



**MINUTES OF THE MARCH 21, 2023 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, Board Advisor Mr. Gordon Cardona, Board Member Mr. Fu-Tien Chiou, Board Advisor Mr. Joe Czarske, Board Member Dr. James Flores, <i>Treasurer</i> Mr. LaVelle Gates, Board Advisor Mr. David Gauthier, <i>Secretary</i> Mr. Jeffrey Herrera, Board Member Ms. Patricia Jordan, Board Member Ms. Ann Lee, Ph.D, <i>Vice-President</i> Mr. Christopher Patay, <i>President</i> Ms. Jackie Solorio, Board Member Ms. Kim Vuong, Board Member Ms. Laurie Zaleski, Board Member</p> <p><u>BOARD ABSENT:</u> Dr. Marco Garcia, Board Member Ms. Angie Rodriguez, Board Member</p> <p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Judy Wada, Chief Financial Officer Ms. Thao Mailloux, Director of Information & Development Ms. Heather Diaz, Director of Community Services Ms. LaWanna Blair, Director of Early Childhood Services Ms. Antoinette Perez, Director of Children’s Services Ms. Judy Samana Taimi, Director of Adult Services Ms. Mary Hernandez, Director of Case Management Support Services Mr. Richard Malin, Manager of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Department Assistant Executive Office</p>	<p><u>INTERPRETERS:</u> Ms. Azucena Bustillos, LRA Spanish Interpreter Ms. Jan Seeley, LRA ASL Interpreter</p> <p><u>GUESTS:</u> Ms. Jamie Van Dusen, DDS Mr. Albert Feliciano, SCDD Ms. Tiffany De La Torre, Service Provider-24 hr Ms. Ailym Cabral-Arciga, HRC Service Coordinator Mr. Andrew Gomez, HRC Service Coordinator Ms. Angy Garzo, HRC Service Coordinator Ms. Bobbi Sutton , HRC Service Coordinator Ms. Caitlin Cooper, HRC Service Coordinator Ms. Carolina Osorio, HRC Service Coordinator Ms. Celeste Abernathy, HRC Service Coordinator Ms. Francica Franco, HRC Service Coordinator Ms. Gabriela Orozco, HRC Service Coordinator Ms. Genevi Zamora, HRC Service Coordinator Mr. Jonathan Lopez Orozco, HRC Service Coordinator Ms. Karla Gonzalez, HRC Service Coordinator Ms. Lesly Nuno, HRC Service Coordinator Mr. Ricardo Galan HRC Service Coordinator Ms. Sheena Ahn, HRC Service Coordinator Ms. Stephanie Rojas, HRC Service Coordinator Mr. Terrance Reaves, HRC Service Coordinator Ms. Thalia Ledesma, HRC Service Coordinator Mr. Tyronne Plunkett, HRC Service Coordinator Ms. Vanessa Estrada, HRC Service Coordinator Ms. Yeisson Carrillo, HRC Service Coordinator Ms. Jessica Leos, HRC Client Services Manager</p>
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CALL TO ORDER

Mr. Patay called the Board to order at 6:00 p.m.

PRESIDENT’S REPORT

Mr. Patay welcomed Board members, guest and staff; Mr. Patay took roll call of Board Members and HRC Staff and 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 raise your hand feature.

Mr. Patay reminded the Board Members that our next meeting is a training on April 18, 2023 and not a regular business meeting. The next regular business meeting of the Board will be on May16, 2023.

Mr. Patay announced that our annual Board Retreat will be held on Saturday, October 7, 2023 at HRC Torrance Conference Rooms A1&2 followed by a recognition dinner. Details will be provided as the date approaches.

RE-ELECTIONS

Mr. Patay called the Board's attention to the Re-Election Ballot provided in the Board packet and indicated that prior to moving on to the regular agenda we will have a re-election of board members whose terms end June 30th. Mr. Patay asked the Board members to use the raise your hand feature to denote a vote of the following members:

Joe Czarske (1 year)	Ann Lee, Ph.D. (2 years)
David Gauthier (1 year)	Jackie Solorio (2 years)
	Patricia Jordan (2 years)

Mr. Patay called upon each Board member to vote and each member voted to re-elect the above members for the additional terms indicated. All members were in favor.

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

PRESENTATION OF MINUTES

Mr. Gauthier presented the draft minutes of the January 17, 2023 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 JANUARY 17, 2023 BOARD MEETING were received and filed.**

PRESENTATION OF FINANCIALS

Dr. Flores reviewed the following financial statements, which were received and filed:

- Harbor Regional Center Monthly Financial Report Fiscal Year 2022-23, dated December 2022
- Harbor Regional Center Functional Expense Summary, dated December 2022
- Harbor Regional Center POS Contract Summary, dated December 2022
- Harbor Regional Center Line Item Report, dated December 2022
- Harbor Regional Center Monthly Financial Report Fiscal Year 2022-23, dated January 2023
- Harbor Regional Center Functional Expense Summary, dated January 2023
- Harbor Regional Center POS Contract Summary, dated January 2023
- Harbor Regional Center Line Item Report, dated January 2023
- Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities Fiscal Year 2022-23

EXECUTIVE REPORT

1. HARBOR REGIONAL CENTER FINAL STRATEGIC PLAN | JULY 1, 2023 TO JUNE 30, 2026:

Mr. Ruppe advised that since our annual Board retreat in October, the Board participated in developing the following focus areas: 1) Improve Individual and Family Experience and Satisfaction; 2) Enhance Service Coordination; 3) Increase Resource Development; and 4) Strengthen Community Engagement.

Mr. Ruppe informed that for each of the four strategic areas, several goals and objectives were identified to track our progress and hold us accountable both internally and to our community over the next three fiscal years. Additionally, the strategic plan is a living document for HRC that is meant to guide us in how to truly live HRC's vision, make progress toward meeting our mission and represent our guiding values in every aspect of our work. As such, Mr. Ruppe advised that we will report our progress to the Board each quarter beginning in October 2023 for the quarter ending July 1 to September 30, 2023.

Mr. Ruppe indicated that collaboration and regular meetings with Consultant Dr. LeeAnn Christian have continued to further define the goals and objectives that moves each focus area forward and called the Board's attention to the final plan as it requires Board approval.

Ms. Jordan moved to approve the Harbor Regional Center Strategic Plan and Mr. Gauthier seconded the motion, which was unanimously approved by the Board.

2. CONTRACT FOR BOARD (RATIFICATION) – OPERATIONS FOR CONSTRUCTION SERVICES:

Mr. Ruppe called the Board’s attention to the various Operations Contract from 2016 to 2020 requiring Board review and ratification that were discovered through the recent DDS audit as it appears that they were not presented to the Board for review and approval as required by statute. Mr. Ruppe described each contract for the Board and indicated that all projects followed standard construction guidelines, permits were pulled when required and the projects passed all required city inspections. Mr. Ruppe informed that statute and our contract with the department requires Board approval for contracts that exceed \$250,000 and in addition to his pledge for transparency to the Board, the Executive/Finance Committee and Mr. Ruppe are actively working with our attorneys to review what additional steps can be taken to ensure this issue does not arise again. Mr. Ruppe requested a motion by the Board for ratification.

Mr. Gauthier moved to ratify the Operations Contracts for various construction projects with D’Escoto West, Inc. and Mr. Herrera seconded the motion, which was unanimously approved by the Board with no opposition.

3. CONTRACT FOR BOARD APPROVAL – OPERATIONS FOR FURNITURE PURCHASE AND INSTALLATION:

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. Mr. Ruppe indicated that the purchase of furniture is required for the newly leased facilities at 21235 Hawthorne Boulevard, Torrance, CA 90503, Suites 206 & 208, referenced by HRC as Building D. The two suites comprise 5,632 total square feet and will accommodate up to 32 staff. The purchase includes furniture for two private offices, furniture and panels for twenty-one cubicles and nine hybrid/”drop in” work stations, conference room and multipurpose break room. The contract amount is not to exceed \$400,216.00 (initial estimate of \$381,158.00 plus a 5% contingency).

Ms. Vuong moved to approve the Operations Contract with Western Offices Los Angeles for furniture purchase and installation in the amount not to exceed \$400,216.00 and Ms. Solorio seconded the motion, which was unanimously approved by the Board with no opposition.

4. STATEWIDE ISSUES:

Mr. Ruppe summarized information pertaining to the HCBS Final Rule Settlement and HRC’s Compliance Status along with the DDS Directive on the Coordinated Family Support (CFS) Program. Both statewide issues were provided in the Board packet for review.

5. PURCHASE OF SERVICE EXPENDITURE DATA:

Mr. Ruppe reported that the Lanterman Act requires the California Department of Developmental Services (DDS) and all Regional Centers to compile and distribute information regarding the purchase of regional center services by age, diagnosis, ethnicity, language and living arrangement. Harbor Regional Center posted the data on our website for public view and it is now being analyzed and summarized so that we will have current data to report to our community. The dates for the Purchase of Service Expenditure public meetings are as follows:

- March 28, 2023 from 6:00 pm to 8:00 pm via zoom webinar. This meeting will be conducted in Spanish with English & ASL translation. Register in advance for this webinar: https://us06web.zoom.us/webinar/register/WN_C6wmw8VsRq-afrd5VKAgnq
- March 30, 2023 from 6:00 pm to 8:00 pm via zoom webinar. This meeting will be conducted in English with Spanish & ASL translation. Register in advance for this webinar: https://us06web.zoom.us/webinar/register/WN_t8KngxMLTi6UmF4DRt1PCA

6. INTAKE OVERVIEW presentation:

Mr. Ruppe introduced Ms. LaWanna Blair, Director of Early Childhood Department who made a presentation to the Board on the Early Start and Lanterman Intake Data which was well received by the Board.

COMMITTEE REPORTS

A. AUDIT

Mr. Czarske informed that our auditors, AGT, are currently working on the 990 which the committee will review in April so that it is finalized for filing by May 15th.

B. BOARD DEVELOPMENT

Mr. Czarske reported that the Committee met on January 11th and on February 8th where review of potential new member (Mr. Eber Bayona) and two returning members (Mr. Fu-Tien Chiou and Mr. LaVelle Gates) occurred. Mr. Czarske stated that those candidates will be voted on at the May meeting. Mr. Czarske also reported that at the March 8th meeting, the Committee determined the re-election ballot which was brought forward at the beginning of tonight's meeting for votes.

C. CLIENT ADVISORY

Ms. Taimi, Director of Adult Services, made the report for Chair David Gauthier and reported that the Committee met on February 11, 2023 and discussed the purpose of the Committee and continuing outreach efforts.

D. CLIENT SERVICES

Ms. Jordan reported that the Committee met on January 24, 2023 and mainly discussed the new DDS Directive on Coordinated Family Support Services Program (CFS). The next meeting is scheduled for May 23, 2023.

E. COMMUNITY RELATIONS

Dr. Lee informed that the Committee met on February 8, 2023 and informed that the virtual Grassroots Day is scheduled to occur on Wednesday, March 29, 2023 and indicated HRC's involvement with this advocacy. Dr. Lee also reported that the Committee will continue to focus on strengthening partnerships with elected officials and to continue to promote partnerships with HRC and the community. The next meeting is scheduled for April 12, 2023.

F. RETIREMENT

In Chairperson Dr. Jim Flores' absence, Ms. Judy Wada reported on the retirement plan balances as of December 31, 2022.

G. SELF-DETERMINATION ADVISORY

Ms. Perez, Director of Children and Adolescent Services and SDP Liaison advised the Board that the Self-Determination Advisory Committee continues to meet monthly via zoom and provided an update on the January, February and March meetings.

H. SERVICE PROVIDER ADVISORY

In Chairperson Angie Rodriguez absence, Ms. Heather Diaz, Director of Community Services reported that the Committee met on February 7, 2023 and summarized the highlights of the meeting. The next meeting is scheduled for April 4, 2023.

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 five minutes in order to accommodate everyone.

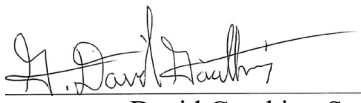
Mr. Patay indicated that we had one (1) attendee request to address the Board through the Raise Your Hand feature this evening.

CLOSED SESSION

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

ADJOURNMENT 7:10 p.m.

Mr. Patay thanked all those who participated in our Board meeting tonight.

Submitted by: 
David Gauthier, Secretary
Board of Trustees
Harbor Developmental Disabilities Foundation