

# Welcome



## HRC Board Meeting

May 18, 2021





**MAY MEETING OF THE BOARD OF TRUSTEES**

**TUESDAY, May 18, 2021 @ 6:30 p.m.**

**Via ZOOM Webinar**

**[https://zoom.us/webinar/register/WN\\_q\\_XD4oLRSKeKnyTK6Z1-Tg](https://zoom.us/webinar/register/WN_q_XD4oLRSKeKnyTK6Z1-Tg)**

**A G E N D A**

- 1. CALL TO ORDER & INTRODUCTIONS.....JOSEPH CZARSKA, President**
- 2. MINUTES.....FU-TIEN CHIOU, Secretary  
OF THE MARCH 16, 2021 MEETING**
- 3. TREASURER'S REPORT.....RON BERGMANN, Treasurer**
- 4. EXECUTIVE REPORT\*.....PATRICK RUPPE, Executive Director**
- 5. COMMITTEE REPORTS:**
  - a) ARCA.....JOE CZARSKA, LIAISON**
  - b) AUDIT.....LA VELLE GATES, CHAIRPERSON**
  - c) BOARD DEVELOPMENT\* .....RON BERGMANN, CHAIRPERSON**
  - d) BOARD PLANNING.....KIM VUONG, CHAIRPERSON**
  - e) CLIENT ADVISORY.....DAVID GAUTHIER, CHAIRPERSON**
  - f) CLIENT SERVICES.....KIM VUONG, CHAIRPERSON**
  - g) COMMUNITY RELATIONS.....DR. MONICA SIFUENTES, CHAIRPERSON**
  - h) RETIREMENT.....FU-TIEN CHIOU, CHAIRPERSON**
  - i) SELF-DETERMINATION.....TBD, LIAISON**
  - j) SERVICE PROVIDER ADVISORY.....PAUL QUIROZ, CHAIRPERSON**
- 6. PUBLIC INPUT/ANNOUNCEMENTS**
- 7. EXECUTIVE SESSION.....JOSEPH CZARSKA, President**
- 8. ADJOURNMENT – 8:00 p.m.**

**\*indicates “action”**

cc: All Board members  
HRC Receptionist



Fu-Tien Chiou

**MINUTES** MARCH 16, 2021



**MINUTES OF THE MARCH 16, 2021 MEETING OF THE BOARD OF TRUSTEES OF THE  
HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.**

**BOARD PRESENT:**

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

**BOARD ABSENT:**

Dr. Bobbie Rendon-Christensen, Board Member  
Ms. Latisha Taylor, Board Member

**STAFF PRESENT:**

Mr. Patrick Ruppe, Executive Director  
Ms. Judy Wada, Chief Financial Officer  
Ms. Nancy Spiegel, Director of Information & Development  
Ms. LaWanna Blair, Director of Early Childhood Services  
Ms. Antoinette Perez, Director of Children’s 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, Executive Team Assistant

**GUESTS:**

Ms. Giovanna Alvarez  
Ms. Lourdes Aguilar  
Ms. Elena Barrales  
Ms. Silvia Bautista  
Ms. Karin Blas  
Ms. Raquel Brizuela  
Mr. Jeremy Van Buren

**GUESTS continued:**

Ms. Silvia Cadena  
Ms. Nancy Canchola  
Ms. Amelia Castellanos  
Ms. Gilberta Castellanos  
Ms. Irma Castellanos  
Ms. Deisi Flores  
Ms. Martha De La Torre  
Ms. Minerva Flores  
Ms. Adriana Garcia  
Ms. Mayra Garcia  
Ms. Vianey Gomes  
Ms. Lourdes Gomez  
Mr. Michael Gomez  
Ms. Lyne Hardimon  
Ms. Blanca Hernandez  
Ms. Emily Ikuta  
Ms. Guadalupe Izquierdo  
Ms. Hilda Jimenez, DDS  
Ms. Nishanti Kurukulasuri, DRC  
Ms. Elia Lopez  
Ms. Silvia Lopez  
Ms. Yazmin Martinez  
Ms. Fabiola Martinez  
Ms. Paula Martinez  
Ms. Verenice Meza  
Ms. Ivon Munoz Diaz  
Ms. Guadalupe Nolasco  
Ms. Magali Ochoa  
Ms. Luz Maria Ortiz  
Ms. Maria Ortuno  
Ms. Mary Palacios  
Ms. Celia Pena  
Ms. Angela Robles  
Ms. Leonor Silvia  
Ms. Alma Solano  
Ms. Viviana Vara  
Ms. Claudia Velazquez  
Ms. Andrea Villalobos  
Ms. Maria Zavala

**CALL TO ORDER**

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

## **PRESIDENT’S REPORT**

Mr. Czarske welcomed Board members, guest and staff and took roll call of Board Members and HRC Staff.

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

Mr. Czarske encouraged any visitors who wish to address the Board at the end of our meeting during the time we have set aside for public comment to please make a request through the Chat.

Mr. Czarske announced that prior to moving on to the regular agenda we will have a re-election of Board Members whose term end on June 30, 2021. Board Members have received their link to vote through the chat feature. The Board Members will vote yes, no or abstain for the following members:

Ron Bergmann	Chris Patay
LaVelle Gates	Paul Quiroz
Joe Czarske	Latisha Taylor
David Gauthier	Ann Lee, Ph.D.

Mr. Czarske advised Board Members experiencing any difficulty in accessing the link to ask IT Staff for assistance. Mr. Czarske informed that the results of the re-election will be forwarded to the Board President once balloting is completed and the Board Development Committee Chairperson will report on the results of the re-election during the reporting of the Committee Reports.

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

## **PRESENTATION OF MINUTES**

Mr. Chiou presented the minutes of the January 19, 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 JANUARY 19, 2021 BOARD MEETING were received and filed.**

## **PRESENTATION OF FINANCIALS**

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

Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated December 2020; Harbor Regional Center Functional Expenditures, dated December 2020; Harbor Regional Center Line Item Report, dated December 2020; Harbor Regional Center POS Contract Summary, December 2020; Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated January 2021; Harbor Regional Center Functional Expenditures, dated January 2021; Harbor Regional Center Line Item Report, dated January 2021 and the Harbor Regional Center POS Contract Summary, dated January 2021.

## **EXECUTIVE REPORT**

### **1. CORONA VIRUS UPDATES:**

Mr. Ruppe referred the Board to the various tables and charts of data compiled and provided to the Department of Developmental Services (DDS) by the 21 regional centers concerning various COVID-19 data as they relate to the developmental service system. Mr. Ruppe then shared information on the COVID-19 vaccine and how the state turned over distribution responsibilities to Blue Shield as a way to accelerate the delivery of the vaccine and see that it is distributed equally. Mr. Ruppe also shared how all regional center clients ages 16 and older are now eligible to get the vaccine, but being eligible does not guarantee that our clients will receive the vaccine quickly because there are still supply issues. Mr. Ruppe explained that in response to this expansion of individuals eligible for the vaccine, the regional centers and DDS developed a letter to go out to clients informing of eligibility. Lastly, Mr.

Ruppe thanked several members of his senior management staff, our IT specialist and our Facilities manager for the quickly developing and distributing 8,000 letters to our clients and for ensuring that they have the necessary documentation to access the vaccine. Mr. Ruppe also noted that our staff are ready to assist clients and families should clients or families need any assistance in scheduling their appointment to get the vaccine.

2. **DEPARTMENT OF DEVELOPMENTAL SERVICES COVID DIRECTIVES:**

Mr. Ruppe informed that the Department of Developmental Services (DDS) has been issuing timely and informative directives to the regional centers throughout the pandemic. Mr. Ruppe indicated that DDS has also provided clarity for regional centers and for our providers so that our client's needs could continue to be met during this challenging time. Mr. Ruppe reported on HRC's timeline of contact with our clients since the beginning of the pandemic and how the information our service coordinators are gathering on a person's vaccination status is to be inputted into our database to allow DDS will have access to the information. DDS will then be able to utilize the vaccination data to populate a COVID 19 Dashboard on their website.

3. **STATE BUDGET UPDATE:**

Mr. Ruppe updated the Board on the February 17, 2021 State Assembly Hearing and on the February 23, 2021 Senate Assembly Hearing. Mr. Ruppe noted that the budget hearings went well. There appeared to be support for funding to lower caseload ratios. Additional issues discussed included caseload growth, the merits of the self-determination program, concerns about the rate study findings not being implemented, and COVID 19 response issues.

4. **GOLDEN STATE STIMULUS:**

Mr. Ruppe summarized the main points of the recently passed Golden State Stimulus and COVID relief bills.

5. **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 has been analyzed and summarized and ready to report to our community. Harbor Regional Center will hold two public meetings via Zoom Webinar to report our Purchase of Service Expenditure data on Thursday, March 25, 2021 from 4:00 pm to 6:00 pm and also on Tuesday, March 30, 2021 from 6:00 pm to 8:00 pm. Spanish translation will be provided for both meetings.

**COMMITTEE REPORTS**

A. **ARCA**

Mr. Czarske advised that we have been kept advised of all of the various activities taking place in Sacramento by the ARCA staff, specifically the ARCA Academy, which has resumed and has been scheduled for the second Saturday of every month, via zoom platform. Mr. Czarske encouraged other Board members who are interested to attend.

B. **AUDIT**

Mr. Czarske informed that there has been no meeting of the Audit Committee since the last Board Meeting.

C. **BOARD DEVELOPMENT**

Mr. Bergmann reported that the Board Development Committee met on February 10<sup>th</sup> and on March 10<sup>th</sup> via zoom. At the February meeting, the committee reviewed and discussed the status of the updates to the HDDF Bylaws, the Board Composition Data and the relevant sections of the Lanterman Act that

pertain to board Composition. At the March meeting, the committee reviewed current board trustee terms and identified those board members who are eligible for re-election. Tonight, board members voted to re-elect those members who are eligible to continue serving on the board and the results of the re-election are in and all Board Members that were up for re-election have been re-elected by the full board.

**D. BOARD PLANNING**

Ms. Spiegel informed that the Board Planning Committee met on March 5<sup>th</sup> via zoom and reviewed and provided feedback on the re-designed HRC website, on DDS promoting service access and equity grant (formerly known as disparity grants), on HRC's draft Performance Plan Year-End Report and on diversity data prepared for the upcoming diversity public meetings on March 25<sup>th</sup> and 30<sup>th</sup>.

**E. CLIENT ADVISORY**

Mr. Gauthier reported that the Client Advisory Committee met on February 6<sup>th</sup> via zoom and were shown a presentation regarding Alternative Services for Day Programs and were provided information regarding COVID-19 information on vaccinations.

**F. CLIENT SERVICES**

Ms. Blair advised that the Client Services Committee met on January 27<sup>th</sup> via zoom and were updated on how HRC has supported clients and families during the pandemic. Ms. Blair also reported how the Committee was advised that HRC is working on creating a list of trainings that can be offered to the community and support groups.

**G. COMMUNITY RELATIONS**

Ms. Spiegel reported that the Community Relations Committee met on March 9<sup>th</sup> via zoom and shared how ARCA is planning a virtual Grass Roots Day this year for Tuesday, April 20<sup>th</sup>. Ms. Spiegel also shared that the Committee was updated on how HRC has supported clients and families during the pandemic including statewide efforts to prioritize people with developmental disabilities and underlying health conditions for vaccine eligibility.

**H. RETIREMENT**

Mr. Chiou reported on the Retirement Plan Balances as of December 31, 2020.

**I. 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 January and February meetings.

**J. SERVICE PROVIDER ADVISORY**

Mr. Quiroz reported that the Service Provider Advisory Committee met on February 2<sup>nd</sup> via zoom and were provided information on the following topics: budget and rates, alternative service rates, HCBS updates, Community Placement/Community Resource Development Program, updates on Self-Determination, on HRC Disparity funding, community engagement and lastly were shown HRC's new website features.

**PUBLIC COMMENT**

Mr. Czarske advised that public input was next on the agenda. Mr. Czarske stated that he will call upon each person who has asked to address the Board and requested that he or she limit their comments to two minutes in order to accommodate everyone.

Mr. Czarske indicated that twelve attendees requested to address the Board through the Zoom Chat and invited the attendee to address the Board.

**EXECUTIVE SESSION**

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

**ADJOURNMENT**

Mr. Czarske thanked all those who participated in our Board meeting tonight. Mr. Czarske reminded Board members that our next Board meeting on April 20, 2021 will be a training meeting via zoom and our next regular business meeting will be a zoom webinar on May 18, 2021.

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

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

DRAFT





Ron Bergmann

# **FINANCIAL STATEMENTS**

**HARBOR REGIONAL CENTER  
MONTHLY FINANCIAL REPORT  
FISCAL YEAR 2020-21  
Feb-21**

	B-2 Allocation	Month Exp	Y-T-D Expenses	Proj. Annual Expenses*	Proj. Funds Available
<b>Operations</b>					
Salaries & Benefits	\$27,694,023	\$1,995,139	\$18,193,304	\$27,694,023	\$0
Operating Expenses	\$8,607,861	\$575,309	\$4,869,387	\$8,607,861	\$0
less other income	<u>(\$435,443)</u>	<u>(\$27,921)</u>	<u>(\$288,694)</u>	<u>(\$435,443)</u>	<u>\$0</u>
Total Operations	\$35,866,441	\$2,542,526	\$22,773,997	\$35,866,441	\$0
<b>Purchase of Service</b>					
Regular*	\$247,213,526	\$22,426,626	\$151,132,422	\$244,847,367	\$2,366,159
Compliance with HCBS Regulations	\$0	\$0	\$0	\$0	\$0
less other income	<u>(\$3,197,093)</u>	<u>(\$283,356)</u>	<u>(\$1,991,740)</u>	<u>(\$3,197,093)</u>	<u>\$0</u>
Subtotal Regular	\$244,016,433	\$22,143,270	\$149,140,682	\$241,650,274	\$2,366,159
CPP/CDRP	<u>\$110,969</u>	<u>\$17,496</u>	<u>\$52,001</u>	<u>\$110,969</u>	<u>\$0</u>
Total Purchase of Service	\$244,127,402	\$22,160,766	\$149,192,683	\$241,761,243	\$2,366,159
<b>TOTAL</b>	<b>\$279,993,843</b>	<b>\$24,703,292</b>	<b>\$171,966,680</b>	<b>\$277,627,684</b>	<b>\$2,366,159</b>
% of Budget	100.00%	8.82%	61.42%	99.15%	

\* The Projected Annual Expenses for Regular POS is based on actual expenditures through February 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 \$315,000 from the prior month financial report.

**HARBOR REGIONAL CENTER  
FUNCTIONAL EXPENDITURES  
Feb-21**

	B-2	Purchase of Service		Salaries & Benefits		Operating Expenses		Total Expended	
	Allocation	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D	Month	Y-T-D
<b>PROGRAM SERVICES</b>									
Intake	6,120,498			336,380	3,067,391	96,997	820,979	433,377	3,888,370
Case Management	23,545,402			1,294,047	11,800,177	373,145	3,158,285	1,667,192	14,958,462
Program Development	805,902			44,292	403,891	12,772	108,100	57,064	511,992
Other Client Services	1,833,245			100,754	918,762	29,053	245,904	129,808	1,164,666
Out-of-Home Living *	101,250,418	8,044,132	65,815,527					8,044,132	65,815,527
Day Programs	73,424,883	11,001,225	47,205,413					11,001,225	47,205,413
Transportation	9,224,860	823,643	5,551,459					823,643	5,551,459
Other Services	50,381,469	173,839	24,021,275					173,839	24,021,275
COVID-19 Related	12,931,896	2,383,787	8,538,747					2,383,787	8,538,747
CPP/CDRP, Other	110,969	17,496	52,001					17,496	52,001
<b>Total Program Services</b>	<b>279,629,542</b>	<b>22,444,122</b>	<b>151,184,423</b>	<b>1,775,474</b>	<b>16,190,221</b>	<b>511,967</b>	<b>4,333,268</b>	<b>24,731,563</b>	<b>171,707,912</b>
<b>SUPPORTING SERVICES</b>									
Administration	3,996,837			219,665	2,003,083	63,341	536,120	283,006	2,539,202
<b>SUBTOTAL</b>	<b>283,626,379</b>	<b>22,444,122</b>	<b>151,184,423</b>	<b>1,995,139</b>	<b>18,193,304</b>	<b>575,309</b>	<b>4,869,387</b>	<b>25,014,569</b>	<b>174,247,115</b>
<b>Revenue</b>	(3,632,536)							(311,277)	(2,280,434)
<b>TOTAL</b>	<b>279,993,843</b>							<b>24,703,292</b>	<b>171,966,680</b>

\*Net of Client Support

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

	FY 2020-21 B-2 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj Annual Expenses	Proj. Funds Available
<b>PURCHASE OF SERVICE</b>						
<b>Regular</b>						
320** Out-of-Home	101,250,418	8,044,132	65,815,527	34,465,791	100,281,318	969,100
430** Day Programs	73,424,883	11,001,225	47,205,413	25,516,697	72,722,110	702,773
6505* Transportation	9,224,860	823,643	5,551,459	3,585,107	9,136,566	88,294
650** Other Services	50,381,469	173,839	24,021,275	25,877,977	49,899,252	482,217
Various COVID-19 Related	<u>12,931,896</u>	<u>2,383,787</u>	<u>8,538,747</u>	<u>4,269,374</u>	<u>12,808,121</u>	<u>123,775</u>
Subtotal Regular POS	247,213,526	22,426,626	151,132,422	93,714,945	244,847,367	2,366,159
<b>Community Placement &amp; Program Development</b>						
32010 Start Up	0	0	0	0	0	0
6507* Surge Capacity Start Up	103,433	17,496	52,001	51,432	103,433	0
65*** Placement/Assessment	<u>7,536</u>	<u>0</u>	<u>0</u>	<u>7,536</u>	<u>7,536</u>	<u>0</u>
Subtotal CPP/CDRP	110,969	17,496	52,001	58,968	110,969	0
<b>Revenue</b>						
20090 ICF SPA Income	(3,197,093)	(283,356)	(1,991,740)	(1,205,353)	(3,197,093)	0
<b>TOTAL PURCHASE OF SERVICE</b>	<b>244,127,402</b>	<b>22,160,766</b>	<b>149,192,683</b>	<b>92,568,560</b>	<b>241,761,243</b>	<b>2,366,159</b>
<b>OPERATIONS</b>						
<b>Salaries &amp; Benefits</b>						
2501- Salaries and Wages	21,598,365	1,533,573	14,070,640	7,527,725	21,598,365	0
2503- Benefits	<u>6,095,658</u>	<u>461,565</u>	<u>4,122,664</u>	<u>1,972,994</u>	<u>6,095,658</u>	<u>0</u>
Subtotal Salaries & Benefits	27,694,023	1,995,139	18,193,304	9,500,719	27,694,023	0
<b>Operating Expenses</b>						
30020 Equipment Maint	368,490	23,469	170,002	198,488	368,490	0
30030 Facility Rental	4,712,364	389,806	3,363,721	1,348,643	4,712,364	0
30035 Facility Rent Subleases	247,002	19,385	179,509	67,493	247,002	0
30040 Facility Maint	383,794	23,870	130,140	253,654	383,794	0
30050 Communication	478,223	43,764	285,374	192,849	478,223	0
30060 General Office Exp	151,725	1,646	58,675	93,050	151,725	0
30070 Printing	126,592	983	45,557	81,035	126,592	0
30080 Insurance	173,424	9,980	170,527	2,897	173,424	0
30090 Utilities	12,894	548	7,207	5,687	12,894	0
30110 Data Processing Maint	47,860	1,500	38,844	9,016	47,860	0
30123 Interest/Bank Expense	11,593	518	7,598	3,995	11,593	0
30140 Legal Fees	19,653	2,282	7,276	12,377	19,653	0
30150 Board of Dir. Exp	6,688	45	357	6,331	6,688	0
30160 Accounting Fees	55,800	0	41,200	14,600	55,800	0
30170 Equipment Purchases	125,759	11,030	67,579	58,180	125,759	0
30180 Contr/Consult Services	76,205	1,600	6,460	69,745	76,205	0
30184 Clinical Services	103,646	18,254	69,051	34,595	103,646	0
30185 Employee Conferences	22,260	0	2,938	19,322	22,260	0
30220 Travel in State	13,020	0	386	12,634	13,020	0
30223 Staff Mileage	47,656	0	574	47,082	47,656	0
30230 ARCA Dues	86,492	0	0	86,492	86,492	0
30240 General Expenses	830,347	13,764	123,432	706,915	830,347	0
30247 General Exp C19 SOE	400,000	12,865	92,982	307,018	400,000	0
30183 Mental Health Services Funct	<u>106,374</u>	<u>0</u>	<u>0</u>	<u>106,374</u>	<u>106,374</u>	<u>0</u>
Subtotal Operating Expenses	8,607,861	575,309	4,869,387	3,738,474	8,607,861	0
<b>Other Revenue</b>						
20040 Interest Income	(187,335)	(4,211)	(100,738)	(86,597)	(187,335)	0
20050 Other Income	(8,483)	(200)	(3,750)	(4,733)	(8,483)	0
20055 Other Income-Subleases	(186,900)	(14,528)	(140,128)	(46,772)	(186,900)	0
20100 ICF SPA Admin Fee	<u>(52,725)</u>	<u>(8,982)</u>	<u>(44,079)</u>	<u>(8,646)</u>	<u>(52,725)</u>	<u>0</u>
Subtotal Other Revenue	(435,443)	(27,921)	(288,694)	(146,749)	(435,443)	0
<b>TOTAL OPERATIONS</b>	<b>35,866,441</b>	<b>2,542,526</b>	<b>22,773,997</b>	<b>13,092,444</b>	<b>35,866,441</b>	<b>0</b>
<b>TOTAL</b>	<b>279,993,843</b>	<b>24,703,292</b>	<b>171,966,680</b>	<b>105,661,004</b>	<b>277,627,684</b>	<b>2,366,159</b>
% of Budget	100.00%	8.82%	61.42%	37.74%	99.15%	0.85%

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

<b>Fiscal Year</b>	<b>Contract</b>	<b>Fund</b>	<b>POS Budget</b>	<b>POS Claimed</b>	<b>Current Balance/ (Deficit)</b>	<b>Projected Expenses</b>	<b>Projected Balance/ (Deficit)</b>
<b>2020-21</b>	<b>B-2</b>	Reg POS	\$244,016,433	\$149,104,901	\$94,911,532	\$92,545,373	\$2,366,159
		CPP/CDRP	\$110,969	\$55,817	\$55,152	\$55,152	\$0
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<b>TOTAL</b>	<b>\$244,127,402</b>	<b>\$149,160,718</b>	<b>\$94,966,684</b>	<b>\$92,600,525</b>	<b>\$2,366,159</b>
<b>2019-20</b>	<b>A-7</b>	Reg POS	\$223,767,932	\$219,166,777	\$4,601,155	\$681,221	\$3,919,934
		CPP	\$2,452,990	\$586,442	\$1,866,548	\$1,866,548	\$0
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<b>TOTAL</b>	<b>\$226,220,922</b>	<b>\$219,753,219</b>	<b>\$6,467,703</b>	<b>\$2,547,769</b>	<b>\$3,919,934</b>
<b>2018-19</b>	<b>E-4</b>	Reg POS	\$197,513,157	\$195,669,535	\$1,843,622	\$23,554	\$1,820,068
		PDF	\$77,443	\$0	\$77,443	\$77,443	\$0
		CPP	\$2,981,456	\$2,619,019	\$362,437	\$362,437	\$0
		HCBS Compliance	<u>\$50,001</u>	<u>\$0</u>	<u>\$50,001</u>	<u>\$50,001</u>	<u>\$0</u>
		<b>TOTAL</b>	<b>\$200,622,057</b>	<b>\$198,288,554</b>	<b>\$2,333,503</b>	<b>\$513,435</b>	<b>\$1,820,068</b>

**HARBOR REGIONAL CENTER  
MONTHLY FINANCIAL REPORT  
FISCAL YEAR 2020-21  
Mar-21**

	B-2 Allocation	Month Exp	Y-T-D Expenses	Proj. Annual Expenses*	Proj. Funds Available
<b>Operations</b>					
Salaries & Benefits	\$27,934,023	\$2,017,459	\$20,210,763	\$27,934,023	\$0
Operating Expenses	\$8,920,134	\$508,853	\$5,378,240	\$8,920,134	\$0
less other income**	<u>(\$987,716)</u>	<u>(\$130,593)</u>	<u>(\$419,288)</u>	<u>(\$987,716)</u>	<u>\$0</u>
Total Operations	\$35,866,441	\$2,395,719	\$25,169,716	\$35,866,441	\$0
<b>Purchase of Service</b>					
Regular*	\$247,139,555	\$22,066,953	\$173,199,375	\$243,830,821	\$3,308,734
Compliance with HCBS Regulations	\$0	\$0	\$0	\$0	\$0
less other income	<u>(\$3,123,121)</u>	<u>(\$204,994)</u>	<u>(\$2,196,734)</u>	<u>(\$3,123,121)</u>	<u>\$0</u>
Subtotal Regular	\$244,016,434	\$21,861,959	\$171,002,641	\$240,707,700	\$3,308,734
CPP/CDRP	<u>\$110,969</u>	<u>\$25,900</u>	<u>\$77,901</u>	<u>\$110,969</u>	<u>\$0</u>
Total Purchase of Service	\$244,127,403	\$21,887,859	\$171,080,542	\$240,818,669	\$3,308,734
<b>TOTAL</b>	\$279,993,844	\$24,283,578	\$196,250,258	\$276,685,110	\$3,308,734
% of Budget	100.00%	8.67%	70.09%	98.82%	

\* The Projected Annual Expenses for Regular POS is based on actual expenditures through March 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 \$943,000 from the prior month financial report.

\*\* In November 2020, HRC submitted an application to the federal Department of Health and Human Services for a distribution from the CARES Act Provider Relief Fund. On April 6, 2021, HRC received approximately \$552,000. The Provider Relief Fund payment can only be used to prevent, prepare for, and respond to COVID-19 and must be expended no later than June 30, 2021.

**HARBOR REGIONAL CENTER  
FUNCTIONAL EXPENDITURES  
Mar-21**

	B-2 Allocation	Purchase of Service Month Y-T-D		Salaries & Benefits Month Y-T-D		Operating Expenses Month Y-T-D		Total Expended Month Y-T-D	
<b>PROGRAM SERVICES</b>									
Intake	6,213,611			340,144	3,407,535	85,793	906,771	425,936	4,314,306
Case Management	23,903,606			1,308,524	13,108,701	330,042	3,488,327	1,638,566	16,597,028
Program Development	818,162			44,788	448,679	11,297	119,397	56,084	568,076
Other Client Services	1,861,135			101,882	1,020,644	25,697	271,601	127,579	1,292,245
Out-of-Home Living *	101,458,421	8,208,414	74,023,941					8,208,414	74,023,941
Day Programs	73,353,530	5,969,087	53,174,499					5,969,087	53,174,499
Transportation	9,258,633	718,005	6,269,464					718,005	6,269,464
Other Services	47,587,022	4,254,189	28,275,465					4,254,189	28,275,465
COVID-19 Related	15,481,949	2,917,259	11,456,006					2,917,259	11,456,006
CPP/CDRP, Other	110,969	25,900	77,901					25,900	77,901
<b>Total Program Services</b>	<b>280,047,038</b>	<b>22,092,853</b>	<b>173,277,276</b>	<b>1,795,337</b>	<b>17,985,558</b>	<b>452,828</b>	<b>4,786,096</b>	<b>24,341,018</b>	<b>196,048,931</b>
<b>SUPPORTING SERVICES</b>									
Administration	4,057,643			222,122	2,225,205	56,025	592,144	278,147	2,817,349
<b>SUBTOTAL</b>	<b>284,104,681</b>	<b>22,092,853</b>	<b>173,277,276</b>	<b>2,017,459</b>	<b>20,210,763</b>	<b>508,853</b>	<b>5,378,240</b>	<b>24,619,165</b>	<b>198,866,280</b>
<b>Revenue</b>	(4,110,837)							(335,587)	(2,616,022)
<b>TOTAL</b>	<b>279,993,844</b>							<b>24,283,578</b>	<b>196,250,258</b>

\*Net of Client Support

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

	FY 2020-21 B-2 Allocation	Net Expended Month	Y-T-D	Projected Expenses	Proj Annual Expenses	Proj. Funds Available
<b>PURCHASE OF SERVICE</b>						
<b>Regular</b>						
320** Out-of-Home	101,458,421	8,208,414	74,023,941	26,076,143	100,100,084	1,358,337
430** Day Programs	73,353,530	5,969,087	53,174,499	19,196,965	72,371,464	982,066
6505* Transportation	9,258,633	718,005	6,269,464	2,865,213	9,134,677	123,956
650** Other Services	47,587,022	4,254,189	28,275,465	18,674,457	46,949,921	637,101
Various COVID-19 Related	15,481,949	2,917,259	11,456,006	3,818,669	15,274,675	207,274
Subtotal Regular POS	247,139,555	22,066,953	173,199,375	70,631,446	243,830,821	3,308,734
<b>Community Placement &amp; Program Development</b>						
32010 Start Up	0	0	0	0	0	0
6507* Surge Capacity Start Up	103,433	25,900	77,901	25,532	103,433	0
65*** Placement/Assessment	7,536	0	0	7,536	7,536	0
Subtotal CPP/CDRP	110,969	25,900	77,901	33,068	110,969	0
<b>Revenue</b>						
20090 ICF SPA Income	(3,123,121)	(204,994)	(2,196,734)	(926,387)	(3,123,121)	0
<b>TOTAL PURCHASE OF SERVICE</b>	<b>244,127,403</b>	<b>21,887,859</b>	<b>171,080,542</b>	<b>69,738,127</b>	<b>240,818,669</b>	<b>3,308,734</b>
<b>OPERATIONS</b>						
<b>Salaries &amp; Benefits</b>						
2501- Salaries and Wages	21,598,365	1,561,745	15,632,385	5,965,980	21,598,365	0
2503- Benefits	6,335,658	455,714	4,578,378	1,757,280	6,335,658	0
Subtotal Salaries & Benefits	27,934,023	2,017,459	20,210,763	7,723,260	27,934,023	0
<b>Operating Expenses</b>						
30020 Equipment Maint	418,490	18,338	188,340	230,150	418,490	0
30030 Facility Rental	4,712,364	379,806	3,743,526	968,838	4,712,364	0
30035 Facility Rent Subleases	247,002	19,385	198,894	48,108	247,002	0
30040 Facility Maint	383,794	8,707	138,847	244,947	383,794	0
30050 Communication	528,223	46,144	331,517	196,706	528,223	0
30060 General Office Exp	151,725	252	58,927	92,798	151,725	0
30070 Printing	126,592	830	46,387	80,205	126,592	0
30080 Insurance	173,424	(1,582)	168,944	4,480	173,424	0
30090 Utilities	12,894	573	7,780	5,114	12,894	0
30110 Data Processing Maint	57,860	4,050	42,894	14,966	57,860	0
30123 Interest/Bank Expense	12,593	2,313	9,911	2,682	12,593	0
30140 Legal Fees	19,653	1,239	8,515	11,138	19,653	0
30150 Board of Dir. Exp	5,000	416	773	4,227	5,000	0
30160 Accounting Fees	55,800	0	41,200	14,600	55,800	0
30170 Equipment Purchases	135,759	5,737	73,316	62,443	135,759	0
30180 Contr/Consult Services	76,205	0	6,460	69,745	76,205	0
30184 Clinical Services	103,646	0	69,051	34,595	103,646	0
30185 Employee Conferences	22,260	170	3,108	19,152	22,260	0
30220 Travel in State	12,354	43	429	11,925	12,354	0
30223 Staff Mileage	10,000	56	630	9,370	10,000	0
30230 ARCA Dues	86,492	0	0	86,492	86,492	0
30240 General Expenses	909,357	11,910	135,341	774,016	909,357	0
30247 General Exp C19 SOE	552,273	10,468	103,450	448,823	552,273	0
30183 Mental Health Services Func	106,374	0	0	106,374	106,374	0
Subtotal Operating Expenses	8,920,134	508,853	5,378,240	3,541,894	8,920,134	0
<b>Other Revenue</b>						
20040 Interest Income	(187,335)	(4,528)	(105,266)	(82,069)	(187,335)	0
20050 Other Income	(8,483)	(735)	(4,485)	(3,998)	(8,483)	0
20055 Other Income-Subleases	(186,900)	(18,769)	(158,897)	(28,003)	(186,900)	0
20100 ICF SPA Admin Fee	(52,725)	(3,112)	(47,191)	(5,534)	(52,725)	0
TBD Provider Relief Fund	(552,273)	(103,450)	(103,450)	(448,823)	(552,273)	0
Subtotal Other Revenue	(987,716)	(130,593)	(419,288)	(568,428)	(987,716)	0
<b>TOTAL OPERATIONS</b>	<b>35,866,441</b>	<b>2,395,719</b>	<b>25,169,716</b>	<b>10,696,725</b>	<b>35,866,441</b>	<b>0</b>
<b>TOTAL</b>	<b>279,993,844</b>	<b>24,283,578</b>	<b>196,250,258</b>	<b>80,434,852</b>	<b>276,685,110</b>	<b>3,308,734</b>
% of Budget	100.00%	8.67%	70.09%	28.73%	98.82%	1.18%



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

<b>Fiscal Year</b>	<b>Contract</b>	<b>Fund</b>	<b>POS Budget</b>	<b>POS Claimed</b>	<b>Current Balance/ (Deficit)</b>	<b>Projected Expenses</b>	<b>Projected Balance/ (Deficit)</b>
<b>2020-21</b>	<b>B-2</b>	Reg POS	\$244,016,433	\$170,966,803	\$73,049,630	\$69,740,897	\$3,308,733
		CPP/CDRP	\$110,969	\$77,901	\$33,068	\$33,068	\$0
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<b>TOTAL</b>	<b>\$244,127,402</b>	<b>\$171,044,704</b>	<b>\$73,082,698</b>	<b>\$69,773,965</b>	<b>\$3,308,733</b>
<b>2019-20</b>	<b>A-7</b>	Reg POS	\$223,767,932	\$219,471,604	\$4,296,328	\$504,827	\$3,791,501
		CPP	\$2,452,990	\$953,462	\$1,499,528	\$1,499,528	\$0
		HCBS Compliance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
		<b>TOTAL</b>	<b>\$226,220,922</b>	<b>\$220,425,067</b>	<b>\$5,795,855</b>	<b>\$2,004,355</b>	<b>\$3,791,501</b>
<b>2018-19</b>	<b>E-5</b>	Reg POS	\$197,513,157	\$195,702,551	\$1,810,606	\$9,462	\$1,801,144
		PDF	\$77,443	\$0	\$77,443	\$77,443	\$0
		CPP	\$3,299,838	\$2,853,609	\$446,229	\$446,229	\$0
		HCBS Compliance	<u>\$50,001</u>	<u>\$0</u>	<u>\$50,001</u>	<u>\$50,001</u>	<u>\$0</u>
		<b>TOTAL</b>	<b>\$200,940,439</b>	<b>\$198,556,159</b>	<b>\$2,384,280</b>	<b>\$583,135</b>	<b>\$1,801,144</b>

**Harbor Developmental Disabilities Foundation  
Harbor Help Fund**

**Statement of Activities  
Fiscal Year 2020-21**

	<u>FY 2019-20 TOTAL</u>	<u>FY 2020-21 Qtr Ending Mar 31, 2021</u>	<u>FY 2020-21 YTD TOTAL</u>
<b><u>Income</u></b>			
Donations			
Employee Donations	\$ 11,588	\$ 2,539	\$ 8,838
Employee Donations - masks	4,330	50	480
Gift cards - in kind	4,225	-	-
General Donations	12,080	7,150	10,431
Staff Appreciation Day	5,000	-	-
Holiday Donations	26,570	33,194	61,423
Needy Families Campaign	27,390	5,000	12,993
Total Donations	<u>91,183</u>	<u>47,933</u>	<u>94,164</u>
Interest	<u>4,048</u>	<u>472</u>	<u>421</u>
<b>Total Income</b>	<u>95,231</u>	<u>48,405</u>	<u>94,585</u>
<b><u>Expenses</u></b>			
Holiday Giving Campaign	39,997	487	487
Needy Families - Gift cards	17,525	14,689	84,246
Mask purchase	1,500	-	-
Grants to Clients	1,000	-	-
<b>Total Expenses</b>	<u>60,022</u>	<u>15,175</u>	<u>84,733</u>
<b>Net Increase/(Decrease)</b>	<u>\$ 35,210</u>	<u>\$ 33,229</u>	<u>\$ 9,852</u>
<b>Beginning Balance</b>	\$ 185,565	\$ 197,397	\$ 220,774
Income	95,231	48,405	94,585
Expenses	60,022	15,175	84,733
<b>Ending Balance</b>	<u>\$ 220,774</u>	<u>\$ 230,626</u>	<u>\$ 230,626</u>
<b>Ending Balance Detail</b>			
Cash	\$ 94,285	\$ 99,345	\$ 99,345
CD	100,939	100,431	100,431
Gift card inventory	25,200	30,500	30,500 <sup>A</sup>
Receivables	350	350	350
<b>Total Balance</b>	<u>\$ 220,774</u>	<u>\$ 230,626</u>	<u>\$ 230,626</u>

<sup>A</sup> Needy Families Campaign includes gift cards purchased but not yet distributed.



Patrick Ruppe

# **EXECUTIVE REPORT**

**May 18, 2021**

# CORONA VIRUS UPDATE

## MAY 2021

Good evening for my report this evening I have extraordinarily good news regarding COVID 19. The past few months we have seen a dramatic decrease in new cases being reported. Since February 26, we have only had 30 clients and 3 provider staff test positive for the Corona Virus.

**New and cumulative C19+, deaths and hospitalizations**  
**by Regional Center, 4/24/2021**

Regional Center	COVID-19 Positive Consumers		Hospitalizations of COVID-19 Positive Consumers <sup>1</sup>		Deaths of COVID-19 Positive Consumers <sup>1</sup>		Total Consumers
	Weekly Increase	Cumulative Total	Weekly New Hospitalized Cases	Current Weekly Total	Weekly New Deceased Cases	Cumulative Total	
ACRC	2	800	1	2	0	30	25,831
CVRC	5	1,149	1	1	0	48	21,651
ELARC	6	826	0	30	0	30	12,437
FDLRC	1	692	0	28	0	21	10,804
FNRC	3	324	1	6	0	7	8,002
GGRC	0	354	0	19	0	13	9,458
<b>HRC</b>	<b>0</b>	<b>516</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>24</b>	<b>15,166</b>
IRC	4	2,160	1	83	0	82	38,281
KRC	4	481	0	20	0	21	10,339
NBRC	2	351	0	16	0	9	9,174
NLACRC	0	1,210	0	6	0	50	27,091
RCEB	4	570	0	34	0	14	21,943
RCOC	1	1,138	0	45	0	53	22,416
RCRC	1	91	0	3	0	2	4,034
SARC	4	883	0	5	0	23	17,421
SCLARC	12	1,214	0	8	1	34	17,877
SDRC	8	1,534	1	37	0	34	32,258
SGPRC	1	1,159	0	44	0	53	13,745
TCRC	5	887	0	17	0	25	15,414
VMRC	3	701	0	43	0	40	15,673
WRC	1	436	0	21	0	10	9,134
<b>Statewide</b>	<b>67</b>	<b>17,476</b>	<b>5</b>	<b>469</b>	<b>1</b>	<b>623</b>	<b>358,149</b>

**Share of total consumers reported as COVID-19+,  
by Regional Center and ethnicity, 4/23/21**

REGIONAL CENTER	ETHNICITY AS A SHARE OF EACH REGIONAL CENTER'S CONSUMERS REPORTED AS COVID-19 POSITIVE						COVID-19 POSITIVE CONSUMERS BY REGIONAL CENTER
	Asian	Black/African American	Hispanic	Other <sup>1</sup>	White	All Ethnicities	
ACRC	6%	11%	20%	9%	55%	100%	800
CVRC	3%	4%	55%	6%	32%	100%	1,149
ELARC	6%	2%	78%	2%	12%	100%	826
FDLRC	6%	7%	50%	2%	35%	100%	692
FNRC	2%	2%	10%	5%	80%	100%	324
GGRC	10%	11%	29%	7%	43%	100%	354
<b>HRC</b>	<b>6%</b>	<b>9%</b>	<b>49%</b>	<b>8%</b>	<b>28%</b>	<b>100%</b>	<b>516</b>
IRC	2%	8%	47%	9%	34%	100%	2,160
KRC	2%	8%	50%	7%	34%	100%	481
NBRC	5%	8%	27%	9%	50%	100%	351
NLACRC	4%	7%	46%	3%	39%	100%	1,210
RCEB	10%	16%	24%	10%	39%	100%	570
RCOC	7%	3%	38%	8%	45%	100%	1,138
RCRC	0%	2%	11%	13%	74%	100%	91
SARC	8%	2%	47%	6%	37%	100%	883
SCLARC	1%	16%	73%	4%	6%	100%	1,214
SDRC	4%	4%	51%	10%	31%	100%	1,534
SGPRC	5%	7%	52%	5%	31%	100%	1,159
TCRC	2%	2%	48%	5%	43%	100%	887
VMRC	5%	8%	33%	8%	46%	100%	701
WRC	3%	20%	39%	8%	31%	100%	436
All Regional Centers	4%	7%	47%	7%	35%	100%	--
<b>COVID-19 POSITIVE CONSUMERS BY ETHNICITY</b>	764	1,237	8,186	1,187	6,102	--	<b>17,476</b>

# HRC VACCINE CLINICS







# CURRENT YEAR BUDGET FY 2020-21

INTER POS EXPENDITURE PROJECTION REPORTS (PEP)							
Based on Expenditures July 2020 - February 2021 Fiscal Year 2020-2021				Mos Actual 8			
% of Year Elapsed: 66.7%							
NON-CPP EXPENDITURES							
Regional Center	Estimated Cost of Current Services	Estimated Growth	Total	TOTAL ESTIMATED EXPENDITURES	Non-CPP B-2 Contract	PROJECTED SURPLUS/ (DEFICIT)	% Surplus/ - Deficit
Alta	\$ 501,747,241	\$ 3,120,762	\$504,868,003	509,128,410	512,545,643	3,417,233	0.67%
Central Valley	\$ 341,519,985	\$ 5,816,784	\$347,336,769	348,476,836	346,413,836	(2,063,000)	(0.60%)
East Bay	\$ 491,976,458	\$ 7,287,681	\$499,264,139	508,521,372	513,809,155	5,287,783	1.03%
East LA	\$ 261,256,815	\$ 1,653,378	\$262,910,192	261,365,901	260,484,609	(881,292)	(0.34%)
Far Northern	\$ 176,463,225	\$ 2,506,938	\$178,970,163	176,770,163	190,967,510	14,197,347	7.43%
Golden Gate	\$ 371,439,744	\$ 5,757,534	\$377,197,278	368,672,308	374,235,995	5,563,687	1.49%
Harbor	\$ 243,375,940	\$ 1,057,143	\$244,433,084	241,650,274	244,016,433	2,366,159	0.97%
Inland	\$ 594,327,718	\$ 24,906,771	\$619,234,489	598,886,710	597,394,408	(1,492,302)	(0.25%)
Kern	\$ 190,146,627	\$ 9,408,304	\$199,554,931	197,706,245	193,940,865	(3,765,380)	(1.94%)
Lanterman	\$ 246,187,695	\$ 4,507,513	\$250,695,208	250,958,890	230,991,252	(19,967,638)	(8.64%)
North Bay	\$ 322,412,501	\$ -	\$322,412,501	318,377,528	313,670,120	(4,707,408)	(1.50%)
North LA	\$ 560,276,484	\$ 2,465,706	\$562,742,190	558,643,581	553,056,186	(5,587,395)	(1.01%)
Orange	\$ 473,403,953	\$ 2,502,910	\$475,906,863	471,511,761	477,757,602	6,245,841	1.31%
Redwood Coast	\$ 121,348,851	\$ 168,719	\$121,517,571	121,507,824	147,440,750	25,932,926	17.59%
San Andreas	\$ 481,843,733	\$ 656,963	\$482,500,696	483,544,775	488,187,668	4,642,893	0.95%
San Diego	\$ 465,147,149	\$ 2,941,686	\$468,088,835	462,355,502	480,437,624	18,082,122	3.76%
San Gabriel	\$ 277,192,834	\$ 2,043,639	\$279,236,473	277,735,436	271,307,068	(6,428,368)	(2.37%)
South Central	\$ 419,402,873	\$ 2,003,311	\$421,406,184	419,452,458	361,005,915	(58,446,543)	(16.19%)
Tri Counties	\$ 341,380,630	\$ 1,092,911	\$342,473,541	341,671,623	336,369,337	(5,302,286)	(1.58%)
Valley Mountain	\$ 264,789,195	\$ -	\$264,789,195	249,789,195	253,549,473	3,760,278	1.48%
Westside	\$ 274,716,320	\$ 1,472,798	\$276,189,117	277,589,117	277,343,407	(245,710)	(0.09%)
<b>Totals</b>	<b>\$7,420,355,971</b>	<b>81,371,451</b>	<b>7,501,727,422</b>	<b>\$7,444,315,908</b>	<b>\$7,424,924,856</b>	<b>(\$19,391,052)</b>	<b>(0.26%)</b>
<b>Totals Prior Month</b>	<b>\$7,383,601,909</b>	<b>\$101,682,700</b>	<b>\$7,485,284,609</b>	<b>\$7,458,976,933</b>	<b>\$7,424,924,856</b>	<b>(\$34,052,077)</b>	<b>-0.46%</b>
<b>Change from Prior Month</b>	<b>\$36,754,062</b>	<b>(\$20,311,249)</b>	<b>\$16,442,813</b>	<b>(\$14,661,024)</b>	<b>\$0</b>	<b>\$14,661,024</b>	<b>0%</b>





## **Contracts Requiring Board Approval** **PURCHASE OF SERVICE**

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 contract:

The Columbus Organization: \$1,750,000

The Columbus Organization provides clinical consultation services to HRC staff and providers regarding client specific issues. This contract includes the services of three (3) psychologists, three (3) registered nurses, one (1) pharmacist, one (1) forensic specialist and one (1) occupational therapist.

**CONTRACTS REQUIRING BOARD APPROVAL**

Harbor Regional Center  
Meeting of the Board of Trustees  
May 18, 2021

**PURCHASE OF SERVICE**

The Columbus Organization

500 E. Swedesford Road  
Suite 100  
Wayne, PA 19087

Description of Services: Professional services

Rate of payment: Hourly rate based on position

Pricing includes salaries, taxes, benefits and indirect costs

Current Positions include (average bill rate):

Nurses-R.N. (3FTE)	\$88.07
Psychologists (2 FTE)	\$92.62
Bi-Lingual Psychologist (1 FTE)	\$96.00
Forensic Specialist (1 FTE)	\$71.01
Pharmacist (1 FTE)	\$105.36
Occupational Therapist (1 FTE)	\$95.68

Original Contract period: July 1, 2021 to June 30, 2023

Projected annual amount: not to exceed \$1,750,000

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ 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 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Contracts Requiring Board Approval**

# **TRANSPORTATION**

The Lanterman Act requires that any regional center contract which exceeds \$250,000 be approved by the Board of Trustees. Typically, our transportation services contracts are in excess of \$250,000. These agencies provide transportation services to HRC clients. The rate of payment is per client, per one-way trip and the rate varies by zones.

1. Round Trip Transportation, Inc.
2. Ideal Transit, Inc.
3. Daniel Esqueda dba Comfort Transportation
4. Sam's Transportation Service, Inc. dba Reliable Transportation Service:

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all providers.

The Executive Committee is recommending a motion to approve the following transportation contracts:

**CONTRACTS REQUIRING BOARD APPROVAL**

Harbor Regional Center  
Meeting of the Board of Trustees  
May 18, 2021

**PURCHASE OF SERVICE**

**Contract Transportation**

Round Trip Transportation, Inc.  
2140 Durfee Avenue  
El Monte, CA 91733

Description of Services: Transportation services

Rate of payment: Per client per one-way trip, rates varies by zone

- Current Range: \$14.34 to \$21.83 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.25 to \$20.18 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon
- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ 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 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTS REQUIRING BOARD APPROVAL**

Harbor Regional Center  
Meeting of the Board of Trustees  
May 18, 2021

**PURCHASE OF SERVICE**

**Contract Transportation**

Ideal Transit, Inc.  
13404 Waco Street  
Baldwin Park, CA 91706

Description of Services: Transportation services

Rate of payment: Per client per one-way trip, rates varies by zone

- Current Range: \$14.42 to \$23.74 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.33 to \$21.94 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon
- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year terms

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ 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 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTS REQUIRING BOARD APPROVAL**

Harbor Regional Center  
Meeting of the Board of Trustees  
May 18, 2021

**PURCHASE OF SERVICE**

**Contract Transportation**

Daniel Esqueda dba Comfort Transportation  
21511 Western Avenue, #139  
Torrance, CA 90501

Description of Services: Transportation services

Rate of payment: Per client per one-way trip, rates varies by zone

- Current Range: \$14.30 to \$21.83 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.22 to \$20.18 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon
- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year terms

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ 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 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTS REQUIRING BOARD APPROVAL**

Harbor Regional Center  
Meeting of the Board of Trustees  
May 18, 2021

**PURCHASE OF SERVICE**

**Contract Transportation**

Sam's Transportation Service, Inc. dba Reliable Transportation Service  
968 N. Duarte Avenue, #2A  
South El Monte, CA 91733

Description of Services: Transportation services

Rate of payment: Per client per one-way trip, rates varies by zone

- Current Range: \$14.94 to \$22.80 per trip (includes SB 81 Supplemental Rate Increase effective 1/1/2020)
- Anticipated Range: \$13.81 to \$21.07 per trip (SB 81 is currently set to expire on 12/31/2021)
- Fuel Surcharge for gas price in excess of \$3.00/gallon, for diesel in excess of \$3.75/gallon
- Contract period: July 1, 2021 to June 30, 2024; may be extended for two (2) additional one-year terms

Projected annual amount: approximately \$8,200,000 to \$9,800,000 total for all contract transportation providers

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ 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 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# BORROWING RESOLUTION

## Pacific Premier Bank Line of Credit

It is necessary for HRC to have a line of credit in place in the event we have insufficient cash to ensure that our service providers are paid timely and to meet other obligations. HRC has renewed its line of credit with Pacific Premier Bank. The current agreement was dated May 27, 2020. The termination date will be extended from June 30, 2021 to June 30, 2022. The principal amount of \$41,000,000 is being increased to \$43,000,000 and will become available beginning July 1, 2021 to manage cash flow requirements as needed. Below you will find a borrowing resolution that will require adoption by the Board.



**HARBOR REGIONAL CENTER  
BOARD OF TRUSTEES  
BORROWING RESOLUTION  
May 18, 2021**

RESOLVED that Harbor Regional Center renew its line of credit with Pacific Premier Bank. The current agreement was dated May 27, 2020. The termination date will be extended from June 30, 2021 to June 30, 2022. The principal amount of \$41,000,000 is being increased to \$43,000,000 available beginning July 1, 2021 to manage cash flow requirements as needed.

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ of Harbor Regional Center do certify that the foregoing is a true, exact, and correct copy of a resolution adopted at the lawfully held meeting of the Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# BORROWING RESOLUTION

## Retirement Plan Supplemental Contribution

Harbor Regional Center has a Prototype Profit Sharing Plan with a 401(k) Feature (“the Retirement Plan”) managed by TIAA. HRC makes contributions to each active staff persons account. These contributions are in lieu of contributions to Social Security. At this time, HRC has an operations surplus and is proposing to utilize operations funds to make a one-time supplemental contribution to the Retirement Plan. The supplemental contribution to the Retirement Plan will be paid to each active employee as of May 14, 2021 in the amount of 1.00% of the regular salary paid during the one year period to and including that date (twenty-six (26) pay periods). Below you will find a borrowing resolution that will require adoption by the Board.

**HARBOR REGIONAL CENTER  
BOARD OF TRUSTEES  
RESOLUTION  
May 18, 2021**

RESOLVED that Harbor Regional Center make a supplemental contribution to the Harbor Regional Center Prototype Profit Sharing Plan with a 401(k) Feature (“the Retirement Plan”) utilizing operations funds in the Fiscal Year 2020-21. The supplemental contribution to the Retirement Plan will be paid to each active employee as of May 14, 2021 in the amount of 1.00% of the regular salary paid during the one year prior to and including that date (twenty-six [26] payperiods).

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ of Harbor Regional Center do certify that the foregoing is a true, exact, and correct copy of a resolution adopted at the lawfully held meeting of the Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Program Highlights *(Dollars in Thousands)*

\*The Total Expenditure do not reflect the statewide item for Employee Retention Incentives of \$15.7 million in FY 2020-21. The incentives were added by the 2016 Budget Act and displayed as a Carryover/Re-appropriation in the Governor's Budget Galley.

\*The above figures do not include \$2.7 million deferred maintenance re-appropriation in FY 2021-22.

Community Services Program	FY 2020-21*	FY 2021-22*	Difference
Regional Centers	\$9,410,291	\$10,265,357	\$855,066
<b>Total, Community Services</b>	<b>\$9,410,291</b>	<b>\$10,265,357</b>	<b>\$855,066</b>
General Fund	\$5,440,502	\$6,223,905	\$783,403
Program Development Fund	0	204	204
Developmental Disabilities Services Account	150	150	0
Federal Trust Fund	54,279	78,765	24
Reimbursements	3,914,620	3,961,593	46,973
Mental Health Services Fund	740	740	0



# FY 2021-22 *(Costs and Fund Sources)*

The FY 2021-22 updated Regional Center budget includes \$10.3 billion TF (\$6.2 billion GF) a net increase of \$227.3 million TF (\$115.7 million GF) as compared to the Governor’s Budget. This includes a projected \$65.7 million TF increase in Operations costs and \$137.1 million TF increase in Purchase of Services expenditures.

Costs and Fund Sources			
(Dollars in Thousands)			
	Governor’s Budget	May Revision	Difference
Operations	\$940,594	\$1,006,340	\$65,746
Purchase of Services	9,076,396	9,213,458	137,062
Early Start Part C/Other Agency Costs	19,094	43,556	24,462
Early Start Family Resource Services	2,003	2,003	0
<b>Total Costs</b>	<b>\$10,038,087</b>	<b>\$10,265,357</b>	<b>\$227,270</b>
General Fund (GF)	\$6,108,245	\$6,223,905	\$115,660
GF Match	3,205,542	3,287,160	81,618
GF Other	2,902,703	2,936,745	34,042
Reimbursements	3,872,769	3,961,593	88,824
Program Development Fund/Parental Fees	1,876	204	(1,672)
Developmental Disabilities Services Account	150	150	0
Mental Health Services Fund	740	740	0
Federal Funds	54,307	78,765	24,458
<b>Fund Sources</b>	<b>\$10,038,087</b>	<b>\$10,265,357</b>	<b>\$227,270</b>



# 21/22 May Revise Highlights

## ELIMINATION OF FUNDING SUNSETS

- Provider Supplemental Rate Increases
- Uniform Holiday Schedule

## PRIORITY POPULATIONS

- Additional Resources to Support Individuals who are Deaf
- Lanterman Act Provisional Eligibility Ages 3 and 4
- Enhanced Service Coordination

## ADDITIONAL

- Performance Incentives
- Self-Determination Ongoing Implementation
- Emergency Coordinators
- Community Navigators
- Direct Support Staff Training
- Employment Grant



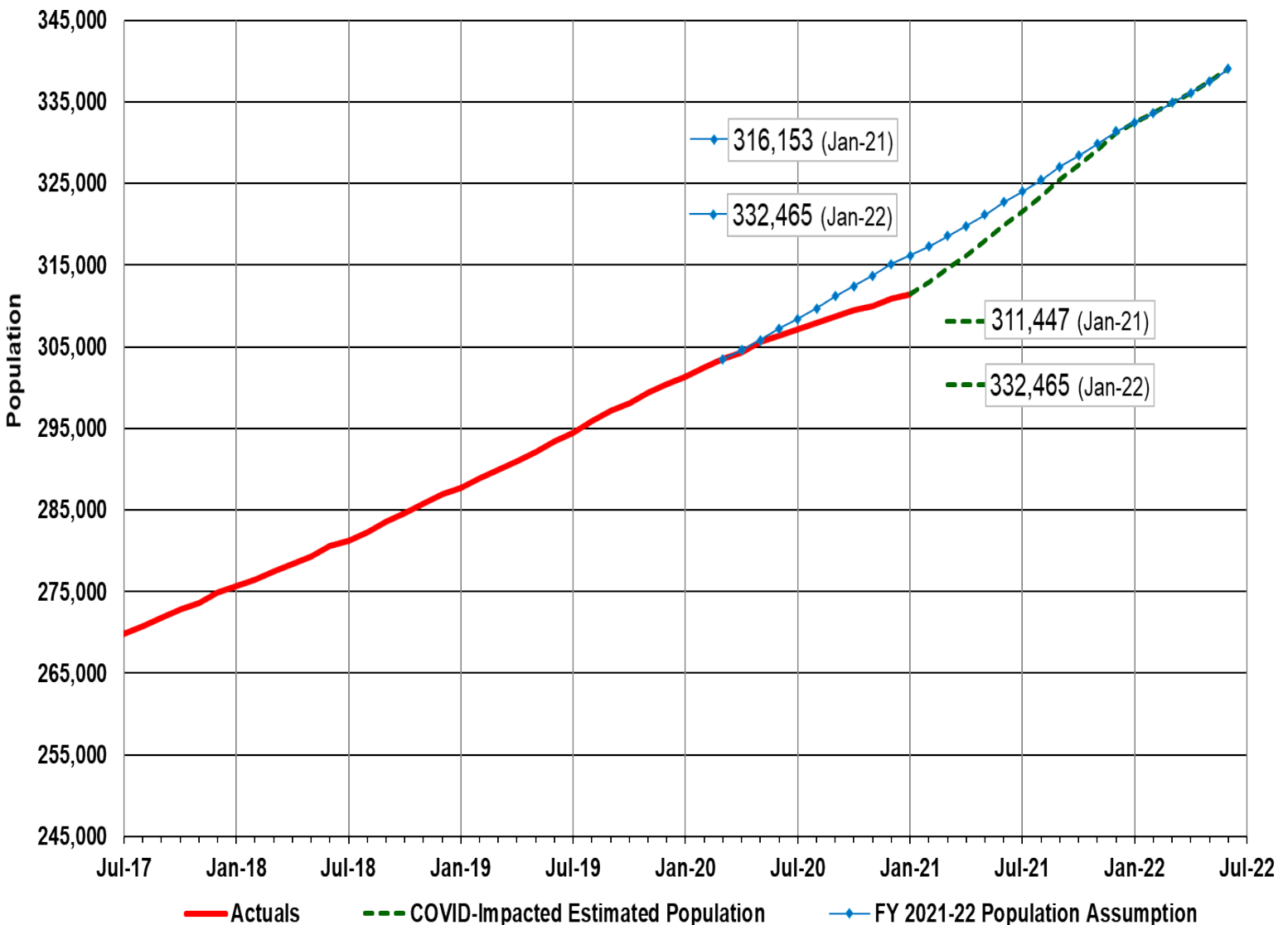
# CASELOAD PROJECTIONS

## FY 2020-21 vs. FY 2021-22

Actual Population as of January 2021 Estimated Population as of January 2022	FY 2020-21	FY 2021-22	Difference	Percent Change
Active Status (Age 3 & Older)	311,447	332,465	21,018	6.75%
Total Early Start (Birth through 35 Months)	40,934	53,966	13,032	31.84%
<b>Total Community Population</b>	<b>352,381</b>	<b>386,431</b>	<b>34,050</b>	<b>9.66%</b>



# POPULATION ACTIVE STATUS (Age 3 & Older)

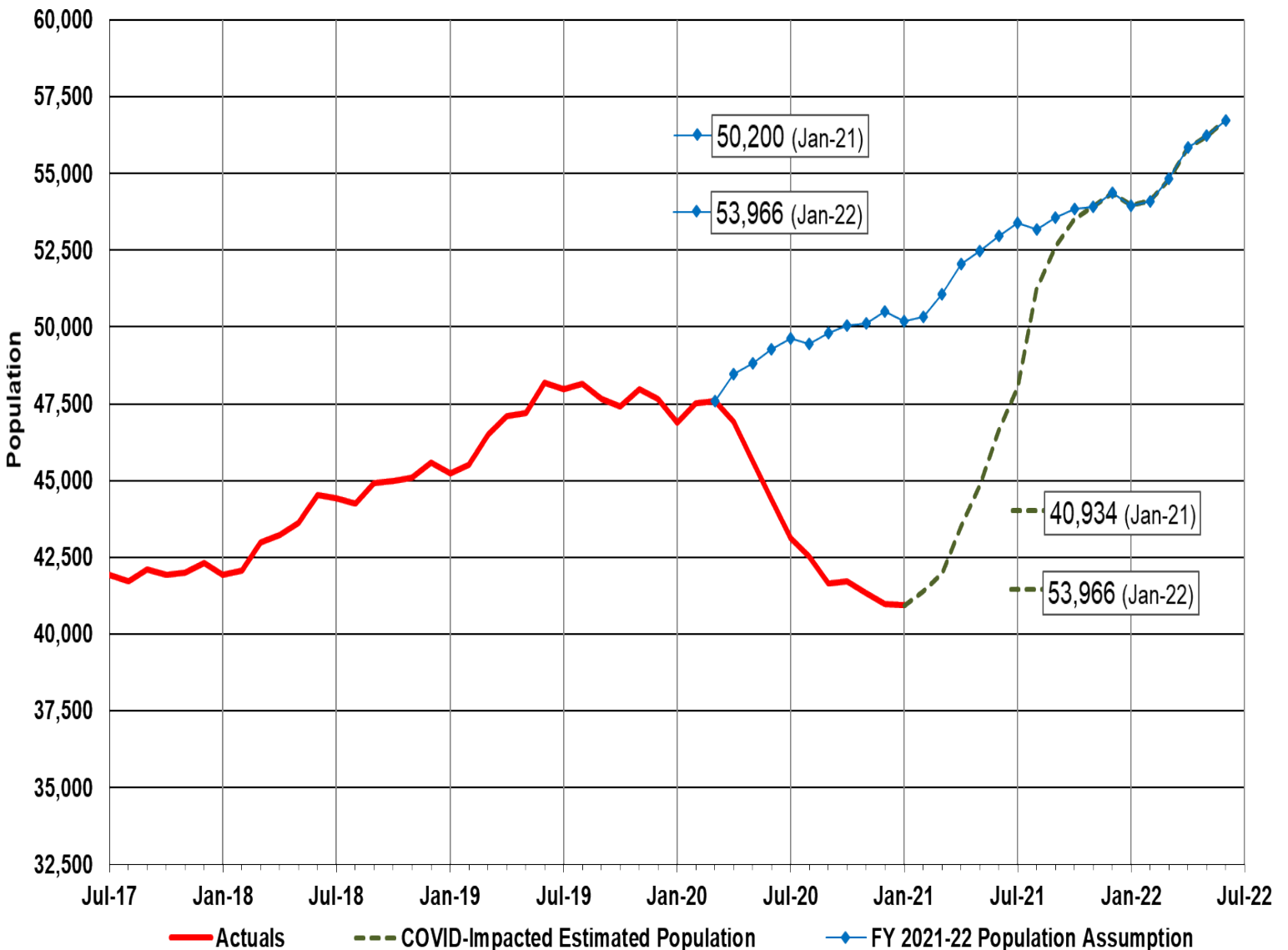






# POPULATION

## EARLY START (Birth through 35 Months)

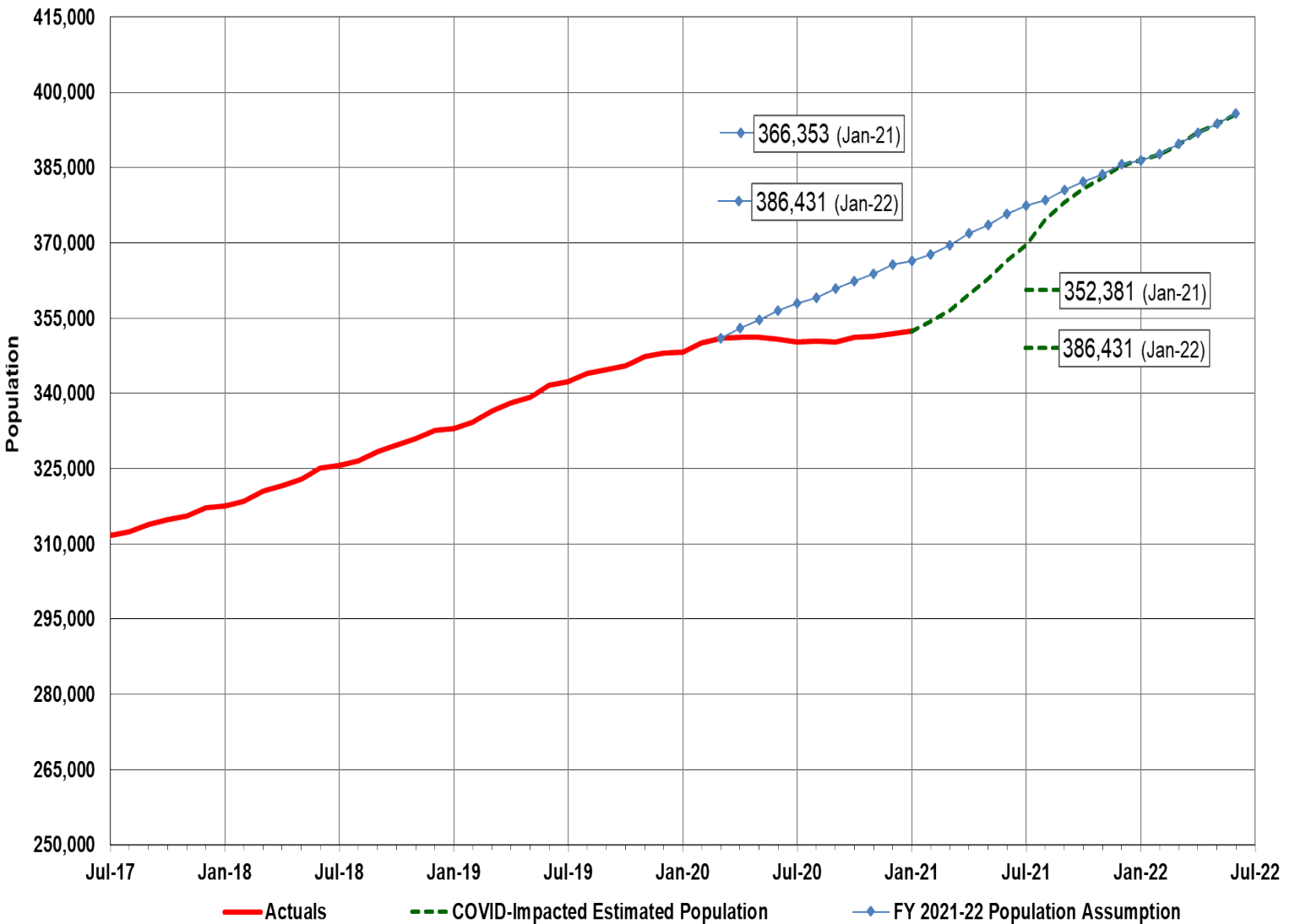




# POPULATION

## COMMUNITY POPULATION

### (Active Status and Early Start)





# BYLAWS

Corporate bylaws are a detailed set of rules adopted by a corporation's board of directors after the company has been incorporated. They are an important legal document for a corporation to have in place as they specify its internal management structure and how it will be run.

From time to time the bylaws need to be revised to ensure that they reflect current laws and regulations. The bylaws for the Harbor Developmental Disabilities Foundation were last revised in 2016 (SIXTH RE-STATEMENT). Since 2016 many changes have occurred in the Lanterman Act and in laws and regulations that oversee corporations in California.

The SIXTH RE-STATEMENT of the bylaws was reviewed and revised to ensure that they are reflective of current corporate laws and the Lanterman Act. The proposed revisions for the bylaws were presented by legal counsel to the entire Board of Trustees as part of the April Board training. The purpose of the training was to educate board members on their roles and responsibilities. Further, the Executive Committee has reviewed the revised bylaws and recommends that the SEVENTH RE-STATEMENT OF BYLAWS OF HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION dba Harbor Regional Center be approved by the full Board of Trustees.

**~~SIXTH~~SEVENTH RESTATEMENT OF BYLAWS OF  
HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION,~~INC.~~**

**dba Harbor Regional Center**

**ARTICLE I**

**NAME**

The name of this Corporation is HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION,~~INC.~~ ("Corporation"). For certain purposes, HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION,~~INC.~~ shall do business as Harbor Regional Center.

**ARTICLE II**

**OFFICES AND MEETINGS**

**SECTION 2.1 Principal Office**

The principal office for the transaction of the business of the Corporation (~~("Principal Executive Office")~~) shall be located in the County of Los Angeles, State of California. As of the date of execution of this ~~Sixth~~SixthSeventh Restatement of Bylaws, the Corporation's Principal Executive Office is located at 21231 Hawthorne Blvd., Torrance, California 90503. Any change of this location shall be noted by the Secretary of the Board of Trustees on these Bylaws opposite this Section 2.1, or this Section 2.1 may be amended to state the new location.

**SECTION 2.2 Other Offices**

The Board of Trustees may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to do business, whether within or outside the State of California.

**SECTION 2.3 Place of Meetings**

Any meeting of the Board of Trustees held pursuant to any provision of these Bylaws shall be held at any place within the State of California designated by the Board of Trustees (or by the President of the Board of Trustees, in the absence of such designation by the Board of Trustees). In the absence of any such designation, all meetings shall be held at the Principal Executive Office of the Corporation.

However, no meeting, conference or Board function shall be conducted in any facility that prohibits the admittance of any person, or persons, on the basis of race, national origin, ethnic group identification, religion, sex, sexual orientation, color, gender, gender identification, age, genetic information, or disability. Further, all in-person Board of Trustees meetings shall be held in facilities which are accessible to persons with physical disabilities.

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**ARTICLE III**  
**BOARD OF TRUSTEES**

**SECTION 3.1      Composition**

(a) The number of Trustees of the Corporation shall not be less than thirteen (13) nor more than twenty (20), with the exact number of Trustees to be fixed (within the limits hereinabove specified) by the approval of the Board of Trustees at a meeting thereof.

(b) The Board of Trustees shall conform to the following criteria:

(1) The Board of Trustees shall be composed of individuals with demonstrated interest in, or knowledge of, developmental disabilities.

(2) The Board of Trustees shall include persons with legal, management, ~~public relations or board governance, financial,~~ and developmental ~~disabilities~~ disability program ~~skills~~ expertise. Board governance experience shall not be acquired solely by serving on a regional center board.

(3) The Board of Trustees shall include representatives of each of the various categories of disability to be served by the Corporation.

(4) The Board of Trustees shall reflect the geographic and ethnic characteristics of the area to be served by the Corporation.

(5) A minimum of fifty percent (50%) of the members of the Board of Trustees shall be persons with developmental disabilities or their parents or legal guardians. No less than twenty-five percent (25%) of the members of the Board of Trustees shall be persons with developmental disabilities.

(6) The Corporation shall provide necessary training and support, including on issues related to linguistic and cultural competency, to all members of the Board of Trustees to facilitate their understanding and participation. ~~-The Department of Developmental Services shall review and approve the method by which training and support are provided to the Board members to ensure maximum understanding and participation by Board members. The Corporation shall post information on its internet website regarding the training and support provided to its Board members.~~

~~——(7)—— The Board of Trustees shall conform to such other membership criteria as are required by law.~~

(7) The Board of Trustees shall conform to such other membership criteria as are required by law. Documentation shall be submitted to the Department of Developmental Services by August 15th of each year, demonstrating that the composition of the Board is in compliance with Welfare

and Institutions Code section 4622, as outlined in this Section 3.1 of the Bylaws. If the composition of the Board is not in compliance with Welfare and Institutions Code section 4622, the Board shall submit a plan to the Department of Developmental Services with its Board composition documentation setting forth how and, as expeditiously as possible, when the Board will come into compliance, in part or in whole, with Welfare and Institutions Code section 4622.

(8) A vacancy in any one or more categories of Board membership identified in this Section shall not affect the ability of the Board to function.

(c) ~~The person~~One member of the Board shall be designated by ~~the~~a Service Provider Advisory Committee of the Board, in accordance with the provisions of Welfare and Institutions Code section 4622, Subdivision (i), to serve as a member of the Board of Trustees ~~shall, (except as restricted by law or these Bylaws), be one of the members of the Board of Trustees.~~ However, such person shall not do any of the following:

(1) Serve as an officer of the Board of Trustees;

(2) Vote on any fiscal matter affecting the purchase of services from any providers from which the Corporation ~~Provider purchases client services.~~ As used herein, the term "fiscal matter" includes, but is not limited to, setting purchase of service priorities, transferring funds to the purchase of service budget, and establishing policies and procedures with respect to services); or

(3) Vote on any issue ~~other than those described in paragraph (2) herein above~~ in which the Trustee has a "financial interest" as defined in Section 87103 of the California Government Code.

Furthermore, any person whose membership on the Board of Trustees is pursuant to this Subsection (c) of this Section 3.1 shall provide the Board of Trustees with a list of any and all of his or her "financial interests" as such interests are described in Section 87103 of the California Government Code.

### **SECTION 3.2 Qualifications**

(a) No person shall serve as a Trustee for more than seven years in any eight-year period.

(b) No Trustee shall:

(1) Be an employee of the State Department of Developmental Services or any state or local agency which provides services to a Corporation client, if employed in a capacity which includes administrative or policy making responsibility, or responsibility for the regulation of the Corporation.

(2) Be an employee or a member of the State Council on Developmental Disabilities (State Council) or a State Council Regional Advisory Committee.

~~(3)~~ Be an employee of the Corporation.

(4) Except as otherwise provided for the one member of the Board of Trustees selected by the Service Provider Advisory Committee, as described in Section 3.1, Subsection (c) hereof, be an employee or member of the governing board of any entity from which the Corporation purchases client services.

~~(45)~~ Have a "financial interest," as defined in Section 87103 of the California Government Code, in the operations of the Corporation, except as a client of its services or as the Board Trustee designated by the Service Provider Advisory Committee.

~~(56)~~ Otherwise be a person barred from serving on the Board of Trustees by any law or government regulation, including, but not limited to Title 17, section 54500 and following of the California Code of Regulations, relating to conflicts of interest.

~~(67)~~ Have a conflict of interest with an entity that receives Corporation funding, including, but not limited to, a nonprofit housing organization and an organization qualified under Section 501(c)(3) of the Internal Revenue Code, that actively functions in a supporting relationship to the Corporation.

(c) Conflict of Interest Statements.

(1) Each member of the Board of Trustees and the Executive Director shall file annually (no later than August 1<sup>st</sup>), with the Board of Trustees, a statement declaring, under penalty of perjury, that such Trustee or such Executive Director has neither a conflict of interest nor a potential conflict of interest as defined in the Lanterman Developmental Disabilities Services Act, Welfare and Institutions Code, section 4500, and following ("the Lanterman Act"), or Title 17 of the California Code of Regulations, section 54500 and following. This annual conflict of interest statement shall be made on the form published by the Department of Developmental Services. The conflict of interest statements of all Board members and the Executive Director shall be submitted by the Board of Trustees to the Department of Developmental Services within ten (10) days of receipt of the statements.

~~(2)~~ The (2) In addition to submitting a conflict of interest statement, the member of the Board of Trustees designated by the Service Provider Advisory Committee as described in Section 3.1, Subsection (c) hereof shall file ~~the~~ list of "financial interests," as defined in Section 87103 of the California Government Code, and be subject to the voting restrictions described in said Section 3.1, Subsection (c).

(3) Each new candidate for the Board of Trustees and for the position of Executive Director shall disclose any present or potential conflicts of interest to the Corporation's Board of Trustees, prior to being appointed, elected, or approved

for hire, by the Corporation or the Corporation's ~~governing board.~~Board. Further, any new Board Member shall prepare and file the required conflict of interest statement on a standard form published by the Department of Developmental Services with the Board of ~~Directors~~Trustees within 30 days of selection, election or appointment, and any new Executive Director shall prepare and file the required conflict of interest statement with the Board of Trustees within 30 days of hire.

(4) Every Board member and the Executive Director shall complete and file a subsequent conflict of interest statement upon any change in status that creates a potential or present conflict of interest. The term, "change in status" includes, but is not limited to, a change in financial interests, legal commitment, corporation or board duties, or both, or outside position or duties, whether compensated or not. The Board shall submit the completed conflict of interest statement of the affected Board member or Executive Director to the Department of Developmental Services within ten (10) days of its receipt of the form.

~~(e) The Board shall review the conflict of interest statements of all Board members and the Executive Director to ensure that no conflicts of interest exist.~~

(d) The Board shall review the conflict of interest statements of all Board members and the Executive Director to ensure that no conflicts of interest exist. Except as otherwise provided in these Bylaws, if a present or potential conflict of interest is identified for the Executive Director or a Board member that cannot be eliminated, the person shall resign from their position or from the Board, or, alternatively, the Board shall, within 30 days of receipt of such conflict of interest statement, submit to the Department of Developmental Services and the State Council on Developmental Disabilities a copy of the conflict of interest statement and a plan that proposes mitigation measures, including time frames and actions the Board or the individual, or both, will and are taking to mitigate the conflict of interest. Any mitigation plan shall meet the requirements of Title 17, section 54533, of the California Code of Regulations, including, but not limited to, posting the conflict of interest statement on the Corporation website until the conflict is eliminated. The mitigation plan must be renewed annually with the Department of Developmental Services and the State Council on Developmental Disabilities.

### **SECTION 3.3 Good Faith, Standard of Care, Reliance on Information from Others; Freedom from Liability**

(a) **Good Faith Requirement.** A Trustee shall perform the duties of a Trustee, including duties as a member of any committee of the Board upon which the Trustee may serve, in good faith, in a manner that the Trustee believes to be in the best interest of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.



(b) **Justified Reliance on Others.** In performing the duties of a Trustee, a Trustee shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

(1) One or more officers or employees of the Corporation whom the Trustee reasonably believes to be reliable and competent in the matters presented;

(2) Counsel, independent accountants or other persons as to matters which the Trustee believes to be within that person's professional or expert competence; or

(3) A committee upon which the Trustee does not serve that is composed exclusively of Trustees or any combination of Trustees and persons described in paragraph (1) above, or persons described in paragraph (2) above, as to matters within the committee's designated authority, which committee the Trustee believes to merit confidence, so long as, in any case, the Trustee acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause that reliance to be unwarranted.

(c) **Freedom From Liability.** Except as provided in Corporations Code section 5233, relating to self-dealing transactions, a person who performs the duties of Trustee in accordance with ~~subdivisions~~Subsections (a) and (b), above, shall have no personal liability for the ~~for the~~ debts, liabilities, or obligations of the Corporation, nor shall they have any liability based upon any alleged failure to discharge their obligations as a Trustee.

#### **SECTION 3.4 Terms of Office.**

(a) Except as otherwise provided herein, the initial term of office of each Trustee (with the exception of ex-officio Trustees) shall be for two (2) years, commencing July 1, and shall expire two (2) years from June 30 of the calendar year in which such Trustee's term commenced. Thereafter, each Trustee ~~may be re-elected~~(with the exception of ex-officio Trustees and the Trustee designated by the Service Provider Advisory Committee as described in Section 3.1, Subsection (c) and Section 6.9), may be re-elected by the Board to two (2) additional two-year terms followed by one (1) additional one-year term of office. A Trustee whose term of office has expired shall nevertheless continue in office until a successor has been duly elected and qualified, unless that Trustee has already served on the Board seven (7) out of the previous eight (8) years, in which case the Trustee shall immediately leave the Board and a new Trustee shall be elected to serve in his or her place. Notwithstanding the foregoing, the term of office of the Trustee designated by the Service Provider Advisory Committee as described in Section 3.1, Subsection (c) hereof may be sooner terminated pursuant to the provisions of Section 6.~~79~~, Subsection (c) hereof.

(b) The term of office of a Trustee elected to fill a vacancy in the Board of Trustees caused by the expiration of a prior term of a Trustee shall commence immediately upon the expiration of said prior term.

(c) The term of office of a Trustee elected to fill a vacancy in the Board of Trustees caused by death, resignation or removal shall commence immediately upon such new Trustee's election and coincide with the time when the term of office of the deceased, resigned or removed Trustee would have ended, unless that would require the succeeding Trustee to serve more than seven (7) years in any eight (8) year period prior to the expiration of that term of office.

### **SECTION 3.5 Elections.**

Except for the trusteeship provided for in Section 3.1, Subsection (c) hereof and except for election of Trustees to fill vacancies created by death, resignation or removal (which elections may take place at any meeting of the Board of Trustees), Trustees shall be elected at the following times:

(a) ~~If a Trustee's term is due to expire and the place on the Board of Trustees for which a Trustee is to be elected is currently held by has not already served as a Trustee who is not for more than six of the previous eight years and is not otherwise disqualified by virtue of Subsections (a) or (b) from serving by the provisions of Section 3.2 hereof from being re-elected to fill, Subsection (b) above, the Board shall vote on whether that place, then the person shall serve for an additional one or two-year term as a Trustee to fill, depending on the number of years that place they have already served. That vote shall be elected taken no later than the last regular meeting of the Board of Trustees held prior to the annual meeting of the Board of Trustees. The Board Development Committee shall present the name or names of its nominee or nominees for such place at a meeting of the Board of Trustees held prior to May 1 of the calendar year described in which a Trustee to fill such place is to be elected. Section 3.11, Subsection (a)(1).~~

(b) ~~Any and all new~~ Trustees shall be elected at the annual meeting of the Board of Trustees ~~to fill each other place for which a Trustee is to be elected.~~

~~, described in Section 3.11, Subsection (a)(1).~~ Nominations shall be received for each place on the Board of Trustees for which a Trustee is to be elected, and may be made either by the Board Development Committee or by nomination from the floor by a Trustee at the ~~annual meeting at which the election is to take place.~~ A majority of the votes cast for such ~~places~~ shall elect the Trustee to fill that place. In the event that more than one person is nominated for a given ~~places~~ on the Board of Trustees, balloting for that ~~places~~ shall be by secret ballot, ~~private electronic survey or other secret means, and the nominee with the most votes shall be elected.~~

### **SECTION 3.6 Vacancies.**

The Board of Trustees may choose to leave one (1) or more vacant seats temporarily unfilled if it is unable to find or to elect a qualified candidate, or in order to search for a candidate with specific qualifications to balance representation on the Board or to provide expertise needed on the Board.

### **SECTION 3.7 Powers.**

Subject to the provisions imposed by law, by the Articles of Incorporation or by these Bylaws, the activities and affairs of the Corporation shall be conducted and controlled by, and all corporate powers shall be exercised by, or under, the direction of, the Board of Trustees. Without limiting the foregoing, the Board of Trustees shall have, among other things, the powers:

(a) To carry out the purposes of the Corporation as expressed in its Articles of Incorporation, and in these Bylaws and the Lanterman Developmental Disabilities Services Act.

(b) To adopt rules and regulations, consistent with law, the Articles of Incorporation and these Bylaws, for the guidance of and the management of the affairs of the Corporation.

(c) To appoint and remove all officers of the Corporation, and, except as otherwise provided in these Bylaws, to prescribe their duties, and fix the compensation of the Executive Director.

(d) To establish the policies of the Corporation and to determine the method or plan under which the powers of the Corporation shall be exercised in furtherance of the purposes stated in the Articles of Incorporation, and these Bylaws.

(e) To establish, in addition to the standing committees hereinafter provided for, such special committees as the Board of Trustees may deem necessary or desirable, and to fix the duties and powers of said ~~other~~special committees.

(f) To do, perform and transact all other business and acts which this Corporation by the laws of the State of California is permitted to do, transact and perform.

At no time shall the powers of the Board set forth in this Section be exercised by one Trustee, group of Trustees, or Board Committee, unless, as stated in Section 6.11, the individual Trustee or group of Trustees or a Committee, all of the members of which are also members of the Board, has been authorized to so act by the Board, or unless all of the actions proposed by such Trustee, group of Trustees or Committee are ratified by the Board prior to their execution, as allowable by statute.

### **SECTION 3.8 — Duties.**

The Trustees shall:

(a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation or by these Bylaws.

(b) Cause to be kept open to inspection by any person entitled thereto and making proper demand therefore, among other things, a book of minutes of all meetings of the Board of Trustees of the Corporation, and adequate and correct books of account of the properties and business transactions of the Corporation, all in the form prescribed by law and showing the details required by law. The Board of Trustees shall designate by resolution where such records shall be kept; in the absence of any such designation, such records shall be kept at the Principal Executive Office of the Corporation, as such Office is designated in Section 2.1 of these Bylaws.

(c) Meet at such ~~times~~ and places as required by these Bylaws.

~~(d) — Within 120 days after the end of the Corporation's fiscal year, cause to be prepared and delivered to each Trustee an annual report containing the following information, in appropriate detail, for the fiscal year:~~

~~(1) — The assets and liabilities, including the trust funds of the Corporation as of the end of the fiscal year, with a separate listing for the Social Security Supplemental Custodian Account.~~

~~(2) — The principal changes in assets and liabilities, including trust funds.~~

~~(3) — The revenue or receipts of the Corporation both unrestricted and restricted to particular purposes.~~

~~(4) — The expenses or disbursements of the Corporation for both general and restricted purposes.~~

~~(5) — Any information required by this Section 3.8, Subsection (c) of these Bylaws.~~

~~The annual report shall be accompanied by any report on it of independent accountants, or if there is no such report, by the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.~~

~~(e) — As a part of the annual report referred to in Section 3.8, Subsection (d), above, the Corporation shall annually furnish to each Trustee a statement briefly describing any indemnification or advances aggregating more than ten thousand dollars (\$10,000) paid during the fiscal year to any officer or Trustee of the Corporation as authorized by Sections 10.1-10.3 of these Bylaws.~~

~~(d)~~ The Board of Trustees shall annually contract with an independent accounting firm for an audited financial statement. The audit report and accompanying management letter shall be reviewed by the Audit Committee as set forth in Section 6.3, and recommended for approval or modification to the full Board of Trustees. The audit

report and accompanying management letter shall be submitted to the State Department of ~~Developmental~~Developmental Services within 60 days of completion and before April 1 of each year. Upon submission to the Department of Developmental Services, the audit report and any accompanying management letter shall be made available to the public by the Corporation. This audit report shall not be completed by the same accounting firm more than five (5) times in any ten (10) year period.

(~~ee~~) The Board of Trustees shall annually review the performance of the Executive Director of the Corporation.

(~~hf~~) The Board of Trustees shall annually review the performance of the Corporation in providing services that are linguistically and culturally appropriate, and may provide recommendations to the Executive Director of the Corporation based on the results of that review.

(~~ig~~) All contractual agreements which would bind the Corporation should reflect sound business practices, prudent fiduciary decision-making and attention to proper legal requirements.

(~~jh~~) The ~~President, Vice President, Treasurer, Secretary,~~ Executive Director, and the Chief Financial Officer, and in the event of an emergency, as described in Section 3.11, Subsection (d)(1), the President and Vice President of the Board of Trustees, are empowered to execute, in the name of and on behalf of the Corporation, such business contracts ~~and purchase orders~~ as are necessary to carry out the daily business matters and affairs of the Corporation; provided, however, that no single contract ~~or purchase order~~ may bind or obligate the Corporation for \$250,000 or more without prior authorization of the Board of Trustees. Further, only the Board President, after obtaining Board approval, may execute agreements with the Department of Development Services for funding of the Corporation.

(~~i~~) The Trustees may retain or employ an attorney to provide legal services to the Corporation, but that attorney shall not be an employee of the Corporation.

### **SECTION 3.9 Limitations.**

A person who is a Trustee of the Corporation shall not solicit services from the Corporation through any procedure or means which would not be available to such person were he or she not a Trustee; and the Corporation shall not, in providing services, give preferential treatment to any person by reason of the fact that such person is a Trustee, or a relative or acquaintance of a Trustee of the Corporation.

### **SECTION 3.10 Compensation.**

The President, the Vice President, the Secretary, the Treasurer, and all of the Trustees of the Corporation shall serve without compensation for any services rendered by them to the Corporation as such officer or Trustee. However, the immediately preceding sentence of the within Section 3.10 shall not operate to preclude any corporate

officer or Trustee from receiving reimbursement from the Corporation for reasonable expenses incurred by such officer or Trustee in his or her capacity as such officer or Trustee. There shall be no reimbursement for non-business--related travel companions. Neither shall there be loans to Trustees, nor officers, except as might be permitted for matters relating to indemnity under ~~Section 10~~Article X of these Bylaws.

### SECTION 3.11 Meetings.

(a) Regular Meetings.

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The Board of Trustees shall hold regular meetings at least quarterly, at dates and times fixed by resolution of the Board or by written consent of a majority of the Board.

(1) Annual Meeting. The Board of Trustees shall hold a meeting on the third (3rd) Tuesday in May of each year if not a legal holiday (and if a legal holiday then on the next succeeding Tuesday which is not a legal holiday), which meeting shall be designated the annual meeting and at which meeting the Board of Trustees shall elect the Board's officers- and any Trustees described in Section 3.5, Subsection (b). The President shall have the right to postpone any annual meeting to a date not more than forty-five (45) days from the third (3<sup>rd</sup>) Tuesday in May-30 of any year, by giving written notice of such postponement and the new date selected for the meeting to the Secretary not less than thirty (30) days before May 30the third (3<sup>rd</sup>) Tuesday in May.

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(b) Special Meetings.

Special meetings of the Board of Trustees may be called at any time by the President, or if the President beis absent or beis unable to act or refuserrefuses to act, then by the Vice President or by any five (5) Trustees, which call shall be in writing and filed with the Secretary of the Corporation before the meeting. If the Secretary cannot be located or is unavailable, then the notice may be timely filed with a Board officer in the following order of priority: President, Vice President, or Treasurer.

(c) Notice.

(1) Notice of the annual and each regular and special meeting of the Board of Trustees shall be given by the Secretary to each Trustee not less than seven (7) days prior to the date of such meeting- by mail or by electronic transmission, if the Trustee provides the Corporation with the required written consent to utilize electronic communication. Such notices must include the date, time, andthe location of, and a specific agenda for, the meeting, and the means of electronic video screen communication, if any, by which Trustees may participate in that meeting. No item shall be added to the agenda subsequent to the provision of this notice except in emergency situations, as described in Subsection (d)(1) of

this Section 3.11, or when items are brought before the Board at meetings by members of the public.

~~(2) — Notice of any meeting need not be given to any member of the Board of Trustees who signs a waiver of notice or a written consent to holding the meeting, or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting the lack of notice thereof prior to such meeting or at its commencement. All such written waivers, consents and approvals shall be filed with the Secretary or made part of the minutes of the meeting.~~

~~(d) Notice Pursuant to Written Request.~~

Notice of meetings of the Board of Trustees and of any Committee of the Board of Trustees, which exercises authority delegated to it by the Board of Trustees, shall be provided to any person who requests notice in writing. Such notice shall be ~~mailed~~given at least seven (7) days in advance of each meeting by mail or by electronic transmission, if the Trustee or individual requesting notice provides the Corporation with the required written consent to utilize electronic communication. Such notice shall include the date, time and location of, and a specific agenda for, the meeting. The agenda shall identify all substantive topic areas to be discussed, and no item shall be added to the agenda subsequent to the provision of this notice except as stated below in Subsection (d)(1)~~), or when items are brought before the Board at meetings by members of the public.~~

(1) Emergency Meetings; Emergency Situations

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The notice requirements contained in Subsections (c)(1) and (d) of this Section shall not preclude the Board of Trustees from taking action on any urgent request made by the ~~California~~ Department of Developmental Services, not related to purchase of service reductions, for which the Board makes a specific finding that notice could not have been provided at least seven (7) days before the meeting, or on any new items brought before the Board at meetings by members of the public. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of Corporation services, an emergency meeting may be called without complying with the advance notice requirements outlined above in Subsections (c)(1) and (d). “Emergency situation” means any activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board of Trustees. In these situations, advance notice shall be provided if practicable. In addition, the State Council on Developmental Disabilities shall be notified by telephone ~~ef~~prior to each emergency meeting. The minutes of an emergency meeting, including a description of any actions taken at the meeting, shall be mailed or emailed immediately to those persons who request notice of meetings in writing~~-, with the exception of the minutes of any action taken in closed session as provided in this Section 3.11, Subsection (f).~~

(e) Open Meetings

All meetings of the Board of Trustees shall be open and public, and all persons shall be permitted to attend any meeting, except as otherwise provided in this Subsection (e) or in Subsection (f). Board meetings shall be open and public in accordance with all of the following provisions:

(1) A copy of Article 3 of Chapter 5 of Division 4.5 of the Welfare and Institutions Code (Welfare and Institutions Code Sections 4660-4669) shall be provided to each member of the Board of Trustees upon his or her assumption of Board membership.

(2) For purposes of this Section 3.11, Board meetings shall include meetings conducted by any committee of the Board of Trustees which exercises authority delegated to it by the Board of Trustees. However, Board meetings shall not be deemed to include Board of Trustees retreats or training sessions planned solely for educational purposes.

(3) At each Board meeting and at each meeting of any Committee which exercises authority delegated to it by the Board of Trustees, time shall be allowed for public input on all properly noticed agenda items prior to Board action on that item. Time shall be allowed for public input on any issue not included in the agenda.

(4) Any person attending an open and public meeting of the Board of Trustees shall have the right to record the proceedings on a tape recorder, video recorder, or other sound, visual, or written transcription recording device, in the absence of a reasonable finding of the Board of Trustees that such recording constitutes, or would constitute, a disruption of the proceedings.

(5) The Corporation shall maintain all recordings and written comments submitted at open meetings as testimony on agenda items for no fewer than ~~two~~three years. These materials shall be made available for review by any person, upon request. A reasonable fee may be charged for copies of recordings and written materials requested pursuant to this Subparagraph.

(f) Closed Meetings.

(1) The Board of Trustees may hold a closed meeting to discuss or consider one or more of the following:

- (i) Real estate negotiations.
- (ii) The appointment, employment, evaluation of performance, or dismissal of a Corporation employee.
- (iii) Employee salaries and benefits.

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- (iv) Labor contract negotiations.
- (v) Pending litigation.

(2) Any matter specifically dealing with a particular Corporation client must be conducted in a closed session, except where it is requested that the issue be discussed publicly by the client, the client's conservator, or the client's parent or guardian, ~~where the client is a minor. Minutes of closed sessions shall be kept by the designated officer or employee of the Corporation, but these minutes shall not be considered public records when the client is a minor.~~

(3) Prior to and directly after holding any closed session, the Board of Trustees shall state the specific reason or reasons for the closed session. In the closed session, the Board may consider only those matters covered in its statement of reasons for the meeting.

(34) The Board of Trustees may hold a closed session regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the Corporation in litigation. Litigation shall be considered pending when any of the following circumstances exist:

- (i) Any adjudicatory proceeding to which the Corporation is a party has been initiated formally.
- (ii) A point has been reached where, based upon existing facts and circumstances and the advice of legal counsel, it is determined that there is a significant exposure to litigation against the Corporation.
- (iii) Based upon existing facts and circumstances, the Corporation has decided to initiate or is deciding whether to initiate litigation.

(45) Prior to holding a closed session pursuant to subdivision (34) of this Subsection (f), the Board of Trustees shall state publicly to which portion of said subdivision (34) it is pursuant (i.e., which ~~kind of the three types~~ of pending litigation will be discussed.)

(6) Minutes of closed sessions shall be kept by the designated officer or employee of the Corporation, but these minutes shall not be considered public records.

(7) All discussion had, and information acquired, at a closed session of the Board is confidential and may be protected by the attorney-client privilege. Board members are required to uphold their duty of confidentiality and shall not disclose the content of any discussion had, or information acquired, in a closed session of the Board. A violation of this confidentiality provision is grounds for removal from the Board of Trustees and any Board committee of which the Trustee is a member.

(g) Materials Distributed.

Agendas and other writings or materials distributed prior to or during a Board meeting for discussion or action at the meeting, shall be considered public records, except those materials distributed during and directly related to a closed session authorized under Subsection (f) of this Section 3.11. Writings which are distributed prior to commencement of ~~a~~an open Board meeting shall be made available for public inspection upon request prior to commencement of the meeting. Writings which are distributed during ~~a~~an open Board meeting shall be made available for public inspection at the time of their discussion at the meeting. A reasonable fee may be charged for a copy of the public record distributed pursuant to this Subsection. The Corporation shall maintain agendas and other writings distributed prior to or during a Board meeting for discussion or action at the meeting for no fewer than three years.

(h) Location of Meeting.

No meeting, conference, or other function shall be conducted by the Corporation in any facility that prohibits the admittance of any person, or persons, on the basis of race, religion, creed, ethnic group identification, color, national origin, ancestry, sex, sexual orientation, gender, gender identification, age, genetic information, or disability. All in-person Board meetings shall be held in facilities accessible to persons with physical disabilities.

(1) Trustees may participate in Board meetings through use of conference telephone or through use of electronic video screen communication, as described below in Subsection (i-), as long as all Trustees participating in the meeting are able to hear one another.

(i) Board Meetings Held By Remote Electronic Communication.

Board meetings may be conducted, in whole or in part, by electronic video screen communication, including by Zoom, Skype, Webex, and other video communication options. Participation in a Board meeting through use of electronic video screen communication constitutes presence in person at that meeting as long as all Trustees participating in the meeting are able to hear one another. Trustees participating by video screen communication must be given the opportunity to vote on matters submitted to the Board, and if a Trustee votes or takes other action at the meeting by means of electronic video screen communication, a record of that vote or action must be maintained by the Corporation.

(j) Inapplicability of Subsections (d~~c~~) through (h~~i~~) to Non-Regional Center Affairs.

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The provisions set forth in Subsections (d~~c~~) through (h~~i~~) of this Section 3.11 shall not apply to the corporate affairs of the Board of Trustees which have no relationship to the role and responsibility of the ~~Regional Center Corporation as a regional center.~~

(jk) Conduct of Meetings

Meetings of the Board of Trustees shall be presided over by the President of the ~~Corporation~~Board, or in his or her absence by the Vice President or, in the absence of both of them, by the Treasurer. The Secretary of the Corporation shall act as Secretary of the meetings of the Board of Trustees. In the absence of the Secretary, the presiding officer shall appoint a person to act as Secretary for the meeting.

(kl) Quorum

A quorum of the Board of Trustees shall consist of seven (7) or a ~~minimum of one-half (1/2) majority~~ of the Trustees then in office, whichever is greater, present ~~in person~~ at the meeting ~~location, whether held in-person or remotely~~.

(4m) Violation of Open Meeting Requirements

Any action taken by the Board in violation of Subsections (~~dc~~) through (~~hi~~) of this Section 3.11 is null and void. The Board is not prevented from curing or correcting any action challenged pursuant to this Section.

~~(m) Remote Participation~~

~~Participation by a Trustee via telephone or video conferencing or via various electronic means shall be permitted; however, in no instance may a quorum be established via remote participation as specified above in Section 3.11(k).~~

(n) Public Meetings Regarding Contract Performance Objectives

The Board of Trustees shall hold one or more public meeting/s annually regarding the Corporation's prior year's contract performance objectives and outcomes. The meeting/s may be held separately from regular meetings. The Corporation shall provide individuals attending such meeting/s with data and any associated information to facilitate discussion and community input. The Corporation shall inform the Department of Developmental Services that such a meeting has been scheduled at least 30 days prior to the meeting. Notice of the meeting/s shall also be posted on the Corporation's internet website at least 30 days prior to such a meeting and shall be sent to the individuals served by the Corporation and their families and individual stakeholders at least 30 days prior to the meeting. The Corporation shall ensure that the meeting/s and meeting materials provide language access, as required by state and federal law, and shall schedule the meeting/s at times and locations designed to promote attendance by the public. To encourage participation by diverse language, racial, and ethnic communities, the Corporation shall consider strategies to promote opportunities for public comment.

(1) The Corporation shall report to the Department of Developmental Services regarding the outcomes of each public meeting regarding contract

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performance within 90 days of the meeting. The report shall include, but shall not be limited to, both of the following:

i. Copies of minutes from each such meeting and comments obtained from other strategies utilized to provide opportunities for public comment from diverse language, racial, and ethnic communities.

ii. The Corporation's recommendations and a plan to address areas where improvement is needed.

(o) Public Meeting to Present Data and Findings Regarding the Satisfaction of Individuals Served by the Corporation and Their Families

Annually, at a public meeting of the Board of Trustees, the Corporation shall present data collected from, and the findings of, the quality assurance instrument, implemented by an independent agency under contract with the Department of Developmental Services. The quality assurance instrument assesses (1) the satisfaction of individuals served by the Corporation and their families, (2) provision of services in a linguistically and culturally competent manner, and (3) personal outcomes described in subdivision (b) of Section 4571 of the Welfare and Institutions Code, in order to assess the comparative performance of the Corporation and to identify needed improvements in services for individuals served by the Corporation, including, but not limited to, case management services. Notice of this meeting shall be posted on the Corporation's internet website at least 30 days prior to the meeting and shall be sent to the individuals served by the Corporation and their families and to individual stakeholders at least 30 days prior to the meeting. The Board shall provide a sufficient public comment period so that members of the public may provide comments. The Corporation shall ensure that the meeting and meeting materials provide language access, as required by state and federal law.

(1) Within 60 days following its annual presentation, the Corporation shall submit a report to the Department of Developmental Services which includes, but shall not be limited to, both of the following:

i. Copies of the presentation made to the Board, minutes from the Board meeting, and attendee comments.

ii. The Corporation's recommendations and plans to use the information to address Corporation priorities or strategic directions to improve specific areas of performance, or both.

(p) Meetings with the Department of Developmental Services

The Board shall meet with representatives of the Department of Developmental Services upon a request by the Director of the Department of Developmental Services, and, if requested, the Board shall exclude Corporation employees from the meeting. The Board shall meet with the Department of Developmental Services' representatives

without preconditions for the meeting and at a time and date determined by the Department. Not infringing on the Department's authority otherwise provided in this section, at the Department's discretion, efforts shall be made to meet with the Board of Trustees at a mutually agreed-upon time, date, and place, with the goal of promoting attendance by Board members.

### **SECTION 3.12 Removal of Trustees.**

(a) Any Trustee may be removed as a Trustee with or without cause at any time by resolution duly adopted by the Board of Trustees of the Corporation, provided that both of the following two conditions are satisfied:

~~(1)~~ (1) Notice of intention to offer a resolution for such removal is ~~mailed given~~ to each Trustee of the Corporation by mail, return receipt requested, or by electronic transmission if the Trustee provides the Corporation with the required written consent to utilize electronic communication, not less than thirty (30) days prior to the date of the meeting ~~to adopt such at which a vote will be taken on whether or not the~~ resolution should be adopted; and

(2) At least two-thirds (2/3) of the full number of persons who, at the time, are Trustees of the Corporation vote in favor of such removal.

(b) If any Trustee of the Corporation ~~beis~~ absent ~~for from~~ three (3) consecutive meetings of the Board of Trustees, or from five (5) meetings of the Board of Trustees in any one calendar year, such Trustee shall be automatically removed from office as a Trustee at the conclusion of the meeting of the Board of Trustees next succeeding the last of such absences, unless the Board votes to reinstate the aforesaid Trustee and waive the provisions of this Subsection. Notice of such absences and of the immediately preceding sentence of these Bylaws shall be included by the Secretary in the notice of the next meeting of the Board of Trustees of the Corporation ~~next succeeding after~~ such absences.

(c) Notwithstanding the foregoing provisions of this Subsection (b), the Board may, by majority vote, on written application by a Trustee setting forth good cause therefore, grant a leave of absence for ~~not to exceed three (3) consecutive Board meetings~~ a period not to exceed three (3) consecutive Board meetings, unless otherwise agreed to by a majority of the Board of Trustees, and not to extend beyond the end of the Trustee's term. The Trustee's legal standing with respect to the Board during the leave of absence shall be the same as if he or she had resigned, to be reappointed to the same position upon expiration of the leave. However, a leave of absence shall not be considered a break in service for purposes of determining the Trustee's eligibility for reappointment.

(ed) Whenever a Trustee is removed from the Board, the Secretary shall give written notice of such removal to such Trustee. In the event that the removed Trustee is also a member of a Committee, he or she shall also be automatically removed from that Committee, unless the Board, for good cause, adopts a resolution providing otherwise.

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### **SECTION 3.13 Vacancies.**

(a) Occurrence.

\_\_\_\_\_ Vacancies in the Board of Trustees shall exist (1) on the death, resignation, or removal of any Trustee; (2) whenever the size of the Board of Trustees is increased; (3) on failure of the Trustees to elect the full number of Trustees authorized; and (4) upon the declaration by resolution of the Board of Trustees of a vacancy in the office of a Trustee who has been declared of unsound mind by a final order of any court, convicted of a felony or been found by final order of any court to have breached a duty arising under Article 3, Chapter 7, Part 2 of Division 2 of the California Corporations Code (Sections 5230 through 5239). For purposes of this Subsection (a), if a Trustee has been declared of unsound mind by a final order of any court, convicted of a felony or been found by final order of any court to have breached a duty arising under said Article 3 of the California Corporations Code, and the Board of Trustees does not declare a vacancy in the office of that Trustee within thirty (30) days after such order of court becomes final, then any Trustee may file a complaint with the superior court of the proper county to remove such Trustee from office.

(b) Filling Vacancies.

Vacancies caused by the death or resignation of a Trustee or Trustees, or by removal as provided in these Bylaws, or by an increase in the size of the Board of Trustees authorized, shall be filled by the vote of a majority of the Trustees then in office, except that a vacancy in the trusteeship held by the member of the Service Provider Advisory Committee designated- pursuant to Section 3.1, Subsection (c) hereof shall be filled by ~~election of~~ a new Trustee designated by said Committee- in accordance with Section 6.9, Subsection (c). The person filling such a vacancy shall hold office as a Trustee until the expiration of the term of office of the Trustee whose vacancy he or she is selected to fill, unless completion of such term would cause the succeeding Trustee to be on the Board of Trustees more than seven (7) of the preceding eight (8) years; or if the office is created by amendment increasing the size of the Board of Trustees, the person filling such a vacancy shall hold office as a Trustee until the expiration of the term designated for such office, unless completion of such term would cause the ~~succeeding~~ Trustee to be on the Board of Trustees more than seven (7) of the preceding eight (8) years.

(c) Reduction of Number.

A reduction in the size of the Board of Trustees shall not remove any Trustee prior to the expiration of his or her term of office.

### **SECTION 3.14 No Members Other Than Trustees.**

\_\_\_\_\_ The persons at the time serving as Trustees of the Corporation shall constitute the only members of the Corporation at that time, and there shall be no membership of the Corporation other than the members of the Board of Trustees. Any person who is elected

as a Trustee shall automatically become a member of the Corporation upon the assumption of his or her office as a Trustee and shall automatically cease to be a member of the Corporation upon resignation or removal or the expiration of his or her term of office as a Trustee, ~~or~~. A Trustee in good standing shall remain a member until a successor has been duly elected and qualified pursuant to Section 3.4 herein, so long as that does not require the Trustee to serve more than seven (7) of the preceding eight (8) years.

### **SECTION 3.15     Advisers.**

Nothing in this Article III shall be construed as limiting the right of the Corporation to refer to persons associated with it as "advisers" even though such persons are not members of the Board of Trustees.

#### **(a)     Past President as Adviser**

The immediate past President of the ~~Corporation~~Board may serve as an adviser and consultant to the Board of Trustees, at the will of the Board; provided, however, that such past President shall not vote or otherwise exercise the authority of a Trustee unless he or she is otherwise a member of the Board of Trustees.

#### **(b)     Honorary Advisers**

The Corporation may confer, by a resolution adopted by the Board of Trustees, the honorary title of "Adviser to the Board of Trustees" upon any person deemed by the Board to be deserving of recognition for long and devoted service to the Corporation, ~~such~~. Such person ~~to~~shall serve in such capacity at the will of the Board. Any person upon whom such honorary title is conferred may receive prior notice of and attend any open meeting of the Board of Trustees; provided, however, that the conferring of such honorary title shall not give any person upon whom such title has been conferred the right to vote or otherwise exercise any of the powers given by law or these Bylaws to a Trustee, officer, or professional staff member of the Corporation, and no person shall be deemed to be, or shall become, a Trustee, officer or member of the professional staff of the Corporation by reason of having such honorary title conferred upon him or her. However, nothing in this Section 3.15 shall prohibit the Board of Trustees from conferring such honorary title on any person who is otherwise a Trustee, officer, or professional staff member of the Corporation, or prohibit any Trustee, officer or professional staff member upon whom such honorary title is conferred from fully exercising his or her powers as such Trustee, officer, or professional staff member.

## **ARTICLE IV**

### **OFFICERS**

#### **SECTION 4.1     Numbers and Titles.**

The officers of the Corporation shall be a President, a Vice President, a Secretary and a Treasurer, and such other officers as the Board of Trustees by resolution shall determine. The same person may not serve concurrently as more than one Officer.

#### **SECTION 4.2 Qualifications, Election, Term of Office, and Vacancies.**

Officers of the Corporation shall be elected by the Board of Trustees at its annual meeting as specified in Section 3.11, Subsection (a)(~~1~~) hereof. The term of office of each elected officer shall begin on July 1, unless the election is to fill a vacancy caused by resignation, incapacity, death or removal, in which case the term of office of the elected officer would begin immediately upon his/her election. In all cases, officers shall be elected from among any of the Trustees then serving other than the Trustee selected by the Service Provider Advisory Committee pursuant to Section 3.1, Subsection (c) hereof. Each officer shall serve for a one (1) year term or until:

- (1) his or her successor is elected, unless such service would require the Officer to be on the Board for more than seven (7) years out of any eight (8) year period.
- (2) his or her resignation,
- (3) his or her death,
- (4) his or her removal, or
- (5) the expiration of his or her term as Trustee, whichever occurs first.

No person shall serve more than two (2) full consecutive one-year terms in the same office. Any vacancy among the officers caused by the resignation, removal or death of an officer shall be filled by the Board of Trustees for the unexpired term of the officer whose office has become vacant.

(a) A list of nominees for officers shall be provided to the Board of Trustees by the Board Development Committee at a regular meeting ~~minimum~~ of the Board of Trustees 30 days prior to the annual meeting. Opportunity for additional nominations by any Trustee shall be provided immediately prior to the commencement of balloting. The public shall have no part in the nominating process, other than to make comment prior to the vote.

(b) An officer may be removed from his or her office prior to the expiration of his or her term by a two-thirds (2/3) vote of the total membership of the Board of Trustees. Notice of this proposed action shall be delivered to the full Board no less than seven (7) days prior to the meeting at which such vote will be taken.

#### **SECTION 4.3 President**

The President shall preside at all meetings of the Board of Trustees and all meetings of the Executive/Finance Committee; shall, on behalf of the Corporation and



with full Board approval, execute all agreements with ~~governmental agencies~~the Department of Developmental Services for funding of the Corporation ~~and all leases of real property~~; shall appoint chairpersons of all Standing Committees except as otherwise provided in these Bylaws, and shall exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees, by these Bylaws or by law.

#### **SECTION 4.4 Vice President**

The Vice President shall, in the absence or incapacity of the President, perform the duties of the President, exercise the powers of the President, and shall perform such other duties as may be prescribed from time to time by the Board of Trustees. The Vice President, by accepting that post, thereby signifies willingness to be nominated for the Presidency, and to serve as President, if elected.

#### **SECTION 4.5 Secretary**

The Secretary shall:

- (a) ~~Keep~~Cause minutes of all meetings of the Trustees to be kept in perpetuity in the form and manner required by law;
- (b) ~~Keep a book~~Be the custodian of books of minutes of the Board and its committees, which shall be kept at the Principal Executive Office of the Corporation, or such other place as the Board of Trustees shall order;
- (c) ~~Keep, at~~Be the Principal Executive Office, custodian of all other books and records of the Corporation (excepting books of account) showing the information required by law, which books and records shall be kept at the Principal Executive Office of the Corporation;
- (d) ~~Keep~~Cause to be kept at the Principal Executive Office, open to inspection by any Trustee at all reasonable times, the original or a certified copy of the Bylaws of the Corporation, as currently amended;
- (e) ~~Keep~~Cause the corporate seal to be kept and affix it to all papers and documents requiring a seal;
- (f) Cause all notices which are required by law or by these Bylaws to be given;
- (g) Attend to such correspondence as may be assigned to him or her; and
- (h) Generally, perform all duties incident to the office of Secretary and such other duties as may be required of him or her by law, by the Articles of Incorporation, by these Bylaws or from time to time by the Board of Trustees.
- (i) Except as prohibited by law, the ministerial duties of the Secretary, including, but not limited to, providing notice and keeping records of the meetings, may be delegated by the Board of Trustees to the Executive Director, and, unless prohibited by the Board, may be delegated by the Executive Director to qualified staff.

#### SECTION 4.6 Treasurer

The Treasurer shall:

- (a) In the absence of the President and the Vice-President, preside over the meetings of the Board of Trustees;
- (b) Cause adequate and correct accounts of the properties and business transactions of the Corporation (which shall include all matters required by law and be in a form as required by law) to be kept and maintained;
- (c) Make provision for the care and custody of the funds and valuables of the Corporation and make provision for the same to be deposited in the name of and to the credit of the Corporation with such depositories as the Board of Trustees may designate;
- (d) Make such provision for the disbursement of the funds of the Corporation as may be ordered by the Board;
- (e) Render to the President and Secretary and to the Board of Trustees, quarterly or whenever they may require it, ~~an account of all his/her transactions as Treasurer, and~~ a report and financial statement in the form satisfactory to them, showing the condition of the Corporation; and
- (f) Shall in general perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Trustees.
- (g) Except as prohibited by law, all or part of the above duties may be delegated to the Executive Director by the Board. Unless prohibited by the Board, the Executive Director may in turn delegate these duties to staff.

#### ARTICLE V

##### EXECUTIVE DIRECTOR

(a) The Executive Director shall be the Chief Executive Officer of the Corporation, and, as such, shall have the authority and responsibility for the day-to-day management and administration of the policies, affairs, employees and resources of the Corporation. The Executive Director shall, subject to the policies of the Corporation, employ, supervise, manage, control and discharge the employees of the Corporation. In the event that the Executive Director seeks the Board's assistance in making decisions regarding the employment, supervision, management, control and discharge of employees of the Corporation, the Board shall act only in a consultant and/or advisory role in providing such assistance. The Executive Director shall advise and counsel the Board of Trustees in matters of policy and shall act as a representative for the Corporation at community, state and national meetings. The Executive Director shall attend to such

other business as may be assigned (and perform all other duties prescribed) by the Board of Trustees, by these Bylaws or by law.

(b) The performance of the Executive Director shall be reviewed annually by the Board of Trustees.

## ARTICLE VI COMMITTEES

### SECTION 6.1 Standing Committees

The Corporation shall have the following committees:

- ~~(a)~~ (1) An Executive/Finance Committee;
- ~~(b)~~ (2) An Audit Committee;
- ~~(c)~~ (3) A Client Services Committee;
- ~~(d)~~ (4) A Board Development Committee;
- ~~(e)~~ (5) A Board Planning Committee;
- ~~(f)~~ (6) A Community Relations Committee;
- ~~(g)~~ (7) A Retirement Committee;
- ~~(h)~~ (8) A Service Provider Advisory Committee; and
- ~~(i)~~ (9) Such other committees as the Board of Trustees may deem advisable to assist it.

(a) Except as otherwise provided in these Bylaws, the President of the Board of Trustees shall appoint all committee chairpersons from among the Trustees and specify their duties and reporting schedules. ~~Except~~ Except for the Executive/Finance Committee and the Service Provider Advisory Committee, and as otherwise provided in these Bylaws, other committee members shall be selected by the committee chairperson; ~~each~~ in consultation with the Board President and taking into account both the Trustees' stated interests and knowledge and the goal of evenly distributing committee assignments. Each committee shall, ~~except as otherwise provided in these Bylaws,~~ be composed of representatives from the Board and from client groups, and of other ~~citizens~~ individuals interested in ~~the~~ issues relating to persons with developmental disabilities. ~~No committee can take action or be authorized to take action on behalf of the Board of Trustees unless all of its members are members of the Board of Trustees.,~~ except the Executive/Finance Committee and the Service Provider Advisory Committee, and as otherwise provided in these Bylaws.

(b) Except as expressly delegated to any particular Committee by these Bylaws or by resolution of the Board of Trustees, no Committee shall have any authority to take any action, make any expenditure or incur any liability in the name of or on behalf of the Board of Trustees. Further, no Committee may be delegated authority which would otherwise be exercised by the Board of Trustees unless all of the members of the Committee are also members of the Board of Trustees, or unless all of the actions proposed by such Committee are ratified by the Board of Trustees prior to their execution.

(c) Each committee shall cause minutes of its proceedings to be kept and promptly furnish copies of said minutes to the Secretary of the Board of Trustees.

(d) Committee members may participate in committee meetings through use of conference telephone or through use of electronic video screen communication, as described below in Section 6.12, as long as all the members participating in the meeting are able to hear one another.

## **SECTION 6.2 Executive/Finance Committee**

### **(a) Composition**

The Executive/Finance Committee shall consist of the President, the Vice President, the Secretary, the Treasurer, and the immediate past ~~president~~ President of the CorporationBoard (if he or she is still a Trustee), and one (1) other Trustee (appointed by the President). During such period of time (if any) that the immediate past ~~president~~ President of the CorporationBoard is no longer a Trustee, said immediate past ~~president~~ President shall be a non-voting adviser to the Executive/Finance Committee and shall be entitled to attend all Executive/Finance Committee meetings. The President shall be the chairperson of the Executive/Finance Committee. The Committee may be supported by Executive staff, including the Corporation's CFO.

### **(b) Authority and Duties**

The Executive/Finance Committee shall exercise the full powers of the Board of Trustees between regular Board meetings, except for:

(1) The power to adopt, amend or repeal the Articles of Incorporation or these Bylaws;

(2) The power to act contrary to policies established by, or prior actions of, the Board of Trustees;

(3) The power to fill vacancies on the Board of Trustees or on the Executive/Finance Committee;

(4) The power to ~~expend (or authorize the expenditure of) corporate funds to support a nominee for Trustee after there are more people nominated for Trustee than can be elected;~~

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~~(5) The power to approve any self-dealing transaction; and~~

~~(5) The power to appoint or remove the Executive Director;~~

~~(6) The power to remove the Executive Director, a Trustee;~~

~~(7) The power to appoint Committees of the Board of Trustees or the members thereof;~~

~~(8) The power to amend or repeal any resolution of the Board unless such resolution specifically permits the Executive/Finance Committee to do so; and~~

~~(9) The power to approve contracts of two hundred and fifty thousand dollars (\$250,000) or more, unless such contract requires immediate review and approval prior to the next regularly scheduled Board meeting, and the Executive/Finance Committee's approval of the contract is expressly ratified by resolution by the Board of Trustees.~~

(c) The full Board of Trustees has delegated to the Executive/Finance Committee the authority to review and revise the compensation of the Executive Director. Also, ~~pursuant to recent auditing standards,~~ the Executive/Finance Committee has the authority to review and approve changes proposed by the Executive Director to compensation of highly paid executives, including the CFO.

(d) The Executive/Finance Committee shall be responsible for ~~assisting:~~

~~(1) Assisting the staff of the Corporation in maintaining up-to-date policies regarding fiscal integrity and ensuring the provision of cost-effective services to clients. It shall review;~~

~~(2) Reviewing committee reports; set;~~

~~(3) Setting the agenda for the regular Board of Trustees meetings;~~

~~(4) Monitoring the budget of the Corporation and have the expenditure of corporate funds. It shall receive, examine and approve for submission to the Board of Trustees all reports of expenditures made by the Corporation.~~

~~(5) Reviewing the Corporation's annual allocation and any subsequent amendments thereto presented by the Executive staff and presenting that annual allocation and any subsequent amendments thereto to the Board of Trustees for approval.~~

~~(6) Performing such other duties as the Board of Trustees may, from time to time, determine or delegate.~~

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(e) Reporting

All actions taken by the Executive/Finance Committee shall be reported at the next meeting of the Board of Trustees.

(f) Meetings

\_\_\_\_\_ Meetings of the Executive/Finance Committee shall be held at the call of the President or any two (2) members of said Committee. Except as provided in Section 3.~~H~~11, Subsection (d)(1) of these Bylaws, notice of the meeting shall be given to each member of the Executive/Finance Committee either orally or in writing, by means of telephone, telegraph, delivery in person ~~or~~ delivery through the mail, or delivery by electronic transmission if the Trustee provides the Corporation with the required written consent to utilize electronic communication. not less than seven days (7) before the time at which the meeting is scheduled to take place, ~~unless notice is waived by such member.~~ Except as provided in writing. WrittenSection 3.11, Subsection (d)(1) of these Bylaws, written notice shall be sent to anyone who requests notice of Executive/Finance Committee Meetings in writing pursuant to Section 3.11, Subsection (d). Before exercising the power of the Board of Trustees, the Executive/Finance Committee shall make a reasonable effort to contact all members of the Board of Trustees to inform them of the matter under consideration and of each meeting called to consider such matter. Members of the Board of Trustees are invited to express their opinions to the Executive/Finance Committee and to attend any meetings of the Executive/Finance Committee.

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**SECTION 6.3** \_\_\_\_\_ **Audit Committee**

(a) The Corporation shall have an Audit Committee. Each member of said committee shall be appointed by the President of the Board of Trustees ~~and no member of the Audit Committee shall be an officer of the Corporation. The Audit Committee shall review the skills and performance of the Corporation's independent auditing firm and shall recommend to the Board of Trustees the retention or termination of the independent auditing firm. The Audit Committee shall meet with the auditor to (1) satisfy the Board of Trustees that the financial affairs of the Corporation are in order, and (2) review and determine whether to accept the audit report and accompanying management letter, if any. The Audit Committee shall recommend the approval or modification of the audit report to the Board of Trustees. The Committee shall also review the annual IRS Form 990 prior to its being submitted.. The selection of Committee members will be tentative until approved by a majority of Trustees on the Board at the next regular Board meeting. Membership on the Committee shall be as follows:~~

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(1) At least two of the members of the Audit Committee shall be \_\_\_\_\_ Trustees, but no member of the Audit Committee shall be an officer of the \_\_\_\_\_ Corporation or a non-Trustee.

(2) No members of staff, including the Executive Director and CFO, may serve on the Audit Committee, but the Committee may be supported by the CFO.

(b) The Audit Committee shall be responsible for doing the following:

(1) Reviewing the skills and performance of the Corporation's independent auditing firm and recommending to the Board of Trustees the retention or termination of the independent auditing firm.

(2) Negotiating the independent auditor's compensation on the Board's behalf.

(3) Meeting with the auditor to (1) satisfy the Board of Trustees that the financial affairs of the Corporation are in order, and (2) review and determine whether to accept the audit report and accompanying management letter, if any, and recommend it to the full Board for approval or modification.

(4) Reviewing the annual IRS Form 990 prior to its being submitted.

(c) The Audit Committee may request that the Corporation hire the independent auditor to perform non-audit services for the Corporation; if the Audit Committee makes such a request, the Audit Committee shall then also be responsible for:

(1) Assuring that those services conform with standards for auditor independence in accordance with auditing standards generally accepted in the United States of America and the standards set forth in the Government Auditing Standards, issued by the Comptroller General of the United States; and

(2) Approving the performance by the independent auditor of the non-audit services.

(d) The Audit Committee may request that the Corporation hire outside expert consultants to assist the Audit Committee.

#### **SECTION 6.4 Client Services Committee**

The Corporation shall have a Client Services Committee. The membership of Client Services Committee shall be determined in accordance with Section 6.1, Subsection (a). Said Committee shall review matters related to client services and shall propose and periodically review policies related to the provision of services for clients and their families. The Client Services Committee may conduct trainings on policies related to the provision of services for clients.

#### **SECTION 6.5 Board Development Committee**

(a) The Corporation shall have a Board Development Committee—, consisting of between four (4) and seven (7) members. The President of the Board of Trustees shall appoint the chairperson of the Board Development Committee from among the Trustees.

which appointment shall require the approval of a majority of Trustees on the Board. The Committee chairperson shall select the other members of the Board Development Committee. The selection of Committee members will be tentative until approved by a majority of Trustees on the Board at the next regular Board meeting. The Board Development Committee shall consist exclusively of Trustees.

(b) The duties of the Committee shall be to collect, categorize, screen and recommend to the Board of Trustees, qualified candidates for election as Trustees and officers of the Corporation. The Committee shall nominate Trustees and officers in sufficient numbers to fill vacancies, both at ~~the~~ end of terms of office and caused by resignation, incapacity, death or removal. It shall be the responsibility of this Committee to ~~attempt~~strive to keep the Board membership at not less than thirteen (13) members who meet the criteria of Section 3.1, Subsection (b) of these Bylaws. The Board Development Committee's slate of candidates for election as Trustees ~~and for election as Officers at each annual meeting of the members of the Corporation~~ shall, for informational purposes, be presented at a regular meeting of the Board of ~~Directors~~Trustees before the date of ~~such~~each annual meeting of the Board of Trustees of the Corporation. The Board Development Committee's slate of candidates for election as Officers shall, for informational purposes, be presented a minimum of 30 days prior to the date of each annual meeting of the Board of ~~Directors~~Trustees of the Corporation.

(bc) This Committee shall also be responsible for the planning and implementation of orientation for new Board members and regular training programs for all Board members.

(ed) This Committee also has the responsibility to seek out and select qualified candidates for presentation and election, pursuant to Section 6.79 of these Bylaws, as members of the Service Provider Advisory Committee. The slate of candidates for membership on the Service Provider Advisory Committee (whether for initial membership or to fill vacancies on said Committee) shall be presented to the Board of Trustees at such time as the Board shall designate, and in the absence of such designation, shall be presented at a regular meeting of the Board of Trustees held before appointments to said Committee are to be made.

#### **SECTION 6.6 Board Planning Committee**

~~\_\_\_\_\_The Corporation shall have a Board Planning Committee.~~ (a) The Corporation shall have a Board Planning Committee. The President of the Board of Trustees shall appoint the chairperson of the Board Planning Committee from among the Trustees, which appointment shall require the approval of a majority of Trustees on the Board. The Committee chairperson shall select the other members of the Committee. The selection of Committee members will be tentative until approved by a majority of Trustees on the Board at the next regular Board meeting.

\_\_\_\_\_ (b) The Board Planning Committee shall develop a statement of the mission, vision, core values and key result areas for the Corporation for recommendation to the



Board of Trustees. This statement shall be periodically reviewed, and, if necessary, revised, and revised statements shall be recommended to the Board of Trustees. The Committee shall also be responsible for the development, implementation, and regular progress review of the Annual Performance Plan for the Corporation.

#### **SECTION 6.7 Community Relations Committee**

The Corporation shall have a Community Relations Committee. The membership of the Community Relations Committee shall be determined in accordance with Section 6.1, Subsection (a). The role of this Committee is to promote, develop and maintain relationships with clients, families, service providers and community organizations. The Committee shall inform and educate the communities served by the Corporation as to the purposes, policies and operational procedures of the organization, and shall promote outreach to individuals who may be eligible for services based on a condition of developmental disability or delay.

#### **Section 6.8 Retirement Committee**

The Corporation shall have a Retirement Committee to administer the employee retirement plan. This Committee shall be comprised of a chairperson appointed by the President from among the Trustees, one (1) additional Board ~~member, Trustee, who shall be selected in accordance with Section 6.1, Subsection (a), the Corporation's CFO, and~~ two (2) staff members of the Corporation, ~~and the Corporation's Chief Financial Officer ("CFO"), whose positions include responsibilities related to managing the retirement plan. The two (2) staff members of the Corporation shall also be selected in accordance with Section 6.1, Subsection (a).~~ The Corporation's CFO shall serve as the administrator of the retirement plan. The Retirement Committee shall have the authority to make such rules and regulations, and to take such actions, as may be necessary to carry out the provisions of the employee retirement plan, and will, subject to the provisions of the plan, decide any questions arising in the administration, interpretation, and application of the plan. Such decisions shall be ratified by the Executive Finance Committee.

#### **SECTION 6.9 Service Provider Advisory Committee**

(a) The Corporation shall have a Service Provider Advisory Committee. The Service Provider Advisory Committee shall provide advice, guidance, recommendations and technical assistance to the Board of Trustees in order to assist the Corporation in carrying out the Corporation's mandated functions. The Service Provider Advisory Committee shall be comprised of a total of not less than (5) nor more than ten (10) representatives of the various categories of providers from which the Regional Center purchases client services (hereinafter referred to as ~~"service providers"~~). The exact number of members of said Committee shall, from time to time, be fixed by the Board of Trustees within the foregoing limits.

(b) The members of the Service Provider Advisory Committee shall be elected as such by the Board of Trustees and shall each serve for a two-~~(2)~~-year term or until the termination of the term of office as otherwise provided in these Bylaws. Members of the

Service Provider Advisory Committee may serve additional two-year terms if re-elected by the Board. Vacancies on said Committee caused by death, resignation or removal shall be filled by the Board of Trustees for the balance of the term of the Committee member who died, resigned, or was removed. Each member of the Service Provider Advisory Committee shall be either an employee of, a member of the governing board of, a partner in, or a proprietor of, a service provider.

(c) The Service Provider Advisory Committee shall designate, from among its members, by majority vote, its own representative to sit on the Board of Trustees as described in Section 3.1, Subsection (c) hereof. The representative so designated as a Trustee shall also be the chairperson of the Service Provider Advisory Committee. Such representative shall serve as a Trustee and as chairperson of said Committee for a maximum of three (3) two (2) year terms or until the occurrence of one of the following events, whichever occurs first: (a) his or her successor is elected, (b) his or her resignation, (c) his or her removal at the pleasure of said Committee or the Board, (d) the expiration of his or her term as a member of said Committee, or (e) his or her service of seven (7) out of the previous eight (8) years on the Board of Trustees. A vacancy in the position of chairperson caused by death, resignation or removal shall be filled by said Committee for the balance of the unexpired term of the chairperson who died, resigned, or was removed.

(d) The Service Provider Advisory Committee shall meet quarterly or at such more frequent other intervals as may be designated by the Board or by said Committee.

#### **SECTION 6.10 Special Committees**

The President of the ~~Corporation~~Board shall appoint such special committees as are deemed necessary by the Board of Trustees to accomplish specific functions or tasks. Such committees shall be structured in such fashion as the Board of Trustees deems appropriate and shall remain established only so long as the project or task exists. Further, no Committee may be delegated authority which would otherwise be exercised by the Board of Trustees unless all of the members of the Committee are also members of the Board of Trustees or unless all of the actions proposed by such Committee are ratified by the Board of Trustees prior to their execution.

#### **SECTION 6.11 Limitation on Authority**

Except as expressly delegated to any particular ~~committee~~Committee by these Bylaws or by resolution of the Board of Trustees, no ~~committee~~Committee shall have any authority to take any action, make any expenditure or incur any liability in the name of or on behalf of the ~~Corporation~~Board of Trustees. Further, no Committee may be delegated authority which would otherwise be exercised by the Board of Trustees unless all of the members of the Committee are also members of the Board of Trustees or unless all of the actions proposed by such Committee are ratified by the Board of Trustees prior to their execution.

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**SECTION 6.12 Committee Meetings Held By Remote Electronic Communication.**

Committee meetings may be conducted, in whole or in part, by electronic video screen communication, including by Zoom, Skype, Webex, and other video communication options. Participation in a committee meeting through use of electronic video screen communication constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. Members participating by video screen communication must be given the opportunity to vote on committee matters, and if a member votes or takes other action at the meeting by means of electronic video screen communication, a record of that vote or action must be maintained by the Corporation.

**ARTICLE VII**

**MISCELLANEOUS PROVISIONS**

**SECTION 7.1 Fiscal Year**

The fiscal year of the Corporation shall commence on July 1 and end on the next succeeding June 30.

**SECTION 7.2 Execution of Checks, Drafts, Etc.**

All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness, (other than contracts), issued in the name of, or payable to, the Corporation, shall be signed or endorsed by such person or persons, and in such manner as shall be determined, from time to time, by resolution of the Board of Trustees.

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**SECTION 7.3 Execution of Contracts and Other Documents**

All contractual agreements which would bind ~~Harbor Regional Center~~the Corporation should reflect sound business practices, prudent fiduciary decision-making and attention to proper legal requirements.

~~Further, no Harbor Regional Center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless approved by As stated in Section 3.8, Subsection (h) above, the governing board of the regional center.~~

~~The President, Vice President, Treasurer, Secretary, Executive Director, and the Chief Financial Officer, and in the event of an emergency, as described in Section 3.11, Subsection (d)(1), the President and Vice President of the Board of Trustees, are empowered to execute, in the name of and on behalf of Harbor Regional Center~~the Corporation, such business contracts ~~and purchase orders~~ as are necessary to carry out the daily business matters and affairs of the ~~regional center~~Corporation; provided, however, that no single contract ~~or purchase order~~ may bind or obligate ~~Harbor Regional Center~~the Corporation for \$250,000.~~00~~ or more without prior authorization of the Board of

Trustees. In the event that a contract exceeding two hundred and fifty thousand dollars (\$250,000), requires immediate review and approval prior to the next regularly scheduled Board meeting, the contract will be valid if the Executive/Finance Committee votes to approve the contract and the Executive/Finance Committee's approval is expressly ratified by resolution by the Board of Trustees. For purposes of this section, contracts do not include (1) vendor approval letters issued by regional centers pursuant to Section 54322 of Title 17 of the California Code of Regulations, and (2) Purchase of Service authorizations for individuals served by the Corporation.

Further, only the Board President, after obtaining Board approval, may execute agreements with the Department of Development Services for funding of the Corporation.

#### **SECTION 7.4 Parliamentary Procedure**

The rules contained in Roberts Rules of Order (latest revision) shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with law or with the Articles of Incorporation, ~~Bylaws or special rules of order of the Corporation, or Bylaws.~~

#### **SECTION 7.5 Records**

The Corporation shall maintain adequate and correct accounts, books, and records of its business and properties. All such books, records and accounts shall be kept at its Principal Executive Office.

#### **SECTION 7.6 Inspection of Books and Records**

All books and records shall be open to inspection by any Trustee, from time to time, and in the manner provided by law.

#### **SECTION 7.7 Seal**

The Corporation shall have a seal consisting of a circle having on its circumference

"HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.,  
INCORPORATED MAY 3, 1977, CALIFORNIA." "

#### **SECTION 7.8 Service of Notice and Waiver of Notice**

Whenever any notice is required by these Bylaws to be given, personal service is not meant unless expressly so stated. Notice of meetings of the Board of Trustees or of any Committee of the Board of Trustees must be ~~received~~sent seven (7) days prior to such meeting ~~unless a written waiver of notice is registered in the minutes of the meeting for all persons entitled to such notice, who did not receive it.~~ Notice may be by email, facsimile transmission or any other method which provides such actual notice.

#### **SECTION 7.9 Gender and Number**

As used within these Bylaws, the masculine gender shall include the masculine, feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

**SECTION 7.10 Severability**

\_\_\_\_\_ If any provision of these Bylaws is determined by a court of competent jurisdiction or otherwise to be illegal or invalid, these Bylaws shall be interpreted as though such illegal or invalid provision was never made a part of these Bylaws.

**ARTICLE VIII**

**AMENDMENT OR REVISION OF BYLAWS**

These Bylaws, or any provision or provisions hereof, may be amended or repealed, or new Bylaws may be adopted, by the Board of Trustees provided that both of the following conditions have been met:

- (a) Notice of the proposed amendment or change, and the place, date and time of the meeting at which such change will be voted on, has been given to each of the Trustees at least ten (10) days before, and no more than ninety (90) days before, said meeting;
- (b) At least a majority of the Trustees then in office vote in favor of such change.

All such actions of the Board shall be subject to the limitations of the Corporations Code of the State of California.

**ARTICLE IX**

**ENFORCEMENT**

\_\_\_\_\_ All persons becoming Trustees of the Corporation agree to abide by the provisions set forth in these Bylaws, and the rules, regulations and other orders of the Board made pursuant thereto and in accordance with law.

**ARTICLE X**

**INDEMNIFICATION**

**SECTION 10.1 Right of Indemnity**

To the fullest extent permitted by law, this Corporation shall indemnify its Trustees, officers, employees, and other persons described in Section 5238, subdivision (a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the Corporation, by

reason of the fact that the person is or was a person described in that section.  
"Expenses" as used in this bylaw, shall have the same meaning as in section 5238, subdivision (a) of the California Corporations Code.

### **SECTION 10.2 Approval of Indemnity**

On written request to the Board of Trustees by any person seeking indemnification under Section 5238, subdivision (b) or Section 5238, subdivision (c) of the California Corporations Code, the Board shall promptly determine under Section 5238, subdivision (e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238, subdivision (b) or Section 5238, subdivision (c) has been met and, if so, the Board shall authorize indemnification.

### **SECTION 10.3 Advancement of Expenses**

To the fullest extent permitted by law and except as otherwise determined by the Board of Trustees in a specific instance, expenses incurred by a person seeking indemnification under Section 10.1 and 10.2 of these Bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

### **SECTION 10.4 Insurance**

The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Trustees, employees, and other agents, against any liability asserted against or incurred by any officer, Trustee, employee, or agent in such capacity or arising out of the officer's, Trustee's, employee's, or agent's status as such. Such coverage shall include, but not be limited to indemnity for fiduciaries of any Corporation employee benefit plan or plans. Purchase of such coverage shall be limited to that which is reasonably prudent in light of the Corporation's budget considerations, as reviewed from time to time.

## **ARTICLE XI**

### Purposes and Limitations

#### **Section 11.01 General Purposes**

The specific and primary ~~purpose~~purposes for which this Corporation is formed are to develop, obtain resources for and administer programs for persons with developmental disabilities and the families of such persons exclusively for charitable purposes, including but not limited to programs of prevention, developmental service, public information and education, research and manpower and resource development and evaluation.

#### **Section 11.02 Solicitation and Contribution**

The Corporation may, in accordance with applicable laws, solicit and receive contributions and donations from the general public for charitable purposes, expressly including, but not limited to, the specific and primary purpose for which this Corporation is formed as more specifically described in Section 11.01. Such solicitation shall be in accordance with the requirements of the Supervision of Trustees and Fundraisers for Charitable Purposes Act, also known as the California Nonprofit Integrity Act of 2004, set forth at California Government Code Section 12580 and following, to the extent it may be applicable to the Corporation, from time to time.

**Section 11.03      Limitations**

The general purposes for which this Corporation is formed are to operate exclusively for charitable purposes.

**Section 11.04      Dedication of Assets**

This Corporation's assets are irrevocably dedicated to public/charitable purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any ~~director~~ trustee or officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to a nonprofit fund, foundation, or Corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

**Section 11.05      Construction**

Unless the Lanterman Act or the context requires otherwise, the general provisions, rules of construction, and definitions of the California Nonprofit Corporation Law shall govern the construction of these Bylaws.

**CERTIFICATE OF SECRETARY**

\_\_\_\_\_ The undersigned, being the Secretary of the Corporation, hereby certifies:

1. That I am the duly elected and acting Secretary of the HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, ~~INC.~~, a California non-profit public benefit corporation; and

2. That the attached ~~Sixth~~<sup>Seventh</sup> Restatement of said Corporation's Bylaws, consisting of ~~twenty eight (28)~~<sup>thirty-four (34)</sup> pages, was duly adopted by the Board of Trustees of said Corporation on ~~January 19, 2016~~ \_\_\_\_\_ and is now in full force and effect.

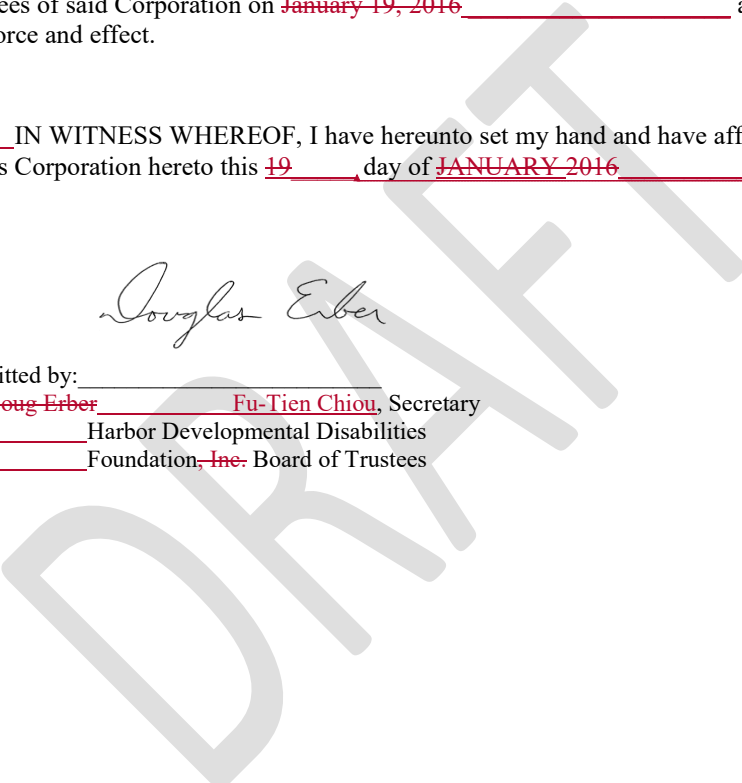
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\_\_\_\_\_ IN WITNESS WHEREOF, I have hereunto set my hand and have affixed the seal of this Corporation hereto this ~~19~~ \_\_\_\_\_ day of ~~JANUARY 2016~~ \_\_\_\_\_, 2021.

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*Douglas Erber*

Submitted by: \_\_\_\_\_  
~~Mr. Doug Erber~~ Fu-Tien Chiou, Secretary  
\_\_\_\_\_ Harbor Developmental Disabilities  
\_\_\_\_\_ Foundation, ~~Inc.~~ Board of Trustees







# TRANSITION TO ADULTHOOD



These videos appear on our HRC website in the Preparing for Adulthood section and the Information Para Padres section.

## Preparing for Adulthood

<http://www.harborrc.org/post/preparing-adulthood>

## Preparandose Para La Edad Adulta

<http://www.harborrc.org/post/preparandose-para-la-edad-adulta>



# **SELF-DETERMINATION PROGRAM**





# The Self-determination Program at HRC

THEN AND NOW- Antoinette Perez

# THE SOFT ROLL OUT

- July 2018-June 2021
- 99 participants initially selected in October 2018
- HRC started offering orientations in May 2019
- DDS 2<sup>nd</sup> draw- November 2019- 32 more participants
- Maintaining an average of 95 participants
- Ongoing Information Nights (last one is May 19<sup>th</sup> 2021)



# PREPARING FOR THE GRAND OPENING

## BEHIND THE SCENES

- ▶ Training of all staff -October 2020- February 2021- building into our case management series
- ▶ Provider trainings- Feb 23<sup>rd</sup> and 24<sup>th</sup> 2021
- ▶ Monthly DDS reporting
- ▶ Participation in Statewide Task Force and DDS workgroup
- ▶ Building resources – PCP, IF's, FMS
- ▶ Implementation Funds- FY 19/20 (\$59, 107)- Coaching with Skills4Care and FY 20/21 (\$80, 784)- TBD



# Grand opening continued...

## IN THE COMMUNITY

- ▶ Phone contacts for those on DDS waitlist
- ▶ Mass mailing to all HRC clients
- ▶ Short Videos
- ▶ Updated SDP Fact Sheet
- ▶ Monthly Orientations- May 13<sup>th</sup> (Eng) and May 15<sup>th</sup> (Sp)

## Self Determination



The Self-Determination Program (SDP) is a voluntary program which will help people with developmental disabilities and their families have more control over the services and supports that they need to achieve their goals. It will provide them with an individual budget with which to purchase the services and supports they need to implement their individual person-centered plans.

### WHO IS ELIGIBLE

Participants in the SDP must be a client of a regional center, must live at home or in the community but not in a long term care facility, participate in an approved orientation, and be willing to follow certain rules of the program.

### PRINCIPLES OF SELF-DETERMINATION

- Freedom to exercise the same rights as all citizens; to establish, with freely chosen supports, family and friends, where they want to live, with whom they want to live, how their time will be occupied, and who supports them;
- Authority to control a budget in order to purchase services and supports of their choosing;
- Support, including the ability to arrange resources and personnel, which will allow flexibility to live in the community of their choice;
- Responsibility, which includes the opportunity to take responsibility for making decisions in their own lives and accept a valued role in their community, and
- Confirmation, in making decisions in their own lives by designing and operating the service that they rely on.

### HOW TO GET STARTED

#### When will it become available:

- Regional Centers across California are completing the phase-in period of the program.
- During the phase-in period, DDS selected 2500 individuals to participate.
- Effective June 7, 2021, the Self-determination Program is available to everyone.

#### Where can you obtain the latest information:

- Contact your service coordinator to schedule an orientation. Translations services are available.
- HRC hosts orientations monthly and limited space is available.
- Sign up for email updates and newsletters from DDS by sending an email to [sdp@dds.ca.gov](mailto:sdp@dds.ca.gov) and ask to be included on the update notification list
- Submit your questions to HRC by emailing [selfdetermination@harborcc.org](mailto:selfdetermination@harborcc.org)
- Sign up to receive the HRC E-newsletter by sending an email to [enetworksubscriber@harborcc.org](mailto:enetworksubscriber@harborcc.org) and include your name, client's name if different, email address, and note that you wish to be added to the Self-Determination Program information list
- HRC will continue to provide updates on our Self-Determination Program information page at <https://www.harborcc.org/self-determination>
- Attend an HRC local Self-determination Advisory Committee meeting. The group meets on the 1st Wednesday of each month, from 6-8 pm, via ZOOM. Meeting link and information can be found at <https://www.harborcc.org/sdp-advisory-committee-0>

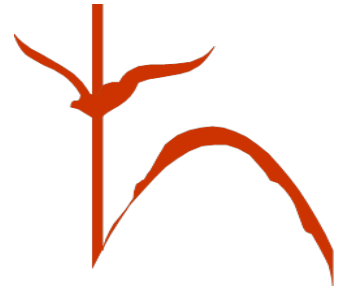
HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.  
21231 Hawthorne Boulevard, Torrance, California 90503  
[www.harborcc.org](http://www.harborcc.org)





# FOR MORE INFORMATION

- ▶ DDS Website- [Self-Determination Program - CA Department of Developmental Services](#)
- ▶ HRC- [Self-Determination - Harbor Regional Center \(harborrc.org\)](#)
- ▶ HRC SDAC- [SDP Advisory Committee - Harbor Regional Center \(harborrc.org\)](#)
- ▶ Questions and/or comments?



## COMMITTEE REPORTS

- |                              |                  |
|------------------------------|------------------|
| • ARCA                       | Joe Czarske      |
| • Audit Committee            | LaVelle Gates    |
| • Board Development*         | Ron Bergmann     |
| • Board Planning             | No Report        |
| • Client Advisory            | No Report        |
| • Community Relations        | No Report        |
| • Self-Determination         | Antoinette Perez |
| • Service Provider Relations | Paul Quiroz      |
| • Retirement                 | Fu-Tien Chiou    |

\*Indicates action required



**Harbor Regional Center**  
**Board Development Committee Meeting**

April 14, 2021

**Meeting Minutes**

In attendance: Ron Bergmann (Chair), Joe Czarske, Chris Patay, Paul Quiroz, Ann Lee, LaVelle Gates,  
Patrick Ruppe (Executive Director), and Jesus Jimenez (Executive Office Team Assistant)

**Minutes:**

The Board Development Committee held a meeting on April 14, 2021 at 10:00 am via Zoom.

The Board Development Committee met and interviewed two candidates for board recruitment and developed the slate of officers' ballot for the annual May meeting (attached below).

**Next Meeting:** Scheduled for May 12, 2021

**HARBOR REGIONAL CENTER  
BOARD DEVELOPMENT COMMITTEE  
APRIL 14, 2021**

At the Annual Meeting of the Board in May we will elect two new members to the HDDF Board of Trustees. We will also have an election of officers for next fiscal year.

Very often the Board Development Committee will also make recommendations for new Board members to fill the vacancies of those whose terms will expire but who are not eligible for re-election. This year we will have 2 vacancies on the board. The Board Development Committee appreciates the service of all Board members and is recommending that each member eligible for re-election be re-elected at the annual meeting.

**The following Board members' terms will expire on June 30, 2021 and all are not eligible for re-election as they have served the maximum term of 7 consecutive years:**

Bobbie Rendon                      **Hispanic parent** of a client with **cerebral palsy** – has served 7 consecutive years and is not eligible for re-election.

Monico Sifuentes                      **Hispanic**; community pediatrician – has served 7 consecutive years and is not eligible for re-election.

**The following individuals are submitted for the Board Development Committee's consideration to fill the two vacancies created by the departure of Ms. Sifuentes and Ms. Rendon. Each candidate will be eligible for a two year term:**

Jacqueline Solorio                      **Hispanic, parent** of a client with **Autism Spectrum Disorder**. Background in Special Education, customer service, business management, and financial analysis. Mrs. Solorio resides in the city of Torrance.

Dr. Marco Garcia                      **Hispanic, sibling** of a HRC client with **intellectual disability**. Dr. Garcia is board certified in family practice, and works at the Wilmington Community Clinic. Dr. Garcia also has board experience participating on Community Clinic's Board committees.

**The Board Development Committee would also like to provide the Board with some preliminary information and notice that nominations for Board officers can be made from the floor at any time prior to the election of Officers in May. The official nominations from the Board Development Committee will be made at least one month prior to the election of officers as required by the By-Laws.**



**OFFICIAL ELECTION BALLOT**

**May 18, 2021  
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, 2021 to June 30, 2023

<b>NAME</b>	<b>YES</b>	<b>NO</b>
Jackie Solorio		
Dr. Marco Garcia		



**OFFICIAL BALLOT**

**MAY 18, 2021 - ANNUAL MEETING OF THE BOARD OF TRUSTEES**

**ELECTION OF OFFICERS**  
**FOR**  
**FISCAL YEAR 2021-22**

**INSTRUCTIONS:** Please cast your vote for (1) one candidate in each of the following categories or, in accordance with bylaws article 4.2 (a) wherein it also states that nominations may be made from the floor please write in your choice in the space provided. The following candidates have been recommended to the Board by the Board Development Committee:

<b><u>FOR THE OFFICE OF:</u></b>		<b>YES</b>	<b>NO</b>
<b>PRESIDENT</b>	<b>CHRIS PATAY</b>	_____	_____
<b>VICE-PRESIDENT</b>	<b>ANN LEE</b>	_____	_____
<b>TREASURER</b>	<b>FU-TIEN CHIOU</b>	_____	_____
<b>SECRETARY</b>	<b>RON BERGMANN</b>	_____	_____

**FLOOR NOMINEES (IF ANY):**

<b>PRESIDENT</b>	_____	_____	_____
<b>VICE-PRESIDENT</b>	_____	_____	_____
<b>TREASURER</b>	_____	_____	_____
<b>SECRETARY</b>	_____	_____	_____

## **CLIENT SERVICES COMMITTEE**

Virtually via Zoom – Tuesday March 23, 2021 6-8PM

**Attendees:** Kim Vuong, Guadalupe Nolasco, Patricia Jordan, Deaka McClain, April Rehrig, Mia Lomedico, David Gauthier, Denise Godfrey-Pinn, LaVelle Gates, Elena Lopez (LRA – translator), Griselda Torres, and LaWanna Blair

Welcome and introductions were made. Dr. Denise Godfrey-Pinn HRC consulting psychologist led the group in a discussion about client sensitivity. Many committee members shared their concerns and experiences related to how people with disabilities are viewed by the community.

The discussion was around the following areas:

- Those with a disability wanting to be seen as a person first rather than someone with a disability
- Inability to recognized when someone may have a disability when it's not obvious, giving appropriate consideration as necessary
- Allowing the person with the disability to say what they want rather than having everyone else speak for them

Committee members expressed their concerns for wanting to protect their children and wanting to raise community awareness around this topic. Not enough is done to educate others on how to treat individuals with disabilities. Committee members also shared that it would be helpful if there were support groups for teenagers that shows them how to advocate for themselves. There was a suggestion to create a buddy system to help individuals transitioning out of the school system into adulthood. The committee was advised that HRC is working on enhancing staff trainings and will look into how these suggestions could be a part of the program.

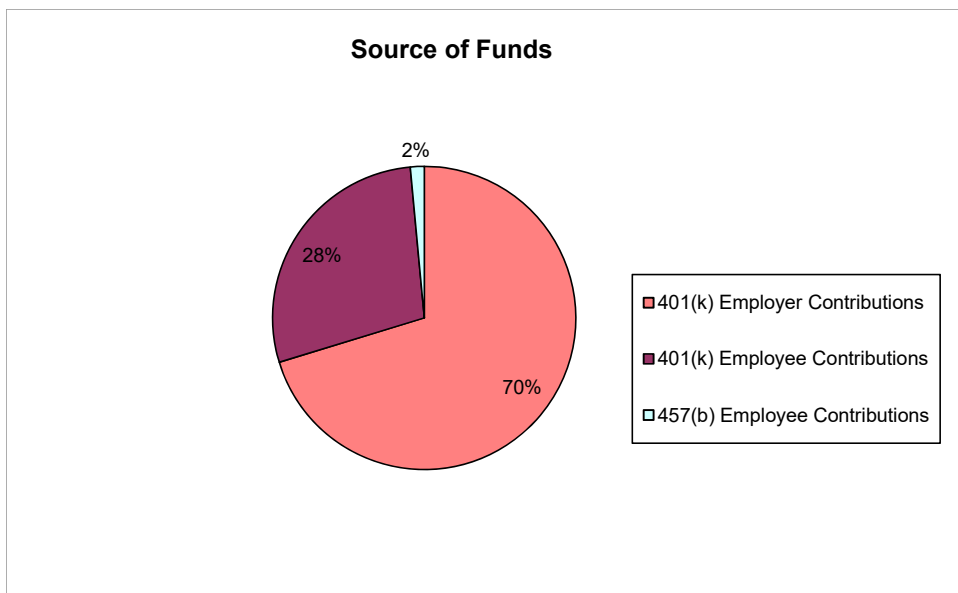
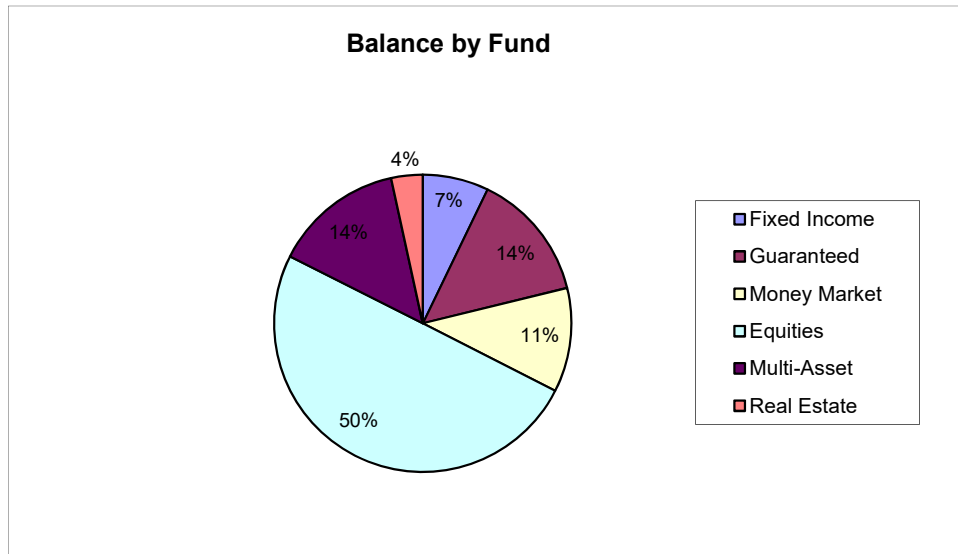
The next meeting is on **Tuesday May 25, 2021** from 6-8pm via zoom.

**Harbor Regional Center  
Retirement Plan Balances as of 3-31-2021**

	<b>401(k) Employer Contributions</b>	<b>401(k) Employee Contributions</b>	<b>457(b) Employee Contributions</b>	<b>Total Balance</b>
Fixed Income	\$3,031,477	\$1,154,146	\$21,410	\$4,207,033
Guaranteed	\$4,690,229	\$2,845,728	\$658,005	\$8,193,963
Money Market	\$5,142,986	\$1,492,961	\$13,090	\$6,649,038
Equities	\$20,798,588	\$8,395,767	\$46,497	\$29,240,852
Multi-Asset	\$6,205,203	\$1,969,856	\$108,546	\$8,283,604
Real Estate	<u>\$1,302,734</u>	<u>\$705,279</u>	<u>\$5,791</u>	<u>\$2,013,805</u>
<b>Total</b>	<b>\$41,171,217</b>	<b>\$16,563,737</b>	<b>\$853,340</b>	<b>\$58,588,294</b>

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

\*\* Employee Contributions include **\$1,319,985** in Rollover funds.



**Harbor Regional Center  
Retirement Plan Balances as of 3-31-2021**

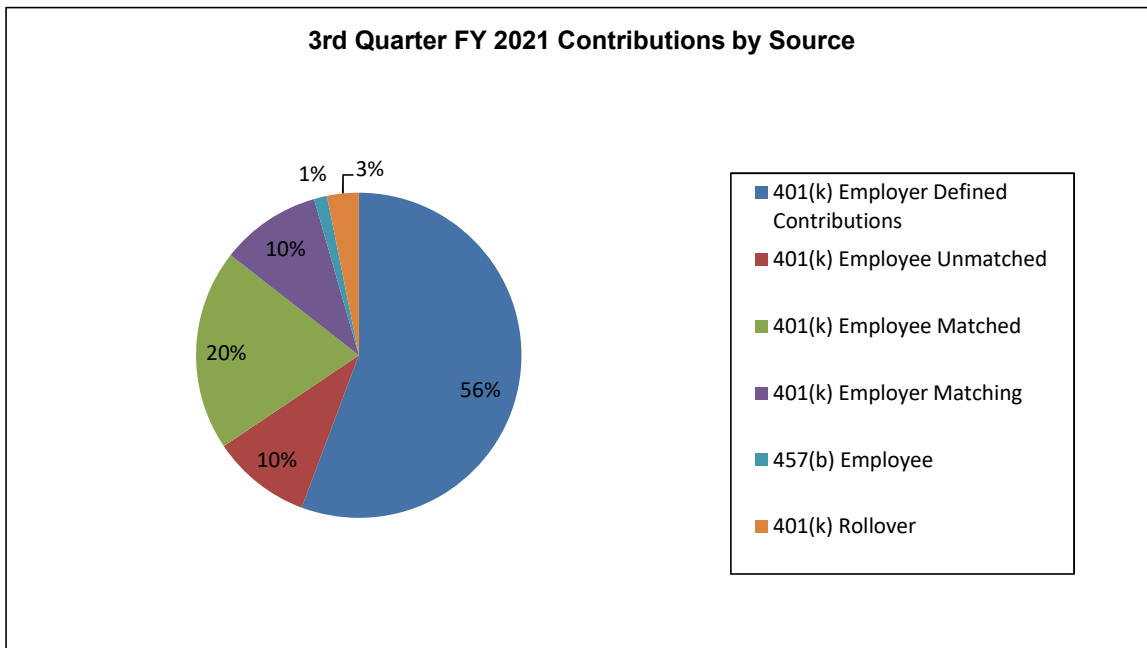
	<u>401(k)</u>	<u>457(b)</u>
<b>Fund Balance 12/31/20</b>	<b>\$55,657,232</b>	<b>\$829,486</b>
Activity 1/1/21 - 3/31/21		
Distributions	(\$912,235)	\$0
Contributions	\$870,124	\$11,625
Net	\$55,615,120	\$841,111
<b>Fund Balance 3/31/21</b>	<b>\$57,734,954</b>	<b>\$853,340</b>
Gain/(Loss)	\$2,119,834	\$12,230
% Gain/(Loss) for the Period	3.81%	1.47%

**Participants**

Active Employees in Retirement Plan	335	4	61%
Terminated Employees in Retirement Plan	209	5	39%
Active Employees Total Balance	\$37,713,792	\$213,184	65%
Terminated Employees Total Balance	\$20,021,162	\$640,156	35%

**Contributions**

Employer		
Defined (10%)	\$491,251	\$0
Matching (50% of Employee Matched)	\$88,196	\$0
Employee		
Matched (up to 6%)	\$176,391	\$0
Rollover	\$27,558	\$0
Unmatched	\$86,728	\$11,625
Total	\$870,124	\$11,625



**Harbor Regional Center  
Retirement Plan Balances as of 3-31-2021**

<u>Loan Information</u>	<u>as of 12/31/2020</u>	<u>as of 3/31/2021</u>	<u>Increase/ (Decrease)</u>
Employees with Loans			
Active Employees with Loans	29	29	0
Terminated Employees with Loans	<u>4</u>	<u>3</u>	<u>(1)</u>
Total	33	32	(1)
 Average Balance Amount	 \$8,800	 \$8,192	 (\$608)
 Loan Value Total	 \$290,385	 \$262,128	 (\$28,257)



**HARBOR REGIONAL CENTER  
BOARD OF TRUSTEES  
RESOLUTION  
May 18, 2021**

RESOLVED that Harbor Regional Center make a supplemental contribution to the Harbor Regional Center Prototype Profit Sharing Plan with a 401(k) Feature (“the Retirement Plan”) utilizing operations funds in the Fiscal Year 2020-21. The supplemental contribution to the Retirement Plan will be paid to each active employee as of May 14, 2021 in the amount of 1.00% of the regular salary paid during the one year prior to and including that date (twenty-six [26] payperiods).

**CERTIFICATION**

I, the undersigned, \_\_\_\_\_ of Harbor Regional Center do certify that the foregoing is a true, exact, and correct copy of a resolution adopted at the lawfully held meeting of the Board of Trustees on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
March 3, 2021

**Opening:**

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:07 PM on Wednesday March 3, 2021 via Zoom. Quorum was established.

**Committee Member Present**

---

Linda Chan-Rapp, Parent

Deaka McClain, Client

David Oster, Client

Patricia Jordan, Client

Johnanthony Alaimo, Office of Clients Rights Advocacy representative

**Committee Member Absent**

Julianna Martinez, Parent

Rosalinda Garcia, Parent

Sunghee Park, Parent

Miriam Kang, Parent

**HRC Staff Present**

Antoinette Perez - Director of Children's Services

Judy Samana Taimi - Client Services Manager

Katy Granados - Client Services Manager

Donna Magana- Client Services Manager

Ashley Brown- Intake Manager

Jessica Guzman- Client Services Manager

Bjoern Petersen- Client Services Manager

**SCDD Staff**

Brianna Reynoso, Present

**Visitors**

Paul Quiroz

Lucy Paz (Interpreter)

Clifford Rapp

Ronda Kopito

Ramona Prince

Vianey Gomes

Taleen Khatchadourian

Hema G

Yvette Torres

Hilda Jimenez

Kyungshil Choi

Damaris Ruiz

Jordan Feinstock

Sheila Jordan Jones

Jeanne Wu

**Welcome:** Introductions of committee members and guests - Via Chat on Zoom

**HARBOR REGIONAL CENTER**  
**Self Determination Advisory Committee**  
**Meeting Minutes**  
March 3, 2021

**Approval of Minutes**

Quorum was established; 5 committee members present during the zoom meeting. Deaka McClain motioned for approval of minutes. Minutes from February 3, 2021 meeting were approved. Date correction to the last meeting notes was approved.

**Harbor Regional Center Monthly Update - Antoinette Perez, Director Children's Services,**

- There are 95 individuals who are part of the SD Program
  - Of the 95: 19 participants are live as of February 1, 2021
  - 29 approved budgets
  - 21 spending plans completed
  - 26 completed PCP plans
  - 2 participants missing SDP orientation
- Spanish Informational Meeting will be held on March 17 at 6pm via Zoom, Link is available on the HRC website.
- HRC Service Coordinators training has been completed as of February 2021 and make up sessions will be completed moving forward and will be embedded throughout their training.
- HRC Service Providers have been trained on SDP in February
- Fair Hearings and Outcomes: No fair hearings or decision letters issued for SDP in the last month.
- HRC Resource Development
  - No new providers have come on board in respect to FMS
- HRC Roll out for 2021 opening:
  - Training of our in house staff and HRC providers
  - February- all training to staff and service providers have been completed however trainings will continue as needed.
  - March- advertisement will be provided to all families through all platforms and special contacts will be made to individuals who have expressed interest with DDS
  - April- Orientations will beginning (1 English and 1 Spanish) more participants through Zoom platform
    - Orientations will be provided through HRC
  - Ongoing- HRC is working towards launching materials in the Learning Management System (LMS) system to allow for participants to access training materials.
    - Refresher training and materials for SDP however initial orientation should still be completed "in-house"

**HARBOR REGIONAL CENTER**  
**Self Determination Advisory Committee**  
**Meeting Minutes**  
March 3, 2021

- HRC is currently collaborating with Integrative Community Collaborative (ICC- parent group) to decrease disparity amongst Hispanic community and they collaborate on materials related to SDP.
- Transition funds- These funds were allotted by DDS for SDP implementation. HRC and SDAC has agreed to utilize these funds for the purpose of the Mentor program. They will assist individuals who are having a difficult time transitioning into SDP and/or require additional support.
  - Skills 4 Care: Paul Quiroz, (Volunteer) gave update on the program
    - Currently in the process of hiring and interviewing mentors
      - Once identified and trained they will inquire from HRC about potential referrals
    - Skills 4 Care will not be responsible for contacting families who are interested as all referrals will come through HRC
  - DDS has extended the FMS directive for March 2021

**Statewide Updates:**

- Statewide Committee- Linda Chan Rapp
  - Gathered information regarding on how to support RC's to increase numbers- 15 recommendations- currently in draft
    - Local SDAC to reach out to interested participants to see where they are at in the process and assist in moving them along in SDP
    - RCs to complete orientations who remain in the SDP
    - Public and RC develop timelines for clients who
    - Security issues by "Zoom bombers" - HRC has registration to prevent this
    - SDAC monitor if there are comments regarding about FMS issues that payments are delayed
    - SDAC meet with Executive Director
    - This will be shared once completed for review

**Office Clients and Rights Advocacy**

- Johnanthony Alaimo- OCRA remains open.
  - 562-623-9911

**State Council Update:**

- Briana Reynoso-
  - If you are an IF and are interested to be added to the SCDD IF list, you can e-mail [Brianna.reynoso@scdd.ca.gov](mailto:Brianna.reynoso@scdd.ca.gov)

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
March 3, 2021

- This list is not vetted and family takes full responsibility in contacting
- CSULA has become a large vaccination site and will be paired with mobile units that are more than 15 miles away from the CSULA site
  - As of March 15, vaccination will be available to all who have a disability
  - If you would like to recommend or volunteer a space you can contact Brianna (e-mail above)
- Self determination advocates meetings- March 8
  - Geared for those who are interested in SDP or moving forward with SDP
  - Training will focus on "Working with Facilitators and Advocacy"

**Other SDP items**

- Concerns raised regarding conflict of interest of Skills 4 Care since parent company (Cambrian) is an FMS provider
  - RFP was not completed because it was not required
  - After speaking with DDS contacts and others, the collaboration between Skills 4 Care and HRC is appropriate
  - Skills 4 Care has not received monies at this time in their initial efforts
  - Response to conflict letter will be provided once legal counsel is sought
  - Contract will be revised to address any potential for conflict
  - Further concerns regarding any topic should reach out to the presenters and/or HRC for clarification
    - Committee can make a recommendation on the above
- Motion was made to confirm recommendation as a committee by David Oster
  - David - yes
  - Deaka- yes
  - Johnanthony- yes
  - Patricia- yes
  - Linda- yes
  - To affirm the recommendation that Antoinette has already made that Skill 4 Care will not enroll participants in the Cambrian FMS through its coaching program for SDP

**Public Comments:**

- Jordan recommends that all individuals hire an IF so that they can help them become live in SDP

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
March 3, 2021

- Jordan shared a list that is available through SCDD and is updated frequently
- Ramona commented in the chat- recommending to have a visual of the steps of SDP
  - Question- if the client is interested in SDP do they need an IF prior to June
    - IF is optional and therefore the participant does not need to have an IF prior to June 2021 roll out
- DVU-ALL IN conference next month

**Next meeting:** April 7, 2021 via Zoom 6PM-8PM

**Adjournment, Conclusion**

Meeting was adjourned at 8:14 PM.

Minutes submitted by Katy Granados.

Abbreviations

HRC Harbor Regional Center

PCP Person-centered plan

SCDD State Council on Developmental Disabilities

SDP Self-Determination Program

IF Independent Facilitator

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
April 7, 2021

**Opening:**

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:04 PM on Wednesday April 7, 2021 via Zoom. Quorum was established.

**Committee Member Present**

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Linda Chan-Rapp, Parent

Deaka McClain, Client

David Oster, Client

Johnanthony Alaimo, Office of Clients Rights Advocacy representative

Rosalinda Garcia, Parent

Sunghee Park, Parent

Miriam Kang, Parent

**Committee Member Absent**

Julianna Martinez, Parent

Patricia Jordan, Client

**HRC Staff Present**

Patrick Ruppe - HRC Executive Director

LaWanna Blair - Director of Early Childhood Services

Antoinette Perez - Director of Children's Services

Judy Samana Taimi - Director of Adult Services

Katy Granados - Client Services Manager

Donna Magana- Client Services Manager

Ashley Brown- Intake Manager

Jessica Guzman- Client Services Manager

Bjoern Petersen- Client Services Manager

Liz Cohen-Zeboulon - Client Services Manager

Josephina Cunningham - Client Services Manager

Angela Woods - Community Services

**SCDD Staff**

Brianna Reynoso, Present

**Abbreviation**

HRC Harbor Regional Center

PCP Person-Centered Plan

SCDD State Council on Developmental Disabilities

SDP Self-Determination Program

IF Independent Facilitator

ICC Integrative Community  
Collaborative

LMS Learning Management System

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
April 7, 2021

**Visitors**

Paul Quiroz	Lucy Paz (Interpreter)	Clifford Rapp
Hilda Jimenez	Damaris Ruiz	Mery Munoz
Claudia Wenger	Syma Dar	Sheila Jordan Jones
Kyungshil Choi	Susan Hadeishi	Patricia Rodriguez
Alama Morales	Brittany Robinson	
Jeanne We	Olivia Gomez	
Vianey Gomez	Jinsook Baek	

**Welcome:** Introductions of committee members and guests - Via Chat on Zoom  
Committee requested that HRC Executive Director, Patrick Ruppe introduce himself and give a brief overview of his career. Patrick has been with HRC since November 2019 he joined HRC as Director of Adult Services, moved into the Executive Director position as of October 2020. Patrick has over 20 years of experience in the social service field. 20 years with Orange County Regional Center, started as a Service Coordinator and while at OCRC moved up from SC to management, and eventually into the Associate Executive Director position. Prior to being with the Regional Center system, Patrick started his career with the School District and one of California's largest providers.

**Approval of Minutes**

Quorum was established; 7 committee members present during the zoom meeting. Minutes posted and available for viewing on HRC website. David Oster made the first motion for approval of minutes, second motion was given by Deaka McClain. Minutes were approved. Linda Chan-Rapp had a couple of comments; requested that full name be put in minutes for ICC - Integrative Community Collaborative. Same request for LMS - Learning Management System. All Abbreviations are listed under the abbreviation list on the last page. Deaka McClain requested that abbreviation list be placed on first page of minutes. Under Statewide Updates; add that there is a recommendation that SDAC meet with Executive Director. On page 4 clarification about motion that was made by the committee, the following was added to the March 3<sup>rd</sup> minutes; Skill 4 Care will not enroll participants in the Cambrian FMS through its coaching program for SDP. Minutes approved as amended, Deaka made the first motion, second motion David. Minutes approved.



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**Harbor Regional Center Monthly Update - Antoinette Perez, Director Children's Services.**

- There are 95 individuals who are part of the SD Program
  - Of the 95: 20 participants are live as of February 1, 2021
  - 29 approved budgets
  - 22 spending plans completed
  - 26 completed PCP plans
  - 2 participants missing SDP orientation
- Last Spanish Informational Meeting was held on March 17th at 6pm via Zoom, HRC was available for training, no attendees.
- HRC will present our last informational meeting on April 21<sup>st</sup>, HRC is moving away from informational meetings since SC will provide the information and if interested client/family will be registered for an orientation.
- Orientation dates will start in May. 1<sup>st</sup> Orientation is set for May 13<sup>th</sup> in English 47 have registered. May 15<sup>th</sup> in Spanish and 4 have registered. Two additional trainings in May. Starting in June, HRC will be providing monthly meeting in both English and Spanish, interpretation services will be offered in other languages upon request. Dates of Orientation are posted on HRC Website.
- HRC Roll out for 2021 opening:
  - Training of our in house staff and HRC providers has been completed.
  - SDP training is being provided for new staff on April 27<sup>th</sup>, any staff that wish to attend training as a fresher, can. SD training will be offered as part of ongoing training for all HRC employees.
  - All training for service providers have been completed however trainings will continue as needed.
- Fair Hearings and Outcomes: No new fair hearing however HRC did prevail on one fair hearing, the judge decided in HRC favor. Fair Hearing was about unmet needs.
- How are COVID supports being put in the budget? Initially the supports were not being put in budget and were handled outside of the SDP budget. However we are now including the supports in the SDP budget and reassessing every couple of months.
- Resource Development: We are building up resource and carefully review all new resource and sharing with SDP families.
  
- HRC Roll out of SDP: Mass mailing was sent out to all status two clients on Monday, April 5, 2021. SDP will be open to everyone as of June'21, clients/families

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to contact SC if they wish to register for the orientation. Letter was not sent out to clients that are currently enrolled in SDP. Priority registration was given to clients that were on the DDS waitlist. Factsheet was updated in English and Spanish, other languages are also available on HRC's website.

- DDS link on directive and extensions has been posted.
- Is the 2,500.00 being continued for new participants of the SDP - Regional Centers have not been given directive, it has not been decided. Directive will have to come from DDS.
- SDP orientation with another Regional Center will be honored by HRC, however the process may look different.
  
- Transition funds- These funds were allotted by DDS for SDP implementation. HRC and SDAC has agreed to utilize these funds for the purpose of the Mentor program. They will assist individuals who are having a difficult time transitioning into SDP and/or require additional support.
- Skills 4 Care: Paul Quiroz, (Volunteer) gave update on the program:
- Currently in the process of hiring and interviewing mentors - have identified a couple of candidates that should come on next week. Should have names by next meeting.
- Skills 4 Care will not be responsible for contacting families who are interested as all referrals will come through HRC.
- No expenditure of funds from the Skills 4 Care as of this meeting.
- Antoinette is finalizing the referral process for the Skills 4 Care mentor program, the process will also be shared with the SD Advisory Committee.
  
- DDS has extended the FMS directive for April 2021
- During May meeting Committee will have a meet and greet of Independent Facilitators.

**Statewide Updates:**

- Statewide Committee- Linda Chan Rapp
  - Statewide Committee will be meeting with DDS next week, the focus will be on helping facilitate the SDP roll out.

**Office Clients and Rights Advocacy**

- Johnanthony Alaimo- OCRA remains open.

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- 562-623-9911
- If have questions about school services and IHSS due to COVID, please give the office a call. Can also call if have any questions about the Regional Center services.

**State Council Update:**

- Briana Reynoso-
  - DVU - Disability Voices United and State Council have created a Vaccination Date tip sheet. This is a great tip sheet to hand out to care providers, nurses working at the HRC vaccination clinics and transportation providers. The tip sheet is posted on the State Council website. Also Briana shared the tip sheet with HRC Community Services and with Elizabeth Garcia Moya who oversee transportation.

**Presentation - Claudia Wenger of Claudia Cares Consulting:**

Claudia Wenger will be presenting: Working with Employees - Self Determination Tips

- Objective of presentation: FMS role in hiring employees, finding staff, interview process, hire process and managing employees.
- FMS - three different options: Bill Payer, Sole Employer and Co-Employer
- Questions for FMS - roll they will play in hiring, how long does it take to process new hires, terminate my employee, what is the process, how often will you pay employees, timesheets and how are timesheets submitted.
- FMS role in Hiring: make sure that they are qualified to deliver services, criminal background check and assist with hiring process.
- FMS collect and process timesheets. Process payroll withholdings - state and federal taxes
- Co-Employer model FMS is primary employer, they maintain the insurance and liability
- Sole - Employer: the SD participant is the direct employer, purchase insurance and liability, abide to all applicable employment laws.
- How to find staff - Indeed, Zip Recruiter, Care.com, Local community colleges, friends,
- How do I write the ad? Include: job title, job description, job requirements and responsibility, hours, pay, benefits also needed credentials
- How much to pay? Check going rate in your area, also in accordance with the spending plan

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- Effective Interviewing: ask questions, briefly describe the job, specific job expectations, be prepared, and avoid talking too much.
- Ask good follow up questions, get to know this person.
- Do's: Be clear on job responsibilities, hours, pay, flexibility, do they have questions
- Request references, background check, paperwork with FMS
- Communicate with new employees: clear hours of work, expectations, and calling out sick, request for vacation, late, and social media.
- Who do they report to?
- How do you deal with problems: speak with FMS, speak with IF, communicate issue and document
- Termination: Speak with FMS, create a plan of action

**Public Comments:**

- Does anyone know about the Self Determination Program not moving forward? Antoinette is not aware of this. On the contrary, most regional centers are moving forward with SDP.
- Monthly meetings, SD network - it's a group of advocates that get together monthly and speak about SD services also SD network. Both are great meetings.
- **Next meeting:** May 5, 2021 via Zoom 6PM-8PM

**Adjournment, Conclusion**

Meeting was adjourned at 8:06 PM.

Minutes submitted by Liz Cohen-Zeboulon.

**Harbor Regional Center  
 Service Provider Advisory Committee  
 April 6, 2021 10:00 am  
 Virtual via Zoom Meeting**

**Committee Participants**

<b>Member Name</b>	<b>Organization</b>
Paul Quiroz, Chairperson	Cambrian Homecare
Amy Miller	InJOY Life Resources
Catherine Bennage	Integrated Life
Angie Rodriguez	Social Vocational Services
Patricia Flores	Life Steps Foundation
Terri Nishimura	Pediatric Therapy Network
Alex Saldana	Oxford Healthcare
Christine Grant & Anthony MacConnell	Dungarvin CA.
Jeri Miles	Mentor Network
Leticia Woods	Ambitions CA
Donna Gimm	Mentor Network
Scott Elliott & Lindsey Stone	ICAN California
Jordan Quenun	Ability First
Ben Espitia	Goodwill Industries
Nancy Langdon	Canyon Verde
Harry Van Loon	ARC Long Beach
Brian Lockhart	Aacres CA LLC

**HRC Staff Participating**

<b>Staff Name</b>	<b>Title</b>
Nancy Spiegel	Director of Information and Development
Patrick Ruppe	Executive Director
Judy Wada	Chief Financial Officer
Leticia Mendoza	Community Services Department Assistant
Steve Goclowski	Clinical Services Manager
Mercedes Lowery	Service Provider Relations Manager
Elizabeth Garcia Moya	Provider Relations Specialist
Mary Hernandez	Director of Case Management Support Services
Antoinette Perez	Director of Children Services
Tes Castillo	Assistant Controller
Ute Czimmel	Controller

### **Call to Order**

Paul Quiroz called the meeting to order at 10:10 a.m.

### **COVID-19 Update**

Patrick Ruppe, Executive Director, provided an update on COVID-19 statistics. Statewide numbers have lowered. We noticed this decline with our clients. HRC hosted a vaccination clinic on March 25<sup>th</sup> at the Torrance office for service providers, clients and families, in partnership with Oxford HealthCare. HRC had about 200 participants at last month clinic. The next HRC clinic will be held on April 8<sup>th</sup>. Ability First in Long Beach also hosted a mobile clinic last month for client vaccinations. The Daily Breeze printed a story about the HRC clinic for our community.

### **Budget and Rates**

Judy Wada, Chief Financial Officer, provided an update the budget for HRC and statewide. For the current fiscal year budget 2020-21 HRC's budget is summarized as:

- Regular Purchase of Services (POS) projection of \$241,964,863.
- Projected Surplus of \$2,051,570

### **Alternative Services Rates (ASDM)**

Judy provided an update regarding the new alternative services monthly rates from DDS effective April 1, 2021 for Transportation and Supported Employment Group

- Supported Employment Group: Average monthly reimbursement/Average number of clients
- Transportation Services, service codes 875, 880
  - Average monthly maximum
  - Average monthly fuel deducted; only actual fuel expenses reimbursed
- Accounting to create new subcodes to enter into the system
- Create new authorizations/purchase orders by vendorization
- New rate agreements to follow

Per DDS, for New Programs that began in March 2020 or later, or those vendors that did not provide services during the 12 month period ending February 2020, requests are due to DDS by May 13, 2021.

Survey Monkey reports are due the 5<sup>th</sup> business day of the month.

Judy described that DDS added the Provider Attestation for Absence Payments during COVID-19 State of Emergency to eBilling for providers that received PPP loans and billed for absences. In order to bill for March services, you must accept the attestation. *[DDS has since advised that the attestation will be disregarded.]*

### **HRC Report Updates**

Steve Gocłowski, Clinical Services Manager, provided an update of clinical staff changes and new members at HRC. Also provided report on COVID-19 impact to the regional center system and HRC's vaccination for service providers.

Statewide, the regional center system experienced a decrease in client cases testing negative for COVID-19.

HRC is excited to host upcoming vaccination clinics. Information will be sent via E-bulletins and also available on our website. Vaccines are currently available for HRC clients, service providers, and those ages 65 and older. Recognition to the advocacy from DDS, ARCA and LA County regional centers with State and County Public Health parents, family members are now eligible for vaccination as “healthcare workers” and part of the regional system. HRC plans to host a webinar for clients, providers and families to answer any questions and concerns related to vaccines.

### **Self Determination Update**

Antoinette Perez, Director of Children Services, provided update on the Self Determination Program (SDP) that included the following summary of activities:

- SDP trainings for all HRC staff and providers occurred in February.
- SDP information will be provided to clients at their annual IPP.
- Effective June 7, 2021 SDP program will be available to everyone. HRC will be sending out notifications to clients and families.

### **Re-Engagement Planning for Day Programs**

Mercedes Lowery, Manager of Community Services, and Elizabeth Garcia Moya, Provider Relations Specialist, provided an update regarding Re-Engagement Planning for Day Programs and reminded service providers to submit updated plans for review now that vaccinations are available for staff. HRC clinical team staff will review client medical files if appropriate to return to in-person programs. Committee members were encouraged to continue referring to DDS website for directives for returning to in person programs.

### **HCBS Update**

Mercedes also provided update on Home and Community Based Services (HCBS) virtual assessments coming up soon. Email notifications have been sent out to providers for upcoming HCBS Webinars. The Provider Relations Team staff will participate on the virtual provider assessments as observers. As of now we have about 50 providers that have been selected. The deadline date for the CMS rule has been extended to March 2023 in response to the COVID-19 pandemic. HRC continues to post the latest information on the website.

### **HRC Disparity Funding & Community Engagement and Website Preview**

Nancy Spiegel, Director of Information and Development provided update on demographics and expenditures FY19-20: HRC hosted public meetings in March. Graph presentation reflected comparisons and differences by client age, ethnicity, and living arrangement. We have seen similar patterns throughout the state. Average annual purchase of service expenditures tend to be highest for White and Asian families, and lowest for Hispanic and Black families, in certain age groups. This can be explained to a large degree by the differences in age, with White clients being older as a group than Hispanic clients, and by differences in living arrangements, with significantly more white clients living out of the family home. We know that services for adults and for out-of-home are significantly higher cost, whereas many services for children are funded by generic community agencies. During the pandemic, the greatest percentage of HRC’s COVID 19 support expenditures went to Hispanic community.

Nancy reviewed HRC projects supported by DDS Service Equity and Access grants, including a Bilingual Community Outreach Specialist who coordinates client and family outreach, information, training and support, and a Mentor Program, which thus far has hired 5 parent mentors. Both of these grant funded projects were established to increase service access for the most underserved groups, Spanish-speaking families (age 3 and up) and black families (birth to three years). HRC is currently still recruiting for one more mentor parent to serve African American Families. Mentor candidates may also be other family members.

### **Grass Roots Day**

The Associate of Regional Centers Agencies will host Zoom meetings on April 20, 2021. Nancy will reach out to SPAC for those interested in participating to meet with legislators. Meetings will include parents, clients and providers. Key points include:

- Request for \$55 million increase for service coordination and caseloads
- AB 445 Calderon/ARCA sponsoring to discontinue the requirement for regional centers to collect certain information from parents (SS#, DOB etc.)
- Lessons from The Pandemic- flexible service delivery options and the removal of barriers to meeting to meeting new existing needs
- Uniform Holiday Schedule –abolish permanently
- Provider Rate increase sunsets - should be made permanent
- Better minimum wage rate adjustments

### **Adjournment**

Next committee meeting is scheduled for June 1, 2021

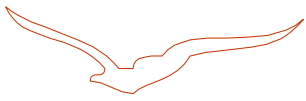
Meeting adjourned at 11:10 a.m.



# 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 two minutes.





# 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 Team Assistant (310) 543-0606
- **To contact our Board**, submit an email to/Para ponerse en contacto con nuestra Junta, envíe un correo electrónico a: [publicinput@harborrc.org](mailto:publicinput@harborrc.org)
- **To locate your Service Coordinator/Para localizar a 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 queja** sobre HRC, or uno de nuestros empleados o proveedores de servicios, **y/o para solicitar una audiencia imparcial**, vaya a:  
<https://www.harborrc.org/complaints>





Next Board Training Meeting – June 15, 2021

Next Board Business Meeting - July 20, 2021

**ADJOURNMENT**

# Thank You



HRC Board Meeting  
May 18, 2021

