

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

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

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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 3rd 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 21st, 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. 1st Orientation is set for May 13th in English 47 have registered. May 15th 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 27th, 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.