

**MINUTES OF THE JULY 18, 2023 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><u>BOARD PRESENT:</u> Mr. Eber Bayona, Board Member Mr. Ron Bergmann, Board Member Mr. Fu-Tien Chiou, Board Member Dr. James Flores, <i>Treasurer</i> Mr. LaVelle Gates, <i>Vice-President</i> Mr. David Gauthier, <i>Secretary</i> Ms. Patricia Jordan, Board Member Ms. Ann Lee, Ph.D, Board Member Mr. Chris Patay, Board Advisor Ms. Angie Rodriguez, Board Member Ms. Laurie Zaleski, Board Member</p> <p><u>BOARD ABSENT:</u> Mr. Gordon Cardona, Board Member Mr. Joe Czarske, <i>President</i> Dr. Marco Garcia Ms. Jackie Solorio, Board Member</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. Jamie Van Dusen, DDS Mr. Albert Feliciano, SCDD Ms. Sarah Thaopaset, Service Provider Ms. Angeline Guerra, HRC Service Coordinator Ms. Brittney Kinsey, HRC Service Coordinator Ms. Brenda Alvizo, HRC Service Coordinator Ms. Claudia Villa, HRC Service Coordinator Ms. Chona Bueza, HRC Service Coordinator Ms. Daisy Rivas, HRC Service Coordinator Ms. Darby De Leon, HRC Service Coordinator Ms. Eileen Ortega, HRC Service Coordinator Ms. Erika Vargas, HRC Service Coordinator Mr. Erwin Rosales, HRC Service Coordinator Ms. Jennifer Rodriguez, HRC Service Coordinator Ms. Jenny Vargas, HRC Service Coordinator Ms. Kathya Langarica, HRC Service Coordinator Ms. Llisela Mateo, HRC Service Coordinator Ms. Michelle Taylor, HRC Service Coordinator Ms. Michelt Rosales, HRC Service Coordinator Mr. Mike Ikegami, HRC Director of IT Ms. Mi Ok Park, HRC Service Coordinator Ms. Nubia Guerrero, HRC Service Coordinator Ms. Rosana Preciado, HRC Service Coordinator Mr. Ramon Gama-Rivas, HRC Service Coordinator Ms. Sonia Seve, HRC Service Coordinator Ms. Taylor Cano, HRC Service Coordinator Ms. Te Moye, HRC Service Coordinator Ms. Toya Hersey, HRC Service Coordinator Ms. Vanessa Saucedo, HRC Service Coordinator Mr. Daniel Hoyos, HRC CSM Ms. Thalia Carreras, HRC CSM</p>
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CALL TO ORDER

In Mr. Czarske’s absence, Vice-President LaVelle Gates presided over the Board meeting and called the Board to order at 6:00 p.m.

PRESIDENT’S REPORT

Mr. Gates welcomed our newest Board members Mr. Eber Bayona and Mr. Ramon Gonzalez and returning members, including himself, Mr. Ron Bergmann and Mr. Fu-Tien Chiou. Mr. Gates then welcomed guests and staff establishing a quorum.

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

Mr. Gates 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. Gates reminded the Board Members that we do not meet in August and the next regular business meeting of the Board will be on September 19, 2023.

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

PRESENTATION OF MINUTES

Mr. Gauthier presented the draft minutes of the May 16, 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 MAY 16, 2023 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 April 2023
- Harbor Regional Center Functional Expense Summary, dated April 2023
- Harbor Regional Center POS Contract Summary, dated April 2023
- Harbor Regional Center Line Item Report, dated April 2023
- Harbor Regional Center Monthly Financial Report Fiscal Year 2022-23, dated May 2023
- Harbor Regional Center Functional Expense Summary, dated May 2023
- Harbor Regional Center POS Contract Summary, dated May 2023
- Harbor Regional Center Line Item Report, dated May 2023

EXECUTIVE REPORT

1. FY 2023-24 BOARD COMMITTEES & CHAIRS

Mr. Ruppe called the Board's attention to the proposed fiscal year 2023-24 Board Committees Roster and Chairs and called for a vote to approve the updated roster.

Ms. Jordan moved to approve the FY 2023-24 Board Committee and Chairs roster and Mr. Chiou seconded the motion, which was unanimously approved by the Board with no opposition or abstention.

2. BUDGET UPDATES

Mr. Ruppe summarized the key highlights of the State Budget, specifically on the E-1 Cash Advance and Preliminary Allocation, on Historical Allocations and on Expenditure and Caseload Historical data.

3. TRAILER BILL (TBL) HIGHLIGHTS AB 121

Mr. Ruppe reviewed with the Board the Trailer Bill Highlights of AB 121, which primarily focuses on the following initiatives:

- Early Start: expanded provisional eligibility to 0-2 year old and made Lanterman eligibility determination to at least 90 days before an individual's 3rd birthday; and
- Social Recreational, camp and non-medical services: Centers are forbidden from making people first use up IHSS, exchange respite (or other service) hours or have copays and DDS can now issue directives for these services, including providing them as participant-directed services; and
- Generic Resources: Regional centers can authorize services when a generic resource may not be available within 60 days; and
- Increased Directive Authority: Has been given to DDS; and
- IPPs and IFSPs: Can be remote through June 30, 2024 should the family choose; and
- Family Cost Participation (FCPP) and the Annual Family Program Fee (AFPP) Programs: have been suspended through June 30, 2024; and

- Coordinated Family Support Services: funding has been increased for these services.

4. CONTRACT FOR BOARD APPROVAL – OPERATIONS FOR PROFESSIONAL SERVICES WITH 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 has engaged with D’Escoto West to provide professional services for the remodel of leased facilities located on the first floor of 21307 Hawthorne Boulevard, Torrance, CA 90503. This is a tenant improvement of 4,627 square feet, consisting of the following:

- Full renovation of office space to accommodate twenty-two (22) HRC staff; and
- Remodel of two (2) conference rooms that can seat up to eighteen (18) individuals each, including installation of exterior doors; and
- Renovation of space to create employee lounge, accessible to all staff and available for multi-purpose use with seating for twenty-eight (28) individuals; and
- Construction services, including demolition, drywall, flooring, ceilings, electrical, millwork, HVAC, etc.

The contract period is August 2023 with an initial estimated amount of \$604,278.00 (including soft costs and contingency).

Ms. Jordan moved to approve the Operations Contract with D’Escoto West for Professional Services in the projected amount of \$604, 278.00 and Dr. Flores seconded the motion, which was unanimously approved by the Board with no opposition.

5. CONTRACT FOR BOARD APPROVAL – OPERATIONS FOR FURNITURE PURCHASE & INSTALLATION WITH WESTERN OFFICE:

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 has engaged with Western Offices to purchase furniture and fixtures for renovated facilities located on the first floor of 21307 Hawthorne Boulevard, Torrance, CA 90503.

- The 4,627 square foot project consists of office space, two (2) conference rooms and an employee lounge. The project also includes outdoor furniture for an existing 1,528 square foot patio. Staff currently utilize the patio for lunch and breaks, as well as for meetings with families and service providers that can be held outdoors.
- The purchase includes furniture for two (2) private offices, furniture and panels for approximately twenty (2) cubicles and or hybrid/”drop in” work stations; furniture accessories conference rooms that will be utilized for both external and internal meetings and seating (tables and chairs) for the HRC employee lounge and the adjacent patio.

The estimated delivery is October 2023 with a contract amount not to exceed \$429,088.00 (freight, labor taxes and contingency).

Mr. Chiou 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 \$429,088.00 and Ms. Jordan seconded the motion, which was unanimously approved by the Board with no opposition.

6. VARIOUS CONTRACTS FOR BOARD RATIFICATION:

Mr. Ruppe informed that the Harbor Developmental Disabilities Executive Finance Committee met on June 20, 2023 to review and approve the following purchase of service contracts all of which are CPP/CRDP Start-Up funding contracts for: financial management services with HR Alliance; and for housing developments with Brilliant Corners; and lastly with enhanced behavior support homes with Mountain Top Health Care Consultant LLC.

Mr. Ruppe advised the Board that the contracts were approved by the Executive Finance Committee at the June 20, 2023 Board Training because the contracts were required to be completed prior to the end

of the 2022-23 fiscal year and the next board meeting was not until this evening. Mr. Ruppe then presented the five contracts to the full Board for review and requested that they be ratified.

Ms. Rodriguez moved to ratify the above CPP/CRDP Start-Up funding purchase of service contracts approved by the Executive Finance Committee on June 20, 2023 and Ms. Lee seconded the motion, which was unanimously approved by the Board with no opposition.

7. INSURANCE SCHEDULE:

Mr. Ruppe referred the Board to Harbor Regional Center's Insurance Schedule for Fiscal Year 2023-24 that was provided in their Board packet and noted that our premiums are over 533,000 for the coming year, which is an increase of about 10% over last year, while most of coverages increased, except the worker's comp, which showed a slight decrease of a 6.5%. The Directors and Officers Liability (Primary) amounts continue at the same level as last year.

8. CASELOAD RATIO

Mr. Ruppe referred the Board to the Department of Developmental Services letter provided in their Board packet that informs how HRC fulfilled the requirement to hire new service coordinator positions for which funding was appropriated in the Budget Act of 2022 (AB178) have been filled as of March 1, 2023; but that HRC did not meet all the required ratios mandated by Welfare & Institutions Code section 4640.6(c) and Article IX, Section 2 of the Fiscal Year 2022-2023 Regional Center Contract. Mr. Ruppe advised that to remedy this, HRC will be submitting a required plan of correction, along with having a public meeting to review our ratios compared to the statewide averages. The public meeting is scheduled for Tuesday, August 15, 2023 at 6:00 pm via zoom webinar and can be found on our website here: <https://www.harborrc.org/2023-harbor-regional-center-caseload-ratio>.

9. LEGAL AND FORENSIC ISSUES presentation:

Mr. Ruppe introduced Ms. Judy Taimi, Director of Adult Services who made a presentation to the Board on an overview of legal and forensic issues.

COMMITTEE REPORTS

A. CLIENT ADVISORY

Mr. Gauthier informed that the Committee met on May 13, 2023 and had a presentation with review and discussion on social recreational opportunities in HRC's catchment area.

B. CLIENT SERVICES

Ms. Taimi, Director of Adult Services reported on the May 23, 2023 meeting which focused on transition from early start services to school and on transition from school to adult services.

C. COMMUNITY RELATIONS

Dr. Lee informed that the Committee met on June 22, 2023 and reported that the Committee is continuing to focus on strengthening partnerships with elected officials while continuing to promote partnerships with HRC and the community. The next meeting is scheduled for August 24, 2023.

D. 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 May and June meetings.

E. SERVICE PROVIDER ADVISORY

Ms. Rodriguez reported that the Committee met on June 6, 2023 and summarized the highlights of the meeting. The next meeting is scheduled for August 1, 2023.

PUBLIC COMMENT


Mr. Gates advised that public input was next on the agenda. Mr. Gates 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. Gates indicated that we had zero attendee requests to address the Board through the Raise Your Hand feature this evening.

ADJOURNMENT 7:30 p.m.

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

Submitted by:

A handwritten signature in black ink, appearing to read "D. Gauthier", written over a horizontal line.

David Gauthier, Secretary
Board of Trustees
Harbor Developmental Disabilities Foundation