



**MINUTES OF THE MAY 19, 2020 MEETING OF THE BOARD OF
TRUSTEES OF THE HARBOR DEVELOPMENTAL DISABILITIES
FOUNDATION, INC.**

BOARD PRESENT:

Mr. Ron Bergmann, *Treasurer*
Mr. Fu-Tien Chiou, *Secretary*
Mr. Joe Czarske, *President*
Dr. James Flores, Board Advisor
Mr. La Velle Gates, Board Member
Mr. Jeffrey Herrera, Board Member
Mr. Bob Irlen, Board Advisor
Ms. Ann Lee, Ph.D, Board Member
Mr. Christopher Patay, Board Member
Ms. Paul Quiroz, Board Member
Mr. Mariano Sanz, *Vice-President*
Dr. Monica Sifuentes, Board Member
Ms. Latisha Taylor, Board Member
Ms. Kim Vuong, Board Member

BOARD ABSENT:

Mr. David Gauthier, Board Member
Dr. Bobbie Rendon-Christensen, Board Member

STAFF PRESENT:

Ms. Patricia Del Monico, Executive Director
Ms. Nancy Spiegel, Director of Information & Development
Mr. Vincente Miles, Director of Community Services
Ms. LaWanna Blair, Director of Early Childhood Services
Mr. Patrick Ruppe, 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

GUESTS:

Ms. Susana Luviano
Ms. Guadalupe Magdaleno
Ms. Jeannine Meyer
Ms. Ivonne Muniz Diaz
Ms. Silvia Cadena
Ms. Rosalind Hayden
Ms. Mayra Jimenez
Ms. Vianey Gomes
Ms. Irma Ramirez
Ms. Guadalupe Nolasco
Ms. Silvia Macias
Ms. Paula Martinez
Ms. Maria Zavala
Ms. Carina Hernandez
Ms. Kathleen Keon, former HRC Staff
Ms. Cendy Topete
Ms. Juliana Martinez
Ms. Elie Soto
Ms. Alma Hernande
Ms. Felipa Rodriguez
Ms. Florencia Gonzalez
Ms. Gilberta Castellanos
Ms. Celia Pena
Ms. Xochilt Pelayo
Ms. Adriana Garcia
Ms. Jo Mullins, DDS
Ms. Nichole Mikkelson, DDS
Ms. Megan Mitchell, DDS
Ms. Brianna Reynoso, SCDD
Ms. Terri Nishimura, Service Provider
Ms. Cori Reifman, HRC Staff

CALL TO ORDER

Mr. Czarske called the Board meeting to order at 6:35 p.m.

PRESIDENT'S REPORT

Mr. Czarske welcomed Board members, guests and staff. Mr. Czarske stated that the COVID-19 pandemic followed by the California State of Emergency stay at home order in mid-March resulted in the cancellation of our March meeting, but that we are coming together via ZOOM for our annual May

meeting this evening and foresee that our meetings will continue to be held in this way for some time going forward.

Mr. Czarske advised that this is the first time we are using a webinar format and asked for patience as we learn the proper techniques and develop a comfort meeting in webinar format. Mr. Czarske stated that for those who prefer to have interpretation in Spanish to please turn the “interpreter” at the bottom of your screen to Spanish.

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. We will call upon any visitor who notifies us through the Chat feature that they would like to address the Board.

PRESENTATION OF MINUTES

Mr. Czarske informed the minutes of the January 21, 2020 meeting of our Board were included in the board packet which was provided to all Board members and posted for the general public on the HRC website.

The MINUTES OF THE JANUARY 21, 2019 BOARD MEETING were presented and there were no questions and the minutes were received and filed.

PRESENTATION OF FINANCIALS

Mr. Czarske informed the financial statements for the month of March were also included in the board packet which was provided to all Board members and posted for the general public on the HRC website.

Mr. Czarske referred the Board to slide 5 of the board presentation and advised the Projected Annual Expenses for Regular POS is based on actual expenditures through March and estimated costs of new programs, growth, pending service provider rate changes, and COVID-19 related expenditures.

The FINANCIALS were presented and there were no questions and the financials were received and filed.

EXECUTIVE REPORT

1. THE IMPACT OF COVID-19 ON HRC SERVICES TO DATE:

Ms. Del Monico summarized a timeline since the March 4, 2020 declaration by California Governor Gavin Newsom of a State of Emergency as a result of the global COVID-19 outbreak. The timeline outlined the impact of COVID-19 on HRC Services to date and included all of HRC’s efforts to remain in contact with our clients, families, services providers and staff.

Ms. Del Monico also described the development of “surge capacity” in anticipation there might be a need to provide temporary housing and care for clients who have been exposed or tested positive for COVID-19, or who may otherwise need quarantine sites for their safety.

In addition, Ms. Del Monico announced, friends of HRC have contributed thousands of dollars providing us with the resources necessary to purchase grocery store gift cards for our neediest families. These generous and giving lifelong friends of HRC continue to help us to support more families experiencing unemployment and food insecurity due to the COVID-19 crisis with online donations to the Harbor Help Fund. Ms. Del Monico provided a link to HRC’s website so that those who still wish to contribute may do so via a donation through our site.

Ms. Del Monico lastly advised that at its May 5, 2020 Executive Committee, the Committee recommended that the Board consider authorization of \$10,000 from the Harbor Help Fund to supplement other funds raised in this effort. A vote of the full Board was required.

Mr. Sanz moved to authorize \$10,000 from the Harbor Help Fund to supplement other funds raised in HRC's donation efforts and Dr. Sifuentes seconded the motion, which was unanimously approved by the Board.

2. THE IMPACT OF COVID-19 ON THE DEVELOPMENTAL SERVICES SYSTEM:

Ms. Del Monico informed the Board that the Department of Developmental Services has been in regular communications with all regional centers during the COVID-19 pandemic and has provided at least twenty directives to date which have established guidance for regional center and service provider activities. Ms. Del Monico called the Board's attention to one of the most discussed directives, which concerns the payment for absences from non-residential services and summarized pertinent provisions of this directive. Ms. Del Monico will continue to keep the Board and all in our community advised as we learn more.

3. THE IMPACT OF COVID-19 ON THE CALIFORNIA BUDGET:

Ms. Del Monico provided the Board with a brief summary of the impact of COVID-19 on the California Budget, indicating a projected deficit of more than \$54 billion.

4. FY 19/20 BUDGET UPDATE:

Ms. Del Monico reviewed with the Board the updated "POS Expenditure Projection" or (PEP) for 2019/20 for all regional centers based on expenditures through March, 2020 which showed a projected statewide deficiency related to COVID-19. Ms. Del Monico advised that as we near the end of the current fiscal year many centers are concerned there will be significant cash flow problems and a need to draw down on credit lines.

5. BORROWING RESOLUTION:

Ms. Del Monico advised that, speaking of credit lines, 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 our other obligations. Our most recent revised LOC for \$38,000,000 is in effect through June 30, 2020. We would like to extend the termination date to June 30, 2021. The principle amount needs to be increased to \$41,000,000 to become available on July 1, 2020. Ms. Del Monico requested that the Board take action to renew its line of credit with Opus Bank to manage cash flow requirements as suggested above.

BORROWING RESOLUTION: RESOLVED that Harbor Regional Center renew its line of credit with Opus Bank from \$38,000,000 to \$41,000,000 to manage cash flow requirements as needed.

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

6. PURCHASE OF SERVICE EXPENDITURE DATA:

Ms. Del Monico reported that HRC had originally scheduled community meetings for late March to share data about HRC POS Expenditures, but due to COVID-19 has rescheduled to Friday, June 12, 2020 at 3:00 pm via ZOOM webinar. Ms. Del Monico advised the link to register for this webinar is posted on our website and encouraged Board members to attend if possible.

7. CELEBRATING AN HRC STAR (AGAIN):

Ms. Del Monico shared with the Board a link to a Hallmark commercial starring client Cristina Sanz, who also appeared in and won an Emmy for her role in the AMC television reality series “Born This Way”. HRC is proud of Cristina’s accomplishments.

COMMITTEE REPORTS

A. ARCA

Mr. Czarske reported that we have been kept advised of all of the various activities taking place in Sacramento by the staff of our ARCA office, but all in-person meetings for the foreseeable future have been cancelled.

B. AUDIT

Mr. Gates reported electronically via Chat that the HRC 2019 Form 990 was filed and copies provided to all Board members.

C. BOARD DEVELOPMENT

Mr. Sanz referred the Board to the proposed slate of officers for fiscal year 2020-21 and to the re-election ballot of current board members and encouraged Board members to complete and submit to the Executive Assistant. Additionally, Mr. Sanz reported that due to COVID-19, plans for a Board Retreat and Recognition Dinner in June have been cancelled.

D. BOARD PLANNING

Ms. Spiegel stated that the Board Planning Committee last met on February 28, 2020 and reviewed HRC’s 2019 Performance Plan year-end report.

E. CLIENT ADVISORY

In Mr. Gauthier’s absence, Mr. Czarske reported that the Client Advisory Committee last met on February 8, 2020 and held elections for new officers for the positions of Vice President, Sergeant of Arms and Secretary. The Committee also discussed the latest DDS updates from Sacramento and from the DDS Task Force.

F. CLIENT SERVICES

Ms. Blair reported that the Client Services Committee last met in January and February to continue the Therapy Services Service Reviews.

G. COMMUNITY RELATIONS

Mr. Czarske informed the Board that there has been no meeting of the Community Relations Committee since they made their last report to the Board.

H. RETIREMENT

Mr. Chiou reported on the Harbor Regional Center Retirement Plan Balances as of March 31, 2020.

I. SELF-DETERMINATION ADVISORY

Mr. Sanz updated the Board on the current status of the program.

J. SERVICE PROVIDER ADVISORY

Mr. Quiroz informed that the committee last met on February 4, 2020 and were updated on a variety of subjects, including HRC’s plan to host training for service providers, on the rate study, on the Self-Determination Program, on California Employment Law, on Medical Provider

Enrollment, on the Electronic Visit Verification System, on HRC's Request for Proposals and on HRC's bi-annual DDS audit.

PUBLIC INPUT/ANNOUNCEMENTS

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 seven attendees requested to address the Board through the Zoom Chat and invited each in turn to address the Board.

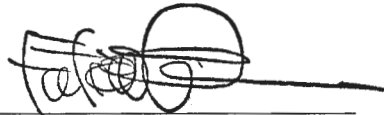
EXECUTIVE SESSION

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

ADJOURNMENT

Mr. Czarske thanked all those who have participated in our Board meeting tonight. The next meeting of our Board will be on July 21, 2020 via Zoom Webinar. A link to the webinar will be posted on our website one week prior to the meeting.

Submitted by: _____



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