



**MINUTES OF THE SEPTEMBER 17, 2013 MEETING OF THE BOARD OF TRUSTEES OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.**

**BOARD PRESENT:**

Mr. Fu-Tien Chiou, Secretary  
Mr. Wesley Dale, Board Member  
Ms. Kristine Engels, Board Member  
Mr. David Figueroa, Board Member  
Mr. James Flores, Board Member  
Mr. David Gauthier, Board Member  
Ms. Patricia Jordan, Board Member  
Ms. Karen Kinnebrew, President  
Mr. Marvin Malito, Board Member  
Mr. John Rea, Past President  
Ms. Wendy Sorel, Treasurer

**BOARD ABSENT:**

Mr. George Bird, Board Member  
Mr. Joe Czarske, ARCA Representative  
Mr. Douglas Erber, Board Member  
Mr. Bob Irlen, Board Advisor  
Mr. Mariano Sanz, Vice President

**STAFF PRESENT:**

Ms. Patricia Del Monico, Executive Director  
Ms. Claudia DeMarco, Associate Director  
Ms. Judy Wada, Chief Financial Officer  
Ms. Colleen Mock, Director, Community Services  
Ms. Nancy Spiegel, Director, Information & Development  
Mr. Jahn Rokicki, Director, Children Services  
Ms. Jennifer Lauro, Executive Assistant

**GUESTS:**

Ms. Crystal Huber, Parent  
Mr. Lance Fujimoto, Parent  
Ms. Patricia Maldonado, Parent  
Ms. Ashun Williams, Parent  
Ms. Flora Cerna, Parent  
Mr. Rick Travis, HRC Health Services Manager  
Mr. Rithy Hanh, HRC Counselor  
Ms. Ivonne Zavala, HRC Counselor  
Ms. Brenda Buendia, HRC Counselor  
Ms. Becky Garduno, HRC Counselor  
Ms. Kaneesha LaMar, HRC Counselor  
Ms. Heather Conroy, HRC Counselor  
Ms. Jamie Lee, HRC Counselor

**CALL TO ORDER**

In Ms. Kinnebrew's absence the Board Meeting was called to order at 8:10 a.m. by Board Secretary, Mr. Chiou.

**PRESIDENT'S REPORT**

- a. Mr. Chiou led in the Pledge of Allegiance
- b. Mr. Chiou welcomed Board Members, guests and staff.
- c. Mr. Chiou introduced and welcomed Mr. David Figueroa and Mr. Marvin Malito, two new Board members attending their first meeting. David and Marvin are HRC clients and in addition to serving on the Board will also serve on the Client Advisory Committee.
- d. Mr. Chiou asked the remaining Board Members and guests to introduce themselves.

- e. Ms. Kinnebrew arrived and announced that Mr. Bob Bethel has submitted his resignation from the Board. Ms. Kinnebrew recognized and thanked Mr. Bethel for his many years of devoted service to the Board.
- f. Ms. Kinnebrew asked that the record reflect the following Committee appointments for FY 2013/2014 and thanked all for his and her service to the Board:
  - o Joe Czarske has agreed to continue as HRC ARCA Representative and to take over for Bob Bethel as Chair of the Retirement Committee and Wendy Sorel, as Treasurer, has agreed to serve on the Retirement Committee as well;
  - o Doug Erber has agreed to take on the Chairmanship of the Audit Committee and Kristine Engels and John Rea will also serve on that Committee;
  - o John Rea has been asked to step in to Chair the Community & Financial Development Committee;
  - o Other Committee Chairs will continue as before: George Bird as Chair of the Board Development Committee; Wendy Sorel as Chair of the Board Planning Committee; Fu-Tien Chiou as Chair of the Client Services Committee; Wesley Dale as Chair of the Client Advisory Committee; and Kristine Engels as Chair of the Service Provider Advisory Committee.
- g. Ms. Kinnebrew informed the Board that the Executive Committee met on September 3, 2013 to prepare the agenda for this board meeting.
- h. Ms. Kinnebrew reminded the Board that the next Board Meeting is scheduled for Tuesday, October 15, 2013 at 6:30 p.m.

**APPROVAL OF THE MINUTES OF THE JULY 16, 2013 BOARD MEETING. Mr. Gauthier moved to accept the JULY 16, 2013 minutes of the Board meeting, and Ms. Jordan seconded the motion, which was approved by the Board.**

#### **TREASURER'S REPORT**

In Ms. Sorel's absence, Ms. Wada reviewed the following financial statements: Harbor Regional Center Monthly Financial Report Fiscal Year 2012-13, Jun-13; Harbor Regional Center Functional Expenditures Jun-13; Harbor Regional Center Line Item Report Jun-13; Harbor Regional Center Monthly Financial Report Fiscal Year 2013-14, Jul-13; Harbor Regional Center Functional Expenditures Jul-13; Harbor Regional Center Line Item Report Jul-13; Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Income and Expense April 1 to June 30, 2013.

**Ms. Engels moved to approve the Treasurer's Report for Harbor Regional Center and Mr. Chiou seconded the motion, which was unanimously approved by the Board.**

#### **EXECUTIVE REPORT**

**1. FAREWELL TO BOB BETHEL:**

Ms. Del Monico advised the Board that Mr. Bethel's letter of resignation from the Board as well as Karen's letter of appreciation to Bob had been attached to the Executive Report and expressed her gratitude for Bob's many years of support and guidance.

**2. TERRI DELGADILLO ANNOUNCES RETIREMENT:**

Ms. Del Monico announced Ms. Delgadillo's retirement from the Department of Developmental Services due to health reasons. Ms. Del Monico expressed HRC's hopes that Ms. Delgadillo's health will improve and that she will enjoy a long and happy retirement. She thanked Ms. Delgadillo for her 35 years of service to people with developmental disabilities and their families.

**3. 2012-2013 BUDGET UPDATE:**

Ms. Del Monico updated the Board on the most recent statewide SOAR for the last fiscal year which indicates there continues to be a substantial statewide deficiency. It is not clear if DDS has additional funds to distribute to those centers which has already exceeded contract authority. Ms. Del Monico pointed out that HRC has not exceeded contract authority and did not end the year in deficit.

**4. FY 2013-14 ENACTED BUDGET:**

Ms. Del Monico reported that because the twenty-one regional centers are not scheduled to complete a Sufficiency of Allocation Report for the current fiscal year until mid-October, we will not have an indication as to the sufficiency of funds allocated to the centers collectively until several weeks thereafter. Ms. Del Monico hopes to provide the Board with its first indication of a system-wide forecast at the November Board meeting and referred the Board to the E1 Budget Amendment in their board packets.

**5. PROPOSED POLICY ON CLIENT ABUSE AND NEGLECT:**

Ms. Del Monico briefly reminded the Board about several key modifications to our contract with DDS that were presented at the July meeting, specifically the requirement that we adopt a "zero tolerance" policy. Ms. Del Monico referred the Board to the draft Harbor Regional Center Policy on Client Abuse or Neglect. Discussion followed.

**Mr. Gauthier moved to approve the Harbor Regional Center Client Abuse or Neglect Policy and Ms. Engels seconded the motion, which was unanimously approved by the Board.**

**6. CALIFORNIA STATE AUDITOR'S REPORT ON STATE DEVELOPMENTAL CENTERS:**

Ms. Del Monico informed the Board of the California State Auditor's July report provided in their board packets and will continue to keep the Board apprised of further findings concerning resident safety at developmental centers operated by DDS.

**7. LEGISLATION:**

Ms. Del Monico provided the Board with information regarding Senate Bill 458 and Senate Bill 367, both of which were provided in their board packets for review. Ms. Del Monico will report back on the status of these two bills at the November meeting.

**8. PARENTAL FEES:**

Ms. Del Monico brought to the Board's attention information on parental fees, specifically a recently published article in the Sacramento Bee entitled "California Shows Inconsistency in Fee for Parents of Disabled Children". Additional information about mandated fee programs was also provided to the Board for their information.

**9. EMPLOYMENT ISSUES:**

Ms. Del Monico is continuing to keep the Board advised about employment policy matter and referred to various initiatives being pursued in the House of Representatives and in the States of New Jersey and Rhode Island concerning sub-minimum wages and other work-related issues.

**10. PRESENTATION:**

Mr. Rokicki, Director of Children's Services presented information on our Early Start Program and invited several parents of children who had received Early Start services to share their experiences with us.

**Mr. Gauthier moved to approve the Executive Report. Mr. Dale seconded the motion, which was unanimously approved by the Board.**

**COMMITTEE REPORTS**

**a) AUDIT**

In Mr. Erber's absence, Ms. Wada informed the Board that the independent auditors, Lautze and Lautze, have completed their field work. A final report will be provided to the Board at the November meeting. Mr. Rea commented that the committee met via conference call with the auditors.

**b) BOARD DEVELOPMENT**

In Mr. Bird's absence, Ms. Del Monico reported that the Committee had not met since the last Board meeting.

**c) CLIENT ADVISORY**

Mr. Dale reported that the Client Advisory Committee met on August 10<sup>th</sup> and planned for the Health & Fitness Fair scheduled for October 12, 2013.

**d) CLIENT SERVICES**

Mr. Chiou reported that the Committee met in July to review the new HRC website design and information available. Additionally, Mr. Chiou said that the Committee visited the Resource Center to review all the available materials for parents and families. The Committee is scheduled to meet again on September 24, 2013.

**e) COMMUNITY & FINANCIAL DEVELOPMENT**

As Mr. Rea had only recently been appointed Chair of this Committee, Ms. Spiegel updated the Board on the Committee's fund raising efforts, specifically for the Harbor

Help Fund's holiday campaign and indicated that the Rotary Club plans to donate to the campaign the proceeds of an upcoming bike tour event and a beer and wine festival. The Committee also discussed plans for the HRC 40<sup>th</sup> Anniversary celebration in 2014.

f) **BOARD PLANNING**

Ms. Sorel stated that the Board Planning Committee met on July 19<sup>th</sup> with its three new committee members, Patricia Jordan, Rob Bergman and Mary Grace Lagasca in attendance. Ms. Sorel informed the Board that the Committee discussed the performance plan results, cultural competency and ideas for HRC's 40<sup>th</sup> Anniversary Celebration in 2014.

g) **RETIREMENT**

In Mr. Czarske's absence, Ms. Wada reported on the second quarter results of the Retirement Plan Performance report.

h) **ARCA**

In Mr. Czarske's absence, Ms. Del Monico briefly updated the Board on the topics discussed at the August ARCA meetings. The next meeting will be held in Los Angeles at the Embassy Suites Hotel and all interested are invited to attend.

i) **HOPE (Home Ownership for Personal Empowerment)**

In Mr. Irlen's absence, Ms. Del Monico announced that HOPE is having another Golf (& Tennis) Tournament at the Rolling Hills Country Club on November 4, 2013 and encouraged the Board to participate.

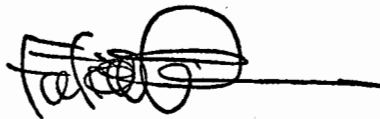
**Mr. Gauthier moved to accept the committee reports and Mr. Dale seconded the motion which was unanimously approved by the Board.**

**PUBLIC INPUT**

None

The meeting adjourned at 9:45 a.m.

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



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