



**MINUTES OF THE NOVEMBER 15, 2022 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, Board Advisor Mr. Gordon Cardona, Board Member Mr. Joe Czarske, Board Member Dr. James Flores, <i>Treasurer</i> Dr. Marco Garcia, 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. Angie Rodriguez, Board Member Ms. Jackie Solorio, Board Member Ms. Kim Vuong, Board Member Ms. Laurie Zaleski, Board Member</p> <p><u>BOARD ABSENT:</u> Mr. Fu-Tien Chiou, Board Advisor Mr. David Gauthier, <i>Secretary</i> Mr. LaVelle Gates, Board Advisor</p> <p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Judy Wada, Chief Financial Officer Ms. Thao Mailloux, Director of Information & Development Ms. Heather Diaz, Director of Community Services 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>INTERPRETERS:</u> Mr. Fernando Nunez, LRA Spanish Interpreter Ms. Jan Seeley, LRA ASL Interpreter</p> <p><u>GUESTS:</u> Ms. Jaime Van Dusen, DDS Mr. Albert Feliciano, SCDD Ms. Louise Elliott, ICAN</p>	<p><u>GUESTS continued:</u> Ms. Adriana Garcia, HRC Parent Ms. Amelia Castellanos, HRC Parent Ms. Aquilina Castellanos, HRC Parent Ms. Gilberta Castellanos, HRC Parent Ms. Ivon Munoz, HRC Parent Ms. Mariela Garcia, HRC Parent Ms. Minerva Flores, HRC Parent Ms. Martha De La Torre, HRC Parent Ms. Martha Ramos, HRC Parent Ms. Silvia Calles, HRC Parent Ms. Andrea Machuca, HRC Parent Ms. Maria Poblete, HRC Parent Ms. Guadalupe Nolasco, HRC Parent Ms. Amy Alejo, HRC SC Ms. Asia Atkinson, HRC SC Mr. Benjamin Sandoval, HRC SC Mr. Brandon Su, HRC SC Ms. Carol Heng Lopez, HRC SC Mr. Christian Villagomez, HRC SC Ms. Diana Figueroa, HRC SC Ms. Guadalupe Macias, HRC SC Ms. Janine Diaz, HRC SC Ms. Jennifer Gutierrez, HRC SC Ms. Jessica Leos, HRC CSM Ms. Julie Villegas, HRC SC Ms. Karen Renteria, HRC SC Ms. Karina Valdez, HRC SC Ms. Kenniya Fairley, HRC SC Ms. Lashelle Daisy, HRC SC Mr. Marcello Bermeo, HRC SC Ms. Maria Fitzsimons, HRC CSM Ms. Maria St. Jacque, HRC SC Ms. Maria Suarez, HRC SC Ms. Martha Anderson, HRC SC Ms. Norma Velasques, HRC SC Ms. Sandy Diaz, HRC SC Ms. Sheri Marshall, HRC SC Ms. Tarsi Quiroa, HRC SC Ms. Veronica Reyes, HRC SC Ms. Yanira Melenez, HRC SC Ms. Yolanda Montes, HRC SC</p>
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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 reminded the Board Members that we do not meet in December and our next regular business meeting of the Board will be on January 17, 2023.

Mr. Patay advised that he will be leaving the meeting prior to the Executive Report and Vice President, Ann Lee will conclude the meeting. Mr. Patay advised that we will now proceed with our regular agenda.

PRESENTATION OF MINUTES

In Mr. Gauthier's absence, Mr. Czarske 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 2022-23, dated August 2022
- Harbor Regional Center Functional Expense Summary, dated August 2022
- Harbor Regional Center POS Contract Summary, dated August 2022
- Harbor Regional Center Line Item Report, dated August 2022
- Harbor Regional Center Monthly Financial Report Fiscal Year 2022-23, dated September 2022
- Harbor Regional Center Functional Expense Summary, dated September 2022
- Harbor Regional Center POS Contract Summary, dated September 2022
- Harbor Regional Center Line Item Report, dated September 2022
- Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities Fiscal Year 2022-23

EXECUTIVE REPORT

1. STRATEGIC PLANNING:

Mr. Ruppe thanked all of the Board Members for their enthusiastic participation in our annual October Board retreat that focused on strategic planning. Mr. Ruppe thanked Board Members for giving their time and heartfelt contributions in helping the executive leadership team with identifying strategic focus areas for HRC. Mr. Ruppe reviewed the post-retreat survey results with the Board and indicated that the support of the Board in strategic planning efforts has been enormous and well received by Board Members and Staff and looks forward to continued collaboration with the Board to finalize our strategic plan.

2. **CASELOADS:**

Mr. Ruppe reviewed with the Board Harbor Regional Center's Caseload Report as of June 30th, the D-1 and the Core Staffing percentages. Mr. Ruppe indicated that we are projecting to have a caseload of 18,029 by June 30, 2022. We are also projecting that during this fiscal year we will have provided services and supports to over 20,361. Mr. Ruppe then reviewed the D-1 allocation and noted that the line item reflecting our allocation for the core staffing formula only increased .03%, or \$81,000 dollars. Mr. Ruppe also noted that this small increase in the core staffing formula funding presents challenges to HRC as we move forward this year in trying to reduce caseload ratios, as our growth was not accurately accounted for in our budgetary allocation.

3. **2023 HDDF BOARD PRESENTATION & TRAINING PLAN:**

Mr. Ruppe reviewed in detail with the Board the draft 2023 HDDF Board Presentations and Training Plan and indicated that it would be submitted to DDS for approval and then posted on our website.

4. **2023 HDDF BOARD MEETING SCHEDULE:**

Mr. Ruppe called the Board's attention to the HDDF Board Meeting schedule for calendar year 2023 and advised that a time change is proposed *from* 6:30 to 8:30 pm *to* 6:00 to 8:00 pm to allow for more participation via zoom meeting platform. Mr. Ruppe polled the Board Members inquiring if they were open to starting board meetings at 6:00 pm, rather than at 6:30 pm and noted that the majority agreed to the time change which will be posted on our website.

5. **HOLIDAY GIVING:**

Mr. Ruppe reminded the Board that HRC has begun our campaign to provide assistance to families in need during the holidays and encouraged Board Members and guests to participate if they are able. Mr. Ruppe thanked the Board in advance for their continued support of our holiday giving campaign.

6. **2023 HRC PERFORMANCE PLAN *presentation*:**

Mr. Ruppe introduced Ms. Thao Mailloux, Director of Information and Development who made a presentation to the Board on HRC's 2023 Performance Plan. There were no questions or comments received from the Board and or public and a motion was made for the Board to approve the plan.

Dr. Jim Flores moved to approve Harbor Regional Center's 2023 Performance Plan and Ms. Rodriguez seconded the motion, which was unanimously approved by the Board with no opposition or abstentions.

COMMITTEE REPORTS

A. **ARCA**

Mr. Ruppe summarized the main topics of the October meetings and noted that the conversation focused primarily on strategic planning efforts. The next two day in person meeting is scheduled for January 2023.

B. **AUDIT**

Mr. Czarske reported that our Auditors AGT are continuing to work on the fiscal year 2021-22 independent audit and plan to present a draft to the Audit Committee in December then bring a final draft to the January meeting.

C. BOARD DEVELOPMENT

Mr. Ruppe reported that the Committee reviewed Trustee terms, board recruiting needs, potential candidate status, the 2022-23 Officer terms and needs for fiscal year 2023-24. The next meeting is scheduled for December 14, 2022.

D. COMMUNITY RELATIONS

Chairperson Ann Lee reported that the Committee met on October 12th and primarily focused on Holiday Outreach efforts, Holiday fundraising and events with the goal to provide more opportunities for individuals with limited support and families to receive gifts this year. The Committee also identified and discussed potential areas of focus and topics of interest for future meetings. The next meeting is scheduled for February 8, 2023.

E. RETIREMENT

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

F. SELF-DETERMINATION ADVISORY

Ms. Taimi advised the Board that the Self-Determination Advisory Committee continues to meet monthly via zoom and provided an update on the September and October meetings.

G. SERVICE PROVIDER ADVISORY

Chairperson Angie Rodriguez reported that the Committee met on August 2, 2022 and summarized the highlights of the meeting that included information on Special Incident Reporting, the ending of Alternative Services, Tailored Day Services, HCBS progress update and grants and emergency readiness and preparedness.

PUBLIC COMMENT

Ms. Lee advised that public input was next on the agenda. Dr. Lee 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.

Ms. Lee indicated that we had four (4) attendees request to address the Board through the Raise Your Hand feature this evening.

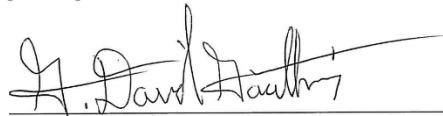
CLOSED SESSION

Ms. Lee advised that there will be no executive session tonight.

ADJOURNMENT 7:58 p.m.

Ms. Lee thanked all those who participated in our Board meeting tonight.

Submitted by:



David Gauthier, Secretary
Board of Trustees

Harbor Developmental Disabilities Foundation