



**MINUTES OF THE NOVEMBER 21, 2023 MEETING OF THE BOARD OF TRUSTEES  
OF THE HARBOR DEVELOPMENTAL DISABILITIES FOUNDATION**

<p><b><u>BOARD PRESENT:</u></b>  Mr. Eber Bayona, Board Member  Mr. Ron Bergmann, Board Member  Mr. Gordon Cardona, Board Member  Mr. Joe Czarske, <i>President</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. Jackie Solorio, Board Member  Ms. Laurie Zaleski, Board Member</p> <p><b><u>BOARD ABSENT:</u></b>  Mr. Fu-Tien Chiou, Board Member  Dr. James Flores, <i>Treasurer</i></p> <p><b><u>STAFF PRESENT:</u></b>  Mr. Patrick Ruppe, Executive Director  Ms. Judy Wada, Chief Financial Officer  Ms. Elizabeth Garcia-Moya, Interim 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><b><u>STAFF ABSENT:</u></b>  Ms. Thao Mailloux, Director of Information &amp; Development</p> <p><b><u>INTERPRETERS:</u></b>  Mr. Fernando Nunez, LRA Spanish Interpreter  Ms. Jan Seeley, LRA ASL Interpreter</p> <p><b><u>GUESTS:</u></b>  Ms. Josephina Cunningham, Client Services Manager  Ms. Marisol Chianello, Learning Rights Law Center  Ms. Maria Nunez, DDS  Ms. Jacqueline Gaytain, DDS  Ms. Tiffany DeLaTorre, Service Provider  Ms. Vera Daikovich  Ms. Areli Fernandez, HRC Service Coordinator  Ms. Crystal Rodarte, HRC Service Coordinator  Ms. Diana Osuna, HRC Service Coordinator  Mr. John King, HRC Service Coordinator  Ms. Lena Ortega, HRC Service Coordinator  Ms. Leslie Plunkett, HRC Service Coordinator  Ms. Mirelli Hernandez, HRC Service Coordinator  Ms. Nancy Flores, HRC Service Coordinator  Ms. Rocio May, HRC Service Coordinator  Ms. Yulissa Ramon, HRC Service Coordinator  Ms. Natali Palafox, HRC Service Coordinator</p>
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**CALL TO ORDER**

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

**PRESIDENT’S REPORT**

Mr. Czarske welcomed guests and staff establishing a quorum.

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

Mr. Czarske 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. Czarske announced that we will be going into Closed Session after the public comment portion of the meeting to discuss real estate negotiations.

Mr. Czarske reminded the Board that we do not meet in December and our next regular business meeting of the Board will be on January 16, 2024 via zoom.

Mr. Czarske wished all Happy Holidays and advised that we will now proceed with our regular agenda.

## **PRESENTATION OF MINUTES**

Mr. Gauthier presented the draft minutes of the September 19, 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 SEPTEMBER 19, 2023 BOARD MEETING were received and filed.**

## **PRESENTATION OF FINANCIALS**

**In Dr. Flores's absence, Ms. Wada reviewed the following financial statements, which were received and filed:**

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

## **EXECUTIVE REPORT**

### **1. EDUCATIONAL ADVOCACY presentation:**

Mr. Ruppe introduced Ms. Antoinette Perez, Director of Children's and Young Adolescent Department, Ms. Josephina Cunningham, Children's and Young Adolescent Client Services Manager and Ms. Marisol Chianello, Esq. Tiger Director for the Learning Rights Law Clinic who jointly made a presentation to the Board on Educational Advocacy Through Harbor Regional Center.

### **2. BUDGET UPDATES:**

Mr. Ruppe summarized the key highlights of the State Budget, specifically on the E-1 Allocation.

### **3. CONTRACT FOR BOARD RATIFICATION – PURCHASE OF SERVICE | HOUSING DEVELOPMENT | BRILLIANT CORNERS 2122-4:**

Mr. Ruppe informed that the Harbor Developmental Disabilities Executive Finance Committee met on November 7, 2023 to review and approve a purchase of service contract for CPP/CRDP Start-Up funding for an Enhanced Behavioral Support Home for adult individuals served by Harbor Regional Center that was approved by the Board at the July 19, 2022 meeting. Mr. Ruppe advised the Board that the contract needs to be ratified.

**Ann Lee moved to ratify the above CPP/CRDP Start-Up funding purchase of service contract approved by the Executive Finance Committee on November 7, 2023 and Ms. Jordan seconded the motion, which was unanimously approved by the Board with no opposition.**

### **4. STRATEGIC PLAN PROGRESS REPORT:**

Mr. Ruppe called the Board's attention to strategic plan progress report executive summary created to show HRC's progress on our strategic plan. Mr. Ruppe reviewed the executive summary in detail which showed the status of the goals and objectives that have been met, or that are on track, or that are in progress or that are showing slow progress for that reporting period.

### **5. REGIONAL CENTER PERFORMANCE MEASURES:**

Mr. Ruppe informed the Board that over the past year, the Department of Developmental Services has worked with the Regional Center Performance Measures (RCPM) Workgroup to develop performance incentives and measures to promote improvements in individual outcomes and regional center performance. The workgroup consists of representatives from all aspects of the developmental

disabilities services system and has identified six focus areas: Early Start, Person-Centered Services Planning, Employment, Equity and Cultural Humility, Individual and Family Experience and Satisfaction, Service Coordination and Regional Center Operations. Mr. Ruppe summarized certain focus areas which has one or more performance measure tied to specific desired outcomes with corresponding performance targets and incentives. Mr. Ruppe also provided the Board with a brief overview of our progress on each measure.

**6. DIRECT SERVICES PROFESSIONAL TRAINING STIPEND PROGRAM (DSP):**

Mr. Ruppe announced that per DDS Guidance of September 12, 2023, Direct Service Professionals can receive up to two \$625 (before taxes) stipends when they complete approved training courses through June 30, 2024 and providers are eligible to receive \$150 for employer related costs. Mr. Ruppe introduced Ms. Judy Wada, Chief Financial Officer at HRC to review with the Board and the public the purpose, eligibility and registration of the DSP program. Discussion followed.

**7. HDDF 2024 BOARD MEETING SCHEDULE:**

Mr. Ruppe presented the Board's 2024 Meeting Schedule to the Board for review and approval. Mr. Ruppe stated that the regular Board meetings will resume in-person at the Torrance location beginning in May 2024 and zoom will not be available for in-person meetings. Mr. Ruppe called on the Board for a vote:

**Ms. Jordan moved to approve the HDDF 2024 Board Meeting Schedule and Dr. Lee seconded the motion, which was unanimously approved by the Board, with opposition or abstentions.**

**8. HDDF 2024 BOARD PRESENTATION & TRAINING PLAN:**

Mr. Ruppe presented the HDDF 2024 Board Presentation and Training Plan for review and approval. Mr. Ruppe called on the Board for a vote:

**Dr. Lee moved to approve the HDDF 2024 Board Presentation & Training Plan and Ms. Jordan seconded the motion, which was unanimously approved by the Board, with opposition or abstentions.**

**9. NATIONAL CORE INDICATORS (NCI):**

Mr. Ruppe called the Board's attention to the 30-day public notice for the presentation of National Core Indicators (NCI) on Child Family, Adult Family and Family Guardian Survey Results for fiscal year 2021-22 that will be presented at the January 16, 2024 regular business Board meeting. The notice contained a link for anyone that wishes to register.

**10. HARBOR REGIONAL CENTER SPONSORED BLOOD DRIVES:**

Mr. Ruppe announced that Harbor Regional Center will once again sponsor two blood drives and referred the Board and public to the flyer in the board packet for information on how to register. The first blood drive will occur on Thursday, December 14, 2023 from 9 am to 3 pm at our Torrance location and the second blood drive will occur on Monday, December 18, 2023 from 9 am to 3 pm at our Long Beach location.

**11. HARBOR REGIONAL CENTER HOLIDAY EVENTS:**

Mr. Ruppe shared information with the Board on past and future Holiday events, sponsored by Harbor Regional Center. Mr. Ruppe shared photos of HRC's Annual Trunk or Treat, hosted by our Early Childhood Department. Mr. Ruppe thanked all involved for putting this happy Halloween event on with a special "Thank You!" to Ms. LaWanna Blair, Director of the Early Childhood Department and her staff. Mr. Ruppe also informed the Board that HRC will put on a 'Winter Wonderland' Event on Saturday, December 17, 2023 for two afternoon sessions. This is an Early Start Event for Families Ages Birth to 3 years. Lastly, Mr. Ruppe called on all to participate in our 2023 Holiday Giving campaign.

## **COMMITTEE REPORTS**

### **A. ARCA**

Mr. Czarske, Chair of the Committee called the Board's attention to ARCA's updated membership agreement and asked the Board for a vote. Discussion followed with several Board members requesting additional time to review before casting a vote. Mr. Ruppe indicated that a time will be scheduled prior to the January meeting for further and more in depth discussion.

### **B. AUDIT**

In Mr. Chiou's absence, Ms. Wada informed the Board that the Committee is scheduled to meet on December 7<sup>th</sup> to review the draft audited financial statements for FY 2022-23 with our Auditors, AGT and to review any changes, issues or concerns. Ms. Wada advised that AGT will present the final draft to the full Board at the January 16, 2024 meeting for their approval. Additionally, Ms. Wada indicated that AGT has now been our auditors for five years and per the Lanterman Act, regional centers shall not use the same accounting firm for more than five times every ten years, thus the Committee will discuss the selection of an accounting firm for the FY 2023-24 audit.

### **C. BOARD DEVELOPMENT**

Mr. Ruppe reported on the September and October meetings where the focus centers on board composition status, board terms and recruitment. Mr. Ruppe indicated that interviews of prospective candidates will occur at the February Board Development Committee meeting.

### **D. BOARD PLANNING**

Ms. Zaleski, Chair of the Committee informed that the Committee met on September 13<sup>th</sup> and continued the work of reaffirming HRC's Mission, Vision and Values statements and on HRC's Brand Identifying efforts.

### **E. CLIENT SERVICES**

Ms. Patricia Jordan, Chair of the Committee reported that the Committee met on the September 26, 2023 which focused on Tailored Day Services and how the individuals are accessing this support. The next meeting is scheduled for November 28, 2023.

### **F. COMMUNITY RELATIONS**

Dr. Lee, Chair of the Committee informed that the Committee met on October 26, 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 January 25, 2024.

### **G. RETIREMENT**

In Dr. Flores's absence, Ms. Wada reported on the retirement plan balances report as of September 30, 2023.

### **H. 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 September and October meetings.

### **I. SERVICE PROVIDER ADVISORY**

Ms. Rodriguez, Chair of the Committee reported that the Committee met on October 3, 2023 and summarized the highlights of the meeting. The next meeting is scheduled for December 5, 2023.

## **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 five minutes in order to accommodate everyone.


Mr. Czarske indicated that we had one attendee request to address the Board through the Raise Your Hand feature this evening.

**CLOSED SESSION**

Mr. Czarske advised that the Board will go into a closed session to discuss real estate negotiations, which occurred from 8:05 to 8:23 pm.

**ADJOURNMENT 8:35 p.m.**

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

Submitted by:   
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David Gauthier, Secretary  
Board of Trustees  
Harbor Developmental Disabilities Foundation