



**MINUTES OF THE NOVEMBER 17, 2020 MEETING OF THE BOARD OF TRUSTEES OF
THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION, INC.**

<p><u>BOARD PRESENT:</u> Mr. Ron Bergmann, <i>Treasurer</i> Mr. Joe Czarske, <i>President</i> Dr. James Flores, Board Member Mr. La Velle Gates, Board Member Mr. David Gauthier, Board Member Mr. Jeffrey Herrera, Board Member Ms. Ann Lee, Ph.D, Board Member Mr. Christopher Patay, <i>Vice-President</i> Ms. Paul Quiroz, Board Member Ms. Kim Vuong, Board Member</p> <p><u>BOARD ABSENT:</u> Mr. Fu-Tien Chiou, <i>Secretary</i> Dr. Bobbie Rendon-Christensen, Board Member Dr. Monica Sifuentes, Board Member Ms. Latisha Taylor, Board Member</p> <p><u>STAFF PRESENT:</u> Mr. Patrick Ruppe, Executive Director Ms. Judy Wada, Chief Financial Officer Ms. Nancy Spiegel, Director of Information & Development Mr. Vincente Miles, Director of Community Services Ms. LaWanna Blair, Director of Early Childhood Services Ms. Antoinette Perez, Director of Children’s Services Ms. Erica Snell, Interim Director of Adult Services Ms. Mary Hernandez, Director of Case Management Support Services Mr. Mike Ikegami, Director of IT Mr. Richard Malin, Manager of IT Ms. Jennifer Lauro, Executive Assistant Mr. Jesus Jimenez, Executive Team Assistant</p>	<p><u>GUESTS:</u> Ms. Amelia Castellanos Ms. Blanca Hernandez Ms. Brianna Reynoso, SCDD Ms. Celia Pena Ms. Diana Martinez Ms. Elia Lopez Ms. Emily Ikuta Ms. Eva Alva Ms. Guadalupe Magdaleno Ms. Guadalupe Nolasco Ms. Irma Ramirez Ms. Luz Maria Ortiz Ortega Ms. Maria Zavala Ms. Martha De La Torre Ms. Mayra Jimenez Ms. Minerva Flores Ms. Monica Joya Ms. Nishanthi Kurukulasuriya, DRC Ms. Parisa Ijadi-Maghsoodi, DRC Ms. Paula Martinez Ms. Raquel Brizuela Ms. Silvia Lopez Ms. Teresa Hernandez Ms. Vianey Gomes Ms. Megan Mitchell, DDS</p>
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CALL TO ORDER

Mr. Czarske called the Board to order at 6:30 p.m.

PRESIDENT’S REPORT

Mr. Czarske welcomed Board members, guest and staff.

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

Mr. Czarske encouraged any visitors who wish to address the Board at the end of our meeting during the time we have set aside for public comment to please make a request through the Chat.

PRESENTATION OF MINUTES

In Mr. Chiou's absence, Mr. Czarske presented the minutes of the September 15, 2020 meeting of our Board which were included in the board packet provided to all Board members and posted for the general public on the HRC website.

The MINUTES OF THE SEPTEMBER 15, 2020 BOARD MEETING were received and filed.

PRESENTATION OF FINANCIALS

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

Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated August 20; Harbor Regional Center Functional Expenditures, dated August 2020; Harbor Regional Center Line Item Report, dated August 20; Harbor Regional Center POS Contract Summary, August 20; Harbor Regional Center Monthly Financial Report Fiscal Year 2020-21, dated September 2020; Harbor Regional Center Functional Expenditures, dated September 20; Harbor Regional Center Line Item Report, dated September 20, Harbor Regional Center POS Contract Summary, dated September 20 and the Harbor Developmental Disabilities Foundation Harbor Help Fund Statement of Activities Fiscal Year 2020-21.

EXECUTIVE REPORT

1. WELCOME/OPENING STATEMENT:

Mr. Ruppe welcomed staff and guests and expressed great thanks to our former Executive Director Patricia Del Monico for passing on her invaluable knowledge and wisdom to Harbor Regional Center's new Executive Director Mr. Ruppe, who continues to learn about what makes Harbor and Harbor's community special. Mr. Ruppe stated that he is very excited to have this opportunity to work with our Board of Directors who he is looking forward to getting to know in the coming months and years as we develop a shared vision for HRC and our community. Mr. Ruppe informed that he has been meeting with our service providers and family members to learn from them how we can better serve our community. Specifically, Mr. Ruppe has met with a Coalition of Hispanic Families and participated in zoom meetings in September and October with future meetings planned to continue to try and develop a positive relationship as we move forward. Mr. Ruppe concluded his welcome and opening statement by providing updates with the Board and visitors on what is going on at both the state and local levels and by sharing some exciting things that have been going on at HRC!

2. DDS COVID DATA:

Mr. Ruppe referred the Board to the various tables and charts of data compiled and provided to DDS by the 21 regional centers concerning various COVID-19 data as they relate to the developmental service system.

3. PARTICIPANT DIRECTED SERVICES:

Mr. Ruppe called the Board's attention to the latest updates on participant directed services specifically that HRC has been authorizing participant directed services since it was adopted in 2011, however we use the term Self-Directed Services. Mr. Ruppe summarized key points of participant directed services to the Board and indicated we would continue to keep the Board updated.

4. CASELOAD RATIO: SURVEY:

Mr. Ruppe informed the Board that on September 16, 2020 DDS notified HRC that we are not in compliance with the Caseload Ratio requirements outlined in statute and requested that we provide a corrective plan to address this issue. Our draft response to DDS was posted on our website to solicit input from our community and a finalized plan was submitted to DDS on November 13, 2020.

5. PERFORMANCE CONTRACT MEETINGS:

Mr. Ruppe advised that on October 21, 2020 pursuant to Welfare & Institutions Code Section 4629 Harbor Regional Center held a public meeting via Zoom platform to discuss and receive input from the community on performance objectives. We had over 70 individuals participating in the meeting. The presentation included an overview of Harbor Regional Center and the performance contract presented by LaWanna Blair, Director of Early Childhood, Antoinette Perez, Director of Children's Services, Erica Snell, Interim Director of Adult Services, and Mary Hernandez, Director of Client Supports, and Nancy Spiegel, Director of Information and Development.

HRC's 2021 PERFORMANCE PLAN CONTRACT:

Ms. Spiegel, Director of Information and Development, presented the 2021 Performance Plan to the Board. No comments or questions were made by the Board or by the public and Mr. Czarske requested a motion for the Board to accept the 2021 Harbor Regional Center Performance Plan.

Mr. Gates moved to accept the 2021 Harbor Regional Center Performance Plan and Mr. Bergmann seconded the motion, which was unanimously approved by the Board.

6. ARCA & THE ARCA ACADEMY:

Mr. Ruppe called the Board's attention to the October ARCA statewide meeting held via Zoom platform and summarized the issues ARCA continues to focus on such as funding and sustainability; flexible and sustainable service models. Additionally, Mr. Ruppe informed the Board that ARCA will continue to provide more ARCA Academy trainings that will be done as individual, single-topic trainings and urged Board members continued participation.

7. RESIDENTIAL SERVICES/ALTERNATIVE SERVICE DELIVERY MODEL:

Mr. Ruppe reminded the Board how concerned we have been about the long term stability of our non-residential services because given the restrictions related to the COVID-19 pandemic, there are questions as to how these programs might continue to provide needed services notwithstanding the significant modifications that may be necessary; and whether or not clients and families will continue to access these services and supports; and finally whether or not these programs will remain when we return to "normal".

Mr. Ruppe informed that the implementation of Alternative Services for non-residential service providers has been a very large undertaking for our providers, for HRC and DDS staff and for our clients and families. Mr. Ruppe explained that much of the initial work in the implementation of ASDM has focused on program development, or on how to implement Alternative Services and billing issues; and on how to pay the providers.

Mr. Ruppe introduced Judy Wada, HRC CFO, Vincente Miles, HRC Director of Community Services, Erica Snell, HRC Interim Director of Adult Services and Mary Hernandez, HRC Director of Case Management Support who will present a presentation on the implementation of ASDM and what it means for our client services team.

ASDM Presentation

A presentation on the implementation of the Alternative Service Delivery Model was presented by Judy Wada, HRC CFO, Vincente Miles, HRC Director of Community Services, Erica Snell, HRC Interim Director of Adult Services and Mary Hernandez, HRC Director of Case Management Support.

8. HOLIDAY GIVING

Mr. Ruppe thanked the Board for committing \$40,000 from the Harbor Help fund to assist clients and families during the current State of Emergency and presented our Holiday Giving brochure to show how others may contribute to the Harbor Help Fund to support our needy families for the holidays. Mr. Ruppe also thanked the Board for all they do throughout the year to provide support and guidance for HRC and wished the Board and their families a safe and joyous holiday season.

9. CHROMEBOOK GIVE-A-WAY

Mr. Ruppe informed the Board that through our long standing relationship with the South Bay Sunrise Rotary Club of Torrance, the Rotary wrote a grant for the purchase of new Chromebooks to help support a total of 36 of HRC’s neediest school age clients. A Halloween inspired Chromebook drive-through was held at HRC to distribute the Chromebooks to selected families and we say thank you to the South Bay Sunrise Rotary Club for all their amazing support.

10. DRIVE-THROUGH TRICK-OR-TREAT FOR HRC CLIENTS

Mr. Ruppe shared with the Board how every year the speech and language pathologists host an annual trick-or-treat walk through for the kids who participate in the Columbus speech groups. The children dress up and walk through HRC to show off their costumes and are encouraged to use new words learned, such as ‘trick-or-treat’ to receive a treat and also to reinforce what they have learned in their speech groups. To continue this tradition during the pandemic, the speech and language pathologists and early childhood managers organized a special trick-or-treat drive through event where several families participated and shared appreciation.

11. PATRICIA DEL MONICO DRIVE-THROUGH RETIREMENT FAREWELL

Mr. Ruppe thanked former Executive Director Patricia Del Monico for her five decades of service and shared pictures with the Board of a surprise drive-through farewell as an in-person retirement party was not possible due to the COVID-19 pandemic. Though it was not the party befitting for Ms. Del Monico’s retirement, it was a close second to have a drive-through on her favorite time of year – Halloween!

COMMITTEE REPORTS

A. ARCA

Mr. Czarske reported that we have been kept advised of all of the various activities taking place in Sacramento by the ARCA staff, specifically the ARCA Academy, which has resumed and has been scheduled for the second Saturday of every month, via zoom platform. Mr. Czarske encouraged other Board members who are interested to attend.

B. AUDIT

Mr. Gates reported that AGT has finalized our draft audit and it will be presented to the audit committee on December 9th and then a final report will be presented to the full Board at the January 2021 Board meeting.

C. BOARD DEVELOPMENT

Mr. Czarske reported that there has been no meeting of the Board Development Committee; however Mr. Ron Bergmann has been appointed the new Chairperson for the Board Development Committee.

D. BOARD PLANNING

Ms. Spiegel, Director of Information and Development, presented the 2021 Performance Plan to the Board during Mr. Ruppe’s Executive Report. No comments or questions were made by the Board or by the public and Mr. Czarske requested a motion for the Board to accept the 2021 Harbor Regional Center Performance Plan.

Mr. Gates moved to accept the 2021 Harbor Regional Center Performance Plan and Mr. Bergmann seconded the motion, which was unanimously approved by the Board.

E. CLIENT ADVISORY

Mr. Gauthier reported that the Client Advisory Committee met on November 14, 2020 and mainly discussed difficulties in accessing technology for clients.

F. CLIENT SERVICES

Mr. Czarske reported that there has been no meeting of the Client Services Committee.

G. COMMUNITY RELATIONS

Ms. Spiegel informed the Board of the many efforts taking place to raise money as part of our holiday giving campaign.

H. RETIREMENT

In Mr. Chiou's absence, Ms. Wada reported on the Retirement Plan Balances ending September 30, 2020.

I. SELF-DETERMINATION ADVISORY

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

J. SERVICE PROVIDER ADVISORY

Mr. Quiroz reported that the Service Provider Advisory Committee met on October 6, 2020 and discussed HRC's response to the COVID-19 pandemic and the many DDS Directives related to COVID.

PUBLIC COMMENT

Mr. Czarske advised that public input was next on the agenda. Mr. Czarske 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 two minutes in order to accommodate everyone.

Mr. Czarske indicated that seven attendees requested to address the Board through the Zoom Chat and invited each in turn to address the Board.

EXECUTIVE SESSION

Mr. Czarske advised that there will be no executive session tonight.

ADJOURNMENT

Mr. Czarske thanked all those who participated in our Board meeting tonight. The next meeting of our Board will be on January 19, 2021 via Zoom Webinar. A link to the Webinar will be posted on our website one week prior to the meeting.



Submitted by: _____

Fu-Tien Chiou, Secretary
Board of Trustees
Harbor Developmental Disabilities Foundation