



**MINUTES OF THE SEPTEMBER 21, 2021 MEETING OF THE BOARD OF TRUSTEES OF  
THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><b><u>BOARD PRESENT:</u></b> Mr. Ron Bergmann, <i>Secretary</i> Mr. Fu-Tien Chiou, <i>Treasurer</i> Mr. Joe Czarske, Board Member Dr. James Flores, Board Member Mr. David Gauthier, Board Member Mr. Jeffrey Herrera, Board Member Ms. Ann Lee, Ph.D, <i>Vice-President</i> Mr. Christopher Patay, <i>President</i> Ms. Paul Quiroz, Board Member Ms. Jackie Solorio, Board Member Ms. Kim Vuong, Board Member</p> <p><b><u>BOARD ABSENT:</u></b> Dr. Marco Garcia, Board Member Mr. LaVelle Gates, Board Member</p> <p><b><u>STAFF PRESENT:</u></b> Mr. Patrick Ruppe, Executive Director Ms. Nancy Spiegel, Director of Information &amp; Development Ms. Judy Wada, Chief Financial Officer Ms. Mary Hernandez, Director of Case Management Support Services Ms. Antoinette Perez, Director of Children’s Services Ms. Judy Samana Taimi, Director of Adult Services Mr. Mike Ikegami, Director of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Executive Team Assistant</p>	<p><b><u>STAFF ABSENT:</u></b> Ms. LaWanna Blair, Director of Early Childhood Services</p> <p><b><u>GUESTS:</u></b> Ms. Gloria Garcia, HRC Parent Ms. Minerva Flores, HRC Parent Ms. Eva Alva, HRC Parent Ms. Martha DeLaTorre, HRC Parent Ms. Mayra Jiminez, HRC Parent Ms. Ivon Muniz, HRC Parent Ms. Maria Lacaba, HRC Parent Ms. Amelia Castellanos, HRC Parent Ms. Maria Zavala, HRC Parent Ms. Martha Gascon, HRC Parent Ms. Maria Chavez, HRC Parent Ms. Angela Robles, HRC Parent Ms. Monica Joya, HRC Parent Ms. Perla Mendoza, HRC Parent Ms. Maria De La Luz Zinzun, HRC Parent Ms. Marbella Carrillo, HRC Parent Ms. Teresa Hdez, HRC Parent Ms. Guadalupe Nolasco, HRC Parent Ms. Thao Mailloux Ms. Jaime Van Dusen, DDS</p>
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**CALL TO ORDER**

Mr. Patay called the Board to order at 6:30 p.m.

**PRESIDENT’S REPORT**

Mr. Patay welcomed Board members, guest and staff and took roll call of Board Members and HRC Staff. A quorum was established.

Mr. Patay reviewed with visitors the various zoom instructions and how to use the interpretation feature.

Mr. Patay encouraged all visitors who wish to address the Board at the end of our meeting during the time we have set aside for public comment to please make a request through the zoom chat feature.

Mr. Patay reminded the Board Members that our annual Board Retreat is scheduled for Saturday, October 9, 2021 and will take place at HRC in conference rooms A1 and 2 beginning at 9:00 am and will be followed by a recognition dinner.

Mr. Patay advised that we will now proceed with our regular agenda.

## **PRESENTATION OF MINUTES**

Mr. Bergmann presented the draft minutes of the July 20, 2021 meeting of our Board which were included in the board packet provided to all Board members and posted for the general public on the HRC website.

**The MINUTES OF THE JULY 20, 2021 BOARD MEETING were received and filed.**

## **PRESENTATION OF FINANCIALS**

**Mr. Chiou reviewed the following financial statements, which were received and filed:**

- Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated June 2021
- Harbor Regional Center Functional Expenditures, dated June 2021
- Harbor Regional Center Line Item Report, dated June 2021
- Harbor Regional Center POS Contract Summary, June 2021
- Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated July 2021
- Harbor Regional Center Functional Expenditures, dated July 2021
- Harbor Regional Center Line Item Report, dated July 2021
- Harbor Regional Center POS Contract Summary, dated July 2021
- Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities Fiscal Year 2020-21

## **EXECUTIVE REPORT**

### **1. HRC DEPARTMENT OF COMMUNITY SERVICES:**

Mr. Ruppe announced the appointment of Ms. Heather Diaz to the position of Director of Community Services at Harbor Regional Center and informed the Board of Ms. Diaz's many accomplishments and experiences, specifically her substantial Regional Center experience working at San Gabriel Pomona Regional Center (SGPRC). Mr. Ruppe asked the Board to welcome a Regional Center veteran and skilled manager into this important role at Harbor Regional Center and personally welcomed her as part of our senior management team at HRC!

### **2. COVID 19 TRENDS:**

Mr. Ruppe updated the Board on the latest COVID 19 trends and vaccination statistics, specifically how Harbor Regional Center currently has a 67% vaccination rate of staff through September 10, 2021. Mr. Ruppe referred the Board to Los Angeles County Department of Public Health's (LACODPH) issue and order provided in the board packet, indicating that health care providers are required to be vaccinated, which includes Regional Center staff who will, as of September 14, 2021, be required to provide proof of vaccination or submit a medical or religious exemption. Mr. Ruppe stated that for HRC staff who submit a medical or religious exemption will be required to get a weekly Covid test, which Harbor Regional Center will provide onsite and staff have been offered great incentives to get vaccinated.

### **3. BUDGET UPDATE:**

Mr. Ruppe summarized the C-1 Allocation, provided in the board packet that was distributed to all Regional Centers on September 9, 2021, and indicated the importance of the C-1 because it will allow for the hiring of new positions we will need to fill in the next fiscal year.

### **4. CONTRACTS – PURCHASE OF SERVICE (UNIVERSITY OF NEW HAMPSHIRE INSTITUTE ON DISABILITY):**

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. The University of New Hampshire Institute on Disability will provide consultation services to Harbor Regional Center Staff to aide in the development of a START program. START Crisis Intervention Services will be available as needed for all Harbor Regional Center Clients. The START model has shown demonstrated reductions in emergency services utilization and clinical mental health symptoms, as well as increases in well-being and satisfaction with

the mental health system of support. Services are provided across different systems: home, school, work, medical, mental health and developmental disability systems.

Description of Services: Consultation Services to develop a START (Systemic, Therapeutic, Assessment, Resources and Treatment) crisis intervention program in Harbor Regional Center's service area.

Start-up funds: \$835,020.00

**Mr. Chiou moved to approve the Purchase of Service Contract for Consultant Services with The New Hampshire Institute on Disability, in the start-up funds of \$835,020.00 and Mr. Bergmann seconded the motion which was unanimously approved by the Board, with no opposition or abstentions.**

**5. CONTRACTS – PURCHASE OF SERVICE (D'ESCOTO WEST):**

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. Harbor Regional Center plans to remodel the lobby located on the first floor of 21231 Hawthorne Boulevard.

Description of Services: This is a tenant improvement of 2,600 square feet consisting of a full renovation of the existing lobby and receptionist area providing enhanced visibility and security, the addition of a new entry and ADA accessible ramp from the parking lot and new finishes for either (8) consultation rooms and one (1) conference room. Security enhancements include key card access to assessment/conference room area and increased points of egress for staff and visitors. Exterior improvements will include new indirect lighting within the courtyard and new exterior lighting in the parking area for illumination and security. Signage will also be included for wayfinding within the building and to the newly reconfigured entry.

Initial Estimate Amount: \$507,000.00 (hard costs), \$42,900.00 (soft costs) = Total \$549,900.00

**Dr. Lee moved to approve the Purchase of Service Contract for Professional Services with D'Escoto West in the initial estimate amount of \$549,000.00 and Mr. Herrera seconded the motion which was unanimously approved by the Board, with no opposition. Mr. Quiroz abstained.**

**6. HOLIDAY GIVING:**

Mr. Ruppe announced that HRC is beginning our campaign to provide assistance to needy families during the holidays. Mr. Ruppe asked the Board to consider a gift from the Harbor Help Fund in the amount of \$60,000.00 with which we will purchase gift cards for distribution to our neediest families. Mr. Ruppe thanked the Board in advance for their continued support of our holiday giving campaign.

**Ms. Vuong moved to approve a donation of \$60,000.00 from the Harbor Help Fund for the purchase of gift cards for HRC's holiday giving campaign, and Dr. Flores seconded the motion which was unanimously approved by the Board, with no opposition or abstentions.**

**7. CALIFORNIA/DDS – MEDI-CAL PROVIDER ENROLLMENT:**

Mr. Ruppe called the Board's attention to a DDS memorandum dated December 4, 2019 addressed to Regional Center Executive Directors advising that all regional centers would be required to enroll as MediCaïd providers by December 31, 2019. As of this date, Mr. Ruppe advised that all of our board of trustees completed their applications as per this requirement. Per a new DDS memorandum related to this requirement, regional centers are now required to submit updated applications anytime there is a change in Executive Director, or Managing Employees or Board Members; thus Mr. Ruppe informed that Ms. Wada will work with any new board members to ensure any new applications are completed and submitted to DDS in a timely manner.

**8. CALIFORNIA/DDS – 2021 EARLY START AUDIT:**

Mr. Ruppe shared with the Board that DDS completed their early start monitoring review of Harbor Regional Center. DDS reported that we need to improve in areas as follows: assessment of needs, timeliness of the provision of services and Individual Family Service Plan (IFSP) service documentation. Mr. Ruppe then informed that DDS reported on how HRC has since made significant improvements in areas over the prior monitoring review and thanked Ms. LaWanna Blair, Director of Early Childhood Department and her team and stated that DDS asked to share HRC's plans with other regional centers who need assistance in improving their performance.

**9. CALIFORNIA/DDS – 2021 CASELOAD RATION REPORT:**

Mr. Ruppe advised the Board how regional centers are required to annually report to DDS client to service coordinator ratios per Welfare and Institutions Code Section 4640.6 and provided the Board with an update of HRC's caseload ratio status, including our plan of correction.

**10. PERFORMANCE CONTRACT status:**

Mr. Ruppe informed that per Welfare and Institutions Code Section 4629, Harbor Regional Center held a public meeting via zoom webinar on September 8, 2021 to present our draft 2022 performance plan. The presentations were available in English and Spanish and posted on our website: [www.harborrc.org/pod/planning-2022](http://www.harborrc.org/pod/planning-2022). Harbor Regional Center will make a presentation to our Board at our next public Board meeting on November 16, 2021.

**11. NATIONAL CORE INDICATORS status:**

Mr. Ruppe informed that per Welfare and Institutions Code Section 4571, Harbor Regional Center is required to post the latest National Core Indicators (NCI) survey results (The Child Family Survey, dated 2018-19 report) on our website: <https://www.harborrc.org/post/national-core-indicators-study> and also make a presentation to our Board of Trustees that will occur at our next public Board meeting on November 16, 2021.

**COMMITTEE REPORTS**

**A. ARCA**

Mr. Czarske reported that ARCA met in August and discussion focused primarily on the development of a START (Systemic, Therapeutic, Assessment, Resources and Treatment) crisis intervention program in Harbor Regional Center's service area through The University of New Hampshire Institute on Disability.

**B. AUDIT**

In Mr. Gate's absence, Ms. Wada informed that we are beginning to work with AGT on the audit for FY 2020-21 and this will be the third year with AGT. HRC staff are providing preliminary documents for them to start work on our annual report. The audit fieldwork will take place at the end of September and will be conducted both onsite and remotely this year.

**C. BOARD DEVELOPMENT**

Mr. Bergmann informed that the Board Development Committee met on September 8<sup>th</sup> via zoom and referred the Board to Mr. Ruppe who reported that due to the resignation of a Trustee, the Board Development Committee reviewed applications on file to fill the seat. Mr. Ruppe announced that after interviewing well-qualified candidates, the Board Development Committee recommended Ms. Patricia Jordan to serve on the board; if elected, Ms. Jordan's term of service will be through June 30, 2023. Mr. Ruppe asked the Board for a vote.

**Mr. Gauthier moved to elect Ms. Patricia Jordan to the Board of Trustees and Mr. Czarske seconded the motion, which was unanimously approved by the Board.**

**D. BOARD PLANNING**

Ms. Spiegel informed that the Board Planning Committee met on September 8, 2021 and participated in a public meeting regarding the Harbor Regional Center Performance Plan, “What’s Happening at Harbor Regional Center”. A presentation was provided to the community about regional center services and supports, including budget information, activity highlights for 2021, how these activities relate to our performance goals, our baseline performance thus far in 2021, and our performance goals for 2022. Committee members heard input on regional center services and supports, performance objections and planned activities from community participants.

**E. CLIENT ADVISORY**

Mr. Gauthier did not attend the August 14, 2021 Client Advisory Committee meeting and thus referred to Ms. Taimi, Director of Adult Services to report on the meeting. Ms. Taimi summarized the topics of the meeting, which primarily focused on updates of the Self-Determination Program.

**F. CLIENT SERVICES**

Mr. Chiou informed that the Client Services Committee met on July 27, 2021 and summarized the topics of the meeting, which primarily focused on provisional eligibility, and the restoration of camp and social recreation services. Mr. Chiou also reported how the Committee was updated on the various programs offered from our Family Resource Center and around the creation of an advocacy support group/workshop for young adults.

**G. COMMUNITY RELATIONS**

Ms. Spiegel informed that the Community Relations Committee met on September 15, 2021 and reviewed the input from the community and other input on the proposed Performance Plan, which is to be presented at the November 16, 2021 regular business Board meeting.

**H. RETIREMENT**

Mr. Chiou reported on the Harbor Regional Center Retirement Plan Balances as of June 30, 2021.

**I. SELF-DETERMINATION ADVISORY**

Ms. Perez advised the Board that the Self-Determination Advisory continues to meet monthly via zoom and provided an update on the July and August meetings.

**J. SERVICE PROVIDER ADVISORY**

Mr. Quiroz reported that the Service Provider Advisory Committee met on August 3, 2021 via zoom and were provided information on the following topics: update on new key HRC staff, budget and rates, state budget FY 2021-22 highlights, alternative service model (ASDM), HCBS spending plan (American Rescue Plan Act), and provider rate increases: rate study background and rate implementation increments.

**PUBLIC COMMENT**

Mr. Patay advised that public input was next on the agenda. Mr. Patay stated that he will call upon each person who has asked to address the Board and requested that he or she limit their comments to two minutes in order to accommodate everyone.

Mr. Patay indicated that we had three (3) attendees request to address the Board through the Zoom Chat this evening.

**EXECUTIVE SESSION**

Mr. Patay advised that there will be no executive session tonight.

**ADJOURNMENT (8:04 pm)**

Mr. Patay thanked all those who participated in our Board meeting tonight. Mr. Patay reminded Board members that our next regular business meeting will be on November 16, 2021 via zoom webinar.



Submitted by: \_\_\_\_\_

Ron Bergmann, Secretary  
Board of Trustees  
Harbor Developmental Disabilities Foundation