



**MINUTES OF THE MAY 17, 2022 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

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| <p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, <i>Secretary</i> Mr. Fu-Tien Chiou, <i>Treasurer</i> Mr. Joe Czarske, Board Member Dr. James Flores, Board Member Dr. Marco Garcia, Board Member Mr. LaVelle Gates, Board Member Mr. David Gauthier, Board Member Mr. Jeffrey Herrera, Board Member Ms. Patricia Jordan, Board Member Ms. Ann Lee, Ph.D, <i>Vice-President</i> Mr. Christopher Patay, <i>President</i> Ms. Paul Quiroz, Board Member Ms. Jackie Solorio, Board Member Ms. Kim Vuong, Board Member</p> | <p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Judy Wada, Chief Financial Officer Ms. Heather Diaz, Director of Community Services Ms. Thao Mailloux, Director of Information & Development Ms. LaWanna Blair, Director of Early Childhood Services Ms. Antoinette Perez, Director of Children’s Services Ms. Judy Samana Taimi, Director of Adult Services Ms. Mary Hernandez, Director of Case Management Support Services Mr. Richard Malin, Manager of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Department Assistant Executive Office</p> |
| <p><u>GUESTS:</u> Mr. Albert Feliciano, SCDD Ms. Alexis Soto, SEIU Ms. Jaime Van Dusen, DDS Ms. Ronda Kopito, HRC Parent Ms. Wendy Lee, HRC Parent Ms. Yolanda Gomez Ms. Jacqueline Gaytan Ms. Norma Diaz, HRC Staff</p> | <p><u>GUESTS continued:</u> Ms. Veronica Duran, HRC Staff Ms. Jessica Garcia, HRC Staff Mr. Sam Jaramillo, HRC Staff Mr. Ismael Munoz, HRC Staff Ms. Cyntia Nunez, HRC Staff Ms. Mireya Perez, HRC Staff Ms. Gabby Ramirez, HRC Staff</p> |

CALL TO ORDER

Mr. Patay called the Board to order at 6:30 p.m.

PRESIDENT’S REPORT

Mr. Patay welcomed Board members, guest and staff; Mr. Patay took roll call of Board Members and HRC Staff and a quorum was established.

Mr. Patay reviewed with visitors the various zoom instructions and how to use the interpretation feature.

Mr. Patay encouraged all visitors who wish to address the Board at the end of our meeting during the time we have set aside for public comment to please make a request through the zoom chat feature.

Mr. Patay informed that our annual Board Retreat and Recognition Dinner will be held on Saturday, October 15, 2022 at HRC in Conference Rooms A1/2 from 9:00 am to 2:00 pm and will focus on Harbor’s Strategic

Planning, Mission and Vision. Following the retreat, a Recognition Dinner will be held at Parker's Lighthouse in Long Beach, beginning at 6:00 pm.

Mr. Patay announced the following:

- There will be a closed session tonight after the public comment portion of the meeting to discuss 1) Labor Negotiations; and
- There will be elections tonight during the reporting of the Board Development Committee. Chairperson Joe Czarske will present the election of one new board member and also request approval by the board of newest member Gordon Cardona's Conflict of Interest Resolution Plan.

Mr. Patay reminded the Board Members that our next meeting is a training on June 21, 2022 and not a regular business meeting. The training topic will be on 'Cultural and Linguistic Competence' presented by Mary Hernandez, Director of Case Management Support Services and by Cristina Mercado, Manager of Quality and Rights Assurance.

Mr. Patay informed that the next regular business meeting of the Board will be on July 19, 2022.

Mr. Patay advised that we will now proceed with our regular agenda.

PRESENTATION OF MINUTES

Mr. Bergmann presented the draft minutes of the March 15, 2022 meeting of our Board which were included in the board packet provided to all Board members and posted for the general public on the HRC website.

The MINUTES OF THE MARCH 15, 2022 BOARD MEETING were received and filed.

PRESENTATION OF FINANCIALS

Mr. Chiou reviewed the following financial statements, which were received and filed:

- Harbor Regional Center Monthly Financial Report Fiscal Year 2021-22, dated January 2022
- Harbor Regional Center Functional Expense Summary, dated January 2022
- Harbor Regional Center POS Contract Summary, dated January 2022
- Harbor Regional Center Line Item Report, dated January 2022
- Harbor Regional Center Monthly Financial Report Fiscal Year 2021-22, dated February 2022
- Harbor Regional Center Functional Expense Summary, dated February 2022
- Harbor Regional Center POS Contract Summary, dated February 2022
- Harbor Regional Center Line Item Report, dated February 2022
- Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities Fiscal Year 2021-22

EXECUTIVE REPORT

1. BUDGET UPDATES:

Mr. Ruppe summarized the key highlights of the May Revise.

2. CASELOAD RATIO:

Mr. Ruppe informed the Board of a new DDS requirement, per W&I Code 4640.6(g)(1) where regional centers are required to hold at least one public meeting to receive stakeholder input to help inform the way the regional center allocates new positions funded through the allocation. As a result of this new requirement, HRC will hold a public meeting to present its caseload ratios on Wednesday, May 18,

2022 from 5:30 to 7:00 pm via zoom webinar. Mr. Ruppe encouraged board members and visitors to attend

3. HOME & COMMUNITY-BASED SERVICES (HCBS):

Mr. Ruppe informed the Board that the HCBS final rule is going into effect in 2023 and explained that the purpose of the final rule is to ensure that individuals receiving any HCBS should be in settings that are integrated and that support full access to the larger community. Such eligible grant activities can include staff training in person-centered practices, purchase of vehicles and environmental modifications. Mr. Ruppe also explained that to help providers access funds to modify their programs so that they can comply with the HCBS final rule, funds have been allocated to help them move their programs into compliance with the final rule. Mr. Ruppe indicated that this year, the provider community has received eleven grants totaling \$1 million dollars with the largest grant for over \$400,000 awarded to Hillside Enterprises, also known as ARC Long Beach and reflected below for Board approval as the contract is over \$250,000.

4. CONTRACT FOR APPROVAL – PURCHASE OF SERVICE WORK ACTIVITY PROGRAM HILLSIDE ENTERPRISES (\$412,640)

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. HCBS funds may fund up to the approval amount for staff, vehicles, training and outdoor equipment to support participants in transitioning from sheltered work to vocational training in the community including: 1) Person Centered Certification training for 2-3 leadership staff; 2) Two wheelchair Accessible Vans for community integration; 3) Three Direct Service Provider Staff; and 4) One Program Coordinator. Total HCBS funding not to exceed \$412,640.00.

Ms. Vuong moved to approve the Purchase of Service Work Activity Program with Hillside Enterprises for a total of not to exceed \$412,640.00 and Mr. Czarske seconded the motion, which was unanimously approved by the Board, with no opposition. Mr. Quiroz abstained.

5. COMMUNITY PLACEMENT PLAN (CPP):

Mr. Ruppe informed the Board that the Community Placement Plan (CPP) and the Community Resource Development Plan (CRDP) are in place for regional centers to enhance the capacity of the community service delivery system so as not to rely on DSCs and other restrictive living environments. Further the CPP and the CRDP provide funding to the regional centers for the development of a variety of resources, including, but not limited to, residential development, transportation, day services and mental health and crisis services within individuals' communities. Mr. Ruppe explained that this year we have received awards for four programs, two of the awards are to develop EBSH homes in our area, which will improve our ability to serve individuals with challenging behaviors locally. Lastly, the other two awards are to develop the START Crisis Intervention Program. Mr. Ruppe reminded the Board that last year, the Board approved a contract for the University of New Hampshire to assist us in designing this program and since then HRC has worked with the University of New Hampshire to develop the request for proposal and assist in selecting a provider. Mr. Ruppe informed that the provider selected to operate the program is YAI California Services who have been awarded \$300,000 in start-up funds and the next step is to contract with YAI so that they can look for sites and hire staff. This is reflected below for Board approval as the contract is over \$250,000.

6. CONTRACT FOR APPROVAL – PURCHASE OF SERVICE CRISIS INTERVENTION PROGRAM YAI CALIFORNIA SERVICES (\$300,000)

Mr. Ruppe advised that the Lanterman Act requires any regional center contract which exceeds \$250,000 be approved by the regional center board. Start-up funding to implement the START model, which provides lifespan (ages 6+) crisis support services for individuals who have co-occurring

Intellectual and Developmental (IDD) and mental health support needs. The local START Team will provide prevention and intervention services through crisis planning and response, education, consultation and coaching. The goal of the START program is to improve diagnosis and treatment, support effective services, promote health and wellness, decrease the need for emergency services and build capacity through relationships across service systems in order to help people remain in their homes and community while enhancing the ability of the community to best support them. Total CRDP funding not to exceed \$300,000.00.

Mr. Bergmann moved to approve the Purchase of Service Crisis Intervention Program with YAI California Services for a total of not to exceed \$300,000.00 and Dr. James Flores seconded the motion, which was unanimously approved by the Board, with no opposition. Mr. Quiroz abstained.

7. BORROWING RESOLUTION FOR APPROVAL – PACIFIC PREMIER BANK LINE OF CREDIT:

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 Pacific Premier Bank. The current loan modification agreement was dated May 21, 2021. The revolving credit commitment will be changed from \$43,000,000.00 to \$45,000,000.00 available beginning July 1, 2022 to manage cash flow requirements as needed. The termination date will be extended from June 30, 2022 to June 30, 2023. Below you will find a borrowing resolution that will require adoption by the Board:

BORROWING RESOLUTION: RESOLVED that Harbor Regional Center renew its line of credit with Pacific Premier Bank from \$41,000,000.00 to \$43,000,000.00 to manage case flow requirements as needed.

Mr. Chiou moved to adopt the borrowing resolution as noted above and Dr. Lee seconded the motion, which was unanimously approved by the Board.

8. HARBOR REGIONAL CENTER SERVICE POLICY – UPDATED SOCIALIZATION, LEISURE AND RECREATION:

Mr. Ruppe advised that the Board approved our new Socialization, Leisure and Recreational Service Policy at our January meeting and it was submitted to DDS for approval. DDS reviewed the policy and identified areas where clarification and revisions were needed as per their letter dated April 4, 2022, which was included in the board packet. Mr. Ruppe called the Board's attention to the updated policy and indicated where clarifications and revisions requested by DDS were made. Mr. Ruppe requested that the Board take action to approve the updated policy.

Mr. Herrera moved to approve the updated Socialization, Leisure and Recreational service policy and Ms. Jordan seconded the motion, which was unanimously approved by the Board.

9. BOARD APPROVAL – NEW BOARD MEMBER CONFLICT OF INTEREST RESOLUTION PLAN:

Mr. Ruppe informed the Board that during the onboarding process for our newest Trustee Mr. Gordon Cardona, it was determined that there is conflict of interest present as Mr. Cardona is employed by one of our providers, David's Place. Mr. Ruppe advised that he has worked with Mr. Cardona, Board President Chris Patay and our attorneys to develop a plan of resolution that addresses this conflict of interest. Mr. Ruppe stated that the resolution plan will allow Mr. Cardona to remain on the Board and prohibit him from acting on any item that may affect his employer, or any of their competitors. Mr. Ruppe indicated that he and our Board President together, will be responsible for ensuring this

resolution plan and its safeguards are applied and monitored, therefore Board approval is required to approve Mr. Cardona's conflict of interest resolution plan.

Ms. Solorio moved to approve new board member Gordon Cardona's Conflict of Interest Resolution Plan and Mr. Gauthier seconded the motion, which was unanimously approved by the Board.

10. RECOGNITION OF BOARD MEMBERS:

Mr. Ruppe called the Board's attention to four of our board members, Paul Quiroz, Ron Bergmann, LaVelle Gates and Fu-Tien Chiou who will all be going off the board as of June 30, 2022 for their stellar service, board membership and commitment to HRC and the helping of individuals and families we serve.

11. CONFLICT OF INTEREST, WHISTLEBLOWER and ZERO TOLERANCE POLICIES presentation:

Mr. Ruppe made a presentation to the Board on Harbor Regional Center's Conflict of Interest, Whistleblower and Zero Tolerance Polices.

COMMITTEE REPORTS

A. ARCA

Mr. Czarske summarized the main topics of the last ARCA meeting and noted that the conversation focused primarily on the trailer bill language. Mr. Czarske informed that the June ARCA meetings will be the first in-person meetings to be held in Sacramento since COVID and will report on those meetings at our July Board meeting.

B. AUDIT

Mr. Patay advised that the audit committee has not met since our last Board meeting and there is no report.

C. BOARD DEVELOPMENT

Mr. Czarske informed that the Board Development Committee met on May 11th via zoom and interviewed a candidate for Board recruitment. Mr. Czarske informed that the Board Development Committee recommends Board candidate Ms. Laurie Zaleski to the Board and requests Board approval to elect Ms. Zaleski for a two-year term beginning July 1, 2022 through June 30, 2024. Mr. Czarske asked for a vote of yes, no or abstain for Ms. Zaleski.

Board President Chris Patay asked each Board member verbally to vote from the Official Election Ballot and all Board members unanimously voted Ms. Zaleski on to the Board.

Mr. Czarske then called the Board's attention to the Official Re-Election Ballot for a vote to re-elect Board members Jeffery Herrera and Kim Vuong for an additional year term (July 1, 2022 to June 30, 2023) and for a vote to re-elect Dr. James Flores for an additional two year term (July 1, 2022 to June 30, 2024).

Board President Chris Patay asked each Board member verbally to vote from the Official Re-Election Ballot and all Board members unanimously voted to re-elect Mr. Herrera, Ms. Vuong and Dr. Flores to remain on the Board for their respective terms.

D. BOARD PLANNING & COMMUNITY RELATIONS (JOINT)

Ms. Mailloux reported that the Board Planning and Community Relations Committee will be combined until further notice and had a meeting on March 31st to primarily discuss Harbor Regional Center’s Mission and Vision Statement.

E. CLIENT ADVISORY

Mr. Gauthier informed that the Client Advisory Committee met on May 14, 2022 and will provide a report at the July Board meeting.

F. CLIENT SERVICES

Mr. Chiou summarized the March and April meetings which mainly focused on the ‘assessment of needs for individuals’.

G. RETIREMENT

Mr. Chiou reported on the Retirement Plan balances as of March 31, 2022.

H. 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 March and April meetings.

I. SERVICE PROVIDER ADVISORY

Mr. Quiroz reported that the Committee met on April 5, 2022 and summarized the highlights of the meeting, which focused mainly on provider re-engagement, special incident reporting, rate study implementation process and status and an overview of the self-determination program presented by HRC’s Participant Choice Specialist Representatives Jessica Sanchez, Bryan Sanchez and Johnny Granados.

PUBLIC COMMENT

Mr. Patay advised that public input was next on the agenda. Mr. Patay stated that he will call upon each person who has asked to address the Board and requested that he or she limit their comments to five minutes in order to accommodate everyone.

Mr. Patay indicated that we had two (2) attendee request to address the Board through the Zoom Chat this evening.

CLOSED SESSION

Mr. Patay advised that the Board will go into a closed session, which occurred from 8:13 to 8:24 pm.

ADJOURNMENT 8:31 p.m.

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



Submitted by: _____

Ron Bergmann, Secretary
Board of Trustees
Harbor Developmental Disabilities Foundation