

**Harbor Regional Center
Client Advisory Committee
January 21, 2012 Meeting**

Members Present: Wesley Dale, Co-Chair; Debbie Howard, Secretary; Erik Soe; Mead Duley; Connie Leuck; Karen Tripp; Thomas Basch; Danielle Schorr; David Oster; Becky Smitha

HRC Staff Present: Colleen Mock, Elizabeth Stroh
Life Steps staff present: Jenelle Reyes

Mr. Wesley Dale, Co-Chair, called the meeting to order at 1:05 p.m.

Ms. Debbie Howard introduced the minutes of the September 17, 2011 meeting. Ms. Danielle Schorr moved to approve the minutes and the motion was seconded by Mr. David Oster. The minutes were unanimously approved by the committee members.

State Budget Update

Ms. Colleen Mock provided an update on the proposed Governor's budget. There must be an additional \$200 million savings from the regional center system. There are six stakeholder meetings that are scheduled throughout the state to discuss potential cost savings measures.

There was discussion regarding the Judge granting a preliminary injunction on the reduction of IHSS. There was also a discussion of the closure of Lanterman State Developmental Center.

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Safety Awareness

Ms. Colleen Mock provided training on safety awareness in the community, on public transportation and on the internet. Ms. Elizabeth Stroh reviewed crime prevention tips.

HRC Client Advisory Committee meeting schedule for 2012

The Client Advisory Committee members reviewed the Client Advisory Meeting for 2012. The future meetings are scheduled for April 21, 2012 (Torrance); July 21, 2012 (Long Beach); October 20, 2012 (Torrance). Training topics will include health and safety topics such as police tips on how to be safe in the community and tips to maintain optimal health.

Mr. Wesley Dale adjourned the meeting at 2:50 p.m.



Client Service Committee Minutes January 24, 2012

Present: Claudia DeMarco, Jahn Rokicki, Kristine Engels, Mayeen Clayton, Greg, Annette Ross, Michael Tredinnick and Fu-Tien Chiou.

The first item of discussion, of the 2012 topic areas for the committee was a review of past focus of the committee included visits to programs in the community (including day programs and different living options), history of the system, spring meetings focused on the budget, presentation on the resource center, and specific topics – federal funds, due process, community placement plan, eligibility criteria, Individual program planning, mental health, employment, Lanterman DC closure, and service policy review.

For the calendar year, as updates to service policies are prepared they will be presented to the committee for discussion. The members reviewed monthly meeting dates, including unanimous agreement that February and June will not include a meeting (Board retreat).

Suggested future topics identified by members: budget implications to services; information on transitions (i.e., DC closures etc); adult services (especially day programs); transition to adulthood; inclusion, clients participation in the community (including training police on how to deal with RC clients); prevention program, as well as early start services; RC clients becoming mothers; review of services based on diagnoses and age (from birth through death). The committee would like to include community visits as well as discussions at the HRC sites, possibly visit a developmental center (Fairview in Costa Mesa).

A discussion of Committee membership included a general agreement that an increase (currently at 12) in the membership is warranted. There was a special interest in adding members who have a general interest in the regional center but are not clients or parents. The members identified options to access these individuals, including community outreach through those who adopt families in the holiday season, possibly have fliers available in the Resource Center, accessing the Employment Council, service organizations, and police departments.

A brief review of the process DDS will use to engage stakeholders in recommendations to meet the necessary savings to the system was presented. An update to the progress on the Lanterman DC closure process and Porteville downsizing was also presented. The members ended the meeting with a tour of the Family Center and talked about the range of parent information and workshop events occurring during the week for families with young children.

The next meeting will be on Tuesday, March 27, 2012. The topic is “Information Available on the HRC website”. Members were asked to spend time visiting the HRC to prepare for a discussion of information available and recommendations as we prepare to update.

**Harbor Regional Center
Community and Financial Development Committee
Summary of Holiday Giving Campaign 2011**

Total funds raised for the Harbor Help Fund Holiday Giving campaign to help offset the cost of Grocery & gift certificates purchased.

- This year 2011 \$19,565
- Last year 2010 \$18,922
- Of the above 2011 total \$15,365 was received at year end, and the remainder was through grants received earlier in the year.

Breakdown of \$19,565

- Financial contributions from 189 donors
 - This year 2011: \$10,865
 - Last year 2010 \$11,900
 -
- Grants received
 - This year 2011 \$8,700
 - last year 2010 \$7,000
 - This year grants came from:
 - \$2000 - Xerox (see also Adopt a Family)
 - \$4700 - Northrop Grumman over the past year: two separate grants of \$2500 in December and \$2200 earlier in the year
 - \$2000 - Sandpipers

Adopt A Family

- This year 2011 132 families were adopted by 65 sponsors
- last year 2010 122 families
 - Xerox allocated \$2000 for Adopt A Family, and picked two large and extremely needy families, (in addition to the \$2000 they granted to the holiday giving/gift card fund). Employee volunteers shopped, wrapped, and delivered the gifts.

Other:

- We received and distributed generous in kind toy, gift and clothing donations from several individuals and HRC staff, The Disney Store, the Children's Wish Foundation and Toys For Tots.
- The AT&T Pioneers Volunteer Organization donated 15 tickets to the Rose Parade. Staff arranged to have clients from group homes to attend.
- The Southern California Ballet Theatre donated 30 tickets to their Saturday evening performance of The Nutcracker. Clients from five group homes attended.

In progress:

- We will be following up with a grant application to Boeing. We have received the required staff referral and formal invitation from the Employee Charity Foundation.
- Disney/ABC

Proposed Meetings schedule for 2012: May 3, and August 2, at 4:30 pm

Harbor Regional Center
Core Values
Draft Revision 2011-12

Fostering Empowerment /Self-Direction approved by Board 2011

People with developmental disabilities and their families who are knowledgeable of their rights and opportunities are able to make decisions on their own behalf, and are empowered to exercise control of, and responsibility for their own lives.

Harbor Regional Center is committed to providing support, information and choices to facilitate the empowerment process, and to assisting our clients to achieve the greatest self-sufficiency possible.

Providing Support approved by Board 2011

Ensuring that families receive early, continued, flexible and culturally-sensitive support assists them to maintain a secure and stable family system. A viable support system includes informal sources such as family, friends, and community, as well as formal support from educators, clinicians and service coordinators.

Harbor Regional Center's role is to respect, support and promote family and community relationships, and build partnerships that contribute to desired outcomes, hopes and dreams.

Sharing Information approved by Board 2011

Information provides individuals with developmental disabilities and their families with the knowledge to make decisions, and to be active participants in the planning and coordination of services. Information about our clients, our services, and our performance enables our community and legislative leaders to better understand and strengthen our service system.

Harbor Regional Center believes in openness and transparency, and is committed to providing timely, accurate and comprehensive information to our clients, families, service providers, board, staff, and the general public.

Promoting Informed Choice approved by Board 2011

Individuals and families who are able to see themselves as capable and competent decision makers can take a leadership role in all areas of their lives.

Harbor Regional Center is committed to empowering our clients and families to be knowledgeable of their options, exercise informed individual choices, and pursue their desired outcomes based upon these choices.

Harbor Regional Center
Core Values
Draft Revision 2011-12

Coordinating Family/Person Centered Services approved 2011

We respect the important roles and relationships of the individual, family, professionals, and the community, as equal participants on the individual's team.

Harbor Regional Center is committed to strengthening each family's ability to promote their family member's development.

Advancing Inclusion

Harbor Regional Center promotes services and supports that are provided in small, individualized, integrated and inclusive settings, utilizing natural environments and relationships whenever possible.

Harbor Regional Center is committed to maximizing opportunities for meaningful interaction with people without disabilities, and active participation in the community.

Respecting Partnership

We recognize that the regional center and its clients, families, service providers legislative leaders, and funding sources must actively work together as partners within a complex system of services. We value our relationship with all of our partners, with whom we share responsibility for facing challenges and achieving results.

We are committed to working together with a common sense of purpose, to achieve the vision and mission we have established.

Embracing Excellence and Innovation

We strive to be a learning and evolving organization. We promote the development of well-trained, knowledgeable and effective staff and service providers, with whom we share expectations for continuous quality improvement, innovative approaches, and evidence-based best practices.

We are committed to the development of services and supports that expand horizons, facilitate independent and productive lives, and support integration in the community for people with developmental disabilities.

Demonstrating Leadership

We take pride in our long history of compassionate service delivery, combined with conscientious stewardship and accountability. Our board, staff, clients, families and service providers are rich in experience and knowledge, and provide valuable guidance in establishing the future direction of our Center.

Together we value openness and accessibility, fiscal responsibility, and prudent effective use of available resources, for the achievement of our shared goals.

We are committed to continuing to develop strong leaders for the future.

**Harbor Regional Center
Service Provider Advisory Committee
Minutes: February 21, 2012**

Members Present: Harry Van Loon, Long Beach ARC; Kristine Engels, Life Steps Foundation; Pam Ryan, Canyon Verde; Dee Prescott, Easter Seal Southern California, Debbie Batucal, Westview Services; Shelly Cohen, Independent Focus; Barbara Schlosser, Ability First; Ronit Molko, AST; Donna Koenig, Oxford Services; Tanya San Roman, Carey Smith and Sally Alvarez, Pride Industries

HRC Staff Present: Colleen Mock, HRC Community Services Director

Budget Update:

Ms. Colleen Mock provided a budget update and announced that the six stakeholder meetings are being held throughout California to receive input regarding budget reduction suggestions to save the additional \$200 million. The service providers all expressed concern if the 4,25% reduction continues.

Trailer Bill Updates

Ms. Colleen Mock announced that service provider contact information has been posted on the website.

There was also a discussion regarding the financial review/audit requirements. The service providers were instructed to send the audits to Colleen Mock.

There was a discussion of the requirement to have service providers submit their billing by eBilling no later than June 30, 2012. More than 420 service providers are now using eBilling. With the eBilling system, service providers are able to electronically update and submit their monthly turn around invoicing and attendance via the internet. Additionally, service providers are able to access payment and billing history on the eBilling system. The HRC Accounting staff are contacting each of the HRC service providers directly to assist them in understanding and preparing for this change.

Ms. Mock reviewed the new regulation disclosure requirements for Medicaid Integrity. By April 25, 2012, all existing service providers will need to submit the new DS 1891 form that requires the listing of all senior management, owners and board members. HRC will notify providers by email that this form can be downloaded from the HRC website. A DS 1891 must be completed and submitted to the vendoring regional center for every vendor number.

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Harbor Regional Center Update:

The service providers were reminded that Harbor Regional Center will be communicating with service providers through Email.

Ms. Mock also noted that within the next few months, HRC will implement a system to distribute purchase of service authorizations and invoices to providers via email. The service providers will receive authorizations and provider of care claims forms as password-protected attachments to emails which can be printed, completed and mailed back to HRC.

Ms. Mock also announced that health committee meetings are available to discuss any client health or medication questions.

Announcements:

Ms. Mock reviewed family and adult client supports available from California Edison. There can be special notification to disabled clients who rely on medical equipment when there are planned outages. There is also credit assistance for customers who are elderly, disabled or have critical care needs.

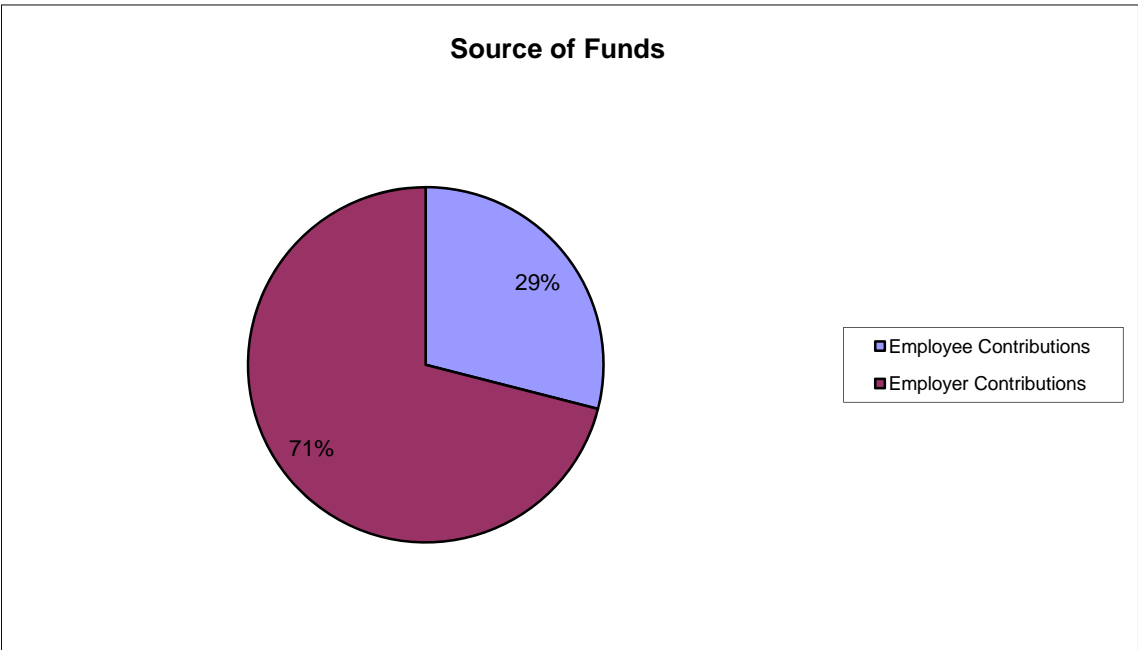
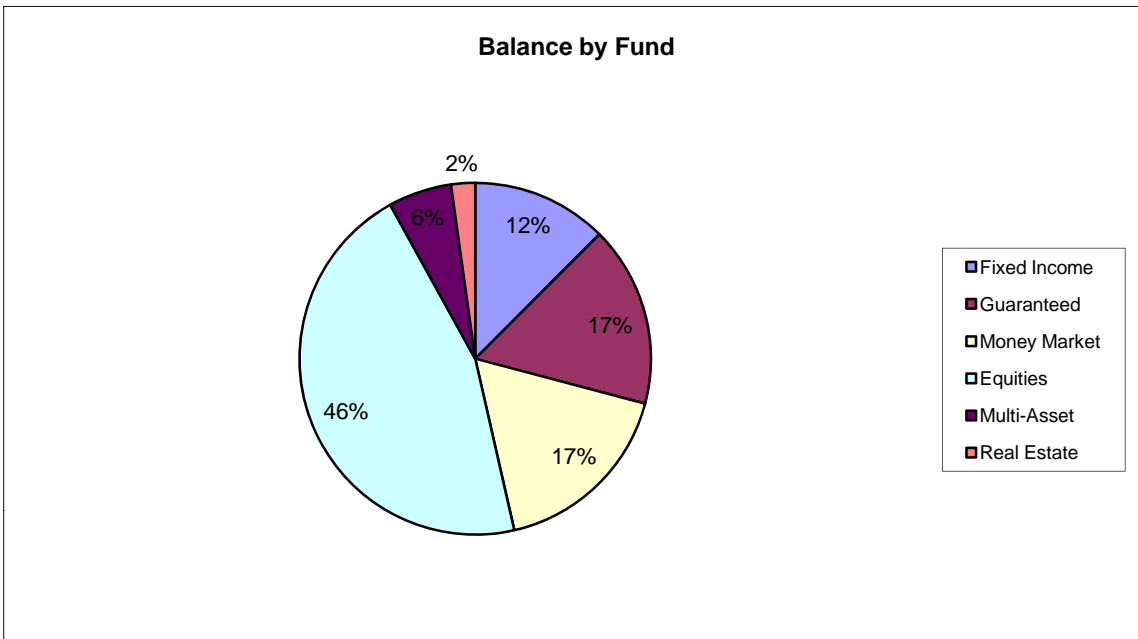
Ms. Mock discussed the client safety awareness available from Get Safe. The service providers report they would be willing to pay for a train-the-trainer education program.

The next Service Provider Advisory Committee Meeting: March 20, 2012 at 10:00 a.m.

**Harbor Regional Center
Retirement Plan Balances as of 12-31-11**

	Employee Contributions	Employer Contributions	Total Balance
Fixed Income	\$867,816	\$2,266,873	\$3,134,689
Guaranteed	\$1,476,711	\$2,691,084	\$4,167,795
Money Market	\$979,819	\$3,366,182	\$4,346,000
Equities	\$3,420,958	\$7,998,554	\$11,419,511
Multi-Asset	\$285,717	\$1,174,165	\$1,459,882
Real Estate	<u>\$240,647</u>	<u>\$315,878</u>	<u>\$556,525</u>
Total	\$7,271,668	\$17,812,735	\$25,084,403

* Plan Balances include active and terminated employees still in the Retirement Plan.
 Plan Balances include 401(k) and 457(b) Plans.
 ** Employee Contributions include \$797,106 in Rollover funds.



**Harbor Regional Center
Retirement Plan Performance**

Fund Balance 9/30/11	\$23,353,374
Activity 10/1/11 - 12/31/11	
Distributions	(\$69,734)
Contributions	<u>\$467,755</u>
Net	\$23,751,396
Fund Balance 12/31/11	\$25,084,403
Gain/(Loss)	\$1,333,007
% Gain/(Loss) for the Period	5.71%
 Active Employees in Retirement Plan	 243

Loan Information	as of 9/30/2011	as of 12/31/2011	Increase/ (Decrease)
Employees with Loans			
Active Employees with Loans	55	53	(2)
Terminated Employees with Loans	<u>22</u>	<u>21</u>	<u>(1)</u>
Total	77	74	(3)
 Average Balance Amount	 \$5,461	 \$5,151	 (\$311)
 Loan Value			
Employee Contributions	\$209,546	\$198,997	(\$10,549)
Employer Contributions	<u>\$210,986</u>	<u>\$182,152</u>	<u>(\$28,835)</u>
Total	\$420,532	\$381,148	(\$39,384)