



**MINUTES OF THE MAY 21, 2024 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

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| <p><u>BOARD PRESENT:</u> Mr. Eber Bayona, Board Member Mr. Ron Bergmann, Board Member Mr. Gordon Cardona, Board Member Mr. Fu-Tien Chiou, Board Member Mr. Joe Czarske, <i>President</i> Dr. James Flores, <i>Treasurer</i> Mr. LaVelle Gates, <i>Vice-President</i> Mr. David Gauthier, <i>Secretary</i> Mr. Ramon Gonzalez, Board Member Ms. Patricia Jordan, Board Member Mr. Chris Patay, Board Advisor Ms. Angela Rodriguez, Board Member Ms. Laurie Zaleski, Board Member</p> <p><u>BOARD ABSENT:</u> Ms. Ann Lee, Ph.D, Board Member Ms. Jacquelyn Solorio, Board Member</p> <p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Judy Wada, Chief Financial Officer Ms. Elizabeth Garcia-Moya, Director of Community Services Ms. Thao Mailloux, Director of Information & Development Ms. Antoinette Perez, Director of Children’s Services Ms. Judy Samana Taimi, Director of Adult Services Mr. Richard Malin, Manager of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Department Assistant Executive Office</p> <p><u>STAFF ABSENT:</u> Ms. Mary Hernandez, Director of Case Management Support Services Ms. LaWanna Blair, Director of Early Childhood Services</p> | <p><u>INTERPRETERS:</u> Mr. Fernando Nunez, LRA Spanish Interpreter</p> <p><u>GUESTS:</u> Ms. Monserrat Palacios, DDS Mr. Barry Finley, Aide Mr. E.J. Parva Mr. Cristian Marquez Mr. Edmund Falcon Mr. Vincent K. Winston Ms. Claudia Mena Mr. Titus Hardy Ms. Flor Perez Mr. Kent Yamashiro, HRC Staff Mr. Brian Carrillo, HRC Staff Ms. Sofia Garcia, HRC Staff Ms. Emma Robins, HRC Staff Ms. Theresa Lopez, HRC Staff Ms. Ailym Cabral-Araga, HRC Staff Ms. Diana Figueroa, HRC Staff Ms. Karen Renteria, HRC Staff Mr. Marcello Bermeo, HRC Staff Ms. Rosanna Preciado, HRC Staff Mr. Sheldon Trang, HRC Staff Ms. Angeline Guerra, HRC Staff Ms. Sayla Calderon, HRC Staff Mr. Christian Chacon, HRC Staff Mr. Luis Barrera, HRC Staff</p> |
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CALL TO ORDER

Mr. Czarske called the Board to order at 6:03 p.m.

PRESIDENT’S REPORT

Mr. Czarske welcomed Board members, guests and staff; Mr. Czarske took roll call of Board Members and a quorum was established.

Mr. Czarske informed there will be an opportunity for the Board to receive comments from the public immediately following the end of the Board’s regular business meeting. Anyone present who wishes to

address the Board during the public time should complete the Public Comment Request form that was presented to you at time of check in and submit it to the Executive Assistant.

Mr. Czarske announced that tonight we have our annual Board meeting at which we elect officers. Mr. Czarske reminded Board members to complete the Election Ballot and the Slate of Officers Ballot that they each received prior to the meeting and turn them in to the Executive Assistant prior to leaving tonight.

Mr. Czarske reminded the Board that our next meeting in June will be an in-person training at our Torrance location and not a regular business meeting. The next regular business meeting of the Board will be on July 16, 2024 and in person at the Torrance location in conference rooms A1&2.

CLOSED SESSION – OPEN 6:06 pm

Mr. Czarske announced that we will have a Closed Session tonight to discuss: 1) Labor Contract Negotiations; and 2) Employee Salaries and Benefits. At this time Mr. Czarske made a motion to ask the Board close the public board meeting and go into closed session.

Mr. Gauthier moved to close the public board meeting and go into closed session and Ms. Jordan seconded the motion. The full Board adjourned to Conference Room A4 for closed session at 6:06 p.m.

CLOSED SESSION – ADJOURN 6:54 pm

Mr. Czarske made a motion to ask the Board to conclude closed session on 1) Labor Contract Negotiations; and 2) Employee Salaries and Benefits and return to the public board meeting.

Mr. Gates moved to close the closed session and return to the public board meeting and Mr. Chiou seconded the motion. The full Board adjourned to Conference Rooms A1 and 2 for the duration of the public board meeting at 6:54 p.m.

PRESENTATION OF MINUTES

Mr. Gauthier presented the draft minutes of the March 19, 2024 meeting of our Board which were included in the board packet and posted for the general public on the HRC website. **The MINUTES OF THE MARCH 19, 2024 BOARD MEETING were received and filed.**

PRESENTATION OF FINANCIALS & A BRIEF OVERVIEW

Ms. Judy Wada, HRC Chief Financial Officer made a presentation to the Board on ‘How to Read Financial Documents: A Brief Overview’ utilizing the Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities for Fiscal Year 2023-24.

Ms. Wada reviewed the following financial statements, which were received and filed:

- Harbor Regional Center Monthly Financial Report Fiscal Year 2023-24, dated February 2024
- Harbor Regional Center Functional Expense Summary, dated February 2024
- Harbor Regional Center POS Contract Summary, dated February 2024
- Harbor Regional Center Line Item Report, dated February 2024
- Harbor Regional Center Monthly Financial Report Fiscal Year 2023-24, dated March 2024
- Harbor Regional Center Functional Expense Summary, dated March 2024
- Harbor Regional Center POS Contract Summary, dated March 2024
- Harbor Regional Center Line Item Report, dated March 2024

EXECUTIVE REPORT

1. FISCAL YEAR 2024-25 STATE BUDGET UPDATE | MAY REVISE:

Mr. Ruppe referred the Board to the 2024 May Revision Highlights from the Department of Developmental Services and summarized the key highlights.

2. HARBOR REGIONAL CENTER STRATEGIC PLAN UPDATE:

Mr. Ruppe provided the Board with an Executive Summary of Harbor Regional Center Strategic Plan Progress Report for January 1, 2024 to March 31, 2024 and announced that 11 of the 13 goals are on track, and 1 goal is in progress and slow progress is being made on 1 goal. Mr. Ruppe also called the Board's attention to the Person-Centered Organization Plan. Mr. Ruppe thanked his team and advised the Board that he will continue to update them and our community on progress.

3. HARBOR REGIONAL CENTER UNIVERSAL CUSTOMER SERVICE STANDARDS:

Mr. Ruppe called the Board's attention to a new document developed as part of Harbor's strategic initiatives, entitled "Harbor Regional Center Universal Customer Service Standards". Mr. Ruppe informed that as part of Harbor's broader strategic plan to cultivate a customer-centered culture, the new "standards" will enhance Harbor's customer service skills as an organization with a goal leading to greater satisfaction among the individuals and families Harbor serves.

4. BORROWING RESOLUTION FOR BOARD APPROVAL – LINE OF CREDIT WITH CITY NATIONAL BANK:

Mr. Ruppe informed that it is necessary for Harbor Regional Center to have a line of credit in place in the event we have insufficient cash to ensure that our service providers are paid timely and to meet other obligations. HRC has renewed its line of credit with City National Bank. The loan agreement is dated February 9, 2024, maturing on June 30, 2024. The loan is a revolving credit facility used to manage cash flow requirements as needed. Beginning July 1, 2024 the principal sum will decrease from \$50,000,000.00 to \$40,000,000.00. The termination date will be extended to June 30, 2025.

BORROWING RESOLUTION: RESOLVED that Harbor Regional Center renew its line of credit with City National Bank from \$50,000,000.00 to \$40,000,000.00 to manage cash flow requirements as needed. **Mr. Gauthier moved to adopt the borrowing resolution as noted above and Mr. Gates seconded the motion, which was unanimously approved by the Board.**

5. CONTRACT FOR BOARD APPROVAL – PURCHASE OF SERVICE | THE COLUMBUS ORGANIZATION

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center Board. Mr. Ruppe referred the Board to the purchase of service contract for approval of professional services by The Columbus Organization that will allow Columbus to continue to offer competitive pay rates for the professionals we utilize through them. A vote is required by the Board for the approval of this contract.

Mr. Cardona moved to approve the Purchase of Service Contract for Professional Services by The Columbus Organization with a projected annual amount of \$1,954,609.00 and Ms. Zaleski seconded the motion, which was unanimously approved by the Board with no opposition.

6. CONTRACT FOR BOARD APPROVAL – OPERATIONS | FURNITURE PURCHASE & INSTALLATION | WESTERN OFFICES LOS ANGELES:

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center Board. Mr. Ruppe provided a description of the project

and purchases needed to renovate facilities located at 21309 Hawthorne Boulevard, Torrance, CA 90503 with a contract amount not to exceed \$325,000.00.

Ms. Rodriguez moved to approve the Operations Contract for the purchase of furniture and installation and Ms. Jordan seconded the motion, which was unanimously approved by the Board with no opposition.

7. CONTRACT FOR BOARD APPROVAL – PURCHASE OF SERVICE | FOUR (4) TRANSPORTATION COMPANIES | COMFORT, IDEAL, RELIABLE & ROUND TRIP:

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center Board. Mr. Ruppe provided a description of each transportation service and indicated that the projected annual amount for all four (4) transportation providers contracts with Comfort, Ideal Reliable and Round Trip will be approximately between \$9,600,000 to \$13,800,000 and the contract period for all four (4) transportation contracts is from July 1, 2024 through June 30, 2027.

Mr. Cardona moved to approve the four (4) Purchase of Service Transportation Contracts with Comfort, Ideal, Reliable and Round Trip who will have a projected annual amount of approximately \$9,600,000 to \$13,800,000 and Mr. Bergmann seconded the motion, which was unanimously approved by the Board with no opposition.

8. CONTRACT FOR BOARD APPROVAL – PURCHASE OF SERVICE | CCP START-UP FUNDING | HRC 2324-1 | UNIVERSAL SUPPORT, INC.:

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center Board. Mr. Ruppe informed that CPP/CRDP funds may fund up to the approved amount for the development of an Adult Residential Facility For Persons with Special Health Care Needs (ARFPSHN) intended to serve a maximum of four (4) adults. The home will be owned by a Housing Development Organization (HDO) and will be leased to Universal Support, Inc. (Housing Development grant awarded in FY 2022-23). The total start-up funding is not to exceed \$250,000.00 with a contract period of July 1, 2024 to June 30, 2026.

Mr. Bergmann moved to approve the CPP Start-Up Funding for an Adult Residential Facility For Persons With Special Care Needs (ARFPSHN) with a total start-up fund not to exceed \$250,000.00 and Ms. Zaleski seconded the motion, which was unanimously approved by the Board with no opposition.

9. CONTRACT FOR BOARD APPROVAL – PURCHASE OF SERVICE | HOUSING DEVELOPMENT FDLRC 2122-4 | BRILLIANT CORNERS:

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center Board. Mr. Ruppe advised that the Board approved this original contract at last year's May Board meeting; however a revised contract is being presented to the Board because there was a revision in the allocation of previously approved acquisition amount of \$350,000.00 and renovation amount of \$450,000.00 due to an increase in residential home prices in the greater Los Angeles area. The revised total CPP/CRDP funding for acquisition is now \$674,785.00 and for renovation is now \$125,215.00.

Dr. Flores moved to approve the revised total CPP/CRDP funding for acquisition of \$674,785.00 and renovation of \$125,215.00 and Mr. Gates seconded the motion, which was unanimously approved by the Board with no opposition.

10. DRAFT 2024-2025 PERFORMANCE PLAN presentation:

Ms. Thao Mailloux, Director of Information and Development made a presentation to the Board on our draft 2024-25 Performance Plan.

COMMITTEE REPORTS

A. ARCA

Mr. Czarske, ARCA Representative for Harbor summarized the key highlights of the March meetings.

B. BOARD DEVELOPMENT – ELECTIONS & SLATE OF OFFICERS

Mr. Czarske reported that the Committee met on May 7, 2024 where review of two returning members (Christopher Patay and Jeffrey Herrera) occurred. Additionally, the Board Development Committee drafted the official Election Ballot and Slate of Officers Ballot for the Fiscal Year 2024-25.

- 1) Mr. Czarske referred the Board to the Official Election Ballot and announced that the Board Development Committee is pleased to recommend the following candidates to serve on the Board. If elected, the term of service will be July 1, 2024 to June 30, 2026. A total of eleven (11) Board members present at tonight's meeting unanimously voted to re-elect each member below:

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| Jeffery Herrera | 11 ayes, 0 no, 0 abstentions = all in favor |
| Christopher Patay | 11 ayes, 0 no, 0 abstentions = all in favor |

- 2) Mr. Czarske referred the Board to the official Slate of Officers Ballot for Fiscal Year 2024-25 provided at the start of tonight's meeting and asked all Board members for a vote of the following Members: A total of eleven (11) Board members present at tonight's meeting unanimously voted to elect each Office below:

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| Christopher Patay | President |
| LaVelle Gates | Vice- President |
| David Gauthier | Secretary |
| Dr. James Flores | Treasurer |

Mr. Czarske reminded the Committee that there are no meetings in June, July and August. Next meeting will be September 11, 2024.

C. CLIENT ADVISORY

Mr. Gauthier reported that the Committee met on May 8, 2024 where the Committee was shown a presentation about Coordinated Family Support Services. Next meeting is scheduled for August 14, 2024.

D. CLIENT SERVICES

Ms. Jordan reported that the Committee met on March 26, 2024 where the Committee reviewed and discussed services available to our individuals when exiting the school district focusing on the workforce innovation and opportunities act, supported employment and the paid internship program. Next meeting is scheduled for May 28, 2024.

E. COMMUNITY RELATIONS

Ms. Mailloux informed that the Committee met on March 28, 2024 and continued review of community outreach and engagement efforts involving the impact of holiday campaigns, training and presentations provided to organizations and agencies and Harbor-sponsored events. Next meeting is scheduled for August 22, 2024.

F. RETIREMENT

Dr. Flores, Chair of the Retirement Committee reported on the Retirement Plan Balances for the quarter ending March 31, 2024.

G. SELF-DETERMINATION ADVISORY

Ms. Perez advised the Board that the Self-Determination Advisory Committee continues to meet monthly via zoom and provided an update on the April and May meetings.

H. SERVICE PROVIDER ADVISORY

Ms. Rodriguez reported that the Committee met on April 30, 2024 and summarized the highlights of the meeting.

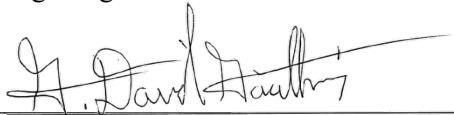
PUBLIC COMMENT

Mr. Czarske advised that public input was next on the agenda. Mr. Czarske stated that he will call upon each person who submitted a Public Comment Request form to address the Board and requested that he or she limit their comments to two minutes in order to accommodate everyone.

Mr. Czarske indicated that we had received seven (7) Public Comment Request forms and called upon each person to address the Board.

ADJOURNMENT 8:35 p.m.

Mr. Czarske thanked all those who participated in our Board meeting tonight.

Submitted by: 
David Gauthier, Secretary
Board of Trustees
Harbor Developmental Disabilities Foundation