



**MINUTES OF THE MAY 18, 2021 MEETING OF THE BOARD OF TRUSTEES OF THE
HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.**

<p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, <i>Treasurer</i> Mr. Fu-Tien Chiou, <i>Secretary</i> Mr. Joe Czarske, <i>President</i> Dr. James Flores, Board Member Mr. La Velle Gates, Board Member Mr. David Gauthier, Board Member Ms. Ann Lee, Ph.D, Board Member Mr. Christopher Patay, <i>Vice-President</i> Ms. Paul Quiroz, Board Member Dr. Monica Sifuentes, Board Member Ms. Kim Vuong, Board Member</p> <p><u>BOARD ABSENT:</u> Mr. Jeffrey Herrera, Board Member Dr. Bobbie Rendon-Christensen, Board Member Ms. Latisha Taylor, Board Member</p>	<p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Nancy Spiegel, Director of Information & Development Ms. LaWanna Blair, Director of Early Childhood Services Ms. Antoinette Perez, Director of Children’s Services Ms. Judy Samana Taimi, Director of Adult Services Mr. Mike Ikegami, Director of IT Mr. Richard Malin, Manager of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Executive Team Assistant</p> <p><u>STAFF ABSENT:</u> Ms. Judy Wada, Chief Financial Officer Ms. Mary Hernandez, Director of Case Management Support Services</p> <p><u>GUESTS:</u> Ms. Kathy Sanders Platnick, HRC Parent Ms. Dana Simon Mr. Scott M Ms. Jamie Van Dusen, DDS Ms. Hilda Jimenez, DDS</p>
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CALL TO ORDER

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

PRESIDENT’S REPORT

Mr. Czarske welcomed Board members, guest and staff and took roll call of Board Members and HRC Staff.

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

Mr. Czarske encouraged any 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 Chat.

Mr. Czarske announced that tonight is our Annual Board Meeting and we will have an ‘election of officers’ for fiscal year 2021-2022 and an ‘election of two new board members’ who will serve a two year term. Board Members have received two links to vote through the chat feature. For the Slate of Officers for fiscal year 2021-22, the Board Members will vote yes, no or abstain for the following members:

Chris Patay	President
Ann Lee	Vice President
Ron Bergmann	Secretary
Fu-Tien Chiou	Treasurer

For the election of two new Board Members whose term will be for two-years beginning July 1, 2021 through June 30, 2023. The Board Members will vote yes, no or abstain for the following candidates:

Jacquelyn Solorio Board Member Candidate
Dr. Marco Garcia Board Member Candidate

Mr. Czarske advised Board Members experiencing any difficulty in accessing the link to ask IT Staff for assistance. Mr. Czarske informed that the results of the re-election will be forwarded to the Board President once balloting is completed and the Board Development Committee Chairperson will report on the results of the re-election during the reporting of the Committee Reports.

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

PRESENTATION OF MINUTES

Mr. Chiou presented the minutes of the March 16, 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 MARCH 16, 2021 BOARD MEETING were received and filed.

PRESENTATION OF FINANCIALS

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

Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated February 2021; Harbor Regional Center Functional Expenditures, dated February 2021; Harbor Regional Center Line Item Report, dated February 2021; Harbor Regional Center POS Contract Summary, February 2021; Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated March 2021; Harbor Regional Center Functional Expenditures, dated March 2021; Harbor Regional Center Line Item Report, dated March 2021 and the Harbor Regional Center POS Contract Summary, dated March 2021 and the Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities Fiscal Year 2020-21.

EXECUTIVE REPORT

1. CORONA VIRUS UPDATES:

Mr. Ruppe announced that COVID numbers have been declining across all categories and indicated that there has been a dramatic decrease in new cases being reported. Mr. Ruppe noted that in reviewing the various tables and charts of current data compiled and provided to the Department of Developmental Services (DDS) by the 21 regional centers we find that certain communities continue to be impacted disproportionately by COVID 19. For Harbor Regional Center (HRC) clients, the number of individuals in the Hispanic community that have tested positive is greater than their percentage of HRC clients, which is 49% versus 40% of HRC clients. Mr. Ruppe indicated that HRC has continued to take a leadership role in the community by offering our Torrance office as a COVID 19 Vaccination site and we are listed on the MY TURN website. Mr. Ruppe announced that to date HRC has provided our community with over 2,000 doses of the Moderna vaccine.

2. POS EXPENDITURE PROJECTION (PEP) FY 2020-21 UPDATE:

Mr. Ruppe updated the Board on the most recent PEP report for fiscal year 2020-21 which indicates that the projection for Statewide purchase of service expenditures continues to show a maximum projected deficit of \$34 million dollars this year.

3. CONTRACTS – PURCHASE OF SERVICE (THE COLUMBUS ORGANIZATION):

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. Typically, our clinical services is in excess of

\$250,000, thus the Executive Committee is recommending a motion to approve the following purchase of service contract: The Columbus Organization: \$1,750,000. The Columbus Organization provides clinical consultation services to HRC staff and providers regarding client specific issues. This contract includes the services of three (3) psychologists, three (3) registered nurses, one (1) pharmacist, one (1) forensic specialist and one (1) occupational therapist.

Description of Services: Professional Services

Ray of payment: Hourly rate based on position

Pricing includes salaries, taxes, benefits and indirect costs

Current Positions include (average bill rate):

Nurses-R.N. (3 FTE)	\$88.07
Psychologists (2 FTE)	\$92.62
Bi-Lingual Psychologist (1 FTE)	\$96.00
Forensic Specialist (1 FTE)	\$72.59
Pharmacist (1 FTE)	\$107.63
Occupational Therapist (1 FTE)	\$95.68

Original Contract period: July 1, 2021 to June 30, 2023

Projected Annual Amount: not to exceed \$1,750,000

Mr. Chiou moved to approve the Purchase of Service Contract for Professional Services, in the projected annual amount and not to exceed \$1,750,000 and Ms. Lee seconded the motion which was unanimously approved by the Board.

4. CONTRACTS – TRANSPORTATION (ROUND TRIP):

Mr. Ruppe advised that the Lanterman Act requires that any regional center contract which exceeds \$250,000 be approved by the Board of Trustees. Typically, our transportation services contracts are in excess of \$250,000. These agencies provide transportation services to HRC clients. The rate of payment is per client, per one-way trip and the rate varies by zones. The Executive Committee is recommending a motion to approve the following transportation contract:

Description of Services: Transportation Services

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

Rate of payment: Per client, per one-way trip, rate varies by zone

- Current Range: \$14.34 to \$21.83 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.25 to \$20.18 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon
- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year

Mr. Bergmann moved to approve the Round Trip Transportation Contract for Transportation Services, in the projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers and Ms. Vuong seconded the motion which was unanimously approved by the Board.

5. CONTRACTS – TRANSPORTATION (IDEAL TRANSIT):

Mr. Ruppe advised that the Lanterman Act requires that any regional center contract which exceeds \$250,000 be approved by the Board of Trustees. Typically, our transportation services contracts are in excess of \$250,000. These agencies provide transportation services to HRC clients. The rate of payment is per client, per one-way trip and the rate varies by zones. The Executive Committee is recommending a motion to approve the following transportation contract:

Description of Services: Transportation Services

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

Rate of payment: Per client, per one-way trip, rate varies by zone

- Current Range: \$14.42 to \$23.74 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.33 to \$21.94 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon
- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year

Ms. Vuong moved to approve the Ideal Transit Transportation Contract for Transportation Services, in the projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers and Ms. Sifuentes seconded the motion which was unanimously approved by the Board.

6. CONTRACTS – TRANSPORTATION (COMFORT):

Mr. Ruppe advised that the Lanterman Act requires that any regional center contract which exceeds \$250,000 be approved by the Board of Trustees. Typically, our transportation services contracts are in excess of \$250,000. These agencies provide transportation services to HRC clients. The rate of payment is per client, per one-way trip and the rate varies by zones. The Executive Committee is recommending a motion to approve the following transportation contract:

Description of Services: Transportation Services

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

Rate of payment: Per client, per one-way trip, rate varies by zone

- Current Range: \$14.30 to \$21.83 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.22 to \$20.18 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon
- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year

Mr. Gauthier moved to approve the Comfort Transportation Contract for Transportation Services, in the projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers and Mr. Gates seconded the motion which was unanimously approved by the Board.

7. CONTRACTS – TRANSPORTATION (RELIABLE):

Mr. Ruppe advised that the Lanterman Act requires that any regional center contract which exceeds \$250,000 be approved by the Board of Trustees. Typically, our transportation services contracts are in excess of \$250,000. These agencies provide transportation services to HRC clients. The rate of payment is per client, per one-way trip and the rate varies by zones. The Executive Committee is recommending a motion to approve the following transportation contract:

Description of Services: Transportation Services

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

Rate of payment: Per client, per one-way trip, rate varies by zone

- Current Range: \$14.94 to \$22.80 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.81 to \$21.07 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon

- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year

Mr. Patay moved to approve the Reliable Transportation Contract for Transportation Services, in the projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers and Mr. Flores seconded the motion which was unanimously approved by the Board.

8. BORROWING RESOLUTION (PACIFIC PREMIER BANK LINE OF CREDIT)

Mr. Ruppe advised that it is necessary for HRC to have a line of credit in place in the event we have insufficient cash to ensure that our service providers are paid timely and to meet other obligations. HRC has renewed its line of credit with Pacific Premier Bank. The current agreement was dated May 27, 2020. The termination date will be extended from June 30, 2021 to June 30, 2022. The principal amount of \$41,000,000 is being increased to \$43,000,000 and will become available beginning July 1, 2021 to manage case flow requirements as needed. Below you will find a borrowing resolution that will require adoption by the Board.

BORROWING RESOLUTION: RESOLVED that Harbor Regional Center renew its line of credit with Pacific Premier Bank from \$41,000,000 to \$43,000,000 to manage cash flow requirements as needed.

Mr. Gates moved to adopt the borrowing resolution as noted above and Ms. Sifuentes seconded the motion which was unanimously approved by the Board.

9. BORROWING RESOLUTION (RETIREMENT PLAN SUPPLEMENTAL CONTRIBUTION)

Mr. Ruppe informed that Harbor Regional Center has a Prototype Profit Sharing Plan with a 401(k) Feature (“the Retirement Plan”) managed by TIAA. HRC makes contributions to each active staff persons account. These contributions are in lieu of contributions to Social Security. At this time, HRC has an operations surplus and is proposing to utilize operations funds to make a one-time supplemental contribution to the Retirement Plan. The supplemental contribution to the Retirement Plan will be paid to each active employee as of May 14, 2021 in the amount of 1.00% of the regular salary paid during the one year period to and including that date (twenty-six (26) pay periods). Below you will find a borrowing resolution that will require adoption by the Board.

BORROWING RESOLUTION: RESOLVED that Harbor Regional Center make a supplemental contribution to the Harbor Regional Center Prototype Profit Sharing Plan with a 401(k) Feature (“the Retirement Plan”) utilizing operations funds in the Fiscal Year 2020-21. The supplemental contribution to the Retirement Plan will be paid to each active employee as of May 14, 2021 in the amount of 1.00% of the regular salary paid during the one year period to and including that date (twenty-six (26) pay periods).

Mr. Chiou moved to adopt the borrowing resolution as noted above and Mr. Gauthier seconded the motion which was unanimously approved by the Board.

10. FY 2021-22 BUDGET

Mr. Ruppe reported on the budget for fiscal year 2021-22 and indicated that overall the budget in the May Revise shows no decreases noted for all of the regional centers. Specifically for fiscal year 2021-22, there is an increase of 7.8% for operations and a 9% increase in purchase of service funds.

11. MAY REVISE HIGHLIGHTS

Mr. Ruppe informed that the revised budget eliminates the Uniform Holiday Schedule and the sunset clause for the providers 8.2% supplemental rate increase, which will only benefit our clients and provider community. The elimination of the rate sunset will allow providers to accurately manage their business needs past 12/31. Mr. Ruppe then summarized the various May Revise Highlights.

12. CASELOAD GROWTH

Mr. Ruppe called the Board's attention to one area of concern in the budget which is the projected caseload growth for the coming fiscal year and summarized the key concerns.

13. BYLAWS

Mr. Ruppe advised that Harbor's corporate bylaws needed to be revised to ensure that they reflect current laws and regulations. The bylaws for the Harbor Developmental Disabilities Foundation were last revised in 2016 (Sixth Re-Statement). Since 2016 many changes have occurred in the Lanterman Act and in laws and regulations that oversee corporations in California. The proposed revisions for the bylaws were reviewed with the entire Board of Trustees at the April Board training meeting. Further, the Executive Committee has reviewed the bylaws and recommends that the Seventh Re-Statement of bylaws of Harbor Developmental Disabilities Foundation dba Harbor Regional Center be approved.

Mr. Flores moved to adopt the draft seventh restatement of the bylaws as revised for Harbor Regional Center and Mr. Chiou seconded the motion, which was unanimously approved by the Board.

14. PRESENTATION ON 'PREPARING FOR ADULTHOOD'

Mr. Ruppe called the Board's attention to a new video just produced for Harbor Regional Center on how we prepare individuals for transition. Mr. Ruppe referred the Board to Ms. Nancy Spiegel, Director of Information and Development who will share a clip from the video regarding transitioning to adulthood. The video has been produced in English and Spanish and has been posted to our website.

15. PRESENTATION ON THE SELF-DETERMINATION PROGRAM

Mr. Ruppe informed that Ms. Antoinette Perez, Director of Children's Department will give a brief presentation on the Self-Determination Program, which will be going live in June. We are excited to share the latest progress we have made in implementing the program.

COMMITTEE REPORTS

A. ARCA

Mr. Czarske advised that we have been kept advised of all of the various activities taking place in Sacramento by the ARCA staff, specifically the Budget and May Revise which has been the focus of the last couple of meetings.

B. AUDIT

Mr. Gates reported that the 990 has been filed.

C. BOARD DEVELOPMENT

Mr. Bergmann reported that the Board Development Committee met on April 14th via zoom and interviewed two candidates for board recruitment and also developed a slate of officers' ballots for this annual May meeting. Tonight, board members voted to elect two new Board members, who are Ms. Jacquelyn Solorio and Dr. Marco Garcia who are eligible to serve on the board for a two year term. The Board members also voted on the Slate of Officers for FY 2021-22.

D. BOARD PLANNING

Mr. Czarske informed that there has been no meeting of the Board Planning Committee since the last Board Meeting.

E. CLIENT ADVISORY

Mr. Czarske informed that there has been no meeting of the Client Advisory Committee since the last Board meeting.

F. CLIENT SERVICES

Ms. Blair advised that the Client Services Committee met on March 23rd via zoom and had a discussion about client sensitivity by Dr. Denise Godfrey-Pinn, HRC’s consulting psychologist. Ms. Blair also reported how the Committee was advised that HRC is working on creating a list of trainings that can be offered to the community and support groups.

G. COMMUNITY RELATIONS

Mr. Czarske informed that there has been no meeting of the Community Relations Committee since the last Board Meeting.

H. RETIREMENT

Mr. Chiou reported on the Retirement Plan Balances as of March 31, 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 March and April meetings.

J. SERVICE PROVIDER ADVISORY

Mr. Quiroz reported that the Service Provider Advisory Committee met on April 6th via zoom and were provided information on the following topics: update on COVID-19, budget and rates, alternative service rates (ASDM), updates on Self-Determination, on Re-Engagement planning for Day Programs, HCBS updates, HRC Disparity funding, community engagement and lastly on the importance of Grass Roots Day.

PUBLIC COMMENT

Mr. Czarske advised that public input was next on the agenda. Mr. Czarske 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. Czarske indicated that we had no attendees request to address the Board through the Zoom Chat this evening.

EXECUTIVE SESSION

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

ADJOURNMENT

Mr. Czarske thanked all those who participated in our Board meeting tonight. Mr. Czarske reminded Board members that our next Board meeting on June 15, 2021 will be a training meeting via zoom and our next regular business meeting will be a zoom webinar on July 20, 2021.



Submitted by: _____

Fu-Tien Chiou, Secretary
Board of Trustees
Harbor Developmental Disabilities Foundation