

Harbor Regional Center
Audit Committee
April 19, 2016

In attendance: HRC Board—Kristine Engels, Wendy Sorel; HRC Staff—Judy Wada, Kaye Quintero; Windes, Inc.—Ron Kulek, Tom Huey, and Donita Joseph
Absent: LaVelle Gates

Minutes:

The Audit Committee met on April 19, 2016 at 5:30 PM at HRC's Main Office.

Fiscal Year 2014-15 IRS Form 990

Ms. Joseph presented the draft Form 990 to the Audit Committee. The FY 2014-15 990 is consistent to the prior fiscal year 990 with minor changes. The Committee approved the draft. The final draft will go to the Executive Committee on May 3rd for their approval. Then the 990 will be filed and distributed to the Board. The filing deadline for the return is May 15, 2016.

Fiscal Year 2015-16 Audit Engagement Letter

The Audit Committee reviewed and approved the engagement letter from Windes. Since her term ends this fiscal year, Ms. Sorel advised that the new chair and committee members should have the opportunity to discuss with Windes any areas that they would like covered in the upcoming audit. Ms. Sorel is available to meet with the new chair once appointed.

jnw

Harbor Regional Center
Client Advisory Committee
May 14, 2016 Meeting Minutes

Members Present: David Gauthier-Chairperson; Rita Theodore; Danielle Schorr; Debbie Howard; Albert Silia; Sydney Kraft; Connie Leuck; Michelle Roach; Kelly Sutton; Judy Lane; Scott Beckman; Darwin Jones.

HRC Staff Present: Brent Fryhoff; Elizabeth Stroh

Life Steps Staff Present: Kristine Engels and Jenelle Reyes-Tenorio

Call to Order & Minutes Approved

David called the meeting to order at 1:05 p.m and introduced the minutes of the February 13, 2016 meeting.

The minutes were unanimously approved by all committee members.

Guest Speaker

Maria Garcia, from the Long Beach City Clerk's Office, presented on the voting rights and upcoming elections to all the CAC members. She stressed the importance of voting this year and how people with developmental disabilities should have their voice heard. Maria gave CAC members instructions of how they can register to vote online and encouraged members to do so if they have not already. The CAC group then had an open discussion of how they could do outreach to get other clients motivated to register to vote. The CAC group thought it would be a good idea to send a blast out to Day Program Directors encouraging their staff to assist clients, who have the ability, to register to vote. This could be a meaningful activity that could happen with some clients that are served at Harbor Regional Center's Day Programs. Maria let CAC members know the deadline to register online for the Primary Election is May 23rd and for the General Election is October 24th. She also let members know that voting booths are accessible to people with physical limitations or disabilities. There are booths equipped with magnifying glasses, audio, and wheelchair accommodations.

Regional Center Update

Brent and Elizabeth shared with the CAC members that on February 29th, 2016 the Legislature passed a two bill package signed by the Governor the following day that will provide much

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needed funding relief for services for people with developmental disabilities and the people who serve and care for them. These votes come after a five year campaign by our community. Brent and Elizabeth thanked everyone who contacted their legislators or rallied in Sacramento. This is wonderful news and CAC members can get more specific details and information on how this is going to roll out on HRC's website by clicking on the News & Events/ Budget Update tab.

Brent and Elizabeth let CAC Members know that HRC continues to have a huge push with getting clients, who are capable, employed in competitive work making minimum wage or higher. This is a statewide initiative among all the Regional Centers. HRC also continues to have an initiative to get our clients out of skilled nursing homes into less restrictive living arrangements with the necessary supports put in place. HRC is currently down to 46 clients residing in skilled nursing homes and continues to make progress. HRC's goal is to one day get to zero clients residing in nursing homes.

Brent shared with CAC members that HRC continues to work hard at providing living options in the community to the clients we have who are currently living at Fairview Developmental Center. HRC currently is down to 17 HRC clients at Fairview. HRC hopes to have all remaining Harbor clients out of Fairview by late this year or early next year.

Brent also shared that SVS Lakewood East recently opened and is serving clients. This is HRC's newest partial work program and clients will have the opportunity to make minimum wage in work contracts in the community. HRC is opening its fifth partial work program in June that will serve clients in Torrance. These programs have become quite popular since they give opportunities of skill development, community integration, and "real life" paid work experience at various local businesses. These programs will comply with the new CMS ruling that will be implemented in the year 2019.

Self Determination Program

Brent and Elizabeth handed out the latest information on Self-Determination that is on the HRC website and encouraged all CAC Members to keep updated through our website each month or to attend the HRC Self-Determination Advisory group that currently meets on the 2nd Wednesday of each month at Harbor Regional Center. Meetings are open to the public and dates are posted on the self-determination website. David let members know that he and Deaka are on the HRC Self Determination Committee. CAC members were informed that they can also sign up for email updates from DDS by sending an email to sdp@dds.ca.gov and ask to be included

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on the update notification list. HRC will continue to provide periodic updates on the Self-Determination Program information page at www.harborrc.org/services/sdp.

Client Services Committee update

David Gauthier updated CAC group on the Health Fair and let everyone know that it has been postponed to possibly the fall of next year. The CAC members still would like to collaborate with the Client Services Committee and host a Health Fair in the near future.

CAC Outreach

CAC members were able to promote the Client Advisory Committee to other clients and had 5 new clients attend at this meeting. These new clients came from Life Steps and Ambitions Clubhouse. Also, CAC members were invited to the Los Angeles County Supervisorial District 4 Candidates' Forum that will be held on Wednesday May 31st, 2016 in Long Beach at the First Congregational Church. This meeting is sponsored by HOPE and CAC members were encouraged to attend. This will be a great opportunity to come hear the candidates speak on issues important to the 4th District, homelessness, affordable housing, re-entry and recovery, health for all, seniors, and the environment.

Adjournment

David Gauthier adjourned the meeting at 3:00 p.m.

Next CAC Meeting

The next Client Advisory Meeting will be held on Saturday August 13, 2016 at the HRC Torrance office.

Client Services Committee
May 24, 2016

Members Present:

Fu-tien Chiou
Patricia Jordan
David Gauthier
Marianne Propst
Patricia Flores
Christine Ingles
LaVelle Gates

HRC Staff Present:

Antoinette Perez
Heather Shepherd

- Introductions and Greeting
 - Welcome returning member Marianne Propst
 - Welcome Patricia Flores
- Reviewed April 26, notes
 - Acknowledge receipt of notes via email in advance
 - No comments or questions
- Conversation around SC, IFSP, IPP and language changes, department changes
- Will not be alternating locations until 2017 after LB office construction is completed

Structure of future meetings

- Antoinette Perez will lead on the following:
 - July, September and October 2016
- Check on October 25th date because of the HOPE event. - conflict
- Content to be Reviewed:
 - ASD, MHC, Behavior Classes and supports
 - Managed Health Care and how to access supports and services
 - HRC process for supports and services
 - Assessment process
- Mary Hernandez will lead on the following:
 - January, February March 2017
- Content to be Reviewed:
 - Adult related services and information:
 - ILS, SLS, Transportation, Housing options, Self Determination, CMS, employment, day program/activity opportunities
 - Strong interesting in housing (residential, SLS and ILS included) and employment
- Heather Shepherd will lead on the following:
 - April & May and July 2017
- Content to be reviewed:
 - Early Start, Early Childhood and Intake related services and information
 - Intake and Eligibility – ES and Lanterman
 - Supports and Services and Information
 - Family centered practices

- State Initiative on Social Emotional Development

Recommendations from the Committee

- Transportation:
 - PVUSD contracted with Taxi drivers who needed additional work
 - Church buses often go under utilized
- Task Force
 - Break down content under Adult Related Services and have members help with gathering information and or provide aspects of information in advance of meetings for review & feedback to enrich conversation during committee meeting

Recruitment Efforts

- If you have people interested in joining please have them email one of the directors.
 - Heather.clark.shepherd@harborrc.org
 - Mary.Hernandez@harborrc.org
 - Antoinette.perz@harborrc.org

Next Meeting: July 26, 2016

- Please note there is no meeting held in June 2016

HARBOR REGIONAL CENTER
Community Relations Committee
April 19, 2016

Grass Roots

We held a legislative reception for Assembly Member David Hadley March 21, 2016. Board Members John Rea, Joe Czarske, Board/Committee member David Gauthier, and PTN Jr Ambassador Cameron Orr helped to give him a warm welcome and introduction.

Hadley spoke very eloquently about the promise of the Lanterman Act and why he is committed to work to uphold it. He presented Certificates of Recognition to two representatives of the LA News Group who had provided steady coverage of developmental service issues for over the past year. They were very pleased to be recognized and appreciated, and pledged to be continuing contacts for us in the future. Hadley also presented HRC with a framed Assembly Resolution for 50 years of regional center services.

Committee members David Gauthier, Terri Nishimura, and Nancy Spiegel, along with Board member LaVelle Gates, visited legislators in the Capitol on March 20th. We were greeted primarily by Capitol Office Staff, but when they are well informed they provide a lot of influence. Assembly Member David Hadley was the exception, who met with us and later joined us at a noon rally. David (and Terri, if she can attend) will report on these positive meetings at the May Board Meeting).

Assembly

- Office of the Speaker, Anthony Rendon (AD 63 North Long Beach, Lakewood, Hawaiian Gardens)
*He will be visiting an HRC day program in Lakewood this Friday 4/22/16
- Mike Gipson (AD 64 Carson/North Torrance/North Long Beach)
- David Hadley himself warmly welcomed the team to his office, and then joined us during a lunchtime rally at the Capitol steps. AD 66 South Bay coastal cities and PV, Gardena)
- Patrick ODonnell AD 70 (San Pedro, Long Beach, Signal Hill, Avalon)
- Cristina Garcia (AD 58 Bellflower Cerritos, Artesia, Norwalk)

Senators

- Isadore Hall (SD 35 Carson, Harbor City, Wilmington, San Pedro, North Torrance, North Long Beach)
- Ricardo Lara (SD 33 Long Beach, Lakewood, Signal Hill)
- Ben Allen (SD 26 South Bay Beach Cities, PV, Lomita, Avalon) He couldn't meet with us personally, but invited the team to visit two hearings he was holding that day).
- Janet Nguyen (SD 34 Belmont Shore, Naples, and Orange County)

We discussed our goal of continuing to build our relationships with our local legislators, especially those with whom we have not yet had much interaction as yet. David will help us reach out to Patrick O'Connell. We did have one meeting with him shortly after he came into office. Our tour of services by Speaker Anthony Rendon was rescheduled again for mid-July.

Harbor Help Fund

The South Bay Beer & Wine Festival, presented by the Rotary Clubs of El Segundo, South Bay Sunrise, & Palos Verdes Peninsula, will benefit various So Bay nonprofits including the Harbor Help Fund. It will be held on Sunday, May 15th, at Ernie Howlett Park in Rolling Hills Estates. Nancy will have tickets for sale at the Board Meeting, and information for purchasing online.

Our next meetings are scheduled for Thursday July 14 at noon, and Tuesday Oct 18 at 5:30.

**Harbor Regional Center
Service Provider Advisory Committee
Minutes: June 7, 2016**

Members Present: Kristine Engels, Life Steps Foundation; Rhiannon Acree, Patty Solorzane, Oxford Home Care; Nancy Langdon, Canyon Verde; Terri Nishimura, Pediatric Therapy Network; Harry Van Loon, ARC-Long Beach; Kristy Glass, Helen Dolas, Arts and Services; Dee Prescott, Easter Seal Southern California; Angie Rodriguez, Social Vocational Services; Mary Grace Lagasca, InJOY Life Resources; Alex Saldana, Oxford Services; Clare Grey, South Bay Vocational Center;

HRC Staff Present: Patricia Del Monico, Executive Director; Judy Wada, HRC Chief Financial Officer; Barbara del Monico, Jonathan Barco, HRC Resource and Technology Center; Ashley Ayala, HRC Fiscal Monitor;; Colleen Mock, HRC Community Services Director

HRC Resource and Technology Center Presentation:

Ms. Barbara del Monico gave a presentation of training materials available through the HRC Resource Center. She demonstrated some training materials that had pictures for staff working with clients. We have recent materials on self-determination and self-esteem as well as getting along with others.

CMS-HCBS

Ms. Mock announced that Tennessee is the first state to have their CMS Transition Plan approved.

Self-Determination Update

Harbor Regional Center's Self-Determination Advisory Meeting has continued to meet monthly on the second Wednesday evening in Torrance but will take a break over the summer.

DDS has been preparing the training materials for distribution.

DDS Service Provider Rate Survey

More than 1900 surveys were sent by DDS to service providers but only a little more than 800 were returned. Surveys were mailed to additional providers with a due date of 6/20/16. These needs to be enough surveys received to determine a rate. These surveys will establish the amount of rate increase per service category to be effective 7/1/16.

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Budget Update

Ms. Judy Wada, HRC CFO reviewed (AB)X2-1 provisions as well as the May Revision Highlights. It appears that HRC will be ending the fiscal year with a slight surplus.

Legislative Informational Activities

There was discussion among committee members of the further information provided to the legislators on Grass Roots day held on 3/30/16. The committee members agreed that they would like to sponsor another legislative event in late fall/16 in the Long Beach area to honor a representative from that area. There will be a small sub-committee of Kristine Engels, Rhiannon Acree and Terri Nishimura to plan this upcoming event.

The Long Beach office will be closed until January/17

Ms. Wada announced that service providers will not be able to access their billing portals from June 28—July 5, 2016 because of the year end roll over.

The HRC Service Provider Advisory Meeting Schedule for 2016 is:

August 2, 2016

October 4, 2016



Self-Determination Advisory Committee, Harbor Regional Center

Minutes, May 11, 2016

6:06 Call to Order

Roll call: Linda Chan Rapp, Rosalinda Garcia, David Gauthier, Miriam Kang, Deaka McClain, Mariano Sanz;

Absent – Ray Ceragioli, Carola Maranon, Eva Casa-Sarmiento

Non-voting committee members and guests: Christofer Arroyo, Mary Hernandez, Liz Cohen-Zeboulon

1. Advisory Committee Members and visitors introduced themselves.
2. *Minutes* from April 13, 2016 were approved unanimously.
3. Update on the Department of Developmental Services (DDS) Self Determination Program (SDP) activities: Jim Knight announced that the draft of the response to the Federal government will be done Friday May 13 and will be finalized and made available to the public mid-July. The new version for public comment hopefully will be released mid to late August, at which time DDS would solicit input from the public and stakeholders. After this window for public comment, the re-submission of the waiver would be followed by a 90 day window for approval. If approval is granted, the earliest possible roll out for the SDP would be early November.
However, promises of completing the draft in the past have fallen through (Judy Marks)... Roll out of the SDP would probably not be until December at the earliest (Mariano Sanz).
4. A draft process for accessing SDP service settings for CMS compliance was reviewed.
 - a. Selection: DDS randomly selects 2500 clients statewide reflecting ethnic profiles in the geographic catchment areas of each Regional Center (RC). In order to be included in the selection pool of clients, they must have [1] first attended a pre-enrollment informational meeting at the regional center in which they are enrolled, and [2] notified their regional center that they would like to participate in the SDP.
 - b. Clients selected to participate in the SDP receive confirmation from DDS.
 - c. Training of SDP participants and providers is held in a variety of formats including community forums, webinar, RC websites, direct mailings, flyers and other means.
[1] Part of the required training will cover compliance with the home and community-based service settings (HCBS) rule criteria (CMS rule)

This means that all purchase of services need to be eligible for Federal Financial Participation funds – i.e., cannot be segregated settings such as closed workshops,

disability-only camps, etc. but must facilitate community integration and involvement.

Comments: *e.g.* Camp Paivika www.camppaivika.org would not qualify as a SDP budget item because it is only for people with special needs (Mariano S.). If a participant wants to go to a typical camp and have support to be included that would be a valid line item, however. Chris A. : The bottom line is that the service setting needs to be open to everyone. Some parents observing the meeting expressed dismay that such camps would not be funded under the new HCBS rules.

Linda Chan Rapp brought up the argument for Access services, that this transit service meets a transportation need that is not met anywhere else. Deaka McClain affirmed the need for Access, adding, "I want to feel safe when I want to go somewhere." Chris A. explained Access is a reasonable accommodation under the Americans Disability Act, but special needs camps would not qualify as such.

[2] Participants are instructed on the use of the assessment tool during the required SDP orientation/enrollment process by the RC. This tool will be utilized by {the participant, RC, service providers, the Financial Management Service provider} in evaluating all settings where service will be provided.

[3] Participants may also include the following in the assessment process: his or her independent facilitator, client rights advocate, family member or any other individual chosen by the participant.

[4] Person-centered plans and individual program plans are updated as services are changed or added.

[5] Department of Health Care Services and Department of Developmental will be monitoring the SDP, and the RC will thus maintain the completed assessment and will document that the settings comply with the HCBS rule.

5. Harbor Regional Center, in response to the SD Advisory Committee discussion 4/13/16, has developed an informational flyer on the Self-Determination Program which will be made available to all clients (e.g., during Individual Person-centered Planning meetings)

6. The Role of the Facilitator in Self-Determination – Chris Arroyo

a. definition "A person, selected and directed by the participant, who is not otherwise providing services to the participant pursuant to his or her IPP and is not employed by a person providing services to the participant" Autism Society of Los Angeles, November 2014. Cf. Handout "Roles and Responsibilities of an Independent Facilitator In California's Self-Determination Program"

b. Overview - references in the law in Welfare and Institutions Code (WIC) Section 4685.8, especially subsections (b)(2), (c)(2), (d)(3), and (n)(1).

c. What makes a good facilitator?

[1] "skilled generalist" familiar with the developmental disabilities system and who is a true advocate for their clients, recognizing their worth, unique abilities, and the right to make choices about their goals, values, daily life, living arrangements. They also get to

know them as individuals well and can get in touch with what they want to do in their life – and what they want and don't want. E.g., a parent, an advocate, a retired service coordinator...

[2] Personal qualities and skills of a good facilitator:

- Harvey Lapin's definition: "part lawyer, part hustler, part hooker"
- someone who knows the resources in the community well, not just paid services that might match clients' interests, but freebies too
- can negotiate skillfully to get the best deal for clients with service providers; accepts participant's right to make their own decisions without imposing personal or professional bias
- integrity, initiative, diplomacy, sound judgment, tenacity, trust, empathy, patience, calmness under pressure
- commitment to empowering people while safeguarding basic human rights

Comment: Mary Hernandez asked about the role of the conservator, and Chris Arroyo responded that self-determination fundamentally is the opposite of conservatorship, but the bottom line in SDP is "What does the client want?" and "What is in the best interests of the client?" (Judy Marks mentioned the situation in which HRC is the conservator... Massive paradigm shift needed!)

7. Discussion re: Activities going forward, meeting schedule, topics

a. Deaka M. raised the question "What is our role?" as we "hurry up and wait" (Mariano S.). Right now we can refer people to the self-determination DDS website. Miriam expressed concern regarding having concrete info to pass along. Judy Marks noted that there indeed is quite a bit that we do know already that we can be passing along to those in the community. (See public comments 7c,d)

b. Mary H. introduced Liz Cohen-Zeboulon who will work toward implementation of self-determination in HRC. In addition to the S-D flyer to be given out at all IPP's, 67 coordinators in adult services have already been trained re: how to introduce S-D to clients, what to say when a family says "Put me on the list" for notifications, and they project that by the end of May all other coordinators in the departments of children and early intervention will also be trained.

c. discussion topic for June meeting/**Public Comments:** Person-centered planning was already covered in the January 6,2016 meeting, so Judy Marks, who serves on the S-D Advisory Committee at Westside Regional Center, proposed some strategic planning to mobilize ourselves as an advisory committee to collaborate together to help actualize *Self-Determination Now!*

She noted that the letter response from the Feds dated December 4, was still not answered so some concerned advocates and families have started a grass-roots *Self-Determination Now!* campaign. Members of the Westside RC have been meeting to rehearse 1-2 minute presentations of their story and talking points, and setting up meetings with legislators to urge them to follow through on the Promise of Self-Determination. For example some advisory committee members will be meeting with

Mr. Allen on Wed. May 18. (Miriam Kang said she would attend this meeting.) The more people involved contacting legislators the better.

In getting the word out about Self-Determination to groups in the community, here are some points that would be well to communicate: the role of the facilitator, the DDS website, how the budget is determined, information about training meetings

Judy Marks emphasized that the intent of the law was to empower S-D advisory committees to reach out into their communities. Chris A. also mentioned SCDD can provide speakers (like himself) to community groups on a variety of S-D related presentations for a varying lengths of time.

Deaka M. will follow up with Chris A. to brainstorm on possible training topics for the Client Advisory Committee.

- d. Originally the HRC S-D Advisory Committee had entertained observing a meeting hiatus during July and August, but after some discussion, because the response to the Feds letter might be forthcoming, and if so it would necessitate our coordinated efforts to encourage public response and do outreach. So the committee decided to meet in June to see how the waiver questions were progressing before opting for a summer recess.

The September meeting will meet in Long Beach, probably in Cambrian Homecare.

8. *Announcements:*

a. Children's Hospital Los Angeles and University of Southern California Center for Excellence in Developmental Disabilities is hosting a webinar by Christofer Arroyo on Person-Centered Planning, Thursday May 26, 2016 from 10-11 am. Contact person – Susan Kanegawa 323-361-3823

b. The State Council on Developmental Disabilities is hosting a training for Effective Person-Centered Planning will be held Saturday, June 25, 2016 at the Torrance Cultural Arts Center from 10:00 am – 12:00 pm. (Registration details coming soon)

9. Next meeting: Wednesday, June 8, 2016, 6-8 pm at HRC Conference Room A-4.
Meeting Adjourned 8:01 pm