



NOTICE/AGENDA

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EXECUTIVE COMMITTEE MEETING NOTICE/AGENDA

POSTED AT: www.scdd.ca.gov

DATE: February 15, 2018

TIME: 11:00 AM – 2:00 PM

MEETING LOCATION:
SCDD HQ OFFICE
1507 21st Street, Suite 210
Sacramento, CA 95811

TELECONFERENCE LOCATION(S):
Central Coast Regional Office
2580 North First Street, Suite 240
San Jose, CA 95131

COUNCIL CHAIR: Ning Yang







Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

Item 4. PUBLIC COMMENTS

This item is for members of the public only to provide comments and/or present information to the Committee on matters not on the agenda. Each person will be afforded up to two minutes to speak. Written requests, if any, will be considered first.

Item 5.	APPROVAL OF DECEMBER 2017 MINUTES 	Page 5
Item 6.	SCDD BUDGET  A. Budget Pressures B. Current Year Budget Projections C. Proposed FY 18-19 Budget <i>Presented by: Aaron Carruthers, Executive Director</i>	Page 9
Item 7.	SCDD TRAVEL POLICY  <i>Presented by: Aaron Carruthers, Executive Director</i>	Page 13
Item 8.	COUNCIL MEMBER SEXUAL HARRASSMENT PREVENTION POLICY  <i>Presented by: Aaron Carruthers, Executive Director</i>	Page 19
Item 9.	CONFLICT OF INTEREST WAIVER REQUEST  <i>Presented by: Natalie Bocanegra</i> A. Tri-Counties Regional Center – Robyn Adkins	Page 21
Item 10.	SPONSORSHIP REQUEST  <i>Presented by: Kristie Allensworth</i> A. UCLA/OIC Center for Cerebral Palsy	Page 35
Item 11.	CLARIFYING ROLES OF STAFF IN RELATION TO COUNCIL BUSINESS	
Item 12.	EXECUTIVE DIRECTOR EVALUATION PROCESS AND MATERIALS FOR 2018, 2019	
Item 13.	NEXT MEETING DATE & ADJOURNMENT	

Accessibility:

Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact (916) 322-8481. Requests must be received by 5 business days prior to the meeting.

Materials:

Meeting documents and presentations for an agenda item must be submitted to SCDD no later than 2 business days prior to the meeting.

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**APPROVAL OF
DECEMBER 2017
MINUTES**

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DRAFT

**Executive Committee Meeting Minutes
December 15, 2017**

Attending Members

Charles Nutt (SA)
Janelle Lewis (FA)
Jenny Yang (SA)
Michele Villados
Sandra Smith (FA)

Members Absent

David Forderer (SA)

Others Attending

Aaron Carruthers
Rihana Ahmad
Lisa Plank (OAG)

1. CALL TO ORDER

Chairperson Jenny Yang (SA) called the meeting to order at 10:15 a.m.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others introduced themselves as indicated.

4. PUBLIC COMMENTS

There were no public comments.

5. APPROVAL OF THE JUNE 2017 MEETING MINUTES

It was moved/seconded (Smith [FA]/Lewis [FA]) and carried to adopt the August 2017 meeting minutes as presented. (For: Lewis, Smith, Villados, Yang; Abstain: Nutt)

6. SCDD BUDGET UPDATE

Executive Director Carruthers presented the October 2017 budget to the Committee.

7. ESTABLISH 2018 MEETING DATES

The Committee established the following meeting dates for 2018:
February 13th, April 19th, June 12th, August 14th, October 23rd.

8. CLOSED SESSION - PERSONNEL

Entered into closed session at 10:45 a.m.

9. RECONVENE OPEN SESSION

No reportable action taken

DRAFT

SCDD BUDGET

SCDD Budget Pressures for FY 18-19

Increase in Personal Service Cost:

SEIU General Salary Increase	\$	182,274
5% GSI + Merit (Legal)	\$	9,114
5% Merit Increase	\$	97,969
Honorarium Blanket	\$	82,212
Worker's Compensation Claim	\$	55,083
Total	\$	<u>426,652</u>

Increase in Rent & Other Expenses:

Rent	\$	36,664
Travel	\$	87,000
	\$	<u>123,664</u>

Decrease in Grant Funding:

Prior Year	\$	6,527,210
Current Year (TBA)	\$	6,527,210
Difference	\$	<u><u>-</u></u>

Total Projected 18-19 Budget Gap **\$ 550,316**

Projected SEIU Salary Increase FY 19-20 **\$ 239,062**

Council Report for FY 17-18
Expenditures through

December-17

State Council on Developmental Disabilities

FEDERAL GRANT (BSG)

Based on Federal Fiscal Year

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance	Deficit
					YTD
Personal Services & Benefits	\$ 4,663,771	\$ 350,270	\$ 1,083,075	\$ 3,580,696	\$ -307,361
Operating Expenses	\$ 1,603,439	\$ 136,421	\$ 429,914	\$ 1,173,525	\$ -178,050
Grants / Special Items	\$ 260,000	\$ 257,000	\$ 257,000	\$ 3,000	
Total	\$ 6,527,210	\$ 743,691	\$ 1,769,989	\$ 4,757,221	\$ -485,411

QUALITY ASSESSMENT (QA)

Based on State Fiscal Year

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$ 1,899,000	\$ 127,059	\$ 791,529	\$ 1,107,471
Operating Expenses	\$ 1,347,000	\$ 74,587	\$ 273,700	\$ 1,073,300
Total	\$ 3,246,000	\$ 201,646	\$ 1,065,229	\$ 2,180,771

CRA/VAS

Based on State Fiscal Year

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$ 1,397,000	\$ 100,432	\$ 617,016	\$ 779,984
Operating Expenses	\$ 472,000	\$ 23,102	\$ 124,157	\$ 347,843
Total	\$ 1,869,000	\$ 123,534	\$ 741,173	\$ 1,127,827



State Council on Developmental Disabilities

State Council Budgeted Base Fiscal Year 2018-19 Budget

Categories	Basic State Grant (BSG)	Clients' Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Grants	State Grants	State Grants	
1. Personal Services:				
Net Salaries & Wages	\$ 3,412,154	\$ 927,000	\$ 1,339,769	\$ 5,678,923
Temporary Help / Honorarium	\$ 66,500	\$ -	\$ -	\$ 66,500
Staff Benefits	\$ 1,851,000	\$ 441,000	\$ 648,353	\$ 2,940,353
Total Personnel Services	\$ 5,329,654	\$ 1,368,000	\$ 648,353	\$ 8,686,000
2. Operating Expense and Equipment:				
General Expense	\$ 50,000	\$ 75,000	\$ 36,000	\$ 161,000
Printing	\$ 45,000	\$ 9,000	\$ 170,000	\$ 224,000
Communications	\$ 40,000	\$ 25,000	\$ 10,000	\$ 75,000
Postage	\$ 20,000	\$ 14,000	\$ 251,000	\$ 285,000
Travel-in-State :	\$ 285,000	\$ 64,000	\$ 60,000	\$ 409,000
Out-of-State Travel	\$ 15,000	\$ -	\$ -	\$ 15,000
Training (Tuition and Registration)	\$ 2,000	\$ 15,000	\$ 3,000	\$ 20,000
Facilities Operations (Rent)	\$ 583,000	\$ 24,000	\$ 245,000	\$ 852,000
Utilities	\$ 6,000	\$ -	\$ 2,000	\$ 8,000
Interdepartmental Services:	\$ 411,000	\$ 134,000	\$ 156,000	\$ 701,000
External Contract Services	\$ 5,000	\$ 3,000	\$ 3,000	\$ 11,000
Data Processing (Software, licenses, etc.)	\$ 15,000	\$ 18,000	\$ 10,000	\$ 43,000
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 91,000	\$ 85,000	\$ 181,000
Total Operating Expense and Equipment	\$ 1,507,000	\$ 472,000	\$ 1,031,000	\$ 3,010,000
3. Community Grants	\$ 240,000	\$ -	\$ -	\$ 240,000
4. Total Council Budget (1 + 2 + 3)	\$ 7,077,000	\$ 1,840,000	\$ 1,679,353	\$ 11,936,000
5. Total Basic State Grant Award	\$ 6,527,000			
6. Difference between Council Budget and Basic State Grant Award	\$ 550,000			
7. Prior Year's Unexpended BSG Savings	\$ 1,488,000			

SCDD TRAVEL POLICY

SCDD TRAVEL POLICY

The State Council on Developmental Disabilities (SCDD) shall reimburse councilmembers for any actual and necessary expenses incurred in connection with the performance of their duties. (Welf. & Inst. Code § 4550.) Reimbursement rates are limited to those allowed by state rules and regulations such as those contained in the Government code, California Department of Human Resources regulations, and the California State Administrative Manual.

Travel Requests

Council, Committee, and SSAN members who are required to travel on state business (“travelers”) are responsible for submitting all travel requests, via email, to the Travel Coordinator. All travel questions and requests are to be submitted to travelclaims@scdd.ca.gov. Travel requests are to be submitted no less than 14 days prior to the date of the meeting and must contain the following information.

- Three (3) flight/train options in order of preference. The Travel Coordinator will make every attempt to accommodate the traveler’s first preference whenever possible. However, should the first preference be unavailable, the Travel Coordinator will book either the second or third preference.
- Name as it appears on your California I.D., date of birth, Southwest Rapids Rewards and, TSA number (if applicable).

The Travel Coordinator will book travel at least 5 business days prior to meeting or event requiring travel. Upon completion of the reservation, an email confirmation will be sent to the traveler as well as any SCDD staff (when appropriate).

Wanna Get Away Fares and Flight Change Requests

SCDD is required to use “Wanna Get Away” fares whenever possible. These fares are non-refundable and costly to change. Therefore, flight change requests are limited to emergency situations only (e.g. illness, injury, or other serious and urgent personal matters) . In non-emergency situations, the traveler will be responsible for making changes and for any fees and fare difference associated with flight change requests.

Hotel Reservations

Council members typically arrive and depart on the same day of the Council meeting. If it is not reasonable for the traveler to arrive on the day of the meeting, a traveler residing outside a 50 mile radius of Sacramento may request hotel accommodations. Travelers that meet this requirement may request a room for one (1) night prior to meeting date. Hotel room requests must be submitted to the Travel Coordinator at TravelClaims@scdd.ca.gov at least 7 days prior to travel. Any Travelers requesting a room for more than one (1) night must submit their request in writing prior to the meeting. Written requests should include the following information: 1) meeting location, date, and time; 2) nature of request (e.g. “Additional Hotel Stay”); and 3) reason for additional night’s stay. If you require a reasonable accommodation such as a roll-in shower, adjoining room, etc., please include that information in your request.

Room Cancellations

It is the responsibility of the traveler to notify the Travel Coordinator at least 24 hours in advance if you need to cancel your reservation. Should you need to cancel your reservation after regular

business hours, it is the traveler's responsibility to contact the hotel directly to cancel, get a confirmation number for the cancellation, and follow-up with an email informing the Travel Coordinator. Failure to do so, will result in the following actions:

- 1st Occurrence – Traveler will receive a written warning via email.
- 2nd Occurrence – Traveler will receive a formal warning letter from SCDD, and will be responsible for any charges incurred due to the cancellation.
- 3rd Occurrence – Traveler will lose SCDD travel booking privileges for 6 months, and will be responsible for reserving their own hotel rooms and seeking reimbursement after the fact. In addition, the traveler will be responsible for any charges incurred due to the cancellation.

Transportation

Reimbursement for transportation expenses will only be for the method of transportation that is in the best interest of the state considering both direct expense and the traveler's time. When a traveler chooses a method of transportation that is not considered to be in the best interest of the state (i.e. driving a personal vehicle instead of flying or taking a taxi rather than sharing an Uber/Lyft when possible) reimbursement will be at the rate of the least expensive option.

Airport Parking

Parking at the airport must be in the best interest of the State. (i.e. parking in long-term lot versus parking in short-term or daily lots). Parking will be reimbursed at the economy lot rate.

Third Party Flight and Lodging Vendors

Expedia.com, Travelocity.com, etc., shall not be used. All reservations must be made through the SCDD Travel Coordinator.

Meals and Incidentals

Reimbursements for each 24-hour period are made using the rates listed on below. The time base for which meal reimbursements are based is also listed in the below table.

Reimbursement Rates and Time Frames

Meal	Trip Begins	Trip Ends	Reimbursement Rate
Breakfast	at or before 6 am	at or after 8 am	\$7.00
Lunch	at or before 11 am	at or after 2 pm	\$11.00
Dinner	at or before 5 pm	at or after 7 pm	\$23.00

Exception: Council members attending a full day meeting will receive lunch reimbursement.

The State does not reimburse for tips (taxi, shuttle, meal, etc.) However, travelers will receive a \$5.00 reimbursement for incidentals for each 24-hours of travel to be used for such items.

Rental Vehicles

Rental cars are generally not used and only authorized on a case by case basis. They require prior approval from the Executive Director or his designee. Rental cars must be booked through SCDD's Travel Coordinator. SCDD contracted base rate per day is \$33.00. Anything exceeding that amount will be at the expense of the traveler. Rental cars must be returned refueled. Only the traveler whose name is on the car rental may claim reimbursement for refueling. Refueling charges/fees from the contracted Rental Car company will not be reimbursed. Travelers who operate vehicles on official state business must have a valid driver's license, insurance, and a good driving record.

Mileage Reimbursement Rates

Travelers may seek reimbursement for mileages when using their personal vehicle to conduct Council business. Effective January 1, 2018, mileage reimbursement rates are \$0.545 per mile. A traveler requesting to use her or his own vehicle must obtain prior approval through the Travel Coordinator to allow for approval to be obtained from the Executive Director and submit a completed Authorization to Use Privately-Owned Vehicle form, STD. 261 before travel.

Submitting Reimbursements

- All travelers shall submit their Travel Expense Claim (TEC) forms and supporting documents no later than 30 days after travel. Incomplete travel claim packages will not be processed. Due to fiscal restrictions, SCDD may be unable to process any travel claims that are received after 30 days.
- Travelers shall complete and submit a TEC form for each trip. It is the responsibility of the traveler to complete all relevant information on this form. Trip start and end times are required. Meal reimbursements area allowed based on the time you leave your home and the time you return home.
- With the exception of meal receipts, travelers shall attach all other original receipts to the Travel Expense Reimbursement form.
- Receipts that are not on 8 ½ by 11 paper (standard paper size) must be taped, not stapled, to an 8 ½ and 11 inch piece of paper.
- TECs that are incomplete will be returned so be sure to complete all information on your form, including your vehicle license plate number (if requesting mileage) and transportation receipts, including bus and rental cars.
- Travel reimbursement checks are issued by the State Controller's Office approximately 6-8 weeks from date of the Travel Coordinator received the travelers TEC. Please plan accordingly.

Helpful Hints

Keep all receipts in an envelope until your claim is filed. **Original receipts** must be submitted with your travel claim. You are responsible for ensuring that all required receipts are included with your TEC and turned into SCDD's Travel Coordinator. All travel and business expenses are to be incurred as a result of conducting state business and are subject to review/verification by the SCDD. Be sure your claim form is complete and submitted on time with all required documents attached to your TEC

Accessibility:

It is the policy of the SCDD to make a reasonable accommodation for any known physical and mental limitations of an otherwise qualified traveler performing duties on behalf of the SCDD, unless making that accommodation would create an undue hardship. Reasonable accommodations needed to fill out travel claim forms and/or prepare supporting documentation are available to travelers upon request by contacting the Travel Coordinator at (916) 322-8481. It is recommended that requests for accommodation are submitted in advance allowing enough time to meet any deadlines.

**ACKNOWLEDGMENT OF RECEIPT AND ACCEPTANCE OF
THE SCDD TRAVEL POLICY**

Receipt and
Acceptance of
Terms

I have received a copy of the SCDD Travel Policy. I understand its contents and agree to abide by its terms and the terms of any subsequent revision to the policy.

Traveler
Signature

Traveler Printed Name

Traveler Signature

Date

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**COUNCIL MEMBER
SEXUAL
HARRASSMENT
PREVENTION
POLICY**

ADMINISTRATIVE COMMITTEE AGENDA ITEM DETAIL SHEET

ISSUE: Should Council Members elect to require themselves to complete Sexual Harassment Prevention training?

BACKGROUND: As per Government Code section 12950.1 an employer having 50 or more employees shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees in California within six months of their assumption of a supervisory position. An employer covered by this section shall provide sexual harassment training and education to each supervisory employee in California once every two years.

DISCUSSION: The State Council on Developmental Disabilities (SCDD) is committed to providing a workplace in which all individuals are treated with respect and dignity. Given the current climate facing the Nation with the increasing number of sexual harassment allegations, employers are being proactive in educating staff about behaviors that are acceptable and not acceptable in the workplace to create a more civil, inclusive, discrimination and harassment free workplace. Although sexual harassment prevention training is not mandatory for Council Members, the Council may elect to have a department-wide strategy to provide training to all Council Members. The SCDD is working with the Department of Social Services (DSS) in providing Sexual Harassment Prevention training on-line. DSS has contracted with EverFi who has already developed the on-line training that is anticipated to go live in the early part of 2018. The on-line training will be mandatory for SCDD staff.

STAFF RECOMMENDATION: All SCDD Council Members will be required to take the on-line training within six (6) months of their start date and every two years thereafter. HR will maintain the training records and notify the Council Members when they are required to take the training again. Individuals who believe they have been sexually harassed have a responsibility to immediately report the potential policy violation to either their supervisor, manager or to the SCDD's Equal Employment Opportunity (EEO) Office at (916) 322-5521.

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COUNCIL ACTIVITY: None

PREPARED BY: Janet L. Butts, February 2, 2018.

CONFLICT OF INTEREST WAIVER REQUESTS

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COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Regional Center Conflict of Interest (COI)

SUMMARY: Amendments to the Lanterman Act made by AB 1595 resulted in redefining the Area Boards into Regional Advisory Committees, changing their appointment authority and scope. Under its current process, the State Council on Developmental Disabilities (Council) is presented with a recommendation on the below conflict of interest resolution plan.

BACKGROUND: The Lanterman Act requires regional centers to submit conflict of interest statements and proposed resolution plans to the Department of Developmental Services (DDS) and the Council. (W&I Code 4626(l).) Under the Act, as amended by AB 1595, the Director of DDS may waive conflict of interest requirements of a contracting agency (i.e., a regional center) with approval of the State Council. (See W&I Code 4628.)

The Council is being presented with information reviewed under the existing SCDD criteria and process approved by the Council. This approach provides for staff analysis of regional center conflict of interest issues.

FACTS - TCRC Board Member Robyn Adkins: Robyn Adkins is a member of the Tri-Counties Regional Center (TCRC) board. Ms. Adkin's mother, Marsha Vanwormer, is employed by Respite Inc., a regional center vendor, to provide respite services solely to Ms. Adkins' son, a regional center consumer.

TCRC has a public member recruitment and appointment process which is subject to public review and engagement. Candidates for the regional center board may be recommended by organizations representing individuals with developmental disabilities and/or their family members, the SCDD, service providers, the general public or self-referral.

Ms. Adkins has previously requested the following waivers:

- In 2016, TCRC requested a waiver due to Ms. Adkins' mother's employment with Respite Inc. to provide respite services to Ms. Adkins' son. This waiver was approved.

- In 2017, TCRC requested a waiver due to Ms. Adkins' son's employment as a Behavior Therapist with the Center for Autism and Related Disorders, a TCRC vendor. This waiver was approved.

Please note that the 2017 waiver approval related to Ms. Adkins' son's employment expires in May 2018. Per DDS, TCRC is submitting a waiver request only with regard to Ms. Adkins' mother's employment at this time.

DISCUSSION:

Conflict of Interest: DDS Regulation 54520 provides, in part, that a conflict of interest exists when the board member, or a family member of a regional center board member, holds any of the below positions for a provider:

- (1) a governing board member;
 - (2) a board committee member;
 - (3) a director;
 - (4) an officer;
 - (5) an owner;
 - (6) a partner;
 - (7) a shareholder;
 - (8) a trustee;
 - (9) an agent;
 - (10) an employee;
 - (11) a contractor;
 - (12) a consultant;
 - (13) a person who holds any position of management; or
 - (14) a person who has decision or policy making authority.
- (See 17 CCR 54520(a).)

With regard to her mother's work for Respite Inc., Ms. Adkins has a conflict of interest. (See Regulation 54520(a)(10).) She therefore submits the following Conflict of Interest Resolution Plan:

1. Ms. Adkins understands and TCRC has made it clear that she is not to involve herself in any business dealings involving Respite Inc.
2. It is also understood by the TCRC executive director that Robyn is not to be involved in any potential business dealings involving Respite Inc.

3. Ms. Adkins understands she is to recuse herself from voting on any board matters involving any decisions involving respite providers including decisions, voting, contract reviews, etc. of respite services.
4. Ms. Adkins understands she is not to allow any decisions she makes in the course of her duties as a board member to be influenced by the fact that her mother is employed with a vendor of TCRC.
5. If such an occasion did occur, Ms. Adkins understands she is to remove herself from any decision making involving this vendor.
6. Ms. Adkins shall not participate either individually or as a part of a group, in the presentation, preparation, formulation or approval of reports, plans, policies, analysis, or opinions regarding Respite Inc.
7. The TCRC executive director will ensure that all confidential matters related to the status of Respite Inc. will not be discussed with Ms. Adkins.
8. The TCRC executive director will be responsible for ensuring this plan and its safeguards are applied and monitored.

The staff recommendation is to approve Ms. Adkins' waiver request, provided she implements the submitted mitigation plan and does not participate in any decision that impacts her mother's employer since the proposed plan otherwise mitigates the opportunity for a resulting conflict of interest.

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COUNCIL ACTIVITY: Approval of 2016 and 2017 conflict of interest waiver requests submitted by Ms. Adkins.

STAFF RECOMMENDATION: The staff recommendation is to approve Ms. Adkins' waiver request, provided she implements the submitted mitigation plan and does not participate in any decision that impacts her mother's employer.

ATTACHMENT: Adkins COI reporting statement with attachments and resolution plan.

PREPARED BY: Legal Counsel Natalie Bocanegra, January 31, 2018.

Tri-Counties Regional Center

Conflict Resolution Plan

Objective: The proposed Conflict Resolution Plan shall be a written, detailed plan to eliminate, or mitigate and manage, the present or potential conflict of interest, along with any necessary supporting documents.

The following is the Conflict Resolution Plan for a Board member of Tri-Counties Regional Center (TCRC). TCRC's responses to the regulatory components of the conflict resolution plan are in bold below. Any questions regarding this plan are to be directed to Michael Nagel, TCRC Director of Human Resources and Organizational Development, at 805-884-7217.

Date: **January 8, 2018**

Name of Board member: **Robyn Adkins**

Title: **TCADD Board President**

Potential conflict as stated by the Board member: **Robyn's son is served by TCRC and her mother provides paid respite services for her son via a TCRC Employer of Record vendor. The provider is Respite Inc., in San Luis Obispo. Respite Inc. is a vendor who receives POS funding from TCRC.**

The proposed Conflict Resolution Plan shall contain the following:

- (1) Describe the precise nature of the present or potential conflict of interest or activity and give a detailed description of the conflict:
 - (A) The type of interest creating the present or potential conflict; and

The potential conflict of interest is created by Robyn's relationship with a vendor Employer of Record employee.

- (B) The identity and relationship between the individual(s) and/or entity(ies) involved; and

Robyn is the daughter to a TCRC vendor employee.

- (C) The roles and duties of each individual and/or entity, that gives rise to the present or potential conflict of interest.

Robyn holds the position of Board President and oversees all meeting functions and actions associated with the TCADD Board members. Robin also serves on various Board committees and votes on Board matters.

(2) State the action(s) that the regional center governing board, regional center and/or the individual(s) will take, including the necessary timeframes, to eliminate or mitigate and manage the present or potential conflict of interest. Actions to eliminate, or mitigate and manage, the present or potential conflict of interest, may include, but are not limited to, one or more of the following:

- (A) Resignation of the individual(s) from the position or activity creating the conflict of interest
- (B) Refraining from participation, or limiting the individual's ability to act, in a particular matter or category of matters
- (C) Change of assignment, duties, or position
- (D) Divestiture of financial interests that give rise to the conflict of interest
- (E) Terminating or refraining from relationships that give rise to conflicts of interest

Robyn understands and TCRC has made it clear that she is not to involve herself in any business dealings involving Respite Inc. Also, it is understood by the TCRC Executive Director, Omar Noorzad, that Robyn is not to be involved in any potential business dealings involving Respite Inc. Robyn understands she is to recuse herself from voting on any Board matters involving any decisions involving respite providers including decisions, voting, contract reviews, etc. of respite services.

Robyn is not involved in the individual selection of vendors who will work with TCRC. Robyn understands she is not to allow any decisions she makes in the course of her duties as a Board member to be influenced by the fact that her mother is employed with a vendor of TCRC. If such an occasion did occur, she understands she is to remove herself from any decision making involving this vendor. She shall not participate either individually or as part of a group, in the presentation, preparation, formulation or approval of reports, plans, policies, analysis, or opinions regarding Respite Inc.

(3) Provide a detailed explanation of how each of the proposed actions, will actually eliminate or mitigate and manage the present or potential conflict of interest.

The actions described above will eliminate or mitigate any present or potential conflict of interest as Robyn's actions are visible by the Executive Director.

(4) Provide the name, position and duties of the individual(s) who will be responsible for ensuring that any actions, limitations, or restrictions, included in the Conflict Resolution Plan, if approved by the Department, will be taken, applied, followed, and monitored. Explain any oversight and monitoring mechanism in enough detail to allow the Department to ascertain that

the mechanism is sufficient to eliminate, or mitigate and manage, the present or potential conflict of interest.

The Executive Director, Omar Noorzad, ensures that all confidential matters related to the status of Respite Inc. will not be discussed with Robyn. The Executive Director will be responsible for ensuring the plan and its safeguards are applied and monitored.

(5) A proposed Conflict Resolution Plan shall be signed by the individual(s) subject to the Conflict Resolution Plan, in addition to the person in the designated position or committee responsible for reviewing the Conflict of Interest Reporting Statement, and the person in the designated position or committee responsible for monitoring performance under the proposed Plan, if approved.

DocuSigned by:
Robyn Adkins 1/18/2018
00E9A88AA408489...
Board member Date

DocuSigned by:
Omar Noorzad 1/8/2018
8E5538F04627427...
Executive Director Date

DocuSigned by:
Mike Nagel 1/8/2018
BEF2477FA3D64F2...
Director of HR& OD Date

Reset Form

**CONFLICT OF INTEREST REPORTING STATEMENT
DS 6016 (Rev. 08/2013)**

The duties and responsibilities of your position with the regional center require you to file this Conflict of Interest Reporting Statement. The purpose of this statement is to assist you, the regional center and the Department of Developmental Services (DDS) to identify any relationships, positions or circumstances involving you which may create a conflict of interest between your regional center duties and obligations, and any other financial interests and/or relationships that you may have. In order to be comprehensive, this reporting statement requires you to provide information with respect to your financial interests.

A "conflict of interest" generally exists if you have one or more personal, business, or financial interests, or relationships that would cause a reasonable person with knowledge of the relevant facts to question your impartiality with respect to your regional center duties. The specific circumstances and relationships which create a conflict of interest are set forth in the California Code of Regulations, title 17, sections 54500 through 54530. You should review these provisions to understand the specific financial interests and relationships that can create a conflict of interest.

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer. If the regional center identifies a conflict involving you, it will be required to prepare a conflict resolution plan. Some relevant definitions have been provided in the footnotes to assist you in responding to this statement.

You are required to file this Reporting Statement within 30 days of beginning your employment with the regional center or from the date that you are appointed to the regional center board or advisory committee board. You are then required to file an annual Reporting Statement by August 1st of every year while you remain employed with the regional center or while you are a member of the regional center board or advisory committee board. You must also file a Reporting Statement within 30 days of any change in your status that could result in a conflict of interest. Circumstances that can constitute a change in your status that can require you to file an updated Reporting Statement are described below in footnote one.

A. INFORMATION OF REPORTING INDIVIDUAL

Name: Rebyn Adkins Regional Center: TCRC

Regional Center Position/Title: Governing Board Member Executive Director
 Vendor Advisory Committee sitting on Board Employee
 Contractor Agent Consultant

Reporting Status: Annual New Appointment (date): _____
 Change of Status¹

If a change in status, date and circumstance of change in status:

1. Please list your job title and describe your job duties at the regional center.

board member

¹ Change of status includes a previously unreported activity that should have been reported, change in the circumstance of a previously reported activity, change in financial interest, familial relationship, legal commitment, change in regional center position or duties, change in regional center, or change to outside position or duties. See California Code of Regulations, title 17, sections 54531(d) and 54532(d).

<input checked="" type="checkbox"/>	Governing Board Member
<input type="checkbox"/>	Vendor Advisory on Board
<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	Employee/Other

2. Do you or a family member² work for any entity or organization that is a regional center provider or contractor?
 yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity.

existing conflict of interest plan already on file re: Marsha Freedman - Vanwormer + James Hayes

3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? yes no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.

4. Are you a regional center advisory committee board member? yes no -- If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers? yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.

5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest? yes no -- If yes, please explain.

N/A

² Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brother-in-laws, sister-in-laws, son-in-laws and daughter-in-laws. See California Code of Regulations, title 17, sections 54505(f).

³ For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member⁴? [Note: Governing board members do not have to answer "yes" to this question if the financial benefit would be available to regional center consumers or their families generally].
 yes no -- If yes, please explain.

7. Are you responsible for negotiating, making,⁵ executing or approving contracts on behalf of the regional center? yes no -- If yes, please explain.

8. Do you have a financial interest in any contract⁶ with the regional center? yes no -- If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no -- If yes, please explain.

9. Do any of your family members have a financial interest in any contract with the regional center? yes no
 If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no
 If yes, please explain.

⁴ Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

⁵ California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

⁶ For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.

<input checked="" type="checkbox"/>	Governing Board Member
<input type="checkbox"/>	Vendor Advisory on Board
<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	Employee/Other

10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?
 yes no -- If yes, please explain.

per my agreement, I refuse myself according to my plan

11. Your job duties require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers? yes no -- If yes, please explain.

B. ATTESTATION

Robyn Adkins (print name) HEREBY CONFIRM that I have read and understand the regional center's Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center's Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center's designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626.

Signature *RAdkins* Date *7/8/17*

INTERNAL USE ONLY

Date this Statement was received by Reviewer:

The reporting individual does does not have a present potential conflict of interest

Signature of Designated Reviewer

Date Review Completed

[Signature]

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 320, MS 3-9
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 654-1958



**PRIOR
APPROVAL**

May 26, 2017

Omar Noorzad, Ph.D., Executive Director
Tri-Counties Regional Center
520 East Montecito Street
Santa Barbara, CA 93103-3274

Dear Dr. Noorzad:

This is in response to Tri-Counties Regional Center's (TCRC) February 22, 2017, correspondence requesting a conflict of interest waiver for Robyn Adkins. The Department of Developmental Services (Department) is in receipt of the Conflict of Interest Reporting Statement and proposed Conflict Resolution Plan for Ms. Adkins, a TCRC Board member. The Department received written approval of the proposed Conflict Resolution Plan from the State Council on Developmental Disabilities on April 24, 2017, as required by Title 17, California Code of Regulations, section 54534(a).

The noted conflict is that Ms. Adkin's son, James Hayes, is an employee for the Center for Autism and Related Disorders (CARD). CARD is a vendor of TCRC, which provides behavioral supports for children with autism.

Based on the information provided, the proposed Conflict Resolution Plan is approved for Ms. Adkins, effective for twelve months from the date of this letter. If, at any point in time, there is a change of status that creates a present or potential conflict of interest, TCRC must ensure that Ms. Adkins prepares and files a new Conflict of Interest Reporting Statement and TCRC submits a new Conflict Resolution Plan, if appropriate, pursuant to Title 17 Regional Center Conflict of Interest Standards and Procedures.

This approval is based on the implementation of the safeguards identified in your February 22, 2017, correspondence and the TCRC governing board's assurance the following conditions are met:

1. Ms. Adkins will fully disclose the existence and nature of the conflict of interest to the TCRC board and have it noted in the official board records;

“Building Partnerships, Supporting Choices”

Omar Noorzad, Ph.D., Executive Director
May 26, 2017
Page two

2. Ms. Adkins will abstain from voting on any matter pertaining to CARD or any matter which could impact CARD services;
3. Ms. Adkins will not use her position as a board member of TCRC to exert influence on decision-making regarding CARD;
4. Ms. Adkins will not participate in the preparation, presentation, formulation or approval of reports, plans, policies, analyses, opinions or recommendations regarding her conflict of interest when the exercise of judgment is required and the purpose is to influence the decision;
5. Ms. Adkins will not be involved in the negotiation, obligation, or commitment of TCRC to a course of action involving her conflict of interest; and,
6. The TCRC Board President and members will be responsible for ensuring that the plan and its safeguards are applied and monitored.

If you have any questions regarding this correspondence, please contact Elizabeth Mard, Regional Center Operations Section, at (916) 645-3425, or by email at elizabeth.mard@dds.ca.gov.

Sincerely,

Original signed by

BRIAN WINFIELD
Deputy Director
Community Services Division

cc: Michael Nagel, Tri-Counties Regional Center
Robyn Adkins, Tri-Counties Regional Center Board President
Aaron Carruthers, State Council on Developmental Disabilities
Natalie Bocanegra, State Council on Developmental Disabilities
Michael McNulty, State Council on Developmental Disabilities
Hiren Patel, Department of Developmental Services

SPONSORSHIP REQUEST

EXECUTIVE AGENDA ITEM DETAIL SHEET

ISSUE: Sponsorship request from UCLA/OIC Center for Cerebral Palsy.

BACKGROUND: The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills.

ANALYSIS/DISCUSSION: UCLA/OIC Center for Cerebral Palsy in partnership with the Tarjan Center at UCLA is requesting a sponsorship in the amount of \$999 for a consumer education Family Forum. The event will be held on Saturday, March 17, 2018 at the UCLA Faculty Center.

The Family Forum is a free consumer event for people with cerebral palsy, their families and caregivers. It is the only event of its kind in Southern California. Speakers will offer informal presentations on topics relevant to people with cerebral palsy and their families. The audience is encouraged to ask questions and share their experiences.

At this year's Family Forum, attendees will obtain an overview of orthopedic and spasticity management in cerebral palsy and receive a handout explaining the role of the orthopedist in hip and spine surveillance and spasticity management. There then will be three concurrent sessions: The first will present their collaboration with Microsoft on allowing children and young adults with motor impairments to play computer games with their siblings and friends, along with an opportunity for a "hands on" experience of accessible gaming. This session will be held jointly with a presentation of Ability Ballet, which is a fun, therapeutic program for children with cerebral palsy centered on dance. Ability Ballet is a project of Children's Cerebral Palsy Movement, a non-profit organization begun by the parent of a child with cerebral palsy and a partner in the development of the Family Forum program. The second concurrent session is a presentation on the science of making friends by Dr. Elizabeth Laugeson, founder and director of the UCLA PEERS program. Dr. Laugeson will be joined by the actor RJ Mitte. They will discuss how parents and children can use the evidence-based skills of the PEERS programs to advocate for children in the school system and Mr. Mitte will share his personal experiences of how having cerebral palsy affected his friendships. Finally, Dr. Katherine Hayward of the UCLA Tarjan Center and

Dr. Angela Chen of UCLA OB/GYN will present their work on pregnancy and family planning, which was a part of multi-centered project on healthcare for women with cerebral palsy funded by the Cerebral Palsy Foundation (CPF). Participants will have the opportunity to attend two of the three concurrent sessions.

The Family Forum is designed for people with cerebral palsy, their families and caregivers. Although the level and content of the material is targeted at consumers, teachers, nurses and health care professionals are welcome to attend. Flyers for the Family Forum will be mailed to over 2,000 past and present patients of the UCLA/OIC Center for Cerebral Palsy.

The last Family Forum drew 66 adult attendees; nearly 20% were adults with cerebral palsy and 70% were parents of someone with cerebral palsy. Children with cerebral palsy and siblings are welcome. A free arts and crafts program will be offered to younger children so their parents may attend the information sessions unfettered. Typically 10 to 15 children attend.

The SCDD's support will be used towards the costs of the audiovisual services. The SCDD previously sponsored this event in 2013.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Individuals with developmental disabilities, their families and their support and/or professional staff will increase their knowledge and skills so as to effectively access needed educational and/or community-based services through at least 225 trainings, conferences, workshops, webinars, and/or resource materials developed by the Council on topics such as rights under IDEA, rights under California's Lanterman Act etc. on an annual basis.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2017-18, the Council has awarded \$10,989 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2017.

STAFF RECOMMENDATION: Approve UCLA/OIC Center for Cerebral Palsy's for sponsorship.

ATTACHMENTS(S): UCLA/OIC Center for Cerebral Palsy's request for sponsorship.

PREPARED: Kristie Allensworth January 31, 2018



Administrative Office: 1000 Veteran Avenue
22-64 Rehabilitation Center
Los Angeles, CA 90095-1795
Phone: (310) 825-5858
Fax: (310) 825-5290

Clinic: 1250 16th Street, Suite 2100B
Orthopaedic Institute
Santa Monica, CA 90404
Phone: (424) 259-6593
Fax: (424) 259-6577

January 18, 2018

Kristie Allensworth
California State Council on Developmental Disabilities
1507 21st Street, Ste. 210
Sacramento, CA 95811

RE: Sponsorship of a Patient-Centered Educational Event

Dear Ms. Allensworth,

This letter is a request for Council sponsorship in the amount of \$999 for a consumer education Family Forum, presented by the UCLA/OIC Center for Cerebral Palsy in partnership with the Tarjan Center at UCLA. The event will be held on Saturday, March 17, 2018 at the UCLA Faculty Center. Included in this request is a copy of the program, a proposed budget and letter of support from Ronald Cohen, PhD, President and Chief Executive Officer of United Cerebral Palsy of Greater Los Angeles, Ventura and Santa Barbara counties.

The UCLA/OIC Center for Cerebral Palsy is dedicated to excellence in clinical care, research and education. Our inter-disciplinary clinic has been providing care for patients of all ages with cerebral palsy for over twenty years. We address the musculoskeletal problems associated with cerebral palsy through physical and occupational therapy, orthopedic surgery and spasticity management treatments. Members of our team have presented at scientific conferences worldwide and published in numerous peer-reviewed journals.

Description of Event and Impact on Consumers

The Family Forum is a free consumer event for people with cerebral palsy, their families and caregivers. It is the only event of its kind in Southern California. In this age of social media and medical tourism, we believe it is critical that consumers have accurate, evidence-based information on the treatment of cerebral palsy as well as options and skills to address their varied challenges at school and in leisure activities. Speakers will offer informal presentations on topics relevant to people with cerebral palsy and their families. The audience is encouraged to ask questions and share their experiences.

At this year's Family Forum, attendees will obtain an overview of orthopedic and spasticity management in cerebral palsy and receive a handout explaining the role of the orthopedist in hip and spine surveillance and spasticity management. There then will be three concurrent sessions: The first will present our collaboration with Microsoft on allowing children and

young adults with motor impairments to play computer games with their siblings and friends, along with an opportunity for a “hands on” experience of accessible gaming. This session will be held jointly with a presentation of Ability Ballet, which is a fun, therapeutic program for children with cerebral palsy centered on dance. Ability Ballet is a project of Children’s Cerebral Palsy Movement, a non-profit organization begun by the parent of a child with cerebral palsy and a partner in the development of the Family Forum program. The second concurrent session is a presentation on the science of making friends by Dr. Elizabeth Laugeson, founder and director of the UCLA PEERS program. Dr. Laugeson will be joined by the actor RJ Mitte. They will discuss how parents and children can use the evidence-based skills of the PEERS programs to advocate for children in the school system and Mr. Mitte will share his personal experiences of how having cerebral palsy affected his friendships. Finally, Dr. Katherine Hayward of the UCLA Tarjan Center and Dr. Angela Chen of UCLA OB/GYN will present our work on pregnancy and family planning, which was a part of multi-centered project on healthcare for women with cerebral palsy funded by the Cerebral Palsy Foundation (CPF). Participants will have the opportunity to attend two of the three concurrent sessions.

Target Audience, Method of Outreach and Expected Attendees

The Family Forum is designed for people with cerebral palsy, their families and caregivers. Although the level and content of the material is targeted at consumers, teachers, nurses and health care professionals are welcome to attend. Flyers for the Family Forum will be mailed to all past and present patients of the UCLA/OIC Center for Cerebral Palsy (over 2,000). Copies are mailed and emailed for distribution to surrounding California Regional Centers, United Cerebral Palsy offices and California Children’s Services Medical Therapy Units. Information is posted on our website (www.uclaccp.org) and flyers are mailed or emailed to the over 700 people on our consumer mailing list.

Our last Family Forum drew 66 adult attendees; nearly 20% were adults with cerebral palsy and 70% were parents of someone with cerebral palsy. Children with cerebral palsy and siblings are welcome. A free arts and crafts program will be offered to younger children so their parents may attend the information sessions unfettered. Typically 10 to 15 children attend.

Budget and Previous Funding Sources

The Center was fortunate to have received funding from the Council in the amount of \$999 for our last Family Forum that was held in 2013. The Family Forum was on hiatus in the intervening years in large part because of limitations of resources. This year’s Family Forum is a result of requests from patients and families, the strong support of our team and the collaboration of the Children’s Cerebral Palsy Movement. While this organization was critical to the development of the program, they are not providing us with any financial support. As a result, our staff will prepare all written materials, conduct outreach to all consumers and consumer organizations and provide on-site meeting management. We will also be responsible for all printing, mail preparation and postage costs. Registration will be completed online and by telephone to the Center’s office. The Council’s support will be used towards the costs of the audiovisual services, which, given the size of the venue and the need to utilize multiple rooms, is high.

We have also submitted grant requests to private funding agencies (Saol Therapeutics, Ipsen); however, their support cannot be assured. Even if funding is obtained from these organizations, the amount received is unlikely to cover our costs. It is for this reason that we seek sponsorship funds to help support our efforts.

As the only inter-disciplinary lifespan clinic in the California, the UCLA/OIC Center for Cerebral Palsy is in a unique position to provide information that promotes self-advocacy and education for people with cerebral palsy. I sincerely hope the Council will grant our request for sponsorship and support the Family Forum conference. If you have any questions regarding the Center or this conference, please do not hesitate to contact me at (310) 825-4028.

Sincerely,

A handwritten signature in cursive script that reads "Eileen Fowler".

Eileen Fowler PhD, PT
Peter William Shapiro Chair for the Center for Cerebral Palsy and
Director of Research and Education
Professor, UCLA Department of Orthopaedic Surgery
Faculty, Tarjan Center at UCLA

enc



of Los Angeles, Ventura & Santa Barbara Counties

Life without limits for people with disabilities

Chairman
Paul Miller

January 19, 2018

Vice Chair
J.J. Levenstein, MD, FAAP

Eileen Fowler, Ph.D.
Director, Education and Research
UCLA/OIC Center for Cerebral Palsy
Faculty, Tarjan Center at UCLA
22-70 Rehabilitation Center, 1000 Veteran Ave.
Los Angeles, CA 90095-1795

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Ellen Kessler
Ronald Levenson
David Levinson
Kevin P. McCarthy
Margaret Nagle
Nancy A. Niparko, M.D.
Matthew Peterson
Richard Rosin
Nick Roxborough
Peter William Shapiro
Ralph J. Shapiro
Rick Stern
Jory Tremblay
Jere Yates, Ph.D.

Dear Dr. Fowler,

United Cerebral Palsy of Los Angeles, Ventura and Santa Barbara Counties is pleased to support your application to the California State Council on Developmental Disabilities for sponsorship of the Cerebral Palsy Family Forum to be held at UCLA Faculty Center on Saturday, March 17, 2018. UCLA/OIC Center for Cerebral Palsy and the Tarjan Center at UCLA have a long history of promoting education and self-advocacy for individuals with cerebral palsy, their families and caretakers.

This year's program focuses on important and relevant information. Medical updates will inform attendees about new research and treatments for people with cerebral palsy. Additional topics of Ability Ballet, the Science of Making Friends, Accessible Gaming and Women's Healthcare offer a broad array of topics for people with cerebral palsy of all ages.

In summary, this conference will provide high quality education for the community of children and adults with cerebral palsy that we serve.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ronald S. Cohen".

Ronald S. Cohen, Ph.D.
President and Chief Executive Officer

President and CEO
Ronald S. Cohen, Ph.D.

Projected Budget for OIC/UCLA Center for Cerebral Palsy Family Forum -
March 17, 2018

EXPENSES:

Flyer printing (2,200 copies)	1,500		
Postage for Flyer mailing (2,100 copies)	1,000		
CCP brochure printing	2,000		
Welcome signs/banners	250		
Folders/badges	75		
Printing of material			
Exercise and Fitness Guide	300		
Consumer Guide to Ortho Management	1000		
Schedule, program	200		
	1,500		
		\$	6,325.00
Light refreshments	350		
After conference reception	1,500		
Room rental (3 rooms)	2,400		
		\$	4,250.00
Website Development	2,500		
Content Development (including educational materials)	5,000		
Program Coordinator	3,000		
On-site Meeting Management	1,000		
Outcomes Analysis	700	\$	12,200.00
Audio Visual	2,500		
		\$	2,500.00
TOTAL EXPENSES		\$	25,275.00

UCLA/OIC Cerebral Palsy Family Forum

In partnership with Children's Cerebral Palsy Movement and Tarjan Center at UCLA

Saturday, March 17, 2018 ♦ 12:30 pm to 5:30 pm

UCLA Faculty Center, 480 Charles E Young Dr E, Los Angeles, CA 90095

Come meet the experts and join in discussing the issues that affect children, adults and families of people with cerebral palsy. The Family Forum is designed to encourage an exchange of ideas and questions between professionals and families.

A reception will be held at the conclusion of the program

PROGRAM

Welcome and "Bill's Buzz" – is a review of current topics in cerebral palsy, including recent advances in research and CP in the news by **William L. Oppenheim, MD**

Orthopaedic Management in Cerebral Palsy – a discussion of treatment options for spasticity and the resulting orthopaedic problems by **Rachel M. Thompson, MD**

Research in Cerebral Palsy – a review of the research projects completed and in progress at the Center by **Eileen Fowler, PhD, PT**

Participants will be able to choose 2 out of three of the following sessions:

#1: Movement and Participation – a presentation by Ability Ballet, a therapeutic program for children with CP centered around dance by **Debbie Fragner** and Computer Gaming – a demonstration of our project with Microsoft to make computer gaming accessible to children and adults with CP by **Eileen Fowler, PhD, PT**

#2: The Science of Making Friends at School – a presentation on how socially successful children interact with their peers and how children and parents can help children succeed at school by **Elizabeth Laugeson, Psy.D. and RJ Mitte**

#3: Women's Health – a presentation on our work with institutions across the country and CPF to improve the quality of healthcare provided to women with cerebral palsy by **Katharine Hayward PhD and Angela Chen, MD**

Faculty:

William L. Oppenheim, MD
Margaret Holden Jones Chair, Cerebral Palsy
Director, UCLA/OIC Center for Cerebral Palsy
Professor and Emeritus Chief, Pediatric Orthopaedic Surgery
David Geffen School of Medicine at UCLA

Rachel M. Thompson, MD
Associate Director, UCLA/OIC Center for Cerebral Palsy
Assistant Professor, Orthopaedic Surgery
David Geffen School of Medicine at UCLA
Orthopaedic Institute for Children

Eileen Fowler PhD, PT
Peter William Shapiro Chair for the Center for Cerebral Palsy
Professor, Orthopaedic Surgery
David Geffen School of Medicine at UCLA
Faculty, Tarjan Center at UCLA

Debbie Fragner
Executive Director and Founder,
Children Cerebral Palsy Movement
Orange County, CA

Elizabeth Laugeson, Psy.D.
Founder and Director, UCLA PEERS Clinic
Faculty, Tarjan Center at UCLA
Assistant Clinical Professor, Psychiatry and Biobehavioral Sciences
UCLA Semel Institute for Neuroscience and Human Behavior

RJ Mitte
Actor, producer and model
Best known for his role of Walter "Flynn" White Jr in AMC's TV show "Breaking Bad"

Katharine Hayward MD, MPH
Director of Research and Evaluation
Tarjan Center at UCLA
National Arts and Disability Center

Angela Chen, MD
Associate Clinical Professor
Obstetrics and Gynecology
David Geffen School of Medicine at UCLA

Registration

Registration is free, but seating is limited. To reserve your spot, please register by March 9, 2018 and select your choices for concurrent sessions. Registration may be done online by going to www.cpfamilyforum.org or by calling Marcia Greenberg at (310) 825-5858.

Parking

Parking is available in UCLA Lot A, adjacent to the Faculty Center, which is north of Westhome Avenue. The address is 480 Charles E Young Dr E, Los Angeles, CA 90095. Parking is \$6 with a disabled parking permit; \$12 for others. CASH only. Parking attendants cannot accept any other form of payment.

Childcare will not be provided; however, there will be free supervised activities for children attending the Family Forum.

