



**MINUTES OF THE SEPTEMBER 17, 2024 MEETING OF THE BOARD OF TRUSTEES
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, Board Member Mr. Gordon Cardona, Board Member Mr. Fu-Tien Chiou, <i>Treasurer</i> Mr. Joe Czarske, Board Advisor Dr. James Flores, <i>Secretary</i> Mr. LaVelle Gates, <i>Vice-President</i> Mr. Ramon Gonzalez, Board Member Mr. Jeffrey Herrera, Board Member Ms. Patricia Jordan, Board Member Ms. Ann Lee, Ph.D, Board Member Mr. Chris Patay, Board Advisor Ms. Angela Rodriguez, Board Member</p> <p><u>BOARD ABSENT:</u> Mr. Eber Bayona, Board Member Mr. Ramon Gonzalez, Board Member Ms. Jacquelyn Solorio, Board Member Ms. Laurie Zaleski, Board Member</p> <p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Elizabeth Garcia-Moya, Director of Community Services Ms. Mary Hernandez, Director of Case Management Support Services Ms. Eun Kim, Director of Intake & Clinical 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. Jennifer Lauro, Executive Assistant</p>	<p><u>STAFF ABSENT:</u> Ms. Judy Wada, Chief Financial Officer Ms. Thao Mailloux, Director of Information & Development</p> <p><u>INTERPRETER:</u> Mr. Fernando Nunez, LRA Spanish Interpreter</p> <p><u>GUESTS:</u> Ms. Monserrat Palacios, DDS Mr. Paul Quiroz, Service Provider Mr. Brian Carrillo, HRC Staff Ms. Jessica Vega, HRC Staff Ms. Melissa Tirudo, HRC Staff Mr. Jesse Torres, HRC Staff</p>
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CALL TO ORDER

Mr. Patay called the Board to order at 6:00 p.m.

PRESIDENT’S REPORT

Mr. Patay welcomed Board members, guests and staff, then led in the Pledge of Allegiance. Mr. Patay took roll call of Board Members and a quorum was established.

Mr. Patay introduced Vice-President LaVelle Gates who read Harbor Regional Center’s Mission and Vision Statements.

Mr. Patay reminded the Board that our next regular business meeting will be on November 19, 2024 in person at the Torrance location in conference rooms A1&2.

Mr. Patay reminded the Board about HRC's 50th Anniversary Golden Gathering Dinner on October 4, 2024 and Carnival for our individuals served and their families on Saturday, October 5, 2024 and encouraged all members to attend as HRC celebrates 50 years of our past, present and future!

PUBLIC COMMENT

Mr. Patay advised that public input was next on the agenda. Mr. Patay stated that he will call upon each person who submitted a Public Comment Request form to address the Board and requested that he or she limit their comments to two minutes in order to accommodate everyone.

Mr. Patay indicated that we had received zero (0) Public Comment Request forms.

PRESENTATION OF MINUTES

In Dr. Flores absence, Mr. Ruppe presented the draft minutes of the July 16, 2024 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 JULY 16, 2024 BOARD MEETING were received and filed.**

PRESENTATION OF FINANCIALS

Mr. Chiou reviewed the following financial statements, which were received and filed:

- Harbor Regional Center Monthly Financial Report Fiscal Year 2023-24, dated June 2024
- Harbor Regional Center Functional Expense Summary, dated June 2024
- Harbor Regional Center POS Contract Summary, dated June 2024
- Harbor Regional Center Line Item Report, dated June 2024
- Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities Fiscal Year 2023-24

EXECUTIVE REPORT

1. BUDGET UPDATE:

Mr. Ruppe informed that Harbor received the A-1 Allocation showing our budget to be slightly be above \$451 million. Mr. Ruppe stated that a discrepancy was identified that would have a negative impact on our budget indicating that our current allocation may not be accurate, therefore Harbor has reached out to the Department for discussion.

2. MASTER PLAN FOR DEVELOPMENTAL SERVICES:

Mr. Ruppe called the Board's attention to the meeting schedule of the Master Plan for Development Services that was provided in their board packets and informed that the Sub Committees continue to meet regularly and the next meeting of the Master Plan Committee will be on September 18, 2024.

3. REGIONAL CENTER PERFORMANCE MEASURES:

Mr. Ruppe referred the Board to the Department of Developmental Services Regional Center Performance Measures Recognition and Payment Amounts by Measure and Regional Center for Fiscal Year 2022-23 and summarized the status of successfully met measures for Early Start, Employment, Equity & Cultural Competency and Person-Centered Services Planning topics.

4. HARBOR REGIONAL CENTER STRATEGIC PLAN UPDATE:

Mr. Ruppe provided an update to the Board on the 4th quarter and annual reports, both indicating two (2) goals yet to met for reach report and how efforts will be redirected toward achieving them next year. Mr. Ruppe announced that this year, Harbor will focus on four key areas: 1) Improve Individual and Family Experience, 2) Enhance Service Coordination, 3) Increase Resource Development; and 4) Strengthen Community Engagement.

5. **RESOLUTION FOR BOARD RATIFICATION:**

Mr. Ruppe informed that the banking resolution for Board Ratification is required to allow Harbor to open an account at Wells Fargo that will be used for fund raising for the Harbor Help Fund. Additionally, this new account will support Zelle, whereas our current bank, City National Bank does not. Board President Mr. Patay asked the Board for a vote on the banking resolution.

Mr. Gates moved to ratify the Wells Fargo Banking Resolution that will be used for fund raising for the Harbor Help Fund and Mr. Chiou seconded the motion, which was unanimously approved by the Board with no opposition or abstention.

6. **HARBOR BYLAWS FOR BOARD APPROVAL:**

Mr. Ruppe called the Board's attention to Harbor's current Bylaws that require a small revision for Board review and approval. The revision provided further clarification to section 7.3 of the bylaws, Executive of Contracts and other Documents. Section 7.3 requires that any contract over \$250,000 requires Board approval and the revision elaborates that is several smaller contract for the same services or item exceeding \$250,000 when aggregated they are to be treated as one contract. Additionally, the revision adds that members of the Executive Finance Committee can sign our contract with the Department. Board President Mr. Patay asked the Board for a vote on the revision to Harbor's Bylaws.

Mr. Bergmann moved to approve the revision to Harbor's Bylaws, described above, and Mr. Gates seconded the motion, which was unanimously approved by the Board with no opposition or abstention.

7. **HARBOR OPERATIONS POLICIES FOR BOARD APPROVAL | *new* WORKPLACE VIOLENCE | *revised* CODE OF ETHICS & BUSINESS CONDUCT | *revised* CONFLICT OF INTEREST:**

Mr. Ruppe informed the Board that Harbor has three (3) Operations Policies to review and approve. One is a new policy, which is required by OSHA, the Work Place Violence prevention policy and the others are Harbor's Code of Ethics and Business Conduct and Conflict of Interest. It is Harbor's general practice to review our policies on a regular basis to ensure that they are fully aligned with current legal statutes and regulations. Mr. Ruppe advised that this helps protect the organization from potential risks and ensures we are operating in compliance with the latest requirements. Additionally, Mr. Ruppe stated that Harbor is incorporating person-centered language, which reflects our commitment to respect and dignity for the individuals we serve. Board President Mr. Patay asked the Board for a vote to approve Harbor's one new Operation Policy of Workplace Violence and to approve Harbor's two existing Operation Policies of Code of Ethics and Business Conduct and Conflict of Interest.

Ms. Jordan moved to approve Harbor's one new Operations Policy of Workplace Violence and two existing Operations Policies of Code of Ethics and Business Conduct and Conflict of Interest and Mr. Chiou seconded the motion, which was unanimously approved by the Board with no opposition or abstention.

8. **HARBOR SERVICE POLICY FOR BOARD APPROVAL | *revised* CHILDCARE POLICY:**

Mr. Ruppe reported that earlier this year, the Board approved revisions to Harbor's Childcare Service Policy, however we are bringing this policy back for further review due to several small changes requested by DDS. As provided in your Board packet, Harbor's Childcare Service Policy has been updated to reflect the changes required by DDS and now requires Board approval.

Mr. Bermann moved to approve Harbor's revised Childcare Service Policy as requested by DDS and Ms. Jordan seconded the motion, which was unanimously approved by the Board with no opposition or abstention.

9. **HARBOR EVENTS:**

Mr. Ruppe called the Board's attention to Harbor Regional Center Friends and Family Golden Gathering flyer and encouraged all members to attend for the carnival celebration event occurring at Harbor on Saturday, October 5, 2024 from 11:00 am to 4:00 pm.

10. **HOLIDAY HELP FUND:**

Mr. Ruppe announced that Harbor's Hearts for the Holidays campaign that will 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 \$35,000 with which we will purchase items 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 for our holiday giving campaign.

Mr. Chiou moved to approve a donation of \$35,000 from the Harbor Help Fund for the purchase of items for Harbor's Hearts for the Holidays giving campaign and Ms. Lee seconded the motion, which was unanimously approved by the Board, with no opposition or abstentions.

11. **'ANNUAL INDIVIDUAL & FAMILY EXPERIENCE & SATISFACTION SURVEY RESULTS' presentation:**

Ms. Mary Hernandez, Director of Case Management Support Services made a presentation to the Board on the survey results of our Annual Individual and Family Experience and Satisfaction survey.

COMMITTEE REPORTS

A. **ARCA**

Mr. Ruppe advised that Board members Laurie Zaleski Angela Rodriguez, Eber Bayona and Fu-Tien Chiou attended the ARCA Academy on September 6 and 7. Ms. Rodriguez summarized the key highlights of the ARCA Academy seminar.

B. **BOARD DEVELOPMENT**

Mr. Patay, Chair of the Committee informed that the Committee met on September 11, 2024 to review and discuss the 2024 Board Composition, Board Terms and recruiting. Additionally, the Committee began providing suggestions of trainings for the 2025 meeting year.

C. **CLIENT ADVISORY**

Ms. Jordan, Chair of the Committee reported how the Committee was given a presentation on 'Community of Practice' and in other discussion agreed to participate, if able, as volunteers during Harbor's Golden Gathering Friends and Family Carnival on Saturday, October 5, 2024. Next meeting is scheduled for November 13, 2024.

D. **CLIENT SERVICES**

Ms. Jordan, Chair, reported that the Committee met on July 23, 2024 where the Committee reviewed and discussed its roles as members and also will begin review of Harbor's services policies on regular basis. Next meeting is scheduled for September 24, 2024.

E. **COMMUNITY RELATIONS**

Ms. Lee, Chair of the Committee reported that the committee met on August 22, 2024 and discussed partnerships with law enforcement as it relates to prevention, education and safety of individuals with developmental disabilities. Next meeting is scheduled for November 21, 2024.

F. **RETIREMENT**

Mr. Chiou, Chair of the Committee reported on the retirement plan balances report for the quarter ending September 30, 2024.

G. SELF-DETERMINATION ADVISORY

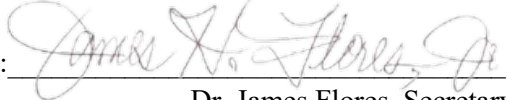
Ms. Perez advised the Board that the Self-Determination Advisory Committee continues to meet monthly and provided an update on the August and September meetings.

H. SERVICE PROVIDER ADVISORY

Ms. Rodriguez reported that the Committee met on August 6, 2024 and summarized the highlights of the meeting.

ADJOURNMENT 7:45 p.m.

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

Submitted by: 

Dr. James Flores, Secretary
Board of Trustees

Harbor Developmental Disabilities Foundation