

Harbor Regional Center
Client Advisory Committee
August 15, 2015 Meeting Minutes

Members Present: David Gauthier, Chair; Deaka McClain, Co-Chair; Constance Leuck; Matthew Cox; Mead Duley; Jaime Martinez; Danielle Shor; Thomas Bosch; Timothy Holmes; Eric Soe; Debbie Howard; and David Oster

HRC Staff Present: Elizabeth Stroh; Nancy Spiegel; and Rick Travis

Life Steps Staff Present: Kristine Engles

Call to Order & Minutes Approved

Deaka McClain called the meeting to order at 1:07 pm. Deaka introduced David Gauthier as the newly appointed Chairperson.

Deaka McClain read the minutes of the May 23, 2015 meeting.

The minutes were unanimously approved by the committee members.

Regional Center Performance Plan

Nancy Spiegel, HRC Director of Information and Development presented the outcomes of the HRC Performance Plan and discussed outcomes with members. The members asked follow up question and an active discussion was held regarding the outcomes. The members discussed the need for health and wellness and talked about helping with the upcoming HRC Health and Wellness Fair slated for Spring 2016.

World Games Recap

Nancy Spiegel was able to report the numbers of *Fans in the Stands* that participated through HRC. She stated it was over 300. The members discussed the sailing event that the committee attended together as *Fans in the Stands*. Jaime Martinez shared that he is an active member of Special Olympics. The committee discussed how important Special Olympics are for HRC clients especially for health and fitness. The committee agreed that they would like to assist in promoting Special Olympics. Some members are active participants and other members would like to become supporters.

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Client Services Committee Update:

Deaka McClain reported on the Client Services Committee reporting that the committee is actively recruiting volunteer to be part of a subcommittee to plan the upcoming HRC Health and Wellness Fair in Spring 2015. She explained the volunteers would need to be available for planning meetings and would be active in the planning and set up of the fair and assist on the day of the event. She explained that everyone will be able to volunteer the day of the event.

Deaka asked for volunteers and Thomas Bosh, Matthew Holmes, Danielle Shor and David Oster. Kristine Ingles also volunteer her staff Jannel Reyes to be available as part of the committee.

ACCESS Presentation:

The committee invited Erick Haack from ACCESS to give an update of upcoming changes of service.

Mr. Haack gave an informative power point presentation giving back ground information of ACCESS's organizational chart and mission. He then discussed two new changes that have or will be implemented.

The first change is *Beyond the Curb Services* which started July 1 2015. Mr. Haack explained that traditionally ACCESS has been a curb to curb service and that drivers were not allowed to assist rider past the curb. *Beyond the Curb Services* will allow drivers to assist riders beyond the curb as long as they are within 60 feet and in eyesight of the vehicle. The committee discussed that this would be a great help for many of HRC clients who need just little extra assistance in successfully using ACCESS. Mr. Haack explained this is a service that would need to be applied for through a form that they currently use for reasonable accommodations.

Mr. Haack explained the surveyed riders, drivers and other interested parties and found this would be a valuable service to provide.

The second change is the rate structure. Mr. Haack explained that the Los Angeles ACCESS works with numerous city and municipalities who also have transportation entities. *The FTA requirement states that no fare to exceed twice the fixed route fare.*

Mr. Haack stated that LA ACCESS has set up a system with an average fare due to the multiple partners and differences in fares. He stated it would be logistically difficult to honor each cities fare structure. He then reported the FTA indicated they did not find that structure to be representative of all concerned communities. He gave an example of a city giving free bus service. ACCESS is appealing the FTA decision. However, in case the ruling stands they have proposed a *Dynamic Fare Change*. The fair change information is available on the attached power point presentation. He also informed the group that a community meeting was being held on August 18th and gave out information for those who would like to attend.

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CAC Training Schedule for the 2016;

The committee was provided 8 different training topics including:

- Emergency Preparedness – American Red Cross presentation
- Disability Rights of California
- Self Determination
- Voting Rights
- ADA Laws
- Managing your health with proper diet and nutrition
- Managing you general health
- Effective Self-Advocacy

Due to having two guest speakers the committee agreed to decide on training topics at the November meeting.

Adjournment:

David Gauthier and Deaka McClain adjourned the meeting at 3:00 pm

The next CAC meeting is on November 21, 2015 at the Harbor Regional Center Long Beachsite.



Client Services Committee

July 28, 2015

In attendance:

Patricia Jordon - Chair
Fu Tien Chiou - Parent
Arthur Oster – Parent
David Oster – Client
Deaka Mc Clean – Client
David Gauthier - Client
Mary Ann Propst – Parent
Patricia Flores – Service Provider
Kristine Engels – Service Provider
Mary Hernandez – Staff
Claudia DeMarco – Staff

Discussion on World Games Special Olympics: HRC staff and service providers attended various events, cheering on various athletes from around the world. Many of the events took place in Long Beach area allowing our staff and providers to get involved. HRC had one client who competed in the Olympics.

HRC Proposed Performance Plan for 2016: The committee also had a discussion regarding HRC's performance plan. We discussed public policy outcomes that included:

- Identifying the number of clients living in the SDC's minors living with families (includes own family, foster families and guardian)
- Minors living in licensed homes serving more 6 clients
- Adults living in his settings,
- Adults living in licensed homes serving more than 6 clients

The performance plan compares how HRC is doing in regards to previous years and also compares HRC to the statewide average for all RC's . The performance plan also includes planned activities by HRC to either improve or to maintain our outcomes.

Health and Wellness Fair: There was continued discussion regarding the Health and Wellness Fair that will take place in the spring of 2016. Two HRC staff will take the lead in the coordination with the Client Advisory Committee. The CAC will be meeting on 8-15-15 and HRC staff will attend to get input and form sub – committees for the planning groups.

Next CSC meeting will be held on September 22, 2015 at 6 p.m.

**Harbor Regional Center
Service Provider Advisory Committee
Minutes: July 21, 2015**

Members Present: Kristine Engels, Life Steps Foundation; Rhiannon Acree, Cambrian Homecare; Nancy Langdon, Canyon Verde; Terri Nishimura, Pediatric Therapy Network; Angie Rodriguez, Social Vocational Services; Harry Van Loon, ARC-Long Beach; Ashley Klein, Mentor Network; Helen Dolas, Arts and Services; Donna Koenig, Oxford Services; Charles Magee, Goodwill Industries; Mary Cady, Shield Healthcare; Rob Haupt, AST; Cindi Raimondi, ABLE; Dee Prescott, Easter Seal Southern California; April Stover, Ability First

HRC Staff Present: Pat Del Monico, HRC Executive Director; Judy Wada HRC Chief Financial Officer; Nancy Spiegel, Director of Information and Training; Barbara del Monico, HRC Resource and Technology Center Manager; Ashley Ayala, HRC Fiscal Monitor; Colleen Mock, HRC Community Services Director

Staff and Client Training Materials:

Ms. Barbara del Monico highlighted safety training materials available from the HRC Resource and Technology Center. Materials include internet safety, emergency training, including earthquake preparedness and fire safety.

Ms. Colleen Mock announced the service provider Information Security and Electronic Document Management Systems Training on 7/27/15. This information will also be posted on the HRC website following the training.

Ms. Mock also distributed information on the changes in the Direct Support Professional Training that will also be posted on the Harbor Regional Center Website.

Review of Draft HRC Performance Plan

Ms. Nancy Spiegel reviewed the proposed HRC Performance Plan for Fiscal Year 2015-16. There were questions regarding the number of clients who live in large residential settings. There were no recommended revisions to the plan.

Special Olympics World Games:

Ms. Colleen Mock noted that there are over 400 volunteers for “fans in the stands” for the Special Olympic World Games to be held July 25 through August 2, 2015.

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Service Provider Advisory Committee
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Self-Determination Update

Ms. Mock noted that there was new implementation information that was posted on the self-determination page of the DDS website.

Harbor Regional Center held the first Self-Determination Advisory Committee meeting on June 30, 2015. The meeting time and dates of the Advisory Committee are posted on the HRC website.

CMS-HCBS

The DDS HCBS Advisory Group have reviewed the self-assessment tools that will be released for review. HRC has two service provider representatives on this group.

Rate Changes Due to Employee Sick Leave

Ms. Mock noted that this information is due to DDS and Harbor Regional Center no later than September 1, 2015. There is a link on the HRC website to DDS for those service providers whose rates are established by DDS. There is also the worksheet on the HRC website for the service providers whose rates are negotiated by Harbor Regional Center.

Change in the meeting dates for service provider advisory committee

It was suggested and approved to change the meeting dates from the third Tuesday of the month to the first Tuesday of the month. The meetings will continue to be held at 10 A.M. every other month.

The service providers asked the Chair to obtain the email address of the other regional center chairs of the regional center Service Provider Advisory Committee to discuss common educational issues

The next Service Provider Advisory Meetings in 2015 are scheduled at 10 am the following dates:

September 1, 2015

November 3, 2015

**Harbor Regional Center
Service Provider Advisory Committee
Minutes: September 1, 2015**

Members Present: Kristine Engels, Life Steps Foundation; Rhiannon Acree, Cambrian Homecare; Nancy Langdon, Canyon Verde; Terri Nishimura, Pediatric Therapy Network; Angie Rodriguez, Social Vocational Services; Harry Van Loon, ARC-Long Beach; Sarah Sanders, Mentor Network; Kristy Glass, Arts and Services; Mary Cady, Shield Healthcare; Rob Haupt, AST; Dee Prescott, Easter Seal Southern California; Clare Grey, South Bay Vocational Center; Glenda Lang, Birth and Family Services

HRC Staff Present: Pat Del Monico, HRC Executive Director; Judy Wada, HRC Chief Financial Officer; Barbara del Monico, HRC Resource and Technology Center Manager; Ashley Ayala, HRC Fiscal Monitor; Colleen Mock, HRC Community Services Director

Staff and Client Training Materials:

Ms. Barbara del Monico highlighted client training materials available from the HRC Resource and Technology Center. Materials include: positive behavioral supports for adults; Easy Cookbook and Visual Recipes; Leisure Works: working with clients accessing the community safely and getting along with others.

Ms. Colleen Mock announced the service provider Information Security and Electronic Document Management Systems Training is posted on the HRC website following the training.

Special Olympics World Games:

Ms. Colleen Mock noted that there are over 600 volunteers for “fans in the stands” for the Special Olympic World Games held July 25 through August 2, 2015.

CMS-HCBS

Ms. Mock shared the self-assessment tools for both residential and non-residential settings and also Guidance on settings that have the effect of isolating individuals receiving HCBS from the boarder community. Small trainings will be conducted with service providers starting in the winter/15

Rate Changes Due to Employee Sick Leave

Ms. Mock announced that this information is due to DDS and Harbor Regional Center today and will go retroactively back to July 1, 2015.

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Service Provider Advisory Committee
September 1, 2015 Meeting
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Self-Determination Update

Ms. Mock noted that there was the new application posted on the self-determination page of the DDS website on August 7, 2015. It is anticipated that this application will be forwarded to CMS for review after September 7, 2015.

There is also a self- determination Program Informational Video that is also posted on the DDS website.

The meeting time and dates of the Harbor Regional Center Self- Determination Advisory Committee are posted on the HRC website along with any self-determination implementation updates.

Legislative Informational Activities

The members discussed the rallies that are being held throughout the state this week.

The members also recommended holding two legislative receptions per year, one in Torrance and the other in Long Beach.

Service Provider Training for FY 15-16

The members suggested the following topics for trainings: an open house for the HRC Resource Center to discuss what is available; cultural diversity; assistive technology and augmentative communication; generic resources such as 211, managed care and mental health; use of social media and evidence-based therapies.

There was also discussion regarding internet safety for clients, including cyber bullying and interactions with law enforcement.

The next Service Provider Advisory Meeting in 2015 is scheduled at 10 am on November 3, 2015

**. Harbor Regional Center
Board Planning Committee
Minutes:
August 21, 2015**

Present: Ron Bergman, Patricia Jordan, Sarah Sanders, Nancy Spiegel
Absent due to illness: Wendy Sorel, MaryGrace Lagasca, Kathy Keon

Review of Committee's Charge

On behalf of the Board, the Planning committee provides planning, monitoring, and oversight of HRC programs and initiatives. We reviewed and updated the Mission, Vision and Core Values for HRC. We assist with the development of the Performance Plan and monitor outcomes. We will also periodically look at key initiatives at HRC such as employment, health, housing, and de-institutionalization.

Performance Plan 2016

Nancy reviewed the progress made on desired outcomes in the past year, and discussed the draft Performance Plan for 2016. The committee supported the planned activities for continuing progress on our desired outcomes.

The committee discussed the challenges clients and families experience when accessing services from generic service providers, insurance companies and health plans. They felt that trainings which offered tips for navigating these systems would be useful.

We noted that the Budget Act Trailer Bill Language included a new requirement that regional center Performance Plans include planned activities for "reducing disparities and improving equity in purchase of service expenditures." However, DDS issued their Guidelines for Regional Center Performance Contracts in May, prior to the passing of the Budget Act, and as of late August, has not yet issued any addendum.

We discussed goals that HRC will address in the coming year to increase awareness and understanding of our diverse community and promote culturally sensitive service delivery:

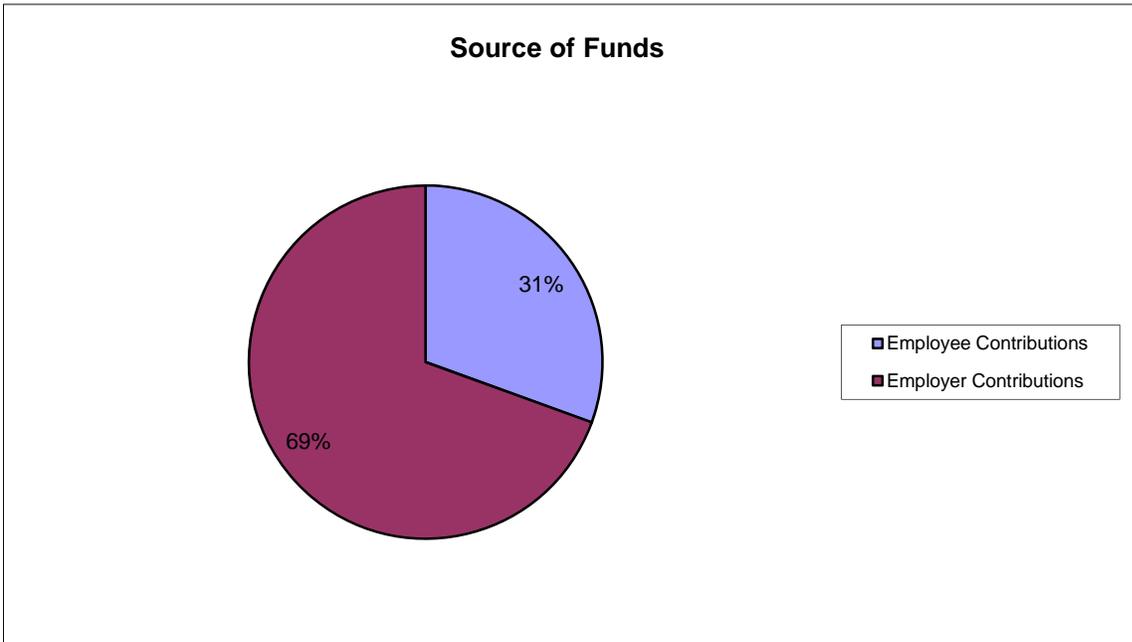
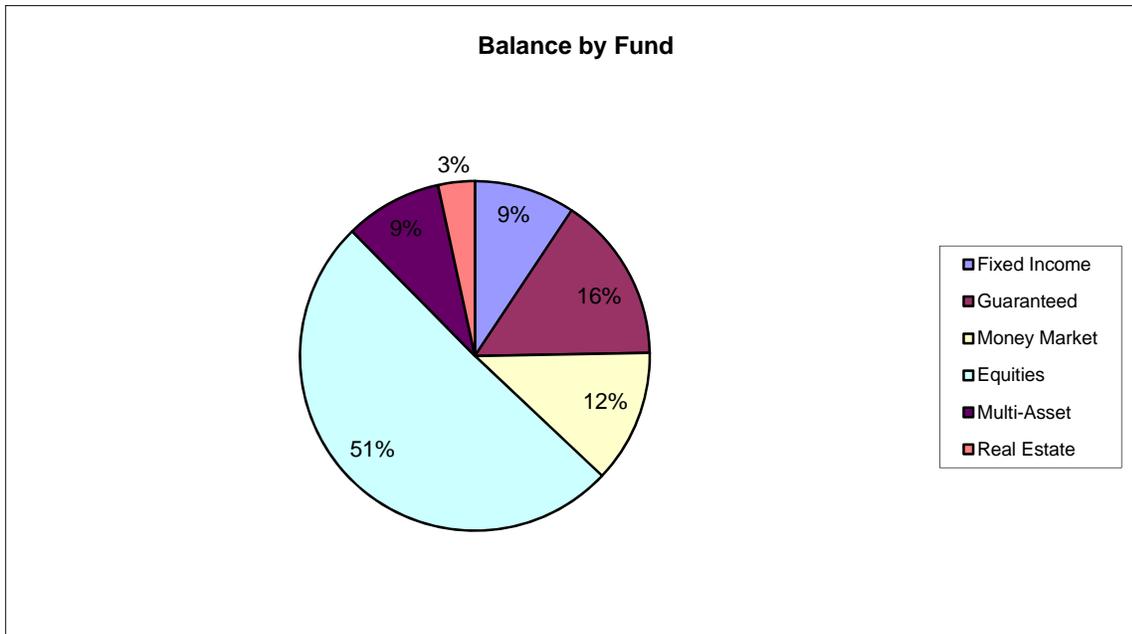
- Continue to be informed and culturally competent, by seeking out high quality training and informational materials for staff and service providers.
- Continue to maintain a staff whose ethnic and language composition reflects that of the population we serve, and encourage our service providers to also maintain an ethnically diverse, multi-lingual workforce.
- Offer educational supports, such as informational presentations and materials for families, to ensure they are informed about available services and supports.
- Seek community input regarding barriers to access and utilization of services, and ways to reduce these barriers.

The committee offered suggestions and possible options for surveying members of our community in a client/parent friendly manner (eg avoiding long surveys, designing responses options to be intuitive, and offering paper or electronic response options).

**Harbor Regional Center
Retirement Plan Balances as of 06-30-2015**

	Employee Contributions	Employer Contributions	Total Balance
Fixed Income	\$995,697	\$2,583,337	\$3,579,034
Guaranteed	\$2,486,158	\$3,419,221	\$5,905,380
Money Market	\$1,006,754	\$3,709,052	\$4,715,806
Equities	\$5,894,254	\$13,502,696	\$19,396,949
Multi-Asset	\$770,919	\$2,673,139	\$3,444,058
Real Estate	<u>\$557,780</u>	<u>\$742,330</u>	<u>\$1,300,110</u>
Total	\$11,711,563	\$26,629,775	\$38,341,338

* Plan Balances include active and terminated employees still in the Retirement Plan.
 Plan Balances include 401(k) and 457(b) Plans.
 ** Employee Contributions include \$1,589,414 in Rollover funds.



**Harbor Regional Center
Retirement Plan Performance**

Fund Balance 3/31/15	\$38,081,541
Activity 1/1/15 - 3/31/15	
Distributions	(\$171,827)
Contributions	<u>\$563,024</u>
Net	\$38,472,738
Fund Balance 6/30/15	\$38,341,338
Gain/(Loss)	(\$131,401)
% Gain/(Loss) for the Period	-0.35%
 Active Employees in Retirement Plan	 274

Loan Information	as of 3/31/2015	as of 6/30/2015	Increase/ (Decrease)
Employees with Loans			
Active Employees with Loans	50	47	(3)
Terminated Employees with Loans	<u>10</u>	<u>9</u>	<u>(1)</u>
Total	60	56	(4)
 Average Balance Amount	 \$6,416	 \$5,983	 (\$433)
 Loan Value			
Employee Contributions	\$379,581	\$330,271	(\$49,310)
Employer Contributions	<u>\$5,379</u>	<u>\$4,781</u>	<u>(\$598)</u>
Total	\$384,960	\$335,052	(\$49,908)