

Harbor Regional Center
Audit Committee
April 18, 2017

In attendance: LaVelle Gates, HRC Board (chair)
 Terri Nishimura, HRC Board
 Fu-Tien Chiou, HRC Board
 Judy Wada, HRC
 Kaye Quintero, HRC

Minutes:

The Audit Committee met on April 18, 2017 at 5:00 PM at HRC's Main Office.

Fiscal Year 2015-16 IRS Form 990

The Audit Committee reviewed the draft Form 990 which is consistent with the audited financial statements for Fiscal Year 2015-16. The Committee approved the draft with recommended changes. The draft will be updated and the final draft will be presented to the Executive Committee on May 2nd for their approval. Then the 990 will be distributed to the Board and filed.

Fiscal Year 2016-17 Independent Audit

HRC's auditors, Windes, will begin pre-audit work in July. Windes will submit the engagement letter for the audit shortly.

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**HARBOR REGIONAL CENTER
BOARD DEVELOPMENT COMMITTEE
MAY, 2017**

PROPOSED SLATE OF OFFICERS FOR FY 2017-18:

The Board Development Committee has developed a slate of officers for next fiscal year. A ballot will be provided at our annual meeting in May. The slate is as follows:

President	Mariano Sanz
Vice President	Joe Czarske
Secretary	Jim Flores
Treasurer	Fu-Tien Chiou

RE-ELECTION OF CURRENT BOARD MEMBERS:

As we have previously announced, the Board Development Committee recommends the following Board members who are eligible to be elected to serve another term on the Board. A ballot will be provided at our annual Board meeting in May.

Ron Bergmann	2 year term
LaVelle Gate	2 year term

FILLING VACANCIES:

There are two current Board members whose terms will expire and who are not eligible to be reelected. They are: John Rea, and Doug Erber. We thank them for their service and will give special recognition to them at our upcoming Board Recognition dinner. HRC client and Board member, Jaime Martinez has had difficulty in attending our meetings and has indicated he will not be able to continue as a Board member.

The committee has recommended attorney and parent, **Christopher Patay**, to assume attorney and parent, John Rea's seat, parent **Joe Czarske** to assume Doug Erber's seat, and client **David Gauthier** to assume Jaime's seat. Ballots will be provided at the May Board meeting.

JUNE RETREAT:

Finally, the Committee has finalized arrangements for the June 10 Board Retreat which will take place at the Torrance Office starting at 9:00 a.m. The Board recognition dinner will take place that evening beginning at 6:30. We will provide more detailed information as it becomes available but want to ask all Board members to be sure to **reserve June 10 between 9:00 and 2:30 for our retreat.....and that evening for our Board recognition dinner.**

Client Services Committee

Date: March 28, 2017

Time: 6-8 Pm

Attendees: Antoinette Perez, LaWanna Blair, Patricia Jordan (Chair), LaVelle Gates, David Gauthier, Ronda Kopito, Melanie Brossus

The group met for a final review of materials on Behavioral Health Treatment (BHT) and Insurance that are currently available through HRC to make amendments/ recommendations to previous 2/28/2017 advisement on the topic.

1. Making it Happen Booklets have valuable information in them but should be simplified even further- training for SC's needed so they know how to walk families through booklets since many families do not have the time to read through them OR HRC should make available workshop conducted by HRC specialist on the topic, one page handouts, FAQ's, or audio/visual material. Forum needed for families to be able to ask clarifying questions on the topic. Families not readily aware of the specialists available at HRC.
2. Utilization of parent support groups for training. Group informed this is already taking place but, group suggested that this should be advertised more. Use of parent mentors on the topic.
3. Overall recommendations regarding how HRC educates families about our services and supports- reinstatement of the New Family Orientation, advocacy training for parents/ clients that are specific to age groups (EI, children's, adults). List of services to be expanded to which specific services are provided by certain providers, more quality review of current programs since there is a large continuum of service programs. Overall enhanced training and engagement with staff, clients/families, and community partners. Group informed that these items are all areas that HRC is committed to working on already.

The group then discussed proposal for next series to focus on Transition. The group understands the focus will be to educate the group on what HRC is currently doing to improve transition from school to adulthood planning including current initiatives to address employment and other resource development. Next meeting will take place at HRC Long Beach office on 4/25/17. The HRC Family Resource Center will provide a tour and presentation on "overview of FRC and material related specific to Transition."

**Harbor Regional Center
Service Provider Advisory Committee
Minutes: April 4, 2017**

Members Present: Terri Nishimura, Pediatric Therapy Network; Rhiannon Acree, Cambrian Homecare; Alex Saldana, Oxford Home Care; Kristy Glass, Able Arts Work; Dee Prescott, Easter Seal Southern California; Mary Grace Lagasca, InJOY Life Resources; Rob Haupt, Autism Spectrum Therapies; Jones, Goodwill, SOLAC; Glenda Lang, Options for Birth and Family; Corina DeLeon, Integrated Life; Jose Guzman, Ambitions; Louise Scott, ICAN; Clare Gray, South Bay Vocational Center; Jessica Beltran, Roundtrip Transportation; Pam Ryan, Canyon Verde College; Steve Goclowski, California Mentor; Jazmin Zimmerman, Dungarvin; Adriane Moto; ECF.

HRC Staff Present: Pat Del Monico; HRC Executive Director; Maria Elena Walsh, Assistant Manager; HRC Resource and Technology Center; LaWanna Blair,, Director of Early Childhood Services; Judy Wada, CFO, Ashley Ayala, HRC Fiscal Monitor; Colleen Mock, HRC Community Services Director

Ms. Colleen Mock introduced Ms. LaWanna who replaced Heather Sheppard Clark as the Director of Early Childhood Services. Ms. Blair discussed her previous employment, including seven years with Harbor Regional Center

HRC Resource and Technology Center Update:

Ms. Maria Elena Walsh discussed the workbook about safety skills and person centered planning called “My Life , My Dream”. She also presented on Leadership through Positive Change and the DDS series “Feeling Safe, Being Safe”.

Presentation on the Service provided by Integrated Life:

Ms. Corina De Leon presented on the services provided by Integrated Life. She has two adult day programs, one in Long Beach and one in Torrance. She also discussed the independent living skills assessments she conducts for adults who have existed school and want to learn living skills while still living at home.

CMS-HCBS:

Ms. Mock announced that DDS will be funding four of the 26 CMS proposals that were submitted by Harbor Regional Center service providers.

She also discussed the timeline for completing the service provider self assessments for CMS compliance.

HRC Service Provider Advisory Committee
4/4/17 Meeting Minutes
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Self-Determination Update

Ms. Mock noted DDS has been preparing the training materials that have not yet been made available for distribution.

ABX2-1 Service Provider Rate Increase Survey

Ms. Colleen Mock announced that this survey must be completed by October 1 for every service provider who received the ABX2-1 rate increase. The draft survey will be distributed to members of the committee when released by DDS.

New Service Provider Independent Audit/Financial Review Requirements

Ms. Judy Wada discussed the new requirement that service providers submit their financial audit/fiscal reviews to the regional centers no later than nine months following the end of the provider's fiscal year.

Budget Update

Ms. Wada announced that HRC is anticipating a deficit of \$5 to \$6 million by the end of the fiscal year. DDS is anticipating a range of anywhere from a \$9 million surplus to a \$20 million deficit for this fiscal year statewide.

Harbor Regional Center Update

Ms. Mock also announced that every April, HRC will ask service providers to report on the cultural diversity and language capacity of their staff.

Service Provider Training

Ms. Mock announced that HRC will be offering additional sessions of cultural diversity training for service providers in fall/17.

The HRC Service Provider Advisory Meeting Schedule for 2017

June 6, 2017
August 1, 2017
October 3, 2017
December 5, 2017

**Harbor Regional Center
Board Planning Committee Minutes
March 24, 2017**

Present: Ron Bergmann, Patricia Jordan, LaVelle Gates, Wendy Sorel, Erika Braxton-White, Nancy Spiegel

Harbor Regional Center Diversity Plan

Public meetings are currently in progress through the end of March, for HRC to share demographic and expenditure data, as well as activities currently in progress to increase equitable access to services. At the meetings, we have been providing information on efforts currently in progress which include:

- **Development and translation of informational materials for clients and families**

In response to input we received at public meetings in 2016, we have published booklets which provide a list of services by age group (services for infants and toddlers, service for school-age children and families and services for adults). Thus far, these are available in English and Spanish and are being distributed to families at individual and community meetings. Translations into other languages are in progress.

We are also working collaboratively with fellow regional centers on the creation of brief fact sheets which provide more detail about selected services that families ask us about, such as respite or employment services to be translated as well.

We are working with a non-profit video production team to create short and easily accessible videos to help families gain a better understanding of services. The first video, now in pre-production, will be produced in Spanish.

- **Training for staff and service providers**

After last year's very successful training for all HRC staff on providing culturally responsive services, we are now in the process of offering this training to groups of service providers. The first group completed the training in March with additional groups scheduled over the coming year.

Additional training sessions are also scheduled for staff in the coming year on cultural responsiveness, resilience, person-centered planning and communication and problem solving skills to support the provision of person centered services.

- **Bilingual Parent Mentorship and Support: Parents in Partnership**

Information and support for families that have not fully utilized services that are available for their children will be provided by Spanish-speaking parent mentors to work with them in overcoming barriers. We are working with 211 LA County to develop this program.

We are continuing to meet with our community and listen to their input and concerns as we continue these efforts and develop plans for the coming year.

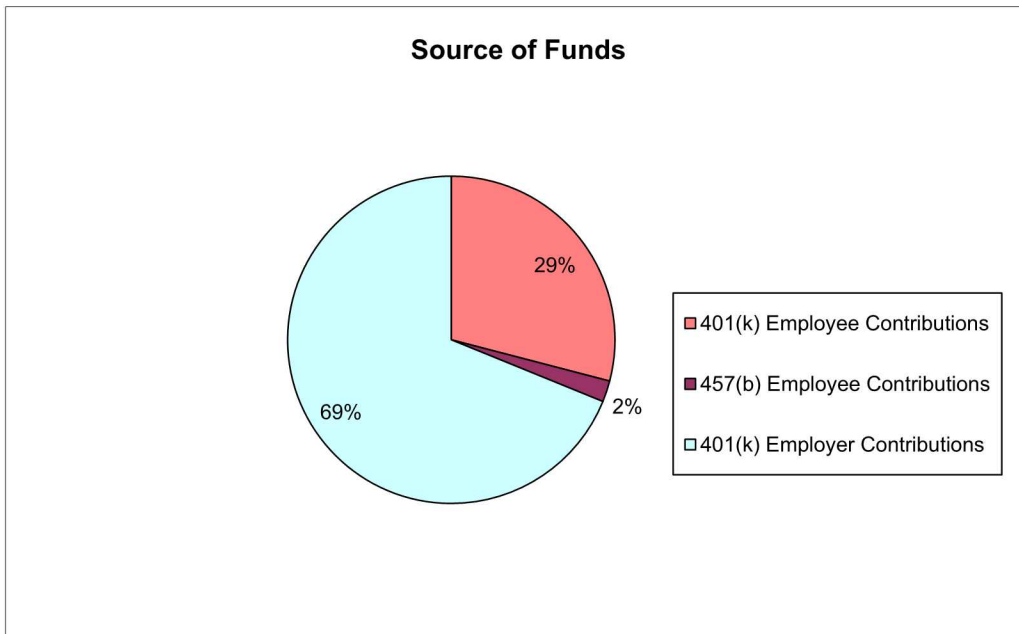
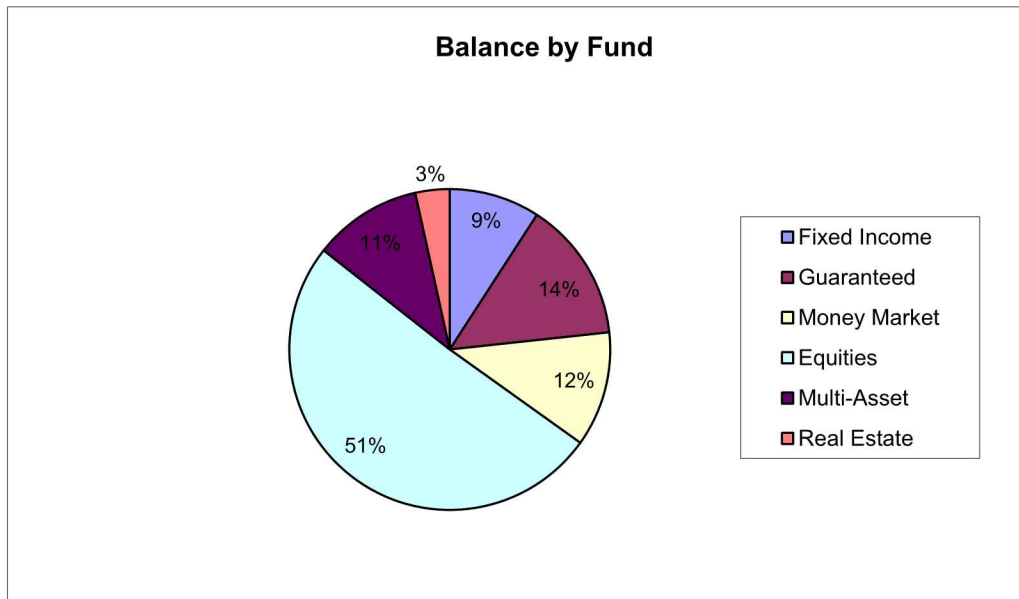
Nancy and Erika also reported on the telephone survey of clients and families conducted by Kinetic Flow Corp Analysis of the data is continuing to provide HRC with increased understanding of clients and families satisfaction with services, what we are doing that has been successful in supporting families, and what activities we may undertake to increase service utilization and satisfaction. Two conclusions that we can draw at this time is the need to continue to provide more information and to offer more choices in available services and supports.

**Harbor Regional Center
Retirement Plan Balances as of 03-31-2017**

	401(k) Employee Contributions	457(b) Employee Contributions	401(k) Employer Contributions	Total Balance
Fixed Income	\$1,111,402	\$71,056	\$2,765,404	\$3,947,863
Guaranteed	\$2,102,068	\$532,134	\$3,471,041	\$6,105,244
Money Market	\$934,422	\$34,520	\$4,033,806	\$5,002,748
Equities	\$6,555,955	\$263,448	\$15,072,181	\$21,891,583
Multi-Asset	\$1,218,804	\$0	\$3,506,523	\$4,725,327
Real Estate	<u>\$620,058</u>	<u>\$2,099</u>	<u>\$868,940</u>	<u>\$1,491,097</u>
Total	\$12,542,708	\$903,258	\$29,717,895	\$43,163,860

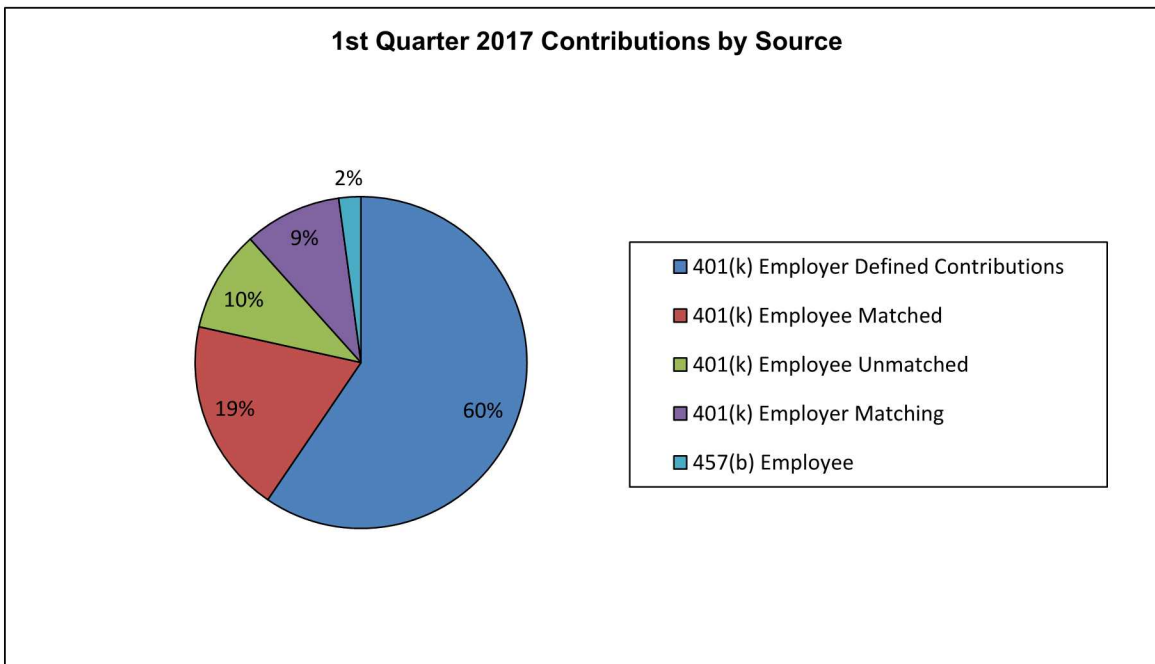
* Plan Balances include active and terminated employees still in the Retirement Plan.

** Employee Contributions include \$1,884,005 in Rollover funds.



**Harbor Regional Center
Retirement Plan Performance**

	<u>401(k)</u>	<u>457(b)</u>	
Fund Balance 12/31/16	\$40,841,189	\$864,664	
Activity 1/1/17 - 3/31/17			
Distributions	(\$410,744)	\$0	
Contributions	<u>\$750,293</u>	<u>\$16,561</u>	
Net	\$41,180,738	\$881,225	
Fund Balance 3/31/17	\$42,260,603	\$903,258	
Gain/(Loss)	\$1,079,865	\$22,033	
% Gain/(Loss) for the Period	2.64%	2.55%	
Active Employees in Retirement Plan	309	6	56%
Terminated Employees in Retirement Plan	243	4	44%
Active Employees Total Balance	\$29,913,886	\$636,161	71%
Terminated Employees Total Balance	\$12,346,716	\$267,097	29%
Employer Defined Contributions	\$456,302	\$0	
Employee Matched	\$145,423	\$0	
Employee Unmatched	\$75,843	\$16,561	
Employer Matching	<u>\$72,724</u>	<u>\$0</u>	
	\$750,293	\$16,561	



**Harbor Regional Center
Retirement Plan Performance**

<u>Loan Information</u>	<u>as of 12/31/2016</u>	<u>as of 3/31/2017</u>	<u>Increase/ (Decrease)</u>
Employees with Loans			
Active Employees with Loans	30	29	(1)
Terminated Employees with Loans	<u>8</u>	<u>7</u>	<u>(1)</u>
Total	38	36	(2)
 Average Balance Amount	 \$7,026	 \$6,409	 (\$617)
 Loan Value			
Employee Contributions	\$265,124	\$229,257	(\$35,868)
Employer Contributions	<u>\$1,859</u>	<u>\$1,474</u>	<u>(\$385)</u>
Total	\$266,983	\$230,731	(\$36,252)



Harbor Regional Center *Self-Determination Advisory Committee*

March 14, 2017

1. Call to order 6:36 pm – Quorum established
Roll Call: Miriam Kang, Linda Chan Rapp, David Gauthier, Rosalinda Garcia, Marsha Johnson, Carol Maranon; Christofer Arroyo, Mary Hernandez, Liz Cohen-Zeboulon
2. Correction to 2/8/17 Minutes: Mariano Sanz was not at the Self-Determination presentation for Palos Verdes Unified School District. Minutes were approved as corrected. Linda CR will send the corrected minutes to Mary H. to post on the Harbor RC website.
3. Update:
 - a. Medicaid Waiver audit preparation is in process at Harbor Regional Center.
 - b. RC training – relevant notes
 - [1] still uncertain whether SD financial management services will come under purchase order for services or not
 - [2] RC will have a 4-month advance notice from the Department of Developmental Service before the waiver will be approved and the SD program is funded
 - [3] A webinar will be made available regarding:
 - the History and Principles of Self-Determination
 - basics of the SD program, including roles of the individual/family, financial management services, facilitator and so forth
 - c. Of the 98 slots prescribed for Harbor RC, 37 slots are reserved for Hispanic individuals in order to reflect the ethnic demographics of Harbor's client population. Also, reflecting the age distribution of Harbor RC clients, 80 slots will be given to those who are 0-21 in age, and 18 slots will be reserved for those 21 years and older.
 - Miriam K. expressed concern that the 18 slots allocated for clients above 21 years of age seem so few; might that be rather disheartening?
 - Mary H. noted there are about 6,000 adults in Harbor, but some families are satisfied with the current services and might not apply for the SD program.
 - Chris A. reiterated that these parameters reflect demographics which have changed over time:
 - 40% Latino
 - 12% African-American

7.8% Asian
4.2% Filipino
11% Other (includes mixed race)
0.1% Native Americans
0.4% Polynesian
23.3% White

- Rosalinda G. asked who would be the target population (children?) for recruiting, in view of the slot restrictions. Demographics are driving selection.

d. There was a meeting of the Department of Developmental Services on February 28, 2017, and director Jim Knight said the Waiver Application required for approval for funding of the California SD program would be ready for submission in two weeks. Note: Public comment is not needed for the revised waiver submission.

e. Discussion continues (no definitive word yet):

- the rate structure for Financial Management Services
- specific number of days a person in the SD program could stay in a crisis facility before her or she is disqualified for the program.
- how to assess settings (don't need to assess integrated settings)
- respite is not the same as daycare; these need to be separate
- In light of these uncertainties, the SD Task Force does not seem like it is ready to go yet?

f. Pre-orientation training: Because it will be standardized, anyone can lead it (parent groups, Disability Rights, State Council for Developmental Disabilities). According to FB468, RCs need to collaborate with local groups to do outreach.

4. Further committee discussion:

- Linda CR. talked with Career Transition staff at Banneker about an SD information meeting. The community representative was interested if the presentation was bilingual (in Spanish). • Mary H. welcomed any contacts to follow up on, and said translation would not be a problem. She is willing to give her SD 101 presentations –just tell her who to contact or invite her.
- Carola M. suggested the Resource Fair in April and Miriam mentioned the Long Beach Resource Fair. Marsha will pick up flyers about SD and connect with Miriam to get them to the fair.
- Major walks (e.g., Down syndrome, Autism) would be opportune venues for SD info dissemination too. Let Mary H. know and she will print up flyers.

Abbreviations:

RC regional center
SD self-determination

- Miriam K. asked: Under SD program, could a client supplement speech services? Sometimes there is a gap between vendored therapy and actual needs.
(How did SD program at East Los Angeles RC handle this situation?)
- According to Chris A., before 2009, needs in the RC evaluation were met. Now certain suspended services can again be in play under SD, but therapy still must be based on evidence of need, as in behavioral services for children without autism. Mary H added, that if behavior intervention is granted, the therapist needs to be credentialed.

5. Public comments:

- A parent noted that the no “progress/waiting” mode was difficult, and expressed concern about transparency. Mary H. acknowledged misinformation exists out there and there is even misdirected anger at regional centers. It is tough because certain issues still are not decided.
- Suggestion: we need to get the SD flyer on social media; send links to Carola M. and Miriam K. (for the fairs).

6. The next meeting will be April 12, 6-8 pm at the Torrance office of Harbor RC.

Meeting adjourned 7:45 pm.

Minutes submitted by Linda Chan Rapp

Abbreviations:

RC regional center
SD self-determination