



**MINUTES OF THE SEPTEMBER 20, 2022 MEETING OF THE BOARD OF TRUSTEES  
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><b><u>BOARD PRESENT:</u></b>          Mr. Ron Bergmann, Board Advisor          Mr. Gordon Cardona, Board Member          Mr. Fu-Tien Chiou, Board Advisor          Dr. James Flores, <i>Treasurer</i>          Dr. Marco Garcia, Board Member          Mr. LaVelle Gates, Board Advisor          Mr. David Gauthier, <i>Secretary</i>          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. Angie Rodriguez, Board Member          Ms. Kim Vuong, Board Member</p>	<p><b><u>BOARD ABSENT:</u></b>          Mr. Joe Czarske, Board Member          Ms. Jackie Solorio, Board Member          Ms. Laurie Zaleski, Board Member</p>
<p><b><u>STAFF PRESENT:</u></b>          Mr. Patrick Ruppe, Executive Director          Ms. LeeAnn Christian, HRC Consultant          Mr. Vincente Miles, Manager of Emergency Services          Ms. Judy Wada, Chief Financial Officer          Ms. Thao Mailloux, Director of Information &amp; Development          Ms. Heather Diaz, Director of Community 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. Mike Ikegami, Director of Information Technology          Mr. Richard Malin, Manager of IT          Ms. Jennifer Lauro, Executive Assistant          Mr. Jesus Jimenez, Department Assistant Executive Office          Mr. Fernando Nunez, LRA Interpreter</p>	<p><b><u>GUESTS:</u></b>          Ms. Jaime Van Dusen, DDS          Ms. Monserrat Palacios, DDS          Ms. Celia Pena, HRC Parent          Ms. Mayra Jimenez, HRC Parent          Ms. Martha DeLaTorre, HRC Parent          Ms. Ivon Munoz, HRC Parent          Ms. Adriana Garcia, HRC Parent          Ms. Maria Zavala, HRC Parent          Ms. Leonor Silvia Macias, HRC Parent          Ms. Eva Alva, HRC Parent          Ms. Guadalupe Costilla, HRC Parent          Ms. Silvia Cadena, HRC Parent          Ms. Amelia Castellanos, HRC Parent          Ms. Bertha Jimenez, HRC Parent          Ms. Tiffany DeLaTorre, HRC Parent          Ms. Mariela Garcia, HRC Parent          Ms. Gilberta Castellanos, HRC Parent          Ms. Elia Lopez, HRC Parent          Ms. Roseli Torres, HRC Parent          Ms. Martha Gascon, HRC Parent          Ms. Yazmin Torres, HRC Parent</p>
<p><b><u>STAFF ABSENT:</u></b>          Ms. LaWanna Blair, Director of Early Childhood Services</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 raise your hand feature.

Mr. Patay announced 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. A Recognition Dinner, along with a Photo Shoot of the Board will be held following the retreat with details to follow.

Mr. Patay reminded the Board Members that our next regular business meeting of the Board will be on November 15, 2022.

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

**PRESENTATION OF MINUTES**

Mr. Gauthier presented the draft minutes of the September 20, 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 SEPTEMBER 20, 2022 BOARD MEETING were received and filed.**

**PRESENTATION OF FINANCIALS**

**Dr. Flores reviewed the following financial statements, which were received and filed:**

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

## **EXECUTIVE REPORT**

### **1. BUDGET UPDATES:**

Mr. Ruppe updated the Board on the status of the 2022-23 fiscal year calling in to attention the majority of funding was provided for funding of caseload reductions.

### **2. CONTRACT FOR APPROVAL – OPERATIONS – PROFESSIONAL SERVICES: D’ESCOTO WEST FOR TENANT IMPROVEMENTS TO EXISTING BUILDING C/TORRANCE:**

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 the Board that space has become available in existing Building C at our Torrance location to accommodate for recent growth we are experiencing due to increased hiring. For the space to work for our use, tenant improvements will be required to create new suites that will accommodate a total of 2 teams, consisting of 21 service coordinators, 2 managers and 2 team assistants. Total funding is not to exceed \$470,900.00. A vote is required for the approval of this contract to proceed with the necessary tenant improvements.

**Ms. Jordan moved to approve the Operations Contract for Professional Services with D’Escoto West for tenant improvements to existing Building C at the Torrance location in the projected amount of \$470,900.00 and Mr. Herrera seconded the motion, which was unanimously approved by the Board, with no opposition. Ms. Rodriguez abstained.**

### **3. HDDF FIRST AMENDMENT TO THE SEVENTH RESTATEMENT OF BYLAWS:**

Mr Ruppe called the Board’s attention to the recently updated bylaws provided in their Board packets and advised that the bylaws need to be amended to address a new DDS requirement that states we are now required to have a process that documents how we help to facilitate a Board members’ understanding and participation in carrying out his or her duties as a trustee. Mr. Ruppe explained that even though our Board does a good job in helping one another to understand Board materials, this amendment addresses the issue when the typical peer to peer support is not sufficient. A vote is required for the approval of this first amendment to the seventh restatement of our bylaws.

**Ms. Vuong moved to approve the first amendment to the HDDF Seventh Restatement of Bylaws and Mr. Herrera seconded the motion, which was unanimously approved by the Board with no opposition or abstentions.**

### **4. LEGISLATION TO WATCH:**

Mr. Ruppe referred the Board to four new pieces of legislation that may affect the developmental disability services system and summarized the key highlights of each bill that involves ‘eligibility criteria’, ‘conservatorship’, ‘purchase of service disparity reporting’ and the intention to create a ‘law enforcement advisory committee’. Mr. Ruppe indicated that he will continue to watch this legislation and provide additional updates to the Board when available.

### **5. MEDI-CAL APPLICATION 2022:**

Mr. Ruppe reminded the Board that during the 2019-20 fiscal year, regional centers were required to submit an application to become an enrolled MediCal provider requiring all current and new Board of Trustees to submit specific personal information to the state. Mr. Ruppe informed that because HRC has had more than a cumulative 50% turnover in our Board we are required to submit a new application to revalidate our enrollment and we will be reaching out to those members to gather required information for submittal to ensure HRC maintains good standing as an enrolled MediCal provider.

**6. MISSION | VISION | GUIDING VALUES:**

Mr. Ruppe reminded the Board that ongoing planning of Harbor Regional Center's Mission and Vision continue as HRC's Mission and Vision statements are key ideas that help us set the course for our agency. Mr. Ruppe informed that our Mission and Vision statements were last reviewed and updated in 2010 and 2011, however since that time our community has seen significant growth and changes, resulting in the need to review our Mission and Vision statements to ensure they are still reflective of our values.

Mr. Ruppe advised that several Board members participated in discussion with our Board Planning Committee who has taken the lead on this project with collaboration from Dr. LeeAnn Christian. Mr. Ruppe informed that Dr. Christian has worked in the field of developmental disabilities for more than thirty-five years with a focus of consulting work with many nonprofit Boards helping in the facilitation of vision, mission, guiding values and strategic goals.

Mr. Ruppe introduced Dr. Christian who provided the Board with an overview of the work completed by the Board Planning Committee over the past month.

Mr. Ruppe advised that as a result of Board participation and collaboration with Dr. Christian the Board Planning Committee has drafted the recommended Vision Statement, Mission Statement and Guiding Values that were provided in the Board packet for final review by the Board tonight. A vote is required for approval of the recommendations.

**Ms. Jordan moved to approve the recommended changes to HRC's Mission Statement, Vision Statement and Guiding Values as proposed by the Board Planning Committee and Ms. Rodriguez seconded the motion, which was unanimously approved by the Board with no opposition.**

**7. HOLIDAY GIVING:**

Mr. Ruppe announced that HRC is beginning our campaign to provide assistance to families in need during the holidays. Mr. Ruppe asked the Board to consider a gift from the Harbor Help Fund in the amount of \$60,000.00 with which we will purchase gift cards for distribution to our families that would most benefit from hard times befalling them. Mr. Ruppe thanked the Board in advance for their continued support of our holiday giving campaign.

**Dr. Flores moved to approve a donation of \$60,000 from the Harbor Help Fund for the purchase of gift cards for HRC's holiday giving campaign and Ms. Jordan seconded the motion, which was unanimously approved by the Board, with no opposition or abstentions.**

**8. EMERGENCY PREPAREDNESS presentation:**

Mr. Ruppe called the Board's attention to Mr. Vincente Miles, Manager of Emergency Services who made a presentation to the Board on Emergency Preparedness.

**COMMITTEE REPORTS**

**A. ARCA**

In Chairperson Mr. Czarske's absence, Mr. Ruppe summarized the main topics of the August in person meeting and noted that the conversation focused primarily on review of the financials and all of the new Trailer Bill Language (TBL). The next meeting is scheduled for October 20-21 in San Diego.

**B. AUDIT**

In Chairperson Mr. Czarske's absence, Ms. Wada advised that our Auditors AGT have begun working on the fiscal year 2021-22 independent audit and will present a draft to the Audit Committee in December then bring a final draft to the January meeting.

**C. BOARD DEVELOPMENT**

In Chairperson Mr. Czarske's absence, Mr. Ruppe indicated that the Board Development Committee met on August 10<sup>th</sup> and welcomed new Committee Members David Gauthier and Dr. Jim Flores. Mr. Ruppe reported that the Committee discussed the new DDS requirements for Board Composition as well as ongoing Board recruitment and how a new Board training schedule is needed for 2023. The next meeting is scheduled for October 12, 2022.

**D. BOARD PLANNING**

Mr. Patay advised that the Board Planning Committee report was provided during Mr. Ruppe's Executive Report on the various meetings held by the Committee to draft an updated Mission Statement, Vision Statement and new Guiding Values.

**E. CLIENT ADVISORY**

Chairperson Mr. Gauthier informed that the Client Advisory Committee met on August 13, 2022 and were provided updates on the DDS Budget for 2022-23, on various social rec opportunities and on updates of the Self Determination Program. The next meeting is scheduled for November 12, 2022.

**F. CLIENT SERVICES**

New Chairperson Ms. Jordan was not present for the August 23<sup>rd</sup> meeting, so Ms. Taimi, Director of Adult Services reported that the Committee met and were provided a training on Cultural Competency presented by Ms. Cristina Mercado, HRC Manager of Rights and Quality Assurance. The next meeting is scheduled for October 25, 2022.

**G. COMMUNITY RELATIONS**

Chairperson Dr. Ann Lee reported that the Committee met on August 10<sup>th</sup> and primarily focused on Back to School Outreach and then identified and discussed potential areas of focus and topics of interest for future meetings. The next meeting is scheduled for October 12, 2022.

**H. RETIREMENT**

Chairperson Dr. Flores reported on the Retirement Plan Balances as of June 30, 2022.

**I. SELF-DETERMINATION ADVISORY**

Self-Determination Liaison Ms. Perez advised the Board that the Self-Determination Advisory Committee continues to meet monthly via zoom and provided an update on the July meeting and announced how the Self-Determination Program reached a milestone of having 100 Live participants! The next meeting is scheduled for October 6, 2022 and will be focused on recruitment of new members.

**J. SERVICE PROVIDER ADVISORY**

Chairperson Angie Rodriguez reported that the Committee met on August 2, 2022 and summarized the highlights of the meeting that focused mainly on the expectations of a new Sub-Committee that will work in collaboration with a representative from HRC to coordinate meetings within their group for disseminating information that affects their particular service and to address and discuss service specific concerns and or changes that affect all service providers. Ms. Rodriguez also reported that the Committee were updated on the budget, rate study implementation, alternative services, HCBS and emergency readiness and preparedness. The next meeting is scheduled for October 4, 2022.

**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) attendees request to address the Board through the Raise Your Hand feature this evening.

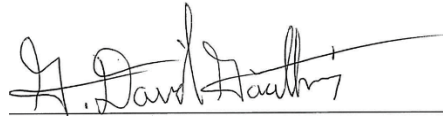
**CLOSED SESSION**

Mr. Patay advised that there will be no executive session tonight.

**ADJOURNMENT 8:30 p.m.**

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

Submitted by:



David Gauthier, Secretary  
Board of Trustees

Harbor Developmental Disabilities Foundation