

**Harbor Regional Center**  
**Client Advisory Committee**  
**November 16, 2013 Meeting Minutes**

**Members Present:** Wesley Dale, Chairperson; Debbie Howard, Co-Chair; Rita Teodoro, Secretary/Treasurer; Kelly Sutton; Deaka McClain; Mead Duley; Connie Leuck; Constance Leuck; Erik Soe; Michelle Roach; Karen Tripp; David Oster; Danielle Shore; Thomas Basch; Marvin Malito; Tim Holmes

HRC Staff Present: Brent Fryhoff, Rick Travis, and Elizabeth Stroh

Life Steps staff present: Kristine Engles

**Call to Order & Approval of the Minutes**

Wesley called the meeting to order at 1:05 p.m.

Wesley introduced the minutes of the August 10, 2013 meeting. The minutes were unanimously approved by the committee members.

**Health Fair Special Recognition**

David Oster was recognized for his Emergency Preparedness presentation at the Health Fair. David did an excellent job presenting the DDS Feeling Safe/ Being Safe materials during the breakout sessions and was appreciated for his contribution. All other members who participated in volunteering at the Health Fair were recognized for their help and support as well. Members discussed that they would be interested in volunteering with future Health Fairs.

**ARCA Report**

Wesley reported that his year as chairperson of the ARCA Committee is over. He stated that he enjoyed the year and felt the committee was productive. Wesley will continue to be a member of the ARCA committee.

**State Budget Update**

Elizabeth Stroh, updated the Committee on current budget issues. Overall, budget is better than past years but needs to continue to be monitored as the fiscal year goes on.

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**Regional Center Update**

Elizabeth Stroh reported that Harbor Regional Center continues to go through a series of audits from different entities. She shared that HRC recently had a Bi-Annual DDS Audit in October.

Elizabeth reported that HRC has recently hired several new counselors who speak a variety of different languages. The management team is very mindful of the increased case loads of counselors and is working hard to provide the proper staffing.

Elizabeth also discussed Harbor Regional Center's recent decision to no longer use Keolis as a transportation provider effective November 17, 2013. All clients who previously used Keolis have been assigned to other transportation companies. This decision was made to improve the overall quality of the transportation services for the clients we serve at HRC.

Elizabeth also talked about the recent Health and Fitness Fair. The fair ended up being a huge success and all CAC members who volunteered gave their feedback at the meeting.

**CAC Outreach**

CAC Members are scheduled to visit Lotus House in Signal Hill on December 12<sup>th</sup>, 2013. Brent Fryhoff made arrangements, with Kelly Sutton's assistance, in coordinating the visit. The following members will be present at the visit: Kelly Sutton; Rita Teodoro; Debbie Howard; Karen Trip and Deaka McClain. CAC Member will pass out information about the CAC group to Lotus House Members and talk about the Client Advisory Committee's role and purpose.

**Update by David Oster HRC CAC Member and DDS CAC Member**

David Oster talked about his recent meeting in Sacramento with the National Core Indicators. He also talked about the importance of client abuse awareness and that there is an initiative to prevent client abuse in all areas.

**Discussion of CAC Future Events**

CAC members would like a guest speaker from ACCESS Transportation Services to present at the next CAC meeting. Brent Fryhoff will set this up for the February 15<sup>th</sup> 2013 meeting in Torrance.

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**CAC Elections**

The CAC Officer Election took place at the 11/16/13 meeting. Client Advisory Committee Members were all given ballots and voted for their preferred officers. Wesley Dale was re-elected Chairperson, Dika McClain was elected for the first time as Vice Chairperson, and Rita Teodoro was re-elected as Secretary/ Treasurer.

**New Members**

Marvin Malito and Tim Holmes became new CAC members. All current CAC members agreed to have them join. Also, it should be noted that the by Laws will be reviewed with everyone at the next CAC meeting on 2/15/13.

**Adjournment**

Wesley Dale adjourned the meeting at 3:30 p.m.

**Harbor Regional Center  
Community and Financial Development Committee  
Minutes  
December 12, 2013**

In Attendance: John Rea, Doug Erber, Mercedes Guzman, David Bourassa, Rick Travis, Nancy Spiegel

**Holiday Giving Campaign 2013**

- Grants received in 2013 specifically for holiday funding totaled \$9,425. (in 2012 grants for holiday fund totaled \$5,900).
- We were also informed that shortly after the New Year we will receive \$4500 from the Sunrise Rotary Club chapter from their fundraising event. We planned to apply proceeds of this fundraiser to the holiday fund as well. One of the officers of this chapter would like to meet with us and discuss how the funds can be used for something tangible. We discussed presentation of some vignettes, as examples of tangible outcomes of the holiday campaign and other harbor help fund expenditures. For example we received an enthusiastic note from Xerox after they delivered bunk beds and mattresses to one of the families they sponsored for the holidays. John recommended that there be expectations for adopt a family recipients, such as providing a thank you note. Mercedes noted that the Executive Office receives thank you and testimonial letters which might be used. Nancy will gather examples. Doug volunteered to join us when we meet with this representative if needed.
- As of the meeting date, cash donations are being received for the direct mail fundraising campaign and the Adopt A Family program is still actively matching clients/families in need with requests from sponsors.
- Members agreed to continue to help spread the word to potential donors. Those of us with Facebook can share the Holiday giving post on the HRC facebook page.
- Doug suggested Motorola as a possible grant source.

**Anniversary Year Planning**

We are planning two events in celebration of our 40<sup>th</sup> anniversary.

- **Family & Friends Event**

- **Saturday May 10, 2014, HRC Parking Lot**

- Committee members are asked to suggest resources and provide contacts for the event, that will feature family entertainment (eg multi-cultural storytellers, music, crafts, games, face painting, food trucks, etc.). John recommends that there be an informational aspect, such as a display by the Resource Center. Doug suggested the Japanese American National Museum (origami), Fujiyama Ichiban (character), and Fire Truck. John suggested Officer Mac Gruff and working with law enforcement and Autism Speaks to share tracking technology etc.

- **Celebration of Our Partners -Brunch**

- **Tuesday June 3, 2014 11am -2pm, Long Beach Museum of Art**

- This event will feature presentation of awards to valuable partners in our community. Possible resources for musical entertainment were identified, such as CSULB and Colburn School of Music. David will get a contact from his church for musicians.

**Harbor Regional Center  
Service Provider Advisory Committee  
Minutes: November 19, 2013**

**Members Present:** Kristine Engels, Life Steps Foundation, Chair; Rhiannon Acree, Cambrian Homecare, Mary Grace Lagasca, InJOY Life Resources; Sarah Sanders, California Mentor; Dee Prescott, Easter Seal Southern California; Nancy Langdon; Canyon Verde; Donna Koenig, Oxford Services; April Stover, Ability First; Angie Rodriguez, Social Vocational Services; Harry Van Loon, ARC-Long Beach

**Guests Present:** Clare Grey, South Bay Vocational Center, Gina Nunes, Pathpoint

**HRC Staff Present:** Patricia Del Monico, HRC Executive Director; Colleen Mock, HRC Community Services Director; Judy Wada, HRC Chief Financial Officer; Barbara del Monico, HRC Resource Center Manager

**Presentation of HRC Resource Center Service Provider Training Materials:**

Ms. Barbara del Monico reviewed service provider staff training materials on developmental disabilities, including Guide for Cerebral Palsy, Fragile X, and Psychopharmacology for non-medical staff. She also announced that the resource center has several copies of “The Reason I Jump”.

**Presentation of Virtual Files**

Mr. Alex Wilson, of Wilson Tech conducted a presentation of the Laserfiche virtual chart information that can be used by service providers for their client files. Ms. Colleen Mock announced that the service provider files are now all scanned and HRC is starting to scan the client files. Ms. Mock reminded the service providers to email by encryption their assessments and progress reports, rather than using the U.S. mail.

**Presentation on HRC Policy regarding Client Abuse or Neglect:**

Ms. Mock reviewed the HRC Policy on Client Abuse or Neglect that the Board approved September 17, 2013. She also reviewed the Service Provider Acknowledgement form that is required to be signed by each service provider and implemented.

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**Chair Report:**

Ms. Engels announced that the Governor has signed the bill to increase minimum wage from \$8.00 to \$9.00 per hour effective July 1, 2014. The committee members also reviewed and discussed the letter from the Lanterman Coalition which consists of 16 major stakeholders in the California developmental disabilities field, who wrote Governor Brown regarding concerns with implementation of the increase of minimum wage. The concerns relate to base funding, wage compression of supervisory staff that currently earn more but will see their wages compressed, the expansion of federal overtime requirements and the Affordable Care Act. It is anticipated that the minimum wage increase will be addressed the Governor's budget in January/14.

Ms. Engels also led discussion on the approved SB 555 that would require that IFSPs be held in the native language of the client. Service providers wonder if this will extend to their services as well.

Ms. Engels also announced that Ms. Terri Delgadillo, the Director of the Department of Developmental Services will be retiring 12/31/13. Mr. Mark Hutchison will also be retiring.

**HRC Update:**

Ms. Colleen Mock announced that HOPE raised over \$100,000 in their recent golf tournament.

She also discussed the Holidays are for Sharing fundraising campaign with donations to the Harbor Help fund to purchase gift certificates for HRC families in need as well as participation in the Adopt-A-Family program.

Ms. Mock also announced the Poinsettia sales fundraiser sponsored by the South Bay Sunrise Rotary Club.

**The next Service Provider Advisory Meeting is scheduled for February 18, 2014 at 10 am.**

**Harbor Regional Center  
Board Planning Committee  
Minutes:  
January 10, 2014**

Present: Wendy Sorel, Kathleen Keon, Ron Bergman, Nancy Spiegel

**Planning for Cultural Competency**

The committee revisited HRC's plan for increasing cultural competency, in serving a diverse client and family population, and progress on goals that had been developed last year for staff recruitment, family support, information and training, resource development, and family support, information and training. This committee commended HRC staff for the progress made in all of these goal areas.

**Cultural Competency Training**

We reviewed the avenues being explored for providing quality training for HRC staff and service providers. HRC has added training materials in the HRC Resource and Assistive Technology Center, and is continuing to seek out experts on the subject who could provide live training in the coming year. A series of online courses have been developed by the ARCA Statewide Training and Information Group. It was noted that, as a basic training tool designed for general audiences, it is not sufficient on its own to meet the needs of our staff who already have varying backgrounds, education, and understanding, but that it is necessary to make training available nonetheless. Therefore our intent is that live training could build upon the general content offered through online courses, provide practical applications, and draw from staff's own experiences. It was recommended that awareness and sensitivity training for working with diverse client and family populations also include a focus on sexual orientation.

Training for service providers who conduct psychological assessment is scheduled for February and HRC is in discussion with this speaker regarding training other audiences. Committee members identified other potential resources at California State Universities nearby and suggested contacts in their departments of ethnic studies, college of education, and sociology.

**HRC Performance Plan Outcomes**

The committee reviewed year-end data on HRC's and statewide performance on desired outcomes. HRC continues to achieve all outcomes by improving over our previous baseline, and exceeding the statewide averages. Efforts have continued to assist people living in state developmental centers to move into homes in the community and to assist those in larger licensed homes to move to less restrictive settings. We discussed the worrisome trend of these resources becoming much more limited except for those who are coming out of developmental centers. Regional Centers statewide are advocating for rate increases and for start up development funds to support people in the community.

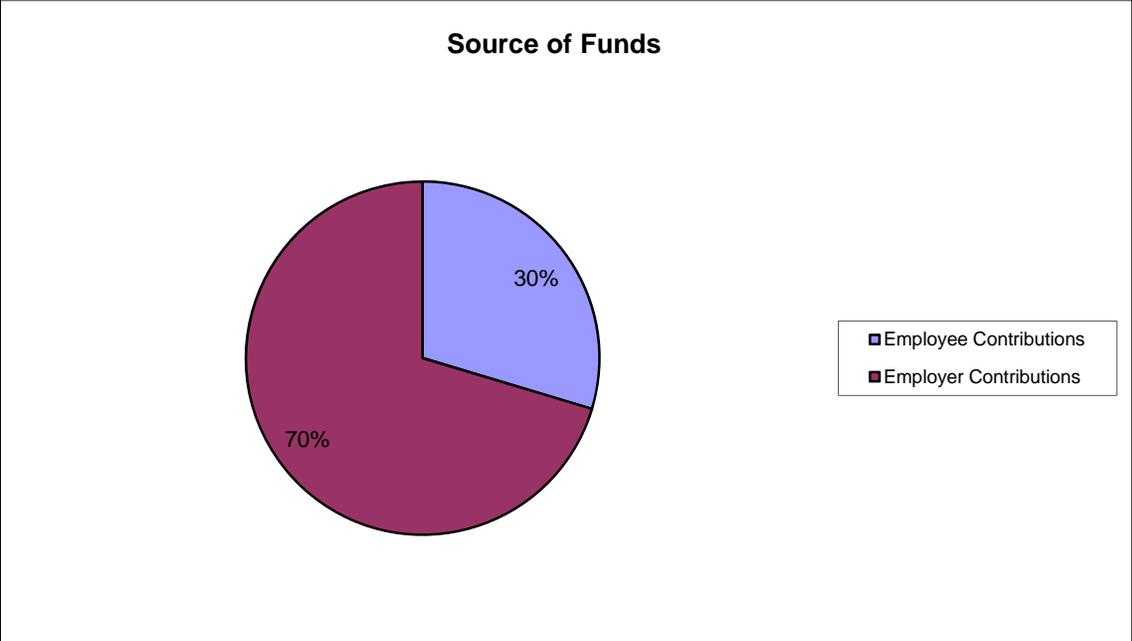
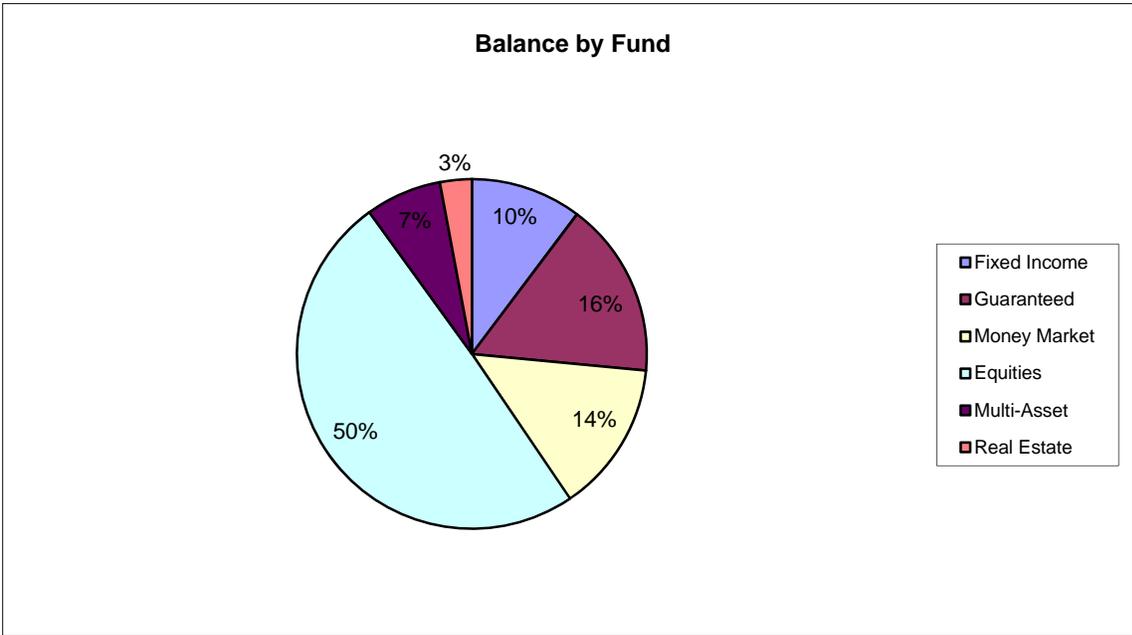
**HRC 40<sup>th</sup> Anniversary**

Wendy shared information about upcoming events to celebrate HRC's 40 years of service, including a family event on May 10, and a brunch to celebrate our partners on June 3<sup>rd</sup>. This committee offered to join with the Community and Financial Development to provide support for these events as needed.

**Harbor Regional Center  
Retirement Plan Balances as of 9-30-13**

	<b>Employee Contributions</b>	<b>Employer Contributions</b>	<b>Total Balance</b>
Fixed Income	\$863,378	\$2,462,834	\$3,326,212
Guaranteed	\$2,091,340	\$3,162,449	\$5,253,789
Money Market	\$1,049,429	\$3,485,577	\$4,535,007
Equities	\$4,745,392	\$11,280,054	\$16,025,447
Multi-Asset	\$434,670	\$1,840,966	\$2,275,636
Real Estate	<u>\$408,741</u>	<u>\$541,681</u>	<u>\$950,422</u>
<b>Total</b>	<b>\$9,592,951</b>	<b>\$22,773,562</b>	<b>\$32,366,513</b>

\* Plan Balances include active and terminated employees still in the Retirement Plan.  
 Plan Balances include 401(k) and 457(b) Plans.  
 \*\* Employee Contributions include \$1,140,410 in Rollover funds.



**Harbor Regional Center  
Retirement Plan Performance**

<b>Fund Balance 6/30/13</b>	<b>\$31,170,227</b>
Activity 7/1/13 - 9/30/13	
Distributions	(\$393,421)
Contributions	<u>\$434,215</u>
Net	\$31,211,022
<b>Fund Balance 9/30/13</b>	<b>\$32,366,513</b>
Gain/(Loss)	\$1,155,491
% Gain/(Loss) for the Period	3.71%
 <b>Active Employees in Retirement Plan</b>	 246

<b>Loan Information</b>	<b>as of 6/30/2013</b>	<b>as of 9/30/2013</b>	<b>Increase/ (Decrease)</b>
Employees with Loans			
Active Employees with Loans	50	51	1
Terminated Employees with Loans	<u>16</u>	<u>15</u>	<u>(1)</u>
Total	66	66	0
 Average Balance Amount	 \$4,811	 \$5,332	 \$521
 Loan Value			
Employee Contributions	\$254,602	\$301,748	\$47,146
Employer Contributions	<u>\$62,914</u>	<u>\$50,174</u>	<u>(\$12,740)</u>
Total	\$317,516	\$351,922	\$34,406