



Harbor Regional Center

BOARD DEVELOPMENT COMMITTEE MEETING MINUTES

September 13, 2023

IN ATTENDANCE:	
Joe Czarske	Chair & HDDF Board President
David Gauthier	HDDF Board Secretary
Ann Lee, Ph.D.	HDDF Board Member
Patrick Ruppe	HRC Executive Director
Jennifer Lauro	HRC Executive Assistant

ABSENT:	
Dr. Jim Flores	HDDF Board Treasurer
Chris Patay	HDDF Past Board President

Meeting Minutes:

The Board Development Committee held a meeting on September 13, 2023 at 3:00 pm via Zoom and reviewed the following:

1. Board Composition update
 - Mr. Ruppe reviewed with the Board the FY 2023-24 board tracking spreadsheet of terms and discussed various members terms
2. Board Terms
3. Board Recruitment (continued)
4. 2024 Training Topics/Schedule
5. Other

Next Meeting: The next meeting will be on October 11, 2023.



Harbor Regional Center
BOARD DEVELOPMENT COMMITTEE MEETING MINUTES
October 11, 2023

IN ATTENDANCE (no absences):	
Joe Czarske	Chair & HDDF Board President
LaVelle Gates	HDDF Board Vice President
David Gauthier	HDDF Board Secretary
Dr. Jim Flores	HDDF Board Treasurer
Ann Lee, Ph.D.	HDDF Board Member
Chris Patay	HDDF Past Board President
Patrick Ruppe	HRC Executive Director
Jennifer Lauro	HRC Executive Assistant

Meeting Minutes:

The Board Development Committee held a meeting on October 11, 2023 at 3:00 pm via Zoom and reviewed the following:

1. Board Composition update
 - Mr. Ruppe reviewed with the Board the FY 2023-24 board tracking spreadsheet of terms and discussed various members terms. Mr. Ruppe also reviewed a letter from DDS informing HRC is in compliance with board compliance.
2. Board Terms
 - Mr. Ruppe reviewed the current Board terms with the committee to show we are on track with terms.
3. Board Recruitment
 - Mr. Ruppe informed that there is not a need to do recruitment for the FY 2023-24 term.
4. 2024 Training Topics/Schedule
 - Mr. Ruppe and the Committee discussed various training topics they are interested in. Mr. Ruppe informed that he will present the 2024 HRC Board Presentation and Training Calendar/Schedule at the November Board meeting.
5. Other
 - The Board Development Committee reviewed a submitted Board Application for consideration and determined that because there is no need for new Board members at this time, the application will be kept on file. Applicant will go through the interview process in February 2024 if a need is identified.
 - The Board Development Committee reviewed HRC's current Board Application and determined a need to update/revise as well as HRC's response process/procedure.

Next Meeting: The next meeting will be on November 8, 2023.

Harbor Regional Center (HRC)
Board Planning Committee Meeting
Meeting Minutes for September 13, 2023

Committee Members Present: Laurie Zaleski, Chair, Parent and Board Member; Patricia Jordan, Individual Served, Parent and Board Member; Jackie Solorio, Parent and Board Member, and Thao Mailloux, HRC Director of Information and Development.

Others Present: Ann Lee, Board Member, and Dr. James Flores, Board Member

The Harbor Regional Center Brand

In continuing the work of reaffirming Harbor Regional Center's Mission, Vision, and Values statements, all other members of the Board were invited to participate in this virtual meeting. The participants of the meeting engaged in a thorough discussion about Harbor Regional Center's Brand Identity.

The group participated in several activities to facilitate conversation about Harbor Regional Center's Brand Identity.

The input received from this discussion will help shape Harbor Regional Center's brand refresh, set to occur in 2024.

The date for the next Board Planning Committee will be scheduled in 2024.



Client Services Committee |

Meeting date | time September 26, 2023 | 6 PM | Meeting location ZOOM

ATTENDEES

Guadalupe Nolasco (Parent)	Karla Salinas Reyes (Service Provider)
Gordon Cardona (Board Member)	Lucy Paz (Interpreter)
Patricia Jordan (Board Member, Committee Chair)	Judy Taimi (Director, HRC)
FuTien Chiou (Parent)	

AGENDA TOPICS

Time allotted | 6 PM to 7 PM | Agenda topic Tailored Day Services

- Tailored Day Services are designed to maximize an individual's choices and needs, with customization of day services through individualized services.
- An individual may choose a Tailored Day Service to go with, or in place of, another Regional Center service such as:
 - Day Activity Program,
 - Look-alike Day Program
 - Supported Employment Program
 - Work Activity Program
- TDS are intended to offer supports with:
 - Competitive Integrated Employment
 - Volunteer Opportunities
 - Post-secondary Education, or
 - Increasing Community Integration
- TDS cannot be on the same day as another program
- Total monthly hours cannot be more than the number of authorized days x4
- The Individualized Service Design is a standardized template created by DDS
 - TDS require an Individualized Service Design (ISP)
 - Decided through the IPP process,
 - Using person-centered planning processes
 - Approved by the RC

Time allotted | 7 PM to 7:10 PM | Agenda topic *In-Person Meeting for 2024/Agenda Topics*

- The committee is in agreement to resuming in-person meetings starting January, 2024 and we will alternate between the Torrance and the Long Beach office. Our first meeting in 2024 will be in Torrance.
- Agenda topics recommended by the team are:
 - Legal Support for Forensically Involved Individuals
 - Mental Health and Intellectual Disabilities

Next Meeting: November 28, 2023 at 6 PM via ZOOM

Harbor Regional Center (HRC)
Community Relations Committee Meeting
Meeting Minutes for October 26, 2023

Committee Members Present: Ann Lee, Chair, Board Member; Dee Prescott, Service Provider, Easter Seals Southern California; April Stover, Service Provider, AbilityFirst; and Thao Mailloux, HRC Director of Information and Development.

Members Absent: Ron Bergmann, Parent, Board Member; April Rehrig, Community Partner; Laurie Zaleski, Parent, Board Member; Eber Bayona, Parent, Board Member.

HRC in the Community

Since the last committee meeting, HRC has continued to build on existing partnerships, while finding success in connecting with a few new entities.

In September:

- HRC hosted a Graduation Ceremony for children and families in Early Start.
- Outreach Events Attended:
 - Family Outreach and Community Intervention Services (FOCIS) End of Summer Bash (Norwalk)
 - Strength Based Community Change (SBCC) I Heart Wilmington event (Wilmington)
 - Understanding Needed Integration (UNI) Seminar & Resource Fair at the Aquarium of the Pacific (Long Beach)
 - ICAN Open House (Long Beach)
- Presentation provided to SPA 8 Care Coordination Collaborative Meeting

In October:

- Outreach Events Attended:
 - Thinkers4 Autism Fall Festival (Norwalk)
 - 5th Annual Disability Pride Parade and Festival (East Los Angeles), where we met with DDS Director, Nancy Bargmann and Harbor Regional Center was provided with a Commendation Certificate by Councilmember Hilda Solis.
 - ICAN's Halloween Event.
- HRC Hosted the Following:
 - Virtual Meeting with LA County's Department of Aging/LA Found Program
 - Meet and greet with Integrated Community Collaborative (ICC) team
 - Listening Session for Spanish-Speaking Community
 - Hiring Event where Torrance Today filmed and aired a segment on 10/18/23.
 - Trunk Or Treat Event for children and families in Early Childhood
- Presentation provided to LA Public Defender's Law Offices
- Presentation scheduled for United Cambodian Community (UCC)

HRC Strategic Plan

Harbor Regional Center's Mission, Vision, and Guiding Values statements, as well as the development of Harbor's Strategic Plan was reviewed. The Strategic Plan Focus Area of Strengthening Community Engagement and the five goals were discussed. A majority of the group shared their commitment in having a role within Harbor's community engagement plan. Some challenges and concerns were discussed.

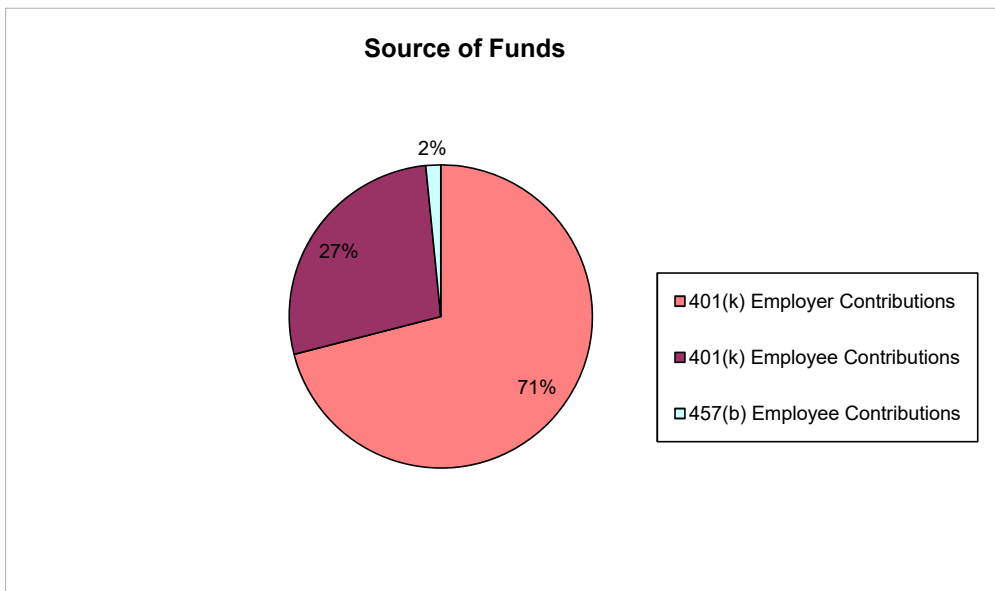
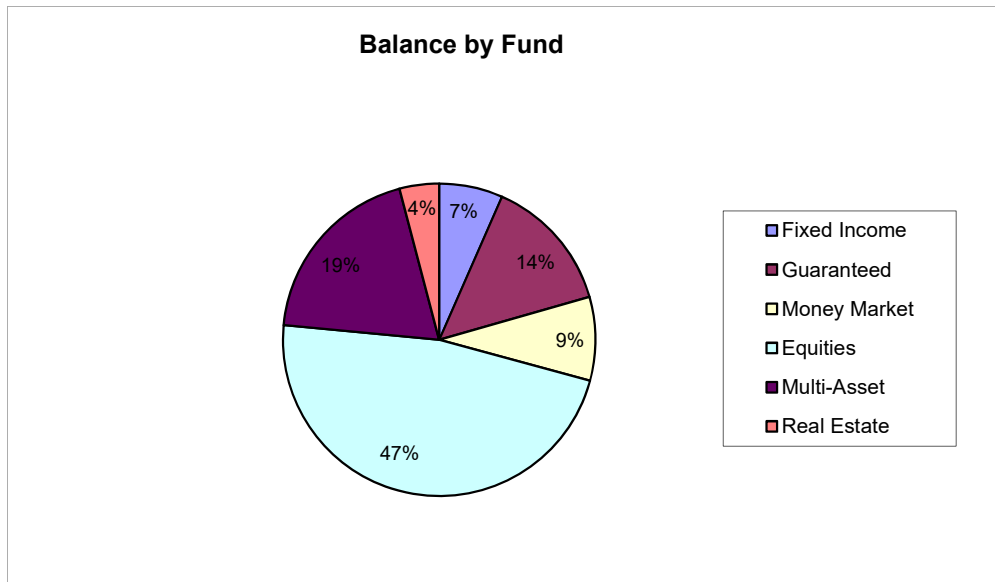
The next Community Relations Meeting is scheduled to occur virtually on
January 25, 2024, at 1:00 p.m.

**Harbor Regional Center
Retirement Plan Balances as of 9-30-2023**

	401(k) Employer Contributions	401(k) Employee Contributions	457(b) Employee Contributions	Total Balance
Fixed Income	\$2,884,261	\$1,109,825	\$116,075	\$4,110,161
Guaranteed	\$5,179,868	\$2,892,584	\$682,962	\$8,755,414
Money Market	\$4,328,398	\$1,066,038	\$9,981	\$5,404,417
Equities	\$21,115,732	\$8,299,779	\$145,739	\$29,561,250
Multi-Asset	\$9,155,307	\$2,943,858	\$27,695	\$12,126,860
Real Estate	<u>\$1,714,212</u>	<u>\$842,916</u>	<u>\$10,476</u>	<u>\$2,567,604</u>
Total	\$44,377,778	\$17,155,000	\$992,927	\$62,525,706

* Plan Balances include active and terminated employees still in the Retirement Plan.

** Employee Contributions include **\$1,893,962** in Rollover funds.

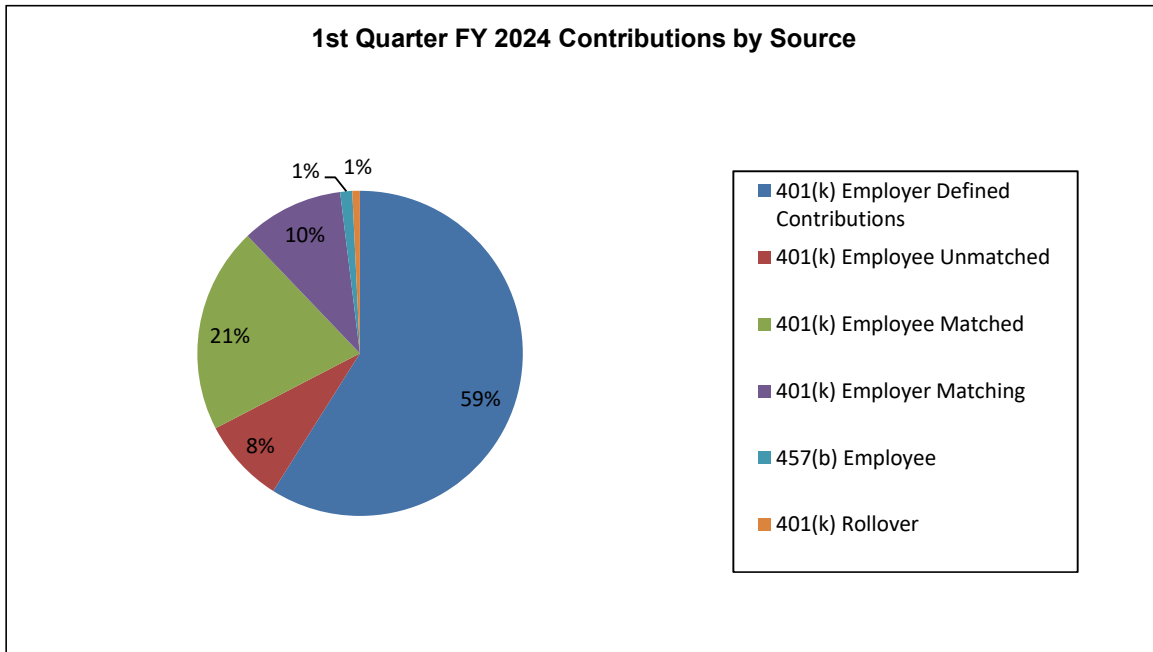


**Harbor Regional Center
Retirement Plan Balances as of 9-30-2023**

	<u>401(k)</u>	<u>457(b)</u>	
Fund Balance 6/30/23	\$62,926,540	\$981,310	
Activity 7/1/23 - 9/30/23			
Distributions	(\$944,497)	(\$57)	
Contributions	<u>\$1,122,336</u>	<u>\$13,530</u>	
Net	\$63,104,378	\$994,783	
Fund Balance 9/30/23	\$61,532,778	\$992,927	
Gain/(Loss)	(\$1,571,600)	(\$1,856)	
% Gain/(Loss) for the Period	-2.50%	-0.19%	
<u>Participants</u>			
Active Employees in Retirement Plan	434	4	63%
Terminated Employees in Retirement Plan	256	5	37%
Active Employees Total Balance	\$39,340,578	\$320,069	63%
Terminated Employees Total Balance	\$22,192,200	\$672,859	37%
<u>Loan Information</u>			
	<u>9/30/23</u>		
Employees with Loans			
Active Employees with Loans	43		
Terminated Employees with Loans	<u>3</u>		
Total	46		
Average Balance Amount	\$10,503		
Loan Value Total	\$483,117		

**Harbor Regional Center
Retirement Plan Balances as of 9-30-2023**

	<u>401(k)</u>	<u>457(b)</u>
<u>Contributions</u>		
Employer		
Defined (10%)	\$669,645	\$0
Matching (50% of Employee Matched)	\$116,137	\$0
Employee		
Matched (up to 6%)	\$232,274	\$0
Rollover	\$8,506	\$0
Unmatched	<u>\$95,774</u>	<u>\$13,530</u>
Total	\$1,122,336	\$13,530
Employees Contributing	298	
Average deferral percentage	6.25%	



HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 6, 2023

Opening:

The HRC Self Determination Advisory Committee (SDAC) meeting was called to order at 6:05 PM on Wednesday, September 6, 2023, via Zoom. Quorum was established.

Committee Member Present

Rosalinda Garcia – Self-Determination Advisory Committee Chair

Kyungshil Choi – Parent

Jamie Temple – OCRA

Maria Elena Walsh – Harbor Family Resource Center

Tim'an Ford – HRC Peer Advocate

Sunghee Park – Parent

Miriam Kang – Parent

HRC Staff Present

Antoinette Perez – Director of Children and Adolescent Services

LaWanna Blair – Director of Early Childhood Services

Jessica Sanchez – Client Service Manager

Bryan Sanchez – Client Service Manager

Aurelio Lopez – Participant Choice Specialist

Johnny Granados – Client Service Manager

Bernice Chavez-Perdomo – Participant Choice Specialist

Minerva Prado – Participant Choice Specialist

Thao Mailloux – Director of Information and Development

Visitors

Jamie Van Dusen, Department of Developmental Services

Lucy Paz, Spanish Interpreter

Naomi Hagel, Phoenix Facilitation

Santiago Villalobos, Phoenix Facilitation

Reiko Umeda, Independent Facilitator

Selvin Arevalo, GT Independence

Albert Feliciano, State Council on Developmental Disabilities

Kristianna Moralls, Disability Voices United

Kim Sinclair, Autism Society of Los Angeles

Beatriz

Bridgette Morton

Brittney Bennet

Chloe Carrier

Giselle Muñoz

Gilberto Padilla

Kim Sinclair

Marleni Pineda

Olivia Gonzalez

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 6, 2023

Rosy Seriati
Tiffany C

Abbreviations

HRC: Harbor Regional Center
IF: Independent Facilitator
PCP: Person-Centered Plan
SCDD: State Council on Developmental Disabilities
SDP: Self-Determination Program
DVU: Disability Voices United
FMS: Financial Management Service
DDS: Department of Developmental Services
RFP: Request for Proposal
SDAC: Self-Determination Local Advisory Committee
OCRA: Office of Clients' Rights Advocacy

Welcome:

Introductions of committee members and guests via the chat.

Approval of Minutes:

August 2, 2023 minutes were posted for review. Minutes were approved.

Harbor Regional Center Monthly Updates:

- HRC reported on the 3 submitted RFP's and scoring method and participants: PCS members, 2 HRC CSM's and 2 committee board members.
- Miriam Kang and Deaka McClain will be the committee members to score RFP's submitted.
- Rubric submission due date is 9/20/23.
- Deadline of 2 weeks agreed on for RFP's scoring to be submitted.
- HRC will provide scoring rubric to committee members to assist in scoring.

Naomi Hagel presented updates on Phoenix Facilitation LLC, presented data on individuals served through the coaching program by ethnicity, language, gender, and age. She talked about their outreach attempts and barriers they have encountered.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 6, 2023

Statewide Updates:

- Extension of services now available in multiple languages.
- Information shared, FAQ's: Updated on DDS website.
- UCLA has released full survey findings for Self-Determination Program:
<https://scdd.ca.gov/ssdac/>

OCRA Update:

- Jamie Temple shared there were no updates at this time.

SCDD Update:

- Statewide training available every Monday at 10am.
- For more information and to view a calendar of available SCDD SDP orientation dates please visit: <https://scdd.ca.gov/sdp-orientation/>
- To enter your idea for SCDD "There Should be a Law" contest:
https://scdd.sjc1.qualtrics.com/jfe/form/SV_8c9wD1u72jkHEF0

Public Comments:

- Participant from other RC requested support in becoming an independent facilitator.
- Participant shared hiring a lead for further support around the house through SDP.
- DVU conference this year will be held on November 3, 2023.
- Autism Society of Los Angeles offers free ASLA Multicultural Advanced IF Training: <https://tinyurl.com/ASLAIF2023Interest>
- Participant asked what is the difference between coaching program and IF.
- Representative asked for further explanation of SCDD contest for proposal of law and if it was exclusive to SDP.
- Participants advocated for individuals to register with GT Independence.
- Participant shared frustration with transitioning to SDP 2nd year, employee burden and spending plan timelines.
- Participant expressed concerns with timeline of vendors being paid on time.
- Participant expressed confusion on what is allowable and not allowable in SDP budget and spending plan.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
September 6, 2023

Next meeting: October 4, 2023 via Zoom 6PM – 8PM

Adjournment, Conclusion

Meeting was adjourned at 7:23 PM.

Minutes submitted by Bernice Perdomo-Chavez.

DRAFT

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 4th, 2023

Opening:

The HRC Self Determination Advisory Committee (SDAC) meeting was called to order at 6:10 PM on Wednesday, October 4th, 2023, via Zoom. Quorum was established.

Committee Member Present

Rosalinda Garcia – Self-Determination Advisory Committee Chair
Deaka McClain – Individual, Self-Determination Advisory Committee Co-Chair
Kyungshil Choi – Parent
Maria Elena Walsh – Harbor Family Resource Center
Tim’an Ford – HRC Peer Advocate
David Oster- Individual
Miriam Kang- Parent

HRC Staff Present

Patrick Ruppe –Executive Director HRC

Patrick Ruppe– Executive Director
Antoinette Perez – Director of Children and Adolescent Services
Aurelio Lopez – Participant Choice Specialist
Johnny Granados – Client Service Manager
Bernie Perdomo-Chavez – Participant Choice Specialist
Minerva Prado – Participant Choice Specialist
Thao Mailloux – Director of Information and Development
Jessica Sanchez- Client Service Manager

Visitors

Fernando Nuñez, Spanish Interpreter
Naomi Hagel, Phoenix Facilitation
Kim Sinclair, Autism Society of Los Angeles
Helen Reese, Phoenix Facilitation
Albert Feliciano, State Council on Developmental Disabilities (SCDD)
Santiago Villalobos, Phoenix Facilitation
Jamie Van Dusen, Department of Developmental Services
Reiko Umeda, Independent Facilitator
Jacinda Pich, Parent
Ivette Kruk, Parent
Gail Carrier, Parent
Chloe Carrier, Individual
Carola Maranon, Independent Facilitator (Phoenix Facilitation)
Wendy Clutterbuck, Parent
Sheila Jordan Jones, Independent Facilitator
Katherine Manriquez, Parent
Lourdes Gomez, Independent Facilitator
Tamra Pauly, Independent Facilitator/Person Centered Projects

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 4th, 2023

Brenda Gertman, Parent
Linda Gilmore
Monserrat Palacios-Department of Developmental Services (DDS)
Sonni Charness, Guidelight Group
Yolanda Gomez, Parent
Ana Davaa, Parent/ Independent Facilitator

Abbreviations

HRC: Harbor Regional Center
IF: Independent Facilitator
PCP: Person-Centered Plan
SCDD: State Council on Developmental Disabilities
SDP: Self-Determination Program
DVU: Disability Voices United
FMS: Financial Management Service
DDS: Department of Developmental Services
RFP: Request for Proposal
SDAC: Self-Determination Local Advisory Committee
OCRA: Office of Clients' Rights Advocacy
ASLA: Autism Society of Los Angeles

Welcome:

Introductions of committee members and guests via the chat.

Financial Management Service (FMS) presentation:

- Presentation on the responsibilities of the Financial Management Services, Employer Burden, Models, and Languages.
- Mains'1 offers services in English and Spanish.
- Attendee added that Mains'1 would no longer be offering Co-Employer in 2024.
- Ritz is in the process of being vendored with HRC as an FMS.

Harbor Regional Center Monthly Updates:

- Soft Roll Out Participants
 - Total Participants Selected: **129**
 - Remained in SDP: **80**
 - Withdrew: **38**
 - Moved out of State: **4**
 - Inactivated/Not DD: **5**
 - Transferred Out (to another RC): **3**
- Completed PCPs 141; 25 within the soft rollout and 116 from 7/2021 to 9/2023
- Certified Budgets 220; 35 within the soft rollout and 185 from 7/2021 to 9/2023

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 4th, 2023

- Spending Plans 177; 30 within the soft rollout and 147 from 7/2021 to 9/2023
- SDP Live 177; 30 within the soft rollout and 147 from 7/2021 to 9/2023

SDP by Ethnicity:

White/Caucasian	68
Latino	42
African America/Black	13
Biracial	6
Multicultural	8
Other	10
Asian Indian	7
Other Asian	5
Chinese	3
Filipino	4
Korean	3
Guamanian	1
Vietnamese	3
Japanese	4

SDP by Language

English	146
Spanish	28
Korean	2
Japanese	1

- Total Participants fully orientated 817 (101 are in the follow up stages, 276 are in the unknown stage, 263 have decided to withdraw)

Phoenix Facilitation Updates:

- Biggest focus is reaching under-served communities.
- Phoenix continues to have staff and consultants that speak English, Spanish, Mandarin and Korean.
- Majority of participants identify as Caucasian. They still find it difficult to connect with the Black community.
- Open to any referrals or resources that will allow them to get closer to the community.
- Less referrals this month than last month (where last month was the busiest).
- New service coordinators are seeking Phoenix’s services for their families.
- There are new referrals coming directly from the community.
- Independent facilitator outreach- ensure that cases go smoothly and ensure they understand the “Harbor Way”.
- Interviewing new IF’s and ensuring that they are educated in becoming successful Independent Facilitators.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 4th, 2023

Comments:

- Disagreement with HRC only granting 3 months of EDGE services instead of 12 months. Evaluations are completed because we cannot look too far ahead to determine the need at this time. This is why certain services are assessed at 3 months and others are assessed at 12 months.
- Unsure of why HRC should request so much personal information when assessing for services. Per the Lanterman Act, HRC requires information in order to determine and assess individual needs.

Request for Proposal Updates:

- Total amount of \$99,916.78; funds need to be expended by June of 2025.
- Review of PowerPoint with RFP information (data) and opening up the room for discussion on how to proceed with the funds.
- Review of scoring completed by all groups: 2 HRC Managers, 3 members of the Participant Choice Specialist Team, and 3 committee members.
- A breakdown of the scoring was provided to the committee members.
- A motion to vote was made by Miriam Kang.
- Options on how the funds would be split were discussed with the committee members.
- Each agency would complete their proposal breakdown.
- One vote for option number one (all funds go to Phoenix Facilitation /ASLA).
- Four votes for option number two (funds will be split between Phoenix/ASLA and Guidelight).
- Committee discussed dividing funds between Phoenix/ASLA and Guidelight.
- HRC will be reaching out to the selected groups about the next steps.
- Each program design is different; a conversation over the breakdown of the funds can be brought up for discussion.
- Chair explained that it seems that during the initial RFP submissions, there was an understanding that the funds would be broken down the middle (half of the funds for Phoenix Facilitation /ASLA and the other half for Guidelight).

Sonni Charness for Guidelight:

- They do not have capacity at this time to provide service in any other than English. They have successfully trained other IFs. Have worked with other community organizations that have worked with the Latino community.
- Provision of training is in English; however, there are many ways that they would be able to accommodate those that are bilingual.
- They are able to provide translation of trainings in other languages.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 4th, 2023

Naomi Hagel for Phoenix:

- Expressed her proposal and clarified that 2022 RFP did not include Independent Facilitation discussion and 2023 RFP did have a request for Independent Facilitation training.

Kim Sinclair (ASLA):

- Experience in training multicultural facilitators in their core language (English, Spanish and Korean).
- The need to provide American Sign Language (ASL) supports was brought forward for discussion. Kim clarified the need to allocate funding for those in need of ASL supports, highlighting it is one of their outreaches.
- If the budget were cut by 50%, Phoenix and ASLA would have to go back to their original breakdown of service and move funds around, affecting the scope of people being served.

Discussion:

- Confusion on how to split the funds that would be awarded through the RFP.
- Pending final vote during the next SDAC meeting.
- Executive Director will work with interim community service manager to determine the percentage of the funds that will be allocated to each of the entities.
- PCS team will also work closely with the community service department to determine the breakdown.

Recruitment:

- There are some people of interest to fill the open positions in the committee.

Statewide updates:

- Discussion of changing the structure of these (statewide) meetings since at this time they are taking a very long time and not much seems to be accomplished.
- Conduct was discussed and ensuring that all advisory committees have a clearer understanding of their roles.
- Working on a reporting tool so that we can have more information when collecting data.

SCDD Updates:

- Continues to provide statewide training every Monday at 10:00, open to the public:
<https://conta.cc/3KWzCVc>
- For more information and to view a calendar of available SCDD SDP Orientations dates please visit: <https://scdd.ca.gov/sdp-orientation/>

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
October 4th, 2023

Approval of minutes:

September 6, 2023 minutes were posted for review. Minutes were approved.

Public Comments:

- Switch from FMS agency has resulted in a positive outcome.
- The 10-year anniversary of SDP is approaching.

Next meeting: November 1st, 2023 via Zoom 6PM – 8PM

Adjournment, Conclusion

Meeting was adjourned at 7:56pm

Minutes submitted by Minerva Prado

DRAFT

Harbor Regional Center
Service Provider Advisory Committee (SPAC)
 October 3, 2023 10:00 a.m.
 HRC Torrance Office A1/A2

Committee Participants

Member Name	Organization
Angie Rodriguez	SVS
Angie Gallon	SVS
Violet Ruiz	SVS
Lesly Rovelo	SVS
Serafin Avila	SVS
Leo Vasquez	SVS
Paul Quiroz	Cambrian Homecare
Darlene Williams	Ambitions CA
Renee Suazo	CA. Mentor
Diane Sanka	Easter Seals
Angelica Real	Easter Seals
Angela Qual	Easter Seals
Lindsey Stone	ICAN CA
Sharon Oh	Share Speech & Language
Anton Motus	ARC Long Beach
Armand Garcia	Life Steps FD
Vince Ivory	ARC South bay
Olivia Gonzalez	Aveanna Healthcare
Tiffany de la Torre	24 HR Home Care
Baldo Paseta	Ideal Transit Transportatino
Ali Tabatabai	New Leaf Solutions
Michael Walleo	Person Centered Options
Lorraine Weaver	CBEM
Sylvia Owens	CLU
Crystal Hayes	CIP Long Beach
Joahna Torres	David's Place
Karen Chavez	South bay Family Home
Corey Sylve	South bay Vocational
Tonantzin Martinez	Glen Park Long Beach
Michael Martinez	Glen Park Long Beach

HRC Staff Participating

Staff Name	Title
Patrick Ruppe	Executive Director
Judy Wada	Chief Financial Officer
Elizabeth Garcia-Moya	Community Services Interim Director and Manager of Resource Development & Vendorization
Mercedes Lowery	Community Services Manager
Steve Goclowski	Clinical Services Manager

Daniel Hoyos	Manager of Contracts
Leticia Mendoza	Department Assistant Community Services
Mary Hernandez	Director of Case Management Support Services
Tes Castillo	Accounting Supervisor
Ute Czemmell	Controller
Cathy Mejia	Fiscal Monitor
LaWanna Blair	Director of Early Childhood
Judy Taimi	Director of Adult Services
Maria Elena Walsh	Manager of Family Resource Center
Brenda Bane	Provider Relations Specialist
Erika Landeros	Provider Relations Specialist

Call to Order

Angie Rodriguez called meeting at 10:02 a.m.

Sub-Committee Updates

Angie Rodriguez and SPAC Chair Members. The subgroups continue to host individual sub-committee meetings to discuss current issues and concerns.

- **Sharon Oh – Early Start Chair** –provided an update on items discussed at their last meeting held 08/03//2023. The following topics discussed were:
 - Judy Wada attended and provided an update on the budget
 - Trailer Bill language discussion regarding Early Intervention eligibility.
 - Catalina Island resources remains a large need.
 - Most of the EI providers have completed the DDS reimbursement training under the American Rescue Plan Act Funds. As of now, 90% of the budget have been utilized.
 - The next meeting scheduled for 11/2/2023.

- **Diane Sanka- Day Programs Chair** — provided an update on topics discussed at their last meeting held on 9/14/23
 - Day service providers continue to offer remote services based on client’s need.
 - Transportation continues to be a barrier for individuals to return on-site day program services.
 - Day service providers will be hosting fun Halloween events for clients
 - Next meeting has not been scheduled yet.

- **Lindsey Stone- Supported Employment Chair**-provided an update on topics discussed at the last meeting held on 09/19/2023
 - Paid Internship Program (PIP) Incentives available
 - Tailored Day Services (TDS) category available under SEP- Job coaching option for clients needing additional support
 - Service providers were reminded that The Employment Quality Incentives continue to be available specifically Customized Employment through Association of Community Rehabilitation Educators (ACRE). Additional information available at [Quality Incentive Program - Employment Capacity](#)

- Next SEP provider meeting scheduled for 10/19/23
- **Darlene Williams, Residential Chair-** provided an update on topics discussed at the last meeting held on 07/26/2023.
 - Judy Wada attended and provided an update on the budget.
 - Continue to encourage residential providers to attend the sub group meetings to support each other with various topic
 - Liability insurance requirements and premium costs
 - Next residential meeting scheduled for November 15, 2023.

Budget Update & DSP Training Stipend Program

Judy Wada shared a presentation overview on the budget and DDS DSP training stipend program.

- Fiscal year 2023- 2024 Budget
 - Preliminary allocation received from DDS on 6/15/23.
 - First amendment still is pending
 - Rate study implementation scheduled for July 11, 2024.
- HRC Audits
 - Independent Audit FY 2022-2023
 - Fieldwork started September 25th
- DDS Bi-annual Audit FY 2021-2022 & 2022-2023
 - Date October 16th thru December 7th
 - New Leaf transferred direct payee clients. A total of 220 for September. New Leaf are here today participating in meeting, encouraged providers to ask questions.
- Direct Service Professional Training (DSP) Stipend
 - DDS New DSP Stipend Program
 - Handout copies provided to the attendees.
 - DSPs can receive up to two \$625.00 stipends when they complete approved training courses through now and June 30, 2024.
 - Providers are eligible to receive \$150.00 for employer related costs.
 - Purpose:
 - Enhance the quality of services received by individuals
 - Improve DSP retention
 - Increase interest among DSPs in skills development and continuous learning
 - Including front line supervisors and clinical staff must meet the following requirements:
 - Works as paid DSP an average of 10hours or more per week
 - Perform direct support tasks for individuals served by the regional center
 - Spend at least 50% of work hours doing direct support tasks
 - Employed by an regional center vendor or by an SDP participant
 - There are some exclusions. HRC to send out additional information on the criteria and process requirements. HRC will also host an online training session for service providers.
 - For questions, please email HRCWorkforce@harborrc.org

Special Incident Reporting (SIRs)

Mary Hernandez, Director of Case Management Support Services provided an update on the following:

- Statewide August graph presentation reflected HRC service providers improvement in reporting timelines.
- Service providers were encouraged to continue to submit SIRs are reported in a timely manner before 5:00 pm including weekends.

Competitive Integrated Employment (CIE) and Paid Internship Program (PIP)

Brenda Bane, Provider Relations Specialist, shared a presentation on CIE & PIP programs

- CIE Graph data presentation comparison by last 7 fiscal years, FY 22/23 clients participated were lower than previous. The pandemic affected the enrollment numbers.
- PIP graph presentation comparison last 2 fiscal years, FY 21/22 & FY 22/23 numbers showed not much difference.
- PIP for FY 22/23, 62 reported by employment agencies and 20% hired into CIE by the same employer.
- CIE for FY 22/23, 149 placements into CIE, 138 individuals achieved their 30-day milestone
- Total of 130 were unduplicated employees. Data is captured through POS expenditures

Electronic Verification Visits –EVV

Erika Landeros, Provider Relations Specialist gave an update for SLS, ILS, FHA services and provided hand out copies for the group

- EVV is an electronic record of a service being delivered. New requirement in federal law for some services received at the home setting, such as respite, homemaker services, community living supports, nursing, home health aid, speech, OT and PT.
- EVV app is now available and can be used on a cell phone, ipad or landline phone.
- Encryption training available for staff

Resource Center, Maria Elena Walsh

- The HRC Family Resource Center continues to be opened for service provider and families.
- Presented new materials available such as Deaf Plus Community.
- Encouraged service providers to stop by and check out training materials.
- Saturday Speaker Series: Topic Medication Concerns for individuals and families, scheduled for October 21st.
- Hearts for the Holidays at HRC. Become a sponsor for the holiday season Thanksgiving & Winter Holidays. HRC will put care packages for families in need. Please contact Maria Elena Walsh for donations.

Emergency Preparedness

Vincente Miles, Emergency Operations Manager shared a presentation on the following:

- October month is Emergency Planning Initiatives
 - Fire prevention week
 - National Cyber Security Month
 - Great California Shake Out –Oct.19th at 10:19 a.m.
- COVID-19 & Flu Vaccinations
- PPE available for service providers

- HRC's cares –Partnership with the Red Cross
 - HRC Torrance office blood drive event on 12/11/23, time 9:00 a.m. – 3:00 p.m.
 - HRC Long Beach office blood drive on 12/18/2023, time 9:00 a.m. – 3:00 p.m.
- Service providers are encourage to have an out of state emergency contact
- HRC uses the Everbridge emergency contact system for staff notifications

Service Provider Announcements

- Easter Seals is having a 5K run on October 21st. Encourage the group to come out and support them.
- ICAN will host a Halloween festival at their Torrance location for clients and families on October 21st from 10:00 am – 4:30 pm. Available booths for service providers interested to participate.
- Leslie from SVS announced their upcoming open house in November for the Inclusion Employment program located in North Torrance. More details to follow.
- Angie Rodriguez encourage the committee to send agenda topics to her for future SPAC meetings.

Next Meeting scheduled for 12/5/2023 at HRC Torrance Office

Meeting Adjourn 11:50 a.m.