



WELCOME



Harbor Developmental Disabilities Foundation

March 15, 2022 Board Meeting



MARCH MEETING OF THE BOARD OF TRUSTEES

TUESDAY, March 15, 2022 @ 6:30 p.m.

Via ZOOM Webinar

https://us06web.zoom.us/webinar/register/WN_0p2LKceoTkeHpnF7ArCg3w

A G E N D A

- 1. **CALL TO ORDER & INTRODUCTIONS.....CHRISTOPHER PATAY, President**
- 2. **MINUTES OF THE JANUARY 18, 2022 MEETING.....RON BERGMANN, Secretary**
- 3. **TREASURER'S REPORT.....FU-TIEN CHIOU, Treasurer**
- 4. **EXECUTIVE REPORT*.....PATRICK RUPPE, Executive Director**
 - Elections
 - New HRC Policy for Board Approval: Personal Assistance/Care Policy
 - Updated HRC Policies for Board Approval: General Standards & Insurance, Co-Payments, Coinsurance & Deductibles
 - Presentation: Board Governance
- 5. **COMMITTEE REPORTS:**
 - a) **ARCA.....JOE CZARSKE, LIAISON**
 - b) **AUDIT.....LAVELLE GATES, CHAIRPERSON**
 - c) **BOARD DEVELOPMENT*JOE CZARSKE, CHAIRPERSON**
 - d) **BOARD PLANNING.....KIM VUONG, CHAIRPERSON**
 - e) **CLIENT ADVISORY.....DAVID GAUTHIER, CHAIRPERSON**
 - f) **CLIENT SERVICES.....FU-TIEN CHIOU, CHAIRPERSON**
 - g) **COMMUNITY RELATIONS.....ANN LEE, CHAIRPERSON**
 - h) **RETIREMENT.....FU-TIEN CHIOU, CHAIRPERSON**
 - i) **SELF-DETERMINATION.....ANTOINETTE PEREZ, LIAISON**
 - j) **SERVICE PROVIDER ADVISORY.....PAUL QUIROZ, CHAIRPERSON**
- 6. **PUBLIC INPUT/ANNOUNCEMENTS**
- 7. **CLOSED SESSION.....CHRISTOPHER PATAY, President**
- 8. **ADJOURNMENT – 8:00 p.m.**

*indicates action

MINUTES



Ron Bergmann

January 18, 2022



**MINUTES OF THE JANUARY 18, 2022 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, <i>Secretary</i> Mr. Fu-Tien Chiou, <i>Treasurer</i> Mr. Joe Czarske, Board Member Dr. James Flores, Board Member Dr. Marco Garcia, Board Member Mr. La Velle Gates, Board Member Ms. Patricia Jordan, Board Member Ms. Ann Lee, Ph.D, <i>Vice-President</i> Mr. Christopher Patay, <i>President</i> Ms. Paul Quiroz, Board Member Ms. Jackie Solorio, Board Member Ms. Kim Vuong, Board Member</p>	<p><u>BOARD ABSENT:</u> Mr. David Gauthier, Board Member Mr. Jeffrey Herrera, Board Member</p>
<p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Nancy Spiegel, Director of Information & Development Ms. Thao Mailloux, Interim Director of Information & Development Ms. Judy Wada, Chief Financial Officer Ms. Ute Czemmell, Controller Ms. Heather Diaz, Director of Community Services Ms. LaWanna Blair, Director of Early Childhood Services Ms. Judy Samana Taimi, Director of Adult Services Ms. Mary Hernandez, Director of Case Management Support Services Mr. Mike Ikegami, Director of IT Mr. Richard Malin, Manager of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Department Assistant Executive Office</p>	<p><u>STAFF ABSENT:</u> Ms. Antoinette Perez, Director of Children’s Services</p>

<p><u>GUESTS:</u> Ms. Irma Castellanos, HRC Parent Ms. Amelia Castellanos, HRC Parent Ms. Martha De La Torre, HRC Parent Ms. Medalia Villa, HRC Parent Ms. Raquel Guzman, HRC Parent Mr. Albert Feliciano, HRC Parent Ms. Paula Martinez, HRC Parent Ms. Raquel Brizuela, HRC Parent Mr. Scott Elliott, HRC Parent Ms. Silvia Lopez, HRC Parent Ms. Angela Robles, HRC Parent Ms. Juliana Martinez, HRC Parent Ms. Leonor Silva, HRC Parent Ms. Marisella Castellanos, HRC Parent Ms. Martha Gascon, HRC Parent Ms. Vianey Gomes, HRC Parent Ms. Ivon Munoz, HRC Parent Ms. Eva Alva, HRC Parent Ms. Adriana Garcia, HRC Parent</p>	<p><u>GUESTS continued:</u> Ms. Guadalupe Nolasco, HRC Parent Ms. Cande Juarez, HRC Parent Ms. Elena Contreras, HRC Parent Ms. Lindsey Stone, HRC Parent Ms. Kathy Platnick, HRC Parent Ms. Sue Gavin, HRC Parent Ms. Linda Lindholm, Service Provider Ms. Jenny Villanueva, SCDD Ms. Nubyaan Scott, DRC Ms. Jamie Van Dusen, DDS Ms. Stacey Schafer, HRC Staff Ms. Thalia Carreras, HRC Staff Ms. Jessica Leos, HRC Staff Mr. Johnny Granados, HRC Staff Mr. Takashi Ito, HRC Staff Ms. Lizbeth Moreno, HRC Staff Ms. Carla Redmon, HRC Staff Ms. Kristel Maikranz, AGT Auditor</p>
---	---

CALL TO ORDER

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

PRESIDENT’S REPORT

Mr. Patay wished all a Happy New Year and welcomed Board members, guest and staff; Mr. Patay took roll call of Board Members and HRC Staff and a quorum was established.

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

Mr. Patay encouraged all 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 zoom chat feature.

Mr. Patay reminded the Board Members that our next meeting is a training on February 15, 2022 and not a regular business meeting. The next regular business meeting of the Board will be on March 15, 2022.

Mr. Patay announced that tonight we have our independent auditors from AGT here, Ms. Kristel Maikranz to present their audit report prior to our regular business meeting. At this time we will move the Audit Committee Report forward on our agenda for the convenience of our independent auditor.

AUDIT REPORT

Mr. LaVelle Gates, Chair of the Audit Committee advised that the Audit Committee had met with the independent auditors to review the draft report and then introduced Ms. Kristel Maikranz to the Board. Ms. Maikranz of AGT presented to the Board the results of their audit of the Harbor Developmental Disabilities Foundation for the fiscal year ended June 30, 2021. The Board took the following action:

Mr. Bergmann moved to approve the Auditor's Report for Harbor Developmental Disabilities Foundation and Dr. Lee seconded the motion, which was unanimously approved by the Board.

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

PRESENTATION OF MINUTES

Mr. Bergmann presented the draft minutes of the November 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 NOVEMBER 16, 2021 BOARD MEETING were received and filed.

PRESENTATION OF FINANCIALS

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

- Harbor Regional Center Monthly Financial Report Fiscal Year 2021-22, dated October 2021
- Harbor Regional Center Functional Expenditures, dated October 2021
- Harbor Regional Center POS Contract Summary, dated October 2021
- Harbor Regional Center Line Item Report, dated October 2021

EXECUTIVE REPORT

1. HOLIDAY WRAP UP:

Mr. Ruppe provided a holiday wrap up highlighting the many donations received for our families during the holiday season; specifically thanking the Board and all contributors to the Harbor Help Fund. Their support allowed the purchase of \$85,000 in gift cards for our needy clients and families this year. Additionally, \$25,000 was raised for the Harbor Help Fund. We were also successful in adopting 62 families through our 'Adopt-a-Family' holiday campaign, while the Rotary Club and the Bryant family donated 25 Chrome Books. Mr. Ruppe called the Board's attention to HRC's new holiday card that was distributed with a

gift card and PPE to our families. The new holiday card was designed by HRC Staff and has the word 'PEACE' written on it in six different languages: Spanish, Cambodian, Korean, Tagalog, Japanese, Farsi, Mandarin Chinese and English.

2. COVID 19 TRENDS:

Mr. Ruppe updated the Board on the latest COVID 19 trends and vaccination statistics, specifically how Harbor Regional Center is currently in full compliance with local, state and federal COVID vaccination directives.

3. BUDGET UPDATES:

Mr. Ruppe called the Board's attention to the C-2 Allocation that came in before the new year showing additional operation funds were added (a total operations increase of a little over \$2 million dollars) to address CPP and specific policy items, such as Self-Determination implementation, Specialized caseload ratio (1:25), health and safety waiver assistance for Non-English speaking clients, the START Crisis program, performance incentives and a forensic specialist. Mr. Ruppe then summarized the Governor's proposed budget for fiscal year 2022-23 Operations and Purchase of Service funding.

4. HARBOR REGIONAL CENTER SERVICE POLICY – NEW SOCIALIZATION, LEISURE & RECREATIONAL SERVICES:

Mr. Ruppe referred the Board to the new Socialization, Leisure and Recreational draft policy that addresses funding that was reinstated in this year's budget through the Amendment of Welfare & Institutions Code section 4685.5. The new policy identifies funding parameters as well as notes that the Individual Person-Center Plan (IPP) team may make individualized exceptions as warranted. Mr. Ruppe requested that the Board take action to approve the new policy.

Mr. Gates moved to approve the new Socialization, Leisure & Recreational Services draft policy and Dr. Flores seconded the motion, which was unanimously approved by the Board.

5. HARBOR REGIONAL CENTER SERVICE POLICY – UPDATED RESPITE CARE

Mr. Ruppe referred the Board to the revised Respite Care draft policy and advised that the policy had to be updated to allow funding for out of home respite options, such as camp and other activities identified in the Individual Person-Center Plan (IPP). New language was also added to note that families may utilize their own respite workers through Participant Directed Services and the Self-Determination Program. Mr. Ruppe requested that the Board take action to approve the revised policy.

Mr. Chiou moved to approve the revised Respite Care draft policy and Ms. Jordan seconded the motion, which was unanimously approved by the Board.

6. CONTRACT FOR APPROVAL – IT CORE SWITCHES REPLACEMENT (\$316,000):

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. Network Magic will replace network switches located in the server room and network closets. The network switch replacement is required since the equipment is end of life, which means the support of the devices will no longer be available as of June 2022. The replacement of the network switches will allow for reliable connectivity and scalability for applications and web based solutions.

Description of Services: Replacement of network switches located in the server room and network closets.

Contract Period:

Start February 2022 Initial Estimate Amount:	\$281,000.00
Equipment (Server Room/Closets) Implementation Services:	\$ 35,000.00
Total:	\$316,000.00

Mr. Czarske moved to approve the Operations Contract for Equipment Purchase and Professional Services with Network Magic for the total of \$316,000.00 and Ms. Solorio seconded the motion, which was unanimously approved by the Board, with no opposition. Mr. Quiroz abstained.

7. CONTRACT FOR APPROVAL – IT VIRTUAL DESKTOP INFRASTRUCTURE PROJECT (\$963,800):

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. Pivot Technology Services Corp. (dba Computacenter) will provide a Citrix solution for virtual desktop infrastructure and support services. This is a deployment of a premise-based solution in our Torrance data center to support a new Citrix environment. The benefits of this virtual desktop infrastructure would include the following: central management structure (allows administration to patch update and change all virtualized desktops at a single time); increased security (applications live on the host server and not on the client devices); enhanced flexibility (create virtual desktops for test/development purposes); and accessibility (enables users to work from any location and any compatible devices).

Description of Services: Provide a Citrix solution for virtual desktop infrastructure and support services.

Contract Period: start February 2022 Initial Estimate Amount:

Software/Licensing	\$527,000.00
Hardware	\$274,000.00
Deployment/Training	\$ 62,000.00
Support Services	\$100,800.00
Total:	\$963,800.00

Mr. Bergmann moved to approve the Operations Contract for Professional Services with Pivot Technology Services Corp. (dba Computacenter) for the total of \$963,800.00 and Dr. Garcia seconded the motion, which was unanimously approved by the Board, with no opposition. Mr. Quiroz abstained.

8. HARBOR REGIONAL CENTER 2022 BOARD PRESENTATION & TRAINING PLAN:

Mr. Ruppe referred the Board to Harbor Regional Center's Presentations and Trainings for the calendar year 2022 and posted on our website: <https://www.harborrc.org/post/board-trustees/training>.

9. PURCHASE OF SERVICE EXPENDITURE DATA:

Mr. Ruppe reported that the Lanterman Act requires the California Department of Developmental Services (DDS) and all Regional Centers to compile and distribute information regarding the purchase of regional center services by age, diagnosis, ethnicity, language and living arrangement. Harbor Regional Center posted the data on our website for public view and it is now being analyzed and summarized so that we will have current data to report to our community. The dates for the Purchase of Service Expenditure public meetings are as follows:

- March 23, 2022 from 10:00 am to 12:00 pm via zoom webinar. Register in advance for this webinar: https://us06web.zoom.us/webinar/register/WN_AoMk1BatRqGHNsCmPvxHeQ
- March 30, 2022 from 6:00 pm to 8:00 pm via zoom webinar. Register in advance for this webinar: https://us06web.zoom.us/webinar/register/WN_ui7saWLVsv-du8tzK6pAkA

10. NATIONAL CORE INDICATORS presentation:

Mr. Ruppe introduced Ms. Thao Mailloux, Director of Information and Development who made a presentation of the National Core Indicators (NCI) Adult Family Survey for 2019-20 and of the Family Guardian Survey for 2019-20. The presentation was available in English and Spanish. Meeting attendees were asked to comment or ask questions through the chat feature and were provided with time to ask questions or comment at the conclusion of the presentation.

COMMITTEE REPORTS

A. BOARD DEVELOPMENT

Mr. Ruppe, instead of Mr. Czarske, who is Chair of the Board Development Committee, informed that the Committee met in November and December and were provided an update on the Board Composition, discussed and reviewed the 2022 Presentations and Trainings Plan and set the meeting schedule for 2022.

B. BOARD PLANNING

Ms. Mailloux informed that the Board Planning Committee met on December 8, 2021 to review and discuss Harbor Regional Center's Mission and Vision statement.

C. CLIENT ADVISORY

In Mr. Gauthier's absence, Ms. Taimi informed that the Client Advisory Committee met on November 13, 2021 and were shown presentations on personal care and assistance and assessments, on safety to assist clients on how to prevent becoming victims of domestic violence and a training course presentation by DDS on how to think and plan.

D. COMMUNITY RELATIONS

Ms. Mailloux advised that the Community Relations Committee met on December 8, 2021 to discuss plans for building relationships with local Law Enforcement Agencies.

E. 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 October and November meetings.

PUBLIC COMMENT

Mr. Patay advised that public input was next on the agenda. Mr. Patay 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. Patay indicated that we had one (1) attendee request to address the Board through the Zoom Chat this evening.

CLOSED SESSION

Mr. Patay advised that the Board will not go into a closed session.

ADJOURNMENT

Mr. Patay thanked all those who participated in our Board meeting tonight.

Submitted by: _____

Ron Bergmann, Secretary
Board of Trustees
Harbor Developmental Disabilities Foundation

FINANCIALS



Fu-Tien Chiou

**HARBOR REGIONAL CENTER
MONTHLY FINANCIAL REPORT
FISCAL YEAR 2021-22
Nov-21**

	FY 2021-22 C-2 Allocation	Month Exp	Y-T-D Expenses	Proj. Annual Expenses*	Proj. Funds Available
Operations					
Salaries & Benefits	\$ 31,430,425	\$ 2,302,301	\$ 11,533,995	\$ 31,430,425	\$ -
Operating Expenses	9,378,522	727,941	3,598,140	9,378,522	-
less other income	<u>(279,482)</u>	<u>(15,189)</u>	<u>(114,467)</u>	<u>(279,482)</u>	<u>-</u>
Total Operations	40,529,465	3,015,053	15,017,668	40,529,465	-
Purchase of Service					
Regular*	285,519,055	20,158,499	92,357,758	271,036,936	14,482,119
Compliance with HCBS Regulations	-	-	-	-	-
less other income	<u>(2,319,300)</u>	<u>(209,934)</u>	<u>(1,068,807)</u>	<u>(2,319,300)</u>	<u>-</u>
Subtotal Regular	283,199,755	19,948,565	91,288,951	268,717,636	14,482,119
CPP/CDRP	<u>1,235,000</u>	<u>-</u>	<u>-</u>	<u>1,235,000</u>	<u>-</u>
Total Purchase of Service	284,434,755	19,948,565	91,288,951	269,952,636	14,482,119
TOTAL	\$ 324,964,220	\$ 22,963,618	\$ 106,306,619	\$ 310,482,101	\$ 14,482,119
% of Budget	100.00%	7.07%	32.71%	95.54%	

* The Projected Annual Expenses for Regular POS is based on actual expenditures through November and estimated costs of new programs, growth, and pending service provider rate changes. POS includes an offset for other income for ICF SPA expenditures. ICF SPA expenditures are not funded through the contracted with DDS but billed separately. The Projected Expenses decreased by approximately \$225,000 from the prior month financial report.

The PEP does not include a projection for Regular POS related to the upcoming Rate Adjustments. DDS/HMA-Burns is gathering information to update the rate models developed in the original Vendor Rate Study (ABX 2-1). Under AB 136, rate adjustments will be implemented over a 3 year period. Effective April 1, 2022, rates for applicable services will receive an increase equal to 25% of the difference between the March 31, 2022 rate and the rate model amount. DDS/HMA-Burns will calculate the rate increases for each eligible service provider.

**HARBOR REGIONAL CENTER
FUNCTIONAL EXPENSE SUMMARY
Nov-21**

	FY 2021-22 C-2 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj. Annual Expenses	Proj. Funds Available
Purchase of Service:						
Residential care facilities	\$ 113,327,150	\$ 8,127,261	\$ 39,676,164	\$ 68,025,190	\$ 107,701,354	\$ 5,625,796
Day programs	82,909,743	6,045,173	29,383,807	52,540,243	81,924,050	985,693
Other purchased services	89,282,162	5,986,065	23,297,787	58,113,745	81,411,532	7,870,630
TOTAL PURCHASE OF SERVICE	285,519,055	20,158,499	92,357,758	178,679,178	271,036,936	14,482,119
Community Placement & Program Development:						
TOTAL CPP/CDRP/START	\$ 1,235,000	\$ -	\$ -	1,235,000	\$ 1,235,000	\$ -
Salaries and Related Expenses:						
Salaries	24,438,992	1,815,023	8,793,313	15,645,679	24,438,992	-
Employee health and retirement benefits	6,729,469	464,109	2,614,848	4,114,621	6,729,469	-
Payroll taxes	261,964	23,170	125,834	136,130	261,964	-
Total Salaries and related expenses	31,430,425	2,302,301	11,533,995	19,896,430	31,430,425	-
Operating expenses:						
Facility Rent	5,363,775	406,267	2,422,885	2,940,890	5,363,775	-
Equipment and facility maintenance	622,679	48,787	191,138	431,542	622,679	-
Equipment purchases	329,986	18,885	41,542	288,444	329,986	-
General	1,684,689	38,748	225,428	1,459,261	1,684,689	-
Communication	493,351	97,608	251,999	241,352	493,351	-
Contract and consultant fee	50,945	14,663	18,663	32,283	50,945	-
General office expenses	278,754	42,263	130,040	148,714	278,754	-
Staff travel	38,496	576	1,886	36,610	38,496	-
Legal fees	68,958	14,949	18,894	50,064	68,958	-
Printing	92,960	19,772	63,926	29,034	92,960	-
Insurance	276,553	12,449	196,064	80,489	276,553	-
Accounting fees	61,992	8,500	28,000	33,992	61,992	-
Board expenses	15,384	4,475	7,676	7,708	15,384	-
Total Operating expenses	9,378,522	727,941	3,598,140	5,780,382	9,378,522	-
TOTAL OPERATIONS	40,808,947	3,030,242	15,132,135	25,676,812	40,808,947	-
TOTAL EXPENSES	\$ 326,328,002	\$ 23,188,741	\$ 107,489,893	\$ 204,355,990	\$ 311,845,883	\$ 14,482,119
Revenues:						
ICF SPA Income	\$ (2,319,300)	\$ (209,934)	\$ (1,068,807)	\$ (1,250,493)	\$ (2,319,300)	\$ -
Other income	(279,482)	(15,189)	(114,467)	(165,015)	(279,482)	-
TOTAL REVENUES	\$ (2,598,782)	\$ (225,123)	\$ (1,183,274)	\$ (1,415,508)	\$ (2,598,782)	\$ -
TOTAL	\$ 324,964,220	\$ 22,963,618	\$ 106,306,619	\$ 204,175,482	\$ 310,482,101	\$ 14,482,119

Client Caseload

Month End Caseload

16,325

**HARBOR REGIONAL CENTER
POS CONTRACT SUMMARY
Nov-21**

Fiscal Year	Contract	Fund	POS Budget	POS Claimed	Current Balance/ (Deficit)	Projected Expenses	Projected Balance/ (Deficit)
2021-22	C-2	Reg POS	\$ 283,199,754	\$ 91,288,951	\$ 191,910,803	\$ 177,428,685	\$ 14,482,118
		CPP/CDRP/START	1,235,000	-	1,235,000	1,235,000	-
		HCBS Compliance	-	-	-	-	-
		TOTAL	<u>\$ 284,434,754</u>	<u>\$ 91,288,951</u>	<u>\$ 193,145,803</u>	<u>\$ 178,663,685</u>	<u>\$ 14,482,118</u>
2020-21	B-3	Reg POS	\$ 251,586,681	\$ 242,818,969	\$ 8,767,712	\$ 1,243,800	\$ 7,523,912
		CPP/CDRP	760,969	289,996	470,973	470,973	-
		HCBS Compliance	514,360	-	514,360	514,360	-
		TOTAL	<u>\$ 252,862,010</u>	<u>\$ 243,108,965</u>	<u>\$ 9,753,045</u>	<u>\$ 2,229,133</u>	<u>\$ 7,523,912</u>
2019-20	A-7	Reg POS	\$ 223,767,932	\$ 219,677,660	\$ 4,090,272	\$ 304,827	\$ 3,785,445
		CPP	2,452,990	1,643,363	809,627	809,627	-
		HCBS Compliance	-	-	-	-	-
		TOTAL	<u>\$ 226,220,922</u>	<u>\$ 221,321,022</u>	<u>\$ 4,899,900</u>	<u>\$ 1,114,454</u>	<u>\$ 3,785,445</u>

**HARBOR REGIONAL CENTER
LINE ITEM REPORT
Nov-21**

	FY 2021-22 C-2 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj. Annual Expenses	Proj. Funds Available
PURCHASE OF SERVICE						
Regular						
320** Out-of-Home	\$ 113,327,150	\$ 8,127,261	\$ 39,676,164	\$ 68,025,190	\$ 107,701,354	\$ 5,625,796
430** Day Programs	82,909,743	6,045,173	29,383,807	52,540,243	81,924,050	985,693
6505* Transportation	9,587,054	625,942	3,050,408	4,800,378	7,850,786	1,736,268
650** Other Services	72,756,870	4,521,584	18,116,672	49,051,956	67,168,628	5,588,242
Various COVID-19 Related	6,938,238	838,539	2,130,706	4,261,412	6,392,118	546,120
TBD HCBS Compliance	-	-	-	-	-	-
Subtotal Regular POS	<u>285,519,055</u>	<u>20,158,499</u>	<u>92,357,758</u>	<u>178,679,178</u>	<u>271,036,936</u>	<u>14,482,119</u>
Revenue						
20090 ICF SPA Income	(2,319,300)	(209,934)	(1,068,807)	(1,250,493)	(2,319,300)	-
TOTAL PURCHASE OF SERVICE	<u>283,199,755</u>	<u>19,948,565</u>	<u>91,288,951</u>	<u>177,428,685</u>	<u>268,717,636</u>	<u>14,482,119</u>
Community Placement & Program Development						
32010 Start Up	-	-	-	-	-	-
6507* Surge Capacity Start Up	-	-	-	-	-	-
65*** Placement/Assessment	100,000	-	-	100,000	100,000	-
TBD START (Non-CPP Ops)	1,135,000	-	-	1,135,000	1,135,000	-
TOTAL CPP/CDRP	<u>1,235,000</u>	<u>-</u>	<u>-</u>	<u>1,235,000</u>	<u>1,235,000</u>	<u>-</u>
OPERATIONS						
Salaries & Benefits						
2501- Salaries and Wages	24,438,992	1,815,023	8,793,313	15,645,679	24,438,992	-
2503- Benefits	6,991,433	487,279	2,740,682	4,250,751	6,991,433	-
Subtotal Salaries & Benefits	<u>31,430,425</u>	<u>2,302,301</u>	<u>11,533,995</u>	<u>19,896,430</u>	<u>31,430,425</u>	<u>-</u>
Operating Expenses						
30020 Equipment Maint	389,981	19,956	112,010	277,971	389,981	-
30030 Facility Rental	5,242,522	397,865	2,332,287	2,910,235	5,242,522	-
30035 Facility Rent Subleases	121,253	8,402	90,598	30,655	121,253	-
30040 Facility Maint	232,698	28,830	79,128	153,570	232,698	-
30050 Communication	493,351	97,608	251,999	241,352	493,351	-
30060 General Office Exp	157,038	36,999	90,663	66,375	157,038	-
30070 Printing	92,960	19,772	63,926	29,034	92,960	-
30080 Insurance	276,553	12,449	196,064	80,489	276,553	-
30090 Utilities	19,849	946	7,064	12,785	19,849	-
30110 Data Processing Maint	86,081	4,050	30,031	56,050	86,081	-
30123 Interest/Bank Expense	15,786	268	2,282	13,504	15,786	-
30140 Legal Fees	68,958	14,949	18,894	50,064	68,958	-
30150 Board of Dir. Exp	15,384	4,475	7,676	7,708	15,384	-
30160 Accounting Fees	61,992	8,500	28,000	33,992	61,992	-
30170 Equipment Purchases	329,986	18,885	41,542	288,444	329,986	-
30180 Contr/Consult Services	50,945	14,663	18,663	32,283	50,945	-
30184 Clinical Services	147,014	7,410	23,015	123,999	147,014	-
30185 Employee Conferences	9,304	2,599	7,929	1,375	9,304	-
30220 Travel in State	11,496	-	18	11,478	11,496	-
30223 Staff Mileage	27,000	576	1,868	25,132	27,000	-
30230 ARCA Dues	93,411	-	-	93,411	93,411	-
30240 General Expenses	934,960	18,557	101,048	833,912	934,960	-
30241 Diversity Funding	-	-	-	-	-	-
30247 General Exp C19 SOE	500,000	10,183	93,435	406,565	500,000	-
Subtotal Operating Expenses	<u>9,378,522</u>	<u>727,941</u>	<u>3,598,140</u>	<u>5,780,382</u>	<u>9,378,522</u>	<u>-</u>
Other Revenue						
20040 Interest Income	(104,494)	(1,844)	(16,172)	(88,322)	(104,494)	-
20050 Other Income	(6,439)	0	(2,508)	(3,931)	(6,439)	-
20055 Other Income-Subleases	(109,562)	(9,962)	(77,350)	(32,212)	(109,562)	-
20100 ICF SPA Admin Fee	(58,987)	(3,384)	(18,437)	(40,550)	(58,987)	-
Subtotal Other Revenue	<u>(279,482)</u>	<u>(15,189)</u>	<u>(114,467)</u>	<u>(165,015)</u>	<u>(279,482)</u>	<u>-</u>
TOTAL OPERATIONS	<u>40,529,465</u>	<u>3,015,053</u>	<u>15,017,668</u>	<u>25,511,797</u>	<u>40,529,465</u>	<u>-</u>
TOTAL	\$ 324,964,220	\$ 22,963,618	\$ 106,306,619	\$ 204,175,482	\$ 310,482,101	\$ 14,482,119
% of Budget	100.00%	7.07%	32.71%	62.83%	95.54%	4.46%

**HARBOR REGIONAL CENTER
MONTHLY FINANCIAL REPORT
FISCAL YEAR 2021-22
Dec-21**

	FY 2021-22 C-2 Allocation	Month Exp	Y-T-D Expenses	Proj. Annual Expenses*	Proj. Funds Available
Operations					
Salaries & Benefits	\$ 31,430,425	\$ 2,186,730	\$ 13,720,725	\$ 31,430,425	\$ -
Operating Expenses	9,378,523	562,973	4,161,113	9,378,523	-
less other income	<u>(279,482)</u>	<u>(10,011)</u>	<u>(124,478)</u>	<u>(279,482)</u>	<u>-</u>
Total Operations	40,529,466	2,739,692	17,757,360	40,529,466	-
Purchase of Service					
Regular*	285,519,055	21,253,781	113,611,538	270,116,657	15,402,398
Compliance with HCBS Regulations	-	-	-	-	-
less other income	<u>(2,319,300)</u>	<u>(213,889)</u>	<u>(1,282,696)</u>	<u>(2,319,300)</u>	<u>-</u>
Subtotal Regular	283,199,755	21,039,892	112,328,842	267,797,357	15,402,398
CPP/CDRP	<u>1,235,000</u>	<u>-</u>	<u>-</u>	<u>1,235,000</u>	<u>-</u>
Total Purchase of Service	284,434,755	21,039,892	112,328,842	269,032,357	15,402,398
TOTAL	\$ 324,964,221	\$ 23,779,584	\$ 130,086,202	\$ 309,561,823	\$ 15,402,398
% of Budget	100.00%	7.32%	40.03%	95.26%	

* The Projected Annual Expenses for Regular POS is based on actual expenditures through December and estimated costs of new programs, growth, and pending service provider rate changes. POS includes an offset for other income for ICF SPA expenditures. ICF SPA expenditures are not funded through the contracted with DDS but billed separately. The Projected Expenses decreased by approximately \$695,000 from the prior month financial report.

The PEP does not include a projection for Regular POS related to the upcoming Rate Adjustments. DDS/HMA-Burns is gathering information to update the rate models developed in the original Vendor Rate Study (ABX 2-1). Under AB 136, rate adjustments will be implemented over a 3 year period. Effective April 1, 2022, rates for applicable services will receive an increase equal to 25% of the difference between the March 31, 2022 rate and the rate model amount. DDS/HMA-Burns will calculate the rate increases for each eligible service provider.

**HARBOR REGIONAL CENTER
FUNCTIONAL EXPENSE SUMMARY
Dec-21**

	FY 2021-22 C-2 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj. Annual Expenses	Proj. Funds Available
Purchase of Service:						
Residential care facilities	\$ 111,014,582	\$ 8,024,482	\$ 47,700,646	\$ 57,573,235	\$ 105,273,881	\$ 5,740,701
Day programs	82,909,743	6,253,809	35,637,616	40,667,142	76,304,758	6,604,985
Other purchased services	91,594,730	6,975,490	30,273,277	58,264,741	88,538,018	3,056,712
TOTAL PURCHASE OF SERVICE	285,519,055	21,253,781	113,611,538	156,505,119	270,116,657	15,402,398
Community Placement & Program Development:						
TOTAL CPP/CDRP/START	\$ 1,235,000	\$ -	\$ -	1,235,000	\$ 1,235,000	\$ -
Salaries and Related Expenses:						
Salaries	24,438,992	1,682,597	10,475,910	13,963,082	24,438,992	-
Employee health and retirement benefits	6,729,469	480,963	3,094,932	3,634,537	6,729,469	-
Payroll taxes	261,964	23,170	149,883	112,081	261,964	-
Total Salaries and related expenses	31,430,425	2,186,730	13,720,725	17,709,700	31,430,425	-
Operating expenses:						
Facility Rent	5,363,775	406,806	2,829,692	2,534,083	5,363,775	-
Equipment and facility maintenance	622,679	26,304	217,442	405,237	622,679	-
Equipment purchases	329,986	21	41,563	288,423	329,986	-
General	1,664,690	34,795	260,223	1,404,467	1,664,690	-
Communication	493,351	20,357	272,356	220,995	493,351	-
Contract and consultant fee	50,945	4,200	22,863	28,083	50,945	-
General office expenses	278,754	11,276	141,316	137,438	278,754	-
Staff travel	38,496	515	2,401	36,095	38,496	-
Legal fees	68,958	120	19,014	49,944	68,958	-
Printing	112,960	30,809	94,735	18,225	112,960	-
Insurance	276,553	12,449	208,512	68,041	276,553	-
Accounting fees	61,992	15,000	43,000	18,992	61,992	-
Board expenses	15,384	321	7,997	7,387	15,384	-
Total Operating expenses	9,378,523	562,973	4,161,113	5,217,410	9,378,523	-
TOTAL OPERATIONS	40,808,948	2,749,703	17,881,839	22,927,109	40,808,948	-
TOTAL EXPENSES	\$ 326,328,003	\$ 24,003,484	\$ 131,493,377	\$ 179,432,228	\$ 310,925,605	\$ 15,402,398
Revenues:						
ICF SPA Income	\$ (2,319,300)	\$ (213,889)	\$ (1,282,696)	\$ (1,036,604)	\$ (2,319,300)	\$ -
Other income	(279,482)	(10,011)	(124,478)	(155,004)	(279,482)	-
TOTAL REVENUES	\$ (2,598,782)	\$ (223,900)	\$ (1,407,174)	\$ (1,191,608)	\$ (2,598,782)	\$ -
TOTAL	\$ 324,964,221	\$ 23,779,584	\$ 130,086,202	\$ 179,475,621	\$ 309,561,823	\$ 15,402,398

Client Caseload

Month End Caseload

16,286

**HARBOR REGIONAL CENTER
POS CONTRACT SUMMARY
Dec-21**

Fiscal Year	Contract	Fund	POS Budget	POS Claimed	Current Balance/ (Deficit)	Projected Expenses	Projected Balance/ (Deficit)
2021-22	C-2	Reg POS	\$ 283,199,754	\$ 112,328,842	\$ 170,870,912	\$ 155,468,515	\$ 15,402,397
		CPP/CDRP/START	1,235,000	-	1,235,000	1,235,000	-
		HCBS Compliance	-	-	-	-	-
		TOTAL	<u>\$ 284,434,754</u>	<u>\$ 112,328,842</u>	<u>\$ 172,105,912</u>	<u>\$ 156,703,515</u>	<u>\$ 15,402,397</u>
2020-21	B-3	Reg POS	\$ 251,586,681	\$ 243,182,296	\$ 8,404,385	\$ 880,473	\$ 7,523,912
		CPP/CDRP	760,969	289,996	470,973	470,973	-
		HCBS Compliance	514,360	-	514,360	514,360	-
		TOTAL	<u>\$ 252,862,010</u>	<u>\$ 243,472,292</u>	<u>\$ 9,389,718</u>	<u>\$ 1,865,806</u>	<u>\$ 7,523,912</u>
2019-20	A-7	Reg POS	\$ 223,767,932	\$ 219,690,878	\$ 4,077,054	\$ 254,827	\$ 3,822,227
		CPP	2,452,990	1,643,363	809,627	809,627	-
		HCBS Compliance	-	-	-	-	-
		TOTAL	<u>\$ 226,220,922</u>	<u>\$ 221,334,241</u>	<u>\$ 4,886,681</u>	<u>\$ 1,064,454</u>	<u>\$ 3,822,227</u>

**HARBOR REGIONAL CENTER
LINE ITEM REPORT
Dec-21**

	FY 2021-22 C-2 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj. Annual Expenses	Proj. Funds Available
PURCHASE OF SERVICE						
Regular						
320** Out-of-Home	\$ 111,014,582	\$ 8,024,482	\$ 47,700,646	\$ 57,573,235	\$ 105,273,881	\$ 5,740,701
430** Day Programs	82,909,743	6,253,809	35,637,616	40,667,142	76,304,758	6,604,985
6505* Transportation	9,587,054	881,382	3,931,790	4,438,709	8,370,499	1,216,555
650** Other Services	75,069,438	5,780,019	23,896,691	50,158,841	74,055,532	1,013,906
Various COVID-19 Related	6,938,238	314,089	2,444,795	3,667,192	6,111,987	826,251
TBD HCBS Compliance	-	-	-	-	-	-
Subtotal Regular POS	<u>285,519,055</u>	<u>21,253,781</u>	<u>113,611,538</u>	<u>156,505,119</u>	<u>270,116,657</u>	<u>15,402,398</u>
Revenue						
20090 ICF SPA Income	(2,319,300)	(213,889)	(1,282,696)	(1,036,604)	(2,319,300)	-
TOTAL PURCHASE OF SERVICE	<u>283,199,755</u>	<u>21,039,892</u>	<u>112,328,842</u>	<u>155,468,515</u>	<u>267,797,357</u>	<u>15,402,398</u>
Community Placement & Program Development						
32010 Start Up	-	-	-	-	-	-
6507* Surge Capacity Start Up	-	-	-	-	-	-
65*** Placement/Assessment	100,000	-	-	100,000	100,000	-
TBD START (Non-CPP Ops)	1,135,000	-	-	1,135,000	1,135,000	-
TOTAL CPP/CDRP	<u>1,235,000</u>	<u>-</u>	<u>-</u>	<u>1,235,000</u>	<u>1,235,000</u>	<u>-</u>
OPERATIONS						
Salaries & Benefits						
2501- Salaries and Wages	24,438,992	1,682,597	10,475,910	13,963,082	24,438,992	-
2503- Benefits	6,991,433	504,133	3,244,815	3,746,618	6,991,433	-
Subtotal Salaries & Benefits	<u>31,430,425</u>	<u>2,186,730</u>	<u>13,720,725</u>	<u>17,709,700</u>	<u>31,430,425</u>	<u>-</u>
Operating Expenses						
30020 Equipment Maint	389,981	19,956	131,966	258,015	389,981	-
30030 Facility Rental	5,242,522	398,404	2,730,692	2,511,830	5,242,522	-
30035 Facility Rent Subleases	121,253	8,402	99,000	22,253	121,253	-
30040 Facility Maint	232,698	6,348	85,476	147,222	232,698	-
30050 Communication	493,351	20,357	272,356	220,995	493,351	-
30060 General Office Exp	157,038	10,274	100,937	56,101	157,038	-
30070 Printing	112,960	30,809	94,735	18,225	112,960	-
30080 Insurance	276,553	12,449	208,512	68,041	276,553	-
30090 Utilities	19,849	801	7,865	11,984	19,849	-
30110 Data Processing Maint	86,081	-	30,031	56,050	86,081	-
30123 Interest/Bank Expense	15,786	202	2,483	13,303	15,786	-
30140 Legal Fees	68,958	120	19,014	49,944	68,958	-
30150 Board of Dir. Exp	15,384	321	7,997	7,387	15,384	-
30160 Accounting Fees	61,992	15,000	43,000	18,992	61,992	-
30170 Equipment Purchases	329,986	21	41,563	288,423	329,986	-
30180 Contr/Consult Services	50,945	4,200	22,863	28,083	50,945	-
30184 Clinical Services	147,014	10,340	33,356	113,658	147,014	-
30185 Employee Conferences	9,304	-	7,929	1,375	9,304	-
30220 Travel in State	11,496	27	45	11,451	11,496	-
30223 Staff Mileage	27,000	488	2,356	24,645	27,000	-
30230 ARCA Dues	93,411	-	-	93,411	93,411	-
30240 General Expenses	914,961	13,962	115,010	799,951	914,961	-
30241 Diversity Funding	-	-	-	-	-	-
30247 General Exp C19 SOE	500,000	10,492	103,927	396,073	500,000	-
Subtotal Operating Expenses	<u>9,378,523</u>	<u>562,973</u>	<u>4,161,113</u>	<u>5,217,410</u>	<u>9,378,523</u>	<u>-</u>
Other Revenue						
20040 Interest Income	(104,494)	(2,473)	(18,644)	(85,850)	(104,494)	-
20050 Other Income	(6,439)	(100)	(2,608)	(3,831)	(6,439)	-
20055 Other Income-Subleases	(109,562)	(4,341)	(81,692)	(27,870)	(109,562)	-
20100 ICF SPA Admin Fee	(58,987)	(3,097)	(21,534)	(37,453)	(58,987)	-
Subtotal Other Revenue	<u>(279,482)</u>	<u>(10,011)</u>	<u>(124,478)</u>	<u>(155,004)</u>	<u>(279,482)</u>	<u>-</u>
TOTAL OPERATIONS	<u>40,529,466</u>	<u>2,739,692</u>	<u>17,757,360</u>	<u>22,772,106</u>	<u>40,529,466</u>	<u>-</u>
TOTAL	\$ 324,964,221	\$ 23,779,584	\$ 130,086,202	\$ 179,475,621	\$ 309,561,823	\$ 15,402,398
% of Budget	100.00%	7.32%	40.03%	55.23%	95.26%	4.74%

**Harbor Developmental Disabilities Foundation
Harbor Help Fund**

**Statement of Activities
Fiscal Year 2021-22**

	FY 2019-20 TOTAL	FY 2020-21 TOTAL	FY 2021-22	
			Qtr Ending Dec 31, 2021	FY 2021-22 YTD TOTAL
Income				
Donations				
Employee Donations	\$ 11,588	\$ 11,091	\$ 3,554	\$ 6,972
Employee Donations - masks	4,330	480	-	-
Gift cards - in kind	4,225	-	7,000	7,000
General Donations	12,080	11,660	13,716	19,351
Staff Appreciation Day	5,000	-	-	-
Holiday Donations	26,570	61,423	18,493	23,493
Needy Families Campaign	27,390	12,993	150	150
Total Donations	<u>91,183</u>	<u>97,646</u>	<u>42,913</u>	<u>56,966</u>
Interest	<u>4,048</u>	<u>351</u>	<u>(216)</u>	<u>(106)</u>
Total Income	<u>95,231</u>	<u>97,997</u>	<u>42,697</u>	<u>56,860</u>
Expenses				
Holiday Giving Campaign	39,997	487	68,600	68,600
Needy Families - Gift cards	17,525	83,071	14,703	26,650
Mask purchase	1,500	-	-	-
Other expense	-	-	250	250
Grants to Clients	1,000	-	350	350
Total Expenses	<u>60,022</u>	<u>83,558</u>	<u>83,903</u>	<u>95,850</u>
Net Increase/(Decrease)	<u>\$ 35,210</u>	<u>\$ 14,439</u>	<u>\$ (41,206)</u>	<u>\$ (38,990)</u>
Beginning Balance	\$ 185,565	\$ 220,774	\$ 237,429	\$ 235,214
Income	95,231	97,997	42,697	56,860
Expenses	<u>60,022</u>	<u>83,558</u>	<u>83,903</u>	<u>95,850</u>
Ending Balance	<u>\$ 220,774</u>	<u>\$ 235,214</u>	<u>\$ 196,223</u>	<u>\$ 196,223</u>
Ending Balance Detail				
Cash	\$ 94,285	\$ 102,847	\$ 82,856	\$ 82,856
CD	100,939	100,342	99,942	99,942
Gift card inventory	25,200	31,675	13,425	13,425 ^A
Receivables	<u>350</u>	<u>350</u>	<u>-</u>	<u>-</u>
Total Balance	<u>\$ 220,774</u>	<u>\$ 235,214</u>	<u>\$ 196,223</u>	<u>\$ 196,223</u>

^A Needy Families Campaign includes gift cards purchased but not yet distributed.

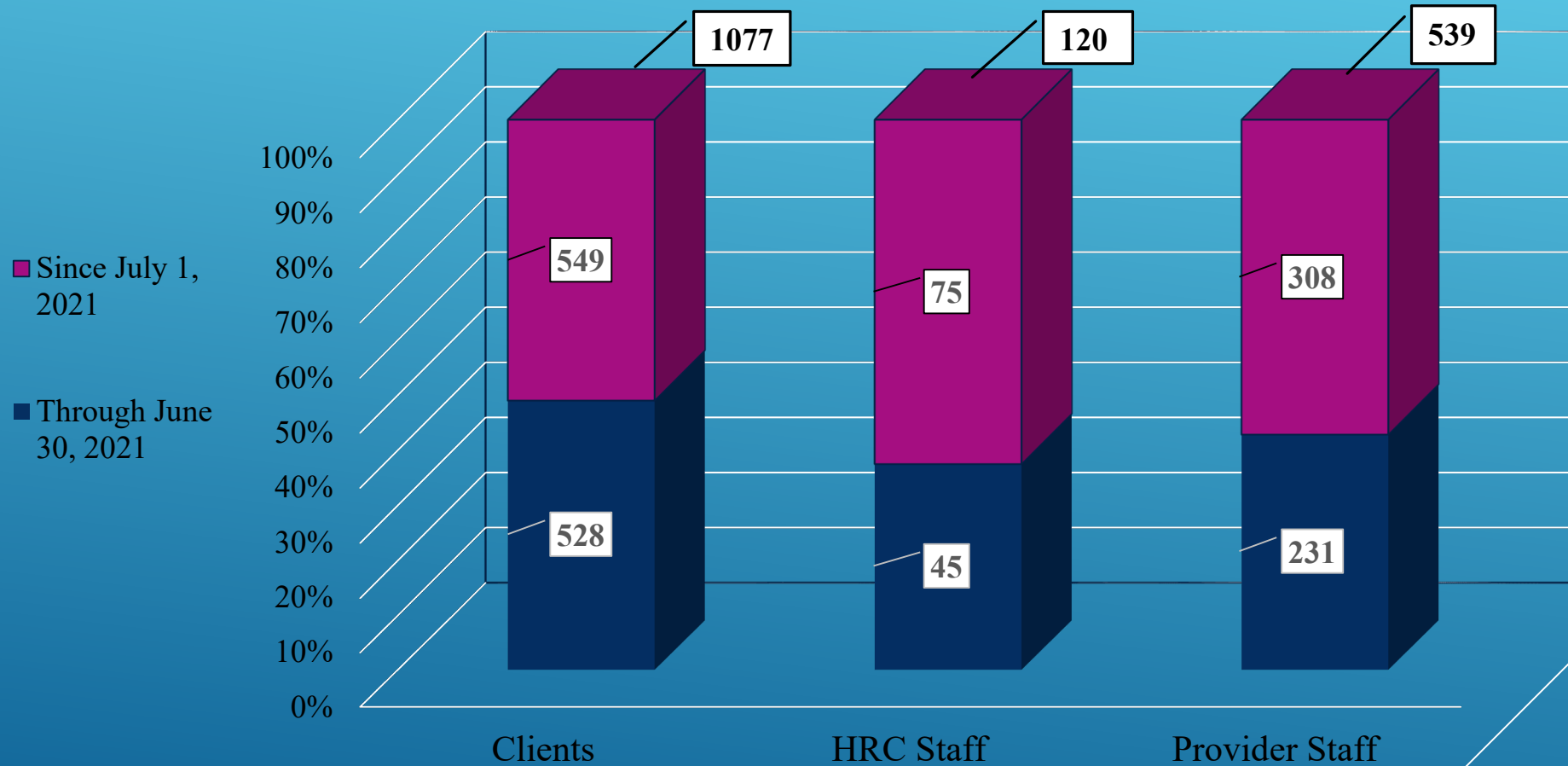
EXECUTIVE REPORT



March 15, 2022

Patrick Ruppe, Executive Director

COVID TRENDS HARBOR REGIONAL CENTER



STATE BUDGET UPDATES



- Assembly Budget Subcommittee #1
February 9, 2022
- Senate Budget Subcommittee #3
February 22, 2022
- Senate Budget Subcommittee #3
March 3, 2022



Contracts Requiring Board Approval

PURCHASE OF SERVICE OPERATIONS

Formatted: Strikethrough

The Lanterman Act requires that any regional center contract which exceeds \$250,000 be approved by the Board of Trustees. 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~~ operations contract:

Formatted: Strikethrough

➤ The University of New Hampshire Institute on Disability: \$835,020

The University of New Hampshire Institute on Disability will provide consultation services to Harbor Regional Center Staff to aide in the development of a START program. START Crisis Intervention Services will be available as needed for all Harbor Regional Center Clients. The START model has shone demonstrated reductions in emergency services utilization and clinical mental health symptoms, as well as increases in well-being and satisfaction with the mental health system of support. Services are provided across different systems: home, school, work, medical, mental health and developmental disability systems.

CONTRACTS REQUIRING BOARD APPROVAL

Harbor Regional Center
Meeting of the Board of Trustees
September 21, 2021

~~PURCHASE OF SERVICE OPERATIONS~~

Formatted: Strikethrough

Consultant Services

University of New Hampshire Institute on Disability
57 Regional Drive, Unit 8
Concord, NH 03301


Description of Services: Consultation Services to develop a START (Systemic, Therapeutic, Assessment, Resources, and Treatment) crisis intervention program in Harbor Regional Center's service area.

Start Up Funds: \$835,020.00

The University of New Hampshire Institute on Disability will provide consultation services to Harbor Regional Center Staff to aid in the development of a START program. START Crisis Intervention Services will be available as needed for all Harbor Regional Center Clients. The START model has shown demonstrated reductions in emergency services utilization, and clinical mental health symptoms, as well as increases in well-being and satisfaction with the mental health system of support. Services are provided across different systems: home, school, work, medical, mental health, and developmental disability systems.

CERTIFICATION

I, the undersigned, Ron Bergmann of Harbor Regional Center do certify that the foregoing is a true, exact and correct copy of the contract(s) presented to and approved by the Board of Trustees on the 21st day of September, 2021.

Signed by:  Date: 09-21-21



HRC SERVICE POLICIES

**for Board Approval*

- *NEW* - Personal Assistance/Care Services Policy
- *UPDATED* - Insurance, Co-Payments, Co-Insurance & Deductible Policy
- *UPDATED* - General Standards Policy

HARBOR REGIONAL CENTER SERVICE POLICY

PERSONAL ASSISTANCE/CARE SERVICES

Formatted: Font: 20 pt, All caps

Formatted: Width: 11", Height: 8.5"

Formatted: Font: 20 pt

Formatted: Font: 16 pt

DEFINITION:

Personal assistance/care services are those supports needed to provide an individual with appropriate and direct care or supervision in their preferred home and community settings. This may include assistance with bathing, grooming, dressing, toileting, meal preparation, feeding, and supervision. Personal assistance/care services may also include 1:1 supervision/support in-home and community settings for an individual with significant safety, social deficits, or behavioral challenges. Such support may assist with community integration for adolescent and adult individuals.

Formatted: Font: 16 pt

PHILOSOPHY:

Harbor Regional Center recognizes that some individuals with a disability may require care and supervision in the absence of a caregiver and that some parents/guardians/caregivers may not be able to provide such care and supervision due to aging, declining health, or other extenuating circumstances. Personal assistance/-care is not intended to meet the Respite need of a caregiver, and is more appropriate to address the direct care and supervision needs of the individual regardless of a caregivers need for an intermittent break.

For children, the need for personal assistance/care services is seen as a typical parental responsibility, and only under exceptional circumstances would HRC authorize personal assistance/care services for a minor child. Personal assistance/care services should not be authorized for the sole purposes of skill development.

POLICY:

Harbor Regional Center may purchase personal assistance/care services for an individual if the following criteria are met:

1. When authorized as direct care and supervision, personal assistance/care services have been fully explored through natural supports and publicly-funded resources such as In-Home Supportive Services (IHSS). Interim funding may be considered while a plan to explore and pursue publicly funded resources is being implemented.
2. The need for personal assistant/care services have (a) been established through the use of the HRC personal care assessment tool and guidelines, or records exist demonstrating the individual's need for such care, and (b) is identified in the individual's Individual Person-Centered Plan (IPP).
3. The plan and schedule for personal assistance/care services take into account an individual's participation in school, work, therapeutic services, other daily activities, and those non-waking hours in which care and supervision is not needed.
4. For direct supervision needs, personal assistance/care services are being authorized because behavioral or medical needs are so severe that a parent/caregiver requires assistance in the home and community in order to adequately care for the individual, or the combination of natural and publicly-funded resources does not fully meet the need.
5. For community integration, there must be specific time-limited goals in an individual's IPP. The IPP must also include a plan to connect the individual to services that are designated for specific skill development.

6. If for a minor child, the record clearly establishes that the family is not able to meet all or part of the required specialized care and supervision due to the severity and intensity of the disability.

~~6.~~

Exceptions to the above may be granted when the IPP team establishes a need to authorize services outside of the above-described criteria.

Formatted: Indent: Left: 0.5", No bullets or numbering

DRAFT

HARBOR REGIONAL CENTER

PERSONAL ASSISTANCE/CARE SERVICES NEEDS ASSESSMENT AND GUIDELINES

I. Overarching principles:

- Service coordination staff must use the guideline as support to the implementation of HRC's Policy on PERSONAL ASSISTANCE/CARE SERVICES.
- Harbor Regional Center assumes that parents of minor clients will provide some portion of the daily care and supervision needs of the client without any paid supports.
- The assessment process includes looking at the individual needs of the client and their family/ support system.
- Service coordination staff should connect a client to nursing services when the client has significant medical needs.
- Service coordination staff should make an assessment for Personal Assistant/Care Services for a client when:
 1. Care and Supervision, including ambulatory related, is needed for an individual of adolescent age or older when all other sources of support are not available or do not cover the needs of the individual. When assessing needs for a child under the age of 13, the appropriate support to consider is Child Care.
 2. Interim funding is needed while an individual pursues In-Home Supportive Services.
 3. Behavioral challenges exist and additional support is needed to keep the individual safe in their home and community environments.
 - a. Goal is to keep individual and family safe while a long-term plan is developed in consultation with HRC clinical staff.
 - b. 24/7 paid support may be appropriate under certain circumstances.
 4. Community integration
 - a. For adolescents and adults where parental responsibility is less and opportunities to integrate are limited through other sources.
 - b. In some cases may be appropriate for younger children based on the unique needs and circumstances of the client and their family (i.e., single parent with multiple children).

5. College Support when existing college support services (on campus, HRC funded, and/or available through generics) do not meet the client's needs.
- Decisions to grant an exception to the above criteria shall be made by the Individual Family Service Planning meeting/Individual Person Centered Planning (IFSP/IPP) members, and shall be based upon the needs of the individual.

II. Assessment of Personal Assistance/Care Needs

- The Service Coordinator will utilize the attached worksheet to identify the client's daily schedule and support needs. All sources of support (publicly, privately, and HRC funded) and a client's sleep time should be reflected on the schedule. These supports may include family, friends, generic services (IHSS, therapies, school program, etc.) and HRC funded services (i.e. day programs, transportation, respite, etc).

Individual Personal Assistance Weekly Schedule

Individual Served _____ UCI _____ SC _____ Date _____

Schedule Start Date: _____ Schedule End Date: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Midnight - 1am							
1am - 2am							
2am - 3am							
3am - 4am							
4am - 5am							
5am - 6am							
6am - 6:30am							
6:30am - 7:00 am							
7am - 7:30am							
7:30am - 8am							
8am - 8:30am							
8:30am - 9am							
9am - 9:30am							
9:30am - 10am							
10am - 10:30am							
10:30am - 11am							
11am - 11:30am							
11:30am - 12pm							
12pm - 12:30pm							
12:30pm - 1pm							
1pm - 1:30pm							
1:30pm - 2pm							
2pm - 2:30pm							
2:30pm - 3pm							
3pm - 3:30pm							
3:30pm - 4pm							
4pm - 4:30pm							
4:30pm - 5pm							
5pm - 5:30pm							
5:30pm - 6pm							
6pm - 6:30pm							
6:30pm - 7pm							
7pm - 7:30pm							
7:30pm - 8pm							
8pm - 8:30pm							
8:30pm - 9pm							
9pm - 9:30pm							
9:30pm - 10pm							
10pm - 11pm							
11pm - Midnight							

List Activities Requiring Supervision or Supplemental Support:

Total Number of Weekly Hours Requested: _____

HARBOR REGIONAL CENTER SERVICE POLICY

INSURANCE, CO-PAYMENTS, COINSURANCE, AND DEDUCTIBLES

DEFINITION:

Co-payment or “co-pay” is a specific charge that a health insurance plan may require of the insured for each use of a specific service or supply covered under the insurance plan/ policy.

Co-Insurance is a type of insurance that requires the insured to pay a portion of the payment made for a specific service or supply.

Deductible is a specified amount of money that the insured must pay before an insurance company will pay for a specific service or supply.

PHILOSOPHY:

Access to insurance funded services and supplies can enhance an individual's ~~client's~~ overall quality of life and can be essential to their day to day care needs.

Harbor Regional Center recognizes that some families with a developmentally disabled family member are not able to meet all or part of the costs associated with accessing needed services and supports through their health insurance plan/policy.

Formatted: Left: 0.8", Right: 0.8", Top: 1", Bottom: 1", Width: 11", Height: 8.5"

Formatted: Font: 20 pt, All caps

Formatted: Font: 20 pt

Formatted: Font: 16 pt

Formatted: Font: 16 pt

POLICY:

Harbor Regional Center may purchase insurance co-payments, coinsurance and deductibles for a client only if the following criteria are met:

1. the ~~client individual~~ is covered ~~by a private health insurance plan/policy~~ of their own (if an adult) or that of his or her parent, guardian, or caregiver;
2. access of the support or service funded by a health insurance plan/policy ~~is~~ a) necessary because of the developmental disability or developmental delay and b) ~~is~~ identified in an ~~client individual's~~ Individual Family Services Plan (IFSP) or Individual Person-centered Plan (IPP);
3. the family ~~of a Lanterman eligible client~~ has an adjusted gross income that does not exceed 400% of the federal poverty level; ~~Families of children receiving services under the California Early Start program are not required to fund for co-payments, co-insurance, or deductibles for Early Start required services;~~
4. there is no other third party having liability for the cost of the services or support, as provided in subdivision (a) of section 4659 and article 2.6 (commencing with section 4659.10) of the Welfare and Institution Code;
5. the ~~client individual~~, parent, guardian, or caregiver certifies the family's or ~~client individual's~~ gross income by providing copies of the W2 Wage Earners Statements, payroll stubs, or a copy of the prior year's state income tax return, or other documents and proof of other income;

6. the client individual, parent, guardian, or caregiver agrees to notify Harbor Regional Center -when a change in income occurs that would result in a change in eligibility for coverage of the health insurance plan/policy co-payments, coinsurance;
7. the client individual, parent, guardian, or caregiver agrees that payment will be made directly by the regional center to the provider of support and that the provider of support must be contracted with the regional center;
8. the client individual, parent, guardian, or caregiver agrees that payment will begin after all of the above has been established and not retroactively.

An exemption to the limits set forth in paragraph 2 -and 8 immediately above may be granted by the Executive Director if the client individual, parent, guardian, or caregiver can provide evidence of a) a catastrophic loss that temporarily limits the ability to make co-payments or co-insurance payments; b) an extraordinary event that impacts their ability to meet co-payment/co-insurance requirements; or c) significant unreimbursed medical costs associated with the care of the client or another child who is also a regional center client.

Families of children participating in the California Early Start Program who are receiving services and supports pursuant to their Individual Family Service Plan (IFSP) are not required to fund for co-payments, co-insurance or deductibles associated with services provided in the early start program, if:

- 1) The child is covered by their parent's, guardian's or caregiver's health care service plan or health insurance policy
- 2) There is no other third party having liability for the cost of the service or support.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Approved by the HDDF Board of Trustees on September 19, 2017.

Formatted: Font: 14 pt

Approved by the HDDF Board of Trustees on September 19, 2017.

HARBOR REGIONAL CENTER SERVICE POLICY

GENERAL STANDARDS

Harbor Regional Center shall strive:

1. To ensure that services and supports are available to enable persons with a developmental disability to live a more independent and productive life in the community;
2. to ensure that services and supports provided will enable persons with a developmental disability to approximate the pattern of everyday living available to non-disabled people of the same age;
3. to prevent the person's dislocation from family and community;
4. to foster service and support options which promote the least restrictive/most inclusive;
5. to promote service and support options that are designed to assure physical health and safety, development of skills for independent living and productivity, independence, support networks, and integration into general community life, with access to the full range of assistive technology;
6. to promote service and support options that are accountable, accessible and culturally appropriate; that identify each individual's strengths and needs; that promote ~~client~~ individual and family empowerment; that respect the choices and rights of participants; and that involve individuals with developmental disabilities and their families in all aspects of development, implementation, monitoring and evaluation

Formatted: Font: 20 pt, All caps

Formatted: Centered, Indent: Left: 0", Hanging: 6.06", Right: 0.04", Space Before: 0 pt, Line spacing: single

Formatted: Left: 0.19", Right: 0.94", Top: 0.92", Bottom: 0.92", Width: 11", Height: 8.5"

Formatted: Font: 20 pt, Not Bold, All caps

Formatted: Font: 20 pt

Formatted: Font: 16 pt, Not Bold

Formatted: Font: 16 pt

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

of their services;

7. to respect and foster the relationship between ~~clients~~ individuals and their parents/family members;
8. to give highest preference to those services and supports which would allow minors with developmental disabilities to live with their families, adult persons with developmental disabilities to live as independently as possible in the community and that allow all ~~clients~~ individuals to interact with persons without disabilities in positive meaningful ways;
9. to select those services and supports which most effectively meet an client's individual's needs while making the most efficient use of funds.
- ~~10. to purchase s~~Services and supports ~~shall be purchased~~ for eligible ~~clients~~ individuals regardless of race, color, religion, national origin, citizenship, sex, age, physical condition or mental capacity and which most effectively meet an client's individual's needs while making the most efficient use of funds.
- ~~11. to give consideration to any exception that should be granted when the IFSP /IPP team establishes a need to authorize services outside of a service policy criteria.~~
- ~~10. —~~

Services and supports may be purchased for an client individual only under the following circumstances:

1. When he/she has special needs associated with a developmental disability or a condition determined by

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Indent: Left: 0.58", No bullets or numbering

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

an interdisciplinary team to present a risk of developmental disability and if a minor, which are beyond those normally associated with raising or providing for a minor in his or her own home;

~~2.~~ When it has been determined by the Planning Team that such services will accomplish all or any part, of an ~~client's~~ individual's Individual/Family Service Plan;

~~3.~~ When such services are identified in the Individual/Family Service Plan and are tied to one or more outcomes desired by the ~~client~~ individual;

~~4.~~ After public resources which are available to implement and or coordinate the services identified by the Interdisciplinary Team, as well as other sources of funding available to the ~~client~~ individual, have been used to the fullest extent possible;

~~5.~~ When the service is not otherwise available through Medi-Cal, Medicare, The Civilian Health and Medical Program for Uniform Services, In Home Support Services, California Children's Services, private insurance or a health care service plan;

~~6.~~ When the ~~client/client's~~ individual/individual's family has private insurance, HRC may provide assistance with the cost of insurance co-payments, co-insurance payments or deductibles provided: the family has an adjusted gross income that does not exceed 400% of the federal poverty level or can provide evidence of a) a catastrophic loss that temporarily limits the ability to make co-payments or co-insurance payments; b) an extraordinary event that impacts their ability to meet co-payment/co-insurance requirements; or c) significant unreimbursed medical costs associated with the care of the ~~client~~ individual

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Font: 16 pt, Not Strikethrough

Formatted: Font: 16 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

or another child who is also ~~erved by HRCa regional center client individual;~~

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

~~7.~~ From a provider of service who is vendored or otherwise authorized by the Department of Developmental Services to provide such services and who adheres to the quality of care standards set forth by the Harbor Regional Center, the Department of Developmental Services and California regulations related to the service;

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~8.~~ When the rate to be paid is in accordance with the rates established by the Department service;

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~9.~~ When, unless specified otherwise, there has been prior authorization for the purchased service;

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~10.~~ If the request is for a continuation or renewal of a purchased service, such continuation or ~~renewal~~ shall be contingent upon ~~client individual~~/family satisfaction and upon reasonable progress in having achieved the desired outcomes as identified in the Individual/Family Service Plan.

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 16 pt, Strikethrough

Formatted: Font: 16 pt

Harbor Regional Center will not fund any form of program therapies, drugs or special services which are considered by recognized professionals to be experimental and or potentially harmful to the individual.

The Executive Director may review and authorize service requests that do not meet these general standards if warranted by individual circumstances.

These general standards shall be applied, along with the specific policies, for each category of service.

Approved on this 2nd day of December, 2014 by the Harbor Developmental Disabilities Foundation

Formatted: Font: 14 pt

~~, Inc.~~

Formatted: Line spacing: single

|
|
Approved by the Department of Developmental Services, December 16, 2021

Formatted: Font: 11 pt

DRAFT

HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION

BOARD GOVERNANCE- ROLES AND RESPONSIBILITIES

March 15, 2022

BOARD STRUCTURE

➤ Board Composition and Recruitment


- ❖ Number (Bylaws, § 3.1)
- ❖ Experience/Interest Requirements (Bylaws, § 3.1)

➤ Board Committees (Bylaws, §§ 6.1-6.10)

- ❖ Executive/Finance
- ❖ Board Development
- ❖ Board Planning
- ❖ Retirement
- ❖ Client Advisory
- ❖ Audit
- ❖ Client Services
- ❖ Community Relations
- ❖ Service Provider Advisory
- ❖ Self Determination Advisory

TO WHOM IS THE BOARD ACCOUNTABLE?

➤ You are accountable to:

- ❖ The Board
 - ❖ The Clients/Individuals Served
 - ❖ The Department of Developmental Services
 - ❖ The California Attorney General
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the light blue background.

BOARD ROLES AND RESPONSIBILITIES

- Set Organizational Direction and Policies

(Bylaws, §§ 3.7, 6.6)

- Provide Oversight (Bylaws, §§ 3.1, 3.7, 3.8, 7.3)

- Monitor Resources (Bylaws, §§ 3.8, 6.2, 6.3)

- ❖ Annual Allocations (Bylaws, §§ 3.8, 6.2, 6.3)

- ❖ Monthly Financial Reports (Bylaws, §§ 3.8, 6.2, 6.3)


BOARD ROLES AND RESPONSIBILITIES

- Oversee Major Goals and Strategies
(Bylaws, §§ 3.11(n)-(p))
 - ❖ Performance Plan set by DDS in 5-year Performance Contract
 - ❖ Satisfaction Data
 - ❖ Disparity Data
 - ❖ Meet with DDS

BOARD MEMBER DUTIES

- Commitment to Vision and Mission
 - Commitment to Fellow Trustees
- 

BOARD MEMBER DUTIES continued

- Fiduciary Duties
 - Duty of Loyalty
 - Duty of Care
 - Duty of Obedience
 - Reasonable Reliance
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

BOARD/EXECUTIVE DIRECTOR RELATIONSHIP

- The Board delegates day-to-day operation of the Corporation to trustworthy agents (i.e., Executive Director) and oversees their performance without interfering.
- As a practical matter, Trustees should not be involved in individual case management.
- Questions about the operation of the Corporation should be addressed to the Executive Director.

QUESTIONS?



Thank you!

COMMITTEE REPORTS



● ARCA	Joe Czarske
● Audit	LaVelle Gates
● Board Development	Joe Czarske
● Board Planning & Community Relations	Thao Mailloux
● Client Advisory	David Gauthier
● Client Services	Judy Taimi
● Retirement	Fu-Tien Chiou
● Self-Determination	Antoinette Perez
● Service Provider Advisory	Paul Quiroz

*Indicates Action Required

Harbor Regional Center
Board Development Committee Meeting

February 9, 2022

Meeting Minutes

In attendance: Chris Patay (Board President), Paul Quiroz, Ann Lee (Board Vice-President), LaVelle Gates, Patrick Ruppe (Executive Director) and Jennifer Lauro (Executive Assistant)

Absent: Joe Czarske (Chair), Ron Bergmann

Minutes:

The Board Development Committee held a meeting on February 9, 2022 at 3:00 pm via zoom to update review and discuss the following topics:

1. Board Recruitment
2. Submitted Board Application

Next Meeting: Scheduled for March 9, 2022

Harbor Regional Center
Board Development Committee Meeting

March 8, 2022

Meeting Minutes

In attendance: Chris Patay, Ron Bergmann, Joe Czarske (Chair), Paul Quiroz, Ann Lee, LaVelle Gates, Fu-Tien Chiou, Patrick Ruppe (Executive Director), and Jennifer Lauro (Executive Assistant)

Minutes:

The Board Development Committee held a meeting on March 8, 2022 at 11:00 am via Zoom to interview a candidate to be seated on the Board.

- In response to HRC's 2021/2022 Board Composition needs, the Board Development Committee conducted an interview of Gordon Cardona, who is a client of Harbor Regional Center.
- The Board Development Committee will bring Mr. Cardona's candidacy to the March meeting. If elected, Mr. Cardona's term of service will be through June 30, 2024.

Next Meeting: Scheduled for April 13, 2022



OFFICIAL ELECTION BALLOT

**March 15, 2022
Board of Trustees**

The Board Development Committee is pleased to recommend the following candidates to serve on the Board.

If elected, the term of service for the following Board members will be July 1, 2022 to June 30, 2024

NAME	YES	NO	ABSTAIN
Gordon Cardona			

Harbor Regional Center
Joint Meetings of the Board Planning & Community Relations Committees
update

Board Planning Committee Members: Kim Vuong, Chair, Client and Board Member; Ann Lee, Board Member; Dee Prescott, Service Provider, Easter Seals Southern California; April Rehrig, Parent; Jackie Solorio, Parent/Board Member; Thao Mailloux, Director of Information and Development; Patrick Ruppe, Executive Director

Community Relations Committee Members: Ann Lee, Chair, Board Member; Kim Vuong, Client and Board Member; Jackie Solorio, Parent; April Rehrig, Parent; Dee Prescott; Service Provider, Easter Seals Southern California; Thao Mailloux, HRC Director of Information and Development, Patrick Ruppe, HRC Executive Director

There will be a JOINT MEETING of the Board Planning and Community Relations Committees on March 31, 2022 at 2:00 pm, via Zoom.

Meeting Topics include:

- Purpose and scheduling of committee meetings
- Updates regarding Grassroots Day
- Review of HRC's Mission and Vision statements

REMINDER! Harbor Regional Center is holding our Demographic & Expenditure Data Public Meeting on two different days as follows:

March 23rd, 2022 10am-12pm - Diversity/POS Expenditure Public Meeting

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_AoMklBatRqGHNsCmPvxHeQ

March 30th, 2022 6-8pm - Diversity/POS Expenditure Public Meeting

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_ui7saWLVsv-du8tzK6pAkA

Or go to our website here: <https://www.harborrc.org/expenditure-demographic-data>

**This is the SAME MEETING, just offered on two different days for your convenience.
Both meetings will offer simultaneous Spanish interpretation**

Harbor Regional Center
Client Advisory Committee
February 17, 2022 via ZOOM

Minutes

Members Present: Debbie Howard, Kelly Sutton, Mead Duley, Deaka McClain and Kim Vuong.

HRC Staff Present: Kris Zerhusen

Other: None

Call to Order & Minutes Approved

Meeting was called to order and commenced at 3:02 p.m.

Minutes for 011/13/2021 were reviewed but not approved, as attendees need for a quorum were not met.

Welcome

Discussion about changing the meeting dates for future meetings from Saturdays to a weekday/night. Consensus was that due to member's schedules that holding the meetings on Saturdays is the best option. This meeting was held on a weekday afternoon with five members in attendance. Some members could not remain in the entire committee meeting due to other obligations.

CAC Member Updates

Deaka: She attended **DDS Client Advisory Committee** meeting virtually, on February 10, 2022. Deaka is the Vice Chair for this committee. The main topic of the meeting was Special Incident Reporting (SIR). The current guidelines regarding reporting were reviewed. Deaka provided details of certain incidents that would require a report. Deaka provided examples of various incidents/scenarios when an SIR would be made and submitted to an RC/DDS. Concern was raised about how reporting certain incidents might infringe upon the rights of an individual.

Deaka also reported that she has completed 2 terms as a representative for this committee and November would be her last meeting in this capacity. Deaka will send the recruitment flyer to Kris that can be posted. She said that procedure dictates that the HRC Executive Director needs to approve of the next representative. Deaka recommended fellow HRC CAC member Kim Vuong be considered. Kim indicated that she is interested.

Deaka met with the **HRC Client Advisory Committee** on 1/25/2022. Deaka reported that the State Council report on SDP was reviewed. Information was presented on the following topics: Diversity and Inclusion, Forensic supports, Agreements made with School Districts and the Self Determination Program. Jonanthony Aliamo from Disability Rights of CA presented information about in home COVID testing and where to obtain testing kits. The next meeting is scheduled on 2/22/2022.

HRC Updates

Kris Zerhusen provided updates on recent changes to HRC Infrastructure: New SCs added, new teams being developed, promotions in DCS, PCS hired. Updated members on the Self Determination Program, that many clients and family members are being added to this program. Reported on new day programs that have opened and the development that is in process of vendorizing Forensic supports. SCs are following up with SIRs and a case management training is scheduled on the topic of Special Incident Reporting and follow up responsibilities.

Face to face meetings for clients who live independently with SLS supports and individuals who reside in licensed homes are to resume on 3/9/2022 with SCs and other support staff continuing to engage in practices that follow Local County and State health and safety protocols. If a client resides at home with family and they would like to hold a face to face meeting, SCs will abide by their request.

For the remainder of the meeting, an upcoming HRC Self Advocacy Conference was discussed. Ideas on how the committee members would assist were

presented. The members are excited about this topic. They would also like to take the opportunity at the conference to recruit/provide information about the HRC CAC to build membership. More details and planning to follow.

2022 Calendar dates for CAC Meeting were discussed and voted on with dates being:

05/14/2022 at the Long Beach site or ZOOM

08/13/2022 at the Torrance site or ZOOM

11/12/2022 at the Long Beach site or ZOOM

It was discussed that if CAC meetings were to resume to meet in person that there should also be an option to participate virtually for those not comfortable meeting in person.

Requested presentation for next CAC meeting:

- Cori Reifman to present on wages, benefits, and CalABLE.

Adjournment

Meeting adjourned at 4: 45 PM.



Client Services Committee |

Meeting date | time January 25, 2022 | 6 PM | Meeting location ZOOM

ATTENDEES

Oanh “Kim” Vuong (Individual)	Lucy Paz (Interpreter)
Deaka McClain (Individual)	Fu-Tien Chiou (Parent)
Patricia Jordan (Individual)	Antoinette Perez (HRC)
April Rehrig (Parent)	Judy Taimi (HRC)
Guadalupe Nolasco (Parent)	

AGENDA TOPICS

Time allotted | 6 PM to 7 PM | Agenda topic *Personal Care Policy* | Presenter *Antoinette Perez*

- Antoinette presented the Personal Care draft policy to the committee to solicit feedback prior to the board review.
- HRC has been funding for personal care services for approximately 6 years
 - It’s a flexible service; catch all, authorizing through our general standards policy for those with significant behaviors, community integration, and college supports
 - This policy will not change our progress, it will simply show what we are doing
 - May help with appeal to In Home Supportive Services (IHSS)
 - Some of the Supported Living Supports (SLS) can be funded in conjunction with Personal care services. The main support will be SLS with built in supports through Personal care.
- The committee read the draft policy together.
 - Question by April: What is the difference between respite services and personal care services?
 - Personal care services is providing direct care to the individual and respite is providing the caregiver a break.
- The committee suggested adding a statement in the policy regarding difference of respite and personal care to avoid any confusion regarding this service.
- POLICY:
 1. IHSS provides personal assistance; exceptions for personal care services to be funded in the interim while the individual and their family are in the process of accessing supports through IHSS. Personal care services can also be used in conjunction with IHSS so long as the needs have been assessed for this support.
 2. There is a tool to assess the need for services and the service coordinator will be able to easily use this tool to assess the need for this support and be documented in the individual’s Individual Person-centered Plan (IPP).

3. This service is not authorized during times when the individual does not need it.
 4. This support will be funded if additional support is needed for the individual such as a 2:1, etc.
 5. This support can also be available short-term for community integration
 6. Personal care to be provided for individual's with severe and intense behaviors due to their disability
- The committee agreed with the Personal care draft policy with the one change added description as mentioned above.

Time allotted | 7 PM to 8 PM | **Agenda topic** *Topics for the Committee* | **Presenter** *Judy Taimi*

- The committee discussed various topics that were important for the committee to learn and review for this year.
 - Diversity and Inclusion
 - Focus on bringing awareness to the local law enforcement regarding people with developmental disabilities
 - Conversations regarding policy and protocols for local law enforcements
 - Mental Health Services
 - PET team: need more than just the PET team, is the PET available to individuals over 21
 - Difficulty for individuals and their support system accessing services specific to mental health diagnosis
 - Mental health department not available to assist due to our individuals developmental disability
 - Forensic Support
 - For individuals under 18, is CASA involved as they are good advocates and understands how to support our individuals.
 - Attorney
 - Educational Needs
 - Fair Hearing representations

Next Meeting: February 22, 2022 at 6 PM via ZOOM



Client Services Committee |

Meeting date | time February 22, 2022 | 6 PM | Meeting location ZOOM

ATTENDEES

Oanh “Kim” Vuong (Individual)	Lucy Paz (Interpreter)
Deaka McClain (Individual)	Fu-Tien Chiou (Parent)
Patricia Jordan (Individual)	Monica Diaz (HRC Staff)
Mia Lomedico (Parent)	Judy Taimi (HRC Staff)
A Garcia (Service Provider)	

AGENDA TOPICS

Time allotted | 6 PM to 7 PM | Agenda topic *Employment Services* | Presenter *Judy Taimi*

- Employment first Initiative: HRC has been working in collaboration with service providers who have a desire to have competitive employment. Regardless of the severity of a client’s disability, we are promoting and providing this opportunity to every client.
- We are partnering clients with a service provider to build skills and meet their goals.
- Paid internship program: Allows companies/employers to give clients an opportunity to be complete the same responsibilities as any other salary staff.
- Paid out of HRC’s budget system – we provide payment to agencies who support clients in finding an employment of their choosing. This can be in any environment the client is interested in and based on goals and their dream job setting- hospitals, offices, etc.
- PIP allows our individuals to showcase their skills; Clients who have been part of the PIP program have become successfully employed.
- Recent changes to PIP: As of July 2022, DDS has changed the way PIP is funded.
- Internships used to be paid as a dollar amount of \$10,400 (per internship/per year).
- With the changes made in July 2021, PIP is now calculated as 1,040 hours per year.
- POS were converted with the help of accounting department.
- Workers comp and payroll tax is to be included to the hourly wage; the total will then be multiplied by the 1040 hours allotted for the internship.
- This is not a set amount, it can vary for each internship placement.
- This hourly amount is determined by the employer.
- An additional change as of July 2021 is that HRC is now providing incentive payments for PIP. HRC has already noticed an increase in internships after this addition. The goal for the 30/60 day incentive

is not only to find internships but to maintain them and eventually have clients be competitively employed.

- Competitive Integrative Employment Incentives (CIE): A lot of clients have been employed in clinics, stores, etc. incentives have been put in place to support ; rates have also increased
- As of July 2021; incentives are to allow supportive agencies in hiring skilled job coaches to support our clients in their work setting.
- This service is trial and error; we can increase or decrease hours of job coaching depending on the clients skills and support needs.
- The goal is to decrease hours as we would like to see our clients increase their independence and eventually perform their job duties with minimal to no assistance.
- Judy explained how incentives work; supportive employment agency receives payment for their services not the employer
- Job coaching is not mandatory/requirement.
- Job coaching: There are different levels of support. If this is a new employment, client may need 100% job coaching to perform all job duties; eventually with time, these supports may decrease.
- This can change depending on the needs of the client. Example: changes in job duties may require additional support.
- Accommodations are made for clients as long as the need is there.
- How to become vendored; Judy has shared with the group that this information can be found in our website and all necessary forms can be found online as well.

Time allotted | 7 PM to 8 PM | Agenda topic *Open Discussion* | Facilitator *Judy Taimi*

- Judy is currently working on topics to be discussed on our platform
- Some of those topics include Law enforcement, Mental Health; providing more awareness to our communities; there are conversations happening with Long Beach city Police at this time.
- Expanding these conversations in other surrounding cities
- Next month (at our next meeting) our clinical team will be providing an overview on clinical support and services for our clients. You will be able to provide feedback.
- Our meetings will be topic focused; one topic/idea at a time to support HRC in bettering their services.
- April was able to connect with LB city police department; we would like to invite law enforcement group from LB city to present at our next meeting if everyone is in agreement.
- Two presenters next month. HRC Mental health/ clinical team and LB police department.
- Attorneys that can support on IEP / hearings – OCRA has represented some of our individuals; bringing more understanding to these topics.
- OCRA has resources on their website; this can be a great resource for our clients and families.
- We are collaborating with learning rights: they provide support to low income monolingual families.
- HRC typically will refer to OCRA; OCRA will decide if they take on a case and are able to support.
- Parent mentor is available to our families; resource center.
- We will have HRC's clinical team and April's resource presenting next month at our committee meeting.

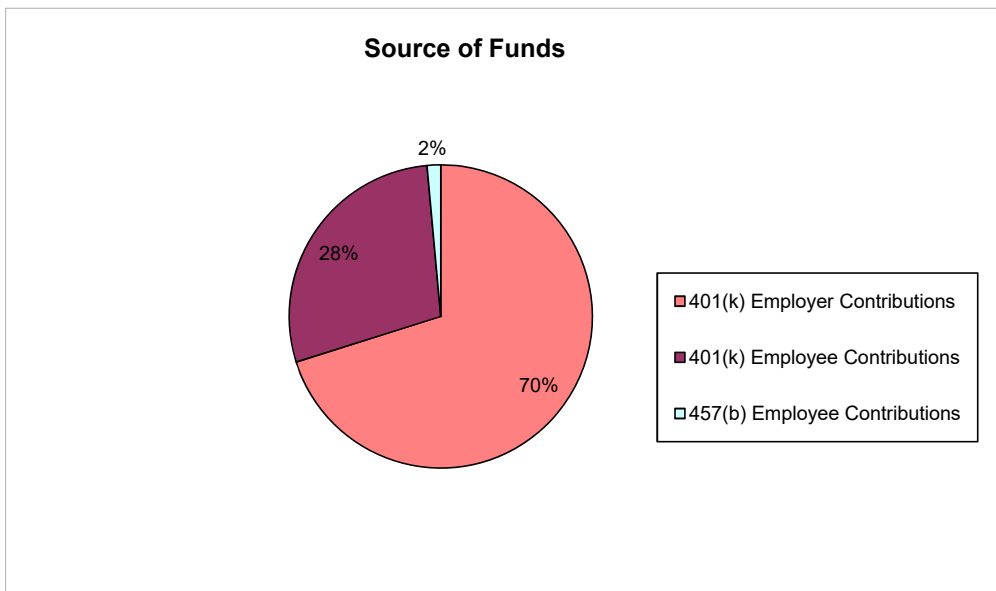
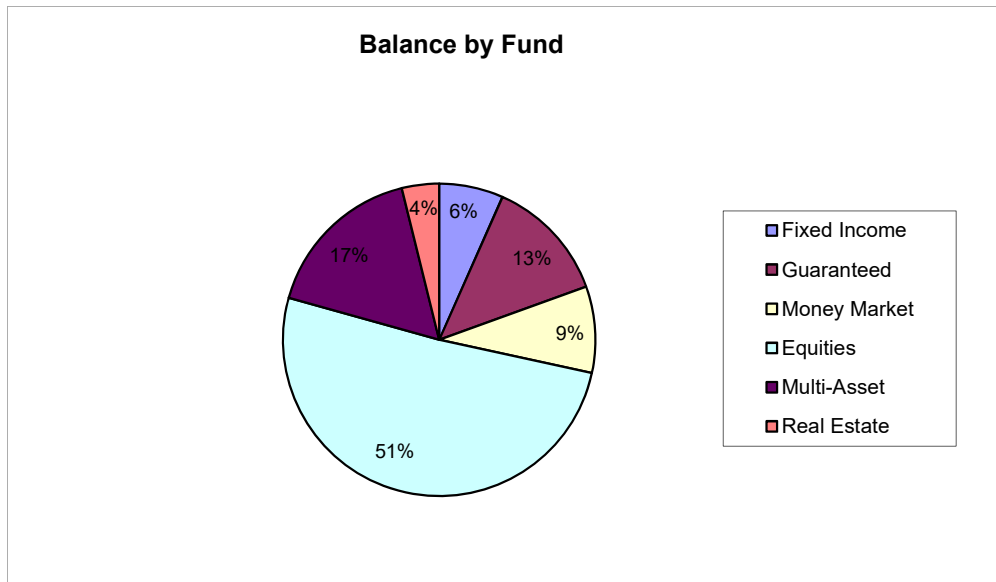
Next Meeting: March 22, 2022 at 6 PM via ZOOM

**Harbor Regional Center
Retirement Plan Balances as of 12-31-2021**

	401(k) Employer Contributions	401(k) Employee Contributions	457(b) Employee Contributions	Total Balance
Fixed Income	\$2,962,937	\$1,143,432	\$25,016	\$4,131,385
Guaranteed	\$4,621,635	\$2,710,433	\$652,954	\$7,985,022
Money Market	\$4,468,163	\$1,080,355	\$9,536	\$5,558,053
Equities	\$22,239,097	\$9,374,794	\$57,074	\$31,670,965
Multi-Asset	\$7,759,579	\$2,541,447	\$151,568	\$10,452,594
Real Estate	<u>\$1,578,544</u>	<u>\$813,400</u>	<u>\$7,635</u>	<u>\$2,399,579</u>
Total	\$43,629,954	\$17,663,861	\$903,783	\$62,197,598

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

** Employee Contributions include **\$1,418,057** in Rollover funds.

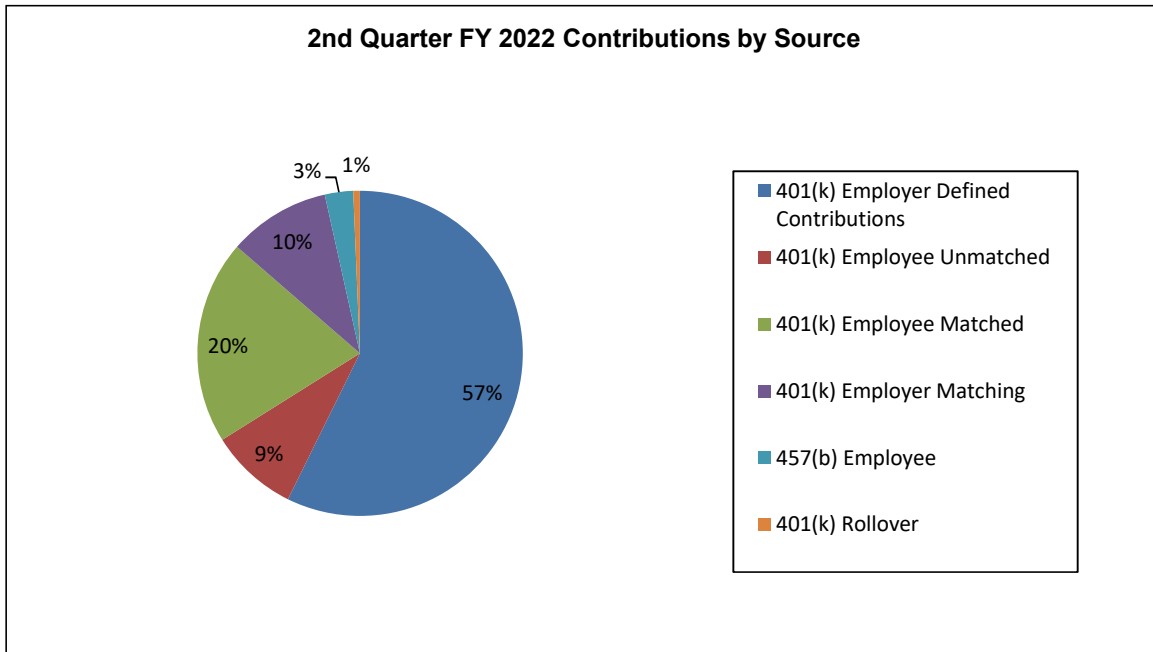


**Harbor Regional Center
Retirement Plan Balances as of 12-31-2021**

	<u>401(k)</u>	<u>457(b)</u>	
Fund Balance 9/30/21	\$58,093,213	\$886,120	
Activity 10/1/21 - 12/31/21			
Distributions	(\$237,557)	(\$22,979)	
Contributions	<u>\$875,940</u>	<u>\$25,376</u>	
Net	\$58,731,595	\$888,518	
Fund Balance 12/31/21	\$61,293,815	\$903,783	
Gain/(Loss)	\$2,562,220	\$15,265	
% Gain/(Loss) for the Period	4.41%	1.72%	
<u>Participants</u>			
Active Employees in Retirement Plan	358	4	61%
Terminated Employees in Retirement Plan	228	4	39%
Active Employees Total Balance	\$41,355,513	\$273,153	67%
Terminated Employees Total Balance	\$19,938,302	\$630,629	33%
<u>Loan Information</u>			
	<u>12/31/21</u>		
Employees with Loans			
Active Employees with Loans	26		
Terminated Employees with Loans	<u>5</u>		
Total	31		
Average Balance Amount	\$5,663		
Loan Value Total	\$175,552		

**Harbor Regional Center
Retirement Plan Balances as of 12-31-2021**

	<u>401(k)</u>	<u>457(b)</u>
<u>Contributions</u>		
Employer		
Defined (10%)	\$516,487	\$0
Matching (50% of Employee Matched)	\$91,505	\$0
Employee		
Matched (up to 6%)	\$183,010	\$0
Rollover	\$5,891	\$0
Unmatched	<u>\$79,047</u>	<u>\$25,376</u>
Total	\$875,940	\$25,376
Employees Contributing	243	
Average deferral percentage	6.80%	



HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
January 5, 2022

Opening:

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:00PM on Wednesday, January 5th, 2022 via Zoom. Quorum was established at start of meeting.

Committee Member Present

Rosalinda Garcia, Parent
Deaka McClain, Client
David Oster, Client
Johnanthony Alaimo, Office of Client Rights Advocacy Representative
Linda Chan-Rapp, Parent
Miriam Kang, Parent
Juliana Martinez, Parent

Committee Members Absent

Sunghee Park, Parent (BBT)
Patricia Jordan, Client

HRC Staff Present

Antoinette Perez – Director of Children’s Services
Judy Taimi - Director of Adult Services
Donna Magana - Client Services Manager
Ashley Brown – Client Services Manager
Katy Granados- Client Services Manager
Liz Cohen-Zeboulon – Client Services Manager
Bjoern Peterson– Client Services Manager
Johnny Granados - Participant Choice Specialist
Jessica Sanchez - Participant Choice Specialist

SCDD Staff Present

Sofia Cervantes
Joe Hernandez

Visitors

Lucy Paz (Interpreter) Jamie Van Dusen(DDS) Sue Gavin Kevin Iguanzo Vianey Gomez Reiko Umeda
Irma Plata Angela Robles Adriana Garcia Jennifer Styzens (Behavior and Education)

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

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
January 5, 2022

Welcome

Introductions of committee members and guests – Via Chat on Zoom

Approval of Minutes:

Quorum was established; 7 committee members present during the zoom meeting. November 3, 2021 minutes posted and available for viewing on HRC website. Meeting minutes were approved – Deaka motioned first and David Oster seconded this motion. The rest of the committee voted to approve the minutes via Zoom chat. Meeting minutes successfully approved.

Harbor Regional Center Monthly Updates: Antoinette Perez, Director Children’s Services:

Antoinette noted that the current data regarding the various stages of SDP is still being put together as HRC is working on refining the internal tracking system. Participant Choice Specialist have been hired which will be assisting with SDP data tracking, the state will possibly award funds for a third position and in the process of hiring.

- HRC currently has 51 clients live in the program.
- 2 Participant Choice Specialist (Johnny Granados and Jessica Sanchez)

Questions/ Comments-

- Miriam asked to obtain clarification of the role for participant choice specialist. Antoinette stated they will not carry caseload, they will be responsible that internal and external things are up to date: ensure staff is properly trained with all things SDP and participant directive services or anything non-traditional, ensure the community is well informed. Antoinette also explained they would make sure there are appropriate resources or materials to make sure success of programs.
- David stated that likes the growth SDP is currently demonstrating.

Fair Hearings:

- 1 fair hearing request in November, HRC prevailed and it was related to how HRC decides on the dollar amount put in a budget. DDS directive to use the average cost for the service and that is what HRC did. The family disagreed because the family would like for the dollar amount of preferred program to be used, which is above 3x the average cost. Judge agreed with HRC with using the average cost in budget.

Questions/Comments-

- Rosalinda inquired about the possibly obtaining the type of service for future reference. Antoinette shared it was a service in reference to social skills.
- Deaka inquired after the family did not prevail in fair hearing, what happened to the budget? Antoinette shared that the dollar amount originally proposed and can be used, as they want.
- **RFP Update**
 - Rosalinda was in touch with Angela Woods and provided Linda’s contact information in preparation of the launch of RFP. Angela had a couple of questions and wanted to get more clarification in order to move forward with process. Per Rosalinda, Linda Chan Rapp will be representing the committee.
 - Linda confirmed she has already responded to Angela and provided clarification of the format of sample flow chart for the coaching program .It was suggested to use the one

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
January 5, 2022

used by DDS as it was already translated in multiple languages. However, one thing missing in the flow chart due to it being developed so early on in SDP. Was the importance of the PCP. Flow chart did not clearly share how the PCP was a major piece driving SDP. Linda suggested to insure information is included in the updated flow chart. A formal response will be written by Linda to Angela and CC Rosalinda.

Statewide Updates:

- No new updates from last meeting.

Partner Updates:

Office of Clients and Rights Advocacy – Johnanthony Alaimo

- Offered information for those that are interested in COVID in home testing kits being provided by LA County. However may be temporally pausing and changing how test will be received in the future.
<https://covid19.lacounty.gov/la-county-holiday-home-test-collection-program/>
- (562) 623-9911 - Number for the Office of Clients' Rights Advocacy

Questions/Comments-

- Linda inquired how people can go about requesting in home testing kits once the program is live. John Anthony clarified this is strictly through LA county itself and for their residents. Registration can be completed through the link provided via the chat.
- Miriam shared that she works for an OC District and she received an e-mail stating school district employees can obtain in home test by showing their ID at local school. Linda inquired if they were rapid test that were being provided or lab test. Miriam was unsure of the information.
- John Anthony reported the testing information he provided were not rapid test and it was lab test that had to be returned to the lab.
- Deaka requested clarification regarding the testing availability provided by John Anthony, “test provided by the county aren’t in home rapid test, you are told where to go by the county to obtain your testing kit”. John Anthony explained the intent of the program was for people to register and have the test mailed, however due to lack of staff they may set up testing locations to pick up test and drop off, at no cost.

State Council – Sofia Cervantes and Joe Hernandez (SCDD SDP Manager)

- Sofia attended on behalf of Feliciano who was out however introduced Joe Hernandez as the SCDD SDP Manager.
- Sofia shared there is an IF training online and self-paced if anyone is interested. A Flyer will be provided on the chat and she encouraged for those interest to contact her for additional information.
- Joe Hernandez- provided summary of his background supporting the DD population in Northern California. DDS is collaborating with SCDD to create a SDP training modules to help with breaking down information to be easier to comprehend and in a plain language. The intent is also to be more targeted into different segments: PCP, FMS, IF, Spending plan/ Budgets and an overview to help everyone along the way as the previous training was overwhelming. This will help move the SDP program forward, the goal will be in 7 language and virtual. These trainings are not to replace the RC orientations this is to work in collaboration and it will count as an orientation per DDS.
- Sofia.Cervantes@scdd.ca.gov / joseph.hernandez@scdd.ca.gov

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
January 5, 2022

Questions/Comments-

- Rosalinda thanked Joe for participating in meeting she expressed gratitude for the increase efforts of collaboration between SCDD and DDS. The new training models are welcomed due to the confusing information that has been provided over the years of SDP due to so much overwhelming information.
- Rosalinda inquired about Joe's exact role as it pertains to SDP and when he can provided support. Joe shared that his main role currently is focusing in creating and facilitating the training modules. The deadline for trainings to be completed is March 2022. A lot of community partners have provided information to ensure training modules are up to date along with the DDS guidelines. His second part of his role after training modules are completed is to look into each RC operates and ensure communication can be disseminated and avoid barriers within the community. His overall role is a partner and ensure RC's are on the same page.
- Linda wanted to get clarification regarding the language that are target for the modules, Joe will provided information at a later time as that information is not available. Additionally, Linda inquired if all 7 training modules will be available or will only the English one be available at first. Joe shared hopefully all 7 will be ready by March, if not all at least the English one will be provided. Due to the time it takes for the translation, some modules may be available later.
- Linda also inquired if state council still doing their monthly e-blast to share when the training modules are available. Joe confirmed once the trainings modules are ready everyone will be informed however he is unsure of the e-blast providing information as he is not overseeing task.
- Juliana inquired in what language would the training modules be provided and how will families be informed of when they are ready and available. Additionally, if Spanish will be one of the language provided. Joe confirmed Spanish will be one of the languages and communications will go out when training is up and running.
- David expressed excitement SDP is being easier to access and the increase of collaboration. He asked if Joe was in charge of State council, he clarified he was not in charge of state council only the training for SDP.
- Deaka shared that she reached out to state council regarding available IF training, however she has not heard back from anyone.
- Katy inquired if Joe will have a southern California partner to help with RC collaboration; Joe confirmed that he will be the contact as the SCDD SDP manager and partnering with all RC staff.
- Joe shared that once training modules are completed there will be a public viewing of them to allow people to provide public comments. They will be living modules due to constant changes in law and policies.
- Linda asked where the public viewing will be held, Joe shared it will be in a live training and public will provide feedback and an e-mail will be provided to also provide feedback.
- Rosalinda inquired if all training information online, Sofia confirmed all information is online and the training is available in English and Spanish.
- Rosalinda also inquired about the shortage of IF available and if there is any progress in increasing availability. Sofia confirmed that is the ongoing feedback provided, the efforts to strengthen IF, and increase more IF, SCDD continues to increase training and roundtables to provide the support.
- David shared that his IF has also shared there is shortage. Sofia encouraged committee to discuss what are the barriers IF are facing and what recommendations can be made for support.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
January 5, 2022

Public Comments:

- Deaka asked clarification regarding the RFP updates, if it was about the proposal regarding how to allocate money provided to the committee. Rosalinda confirmed Deaka was correct.
- Juliana asked for an update on how many clients are live with SDP, Rosalinda shared there are 51 live clients.
- Vianey inquired of RC will be assisting families with childcare while attending the IF training mentioned by SCDD. Antoinette shared RC will be supportive if a family wants to attend a training, childcare will be provided as that is needed.
- Linda shared information outside of SDP, she wanted to share to increase inclusion. Linda shared the Matthew Foundation which sponsors a special football and cheer clinic **SuperFest** for individuals with DD wherever the Superbowl is held. The clinics are staffed by professionals, this year it will be held in LA and the Ram cheerleaders will lead clinic. <https://www.themattthewfoundation.org/super-fest.html>
- Kevin Inguanzo – This was Kevin’s mother it is her first time attending and she wanted to know how to register for SDP. Katy shared that family can contact SC and they will be provided with dates and times of orientations. 1x English and 1x Spanish alternating dates in the month. January 13th English 3-6 and January 27 Spanish 3-6PM, SC can enroll in training.
- Deaka requested the dates be e-mailed to members as she has people who are interested in attending. Deaka also inquired that she knows someone who is interested in obtaining information about SDP however not part of our RC, if they are able to attend our orientation meetings. Katy shared it is always best they attend their RC orientation to ensure they have their own RC current information. Antoinette reported RC will accept orientations from outside RC.
- Katy provided January- April orientation date link
 - <https://www.harborrc.org/family-training/self-determination-program>

Next meeting: February 2, 2022 via Zoom 6PM-8PM

Adjournment, Conclusion

Meeting was adjourned at 6:57 PM.
Minutes submitted by Donna Magaña

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
February 2, 2022

Opening:

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:00PM on Wednesday, February 2, 2022 via Zoom. Quorum was established at start of meeting.

Committee Member Present

Rosalinda Garcia, Parent
Deaka McClain, Client
David Oster, Client
Johnanthony Alaimo, Office of Client Rights Advocacy Representative
Linda Chan-Rapp, Parent
Miriam Kang, Parent
Julianna Martinez, Parent

Committee Members Absent

Sunghee Park, Parent (BBT)
Patricia Jordan, Client

HRC Staff Present

Judy Taimi - Director of Adult Services
Josephina Cunningham – Client Services Manager
Donna Magana - Client Services Manager
Ashley Brown – Client Services Manager
Katy Granados- Client Services Manager
Jessica Guzman-Client Services Manager
Liz Cohen-Zeboulon – Client Services Manager
Bjoern Peterson – Client Services Manager
Jessica Sanchez- Participant Choice Specialist
Johnny Granados- Participant Choice Specialist

HRC Staff Absent

Jessica Eich – Client Services Manager
Patrick Rupee - Executive Director
Antoinette Perez – Director of Children’s Services
LaWanna Blair - Director of Early Childhood Services

SCDD Staff Present

Albert Feliciano

SCDD Staff Absent

Brianna Reynoso
Christofer Arroyo
Lia Cervantes Lerma

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
February 2, 2022

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

Visitors

Lucy Paz (Interpreter)	Jamie Van Dusen (DDS)	Paul Quiroz	Elia Lopez	Angela Robles
Whitney Williams	Reiko Sakuma Umeda	Gilberta Castellanos		Amelia Castellanos
Shelia Jones	Maria Chavez	Maria Zavala	Vianey Gomes	Martha DeLa Torre
Irma Castellanos	Ivon Muniz	Jihan Katuli	Olaf Luevano	Santiago Villalobos

Welcome

Introductions of committee members and guests – Via Chat on Zoom

Approval of Minutes:

Quorum was established; 7 committee members present during the zoom meeting. January 5, 2022 minutes posted and available for viewing on HRC website. Linda noted changes – page 1 under action item (Committee Members Present) the spelling of **Julianna** also on page 3 under action item (State Council- Sofia Cervantes and Joe Hernandez) the second bullet the spelling of the word self-paced was corrected. In relation to the content of the minutes, no concerns identified. Meeting minutes were approved as corrected – Deaka motioned first and David Oster seconded this motion. The rest of the committee voted to approve the minutes via Zoom chat. Meeting minutes successfully approved.

Harbor Regional Center Monthly Updates: Katy Granados Children’s Client Services Manager:

Katy presented the SDP data in a graph format and an “HRC SDP” Power Point presentation was shared on the screen.

- Soft Roll Out Participants
 - Total Participants Selected: **129**
 - Remained in SDP: **88**
 - Withdrew: **34**
 - Moved out of State: **3**
 - Inactivated/Not DD: **3**
 - Transferred Out (to another RC): **1**
 - Completed PCPs 48; 28 within the soft rollout and 20 from 7/2021 to 1/2022
 - Certified Budgets 76; 33 within the soft rollout and 43 from 7/2021 to 1/2022
 - Spending Plans 53; 28 within the soft rollout and 25 from 7/2021 to 1/2022
 - SDP Live 52; 28 within the soft rollout and 24 from 7/2021 to 1/2022
 - Total Participants fully orientated 349
- Questions/Comments:

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
February 2, 2022

- Rosalinda requested to elaborate on the role of the Participant Choice Specialist for those participants that are new to this group. Katy reviewed the role of the Participant Choice Specialist, she reported DDS granted 2-3 positions for each Regional Center and the purpose is to make sure that we are trainings our staff and our providers to move forward with the implementation of SDP. At this time, they are in the training phase and their role is still under review.
- Deaka asked to clarify the “soft-rollout” category. Katy clarified that the “soft-rollout” includes those selected through the lottery in 2018.
- Rosalinda expressed the soft-rollout participants have experienced delays in moving forward with SDP due to the abundance of information provided and families possibly feeling overwhelmed as oppose to the general launch. Since more participants are moving forward since July 2021 which confirms that all of our training efforts have been effective.
- The presentation continued with an emphasis on Skills 4 Care; Katy Granados and Paul Quiroz
 - 16 referrals have been made
 - 13 English speaking
 - 3 Spanish speaking
 - 13 from the Children Dept., 2 Adults and 1 from Early Childhood
 - Reason for referral was primarily due to identification of IFs (9), 7 were due to FMS, 4 due to PCP questions and 1 due to Spending Plans
 - Questions made from the parent; 10 FMS, 9 IFs, 3 Spending Plan, 4 PCP and 3 hiring providers
 - Current status
 - 14 pending
 - 1 moved out the area
 - 1 live with SDP
- Questions/Comments:
 - Linda asked Paul to elaborate on the FMS referral understanding the role of the FMS, as well as identifying an FMS. Paul shared they focused on providing the families with a list of the FMS and holding the families accountable to follow up with their contacts. They also assisted the families with the screening process by sharing examples of what questions the families should ask the FMS. They also assisted the families with the screening process by sharing examples of what questions the families should ask the FMS. Linda asked what is their take on availability of IFs in HRC’s area? Paul shared it is a challenge since there are limited IFs in this area. Linda agreed that the limited availability is a challenge. Linda asked if it is appropriate for Skills 4 Care to hold a list of IFs. Rosalinda stated that every family experience varies and it would be within DDS role to develop such list. Judy expressed that HRC is not able to vet these providers and directed the group to the State Council website since they have a statewide list of IFs.
 - Linda shared the committee has discussed highlighting success stories. Rosalinda asked HRC staff to provide guidance to identify such families to be part of this discuss. Judy shared we can connect with our families that have gone live to identify families that are interested in presenting on this platform. Rosalinda mentioned that there are members of this committee that are currently live. It was agreed Linda would share their story followed by Miriam and then David Oster. Whitney Williams mentions via the chat that a great way to track progress would be by looking into those who are going into their year two or three of SDP.

HARBOR REGIONAL CENTER
Self Determination Advisory Committee
Meeting Minutes
February 2, 2022

- Linda asked Paul to clarify the questions made from the parents. Paul clarified that despite the reason for referral, many families had many more questions. Rosalinda asked if Paul could work on the development of FAQ.
- RFP update: Rosalinda shared the update has been posted and the deadline is February 15 at 5 PM.
- Katy introduced our new Participant Choice Specialists: Jessica Sanchez and Johnny Granados. Recruitment for the third PCS is in progress.
- The Committee agreed to invite both coaching and non-coaching participants to share their success stories. Deaka asked if she would be presenting since she supports an SDP participant. Linda and Rosalinda clarified that this focused on the coaching to help participants go live for SDP.
- Linda asked if Paul could reach out to the family that they supported through Skills 4 Care to go live with SDP to present following the committee members. Rosalinda shared that the best approach would be for the families HRC Service Coordinator make connect with them directly and invite them. Katy shared we will also focus on the two and three year SDP participants.

Statewide Updates:

Rosalinda shared there is a new Directive in regards to the SDP Goods and Services. The FMS contact list was also updated and both have been posted on the DDS website. DDS also updated their budget tools as well and an FAQ.

Partner Updates:

Office of Clients and Rights Advocacy – Johnanthony Alaimo

- No particular updates, but urged everyone to order their free COVID-19 tests from the federal government. Johnanthony highlighted the services OCRA offers. He also offered contact information for individuals who have questions or need further guidance.

State Council – Albert Feliciano

- Albert shared California SCDD will be hosting four training series that will be taking place on Monday February 7 at 10 AM (English) and February 14 at 10 AM (Spanish) which will focus on Regional Center Services & IPP Strategies. On February 28 at 10 AM (English) and March 7 (Spanish) will focus on Disparities in Regional Center Services. Albert agreed to send Save the Date flyers to Katy to share with this group.

Public Comments:

- Sheila Jones shared she is an IF in our area and is experiencing challenges with receiving payment from HRC since e-billing is requested. Judy agreed to connect with Sheila to resolve this issue.
- Deaka shared she will be presenting at the CDC meeting and requested these notes.

Next meeting: March 2nd, 2022 via Zoom 6PM-8PM

Adjournment, Conclusion

Meeting was adjourned at 7:35 PM.

Minutes submitted by Jessica Guzman

**Harbor Regional Center
Service Provider Advisory Committee
February 1, 2022 10:00 am
Virtual via Zoom Meeting**

Committee Participants

Member Name	Organization
Paul Quiroz, Chairperson	Cambrian Homecare
Alex Saldana	Oxford Healthcare
Angie Rodriguez	Social Vocational Services
Dee Prescott	Easter Seals
Patricia Flores	Life Steps Foundation
Alex Saldana	Oxford Healthcare
Christine Grant	Dungarvin CA.
Anthony MacConnell	Dungarvin CA.
Donna Gimm	Mentor Network
Scott Elliott	ICAN California
Lindsey Stone	ICAN California
Ben Espitia	Goodwill Industries
Nancy Langdon	Canyon Verde
Amy Miller	InJoy Life Resources
Stephani Anderson	Momentum PTN
Nicolle Cash	
Shea Matherly	ARC Long Beach
April Stover	Ability First
Helen Dolas	Able Arts
Maria Ortiz	Pathpoint
Glenda Lang	Options for Birth & Family
Melvin Randolph	Westview Services
Shir	Able Arts
Marina Margaryan	Westview Services

HRC Staff Participating

Staff Name	Title
Patrick Ruppe	Executive Director
Heather Diaz	Director of Community Services
Judy Wada	Chief Financial Officer
Nancy Spiegel	Director of Information and Development
Thao Mailloux	Director of Information and Development
Leticia Mendoza	Community Services Department Assistant
Mercedes Lowery	Community Services Manager
Steve Goclawski	Clinical Services Manager
Elizabeth Garcia-Moya	Community Services Manager
Judy Taimi	Director of Adult Services

Mary Hernandez	Director of Case Management Support Services
LaWanna Blair	Director of Early Childhood Services
Ute Czettel	Controller
Tes Castillo	Assistant Controller

Call to Order

Paul Quiroz called the meeting to order at 10:04 a.m. Total of 37 participants.

HRC Updates:

Heather Diaz, Community Services Director shared the 2022 meeting schedule to ensure everyone has dates on calendar. Heather also encouraged the group to participate or send one representative for the Re-Organization of HRC SPAC in the following categories:

- Existing provider subgroups by service category from Residential, Day programs, Transportation, Early Start, Respite, Clinical
- Search for 1 SPAC member to be on the SPAC board remains

Review of National Core Indicators

Thao Mailloux, Director of Information and Development provided information on The National Core Indicators, Adult Family Survey and Family Guardian Survey 2019-20 results. This tool has been used nationally by public developmental disabilities agencies to measure and track effectiveness of services as reported by individuals served based on various categories. Surveys have been used since 2010 in California. The Department of Developmental Services (DDS) contracts with State Council on Developmental Disabilities (SCDD) to conduct annual surveys on these measures in California. Surveys are conducted annually and the Adult Family Survey and Family Guardian Survey were mailed to applicable families.

For the Adult Family Survey 2019-20, 597 responses belonged to HRC families. In this survey, results for several categories are reviewed such as Access, Choice, Community Participation, Information & Planning, and Satisfaction. HRC results were within the range of California average. Families overall satisfaction with their service coordinators and service providers were great, including families reported feeling culturally respected and supported. Client participation in the community exceeded the state average.

The Family Guardian Survey reflects 125 responses for HRC. In reviewing the similar categories of Access, Choice, Community Participation, Information & Planning, and Satisfaction. HRC met all but one benchmark. Survey responses reflected an increase in satisfaction compared to prior years. Information on survey results can be found on HRC website <https://www.harborrc.org/audits-and-reports>. Recommendations & Questions can be sent to publicinput@harborrc.org.

Upcoming DDS Statewide Survey

Leslie Morrison representative from DDS presented information on upcoming provider survey Spring 2022, California will conduct a survey of all agencies employing Direct Support Professional (DSPs). Overview of residential, non-residential, in-home supports. One survey per provider. Basic Information data from provider employers to gather benefits from Human

Resources and payroll data for 2021 year not direct DSP information. Purpose of survey:

- Collect quantitative information about factors impacting the DSP workforce
- Provide insight to potential improvement opportunities
- Evaluate impact of current initiatives

NCI tool being utilized for this survey. DSP primary job responsibility is to provide support, help with skills development, supervision and personal assistance to individuals with disabilities. Paid staff members who spend at least 50% of their hours doing direct service tasks; Full-time & part-time DSP's providing residential, in-home and/or non-residential supports. Providers are strongly encouraged to participate. The importance of survey is to study why the DSP workforce is experiencing challenges such as turnover, vacancy rates which can impact the lives of the clients we serve. Multiple stakeholders have expressed support for learning more about the employment of DSP's.

Benefit to the survey is for reliable data will inform policy, design recruitment and retention efforts, and examine the impact of rate increases over time. NCI tool used in 26 other states. This allows for comparison with other states. Tool is tailored for California in the following areas: Compensation, Agency profile, Payroll data, Bonuses and Overtime, Benefits, Recruitment & Retention staff Front-line Supervisors. Surveys are also to look at how the rate study will impact. Survey also includes COVID supplements. Sample questions of surveys were provided on presentation. Survey period is 6-8 weeks in mid spring 2022 and will be sent by email to providers. Providers were encouraged to update email addresses to regional center. One survey per agency, CEO is the most appropriate to complete. For more information contact: DSPWorkForce@dds.ca.gov

Budget Updates

Judy Wada provided updates of the FY 2021-2022 Purchase of Service Expenditures Projection (PEP). State-wide & HRC comparison, HRC surplus is \$14,482,118. Projections do not include the current rate study implementation rate increase since we do not know yet what impact will have. HRC's PEP projection by category. Our largest amount is 40% for Out of home residential setting, followed next by Day programs & transportation for adult clients. Governor's Budget released January 10th. Current fiscal year overall for Community Services \$10,387,266 going up to \$11,918,702 for FY2022-2023 an increase of 5%. Budget review by the legislature to be approved around June 15th.

FY 2022-2023 Governor's Budget Highlights Update:

- Rate model Implementation
- Social Recreation and Camp
- DSP Training & Development
- START Services
- Lanterman Act Provisional Eligibility
- Performance Incentives
- RC Service Coordinators & Caseloads
- Information Technology Modernization –last update was 1984

New Policy Items are to lower the client caseloads.

- Adding support in Children's and Early Start Coordination
- Communication Assessments for Deaf Clients
- Subminimum Wage Phase-out Pilot for work programs. Three year pilot program.
- Federal Compliance
- Enrolling Service Providers as Medicaid Providers. DDS working on what resources are needed for providers.

Community Services Reorganizations, Outreach and Covid

Heather Diaz provided update on the Community Services Department staff team reorganization. Three Different Teams =One Department

- Provider Relations Team
- Vendorization & Resource Development
- Clinical Services Team

Providers were encouraged to contact their program liaisons for any questions.

Rate Study

Heather Diaz shared all the work DCS staff has done recently for completing rate study for service providers and report information sent to DDS. New rates to be effective 4/1/22. Judy shared that these are updates of rate models published 2019, a 25% increase to providers. Rate differences will be based on geographic area where services are provided.

Steve Goclowski

Steve Goclowski shared information on community outreach with Law Enforcement Partnerships. In collaboration of HRC staff psychologist, Forensic Specialist. HRC is hopeful this meetings and trainings will help better understand individuals with disabilities when they interact.

- HRC has held meetings with Torrance PD Mental Evaluation team (MET)
- Training presentation with Long Beach PD
- LA Sheriff's Department's RAMP Unit (Risk Assessment Management Program)
- Collaboration Opportunities (LA Area RC's and SCDD)

HRC Vaccine Clinics

Steve provided update on the partnerships with following agencies to provide vaccinations: ROADS Foundation /Colleen D. Mock Clinic, Oxford Healthcare, Long Beach Health & Human Services. HRC is very appreciate of all the support received from this agencies for clients, families, providers and staff.

Steve also informed committee of upcoming HRC sponsored virtual conference on the topic Developmental and Sexuality by National Recognized Speakers. Conference is for children, adults, families, providers and staff. Save the Date April 28-30, 2022.

Judy Wada reminded the committee HRC hosts COVID testing weekly for the community. Encouraged providers to send staff and take advantage of this resource. Test results are given within 48hours.

Remembering Harry Van Loom

Patrick Ruppe honored Harry Van Loom Executive Director at ARC Long Beach for all the 38 years of dedication and contribution to services he provided to clients and regional centers. He's sense of humor will be missed. A moment of silence in remembrance of Harry was dedicated by the committee.

Patrick Ruppe recognized Nancy Spiegel, HRC Director of Information and Development for her 41 years of dedication to HRC. Nancy will be retiring this month and will be greatly missed by HRC and SPAC committee members.

Adjournment

Next committee meeting is scheduled for April 5, 2022

Meeting adjourned at 11:05 a.m.

PUBLIC COMMENT



- ❖ We have arrived at the time on our agenda for public comment.
- ❖ **Participants should now turn the “interpreter” at the bottom of your screen back to English.**
- ❖ We will call upon each person who has asked to address the Board through **CHAT**.
- ❖ We request that you limit your comments to five minutes. Thank you.



CONTACT INFORMATION

- ❖ To **contact the Executive Office** / Para contactar la Oficina Ejecutiva:
 - Patrick Ruppe, Executive Director (310) 543-0630
 - Jennifer Lauro, Executive Assistant (310) 543-0632
 - Jesus Jimenez, Bilingual Executive Office Department Assistant (310) 543-0606

- ❖ To **contact our Board**, submit an email to / Paraponerse en contacto con nuestra Junta, evie un correo electronico a: publicinput@harborrc.org

- ❖ To **locate your Service Coordinator** /Para localizara su Coordinador de servicios: <https://www.harborrc.org/post/contact-our-staff>

- ❖ To **file a Complaint** about HRC, or one of our employees or service providers and or to request a Fair Hearing, go to / Para presentar una quejasobre HRC, or uno de nuestros empleados oproveedores de servicios, y/o para soliciatr unaaudencia impacrial, vaya a: <https://www.harborrc.org/complaints>





ADJOURNMENT

THANK YOU

Next Board Meeting
May 17, 2022

