



## Memorandum

To: Jamie Van Dusen, Primary Regional Center Liaison, Department of Developmental Services  
From: Tammy Carter, Harbor Regional Center, Director of Human Resources  
Date: October 30, 2023  
Subject: Conflict of Interest Resolution Plan

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### **Nature of the Conflict:**

Ms. Kelsey Machado has been employed as a Service Coordinator in our Children's and Adolescent Department serving individuals under the age of 18 since November 14, 2022. Ms. Machado's father-in-law owns multiple group homes that include homes in HRC's service area as well homes served by other Regional Centers.

Harbor Regional Center utilizes these service providers as living options for adult age individuals. The homes are as follows:

- Total Residential Care Inc. (Compton HX0711/Cerritos HH1450)
- Yearling ARF Inc. (Cerritos HH2250)
- Semora ARF Inc. (Cerritos HH2305)

### **Actions to Eliminate the Conflict:**

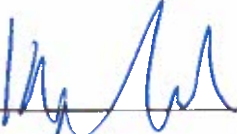
The assigned Client Services Manager will ensure that:

- Ms. Machado will not have access to Total Residential Care, Inc.'s vendor information in our case management program (Virtual Chart).
- Ms. Machado will not initiative referrals to any of the above-referenced group homes.
- Ms. Machado's caseload will not at any time consist of individuals pursuing a referral to a group home setting.
- Should any individual request to be referred to the above-referenced group homes under any unforeseeable/unplanned/coincidental circumstance while on Ms. Machado's caseload, Ms.

Machado will immediately notify the Client Services Manager, and the individual shall be assigned to a different service coordinator.

- The Director of Human Resources and the Director of Children's and Adolescent Services shall ensure that this plan is implemented and monitored.

Signed by:



Kelsey Machado, Service Coordinator

11/8/2023

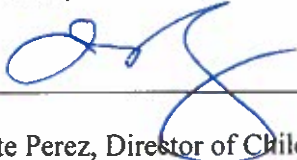
Date



Tammy Carter, Director of Human Resources

11/8/23

Date



Antoinette Perez, Director of Children's and Adolescent Services

11/8/23

Date



Patrick Ruppe, Executive Director

11/2/2023

Date