



MINUTES OF THE SEPTEMBER 19, 2017 MEETING OF THE BOARD OF TRUSTEES OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.

BOARD PRESENT:

Mr. Ron Bergmann, Board Member
Mr. Fu-Tien Chiou, Treasurer
Mr. Joe Czarske, Vice President
Dr. James Flores, Secretary
Mr. La Velle Gates, Board Member
Mr. David Gauthier, Board Advisor
Mr. Jeffrey Herrera, Board Member
Mr. Bob Irlen, Board Advisor
Mr. Christopher Patay, Board Member
Ms. Paul Quiroz, Board Member
Dr. Bobbie Rendon-Christensen, Vice-President
Mr. Mariano Sanz, Board Member
Dr. Monica Sifuentes, Board Member

BOARD ABSENT:

Ms. Patricia Jordan, Board Member
Ms. Kim Vuong, Board Member

STAFF PRESENT:

Ms. Patricia Del Monico, Executive Director
Ms. Judy Wada, Chief Financial Officer
Ms. Nancy Spiegel, Director of Information & Development
Ms. Colleen Mock, Director of Community Services
Ms. Mary Hernandez, Director of Adult Services
Ms. LaWanna Blair, Director of Early Childhood Services
Ms. Antoinette Perez, Director of Children's Services
Ms. Cheryl Perez, Executive Assistant
Ms. Jennifer Lauro, Executive Assistant
Ms. Arelis Matos, Executive Assistant Team Assistant

GUESTS:

Mr. Mead Duley, HRC Client
Mr. David Oster, HRC Client
Ms. Ronda Kopito, HRC Parent
Mr. Andy Kopito, HRC Parent
Ms. Kim Sinclair, HRC Parent
Ms. Mari Anne Kehler, HRC Parent
Ms. Kathy Platnick, HRC Parent
Ms. Tracy Barrow, HRC Parent
Ms. Guadalupe Nolasco, HRC Parent
Ms. Tina Nathan, HRC Parent
Ms. Carrie Wetsch, HRC Parent
Ms. Kathy Seid-Eriksson, HRC Parent
Ms. Janice Weber, HRC Parent
Ms. Cesilia Ortiz, HRC Parent
Ms. Mayra Garcia, HRC Parent
Ms. Leonor Macias, HRC Parent
Ms. Guadalupe Magdaleno, HRC Parent
Ms. Maria Lewis, HRC Parent
Ms. Donna Delgado, HRC Parent
Ms. Judy Mark
Ms. Patricia Herrera, 211
Ms. Irene Aceves, 211
Ms. Christine Marquez, 211
Mr. Osvaldo Robles, 211
Mr. Fernando Nunez, LRA Interpreter

CALL TO ORDER

Mr Sanz called the Board meeting to order at 6:31 p.m.

PRESIDENT'S REPORT

Mr. Sanz led in the Pledge of Allegiance to the Flag and welcomed Board members, guests and staff.

Mr. Sanz asked the Board members, staff and guests to introduce themselves.

Mr. Sanz thanked Mr. Joe Czarske for conducting the July Board meeting while he was out of the

county. Mr. Sanz indicated that before he left for Spain, he had an opportunity to address a memo to the Board and visitors which was distributed at the July Board meeting. A copy of this memo is attached to the minutes of the July Board meeting, along with other documents addressing questions raised by visitors at the May meeting of our Board.

Mr. Sanz informed the Board and visitors that he has now taken the opportunity to address the questions and concerns posed by visitors at our July Board meeting. A memo has been distributed to Board members and visitors tonight and we hope it will be helpful and responsive to the matters which visitors have brought to our attention. Ms. Sanz advised that the memo will also be attached to the minutes of tonight's meeting.

Mr. Sanz added that our Board has been listening to the comments made by those in attendance at our meetings. Mr. Sanz informed visitors that we do ask our staff to follow up with many of those who address the Board after our meetings and in addition we try to respond in writing to the general matters brought to our attention. We have heard repeatedly at our meetings that visitors would like the opportunity to provide input at the end of our meetings and, therefore, starting this evening we have moved the public comment section to the last agenda item of our regular business meeting immediately prior to executive sessions, if any. Mr. Sanz reminded those present who wish to address the Board during the public comment time that they should complete a Public Comment Request form and submit it to the Executive Assistant.

Mr. Sanz reminded all Board members that the October meeting of the Board will be a training meeting and our next regular business meeting that will be open to the public will be on November 21, 2017.

The MINUTES OF THE JULY 18, 2017 BOARD MEETING were presented by Dr. Flores. There were no questions and they were received and filed.

TREASURER'S REPORT

Mr. Chiou reviewed the following financial statements, which were received and filed: Harbor Regional Center Monthly Financial Report Fiscal Year 2016-17, dated June 17; Harbor Regional Center Functional Expenditures, dated June 17; Harbor Regional Center Line Item Report, dated June 17; Harbor Regional Center POS Contract Summary, dated June 17; Harbor Regional Center Monthly Financial Report Fiscal Year 2017-18, dated July 17; Harbor Regional Center Functional Expenditures, dated July 17; Harbor Regional Center Line Item Report, dated July 17; the Harbor Regional Center POS Contract Summary, dated July 17 and the Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Income and Expenses dated July 1, 2016 to June 30, 2017.

EXECUTIVE REPORT

1. FY 16/17 BUDGET UPDATE & AB 279

Ms. Del Monico referred the Board to the updated Sufficiency of Allocation Report (SOAR) for 2016/17 that was provided in their board packet. Ms. Del Monico provided the Board with an update concerning changes in the report and pointed out that the regional center system has ended last fiscal year with a net surplus of more than \$60 million. She advised that there will be at least one additional amendment to the regional center contracts in order to move funds from those centers in surplus to those in deficit.

2. AB 279:

Ms. Del Monico informed the Board that Assembly Bill 279 died in committee. Ms. Del Monico reminded the Board that ARCA and the regional centers had worked with the service provider community to advocate for Assembly member Chris Holden's bill which was drafted to cover local minimum wage costs. Ms. Del Monico advised that we are committed to working to improve rates and the service system for people with developmental disabilities, their families and the providers who serve them and will continue to do so.

3. DEVELOPMENTAL SERVICES TASK FORCE:

Ms. Del Monico informed the Board that the Developmental Services Task Force met in July and referred the Board to the agenda and report in their board packet, which she briefly summarized.

4. RESPITE:

Ms. Del Monico reminded the Board and our visitors that as part of the budget trailer bill process, the Legislature took action to repeal Welfare and Institutions Code section 4686.5, which limits regional centers to purchasing a maximum of 90 hours per quarter of in-home respite and 21 days of out-of-home respite for a family, unless an exemption is granted. These limits on the purchase of respite services will no longer apply, effective January 1, 2018. Ms. Del Monico advised that HRC will continue to make sure that families, service providers and local community organizations are aware of the repeal of these restrictions on the purchase of respite and we will be prepared to authorize respite as needed per each client's IPP. Additionally, HRC plans to make 'respite services' one of our service reviews in the New Year and we will revise our respite policy as necessary as part of this process.

5. REVIEW OF POLICIES AND PRACTICES:

Ms. Del Monico reported that in August HRC began a comprehensive review of HRC policies and practices related to key services and supports and that we have begun to identify areas appropriate for modification. A schedule of reviews and meetings has been posted on our website and provided in our Resource Center and on our weekly e-bulletin. Additionally, all materials from the meetings, including detailed summaries of the August and September reviews, have been posted on our website. Ms. Del Monico advised that although we heavily advertised and promoted these reviews, attendance has been disappointing. Nonetheless, those who have attended and participated in discussion have asked excellent questions and made helpful comments. Ms. Del Monico thanked the twelve Board Members who have devoted extra time to participating on our review panels. Ms. Del Monico advised that final reports may be available at our January meeting when we expect there will be recommendations for policy and practice changes as part of these reports and we will then proceed to develop plans for implementation. Ms. Del Monico indicated that after January, we hope to announce the topics of additional service reviews and when they will be scheduled.

6. HOLIDAY GIVING:

Ms. Del Monico advised the Board that HRC has begun the annual campaign to provide food and gifts to needy families during the holidays. Ms. Del Monico thanked the Board for their continued support and requested that the Board approve a donation of \$35,000 from the Harbor Help Fund to purchase food and gift certificates to donate to those HRC clients/families most in need.

Mr. Gauthier moved to approve a donation of \$35,000 from the Harbor Help Fund to purchase food and gift certificates to donate to HRC clients/families and Mr. Czarske seconded the motion, which was unanimously approved by the Board.

7. PRESENTATION:

Ms. Nancy Spiegel, HRC's Director of Information and Development, Ms. Erika Braxton-White, HRC's Manager of Diversity and Inclusion, along with Ms. Patricia Herrera of 211 gave a brief presentation of our new parent mentor outreach program. Ms. Herrera shared the progress that has been made in the implementation of this program and the next steps that are planned. Copies of the progress reports recently submitted to DDS about all of the disparity projects for which we received funding in the last fiscal year were handed out to the Board and visitors.

COMMITTEE REPORTS

A. AUDIT

Mr. Gates reported that Windes has begun the fiscal year 2016-17 Independent Audit at HRC and a draft report will be provided at the November meeting. Mr. Gates also welcomed to the committee, Board members Paul Quiroz and Chris Patay.

B. BOARD DEVELOPMENT

Mr. Sanz advised that the committee did not meet.

C. BOARD PLANNING

Mr. Bergmann advised the committee met on July 28, 2017 and discussed diversity initiatives at HRC as well as a review of the 2017 Performance Plan. Ms. Spiegel presented the draft 2018 Performance Plan to the Board and summarized the various meetings she has held to share the draft plan with the public and that input from the public has been gathered and incorporated into the plan as presented. Mr. Sanz and Ms. Del Monico responded to a question regarding performance measures for group homes. No further comments or questions were made by the public and Mr. Sanz requested a motion for the Board to accept the 2018 Harbor Regional Center Performance Plan.

Ms. Rendon-Christensen moved to accept the 2018 Harbor Regional Center Performance Plan and Mr. Gates seconded the motion, which was unanimously approved by the Board.

D. CLIENT ADVISORY

Mr. Gauthier advised that the committee met on August 18, 2017 and were updated on the self-determination program. Mr. Gauthier also advised that the committee received a summary of the 2018 performance plan desired outcome and were given the opportunity to provide input. He advised the Board that the committee had shared their positive experiences with respect to the responsiveness of their individual service coordinators. The next meeting is scheduled for November 18, 2017 at HRC Torrance office.

E. CLIENT SERVICES

Ms. Perez provided an update on the committee's series review on Transition that has been discussed in past meetings and on that HRC continues to look at ways to improve how we connect clients to meaningful work and day programs when they transition from school to adulthood. Additionally, members received a summary of the draft 2018 Performance Plan and were informed about staff trainings on cultural diversity. Lastly, Ms. Perez referred the Board and visitors to a draft service policy recommended by the committee on insurance, co-payments, coinsurance and deductibles for review and approval by the board. Ms. Del Monico responded to question concerning the 400% federal poverty level. No further comments or questions were made by the public and Mr. Sanz requested a motion for the Board to approve the Harbor Regional Center Service Policy on Insurance, Co-Payments, Coinsurance and Deductibles.

Mr. Bergmann moved to approve the Harbor Regional Center Service Policy on Insurance, Co-Payments, Coinsurance and Deductibles and Dr. Flores seconded the motion, which was unanimously approved by the Board.

F. COMMUNITY RELATIONS

Dr. Sifuentes reported that the committee met on July 18, 2017 and discussed legislative advocacy efforts and also began collaborating and planning for the Harbor Help fund, in-kind support and holiday giving campaign.

G. SELF-DETERMINATION ADVISORY

Mr. Sanz advised that the committee met last week and discussed the fact that there is still uncertainty and delay in the SDP application process with the federal government, citing the committee's expectation that there may be a another year until the process gets underway.

H. SERVICE PROVIDER ADVISORY

Mr. Quiroz reported that the committee met on August 1, 2017 and the committee was updated on CMS, minimum wage and service provider trainings. The next meeting will be on October 3, 2017.

I. RETIREMENT

Dr. Flores referred the Board to the Harbor Regional Center Retirement Plan Balances as of June 30, 2016 and to the Retirement Plan Performance and indicated that there has been a 1.5% gain in the past quarter.

J. ARCA

Mr. Czarske summarized the matters discussed at the August ARCA meetings that took place at Harbor Regional Center.

K. HOPE (Home Ownership for Personal Empowerment)

Mr. Irlen reported on the latest successful open house in Norwalk. He also reminded the Board about the November 13, 2017 Golf fundraiser at the Virginia County Club in Long Beach.

PUBLIC INPUT/ANNOUNCEMENTS

Mr. Sanz advised that public input was next on the agenda. He advised that the Board welcomes visitors and provides an opportunity for public comment at the beginning of each Board meeting. Up to 20 minutes are scheduled for the Board to receive comments from those in the audience and each person wishing to address the Board is requested to restrict their comments to 2 minutes in order to accommodate everyone.

Mr. Sanz indicated that eight (8) public comment forms had been received and he called upon those wishing to provide input. Two of those who did so read directly from a written document which submitted to the Board. Per request of those presenting, this document will be attached to these minutes.

Mr. Sanz stated that our Board is very interested in all comments made by those present and listens carefully to them, but the Board is not prepared to provide a response at the time of the meeting. Mr. Sanz advised that presenters seeking information or some other response should leave their contact information and one of our staff will respond within the next few days.

ADJOURNMENT

Mr. Sanz adjourned the meeting at 8:30 p.m.



Submitted by: _____

Dr. James Flores, Secretary
Harbor Developmental Disabilities
Foundation, Inc. Board of Trustees



Memorandum

TO: HRC Board Meeting Visitors
FROM: Board President
DATE: September 19, 2017

We would like to respond to some of the comments and questions that were raised at our July Board meetings as follows:

ABX2-1 FUNDS:

There have been some questions concerning how much “disparity” funding was allocated to Harbor Regional Center through the ABX2-1 provisions of the 2016-17 budget. We are providing a brief summary here:

- ABX2-1 appropriated eleven million dollars (\$11,000,000) to the Department of Developmental Services for allocation to regional centers for implementing plans and recommendations to address disparities. The Department sent funding proposal guidelines to regional centers on July 25, 2016. All 21 regional centers submitted proposals. The Department issued response letters to those regional centers with approval and denial details, and instructions for reporting outcomes, funding and claiming, and modifying proposals
- On September 8, 2016, the Department received Harbor Regional Center’s (HRC) proposals. The Department held a teleconference with HRC staff on October 7, 2016, to discuss each of the proposed activities. As a result, the Department approved the expenditure of \$360,000 for following proposed activities:

Proposed Activity	Amount Requested
Develop and Translate Materials in Multiple Languages	\$30,000
Expand Availability of Informational Materials	\$100,000
Staff Training	\$10,000
Promote Cultural Competency with Network of Service Providers	\$10,000
Training and Support for Families	\$30,000
Community Outreach Efforts, Pilot Promotora Program	\$180,000
Total	\$360,000

- Subsequently, on March 30, 2017, the Department of Developmental Services authorized an additional \$105,000 to be used for expansion of the HRC parent mentor (promotora) program. This brought the total funding available to Harbor Regional Center from the ABX2-1 disparity funding source to \$465,000.
- We plan to have a brief presentation to the Board at our September Board meeting concerning our progress so far in the implementation of parent mentor program.

FAIR HEARINGS:

At our July Board meeting several of those who addressed the Board requested that HRC provide funding for legal fees associated with representation for clients/families in regional center fair hearings. We want to advise that such payment by any regional center is not an authorized expenditure. And, it is not customary for any publicly funded agency to provide financial assistance for legal representation of those who receive their services and who are pursuing complaints, fair hearings or other due process proceedings. Notwithstanding the above, our Board understands there may be some families who are not knowledgeable about the unfamiliar fair hearing processes and there are also those who may be uncomfortable pursuing these avenues in the absence of a knowledgeable support system. HRC staff is committed to providing assistance to these clients/families and is planning the following:

- The development of a step by step written description of the fair hearing process to be provided to any interested person as well as to each of those who initiate a fair hearing request (along with the traditional informational materials produced by DDS and the Office of Administrative Hearings);
- The development and presentation of a classroom training about the regional center fair hearing process as well as information about due process rights through various other generic agencies (such as the schools, MediCal, SSI, IHSS, etc.)
- If they are available, HRC plans to invite our contacts at Disability Rights California (DRC) and/or the State Council on Developmental Disabilities (SCDD) to provide their training about the regional center fair hearing processes for HRC families.

BOARD TRANSPARENCY:

Our Board was exceedingly troubled to hear from some visitors at our Board meeting that they do not have confidence in the openness and transparency of our processes. We want to take this occasion to confirm that we do welcome the participation of all those who wish to engage constructively with us in all opportunities, including our Board meetings, to ensure the best possible service to people with developmental disabilities and their families in the greater South Bay and Long Beach areas. We do welcome you at our Board meetings, our service reviews and our various other HRC meetings and activities. We are listening to your comments and your input and making every effort to communicate directly with those who leave their contact information in addition to providing written responses as part of our Board reports. We want you to know that information about our Board and the various ways in which those interested can participate has been and continues to be posted on our website. We were pleased to hear from several HRC parents between January and April of this year that they might be interested in applying for vacancies on our Board and we did provide all those interested with applications. Sadly we received no applications until May 12, two business days prior to our May 16 Board meeting at which we held elections.

Notwithstanding our genuine interest in the participation of all interested parties, we must advise that there is no place at our meetings for behavior which is disrespectful to others. We request that visitors participate with us courteously and refrain from interrupting others who have the floor.

PARTICIPATION WITH OUR BOARD AND OUR ORGANIZATION:

We have heard some visitors to our Board meetings express their interest in participating on our Board or on committees of our Board and some have requested that we form special committees or task forces. Several of our Board members have been involved in a number of meetings and public forums over the last couple of months where these ideas have also come up. We are looking forward to receiving more formal details on those ideas.

In addition, though, we want our visitors and all those interested to know that there are many ways to get involved with Harbor Regional Center. We encourage you to consider any and all of these and to contact us if you have questions:

- We have at least three committees of our Board that are open to participation from interested HRC clients, family members and service providers. These include:
 - Our Client Advisory Committee which consists of HRC adult clients who discuss matters of common interest and also plan activities (such as mini conferences for clients, a speaker series, a campaign to encourage clients to register to vote, etc.)
 - Our Client Services Committee consists of clients, family members and service providers who explore various issues of interest related to client services
 - Our Community Relations Committee which plans various events (such as a legislative reception) and helps us with our holiday giving campaign

- At this time HRC is conducting a series of service reviews. We are encouraging all those interested in one or more of these reviews to attend and to participate with us. Please check our website for more details.

- HRC holds various public meetings and public hearings from time to time throughout the year. For example, very soon we will hold two public meetings on the topic of our annual performance contract with DDS. All members of the public, especially our clients, their families and our service providers are invited and welcomed. We value your participation and your input.

- HRC facilitates quite a number of parent support groups. Some are designed for family members who have children with a specific diagnosis, others are designed for family members who speak a specific language, and others are open to any family member who has a child or relative with a developmental disability. All of these groups provide both support and education as well as opportunities to take on leadership roles with the service delivery system

- HRC offers training for parents who are interested in learning how to support other parents on a one to one basis. We then connect these “mentor parents” who are ready to listen and provide support with other parents who may be facing challenges and concerns

- HRC also facilitates a large number of sibling support groups which provide opportunities for siblings of our clients to become more involved with our organization while learning about developmental disabilities and meeting other siblings

- Many organizations with which we work very closely have opportunities for participation from client and family members. For example, our closely related affordable housing organization, HOPE, and many of our service provider partner organizations are always looking for volunteers

EXECUTIVE SESSIONS OF THE BOARD:

We have indicated in previous memos to our visitors that occasionally our Board meets in “executive session” prior to or following our regularly scheduled Board meetings and there has been some question related to whether it is permissible for the Board to have meetings which are closed to the public. We want to be certain visitors are aware that it is permissible for a regional center board to discuss certain topics in closed session. Pursuant to §4663 of the Lanterman Act, the governing board of a regional center may hold a closed meeting to discuss or consider real estate negotiations, the appointment, employment, evaluation of performance, or dismissal of a regional center employee, employee salaries and benefits, labor contract negotiations, pending litigation and any matter

specifically dealing with a particular regional center client. Committees of the Board which exercise authority delegated to them by the Board may also hold meetings in closed session if the subject of their meetings is related to any of the items that are permissibly held in closed session by the full Board. These “executive sessions” or “closed meetings” of the Board do not take place every time the Board meets but it is common for such closed meetings to take place at least several times per year.

EXECUTIVE REPORT ATTACHMENTS:

Some visitors have expressed concern that the Executive Report which is included in the Board materials contains references to other documents which are not accessible. We are puzzled by this comment because, while the Executive Report does reference other documents, these documents are either attached to the report as pdf files or are accessible as links on the internet. We have checked our website to ensure, and we can confirm, that any pdf files referenced are, indeed, attached and that any links are, indeed, functional. We encourage those of you who have expressed concern in this matter to scroll past the Executive Report where you will find any pdf documents referenced, or to click on the links where indicated and you should be connected to the document on the internet. Please feel free to contact the HRC Executive Office if you experience difficulty.

PUBLIC INPUT TIME:

There have been several requests that we alter our time for receiving public input at our Board meetings and, based upon these requests, we are planning to schedule public input at the end of our regular business meetings just prior to any executive session which might be needed. Public input will be limited to two (2) minutes per person.

ANONYMOUS COMMENTS:

We have heard there have been several visitors at our Board meetings who would prefer to provide public input anonymously. While it is our preference that visitors and speakers identify themselves, doing so is not a prerequisite to attending our meetings or to addressing our Board during the time provided for public input. We do, of course, request that visitors provide their name and contact information should they wish to receive follow up related to their comments/questions/input.

BOARD DINNERS:

Prior to each business meeting of our Board between 5:30 and 6:30, we provide a light meal for Board members. We regret that it is not feasible for us to offer this to visitors who arrive early for our Board meetings.

**Harbor Regional Center Board Meeting
Tuesday, September 19, 2017 - 6:30pm
Public Comments to be included in Minutes
Subject: Public Review Meetings**

RECEIVED

SEP 20 2017

EXECUTIVE OFFICE

Board of Directors and HRC Staff, we as a community would appreciate an update on the Public Review Meetings. As public comments are still only at the beginning of the meeting, and we cannot dialogue after topics have been discussed at this meeting, please find attached our concerns and suggestions regarding the review process.

As a community, we have been concerned with the participation of the community at the meetings, the numbers have been low. As a community, we are encouraging people to attend the designated dates that were provided by HRC but have some suggestions where HRC can help facilitate more engagement.

History:

Disparity has been identified as a significant area of concern in our catchment area. HRC's response has been to establish a series of review meetings in specific service areas. The expressed intentions were to allow HRC and constituents/community members to collaborate and determine needed policy changes across core services.

PRIMARY CHALLENGES

1. Many parents are unaware of the meetings objectives, goals and expected outcomes.
2. The meetings are scheduled in evenings and in one week there are 2 back-to-back meetings; it's near impossible for families with intense needs to attend 2 evenings per week.
3. No daytime or weekend alternatives have been provided for families to participate in as an alternative to an evening. In all instances childcare and translation services should be provided.

QUESTIONS AND POSSIBLE SOLUTIONS

Has HRC targeted participants to engage in the following ways:

- Counselors connected with HRC families to inform them about initiative through email, mailers, phone calls similar to the Transition Resource Fair?
- HRC distributed flyers to adults at Day Program Vendors so self-advocates and families are aware of the initiative and encouraged to participate. The flyers would be in English and Spanish.
- Created different timing to engage the most people. Ask constituents how to include them.
- Have families been communicated to in clear, simple language as to how this will impact them and their loved ones?
- Since the initiative has moved from "Alert" on website, content is hard to find and identify, families with no knowledge of initiative would not be able to learn about the program and engage.

Clearly, after 2 months we need to understand if the current model is working, or if we need to change delivery timing and outreach methods to constituents to encourage engagement. Our concern is without pivoting and adjusting so this initiative actually

Thank you for your consideration