



**MINUTES OF THE JANUARY 16, 2024 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

BOARD PRESENT:

Mr. Ron Bergmann, Board Member
Mr. Gordon Cardona, Board Member
Mr. Fu-Tien Chiou, Board Member
Mr. Joe Czarske, *President*
Mr. LaVelle Gates, *Vice-President*
Mr. David Gauthier, *Secretary*
Ms. Patricia Jordan, Board Member
Ms. Ann Lee, Ph.D, Board Member
Mr. Chris Patay, Board Advisor
Ms. Angie Rodriguez, Board Member
Ms. Jackie Solorio, Board Member
Ms. Laurie Zaleski, Board Member

BOARD ABSENT:

Mr. Eber Bayona, Board Member
Dr. James Flores, *Treasurer*

STAFF PRESENT:

Mr. Patrick Ruppe, Executive Director
Ms. Judy Wada, Chief Financial Officer
Ms. Thao Mailloux, Director of Information & Development
Ms. Elizabeth Garcia-Moya, Director of Community Services
Ms. Mary Hernandez, Director of Case Management Support Services
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

STAFF ABSENT:

Ms. LaWanna Blair, Director of Early Childhood Services

INTERPRETERS:

Mr. Fernando Nunez, LRA Spanish Interpreter
Ms. Jan Seeley, LRA ASL Interpreter

GUESTS:

Ms. Kristel Maikrantz, AGT Auditor
Ms. Monserrat Palacios, DDS
Ms. Elizabeth Tom, DDS
Mr. Albert Feliciano, SCDD
Ms. Tiffany De La Torre, Service Provider
Ms. Adriana Ortiz, HRC Parent
Ms. Akarsha Gulukota
Ms. Linda Chan Rapp, HRC Parent
Ms. Maria Poblete, HRC Parent
Ms. Shirlys Guber, HRC Parent
Ms. Silvia Calles, HRC Parent
Ms. Tomasa Mendez, HRC Parent
Ms. Misaki Tateishi, HRC Staff
Ms. Alicia Arango-Ortiz, HRC Staff
Ms. Evelyn Galicia, HRC Staff
Ms. Jacqueline Palencia-Gonzalez, HRC Staff
Ms. James Valencia, HRC Staff
Ms. Jennefer Mena, HRC Staff
Ms. Katherine Sanchez, HRC Staff
Ms. Lauren Conway, HRC Staff
Ms. Lesley Sanchez, HRC Staff
Ms. Lizette Cortez, HRC Staff
Ms. Mildred Martin, HRC Staff
Mr. Mike Ikegami, HRC IT Director
Ms. Nicole Alvarez, HRC Staff
Ms. Raquel Vasquez, HRC Staff
Ms. Ruby Equizabal, HRC Staff
Mr. Salvador Gomez, HRC Staff
Ms. Satoko Sakaguchi, HRC Staff
Ms. Yeisson Carrilo, HRC Staff
Ms. Daisy Solis, HRC Staff

CALL TO ORDER

Mr. Czarske called the Board to order at 6:00 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 reviewed with visitors the various zoom instructions and how to use the interpretation feature.

Mr. Czarske encouraged all visitors who wished to address the Board at the end of our meeting during the time we have set aside for public comment to make a request through the zoom raise your hand feature.

Mr. Czarske announced that our next Board meeting in February 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 March 19, 2024.

Mr. Czarske reminded the Board that at our November regular business meeting, in-person meetings will resume beginning in May, July, September and November at our Torrance location. Zoom will not be available.

Mr. Czarske announced that tonight we have our independent auditors from AGT here, Ms. Kristal Maikranz to present their audit report prior to our regular business meeting. At this time we will move the Audit Committee Report forward on our agenda for the convenience of our independent auditor.

AUDIT REPORT

Mr. Fu-Tien Chiou, Chair of the Audit Committee advised that the Audit Committee met with the independent auditors to review the draft report and then introduced Ms. Maikranz to the Board. Ms. Maikranz of AGT presented to the Board the results of their audit of the Harbor Developmental Disabilities Foundation for the fiscal year ended June 30, 2023. The Board took the following action:

Dr. Lee moved to approve the Auditor’s Report for Harbor Developmental Disabilities Foundation and Ms. Jordan seconded the motion, which was unanimously approved by the Board.

PRESENTATION OF MINUTES

Mr. Gauthier presented the draft minutes of the November 21, 2023 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 NOVEMBER 21, 2023 BOARD MEETING were received and filed.**

PRESENTATION OF FINANCIALS

In Dr. Flores’s absence, Ms. Wada reviewed the following financial statements, which were received and filed:

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

EXECUTIVE REPORT

1. BUDGET UPDATES:

Mr. Ruppe summarized the key highlights of the Legislative Analyst’s Office (LAO) Report for FY 2024-25, specifically how the state faces a deficit this coming year. Mr. Ruppe also reviewed with the Board HRC’s Historical Expenditures and Caseload Report from FY 2013-14 to date.

2. CONTRACT FOR BOARD APPROVAL – OPERATIONS | PROFESSIONAL SERVICES | D’ESCOTO WEST:

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 indicated that HRC engaged with D’Escoto West to provide professional services for exterior improvements at 21231 and 21307 Hawthorne Boulevard, Torrance CA 90503. This project at HRC’s main location will improve accessibility for staff, visitors and the individuals and families we serve. The project enhances street presence and will help people navigate HRC’s campus, which currently consists of four (4) buildings located in the Village Del Amo shopping center. A fifth (5th) building located at 21309 Hawthorne Boulevard is under lease and will undergo renovation soon. The contract period is for a February 2024 start with an initial estimate amount of \$541,033.00 to include soft costs and contingency).

Mr. Gauthier moved to approve the Operations Contract with D’Escoto West for Professional Services in the initial estimate amount of \$541,033.00 and Ms. Jordan seconded the motion, which was unanimously approved by the Board with one abstention and no opposition.

3. CONTRACT FOR BOARD APPROVAL – OPERATIONS | PROFESSIONAL SERVICES | WESTERN OFFICE 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 indicated that HRC engaged with Western Office Los Angeles to purchase furniture and fixtures for renovated offices located on the third (3rd) floor of 21307 Hawthorne Boulevard, Torrance, CA 90503. The 4,300 square foot project currently consists of fifteen (15) cubicles, three (3) private offices and one (1) conference room. The cubicles will be replaced with a new model that has improved ergonomic features and a smaller footprint to optimize the use of the space. The private offices will remain as is and the conference room will be removed and replaced with four (4) cubicles. The new configuration will accommodate twenty-one (21) staff. The estimated delivery is April 2024 with a contract amount not to exceed \$300,725.00 including freight, labor taxes and contingency).

Mr. Gauthier moved to approve the Operations Contract with Western Office for the purchase and installation of furniture at 21307 Hawthorne Boulevard, Torrance, CA 90503 in the amount not to exceed \$300,725.00 and Mr. Chiou seconded the motion, which was unanimously approved by the Board with one abstention and no opposition.

4. HRC SERVICE POLICY – CHILDCARE SERVICES:

Mr. Ruppe called the Board’s attention to the updated Harbor Regional Center Service Policy originally titled, ‘Day After School Childcare Service Policy’, now titled, ‘Childcare Service Policy’ that was provided in their Board packet and reviewed the updates with the Board. After review, Mr. Ruppe informed that a vote is required to approve the updated service policy.

Mr. Cardona moved to approve the updated Harbor Regional Center Childcare Service Policy and Ms. Jordan seconded the motion, which was unanimously approved by the Board.

5. ARCA MEMBERSHIP AGREEMENT:

Mr. Ruppe referred the Board to the Association of Regional Center Agencies (ARCA) Membership Application and Agreement and informed that at our November meeting, this Agreement was up for review and required a vote of approval by the Board. Additional time was provided for Board members to review the updated Agreement with Executive Director Patrick Ruppe and any questions members had were discussed and reviewed thoroughly. Mr. Ruppe informed that a vote is required to approve the updated ARCA Membership Agreement.

Mr. Cardona moved to approve the updated ARCA Membership Agreement and Ms. Zaleski seconded the motion, which was unanimously approved by the Board.

6. ANNUAL PURCHASE OF SERVICE MEETING:

Mr. Ruppe reported that the Lanterman Act requires the California Department of Developmental Services (DDS) and all Regional Centers to compile and distribute information regarding the purchase of regional center services by age, diagnosis, ethnicity, language and living arrangement. Harbor Regional Center posted the data on our website for public view and it is now being analyzed and summarized so that we will have current data to report to our community. The dates for the Purchase of Service Expenditure public meetings are as follows:

- March 25, 2024 beginning at 6:00 pm via zoom webinar. This meeting will be conducted in Spanish, with English and American Sign Language Interpretation. Register in advance for this webinar: [Meeting Registration - Zoom](#)
- March 27, 2024 beginning at 6:00 pm via zoom webinar. This meeting will be conducted in English, with Spanish and American Sign Language Interpretation. Register in advance for this webinar: [Meeting Registration - Zoom](#)

Interpretation in other languages are available and registrants are encouraged to inform Harbor Regional Center of their language preference/need.

7. HARBOR REGIONAL CENTER HOLIDAY EVENTS:

Mr. Ruppe thanked the Board and Staff for contributions made to HRC's Holiday events and shared photos from our Winter Wonderland Event, the Capitol Tree Lighting Event in Sacramento, our Fiestas con Harbor Event and our Hearts for the Holidays campaign. Mr. Ruppe introduced Ms. Thao Mailloux, Director of Information and Development, who provided a report on the holiday giving campaigns that benefited individuals and families through the holiday season.

8. NATIONAL CORE INDICATORS presentation:

Ms. Mailloux provided a presentation on the National Core Indicators (NCI) Child Family Survey 2021-22, Adult Family Survey 2021-22 and Family Guardian Survey 2021-22. The presentation was given in English with simultaneous Spanish language and American Sign Language Interpretation. The presentation and data shown on screen was in English and Spanish. Meeting attendees were asked to comment or ask questions through the chat feature and were provided with time to ask questions or comment at the conclusion of the presentation. Several questions and comments about the data were asked and responded to.

COMMITTEE REPORTS

A. CLIENT ADVISORY

Mr. Gauthier, Chair of the Committee reported that the Committee met on November 11, 2023 where the Committee was shown a presentation by Alo Consultation regarding the Home and Community Based Services (HCBS), specifically on the new laws and rights that are in place to empower our individuals.

B. CLIENT SERVICES

Ms. Patricia Jordan, Chair of the Committee reported that the Committee met on November 28, 2023 where the Committee reviewed and discussed the proposed changes made to Harbor Regional Center's Childcare Service Policy.

C. SELF-DETERMINATION ADVISORY

Ms. Perez, Director of Children and Adolescent Services and SDP Liaison advised the Board that the Self-Determination Advisory Committee continues to meet monthly via zoom and provided an update on the November meeting.

D. SERVICE PROVIDER ADVISORY

Ms. Rodriguez, Chair of the Committee reported that the Committee met on December 5, 2023 and summarized the highlights of the meeting.

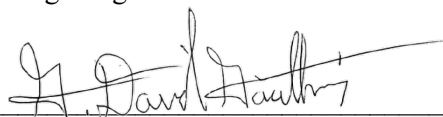
PUBLIC COMMENT

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

Mr. Czarske indicated that we had three attendee request to address the Board through the Raise Your Hand feature this evening.

ADJOURNMENT 7:54 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