

# COMMITTEE REPORTS



● ARCA	Joe Czarske
● Audit*	LaVelle Gates
● Board Development	Joe Czarske
● Board Planning	Thao Mailloux
● Client Advisory	David Gauthier
● Community Relations	Thao Mailloux
● Retirement	Fu-Tien Chiou
● Self-Determination	Antoinette Perez
● Service Provider Advisory	Paul Quiroz

\*Indicates Action Required

**Harbor Regional Center  
Audit Committee Meeting  
December 6, 2021**

Meeting Minutes

**In attendance:** LaVelle Gates (Chair), Paul Quiroz, Joe Czarske, Judy Wada, Ute Czimmel, Tes Castillo, Kristel Maikranz (AGT), and Randal Burris (AGT)

**Minutes:**

The Audit Committee held a meeting on December 6, 2021 at 2:00 pm via Zoom.

Fiscal Year 2020-21 Audit

Kristel Maikranz from AGT presented the committee with the draft Financial Statements and draft Report to the Board of Trustees for the Fiscal Year 2020-21. The committee reviewed the Schedule of Findings and Questioned Costs. Kristel reported that AGT will be issuing an unmodified opinion on the financial statements audit and federal awards. There were no material weaknesses identified and no significant deficiencies reported. This is the highest level of assurance that can be given.

The committee reviewed a comparison of the Statements of Functional Expenses for Fiscal Years 2019-20 and 2020-21.

Following a discussion among the committee members and AGT, the committee approved the draft Financial Statements as presented. After approval of the draft Financial Statements, the audit committee members went into executive session with AGT.

Judy Wada will present the Financial Statements to the Executive Committee on January 4, 2022, and AGT will present the Financial Statements to the Board on January 18, 2022. Preparation of the Form 990 will then take place for submission to the Executive Committee on May 3, 2022 and subsequent distribution to the full board. Filing deadline for the Form 990 is May 15, 2022.

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Subsequent Events

On December 21, 2021, the Audit Committee approved the two-year extension to HRC's contract with AGT. AGT will conduct the Financial and Compliance Audits and prepare Federal and State Exempt Organization Returns for Fiscal Years 2021-22 and 2022-23.

**Harbor Developmental Disabilities  
Foundation, Inc.**

Torrance, California

REPORT TO THE BOARD OF TRUSTEES

June 30, 2021

DRAFT

To the Board of Trustees  
Harbor Developmental Disabilities Foundation, Inc.  
Torrance, California

We have audited the financial statements of Harbor Developmental Disabilities Foundation, Inc. dba Harbor Regional Center, a California nonprofit corporation (the Foundation), as of and for the year ended June 30, 2021, and have issued our report thereon dated **DATE**. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated July 1, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Foundation solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Safeguards have been implemented to reduce the threats on our independence. These safeguards include continuing education related to independence and ethics requirements; external peer review of our firm's quality control system; our firm's internal policies and procedures which are designed to monitor compliance with the independence requirements; and, the involvement of another firm member who is responsible for completing an independent technical review of the financial statements.

## **Qualitative Aspects of the Organization's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Foundation is included in Note 1 to the financial statements. As described in Note 1 to the financial statements, during the year the Foundation adopted ASU 2018-08, Topic 605. The update addressed whether a grant, contract, or agreement is a contribution or an exchange transaction based on whether the Foundation is receiving commensurate value in return. The adoption of the ASU had no material effect on previously reported net assets. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimate affecting the financial statements are the estimate of receivables and allocation of functional expenses.

Management's estimate of the receivables is based on management's historical experience. Management's estimate of the functional expense allocation is based on the proportion of staff salaries applicable to each program. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Foundation's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain representations from management that are included in the management representation letter dated DATE.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the Foundation, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the Foundation, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Foundation's auditors.

This report is intended solely for the information and use of the Board of Directors and management of Harbor Developmental Disabilities Foundation, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

**DATE**

AGT CPAs & Advisors  
Redding, California

DRAFT

**Harbor Regional Center**  
**Board Development Committee Meeting**

November 10, 2021

**Meeting Minutes**

In attendance: Chris Patay (President), Paul Quiroz, Patrick Ruppe (Executive Director) and Jennifer Lauro (Executive Assistant)

Absent: Joe Czarske (Chair), Ann Lee (Vice-President), Ron Bergmann, LaVelle Gates

**Minutes:**

The Board Development Committee held a meeting on November 10, at 3:00 pm via zoom to review the following:

- Board Composition update
- Board Training for 2022
- Board Development Committee meeting schedule for 2022

**Next Meeting:** Scheduled for December 8, 2021, if necessary



**Harbor Regional Center**  
**Board Development Committee Meeting**

December 8, 2021

**Meeting Minutes**

In attendance: Chris Patay (Board President), Paul Quiroz, Joe Czarske (Chair), Ann Lee (Board Vice-President), Ron Bergmann and Patrick Ruppe (Executive Director) and Jesus Jimenez (Department Assistant)

Absent: LaVelle Gates, Jennifer Lauro (Executive Assistant)

**Minutes:**

The Board Development Committee held a meeting on December 8, at 3:00 pm via zoom to review the following:

- Board Composition update
- Board Training for 2022
- Board Development Committee meeting schedule for 2022

**Next Meeting:** Scheduled for January 12, 2022, if necessary

Harbor Regional Center  
Board Planning Committee  
December 8, 2021

**Committee Members:** Kim Vuong, Chair, Client and Board Member; Ann Lee, Board Member; Dee Prescott, Service Provider, Easter Seals Southern California; April Rehrig, Parent; Jackie Solorio, Parent/Board Member; Nancy Spiegel, HRC Director of Information and Development; Thao Mailloux, Director of Information and Development; Patrick Ruppe, Executive Director

For this meeting, members of the Board Planning and Community Relations Committees met jointly.

Others Present: Jesus Jimenez, HRC Executive Assistant

Members of the committee joined the members of the HRC Community Relations Committee on a presentation entitled, "Helping Officers Improve on How They Interact with People with Developmental Disabilities" by guest speakers, Juan Carlos Aguilar, Robin Hayes, and Susan Methven. Details of this meeting can be found in the meeting minutes of the Community Relations Committee, dated December 8, 2021.

**Mission/Vision Statement**

Nancy Spiegel shared that Harbor Regional Center's current Mission statement, vision statement, and core values were created with members of the Board Development Committee from September 2010 through 2012. It is important that HRC continues to be reflective of the work and community HRC represents and the committee will begin the process of reviewing our mission statement tonight by brainstorming initial ideas the committee may have.

Committee members reviewed the current mission statement and discussion was held regarding how the current mission statement is viewed and understood. Committee members were in agreement to revise the language and terms within the current statement. Patrick Ruppe shared that HRC is currently exploring potential consultants to facilitate additional discussions and workgroups to envision the changes to HRC's mission, vision, and core values.

Supplemental materials will be shared with committee members as ongoing review and dialogue will continue in the upcoming months.

**Harbor Regional Center**  
**Client Advisory Committee**  
**November 13, 2021 via ZOOM**  
**Minutes**

**Members Present:** Debbie Howard, Kelly Sutton, Rita Teodoro, Mead Duley, David Gauthier, Deaka McClain and Kim Vuong

**HRC Staff Present:** Erika C. Landeros

**Other:** Jenelle Reyes, Life Steps Staff

**Call to Order & Minutes Approved**

Meeting commenced at 1:06 p.m.

Minutes for 08/14/2021 were reviewed (approval not needed as quorum was not met).

Kim Vuong was voted into the CAC as a member by the Client Advisory Committee as this is her 4<sup>th</sup> meeting.

**Welcome**

- Erika Segovia was introduced to CAC as our new Manager of Diversity and Inclusion (reviewed HRC's Service Map), she prepared a statement for us explaining her role.
- Elizabeth Garcia-Moya, Provider Relations Specialist provided a statement for HRC updating us all on day programs with on site services being discussed and how services continue being hindered by a shortage of staff. Center for Learning Unlimited (CLU) was presented to the CAC. Day Service Providers were provided with the

information regarding funding available through DDS in order to come into compliance with HCS Final Rule by March of 2021; they submitted their proposals by November 12<sup>th</sup>, DDS will make the final decision as to whom will receive the funding.

- Elizabeth Garcia-Moya also provided updates regarding the Paid Internship Program (PIP) and the CIE Incentives.

### **CAC Member Updates**

David shared with CAC that he attended the Board Retreat on 10/09/2021 where diversity, language and the goals were discussed sharing that the discussions held were very informative and eye opening. He also shared with team that ASL and DHH person was going to be hired at HRC. This led to the CAC having a discussion on diversity and inclusion and being mindful of words/labels being used.

By Deaka: She attended DDS CAC meeting virtually, on September 28, 2021 and October 26, 2021. Presentation of personal care and assistance and assessments were discussed as well as generics. Judy Taimi is now the committee liason, replacing LaWanna Blair. Transition into adulthood were discussed, Bjoern Peterson, Manager at HRC, shared how HRC is assisting our clients and family during the COVID epidemic. Brent Fryhoff, Manager at HRC, presented Alternative Services along with Employment First initiative.

Deaka met with DDS CAC on 06/09/2021 and the team has decided to create a Safety Presentation to assist clients on how to prevent becoming victims of domestic violence. Next meeting will be held on 11/16 and 11/17/2021.

Deaka then presented CAC DDS training course “Think, Plan, DO...Professional Image.” CAC Team viewed video together then went through the handouts having an interactive discussion on setting goals, developing a plan, and how to make a plan. Erika will be mail forms/package to all CAC Members next week.

## **HRC Updates**

Kris Zerhusen was not able to be present for meeting but provided updates to be shared. Self Determination continues being an option for all HRC clients (since June 7, 2021). All staff at HRC is trained with SD as well, there is also a link on HRC's website in case anyone is interested in learning more about SD.

DDS directive still stands for face to face visits for quarterly and IPP meetings in both group homes and supportive living, if a client however elects, he/she can request meeting alternatively, i.e. via zoom.

HRC submitted 7 grant requests to DDS, 5 were approved, total award of \$514,360.

2022 Calendar dates for CAC Meeting were discussed and voted on with dates being:

02/12/2022	at the Torrance site or ZOOM
05/14/2022	at the Long Beach site or ZOOM
08/13/2022	at the Torrance site or ZOOM
11/12/2022	at the Long Beach site or ZOOM

Requested items for next Meeting

- Invite Erika Segovia (community specialist)
- Cal Able Information requested
- Cori Reifman to present on wages and benefits.

## **Adjournment**

Meeting adjourned at 2:53 p.m.

## **Next CAC Meeting**

HRC Client Advisory Committee Meeting  
11/13/2021

The next CAC meeting will be held on Saturday, February 12, 2022 from 1:00 p.m.- 3:00 p.m. Meeting to be held via ZOOM if the stay at home order within Los Angeles County is still in place; if the county allows in person meetings, then the meeting will be held at the Torrance site with the option to ZOOM as requested by the CAC. Erika Landeros will communicate the location of meeting closer to the day of the meeting.

## Harbor Regional Center Community Relations Committee December 8, 2021

**Committee Members:** Ann Lee, Chair, Board Member; Kim Vuong, Client and Board Member; Jackie Solorio, Parent; April Rehrig, Parent; Dee Prescott; Service Provider, Easter Seals Southern California; Nancy Spiegel, HRC Director of Information and Development; Thao Mailloux, HRC Director of Information and Development, Patrick Ruppe, HRC Executive Director

For this meeting, members of the Board Planning and Community Relations Committees met jointly.

Guest Speakers: Juan Carlos Aguilar, Psychologist, Columbus/HRC Consultant; Robin Hayes, HRC Forensic Specialist; Susan Methven, HRC Client Services Manager

Others Present: Jesus Jimenez, HRC Executive Assistant; Steve Goclowski, HRC Clinical Manager

### **Building Relationships with Law Enforcement Agencies:**

Guest speakers, Juan Carlos Aguilar, Robin Hayes, and Susan Methven provided a presentation entitled “Helping Officers Improve on How They Interact with People with Developmental Disabilities.” The presentation focused on several key factors regarding raising awareness within local law enforcement agencies about specific diagnosis, common characteristics, and examples of behaviors for some individuals who have an intellectual/developmental disability. The presenters also shared progress regarding HRC’s initiatives in working with several local law enforcement agencies throughout Los Angeles County, including Long Beach Police Department (LBPD), Redondo Beach Police Department, and Torrance Police Department (TPD). HRC team has encouraged police departments to offer toolkits including blankets or fidget toys for clients whom they encounter. HRC team has also worked with Lakewood Risk Assessment and Management Program, Norwalk Sheriff’s Department, and Lakewood Sheriff’s Department.

Members of the committee commented on the importance of HRC’s outreach and education efforts. Discussion was held regarding whether various law enforcement agencies will utilize HRC’s training, if the training will include a person with a disability, and if HRC can collaborate with other regional centers and LA County Superior Court. Suggestions were noted and will assist HRC in the future to expand this initiative with service providers and HRC clients. HRC currently participates in several collaborative efforts throughout the county (i.e. Multi-Agency Advisory Board (MAAB) a multi-agency/county collaborative, CBEN on crises, etc). Additional suggestions from committee members include expanding training to service providers in supporting HRC clients who encounter law enforcement as well as, sharing HRC’s efforts with a Long Beach organization called Citizen Advisory Commission on Disability (CACOD).

Patrick Ruppe envisions establishing a long-term relationship between HRC and law enforcement agencies that will continue to lead to positive impact and outcomes for HRC clients and families. HRC will continue outreach to law enforcement agencies throughout our service area, work proactively to build ongoing channels of communication, provide training on

developmental disabilities, and help these agencies to be more aware of regional centers as a resource.

At the conclusion of this presentation and discussion, committee members joined the members of the HRC Board Planning committee on a review and discussion regarding the revision of HRC's Mission statement. Details of this meeting can be found in the meeting minutes of the Board Relations Committee, dated December 8, 2021.



HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
October 6, 2021

**Opening:**

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:02 PM on Wednesday, October 6, 2021 via Zoom. Quorum was established at start of meeting.

**Committee Member Present**

Deaka McClain, Client  
David Oster, Client  
Johnanthony Alaimo, Office of Client Rights Advocacy Representative  
Linda Chan-Rapp, Parent  
Rosalinda Garcia, Parent  
Julianna Martinez, Parent  
Sunghee Park, Parent (BBT)  
Miriam Kang, Parent

**Committee Members Absent**

Patricia Jordan, Client

**HRC Staff Present**

Antoinette Perez – Director of Children’s Services  
Judy Taimi- Director of Adult Services  
LaWanna Blair– Director of Early Childhood Services  
Josephina Cunningham – Client Services Manager  
Donna Magana- Client Services Manager  
Ashley Brown- Intake Manager  
Liz Cohen-Zeboulon – Client Services Manager  
Bjoern Peterson – Client Services Manager  
Katy Granados- Client Services Manager  
Jessica Guzman-Client Services Manager

**SCDD Staff was absent**

**Abbreviations**

HRC: Harbor Regional Center  
IF: Independent Facilitator  
PCP: Person-Centered Plan  
SCDD: State Council on Developmental Disabilities  
SDP: Self-Determination Program  
DVU: Disability Voices United  
FMS: Financial Management Service  
DDS: Department of Developmental Services  
RFP: Request for Proposal  
SC: Service Coordinator

**Visitors**

Fernando (LRA)	Jamie Van Dusen	Erin Hardimon	Paul Quiroz	Whitney Williams
Reiko Umeda	Melissa Jones	Sheila Jordan	Vianey Gomes	Sheila Jones

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
October 6, 2021

**Welcome**

Introductions of committee members and guests – Via Chat on Zoom

**Approval of Minutes:**

Quorum was established. August 4, 2021 and September 1, 2021 minutes were approved with revisions.

**Harbor Regional Center Monthly Update – Katy Granados – Client Services Manager and Antoinette Perez, Director Children’s Services:**

This information is from September 2021

- # of Participants with completed PCP’s: **5**
- # of Participants with approved Budgets: **14**
- # of Participants with completed Spending Plans: **27**
- # of Participants who have gone live with SDP: **30**, as of 10/1/2021
  - HRC is working on developing a tracking system for this information
- Orientations: Since May 2021
  - 276 families have completed our SDP orientation (168 are from Children and Early Childhood Departments and 108 from the Adult Department) \*this does not include those in the initial roll out
  - 8 registered for October
  - HRC is looking to develop orientations in Korean language due to increased interest in this community
  - HRC has seen a decrease in orientation registrants; it is unknown as to why there is decrease interest.
    - Possibly due to the lifting of suspension social and rec as well as participant directed services
- Fair Hearings and Outcomes: No changes
- Resource Development: Constantly developing resources. ARCC no longer providing FMS SDP services.
  - SDP modules to be utilized as a supplement self-paced orientation. It should be used as a refresher.
- Implementation funds FY 20/21
  - Skills 4 Care: Korean speaking parent has finally completed all required work to become an SDP parent mentor and would be available to support families. Currently has 2 Spanish speaking mentors
  - Presentation to Service Coordinators
  - 12 families have been contacted at least once and following up every 2 weeks to provide additional assistance
    - Currently providing resources, FMS list, IF information
- State awarded SDP Positions
  - HRC was awarded 3 positions (1 fiscal and 2 service coordination)
    - Job descriptions have been completed and will be posted next week

**Statewide Updates:**

- No updated information at this time

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
October 6, 2021

**Partner updates:**

Office of Clients and Rights Advocacy – Johnanthony Alaimo

- School districts are no longer offering distance learning. He shared a link regarding clarification on new directive regarding IEP services. <https://www.cde.ca.gov/sp/se/ac/ab130faq.asp>

State Council – No representative at this meeting.

- Expecting to assign someone soon

**Action items:**

- **2021-2022 implementation Funds RFP (Request for Proposal) update**
  - Antoinette will meet with Rosalinda to further discuss. Once this is completed, this will be shared with committee.
  - The RFP is currently under review and if significant changes are made, this will be shared to the committee.
  - Linda made suggestion that the posting can be
- **Member Status**
  - Rosalinda followed up with board members and both are still interested in being a part of the
  - Members should reflect the population HRC serves; add latino members
    - 11.8% Asian- only requires 1 and currently over represented by 1
    - 10.8% African American- requires 1 and currently over represented by 1
    - 41.8% Latino- need 3.3 and currently have 2 (missing 1)
    - 14.1 Other- have 1
    - As replacement opportunities open up, the board will seek to replace using this guide.
  - Guidelines for attendance was discussed- Miriam shared that this is of concern if a population is not represented due to not attending- This will be added in next month's meeting
- **Structure and use of meetings going forward- What is the most efficient way to run the meetings?**
  - Possible ongoing presentations and inquired suggestions on presenters moving forward, how to hire/fire staff, how to replace, how to create contracts with providers
  - Different part of the SDP process
  - Understanding FMS and IF, suggested a meet and greet FMS, understanding the budget process vs. spending plan, prioritizing presentations
  - Clients whose cases are live in SDP share their experiences
  - Families to come and share resources including social and rec- how individuals are using SDP
  - Share experiences of what is and is not working
  - SDP Statewide updates/changes, Review of generic services in the HRC area
  - 5 year plan for the committee
  - Linda offered to reach out to SDP Conference resources to present at the meeting in the future
- **How to address personal/specific issues that are brought up to the advisory committee**
  - Can be submitted by e-mail or redirected back to HRC staff
  - If someone agrees to talk about their personal journey, they should be advised that this is a public forum to limit any information they do not want to be shared
  - Erin- asked if there are subcommittees that handle specific situations and one representative can share with the advisory while omitting personal information

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
October 6, 2021

**Public Comments:**

- Melissa Jones asked if families that have attended other RC's orientation would need to take HRC's orientation- HRC shared that other orientations are honored
- Linda asked where individuals/families are in the process when being referred to SDP Mentor/Coaching program
  - Paul responded that they are in different stages of the process and they are receiving positive feedback from the community
- Linda asked if there is a limit or wait list of IF's in the area- Paul shared that IF may not always call back however they have not received a call stating that they are not available.
- IF's are limited in the area and there is information in the community that there are wait lists (some of 2 years)
- Erin expressed concerns regarding the attendance of committee members and shared interest to join.
- Melissa- expressed that there are no clear directions on what happens after the budget is certified and shared with the family. Recommended that HRC share with families the spending plan
  - HRC SC transfers the family/IF's spending plan into HRC's format
- Sheila- asked if we have a flow chart and can HRC add an e-mail address on their website specifically SDP to address their concerns/issues
  - HRC is working on developing a flow chart and will consider the e-mail address
- Paul agreed to assist in finding an FMS to participate as a presentation next month

**Next meeting:** November 3, 2021 via Zoom 6PM-8PM

**Adjournment, Conclusion**

Meeting was adjourned at 7:36 PM.  
Minutes submitted by Katy Granados

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
November 3<sup>rd</sup>, 2021

**Opening:**

The regular meeting of HRC Self Determination Advisory Committee was called to order at 6:00PM on Wednesday, November 3<sup>rd</sup>, 2021 via Zoom. Quorum was not established at start of meeting, but was established efficiently prior to meeting minute approval.

**Committee Member Present**

Rosalinda Garcia, Parent  
Deaka McClain, Client  
David Oster, Client  
Johnanthony Alaimo, Office of Client Rights Advocacy Representative  
Linda Chan-Rapp, Parent  
Patricia Jordan, Client  
Miriam Kang, Parent  
Julianna Martinez, Parent

**Committee Members Absent**

Sunghee Park, Parent (BBT)

**HRC Staff Present**

Patrick Rupee - Executive Director  
Antoinette Perez – Director of Children’s Services  
Judy Taimi - Director of Adult Services  
LaWanna Blair - Director of Early Childhood Services  
Josephina Cunningham – Client Services Manager  
Donna Magana - Client Services Manager  
Ashley Brown – Client Services Manager  
Katy Granados- Client Services Manager  
Jessica Guzman-Client Services Manager  
Brenda Bane – Service Coordinator

**HRC Staff Absent**

Liz Cohen-Zeboulon – Client Services Manager  
Bjoern Peterson – Client Services Manager  
Jessica Eich – Client Services Manager

**SCDD Staff Present**

Christofer Arroyo  
Albert Feliciano  
Lia Cervantes Lerma

**SCDD Staff Absent**

Brianna Reynoso

**Abbreviations**

HRC: Harbor Regional Center  
IF: Independent Facilitator

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
November 3<sup>rd</sup>, 2021

PCP: Person-Centered Plan  
SCDD: State Council on Developmental Disabilities  
SDP: Self-Determination Program  
DVU: Disability Voices United  
FMS: Financial Management Service  
DDS: Department of Developmental Services  
RFP: Request for Proposal

**Visitors**

Lucy Paz (Interpreter)	Jamie Van Dusen(DDS)	Erin Hardimon	Paul Quiroz	Elia Lopez
Whitney Williams	Reiko Sakuma Umeda	Celia Pena	Amelia Castellanos	
Shelia Jones	Kyungshil Choi	Yvette Torres	Maria Zavala	Juliana Martinez
Martha DeLa Torre				

**Welcome**

Introductions of committee members and guests – Via Chat on Zoom

Chris Arroyo introduced new staff members (Albert Feliciano and Lia Cervantes Lerma). Albert spoke briefly as the new advocate at state council. He came from a regional center (as a community services specialist and service coordinator). Also worked as a service provide for 10 years. 16 years field experience. Lia briefly introduced herself as well. She is a mother of a child with Down Syndrome. She has a history working as a therapist and support group facilitator.

**Approval of Minutes:**

Quorum was established; 7 committee members present during the zoom meeting (one was added later on in the meeting). October 6<sup>th</sup> 2021 minutes posted and available for viewing on HRC website. Linda noted changes – page 3 under action items (2021-2022 implementation of funds RFP update) the last part of the note was cut off. Katy fixed it. John Anthony noted one change – under member status the note was cut off. Katy fixed it. Meeting minutes were approved as amended – Linda motioned first and David Oster seconded this motion. The rest of the committee voted to approve the minutes via Zoom chat. Meeting minutes successfully approved.

**Harbor Regional Center Monthly Updates: Antoinette Perez, Director Children’s Services:**

Antoinette noted that the information is being presented in a different format and an “HRC SDP” Power Point presentation was shared on the screen:

- Soft Roll Out Participants
  - Total Participants Selected: **139**
    - Remained in SDP: **95**
    - Withdrew: **37**
    - Moved out of State: **2**
    - Transferred Out (to another RC): **3 – when they left HRC they were in SDP, but unsure if they continued in SDP with the next RC.**
- Of the **95** SDP soft roll out participants,
  - Live as of 07/01/2021: **24**
- Orientation Data
  - Soft Roll Out who completed orientation: **115**

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
November 3<sup>rd</sup>, 2021

- Individuals interested in SDP as of 07/01: **282 (in addition to the 115 aforementioned)**
  - Total Fully Oriented: **397**
- Miriam asked why there has not been produced data for all of the regional centers since the soft roll out (July 1<sup>st</sup>). Antoinette asked for specifics. Miriam clarified that she does not believe DDS sent any data past June 2021. Antoinette stated that there are updates on DDS' website. Jamie (DDS) stated that the federal programs department are working on updating the FAQs, but that she would get back to us with an answer. Antoinette also explained that all of the regional centers do a monthly SDP report. Miriam stated that it is interesting that she has not seen any collective data for all of the regional centers. Rosalinda will also bring back information if she is privy to it.
- David stated that he believes if an individual is in SDP and they move out of area, they would still be a part HRC and that this is only for SDP participants (he stated he was referencing a presentation from Judy Marks). Antoinette clarified that catchment areas still apply in both traditional and SDP. She also clarified that if an SDP participant moved out of HRC's catchment area, that case would be transferred to the appropriate regional center, but the individual would still remain in SDP. This is because each regional center services their local community.
- Jamie stated (via chat) there are **873** SDP participants statewide.
- We continued with HRCs SDP data presentation
  - # of participants with completed PCP's
    - Soft Roll Out: **23**
    - Since 07/01: **16**
  - # of certified budgets
    - Soft Roll Out: **26**
    - Since 07/01: **38**
  - # of approved Spending Plans
    - Soft Roll Out: **24**
    - Since 07/01: **39**
  - # of SDP live participants
    - Soft Roll Out: **24**
    - Since 07/01: **13**
- Patrick noted discrepancy between the number of approved Spending Plans and the number of certified budgets since the amount of certified budgets were one less than the approved Spending Plans. Antoinette stated that this is likely a mathematical error as we cannot have an approved Spending Plan without a certified budget first. Katy explained that we will double-check numbers, but also mentioned that there are some issues with FMS agencies and families moving forward.
- Fair Hearings:
  - Have not had many. There is one pending which involves how we establish dollar amounts for services and unmet needs. We establish the amount (per DDS directive) by taking the service in the traditional service delivery system and taking the rate and putting that in the budget. This family believes we should not put the average but we should put the amount the family wants.
- Budget and Cost Neutrality
  - Other RCs have seen budgets double or triple in the second year. HRC has not noticed this, but we are seeing growth, mainly with individuals moving into their second year with SDP.

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
November 3<sup>rd</sup>, 2021

- RFP Update
  - Rosalinda met with Angela Woods and the RFP was finalized. Angela made adjustments and edits. Linda has reviewed it. The last step is to post it. The process is moving forward as planned.
- Success Stories for Skills 4 Care
  - 15 total families receiving coaching
    - 11 English speaking
    - 4 are monolingual
    - 1 recent referral (one contact)
    - 3 (three contacts)
    - 5 (four contacts)
    - 6 (more than five contacts)
  - Some difficulties reaching out to FMS providers. Each family has their own challenges. There is some difficulty finding IFs, so Skills 4 Care continues to thoroughly guide families. There are also some families who are difficult to reach
  - All families have been contacted at least once. It is a drawn-out process due to the amount of back and forth waiting to hear back from families.
  - IFs and FMS agencies are the main barrier families are dealing with.
- Antoinette shared that she will work with Paul and after the holidays there will be data presented regarding Skills 4 Care
- We are recruiting for the SDP positions that we were awarded.

**Statewide Updates:**

- None – there is a meeting next week and updates will be provided thereafter

**Partner Updates:**

Office of Clients and Rights Advocacy – Johnanthony Alaimo

- No particular updates, but offered contact information for individuals who have questions or need further guidance.

State Council – Chris Arroyo

- Statewide SDP committee meeting on November 10<sup>th</sup> (information on the website).

**Onboarding Process for FMS**

- At the next meeting, a Community Services representative from HRC will provide an update

*(Rosalinda will create an email for this committee)*

**FMS Agency – Yvette Torres from Acumen**

- Two models offered: Bill Payer and Sole Employer Model. Acumen does not offer the Co-Employer Model. Yvette gave a brief explanation of the Bill Payer Model - Payments need to be made directly by the FMS and reimbursement is not allowed in this program. Example for bill payer model – you are the participant and enjoy music. Music is listed in the Spending Plan. FMS can make a payment to the music studio and they can purchase the guitar. If you want to hire direct staff – bill payer does not allow for employee/employer relationship.



HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
November 3<sup>rd</sup>, 2021

- Sole Employer Model – participant is the employer of reference. Some families are under the impression that this model gives them all responsibility, but that is not the case. FMS will obtain an Employer Identification Number on the participant's behalf and they will also process the employee's enrollment paperwork. FMS will also process their background checks and payroll. Participant/family sets rate and schedules. Participants/families have a burden cost they are responsible for in this model (i.e. worker's compensation, social security, insurance, etc.). This percentage of the burden cost can range anywhere between 14%-20%. At Acumen, the employee burden is 14.8%
- At the end of the year, employees receive W2s and vendors receive 1099s for tax filing.
- Questions
  - David stated she did not mention the Co-Employer Model. Yvette shared that this is because Acumen does not offer this model.
  - Deaka had a side question for Paul: She asked if there is a way we can get numbers of the people from Skills 4 Care if they feel the program is working and helping them. Paul clarified that they will provide a survey and work with Antoinette to collect data.
- Yvette provided her contact information via chat (she also speaks Spanish)

**Public Comments:**

- Maria had a question in the chat asking how much time it takes to send the authorization for the Spending Plan and when it would be reflected in E-Billing so the FMS can continue to process and begin SDP. Antoinette stated that an issue statewide is with accounting and budget amendments. In essence, it should take approximately one week (at minimum). If it does not happen within one week, they can reach out to the Service Coordinator. Miriam shared that her modifications to her budget (albeit small) went smoothly.
- Another comment – waiting for over a month for budget approval. Antoinette advised to speak with the director and provided the names for all of the directors at HRC.
- Johnanthony asked about clarification for social rec and if it is added to the budget. Antoinette stated they are adding social rec requests to budgets.
- Erin stated she was trying to do SDP for her son, but because he did not have a lot of services prior to the age of three, it did not make sense for her money-wise. She is now questioning this with the opening of social rec. Antoinette stated that it does not matter how many services an individual had in the past. Erin stated she did get information from her SC. Erin's son is getting a lot of services through the school district, but social rec can be added. Erin will reach back out to her SC.
- Patrick stated that we need to be patient with SCs and families since all of the social rec information is brand new and we are awaiting guidelines regarding funding.
- Additional question: How are social rec services implemented in the traditional system? Patrick reiterated the importance of patience as we are still working on policies and guidelines and an RFP for previous traditional social rec services. They are also looking to do a survey to the community to see what families are doing out in the community regarding socialization in attempts to locate social rec vendors. Some old providers have old rates, which are invalid at this point.
- David asked if the numbers of SDP is increasing or decreasing, we clarified that they are increasing.
- Julianna's question – she was looking for Linda, who had to leave early. Julianna then asked if social rec is restricted to age. Antoinette stated that it is for individuals 17 and under. Patrick clarified that this does not seclude us from funding for social rec for adults. Any age can access social rec.
- Martha's question – She asked when day programs will be opening again. Patrick stated that each program is reopening based upon their own timelines. Some programs are part-time, and others who have not started due to staff difficulties. The pandemic and employment market are causing some barriers. However, alternative services are still available. Discussions happen on a regular basis for re-opening day programs.

HARBOR REGIONAL CENTER  
**Self Determination Advisory Committee**  
Meeting Minutes  
November 3<sup>rd</sup>, 2021

Martha then asked if maybe in the New Year programs will be open. Patrick is hopeful, but cannot guarantee due to the aforementioned barriers. Antoinette shared that at the next Your Family Our Focus, they will give an update on day programs. It is scheduled for December 11<sup>th</sup> and Martha will be provided on how to register.

**Next meeting:** January 5<sup>th</sup>, 2022 via Zoom 6PM-8PM

**Adjournment, Conclusion**

Meeting was adjourned at 7:35 PM.  
Minutes submitted by Ashley Brown