



**MINUTES OF THE JULY 16, 2013 MEETING OF THE BOARD OF  
TRUSTEES OF THE HARBOR DEVELOPMENTAL DISABILITIES  
FOUNDATION, INC.**

**BOARD PRESENT:**

Mr. Robert Bethel, Board Member  
Mr. George Bird, Board Member  
Mr. Fu-Tien Chiou, Secretary  
Mr. Joe Czarske, ARCA Representative  
Mr. Douglas Erber, Board Member  
Dr. James Flores, Board Member  
Mr. David Gauthier, Board Member  
Ms. Patricia Jordan, Board Member  
Ms. Karen Kinnebrew, President  
Mr. John Rea, Past President  
Ms. Wendy Sorel, Treasurer

**BOARD ABSENT:**

Mr. Wesley Dale, Board Member  
Ms. Kristine Engels, Board Member  
Mr. Bob Irlen, Board Advisor  
Mr. Mariano Sanz, Vice President

**STAFF PRESENT:**

Ms. Patricia Del Monico, Executive Director  
Ms. Claudia DeMarco, Associate Director  
Ms. Judy Wada, Chief Financial Officer  
Ms. Colleen Mock, Director, Community Services  
Ms. Mary Hernandez, Director, Adolescent & Adult Services  
Ms. Cheryl Perez, Executive Assistant  
Ms. Jennifer Lauro, Executive Assistant

**GUESTS:**

Dr. Roberta Rendon-Christensen, Parent  
Mr. Jeff Brower, Client  
Ms. Ashley Resse, HRC Counselor  
Mr. Brandon Brisco, HRC Counselor  
Ms. Margarita Osterum, Guest  
Mr. Alan Smith, DDS

**CALL TO ORDER**

The Board Meeting was called to order at 6:45 p.m. by Ms. Kinnebrew.

**PRESIDENT'S REPORT**

- a. Ms. Kinnebrew welcomed Board Members, guests and staff.
- b. Ms. Kinnebrew asked Board Members and guests to introduce themselves.
- c. Ms. Kinnebrew led in the Pledge of Allegiance
- d. Ms. Kinnebrew recognized and thanked the HRC management team for the excellent Retreat in June and also thanked Executive Assistants Jennifer Lauro and Cheryl Perez for coordinating the details of the day and evening programs.
- e. Ms. Kinnebrew informed the Board that the Executive Committee met on July 2, 2013 to prepare the agenda for this board meeting.
- f. Ms. Kinnebrew reminded the Board that there will be no regular business meeting in August. The next Board Meeting is scheduled for Tuesday, September 17, 2013 at 8:00 a.m.

g. Ms. Kinnebrew asked the Board to complete and return the annual Conflict of Interest Form at the end of tonight's meeting.

h. Ms. Kinnebrew announced that the following officers were elected at the May Board meeting:

Ms. Karen Kinnebrew, President  
Mr. Mariano Sanz, Vice-President  
Mr. Fu-Tien Chiou, Secretary  
Ms. Wendy Sorel, Treasurer

**APPROVAL OF THE MINUTES OF THE MAY 21, 2013 BOARD MEETING. Mr. Rea moved to accept the MAY 21, 2013 minutes of the Board meeting, and Ms. Sorel seconded the motion, which was approved by the Board.**

### **TREASURER'S REPORT**

Ms. Sorel reviewed the following financial statements: Harbor Regional Center Monthly Financial Report Fiscal Year 2012-13, Apr-13; Harbor Regional Center Functional Expenditures Apr-13; Harbor Regional Center Line Item Report Apr-13; Harbor Regional Center Monthly Financial Report Fiscal Year 2012-13, May-13; Harbor Regional Center Functional Expenditures May-13; Harbor Regional Center Line Item Report May-13; DDS Contract and Trends; DDS Audit Report, dated May 6, 2013 and Contracts Requiring Board Approval.

**Mr. Gauthier moved to approve the Contract Approval List for a total amount up to \$360,000 for ViaTRON Systems, Inc. and Mr. Erber seconded the motion, which was unanimously approved by the Board.**

**Mr. Chiou moved to approve the Treasurer's Report for Harbor Regional Center and Mr. Bethel seconded the motion, which was unanimously approved by the Board.**

### **EXECUTIVE REPORT**

#### **1. PRESENTATION:**

Ms. Hernandez, Director of Adolescent & Adult Services provided a brief presentation about the success some of our HRC clients have had working for the Los Angeles Habilitation House providing janitorial services for both our Torrance and Long Beach sites.

#### **2. 2011-2012 BUDGET UPDATE:**

Ms. Del Monico provided an update on the status of the 2011-2012 Budget. She advised that it is likely that a twelfth contract amendment will be required in order to ensure that all regional centers have their purchase of service expenditures covered, though this matter has already been resolved for Harbor Regional Center.

**3. 2012-2013 BUDGET UPDATE:**

Ms. Del Monico reviewed the most recent and updated SOARs for the current fiscal year and informed the Board that with the D-5 contract amendment Harbor Regional Center now has sufficient funds to cover expenditures for last fiscal year.

**4. FY 2013-14 ENACTED BUDGET:**

Ms. Del Monico reported on the enacted budget for the fiscal year 2013-14, specifically that it did include restoration of the 1.25% payment reduction to regional center service providers as well as the regional centers' operations. She also advised the Board that the Legislature did not restore Early Start funding as had been hoped, but, unfortunately, did approve continuation of the Annual Family Program Fee.

Ms. Del Monico further advised the Board concerning Assembly Bill 89 (Budget Trailer Bill) referring the Board to the two attachments provided in their board packet regarding the Trailer Bill.

**5. FY 2013-14 STANDARD CONTRACT LANGUAGE CHANGES:**

Ms. Del Monico briefly reviewed the standard contract language with the latest amendments having several key modifications related to Zero Tolerance Policy, Client Information Security and Shared Service Providers and Case Management Responsibility. Discussion followed. Ms. Del Monico advised the Board that staff would make every effort to have a draft Zero Tolerance Policy available for consideration at the September Board meeting.

**6. DIVERSITY - UPDATE:**

Ms. Del Monico updated the Board on the June 18, 2013 public meeting on diversity held at and by Harbor Regional Center, including the content of her presentation to the public and who attended.

**7. SENATE BILL 468:**

Ms. Del Monico informed the Board that we will be following this bill closely because of the enormous changes in service delivery proposed that would require the Department of Developmental Disabilities to establish a Self-Determination Program.

**8. CERRITOS UPDATE:**

Ms. Del Monico advised the Board of her continued correspondence and coordination efforts with the City of Cerritos Mayor in an effort to move forward with the construction of our CPP home in Cerritos. She advised that we are now hopeful any future developments in the City will proceed without issue.

**9. RHODE ISLAND TO CLOSE ALL SHELTERED WORKSHOPS:**

Ms. Del Monico brought to the Board's attention that many states are taking action to Enact "Employment First" legislation and to reduce dependence upon purchasing services for clients in large segregated settings which provide work for sub-minimum wages. Specifically, Ms. Del Monico informed the Board that the state of Rhode Island

is the latest state to take such action and referred Board members to materials attached to their Board packet.

**Mr. Rea moved to approve the Executive Report. Mr. Erber seconded the motion, which was unanimously approved by the Board.**

## **COMMITTEE REPORTS**

a) **AUDIT**

Ms. Wada informed the Board that the independent auditors Lautze and Lautze will start their audit at the end of July for last fiscal year and she will provide the Board with their report at the November meeting.

b) **BOARD DEVELOPMENT**

Mr. Bird reported on the events, topics, location and outcome of the June Board Retreat indicating that it was both informative and enjoyable.

c) **CLIENT ADVISORY**

In Mr. Dale's absence, Ms. Mock informed the Board that the next Client Advisory Committee meeting will be on August 10<sup>th</sup> and the Committee will plan for the Wellness Fair.

d) **CLIENT SERVICES**

Mr. Chiou did not have anything to report and will report at the September meeting.

e) **COMMUNITY & FINANCIAL DEVELOPMENT**

Ms. Spiegel announced that Dr. Rendon-Christensen is no longer the Chairperson of this committee and therefore a new Chair will need to be identified. No meeting has been scheduled in the interim. Recruitment of new members is also continuing.

f) **SERVICE PROVIDER ADVISORY**

In Ms. Engels absence, Ms. Mock reported that at the last meeting t reviewed the TBL, cash flow, zero tolerance and client confidentiality. The committee's next meeting is in September.

g) **BOARD PLANNING**

Ms. Sorel stated that the Board Planning Committee is scheduled to meet on July 19<sup>th</sup> with three new committee members in attendance. Ms. Sorel thanked Ms. Spiegel for her recruiting efforts.

h) **RETIREMENT**

Mr. Bethel informed the Board that the committee did not meet this month, but that he hopes to have second quarter results of the Retirement Plan Performance report for the September Board meeting.

i) **ARCA**

Mr. Czarske advised that he attended the June ARCA meetings where they voted for a new slate of officers for the upcoming year and how much discussion at the meeting was about the Early Start Program.

j) **HOPE (Home Ownership for Personal Empowerment)**

In Mr. Irlen's absence, Ms. Del Monico announced that HOPE is having another Golf Tournament at the Rolling Hills Country Club on November 4, 2013 and encouraged the Board to participate.

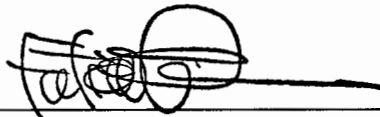
**Mr. Gauthier moved to accept the committee reports and Mr. Bird seconded the motion which was unanimously approved by the Board.**

**PUBLIC INPUT**

None

The meeting adjourned at 8:10 p.m.

Submitted by: \_\_\_\_\_



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