52%	0	180,564	99.8%	0	180,564	436	0.24%
Data Processing	115,000	0.33%	23,657	102,522	89.1%	9,320	111,842	3,158	2.75%
Data Processing Maintenance / Licenses	185,000	0.53%	(19,516)	165,599	89.5%	15,054	180,654	4,346	2.35%
Interest Expense	0	0.00%	0	0	0.0%	0	0	0	0.00%
Bank Service Fees	1,500	0.00%	0	893	59.5%	81	974	526	35.08%

SAN GABRIEL/POMONA REGIONAL CENTER
OPERATIONS FUND FINANCIAL REPORT

FISCAL YEAR 2019-20

PAYMENTS THROUGH JUNE 18, 2020 FOR SERVICES PROVIDED THROUGH MAY 31, 2020

91.7% OF YEAR ELAPSED

**DRAFT
 COPY**

	A	B	C	D	E	F	D plus F G	A minus G H	I
	Current Allocation	% of Total Allocation	Current Month Expenditures May	Year-to-Date Expenditures July - January	% of Allocation Expended Actual	Projected Expenditures Remaining	Total Projected Expenditures	Projected Allocation Balance Remaining	Projected % of Allocation Remaining
Legal Fees	215,000	0.61%	7,021	150,619	70.1%	100,309	250,928	(35,928)	-16.71%
Board of Trustees Expense	16,000	0.05%	702	14,116	88.2%	1,283	15,399	601	3.76%
Accounting Fees	75,000	0.21%	0	0	0.0%	75,000	75,000	0	0.00%
Equipment Purchases	1,230,000	3.52%	0	196,715	16.0%	1,067,035	1,263,750	(33,750)	-2.74%
Contractor & Consultants - Adm Services	102,000	0.29%	4,230	85,959	84.3%	14,029	99,988	2,012	1.97%
Contract - ABX2 Disparities	269,140	0.77%	52,257	52,257		216,883	269,140	0	0.00%
Travel/mileage reimbursement	235,000	0.67%	1,194	211,348	89.9%	23,517	234,866	134	0.06%
ARCA Dues	80,500	0.23%	0	80,458	99.9%	0	80,458	42	0.05%
General Expenses	60,000	0.17%	3,035	33,694	56.2%	21,063	54,758	5,242	8.74%
Total Operating Expenses (Regular Operations)	6,085,131	17.39%	384,051	4,512,011	74.1%	1,614,154	6,126,165	(41,034)	-0.67%
Total Personal Services & Operating Expenses (Reg)	32,216,722	92.08%	2,293,357	27,231,310	84.5%	5,012,136	32,243,447	(26,725)	-0.08%
OTHER INCOME									
Interest & Other Income	(327,000)	-0.93%	(23,729)	(345,842)	105.8%	(7,883)	(353,725)	26,725	-8.17%
Total Personal Services & Operating Expenses Net of Other Income (Regular Operations)	31,889,722	91.15%	2,269,628	26,885,468	84.3%	5,004,254	31,889,722	(0)	0.00%
RESTRICTED FUNDS									
Family Resource Center Expenses	154,564	0.44%	10,982	114,805	74.3%	39,759	154,564	0	0.00%
Foster Grandparent/Senior Companion Expenses	1,140,094	3.26%	124,837	948,129	83.2%	189,949	1,138,078	2,016	0.18%
Community Placement Plan Expenses	1,801,704	5.15%	209,772	1,707,689	94.8%	203,863	1,911,552	(109,848)	-6.10%
Total Restricted Funds	3,096,362	8.85%	345,591	2,770,623	89.5%	433,571	3,204,194	(107,832)	-3.48%
Total Expenses (Including Restricted Funds)	34,986,084	100.00%	2,615,219	29,656,091	84.8%	5,437,825	35,093,916	(107,833)	-0.31%
Less: Balance of Restricted Funds	(0)							(107,832)	
Total Allocation Balance (Deficit)	(0)							0	0.00%

SAN GABRIEL/POMONA REGIONAL CENTER
PURCHASE OF SERVICES FUND FINANCIAL REPORT

FISCAL YEAR 2019-20

PAYMENTS THROUGH JUNE 18, 2020 FOR SERVICES PROVIDED THROUGH MAY 31, 2020

91.7% OF YEAR ELAPSED

**DRAFT
COPY**

	A	B	C	D	E	F	G
	Current Allocation	Current Month Expenditures	Year-to-Date Expenditures	% of Actual Expenditures	Projected Remaining including Late Billings	Total Projected Expenditures	Projected as % of Current Allocation
CONTRACT ALLOCATIONS							
A Preliminary Allocation (Regular POS)	188,642,272						
A-1 Regular POS Allocation dated 8/30/2019	51,627,748						
A-2 CPP Allocation dated 10/10/2019	1,590,900						
A-3 Provider Supp Rate Increase	7,628,401						
A-4 (OPS only)	0						
A-5 (OPS only)	0						
A-6 (HCBS and COVID Surge Homes)	1,115,960						
Total Contract Allocation	250,605,281	21,414,930	214,646,086	85.7%	36,326,644	250,972,731	100.15%
OUT OF HOME CARE							
Community Care Facilities		7,359,031	78,789,812	36.7%	8,398,698	87,188,511	35.2%
ICF/SNF Facilities		12,546	410,078	0.2%	157,495	567,573	0.2%
Total Out of Home Care		7,371,577	79,199,890	36.9%	8,556,194	87,756,084	35.4%
DAY PROGRAMS							
Day Care		882,383	6,666,848	3.1%	1,470,404	8,137,252	3.3%
Day Training		4,035,710	46,765,422	21.8%	5,861,403	52,626,825	21.2%
Supported Employment		585,024	5,159,601	2.4%	957,542	6,117,143	2.5%
Work Activity Program		510,691	2,486,972	1.2%	315,969	2,802,940	1.1%
Total Day Programs		6,013,807	61,078,843	28.5%	8,605,317	69,684,160	28.1%
OTHER SERVICES							
Non-Medical: Professional		571,267	5,614,685	2.6%	1,811,151	7,425,836	3.0%
Non-Medical: Programs		1,216,104	13,551,314	6.3%	1,951,430	15,502,743	6.3%
Home Care: Programs		264,994	2,332,575	1.1%	562,317	2,894,891	1.2%
Transportation		559,216	6,193,828	2.9%	761,503	6,955,331	2.8%
Transportation Contracts		634,020	7,128,276	3.3%	791,338	7,919,613	3.2%
Prevention		913,958	11,061,572	5.2%	1,672,497	12,734,069	5.1%
Other Authorized Services		1,215,998	12,968,726	6.0%	2,825,721	15,794,447	6.4%
Personal and Incidentals		13,240	141,104	0.1%	15,303	156,408	0.1%
Hospital Care		75,413	537,863	0.3%	242,639	780,502	0.3%

SAN GABRIEL/POMONA REGIONAL CENTER
PURCHASE OF SERVICES FUND FINANCIAL REPORT

FISCAL YEAR 2019-20

PAYMENTS THROUGH JUNE 18, 2020 FOR SERVICES PROVIDED THROUGH MAY 31, 2020

91.7% OF YEAR ELAPSED

**DRAFT
 COPY**

	A	B	C	D	E	F	G
	Current Allocation	Current Month Expenditures	Year-to-Date Expenditures	% of Actual Expenditures	Projected Remaining including Late Billings	Total Projected Expenditures	Projected as % of Current Allocation
Medical Equipment		978	14,725	0.0%	10,305	25,031	0.0%
Medical Service: Professional		114,996	1,367,730	0.6%	487,785	1,855,516	0.7%
Medical Service: Programs		117,927	1,852,134	0.9%	228,123	2,080,257	0.8%
Respite: In Own Home		1,399,577	14,587,069	6.8%	2,603,780	17,190,849	6.9%
Respite: Out of Home		0	18,276	0.0%	94,101	112,377	0.0%
Camps		0	30,847	0.0%	20,646	51,493	0.0%
Total Other Services		7,097,688	77,400,724	36.1%	14,078,639	91,479,363	36.9%
Total Estimated Cost of Current Services		20,483,072	217,679,457	101.4%	31,240,149	248,919,607	100.4%
<u>OTHER ITEMS</u>							
Estimated Cost of COVID19 expenses		1,448,525	2,747,096	1.3%	2,899,168	5,646,264	2.3%
HCBS Contracts		0	0		1,067,860	1,067,860	0.4%
Total Other Items		1,448,525	2,747,096		3,967,028	6,714,124	2.7%
Total Purchase of Services		21,931,597	220,426,553	102.7%	35,207,177	255,633,731	103.1%
Deduct: Estimated Receipts from Intermediate Care Facilities for State Plan Amendment Services		(516,668)	(5,780,467)	-2.7%	(519,533)	(6,300,000)	-2.5%
Net Expenditures Regular POS	248,966,281	21,414,930	214,646,086	86.2%	34,687,644	249,333,731	100.6%
Projected Allocation Balance (Deficit) Regular POS						(367,450)	-0.1%
<u>COMMUNITY PLACEMENT PLAN EXPENDITURES</u>							
Total Community Placement Plan Expenditures	1,639,000	0	0		1,639,000	1,639,000	103.0%
Projected Allocation Balance (Deficit) Community Placement Plan						0	0.0%
Total Projected Allocation Balance (Deficit) Regular & Community Placement Plan POS						(367,450)	-0.15%

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

July 8, 2020

PRESENT

Gisele Ragusa, President
Sheila James, 1st VP
Julie Chetney, 2nd VP
Mary Soldato, Treasurer
Natalie Webber, Director
Shannon Hines, Secretary

STAFF:

Anthony Hill, *Executive Director*
Lucina Galarza, *Director of Community Services*
Rosa Ham, *Interim Chief Financial Officer*
Aaron Christian, *Director of Client Services*
Joe Alvarez, *Director of Clinical Services*
Willanette Steward/Satchell, *Exec. Asst. (Mgmt.)*
Johnny Pang, *I.T. Manager*

ABSENT:

Daniel Rodriguez, 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- For the month of May 2020, services paid through June 18, 2020

Approval for signature on A-6 DDS Contract Amendment.

ITEMS DISCUSSED

A. CALL TO ORDER

Gisele Ragusa, Board President, called the meeting to order at 7:17 pm. A Quorum was established.

The Committee reviewed the agenda: No changes were made, but Dr. Ragusa noted she will have additional information under Financial.

The Committee reviewed and approved the minutes from the June 10, 2020 meeting.

(M/S/C Soldato & Chetney) ~ Motion Carried: The committee approved the minutes.

Abstain: Shannon Hines

B. PUBLIC INPUT:

None

C. FINANCIAL REPORT

Rosa Ham, Interim Chief Financial Officer, reported on the following:

Financial Report

Operations

- Based on the A-6 Contract Amendment, the fiscal year allocation in Operations is currently \$34,986,084 including all restricted funds
- For the month of May, the regular operations expenditures were \$2,269,628 and have spent \$26,885,468 (84.3%) year to date, with expenditures remaining of \$5,004,254
- *Restricted Funds:*
 1. 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.
 2. The Foster Grandparent/Senior Companion, includes both programs: North (Lanterman) and South (Fairview), have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,138,138 which leaves an allocation balance of \$2,016.
 3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,911,552 resulting in an allocation deficit of (\$109,848) which will be covered with regular OPS if no more funds received for CPP.

Purchase of Services - Based on the A-6 contract amendment, the total for Purchase of Services allocation is in the amount of \$250,605,281. Staff received \$1,067,860 for the Home and Community Based Services program (HCBS) and \$48,100 for CPP; no COVID expenses were allocated in regular POS in this contract amendment.

For the month of May, the regular Purchase of Services expenditures were \$21,414,930 with year-to-date expenditures for services in the amount of \$214,646,086 (86.2%). Projected expenditures and late bills remaining are in the amount of \$34,687,644 resulting in an allocation deficit in the amount of (\$367,450).

POS expenses related to COVID19 are included in the OTHER ITEMS section (page two). We are keeping track of these unforeseen expenditures on which are now encumbered thru June.

Community Placement Plan - (CPP) POS allocation is \$1,639,000. Expenditures projected to be \$1,639,000 resulting in a zero balance

Approval of Report (Mary Soldato [1st]; Julie Chetney [2nd] ~ Motion Carried, Report Approved.

- ~ Discussed the A-6 DDS Contract Amendment and the need for the Board President to sign the Amendment. Discussion held. Shannon Hines motioned to approve the President to sign the Amendment / Natalie Webber 2nd. Motion Carried, Approved. Dr. Ragusa will work with Willanette Steward/Satchell to secure the documents and get them submitted to DDS.

D. ADVANCE ALLOCATION

Rosa Ham, Interim Chief Financial Officer, spoke about the advanced allocation, as this relates to the "new contract" ~ Preliminary B Series. She reviewed and provided information to the Committee and spoke about the claims that need to be submitted. Dr. Ragusa discussed some of the issues with the Preliminary B Contract. She also stated that it is being reviewed by the Law Offices of Enright & Ocheltree.

- ~ Discussion held on whether to hold the Preliminary B contract, until the corrections have been made by DDS, or not. Vote taken ~ everyone agreed to wait before signing off on the Preliminary B Series contract.

E. INDEPENDENT AUDITORS

Ms. Ham provided an update on the newly appointed Independent Auditors. They will be out for 2 weeks, conducting their audit. Most of their audit phase will be

off-site, considering everyone's safety, but they may have the need to come in to the agency for some information. Security of access to information / sending of the financial information was discussed. Ms. Ham explained the secure portal program/process.

F. BOARD OVERVIEW

Board President Dr. Gisele Ragusa reported on the following:

- Agenda for the July 22, 2020 Board Training:
 - May have the need to include two (2) items for discussion, prior to the beginning of the training:
 - 1) Discussions of the Preliminary B Series Contract w/DDS;
 - 2) Brief overview from Carol Tomblin, Director of Community Outreach and Compliance, on the Performance Based Contract
 - The training will be on Self-Determination. The full Board of Directors and all Committee Members will be invited.
- Agenda items for the August 12, 2020 Executive Finance Committee meeting:
 - Discussion about Bylaws
 - Update on Contracts
 - Seeking Assistance for the Mentorship Program (per the Strategic Development Committee meeting)
 - Update from Julie Chetney on strategic timelines

Dr. Ragusa also reminded everyone that the hard deadline for the Survey responses is August 1st.

G. COVID-19 UPDATE:

Anthony Hill, Executive Director, introduced Joe Alvarez, as the newly appointed Director of Clinical Services.

Reported the following regarding Covid-19:

- Spoke about the current surges/hot spots and named several affected counties.
- Vendor Re-Engagement plans.
- Unsustainable rate freezes / retainer payments / ongoing services.
- Spoke about how our Regional Center is handling our workforce (currently at

98% working remotely). Provided information on how other Regional Centers are handling things at their Centers.

- Suspended Intake and Early Start assessments for now ~ will make adjustments accordingly during this monitoring phase.
- Spoke about the “restrictive zones” within the agency ~ necessary to protect those staff who perform our critical functions.
- Concept of re-opening has been put on hold (DDS / Vendors / etc. are putting this off due to the surge).
- Spoke about the PPP program; provided a quick overview and discussed the need to support vendor infrastructure and sustainability issues.
- Directors continue to meet every morning to assess the latest COVID-19 information.
- SG/PRC continues to host weekly COVID-19 Vendor Advisory Committee Meetings (on Mondays) and weekly Community Meetings (on Tuesdays).
- Joe Alvarez provided individual stats on COVID-19; spoke about the spikes, presented information on the DDS report to the Committee. Discussions were held regarding the report and review of it. Mr. Alvarez also went over all of the signs to look for, if you feel you may have COVID-19, per CDC guidance.
- Lucina Galarza explained our area’s high numbers, as we have large ICF’s. Discussed the current issues at Golden State Care Center; working with them on risk mitigation strategies.
- Lucina Galarza spoke about updated strategies with respect to information technology/remote options/connectivity support for families (RFI ~ Request For Interest) ~ Lending Library. Discussions held.
- Lucina Galarza spoke about the work that people are doing on their addendums to their contracts / plans for re-opening (vendors).
- Aaron Christian discussed PPE distribution. Made additional order requests due to the surge needs and the issue at Golden State Care Center. Also working with Parents Place, as they are distributing PPE to families directly.

H. INFORMATION:

Johnny Pang, I.T. Manager, provided information on the following:

- 1) *Business Center Upgrades*: Mr. Pang reported on our machine upgrades. Showed pictures of the old machines versus the new machines. Provided explanations regarding how the old machines created more costs to the agency. Showed and explained the new machines and their advanced features, which makes things much more efficient for staff. Discussions were held, including the cost savings as a result of these purchases.
- 2) *EIO Board*: Mr. Pang provided a brief presentation on this new program that will be implemented within the agency. Mr. Anthony Hill also noted how this can be utilized as an accountability measure for our current remote workforce situation.

Discussions held.

MEETING ADJOURNED

The meeting adjourned at 8:46 p.m. The next regular meeting will be held on August 12 at 7:15 p.m. via teleconference.

EXECUTIVE SESSION – There was a closed session regarding a personnel matter.

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.**

**COMMUNITY RELATIONS/
LEGISLATIVE COMMITTEE**

MINUTES FROM THE JUNE 17, 2020 MEETING

The following committee members were present at said meeting:

PRESENT

Daniel Rodriguez (Chair)
Gisele Ragusa
Joseph Huang
Natalie Webber
Rachel McGrath
Georgina Molina
Penne Fode

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Carol Tomblin, Director of Compliance
Aaron Christian, Director of Client Services
Joe Alvarez, Associate Director of Clinical Services
Lupe Magallanes, Associate Director of Early Start
and Intake Services
Yvonne Gratianne, Manager of Community
Relations/Information

ABSENT:

None

RECOMMENDED BOARD ACTIONS

The Community Relations/Legislative Committee recommends the following:
None

CALL TO ORDER

Daniel Rodriguez, Committee Chairperson called the meeting to order at 6:07 pm.
A quorum was established.

The minutes from May 20, 2020 were reviewed and approved.
M/S/C (Ragusa & Molina) The committee approved the minutes.

PUBLIC INPUT

None

COMMUNITY OUTREACH MONTHLY REPORT*

Carol Tomblin, Director of Compliance, presented the monthly Outreach Report. The Community Outreach Specialist have focused on the following projects:

- Progress/Status of Continuing POS Equity Projects Funded by DDS FY 19-20 Disparity Program Grants
- Ongoing Projects Previously Funded
- Other Equity Related Activities non-supported with Disparity Grant Funds
- Family Support/ Training
- Outreach/ Events Participation
- Other major activities of the Compliance and Outreach Department

Dr. Tomblin also briefly discussed the new grant program, “Parenting Black Children” and the upcoming Disparity Data meetings.

SG/PRC BYLAWS DISCUSSION

Dr. Ragusa gave an update to the committee regarding the review of the draft of the amended Bylaws. There is currently a taskforce working on this assignment on behalf of the Board of Directors and have sent the draft to SG/PRC’s Corporate Attorney. The committee and the Board will review the Bylaws at an upcoming meeting.

SG/PRC ACTION/RESPONSE TO COVID-19

Mr. Anthony Hill, Executive Director and staff shared with the committee updates regarding SG/PRC’s response to the current situation to the Coronavirus (COVID-19) health crisis including:

- Daily Directors Meeting
- Daily Surveillance Report
- Surge Capacity and Staff Registries
- Intake and Eligibility Assessments
- DDS Taskforce
- Retainer Payment
- Weekly Community Meetings
- Weekly VAC Covid-19 Meetings
 - Rate Disparities
 - Re-entry
 - Best Practices

BUDGET

- The Hero’s Act was approved by the House and is currently sitting on he Senate.
 - ARCA will not support the Hero’s Act.
- The Federal Administration signed a relief for medical funding for

professionals that deliver IHSS Services.

ADJOURNMENT:

Next meeting is on for July 15, 2020 via videoconference.

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.
VENDOR ADVISORY COMMITTEE MINUTES**

June 4, 2020

The following committee members were in attendance at said meeting:

PRESENT:

David Bernstein, Chairperson
Olaf Luevano
Susan Stroebel
Nicole Mirikitani
Michelle Mainez
Valerie Donelson
Jay Bhavsar
Bryan Chacon
Rosalind Ford
Nancy Bunker
Baldo Paseta

STAFF:

Lucina Galarza, Director of Community Services
Aaron Christian, Director of Client Services
Dara Mikesell, Associate Director of Community Services
Rosa Ham, Interim Chief Financial Officer
Joe Alvarez, Associate Director of Clinical Services
Erika Gomez, Exec. Assistant – BOD
Willanette Satchell, Exec. Assistant - Management

MEMBERS ABSENT:

Bryan Chacon
Jose Mendoza
Vanessa Besack

RECOMMENDED ACTIONS

THE VENDOR ADVISORY COMMITTEE RECOMMENDATION:

None

A. CALL TO ORDER

David Bernstein called the meeting to order at 10:09 a.m. A quorum was established. Introductions were made of everyone of the VAC members and staff participating via teleconference.

The minutes from the June 4, 2020 meeting were approved.
M/S/C (Mainez & Stroebel) The committee approved the minutes.

B. VAC Categories: David Bernstein and Michelle Mainez requested to change the categories they represent.

M/S/C (Mainez & Stroebel) The committee approved that David Bernstein represent the Specialized category and Michelle Mainez represent the ICF category.

C. VENDOR CATEGORY REPORTS

Adult Programs

Vocational – Olaf Luevano shared that Ability is hosting an online job fair. For more information please go to abilityjobfair.org

Adult Day – Rosalind Ford reported there was a meeting on June 11, 2020. Providers are waiting on final direction from DDS to finalize their re-entry plans.

Infant & Children Services

Infant Development Program – (1 Vacancy)

Transportation

Baldo Paseta shared that DDS continues to gather data and providers are waiting for more feedback.

Independent Living Services

ILS Services – Nicole Mirikitani reported that the subcommittee met via videoconference on June 11, 2020. The members discussed billing, PPP and lack of transparency from families when ill.

SLS Services – Nancy Bunker discussed concerns about staffing shortages and registries.

Residential Services

ICF – David Bernstein

CCF – Jay Bhavsar and Valerie Donelson

Specialized – Michelle Mainez

The representatives under this category discussed the following:

- PPP extension
- Day Programs not providing age-appropriate activities

- PIN from Community Care Licensing (posted to group's Facebook page)
- "Hero's Bonus" stipend for caregivers
- Next Subcommittee meeting scheduled for July 16, 2020

Other Vendored Services- Bryan Chacon was not present.

At Large- Susan Strobel had nothing to report.

D. DAY PROGRAM WORKGROUP UPDATE

Rosalind Ford shared that there will be a meeting scheduled when a directive comes out.

E. TRANSPORTATION WORKGROUP UPDATE

Baldo Paseta shared that the next meeting is scheduled for July 14, 2020.

PUBLIC COMMENTS

There was a brief discussion about the extension and benefit of the "Hero's Bonus."

MEETING ADJOURNED

The next regular meeting will be held on August 6, 2020 at 10:00 a.m.



SAN GABRIEL/POMONA
REGIONAL CENTER

Client Services/Advisory Committee
Wednesday, July 22, 2020 at 6:00 p.m.
Assembly Room – Section A

Committee Members:

Staff:

Shannon Hines, Co-Chairperson
Sheila James, Co-Chairperson
Preeti Subramaniam
Shannon Hines
Daniel Clancy
Herminio Escalante
David Grisey

Jenny Needham
Julie Lopez
Sherry Meng
Ning Yang
Louis Jones
John Randall
Victor Guzman

Anthony Hill
Lucina Galarza
Aaron Christian
Erika Gomez
Elisa Herzog

AGENDA

- **Call to Order – Chairperson, Mary Soldato (6:00 – 6:05)**
- Approve Minutes of June 24, 2020 Meeting

- Public Comment (6:05 – 6:10)

- Action Item: None

- Client Advocate – Elisa Herzog (6:10 – 6:15)

Committee Follow-up – (6:15 – 7:00)

Mary Soldato, Chairperson, and Lucina Galarza, Director of Community Services / Aaron Christian Director, Client Services

- **Future Training Topics**
- **Board Bylaws**
- **Self Determination Advisory Committee Meetings & Updates**
- **Coronavirus Update**

SAN GABRIEL/POMONA REGIONAL CENTER

DEVELOPMENTAL SERVICES, INC.

Minutes of the Meeting of the Client Services /Advisory Committee

June 24, 2020

A regular meeting of the Client Services/Advisory Committee was held on Wednesday, June 24, 2020. The following committee members were present at said meeting:

PRESENT

Mary Soldato
Pretti Subramaniam
Shannon Hines
Herminio Escalante
Jenny Needham
Sheila James
Ardena Bartlett
Julie Lopez
Sherry Meng

STAFF:

Anthony Hill
Lucina Galarza
Aaron Christian
Joe Alvarez
Carol Tomblin
Erika Gomez

ABSENT:

Victor Guzman
Daniel Clancy
David Grisey
John Randall
Ning Yang
Louis Jones

GUESTS:

Gisele Ragusa

ITEMS DISCUSSED

A. CALL TO ORDER

May Soldato called the meeting to order at 6:05 pm
A Quorum established.

- The minutes of February 26, 2020 were approved.
M/S/C (Soldato & Bartlett)
- The minutes of March 25, 2020 were approved.
M/S/C (James & Subramaniam)
- The minutes of April 22, 2020 were approved.
M/S/C (James & Soldato)
- The minutes of May 27, 2020 were approved.
M/S/C (James & Soldato)

B. PUBLIC COMMENT – None

C. CLIENT ADVOCATE – Elisa Herzog was not present.

D. ACTION ITEM- BMRC POLICY

E. COMMITTEE FOLLOW UP

SPECIAL PRESENTATION – BMRC POLICY

The committee reviewed the BMRC Policy again and suggested one change, which Carol Tomblin, Director of Compliance, agreed to add. The committee will recommend the policy to the Board.

M/S/C (Soldato & James) The committee will recommend the BMRC Policy to the Board.

F. **BOARD BYLAWS** – The Board of Directors are currently in the process of revising Bi-laws. The amendments have been sent to Judy Enright & Associates for their revision. The taskforce overseeing this assignment will present the draft to the committees for review and to the Board for approval.

G. **SELF DETERMINATION** - There are now biweekly meetings. SG/PRC developed and posted three Notice of Request for Proposals, (RFP) for the money that was allocated to support the implementation of the program. Three responses were received. The three identified areas in the order of importance were: Support/Coaching for Transition to SDP, Collaborative Groups/Workshops, and Additional identified needs.

H. **DIRECTOR'S REPORT -Anthony Hill, Executive Director**

- Critical SG/PRC functions that are still being provided.
- SG/PRC Staff- 80% of staff are working remotely. Intake and eligibility assessments never stop and continue to be scheduled.
- SG/PRC hosts weekly COVID-19 Vendor Advisory Committee Meetings.
- SG/PRC hosts weekly Community Meetings – Tuesdays from 10 a.m. to 11 a.m.
- Staff have daily Directors Meetings – Daily assessment of COVID-19 by the Executive Team and other key staff at a daily morning meeting.
- Best Practices Document – Designed by SG/PRC nurses for service providers and has been adopted by DDS.
- Identified service providers and locations that can assist with surge capacity. Staff registries can be shared with ICFs as needed.

- Daily surveillance report – Mr. Alvarez is leading the tracking of individuals served by SG/PRC, vendor community or SG/PRC staff that are at risk, exposed or being tested for COVID-19.
- Staff have secured and distributed PPE for vendors and providers. PPE has also been made available to staff.
- SG/PRC will be used as an alternative location for children to receive therapy services.
- Lending library – there is a disparity issue with families not being able to do telehealth during these times due to lack of technology and staff are looking into addressing that issue.
- Re-engagement – the DS Taskforce and SG/PRC staff are waiting on approval from DDS on what vendors need to have on their re-engagement plan. So far, the plan needs to include an addendum, a pledge and a protection plan.

I. ADJOURN

Chairperson Mary Soldato adjourned the meeting.

The next Client Services/Advisory Committee meeting is scheduled for Wednesday, July 22, 2020 via videoconference.

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.
STRATEGIC DEVELOPMENT COMMITTEE MINUTES**

July 8, 2020

The following committee members were present at said meeting.

MEMBERS:

Julie Chetney, Chairperson
Dr. Gisele Ragusa
Bruce Cruickshank
Bill Stewart

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Aaron Christian, Director of Client Services
Joe Alvarez, Director of Clinical Services
Willanette Steward/Satchell, Exec. Asst. (Mgmt.)
Johnny Pang, I.T. Manager

MEMBERS ABSENT:

Joseph Huang

RECOMMENDED BOARD ACTIONS

**THE STRATEGIC DEVELOPMENT COMMITTEE RECOMMENDS THAT
THEY TAKE ACTION ON THE FOLLOWING:**

None.

ITEMS DISCUSSED

A. CALL TO ORDER

Julie Chetney called the meeting to order at 6:03 p.m. A Quorum was established.

The Agenda was approved with no adjustments.

The Minutes from the June 10, 2020 meeting were approved.

**M/S/C (Cruickshank & Ragusa) Motion Carried ~ The committee approved
the minutes.**

B. PUBLIC INPUT

None

C. GOALS AND OBJECTIVES

- *Bylaws Feedback Discussion* – Dr. Ragusa reported that the review of the bylaws has not been received yet from the Law Offices of Enright & Ocheltree. There has been a lot going on. Dr. Ragusa reviewed and provided the office with the error information, for adjusting. Still in the hands of our legal counsel.
- *Mentorship Document* – Julie Chetney reported she has not had much time to go over the policy, but will be doing so now that she has some extra time. Info will be sent out to all Committee Members. Dr. Ragusa stated there are 2 new members on the Board and hopefully they could be assigned a Mentor. Dr. Ragusa volunteered to mentor one; asked for a volunteer to mentor the second one. Julie Chetney volunteered. Discussion held on having a Zoom Mtg. w/Dr. Ragusa & Julie Chetney to meet with the two new members for a brief overview.
- *Training Topics* –
 - ~ The next training is scheduled for 7/22/2020 @ 7:15 p.m.; Update on Self-Determination. Will be conducted jointly between Aaron Christian and Lucina Galarza. Dr. Ragusa will send the link to everyone so that they can be invited and participate. Asked if anyone has any materials, please ensure they are sent out to the Board members. Per Mr. Christian, it will be via PowerPoint Presentation.
 - ~ Dr. Ragusa spoke about the required training regarding Performance Contract information that will be conducted by Dr. Carol Tomblin, which is due by October, 2020. (National Core Indicators training in October).
 - ~ Survey: Julie Chetney reported timeframe for return is August 1st.

D. BOARD COMPOSITION

Board Membership: New members were announced at the last meeting. Dr. Ragusa provided updates on the interest submissions. Asked that if there are others interested in participating, to please get their information to Erika Gomez. Dr. Ragusa also spoke about the largest Committee ~ which is the Client

Services/Advisory Committee, of which Shannon Hines is now the Chairperson.

E. AGENDA FOR AUGUST 12, 2020

- Bylaws
- Training Topics (Discussion held about this; Suggested to be board-oriented topics only)
- Interview one or two candidates (Suggested there not be a large amount of time between requests and interviews ~ all agreed)
- Survey Results

F. COVID-19 UPDATE

Anthony Hill, Executive Director, introduced Joe Alvarez, as the newly appointed Director of Clinical Services.

Reported the following regarding Covid-19:

- Spoke about the current surges/hot spots and named several affected counties.
- Vendor Re-Engagement plans.
- Unsustainable rate freezes / retainer payments / ongoing services.
- Expressed appreciation of SG/PRC's leadership for stepping up to the plate, handling issues.
- Will continue to build upon what we have established thus far, to keep up the good momentum for our community.
- Spoke about how our Regional Center is handling our workforce (currently at 98% working remotely). Provided information on how other Regional Centers are handling things at their Centers.
- Emphasized message he's promoting to staff ~ stay at home if you are sick. Masks are now mandatory when on-site. Office temporarily closed to the public.
- Suspended Intake and Early Start assessments for now ~ will make adjustments accordingly during this monitoring phase.
- Spoke about the "restrictive zones" within the agency ~ necessary to protect those staff who perform our critical functions.
- Concept of re-opening has been put on hold (DDS / Vendors / etc. are putting this off due to the surge).
- Directors continue to meet every morning to assess the latest COVID-19 information.
- SG/PRC continues to host weekly COVID-19 Vendor Advisory Committee Meetings (on Mondays) and weekly Community Meetings (on Tuesdays).

- Joe Alvarez provided individual stats on COVID-19; spoke about the spikes, presented information on the DDS report to the Committee. Further discussions were held regarding the report and review of it.
- Joe Alvarez also provided updated information on the County of Los Angeles and how younger people (18-40 y/o) are becoming infected more. Also spoke about the death of our colleague and the support that is being provided to the agency.
- Lucina Galarza reported on hot spots and specifically what is going on at Golden State Care Center; working with them on risk mitigation strategies.
- Lucina Galarza spoke about updated strategies with respect to information technology/remote options (RFI ~ Request For Interest) ~ Lending Library. Discussions held.
- Aaron Christian discussed PPE distribution. Made additional order requests due to the surge needs and the issue at Golden State Care Center. Also working with Parents Place, as they are distributing PPE to families directly.

G. ADJOURNED

Meeting adjourned at 7:11 p.m.

The next Strategic Development Committee meeting is scheduled for Wednesday, August 12, 2020.

SAN GABRIEL/POMONA REGIONAL CENTER

July 22, 2020

TO: Dr. Gisele Ragusa, Board President & Board of Directors
San Gabriel / Pomona Valleys Developmental Services, Inc.

FROM: Anthony Hill, M.A. Esq.
Executive Director

RE: Executive Director's Report

COVID-19 Pandemic

It has been 125 days since Governor Newsom's **stay at home** order in response to our shared responsibility to reduce the spread of COVID-19. Recently, California like many other states began the process of opening channels and streams of commerce. An indispensable first step to stave off food insecurity, rising unemployment, widening economic and health care disparities, safe return of children and college students to brick and mortar classroom settings, restoration of customers, the life-line for our small businesses, and expanding opportunities for work to be performed in traditional settings. Indeed, tailoring health care and economic policy in tandem to slow the rate of spread of COVID-19 has been challenging.

Los Angeles County, and several California Counties are hotspots, where positive COVID-19 cases are rising. We are in a surge. In response to the surge, on July 2, 2020 SG/PRC leadership took decisive action as we pivoted our business functions to a "Monitoring Phase."

- We temporarily closed our business office from public use.
- We increased our remote workforce from 93% to 98%.
- We suspended our Intake and Eligibility services.
- We created restrictive entry zones within our office protecting work areas where employees perform work supporting our critical functions.

Accordingly, as ongoing practice all SG/PRC employees before entry and while within our office space are required to wear masks, practice social distancing, avoiding in- person meetings, engage frequent handwashing, and are repeatedly reminded to remain at home if sick. Our cleaning and sanitizing programs remain robust and are implemented both during and after business hours.

Mrs. Tabitha Medina

Many of you are aware that COVID-19 has shaken us, as it has taken the life of one of our own. Our beloved Mrs. Tabitha Medina, Human Resource Specialist, winner of the 2018 Delores Perry Award for SG/PRC employee of the year. We are grieving our heartbreaking loss, and those of Tabitha's family members.

Tabitha, you remain with each of us always as do your kindness and generosity that fuels us daily as we serve the SG/PRC mission.

SG/PRC Employee Potential COVID-19 Exposure July 2, 2020

On July 4th, 2020, we were notified that an employee had tested COVID-19 positive. When tracing potential contacts of that employee, we discovered that employee had been in a large room with other SG/PRC employees during a listening session for Tabitha occurring on July 2, 2020. The only persons potentially exposed were SG/PRC employees.

Some of the potentially exposed employees were allocated to our remote workforce around 11 a.m. on July 2, 2020, and those employees that had not been allocated were immediately allocated to our remote workforce, referred to our workman’s compensation carrier for COVID-19 testing, began self-quarantining, and our office space was sanitized and cleaned. We have good news to report. All employees connected with this incident tested COVID-19 negative, and we have confirmation that there was no spread of COVID-19 between employees within the workplace.

SG/PRC Employee Potential COVID-19 Exposure July 6, 2020

On July 2, 2020, our Clinical Director emailed SG/PRC employees encouraging them to avoid social gatherings as a preventative measure to protect their health and safety during the 4th of July, Holiday. Later during that night an employee attended a party (non-business-related social gathering). On July 6, 2020 that employee without any symptoms of COVID-19 reported to work and performed work in the SG/PRC office. Later that afternoon, that employee was notified that a person attending that party on July 2, 2020 tested positive for COVID-19. That employee sought and received COVID-19 testing and notified us at 9:45 p.m. that they tested positive for COVID-19.

Our onsite workforce on July 6, 2020 was 13 employees. When tracing potential contacts of that employee, we determined that two employees had potential exposure, while wearing masks and social distancing greater than 6 feet. The employee that tested positive was allocated to our remote workforce and began self-quarantine. Our office space was sanitized and cleaned. We have good news to report. Both potentially exposed employees tested COVID-19 negative, and we have confirmation that there was no spread of COVID-19 between employees while within the workplace.

SG/PRC COVID-19 Risk Management/Mitigation Strategies

We continue to review, assess, and adjust our policies, practices, clinical resources, and surge capacity to protect the health and safety of individuals served as follows:

1. We are holding daily SG/PRC leadership meetings to monitor SG/PRC’s critical business functions, and to triage COVID-19 related service needs for individuals served, and securing supports for them, their families and Service Providers.
2. We are expanding our staffing registries inclusive of licensed and unlicensed staffing.
3. We are triaging COVID-19 residential settings hot spots, with quality assurance, nursing services, clinical supports, and leadership oversight.

4. We are partnering with the Local Public Health Department, Department of Health Care Services and the Department of Developmental Services aligning clinical resources, delivering technical support, and encouraging implementation of prevention strategies to manage the spread of COVID-19 in licensed residential settings.
5. We are making telephone contacts with individuals served to assess their IPP/IFSP service and technology needs.
6. We are meeting every Monday (10 a.m.-12 p.m.) through Zoom with our Vendor Community for review of Department of Developmental Services (DDS) Directives, public health policy guidance and updates, Best Practices, and planning for reengagement of service delivery (averaging 230 participants).
7. We are meeting every Tuesday (10 a.m.-11 a.m.) through Zoom with the SG/PRC Community to clarify the meaning of DDS Directives, and to connect families with SG/PRC resources and resources available in our community (averaging 150 participants).
8. We have distributed 11000 pieces of Personal Protective Equipment.
9. We are completing special incident reports and conducting COVID-19 surveillance.
10. We are conducting remote quality assurance visits, facility inspections, and investigations.
11. We are providing daily clinical and nursing consultation and supports for individuals served.
12. We are monitoring budget policy and legislation impacting the Developmental Services system.

CFO Announcement

Ms. Rosa Ham, Interim CFO, is now our ongoing CFO effective July 20, 2020. Ms. Ham has served SG/PRC over the past 21 years, as an Accountant, Operations /Accounting Manager, and Controller. Particularly, during the past 6 months, Ms. Ham has performed in dual roles, seamlessly incorporating COVID-19 workload. Ms. Ham has assured that our fiscal systems, policies, internal controls, asset protection devices, trust management programs, auditing functions, reporting and disclosure requirements, roll over process, and OPS and POS budgets conform with DDS standards, contract and regulatory requirements.

SG/PRC Budget FY19/20

Our FY 19/20 Operations Budget (OPS) will balance yearend. Our FY 19/20 Purchase of Service (POS) Budget will reflect a yearend deficit due to COVID-19 expenditures. FY19/20 Budget revise includes details to offset these COVID-19 related expenditures.

SG/PRC Budget FY20/21

We received our base allocation from prior year FY19/20 and growth dollars in FY20/21 Budget. The California Health and Human Services Budget / Developmental Services did not receive any cuts. However, California’s overall Budget is premised on both drawing down rainy-day reserves and tethering the assumption of federal dollars earmarked for COVID-19 relief funding occurring before October 2020. If federal COVID-19 relief funding does not occur, unavoidable FY20/21 state budget adjustments might impact Developmental Services.

Board/Committees Attachments & Community Announcements

For all the materials shared at the meetings, please go to www.sgprc.org