



NOTICE/AGENDA

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EXECUTIVE COMMITTEE MEETING NOTICE/AGENDA

POSTED AT: www.scdd.ca.gov

DATE: April 19, 2018

TIME: 10:00 AM – 12:30 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

COMMITTEE CHAIR: Ning “Jenny” 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.

Item 5.	APPROVAL OF MARCH 2018 MINUTES 	Page 3
Item 6.	SCDD BUDGET UPDATE	
Item 7.	CONFLICT OF INTEREST WAIVER REQUEST  A. Tri-Counties Regional Center – Board Member Howard Kraus <i>Presented by: Natalie Bocanegra</i>	Page 7
Item 8.	EXECUTIVE DIRECTOR EVALUATION PROCESS 2017/2018 	Page 19
Item 9.	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.

**APPROVAL OF
MARCH 2018
MINUTES**



DRAFT

**Executive Committee Meeting Minutes
March 12, 2018**

Attending Members

April Lopez (FA)
Catherine Blakemore
Charles Nutt (SA)
David Forderer (SA)
Janelle Lewis (FA)
Jenny Yang (SA)
Sandra Smith (FA)

Members Absent

Others Attending

Aaron Carruthers
Ava Dominguez
Cindy Smith
Kris Kent
Kristie Allensworth
Natalie Bocanegra
Rihana Ahmad
Vicki Smith

1. CALL TO ORDER

Chairperson Jenny Yang (SA) called the meeting to order at 11:22 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 FEBRUARY 2018 MEETING MINUTES

Corrections to page 2, Item 7: "SCDD Travel Policy", The corrected motion language is "It was moved/seconded (Nutt [SA]/Smith [FA]) and carried to recommend to move the travel policy to Council for consideration."

It was moved/seconded (Nutt [SA]/Forderer [SA]) and carried to adopt the February 2018 meeting minutes with corrections (For: Forderer, Lopez, Lewis, Nutt, Smith, Yang; Abstain: Blakemore)

6. SPONSORSHIP REQUEST

Legend:

SA = Self-Advocate

FA = Family Advocate

Page 1

Staff member Kristie Allensworth presented the CHOICES Institute request for \$999.00 in sponsorship funds for their 31st Annual CHOICES Conference. This event is to take place on Friday, April 6, 2018 at the San Joaquin County Office of Education (SJCOE) in Stockton, CA. Council funds will be used to cover printing, postage, and signage costs.

It was moved/seconded (Blakemore /Lewis [FA]) and carried to fund the April 6, 2018 CHOICES Institute 31st Annual CHOICES Conference in the amount of \$999.00. (Unanimous, see attendance list for voting record)

7. **EXECUTIVE TEAM COMMUNICATION WITH THE BOARD**

Council Chair April Lopez distributed a copy of the first page of a 3-page letter from the CA Department of Finance dated 2012. (Handout can be found on the SCDD website)

Council Chair Lopez feels communication with headquarters and the communications between the Council Chair and Executive Director has fallen short. She stated that in the 2012 minutes the Chair is responsible for approving travel. Council Chair Lopez expressed concern because the Executive Director has been approving travel and that she did not want to see the Council in trouble as they were 5 years ago. She wants the Council to be transparent.

A question was raised why a discussion regarding policies and procedures was added to the Council agenda. Several Committee members suggested that policies should be reviewed and discussed by the Administrative Committee. Administrative Committee Chair Charles Nutt expressed desire to resolve this issue.

Council Chair Lopez feels that the Executive Director should not be approving all travel for board members. She also did not believe there was a policy for approving the Executive Director's travel. Council Chair Lopez also expressed concerns with communication with Legal Counsel, this concern was addressed later in the meeting during agenda item 9.

Executive Director Aaron Carruthers clarified that the 2012 document is a Council policy stating that the Chair of the Council approves travel for Councilmembers to attend one conference per year. He also clarified the process for approving Executive Director travel follows State Guidelines/Policies.

8. WHISTLEBLOWER POLICY

The Committee reviewed and discussed the State Whistleblower Policy.

9. CLARIFYING ROLES OF STAFF IN RELATION TO COUNCIL BUSINESS

At this point Committee Chair Yang asked staff to leave the room, except for the minute taker. Staff left except for Deputy Director Vicki Smith who cited the Bagley Keene act, and sought clarification for the request. Several Committee members felt the request for staff to leave was problematic, and the Committee Chair invited staff back into the room.

In following up with the February Executive Committee meeting, Committee members reviewed the original and present Duty Statements for Legal Counsel. Revisions were made and forwarded to HR.

Committee members discussed the role of Legal Counsel. It was clarified that Legal Counsel serves the department, and reports to the Executive Director. Committee members also asked about types of legal advice they can seek from Legal Counsel. Councilmember Kris Kent provided guidance and suggested a policy be developed to alleviate confusion. He went on to outline the language of the policy, which was later entitled, "Legal Consultation Policy". The following is a list of Councilmember Kent's suggestions for the new policy:

- Legal questions should be routed through the Executive Director.
- Legal advice is generally given to the Executive Director. The Executive Director doesn't have to follow recommendations from Legal.
 - An exception is when the Attorney feels in their professional judgment there is an egregious issue that needs to be brought to the Council as a body.
- Council members should send legal questions pertaining to Council business not personal issues.
 - If there is confusion regarding whether advice be sought, then it should be discussed in an Executive Committee meeting.

10. NEXT MEETING DATE & ADJOURNMENT

The next Executive Committee meeting will be held on April 19th, 10am – 3pm. Meeting adjourned at 2:41pm

Legend:

SA = Self-Advocate
FA = Family Advocate

Page 3

**CONFLICT OF
INTEREST WAIVER
REQUEST**

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 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 Howard Kraus: Howard Kraus is a member of the Tri-Counties (TCRC) board and a TCRC consumer. He is employed by Pathpoint, a TCRC vendor, as part of the employment services he receives through the regional center. He works as a Travel Trainer for Pathpoint.

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

Mr. Kraus has not previously requested a waiver.

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 his employment with Pathpoint, Mr. Kraus has a conflict of interest under the above regulation. (See Regulation 54520(a)(10).)

He therefore submits the following Conflict of Interest Resolution Plan:

1. Mr. Kraus understands that he does not involve himself in any business dealings involving Pathpoint;
2. The TCRC board President and Executive Director understand that Mr. Kraus is not involved in any potential business dealings involving Pathpoint;
3. Mr. Kraus understands he is to recuse himself from voting on any board matters involving any decisions specifically involving Pathpoint including decisions, voting, contract reviews, etc.;

4. Mr. Kraus is not involved in the individual selection of vendors who will work with TCRC;
5. Mr. Kraus understands that he is not to allow any decisions he makes in the course of his duties as a board member to be influenced by the fact that he is employed with a vendor of TCRC;
6. If such an occasion did occur, Mr. Kraus understands he is to remove himself from any decision making involving Pathpoint; and
7. Mr. Kraus will 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 Pathpoint.

In addition, the TCRC board President and Executive Director will:

8. Ensure that all confidential matters related to the status of Pathpoint are not discussed with Mr. Kraus; and
9. Be responsible for ensuring the plan and its safeguards are applied and monitored.

W&I Code Section 4622 Requirements: In addition to the requirements of Regulation 54520, Welfare and Institutions Code Section 4622(k) says that a member of a board who is also an employee of a regional center provider shall not:

- (1) Serve as an officer of the board;
- (2) Vote on any fiscal matter affecting the purchase of services from any regional center provider;
- (3) Vote on any issue in which the member has a financial interest under Government Code Section 87103 and determined by the regional center board.

Since the Pathpoint is a TCRC provider, any acceptable Resolution Plan must comply with Section 4622's requirements.

Also note that W&I Code Section 4626(c) provides that a person with a developmental disability who receives employment services through a regional center provider shall not be precluded from serving on a regional center board based solely upon receipt of these employment services.

The staff recommendation is to approve Mr. Kraus' waiver request provided he implements the submitted mitigation plan, does not participate in any decision that impacts his employer, and complies with the requirements of W&I Code Section 4622(k) since the proposed plan otherwise mitigates the opportunity for a resulting conflict of interest.

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COUNCIL ACTIVITY: N/A

STAFF RECOMMENDATION: The staff recommendation is to approve Mr. Kraus' waiver request provided he implements the submitted mitigation plan, does not participate in any decision that impacts his employer, and complies with the requirements of W&I Code Section 4622(k).

ATTACHMENT: Kraus COI reporting statement and resolution plan.

PREPARED BY: Legal Counsel Natalie Bocanegra, April 2, 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 23, 2018**

Name of Board member: **Howard Kraus**

Title: **TCADD Board member**

Potential conflict as stated by the Board member: **Howard currently serves on the TCADD Board and is served by TCRC. Howard also currently works for a vendor of TCRC, Pathpoint, 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 Howard's position on the TCADD Board and his employment relationship with a vendor of TCRC.

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

Howard is the employee of a TCRC vendor.

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

Howard holds a TCADD Board position and works as a Travel Trainer for Pathpoint. In this position, Howard teaches people served how to take public transportation independently. As a Board member, Howard votes on Board matters including contracts over \$250k.

(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

Howard understands and TCRC has made it clear, that he is not to involve himself in any business dealings involving Pathpoint. Also, it is understood by the TCADD Board President, Robyn Adkins, and the TCRC Executive Director, Omar Noorzad, that Howard is not to be involved in any potential business dealings involving Pathpoint. Howard understands he is to recuse himself from voting on any Board matters involving any decisions specifically involving Pathpoint including voting, contract reviews, etc. of their services.

Howard is not involved in the individual selection of vendors who will work with TCRC. Howard understands he is not to allow any decisions he makes in the course of his duties as a Board member to be influenced by the fact that he is employed with a vendor of TCRC. If such an occasion did occur, he understands he is to remove himself from any decision making involving this vendor. He 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 Pathpoint.

(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 Howard's actions are visible by the TCADD Board President and TCRC 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 TCADD Board President and the TCRC Executive Director ensure that all confidential matters related to the status of Pathpoint will not be discussed with Howard. The TCADD Board President and TCRC 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:
HUK 1/25/2018
8DFD8BCCAE94E0...
Board member Date

R Aclim 2/2/18
TCADD Board President Date

DocuSigned by:
Omar Noorjad 1/25/2018
6E5536F04627427...
Executive Director Date

DocuSigned by:
Mike Nagel 1/25/2018
BEF2477FA3D84F2...
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: HOWARD KRINS 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 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.

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.

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.

- Governing Board Member
- Vendor Advisory on Board
- Executive Director
- 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.

Howard Kraus is employed as a Travel Trainer for Pathpoint

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

over 250 Thousand

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.

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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.

- Governing Board Member
- Vendor Advisory on Board
- Executive Director
- 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.

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.

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B. ATTESTATION

HOWARD L. KRALL

(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 HOWARD L. KRALL Date 1/23/18

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 <u>[Signature]</u>	Date Review Completed <u>1/23/18</u>
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**EXECUTIVE DIRECTOR
EVALUATION PROCESS
2017/2018**

EXECUTIVE COMMITTEE AGENDA ITEM DETAIL SHEET

ISSUE: Executive Director Evaluation Process 2017/2018 Evaluation Period.

BACKGROUND: The Federal DD Act states the Council shall supervise and annually evaluate the Executive Director. The Council Bylaws state a performance review of the Executive Director shall be conducted annually by the full Council and coordinated by the Executive Committee. Additionally, the Executive Committee has the authority to make recommendations to the Council regarding the appointment, evaluation, or removal of the Executive Director.

DISCUSSION: In February 2017, the Executive Committee acted to designate a third-party to perform the 2017 Executive Director Evaluation process and adopted the evaluation tool presented for the 2016/17 evaluation period.

At its June 2017 meeting, the Committee reviewed a draft 2018 Executive Director Evaluation Timeline. The Committee decided to evaluate whether to use the same process in 2018 at the October meeting, which was not held.

At the February 2018 meeting, the Committee requested that alternate models be considered for the 2017/2018 evaluation period. Staff was asked to reach out to ITACC and look at tools used by others states.

STAFF RECOMMENDATION: SCDD HR and Legal Counsel to collaborate to develop alternate models based on best practices from ITACC and other State Councils' Executive Director Performance Evaluations for the Committee's consideration.

COUNCIL STRATEGIC PLAN OBJECTIVE: None

PRIOR COUNCIL ACTIVITY: N/A

PREPARED BY: Doug Sale, Deputy Director of Administration