



NOTICE/AGENDA

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES EXECUTIVE COMMITTEE MEETING POSTED AT: www.scdd.ca.gov

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JOIN ZOOM MEETING: <https://zoom.us/j/443298098>

MEETING ID: **443 298 098**

OR

JOIN BY TELECONFERENCE: (VOICE ONLY)

CALL IN NUMBER: (669) 900-9128

MEETING ID: **443 298 098**

DATE: April 14, 2020

TIME: 9:00 AM – 11:00 AM

COMMITTEE CHAIR: Julie Austin

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 three minutes to speak.

Item 5. APPROVAL OF FEBRUARY 2020 MINUTES

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All

Item 6. EXECUTIVE DIRECTOR REPORT

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Aaron Carruthers, SCDD Executive Director

Item 7. COUNCIL ROLE DURING COVID-19

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All

Item 8. SCDD BUDGET UPDATE

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Douglas Sale, SCDD Deputy Director of Administration

Item 9. SPONSORSHIP REQUEST

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Douglas Sale, SCDD Deputy Director of Administration

A sponsorship request from the Tichenor Clinic for Children will be presented for consideration.

Item 10. CONFLICT OF INTEREST WAIVER REQUEST

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Adam Lewis, SCDD Legal Counsel

A conflict of interest waiver request renewal will be presented for Steven Perez of the Redwood Coast Developmental Services Corporation (RCDSC), the governing body of the Redwood Coast Regional Center (RCRC).

Item 11. ADJOURNMENT

Accessibility:

Pursuant to Government Code Sections 11123.1 and 11125(f) and Executive Order N-29-20 (this Executive Order can be found by clicking the link on page one of the agenda or typing <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf> into your web browser), 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 Charlotte Endres at (916) 263-8184 or charlotte.endres@scdd.ca.gov. Please provide at least 3 business days prior to the meeting to allow adequate time to respond to all requests.

All times indicated and the order of business are approximate and subject to change.

APRIL 14, 2020

**AGENDA ITEM 5
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Approval of February 2020 Minutes

Minutes from the February 19, 2020 Executive Committee meeting are included in the packet for review. Committee members will vote on whether to approve the minutes.

Action Recommended

Approve the February 2020 Minutes.



DRAFT

Executive Committee Meeting Minutes

February 19, 2020

Members Attending

Jeana Eriksen (S.A.)
Julie Austin (F.A.)
Kara Ponton (S.A.)
Kilolo Brodie (F.A.)
Lee Bycel (F.A.)
Maria Marquez (S.A.)
Wesley Witherspoon (S.A.)

Members Absent

None

Others Attending

Aaron Carruthers
Adam Lewis
Charlotte Endres
Debra Ponton
Douglas Sale

1. CALL TO ORDER

Chairperson Julie Austin (F.A.) called the meeting to order at 12:39 P.M.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

There was no public comment.

5. APPROVAL OF THE OCTOBER 2019 MEETING MINUTES

It was moved/seconded (Witherspoon [S.A.]/Marquez [S.A.]) and carried to approve the October 2019 meeting minutes. (Unanimous)

6. EXECUTIVE DIRECTOR REPORT

Executive Director Aaron Carruthers provided Committee members with a report on his recent activities and priorities for the State Council. His

Legend:

SA = Self-Advocate
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report included details about the following items.

The Administration on Community Living (ACL) was here in California as part of their cross-country tour of listening sessions to address emergency response and preparedness in the I/DD community. The listening sessions in California were being held in Chico and San Bernardino. The Chico listening session was focused on wildfires and public safety power shut offs. Before the listening session there, Executive Director Carruthers joined ACL staff on a driving tour of Paradise, CA, led by former Council Vice Chair Charles Nutt and his wife. This was the first time the ACL has visited a disaster site. In San Bernardino, the listening session focused on wildfires and active shooters. Additionally, the Riverside District Attorney agreed to come to the listening session to discuss why they chose not to prosecute in a recent active shooter incident in that region. ACL staff also met with staff members at SCDD headquarters office before coming to San Bernardino.

Friday, February 21 is the last day for bill introduction in the Legislature. Senator Caballero has agreed to carry legislation to create dedicated funding for housing for people with I/DD. We are also working with Disability Rights California (DRC) on employment legislation that would incorporate the definition of Competitive Integrated Employment (CIE) into State law.

The Chair of the Senate Human Services Committee has agreed to author legislation on authorized representatives. This is a good alternative to conservatorship and gives an authorized representative legal authority to act on behalf of a person with I/DD. SCDD can appoint authorized representatives, but this option is not yet widely known in the I/DD community. Changes can potentially start going into effect next year.

Recently, Congress increased funding for Councils by \$2 million. However, California will only receive \$40,000 of that funding.

7. SCDD BUDGET UPDATE

Councilmember Lee Bycel introduced the budget item and informed Committee members that he learned a lot about the details of the budget during the Administrative Committee meeting that morning. Deputy Director of Administration Douglas Sale presented Committee members with updates on the SCDD budget. The meeting packet provided several different levels of detail – overviews, line-by-line, and narrative style. The

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packet also provided a budget process timeline. Our federal grant was outlined as the most important budget item, and we spent less than our total award for the year last year. It leaves about \$1 million unspent. Additionally, unallocated funds were received last September, which could be added to specific line items in SCDD's budget. SCDD staff is recommending carry forward funds of \$400,000. We are projecting to have less unspent funds and savings going forward because the vacancy rate is very low and operating expenses have increased. Unallocated funds can address one-time expenses that have not been taken care of yet, such as increasing data line speed in SCDD's field offices. SCDD is also considering purchasing firewalls and networks switches for our field offices, so that the Department of Social Services (DSS) service desk could support these offices remotely. Considering the prior year unexpended funds, ongoing salary and benefits increases, and general expenses going up overall, SCDD staff recommended that the Council increase the reserve funds to \$1.75 million.

It was moved/seconded (Marquez [S.A.]/Witherspoon [S.A.] and carried to approve that the SCDD draft budget for 2020-2021 be brought to the full Council for further consideration at the March meeting. (Unanimous)

It was moved/seconded (Bycel [F.A.]/Ponton [S.A.]) and carried to approve that the Council reserve funds be increased from \$1.5 million to \$1.75 million. (Unanimous)

8. SSAN MEMORANDUM OF UNDERSTANDING

The Statewide Self-Advocacy Network (SSAN) has a Memorandum of Understanding (MOU) with the Council that was signed in 2017. It defines the relationship between the SCDD and the SSAN and is reviewed every three years. Executive Director Carruthers presented the proposed revisions to the MOU that were suggested by SSAN members at their last meeting in December. The goals with the changes made at that meeting were to increase self-empowerment and increase member input on legislative and policy positions of the Council. The Executive Committee discussed the MOU and agreed that SSAN should be given the choice of how they would like the wording to be finalized in the MOU.

It was moved/seconded (Witherspoon [S.A.]/Bycel [F.A.]) and carried to recommend suggested changes to the Statewide Self-Advocacy Network Memorandum of Understanding, pending approval at their March

meeting. (unanimous)

9. OUT OF STATE TRAVEL RESTRICTION POLICY

SCDD Legal Counsel Adam Lewis gave Committee members a brief overview of the Out of State Travel Restriction Policy. California has banned state-sponsored travel to states where there is active legislation that results in discrimination against gay, lesbian, bisexual and transgender individuals. The states that have been added to the travel ban list are Iowa and South Carolina.

10. NOMINATING COMMITTEE PROCEDURES

Executive Director Carruthers provided Committee members with a review of the procedures needed to convene the Nominating Committee. SCDD staff put these procedures in writing so that when the Nominating Committee needs to meet, the procedures can be referred to. The Council votes to appoint members to the Nominating Committee, which nominates candidates for Council Chair and Vice Chair at the time of Council elections. Executive Committee Chair Julie Austin suggested that as a reasonable accommodation in the future, all candidates been given five minutes to make their speeches instead of three. Additionally, Committee members had a general discussion about standard expectations of conduct at Council meetings and agreed that this should become part of a larger group discussion at the upcoming meeting in March.

It was moved/seconded (Ponton [S.A.]/Eriksen [S.A.]) and carried to approve the Nominating Committee procedures as written. (Unanimous)

11. SPONSORSHIP REQUESTS

Deputy Director of Administration Douglas Sale presented three sponsorship requests to the Committee for discussion and approval.

Care Parent Network (CPN) requested \$1,500 to help fund their Autism Star Conference. Funding would go towards translation of conference materials into Spanish, as well as on-site translators at the conference. CPN has previously received similar funding from the Council in past years for this event.

Family Voices of California (FVCA) requested \$1,500 for their annual health summit, to assist with translation costs and provide Spanish interpreters at the summit. FVCA has previously received funding from the Council for similar requests over the past three years.

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ZMB Consulting Educational Center requested \$1,500 for instructor fees for six IEP clinics to be offered in the North Bay region. ZMB Consulting has not previously received any SCDD sponsorships or grants.

Committee members discussed their concerns with this request, noting that the instructor does not have credentials or training in law codes, nor background or accreditation in Special Education.

It was moved/seconded (Witherspoon [S.A.]/Ponton [S.A.]) and carried that the Committee approve the sponsorship requests from Care Parent Network and Family Voices of California, but not approve the request from ZMB Consulting Educational Center. (Unanimous)

12. **CONFLICT OF INTEREST WAIVER REQUEST**

SCDD Legal Counsel Adam Lewis presented a Conflict of Interest waiver request renewal for Lillian Martinez, Secretary of the North Los Angeles County Regional Center (NLARC) board of directors. Ms. Martinez has a daughter who is employed by Libertana, which is a NLARC vendor. To mitigate the potential conflict of interest, Ms. Martinez shall not participate in any recommendations, planning, decision making, business dealings, or individual or group projects that involve Libertana. Previous waivers submitted by Ms. Martinez were approved by the Council in 2017 and 2019.

It was moved/seconded (Ponton [S.A.]/Marquez [S.A.] and carried to approve the Conflict of Interest Waiver request renewal. (Unanimous)

13. **NEXT MEETING DATE & ADJOURNMENT**

The next Executive Committee meeting will be held on April 14, 2020. Meeting adjourned at 3:31 P.M.

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APRIL 14, 2020

**AGENDA ITEM 6
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Executive Director Report

Executive Director Aaron Carruthers will provide Committee members with a report regarding recent Council activities and goals.

APRIL 14, 2020

**AGENDA ITEM 7
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

COUNCIL ROLE DURING COVID-19

Executive Committee members and SCDD staff will have a collaborative discussion on how business is moving ahead at SCDD Headquarters, how the Council can influence California's COVID-19 policy, what mental health resources are available for families and people with I/DD, and the outlook of the Council going forward.

APRIL 14, 2020

**AGENDA ITEM 8
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

SCDD BUDGET UPDATE

Deputy Director of Administration Douglas Sale will provide Committee members with an update on Council budget items.

The following documents have been provided in the packet for review:

- A. FY 19-20 Summary
- B. FY 19-20 Projections
- C. FY 19-20 SCDD Budget
- D. SCDD Budget Process Timeline



SFY 19/20 Budget Cover Page

The package before the Committee includes the budget expenditure report for State Fiscal Year (SFY) 2019/20 expenditures through February 2020, and a description of the budget line items. As a reminder, on May 21, 2019, the Council approved the SFY 2019/20 BSG budget. We are only providing the high-level month-to-date and year-to-date reports without staff analysis and projections because DSS Accounting is trying to correct an error on the line item detail reports. We will resume providing the line item detail reports and analysis once the errors have been corrected.

Methodology

Personal Services

The Department of Finance requires all state departments to fully fund their authorized staff positions in the State Budget. Therefore, Personal Services line items reflect all BSG authorized positions filled for the entire year, resulting in no difference from the original BSG budget.

Operating Expense and Equipment (OE&E)

The OE&E line items are based on the actual expenditures from prior SFYs, taking into considerations trends upward or downward.

Calculation of Total BSG Award

Because the Council approves the BSG budget on the SFY (July-June) and federal BSG funds are awarded on the Federal Fiscal Year (FFY) (October-September), the SFY 2019/20 budget reflects 3 months of FFY 2019 funding (July-September) and 9 months of FFY 2020 funding (October-June). On 9/5/19, California received a \$207,213 reallotment award. This award is being applied fully to SFY 2019/20 and is identified as unallocated items. On 1/31/2020 California received its full grant award of \$7,521,523 for FFY 2020.

Difference Between Council Budget & BSG Award

This represents the combined budgeted amounts for Personal Services, OE&E and Community Grants subtracted by the Total BSG Award. The approved SFY 2019/20 budget is \$7,675,000 and the BSG Award plus the Reallotment award is \$7,687,837 for a projected budget surplus of \$12,837.

Prior Year Unexpended Funds

Prior year unexpended funds primarily result from Personal Services savings due to vacant positions and from OE&E and Community Grantee expenditures that are not paid by June 30.

Current Year Unexpended Funds

The current year unexpended funds total is the sum of all projected savings to the Personal Services, OE&E and Unallocated line items.

**Expenditures through
February-20**

**State Council on Developmental Disabilities
Council Report for FY 19/20**

FEDERAL GRANT (BSG)

Based on State Fiscal Year

July 1 through June 30

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$5,483,000	\$452,204	\$3,566,806	\$1,916,194
Operating Expenses	\$1,742,000	\$142,003	\$1,021,139	\$720,861
Program Development Grants	\$450,000	\$638	\$362,360	\$87,640
Unallocated Funds	\$207,213	\$0	\$18,405	\$188,808
	\$7,882,213	\$594,845	\$4,968,710	\$2,913,503

BSG
Positions 46
Vacancies 3
Vacancy % 7%

QUALITY ASSESSMENT (QA)

Based on State Fiscal Year

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$2,060,000	\$166,793	\$1,248,216	\$811,784
Operating Expenses	\$1,228,000	\$222,925	\$855,977	\$372,023
	\$3,288,000	\$389,718	\$2,104,193	\$1,183,807

QA
Positions 18
Vacancies 0
Vacancy % 0%

CRA/VAS

Based on State Fiscal Year

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$1,368,000	\$115,460	\$937,438	\$430,562
Operating Expenses	\$472,000	\$52,743	\$388,759	\$83,241
	\$1,840,000	\$168,203	\$1,326,197	\$513,803

CRA/VAS
Positions 12
Vacancies 0
Vacancy % 0%

Total
Positions 76
Vacancies 3
Vacancy % 4%

State Council on Developmental Disabilities

State Council Budgeted Base

Fiscal Year 2019-20 Budget

Categories	Basic State Grant (BSG)	Client's Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Grant	State Reimbursement	State Reimbursement	
1. Personal Services				
Net Salaries & Wages	\$3,469,000	\$927,000	\$1,393,000	\$5,789,000
Temporary Help / Honorarium	\$87,000	\$0	\$0	\$87,000
Worker's Compensation	\$55,000	\$5,000	\$3,000	\$63,000
Staff Benefits	<u>\$1,872,000</u>	\$436,000	\$664,000	\$2,972,000
Total Personal Services	<u>\$5,483,000</u>	<u>\$1,368,000</u>	<u>\$2,060,000</u>	<u>\$8,911,000</u>
2. Operating Expense and Equipment				
General Expense	\$75,000	\$75,000	\$55,000	\$205,000
Printing	\$45,000	\$9,000	\$245,000	\$299,000
Communications	\$100,000	\$25,000	\$10,000	\$135,000
Postage	\$20,000	\$14,000	\$380,000	\$414,000
Travel In-State	\$335,000	\$64,000	\$40,000	\$439,000
Travel Out-of-State	\$20,000	\$0	\$0	\$20,000
Training (Tuition & Registration)	\$10,000	\$1,500	\$2,000	\$27,000
Facilities Operations (Rent)	\$600,000	\$24,000	\$245,000	\$869,000
Utilities	\$6,000	\$0	\$2,000	\$8,000
Interdepartmental Services	\$411,000	\$134,000	\$156,000	\$701,000
External Contract Services	\$75,000	\$3,000	\$3,000	\$81,000
Data Processing (Software, licenses, etc.)	\$15,000	\$18,000	\$10,000	\$43,000
Statewide Cost Allocation Plan (SWCAP)	\$25,000	\$0	\$0	\$25,000
Other Items of Expense	<u>\$5,000</u>	<u>\$91,000</u>	<u>\$80,000</u>	<u>\$176,000</u>
Total Operating Expense and Equipment	<u>\$1,742,000</u>	<u>\$472,000</u>	<u>\$1,228,000</u>	<u>\$3,442,000</u>
3. Community Grants	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$450,000</u>
4. Total Council Budget (1 + 2 + 3)	<u>\$7,675,000</u>	<u>\$1,840,000</u>	<u>\$3,288,000</u>	<u>\$12,803,000</u>
5. Total Basic State Grant Award	\$7,480,624			
6. Reallotment Award Received 9/4/19	\$207,213			
7. Total BSG Award + Reallotment Award	\$7,687,837			
8. Difference between Total Council Budget and Basic State Grant Award + Reallotment Award	\$12,837			
9. Prior Year's Unexpended Balance as of December 31, 2019	\$2,130,280			

State Council on Developmental Disabilities Budget Process Timeline

Dates	State Budget Process	Federal Budget Process	SCDD Budget Process
January	<p><u>January 10</u> Governor releases proposed budget for State Fiscal Year (SFY) starting July 1.</p> <p>Legislative Analyst's Office (LAO) submits analysis of the proposed budget.</p>	Federal agencies develop their funding proposals for potential inclusion in the President's proposed budget for the upcoming FFY.	<p>HHSA Secretary reports to the Council on the Governor's proposed HHSA budget for the upcoming budget year (BY) beginning July 1.</p> <p>Staff prepares the 6-month expenditure report, analysis and expenditure projections for the current year (CY) budget.</p>
February	<p><u>February 1</u> Department of Finance (DOF) provides to the Legislature all proposed statutory changes (Budget Trailer Bills), that are necessary to implement the Governor's Budget.</p> <p><u>February-April</u> Legislative budget subcommittee staff hold budget pre-hearings with LAO, DOF and departments. (SCDD funding is included in the Health & Human Services Agency budget assigned to Assembly and Senate Budget Sub Committees.</p>	<p><u>Typically, by the first Monday in February</u> The President gives Congress his proposed budget for the Federal Fiscal Year (FFY) starting October 1.</p>	<p><u>February-April</u> Staff monitor both the Governor's proposed budget and the President's proposed HHS budget and incorporates the proposed funding into the SCDD's proposed operating budget.</p> <p>Staff presents the proposed SCDD operating budget to the Executive and Administration Committees for approval as well as CY expenditure data, analysis and projections.</p>

State Council on Developmental Disabilities Budget Process Timeline

	Legislative budget subcommittees hold budget hearings.		Staff presents the proposed SCDD operating budget to the full Council for preliminary approval, pending any May Revision changes or federal funding changes.
March		<p><u>March-September</u> The House and Senate each draft a budget resolution setting overall spending levels.</p> <p>A conference committee of House and Senate members resolves differences to create a final version that each chamber votes on.</p> <p>House and Senate appropriations committees divide the budget resolution into 12 appropriations bills. (SCDD funding is included in the Labor, Health & Human Services appropriations bills assigned to the Labor, Health & Human Services and Related Agencies subcommittees)</p>	

State Council on Developmental Disabilities Budget Process Timeline

		<p>The full House and Senate vote on their bills.</p> <p>Both versions of each bill go to a conference committee to merge the two.</p> <p>Both chambers vote on the merged version and if approved, it goes to the President.</p>	
April	<u>April 1</u> DOF issues May Revision update of revenues and expenditures.		
May	<u>May 11</u> Governor releases May Revision proposed budget. Legislative budget committees hold May Revise budget hearings to approve changes. Budget Act and Trailer Bills are sent to the floors for a vote. Conference committee of Assembly and Senate reconciles differences.		<u>May-June</u> Staff presents the final proposed SCDD operating budget to the full Council for final approval as well as the final estimate of unspent funds from the CY.

State Council on Developmental Disabilities Budget Process Timeline

June	<u>June 15</u> Constitutional deadline for the Legislature to pass the Budget Act. <u>By June 30</u> The Governor signs the Budget Act.		
July	<u>July 1</u> SFY begins		<u>July-June</u> Staff monitors expenditures to the approved budget.
August	Departments begin preparing the next year's budget change proposals (BCPs) and submit them to DOF for possible inclusion in the January 10 Governor's proposed budget.		<u>August</u> Staff prepares the year-end expenditure report. <u>August-September</u> Staff determines if any BCPs are needed for the next year. If yes, submits them to DOF (BCPs are confidential until released as part of the Governor's proposed budget on January 10)
September	<u>September-December</u> DOF approves/rejects BCPs and works with departments on the completion of required adjustments.	<u>By September 30</u> The President signs the 12 bills into law. (Short term continuing resolutions (CR) to temporarily fund the government while Congress and the President negotiate have become common)	

State Council on Developmental Disabilities Budget Process Timeline

October	Departments submit their budget galleys to DOF for inclusion in the January 10 Governor's proposed budget.	<u>October 1</u> FFY begins. If bills are not signed and there is no CR, all or part of the government shuts down.	<u>October-December</u> Staff calculates the federal funds carryforward from the FFY ending September 30. Depending on the timing of award of our federal funding, staff may recommend one-time and ongoing budget increases/reductions to the Executive and Administration committees and the full Council.
November		<u>November-December</u> Federal agencies develop their funding proposals for potential inclusion in the President's proposed budget for the upcoming FFY.	
December	The details of the Governor's proposed budget are confidential until it is released on January 10.		

APRIL 14, 2020

**AGENDA ITEM 9
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Sponsorship Request

Deputy Director of Administration Doug Sale will present a sponsorship request from the Tichenor Clinic for Children.

Sponsorship application documents are included in the packet for review.

A chart of year-to-date sponsorship awards has also been included in the packet for reference.

Action Recommended

Approve the Sponsorship request.

Sponsorships Awarded for 2019/20

Name:	Event Date:	Amount Requested:	Amount Awarded:	Amount Invoiced:
Bay Area People First	10/18/19	\$900	\$900	\$779
Care Parent Network	10/26/19	\$1,500	\$1,500	\$1,445
San Diego Committee on Employment for People with Disabilities	10/22/19	\$1,500	\$1,500	\$1,500
FASD	10/5/19	\$1,500	\$1,500	\$1,500
Developmental Disabilities Provider Network		\$1,500	\$1,500	
Disability Voices United	11/15-16/19	\$1,500	\$1,500	\$1,500
NICU Family Alliance	11/16/19	\$1,500	\$1,500	\$1,330
Care Parent Network	3/28/20	\$1,500	\$1,500	\$0
Family Voices of California	3/5-17/20	\$1,500	\$1,500	\$0
Totals:		\$12,900	\$12,900	\$8,054

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Tichenor Clinic for Children.

AMOUNT: \$1,500.00

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: Tichenor Clinic for Children is requesting a sponsorship for the 5th Annual Tichenor Superheroes Carnival & Resource Fair. They host this annual event in June to celebrate the beginning of summer in a welcoming, inclusive, safe space for their clients and families. The entire event is free to families, including games, food, children's crafts, entertainment and music. The resource fair portion of the event allows families to learn about programs, services, and resources in the community. Families can choose the services and resources most meaningful to them. The event is scheduled for June 6, 2020.

They will provide families with an opportunity to meet agencies that provide services for children with disabilities in our community to help to decrease disparities for low-income families. The families will get to meet representatives from these organizations at the event and inquire about programs, resources and services.

They will model how to help children regulate their sensory systems during a public event. They will offer a sensory room staffed by occupational therapists for children who can get overstimulated in the carnival environment. Children will be engaged in activities that helped regulate their sensory systems; for some, reinforcing things they may have already learned in occupational therapy at Tichenor or for others, learning a new support option.

They will not have presenters/panelists at the event but they will have resource tables staffed by consumers. Last year, they had 570 children with disabilities and their families, 18 self-advocates, 31 family-advocates, and 21 local agencies in attendance.

SCDD's funds would be used for translating of event materials, translation and interpretation services at the event, and printing costs.

In 2019, they requested and received a \$1,500 SCDD grant sponsorship for the 4th Annual Carnival & Resource Fair. The funds were used for translation of event materials and printing.

They also applied for a \$1,500 SCDD grant sponsorship for our Teen Life Skills Group in October 2019 but they were not awarded.

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.

This conference fits into Goal 6- Californians with I/DD and their families, reflecting the diversity of the state, will have increased information and supports to access community-based services available to the general population.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2019-20 the Council has awarded \$12,900 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2019.

STAFF RECOMMENDATION: Approve Tichenor Clinic for Children's request for sponsorship.

ATTACHMENTS(S): Tichenor Clinic for Children's request for sponsorship.

PREPARED: Kristie Allensworth March 27, 2020

TICHENOR CLINIC FOR CHILDREN

2020 SCDD GRANT SPONSORSHIP APPLICATION

Organization: Tichenor Clinic for Children

Project Title: 5th Annual Tichenor Superheroes Carnival & Resource Fair

Project/Event Date: June 6, 2020 from 11 a.m. to 3 p.m.

Contact: Lori DeLaney, PT, DPT, MHA, Executive Director

Contact address: 1660 Termino Ave., Long Beach, CA 90804

Contact Telephone | Email: 562-597-3696 | lori.delaney@tichenorclinic.org

Requested Amount: \$1,500

Approximate cost of event: \$5,883

Thank you for the opportunity to apply for a SCDD Grant. We are requesting \$1,500 to support our 5th Annual Superheroes Carnival & Resource Fair so that children with disabilities and their families may participate at no cost. SCDD support would help provide access to a welcoming, inclusive social and educational opportunity for 600 members of our community.

Brief Description of the History and Expertise of Tichenor

Open since 1926, Tichenor Clinic for Children is one of the oldest nonprofit community clinics in Long Beach. Tichenor Clinic's mission is to maximize children's abilities by providing access to rehabilitative and enrichment services. We support children with developmental and other disabilities and help empower families, building on their strengths so they can advocate for themselves.

For the last 94 years, Tichenor Clinic has offered free or low cost services to families. In 2019, Tichenor helped 750 children during 14,375 visits, ranging in age from birth to 19 years old. The children were 75% Hispanic/Latino, 9% Caucasian, 6% African American and 6% Asian. Spanish was the primary language for 50% of the families and Medi-Cal was the health insurance provider for a majority of the families. Economically, 91% of the families at Tichenor fall below 200% of the Federal Poverty Guidelines.

1. Project Information

- a. Name: 5th Annual Tichenor Superheroes Carnival & Resource Fair

Date: Saturday, June 6, 2020

Location: Tichenor Clinic for Children, 1660 Termino Ave. Long Beach, CA 90804

Description: We host this annual event in June to celebrate the beginning of summer in a welcoming, inclusive, safe space for our clients and families. Most have received services at Tichenor but that is not a requirement. The entire event is free to families, including games, food, children's crafts, entertainment and music. The resource fair portion of the event allows families to learn about programs, services, and resources in the community. With the right education and information, families can choose the services and resources most meaningful to them. Last year we had 570 children with disabilities and their families, 18 self-advocates, 31 family-advocates, and 21 local agencies in attendance.

b. How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized:

- We will provide families with an opportunity to meet agencies that provide services for children with disabilities in our community in order to help to decrease disparities for low-income families. Some of the vendors that we expect to participate this year include TASK, Harbor Regional Center, Miller Children's Hospital Family Resource Center, Advanced Behavioral Health, We Rock the Spectrum, WIC, The Guidance Center, Special Olympics, Ability First, and California Pools of Hope to name a few. The families will get to meet representatives from these organizations at the event and inquire about programs, resources and services. We are delighted to also have the participation of SCDD as a resource!
- We will introduce new technologies for children with disabilities that can increase their ability to participate with their peers and in society. Last year, Microsoft employees demonstrated some tools that families could use to decrease or eliminate common barriers to participation. We hope to bring back the Xbox Adaptive Controller that helps level the playing field and add some new Microsoft translation apps for parents to try out. Parents will increase their knowledge about options and choices that can allow them to self-advocate.
- We will model how to help children regulate their sensory systems during a public event. We will again offer a sensory room staffed by occupational therapists for children who can get overstimulated in the carnival environment. Children will be engaged in activities that helped regulate their sensory systems; for some, reinforcing things they may have already learned in occupational therapy at Tichenor or for others, learning a new support option.

Tichenor Clinic would utilize a \$1,500 grant from SCDD for translating of event materials, translation/interpretation services at the event, and printing costs.

c. Presenters/Panelists – how many will participate in the event and what # of them will be consumers?: We will not have presenters/panelists at our event but we will have resource tables staffed by consumers. We anticipate a yet undetermined number of self-advocates and family-advocates from organizations such as Parents United for Autism, Long Beach City College, and the Long Beach Department of Rehabilitation.

d. The number and type of expected attendees (teachers, providers, administrators, etc.) including how many of those are expected to be consumers and family members:

- In 2019, we had 570 registered consumers and family members attend, up from 2018 when 480 attended. We expect close to 600 this year (as long as Long Beach permits public events come June 6 while monitoring the status of the coronavirus)
- Over 90% of our clients are also clients of Regional Center
- We will have 75 or more event volunteers including our board members
- About 50 staff members from local organizations, including Tichenor Clinic, will volunteer their time, many of them consumers

e. Outreach to increase consumer and family involvement in the event:

Our Carnival & Resource Fair attendance has increased impressively in the last five years. We advertise by:

- Posting on Facebook, where many of our families connect with us (we have 705 followers, mostly families).
- Posting on Instagram
- Posting to our website
- Sending out an invitation via e-newsletter
- Handing out flyers at the clinic
- Personally emailing invitations to friends and Tichenor donors
- Asking our partner agencies such as the Long Beach Early Intervention Council to share our invitation with others

While our event has grown steadily, we plan to increase visibility in the community this year. We will also:

- Reach out to school board members and teachers directly
- Invite councilpeople and other elected officials
- Invite the City of Long Beach's Citizen Advisory Commission on Disabilities
- Post flyers at libraries and parks
- Post on other event calendars such as the Long Beach Area Chamber of Commerce and The Nonprofit Partnership

- f. **See Attachment A for the complete event budget**, including sources of other funds solicited or obtained
 - g. **Other SCDD sponsorships and grants received:** In 2019, we requested and received a \$1500 SCDD grant sponsorship for our 4th Annual Carnival & Resource Fair. (We also applied for a \$1,500 SCDD grant sponsorship for our Teen Life Skills Group in October 2019 which we were not awarded.)
 - h. **See attachment B for the letter of recommendation** from a consumer that supports our efforts to improve consumer and family self-advocacy.
2. During the event, we will acknowledge that consumer and family participation in the event was made possible, in part, with funding from the California State Council of Developmental Disabilities.
 - a. We will list SCDD as a SUPERHERO SPONSOR and place your logo on all marketing materials at the event.
 - b. We will display the SCDD logo at the event.
 - c. We will highlight SCDD and logo in a special article in the Tichenor newsletter.
 - d. We will provide promotional shout outs on our social media pages.
 - e. SCDD can have vendor space at the event where there is the highest foot traffic.
 - f. We will place the SCDD logo and a link to your homepage on Tichenor's website for one year.

Thank you for your consideration of our request!

Lori DeLaney, PT, MHA, DPT
Executive Director

TICHENOR CLINIC FOR CHILDREN

Attachment A - Budget

Super Heroes Carnival Budget Summary

Revenue	SCDD Grant request	Tichenor Clinic	Other Donations	Total
Sponsorships	\$1,500		\$1,100	\$2,600
Support		\$3,268		\$3,268
Total Revenue	\$1,500	\$3,268	\$1,100	\$5,868
Expenses	SCDD Grant request	Tichenor Clinic		Total
PERSONNEL				
Wages		\$1,350		\$1,350
Payroll taxes & fringe benefits @ 25%		\$338		\$338
TRANSLATION				
Translation of event materials	\$400			\$400
Translation at event (4 x 4 hrs. @ \$27/hr.)	\$435			\$435
PRINTING				
Save the Date flyers (2,000 x \$0.052) and Game Instructions (Spanish/English)	\$475			\$475
Banner with sponsors listed	\$100			\$100
PRESENTATION EQUIPMENT				
Projector Screen for Microsoft translation apps and adaptive controller room	\$90			\$90
SET UP				
Shade canopy (3)		\$500		\$500
Table/chair rental (20/60)		\$80		\$80
INFLABLE ATTRACTIONS				
Train/slide & Kick soccer challenge		\$1,000		\$1,000
ENTERTAINMENT				
Photo Booth			\$25	\$25
Games & Booths			\$1,000	\$1,000
Decorations/balloons			\$75	\$75
TOTAL ALL EXPENSES	\$1,500	\$3,268	\$1,100	\$5,868

Budget Narrative

Our goal for the event is to break even so we will trim our expenses to stay within the sponsorship donations received. We want to provide an educational, fun event for low-income families that will be free for them to attend and will not cost Tichenor money that could be spent on services. The actual cost of the event is higher but the in-kind donations have not been included in the budget and are noted below.

List of other sponsors/major contributors:

- Port of Long Beach (\$1,000 requested)
- L.A. County Board of Supervisors (\$500 requested)
- Harbor Regional Center/Nancy Spiegel (\$500 received)
- Miller Children's Hospital (donated toys received)
- Tichenor Board members (Marc Allmeroth (\$500 received), Alan Puzarne (\$1,000 received))
- Businesses: Moose Toys (\$3,500 worth of new toys for prizes), Home Depot will provide a "make and take" activity and water, Chick-Fil-A will donate \$1,500 worth of food, Marketplace Grill will donate food, Lazy Acres is providing healthy snacks, Cypherbridge Security (\$100 received)

Personnel (Tichenor will cover):

- Wages at Tichenor Clinic are comparable to those of similar positions in Long Beach. Tichenor Clinic will pay 7.5 hours for the Executive Director, Development Director, Administrative Assistant and others on the event day.
- Fringe benefits: Calculated at 25% of salary expense and include health insurance, worker's compensation insurance, unemployment insurance, life insurance, and a retirement contribution.

Translation – SCDD grant

- Translation of event materials including a Save-the-Date flyer, forms and resource materials for \$400.
- Translation for participants with four staff members translating for 4 hours each at an average hourly rate of about \$27 per hour or \$435.

Printing – SCDD grant

- Pre-event flyers (2,000 @ \$0.052 per copy plus the cost of the paper) and posters with the game instructions in English/Spanish (\$450)
- A banner for the event with sponsors listed (\$100).

Presentation Equipment – SCDD grant

- A \$90 Projector Screen for the Microsoft presentation on translation apps the parents can use (Spanish & other languages) and the use of the X-Box adaptive controller for the children with disabilities. Tichenor uses this room five times a month for presentations for Parent Support Group meetings and parent trainings with an average attendance of 40 parents per meeting.

Set-Up

- This includes \$500 for a 20 x 30' shade canopy. (Note: Two families will loan large shade canopies needed for the day. The Boy Scouts at the Sea Base in Newport Beach will loan (5) 10 x 10' pop up shade tents and board members will loan 5. Tichenor will rent 60 additional chairs and 20 tables for the event (\$80).

Inflatable Attractions

- Tichenor will pay Fun Services Inc. \$1,000 for two large inflatables; a train that kids crawl through and a large inflatable soccer "goal".

Entertainment

- Entertainment in-kind donations include a D.J., face painting by clowns, and a photo booth (Tichenor pays only \$25).
- Tichenor's facility manager will construct ten game booths. Volunteers from CSULB and staff are constructing games using toys donated by Miller Children's Hospital. Balloons and decorations will cost Tichenor about \$75.
- Chick-Fil-A is donating food. A family is making and donating the churros. Donors are providing the hot dogs, popsicles, churros, serve ware, paper goods, and juice. F&M Bank and Home Depot are donating bottled water.

Attachment A - Budget

Tichenor Clinic Superheroes Carnival & Resource Fair Budget Summary

Revenue	SCDD Grant request	Tichenor Clinic	Other Donations (projected)	Total
Sponsorships	\$1,500		\$1,100	\$2,600
Support		\$3,283		\$3,283
Total Revenue	\$1,500	\$3,283	\$1,100	\$5,883
Expenses	SCDD Grant request	Tichenor Clinic		Total
PERSONNEL				
Wages		\$1,350		\$1,350
Payroll taxes & fringe benefits @ 25%		\$338		\$338
TRANSLATION				
Translation of event materials	\$400			\$400
Translation at event (5 x 4 hrs. @ \$27/hr.)	\$525	\$15		\$540
PRINTING				
Save the Date flyers (2,000 x \$0.052) and Game Instructions (Spanish/English)	\$475			\$475
Banner with sponsors listed	\$100			\$100
SET UP				
Shade canopy (3)		\$500		\$500
Table/chair rental (20/60)		\$80		\$80
ENTERTAINMENT				
Photo Booth			\$25	\$25
Games & Booths			\$1,000	\$1,000
Inflatable attractions		\$1,000		\$1,000
Decorations/balloons			\$75	\$75
TOTAL ALL EXPENSES	\$1,500	\$3,283	\$1,100	\$5,883

Budget Narrative

We are asking for **\$1,500 from SCDD for \$400 for translating event materials and \$525 for translation services at the event, and \$575 for printing costs.** We want to provide an educational, fun event for low-income families that will be free for them to attend and will not cost Tichenor money that could be spent on services. The actual cost of the event is higher but the in-kind donations have not been included in the budget and are noted below.

List of other sponsors/major contributors:

- Port of Long Beach (\$1,000 to be requested)

- L.A. County Board of Supervisors (\$500-1000 to be requested)
- Harbor Regional Center (\$500 to be requested)
- Tichenor Board members (\$500 committed; at least \$500 more anticipated)
- Businesses: Home Depot will provide a “make and take” activity and water, and several local restaurants will provide food in-kind

Personnel:

- Wages at Tichenor Clinic are comparable to those of similar positions in Long Beach. Tichenor Clinic will pay 7.5 hours for the Executive Director, Development Director, Administrative Assistant and others on the event day.
- Fringe benefits: Calculated at 25% of salary expense and include health insurance, worker’s compensation insurance, unemployment insurance, life insurance, and a retirement contribution.

Translation – SCDD grant

- Translation of event materials including a Save-the-Date flyer, forms and resource materials for \$400.
- Translation for participants with five staff members translating for 4 hours each at an average hourly rate of about \$27 per hour or \$540 (SCDD grant request of \$525).

Printing – SCDD grant

- Pre-event flyers (2,000 @ \$0.052 per copy plus the cost of the paper) and posters with the game instructions in English/Spanish (\$450)
- A banner for the event with sponsors listed (\$100).

Set-Up

- This includes \$500 for a 20 x 30’ shade canopy. (Note: Two families will loan large shade canopies needed for the day. The Boy Scouts at the Sea Base in Newport Beach will loan (5) 10 x 10’ pop up shade tents and board members will loan 5. Tichenor will rent 65 additional chairs and 20 tables for the event (\$80).

Inflatable Attractions

- Tichenor will pay Fun Services Inc. \$1,000 for two large inflatables; a train that kids crawl through and a large inflatable soccer “goal”.

Entertainment

- Entertainment in-kind donations include a D.J., face painting by clowns, and a photo booth (Tichenor pays only \$25).
- Tichenor’s facility manager will construct ten game booths.
- Balloons and decorations will cost Tichenor about \$75.
- Local restaurants will donate food. Families & donors will donate hot dogs, popsicles, churros, servingware, paper goods, and juice. F&M Bank and Home Depot will donate bottled water.

Dear Tichenor,

I want to share a little bit of my son's story and thank you all for all this years. Andre has been coming and participating in all this programs, therapies, support groups and being part of this great family called Tichenor!

Andre is now 16 years old, he has Down syndrome. He first started coming at 6 for a feeding therapy because of a great intolerance of textures and solids with food. He would only eat purees and liquids or he would gag and throw up... After a while with the therapy he started to not be afraid of choking and now he's able to eat a larger variety of foods.

Andre then started swimming lessons. He loved water and the instructors were fantastic. He was also able to make new friends in the pool and some of them are still in contact. I remember one day the group was taken to a public pool to try to see if they were able to not drown. I was so surprised to see him swimming across the deep pool with little assistance! That was amazing!!!

At around 9 years old he began speech therapy and he learned a lot of communication skills, pronunciation and a lot of support in his reading. That made him a much more confident kid... people could understand him much better.

As Andre was growing we were always given advice from Tichenor's staff specially Mayra Jimenez (our guardian angel) of what his needs were and which program will help my son at the right age.

At the same time me as a mom having also been educated greatly in some of this Programs like Tiger and some other classes which have made me able to advocate for my son.

Later on Andre started a fitness program. He had a lot of balance and coordination difficulties. After that class he was invited to be part of the first living skills class... A very necessary and important training for teenagers. Andre now can make some quesadillas!! His favorites! They also took the bus, shop at the market and so much more.

Andre was also treated with physical therapy when he fell and injured his knee he recovered in no time thanks to fast intervention.

In summer time he was invited to the Super Heroes Carnival. He went with his group from Parks and recreation and he had a blast! He interacted with so many kids and parents... He played Basketball, lots of games and food!

The Carnival was important for his memories, he has this picture taken there and is always talking about it.

Andre also assisted many times to the gathering at the beach participating in all this exciting activities with boats, water bikes, surfing boards, etc.

He wouldn't have this opportunity if not for Tichenor and Sponsors.

Currently he is attending at the Peers Program and he is learning to make and maintain friends in the real world having the opportunity to be all inclusive.

Andre is also learning yoga and I have noticed a huge change in his sleeping he is more relax and less stressed.

Every program he has participated in he has become more aware of his strengths.

Andre has become a fine young man with a beautiful personality that was shaped through all this years thanks to this incredible Clinic and the amazing human beings who are part of this great team!!

We keep a very special place in our hearts full of love and THANKFULNESS for ALL of you <3

Sincerely,

ELVA Gascon

SCDD Sponsorship Application Checklist

The checklist below will help you identify the information needed to complete the sponsorship request application. We suggest you print this page to use while you gather information for the sponsorship application.

To allow sufficient time for processing and review, we recommend that sponsorship requests be submitted at least 3 months before an event. Please submit this checklist with the sponsorship request application.

Information Checklist

- ✓ Name of your Company/Organization
- ✓ Name of Project/Event/Program
- ✓ Project/Event Date
- ✓ Contact Name
- ✓ Contact Email, Address and Phone Number
- ✓ Amount of Funding Requested
- ✓ Approximate Total Cost of Project/Event
- ✓ The answer to this question: How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized.

Event/Program Objectives

- ✓ Target Audience: The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members.

- ✓ The answer to this question: How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers?
- ✓ A list of other sponsors/major contributors.
- ✓ The answer to this question: How you will conduct outreach to increase consumer and family involvement in the conference?
- ✓ Have you included a complete and total budget, including the amount you are requesting (\$1,500 limit), details on the amount and sources of other funds solicited or obtained?
- ✓ Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received?
- ✓ Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy?

Mail sponsorship applications to:

State Council on Developmental Disabilities

3831 N. Freeway Boulevard, Suite 125

Sacramento, California 95834

Submit via email to: kristie.allensworth@scdd.ca.gov

APRIL 14, 2020

**AGENDA ITEM 10
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

CONFLICT OF INTEREST WAIVER REQUEST RENEWAL

SCDD Legal Counsel Adam Lewis will present a conflict of interest waiver renewal request for Steven Perez, President of the Board of Directors of the Redwood Coast Developmental Services Corporation (RCDSC), which is the governing body of the Redwood Coast Regional Center (RCRC). Documentation for this request has been included in the packet for review.

Action Recommended

Approve the Conflict of Interest waiver renewal request.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Regional Center Conflict of Interest (COI) - **RENEWAL**

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.¹ 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.²

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 - RCDSC Board President Steven Perez: Steven Perez is the President of the Board of Directors of the Redwood Coast Developmental Services Corporation (RCDSC), which is the governing body of the Redwood Coast Regional Center (RCRC). Mr. Perez's spouse provides care for the couple's granddaughter in connection with her employment with Coastline Enterprises, doing business as (dba) Del Norte County Association of Developmental Services (DNADS), a vendor of RCRC that provides direct services to RCRC clients.

RCRC has a transparent public board member recruitment and appointment process which is subject to public review and engagement. Positions are announced through the regional self-advocacy groups, community groups, multi-media outlets and the agency website. All interested persons are encouraged to apply.

The Council previously approved a waiver request for Mr. Perez in November 2017 and November 2018.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 54520 provides in part that a conflict of interest exists when the

¹ Welf. & Inst. Code § 4626, subd. (f).

² Welf. & Inst. Code § 4628.

³ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

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.

Mr. Perez's conflict of interest arises because of his spouse's employment with RCRC's provider, DNADS.⁴ To address the conflict, Mr. Perez submits the following Conflict of Interest Resolution Plan:

1. Mr. Perez will full disclose the nature of the conflict of interest to RCRC's Board and have it noted in the Board's official records.
2. Mr. Perez will abstain from voting on any matter pertaining to Coastline Enterprises, dba DNADS;
3. Mr. Perez will not use his position on the RCDCS Board of Directors to exert influence on decision-making regarding Coastline Enterprises, dba DNADS;
4. Mr. Perez will not participate in the presentation, preparation, formulation, or approval of reports, plans, policies, analyses, opinions or recommendations regarding his conflict of interest when the exercise of judgment is required, and the purpose is to influence the decision.

⁴ Cal. Code Regs., title 17, § 54520(a)(10).

5. Mr. Perez will not be involved in the negotiation, obligation, or commitment of RCRC to a course of action involving his conflict of interest.
6. The RCRC Executive Director, Board Vice President, and Board members will be responsible for ensuring that this Plan and its safeguards are applied and monitored.

Mr. Perez's membership on the RCDSC Board of Directors appears to help RCRC meet the composition requirements set forth in W&I Code section 4622, and the proposed COI Resolution Plan mitigates concerns over a conflict of interest that could result based upon his spouse's employment with a RCRC vendor. Accordingly, the staff recommendation is to reapprove Mr. Perez's waiver request.

STAFF RECOMMENDATION: Reapprove Mr. Perez's' waiver request.

ATTACHMENT: Mr. Perez's COI reporting statement and Plan.

PREPARED BY: Legal Counsel Adam Lewis, March 27, 2020.



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

January 23, 2020

Allan Smith
Community Program Specialist II
California Department of Developmental Services
Regional Center Operations Section
1600 9th Street, Room 340, MS 3-12
Sacramento, CA 95814

RE: Request to Renew Waiver of COI/Plan of Resolution for Steven Perez (RDCSC Board Member)

Dear Allan,

I am submitting the Conflict of Interest Reporting Statement for Steven Perez who is the current President of the RCDSC Board of Directors. As noted in my past Request for Waiver of COI/Plan of Resolution, Mr. Perez resides in Crescent City, CA and his spouse provides care for their grand-daughter as an employee of Coastline Enterprises, DBA: Del Norte County Association of Developmental Services (DNADS) which is a vendored service provider by RCRC. DNADS provides direct services to RCRC clients and a present conflict of interest does exist.

The following safeguards were approved on January 28, 2019 and we will continue to mitigate and/or eliminate any present conflict of interest as follows:

1. Mr. Perez will fully disclose the existence and nature of the conflict of interest to RCRC's Board and have it noted in the official Board records;
2. Mr. Perez will abstain from voting on any matter pertaining to Coastline Enterprises (DBA: DNADS);
3. Mr. Perez will not use his position as a Board member of RCRC to exert influence on decision-making regarding Coastline Enterprises (DBA: DNADS);
4. Mr. Perez will not participate in the preparation, presentation, formulation or approval of reports, plans, policies, analyses, opinions or recommendations regarding his conflict of interest when the exercise of judgement is required, and the purpose is to influence the decision;
5. Mr. Perez will not be involved in the negotiation, obligation, or commitment of RCRC to a course of action involving his conflict of interest; and,
6. RCRC's Executive Director, Board Vice President and Board members will be responsible for ensuring that Mr. Perez complies with this plan and safeguards with SCDD's approval conditions.

RCRC will continue to strongly support the acceptance of this Plan to mitigate any appearance of conflict of interest.

Thank you for your consideration for the renewal of this Plan and Waiver Request and we look forward to your reply.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Blumberg', with a large, stylized flourish extending from the end of the signature.

Rick Blumberg, PhD
Executive Director

RB/ko
Encls.

cc: S. Perez, RCDSC Board President
L. Larson, SCDD
S. Valente, RCDSC Board Vice President
RCDSC Board of Directors
RCDSC Board of Directors COI File

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: Steven V. Perez Regional Center: Redwood Coast Regional Center

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:

No change

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

RDCSD Board President

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.

My wife is employed with Coastline Enterprises: dba Del Norte Association of Developmental Services

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.

Same organization as noted in #2. My wife is an employee providing support services to our granddaughter.

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.

<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.

Board members review/approve Service Provider contracts over the amount of \$250,000 per statute.

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.

- ☒ 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.

B. ATTESTATION

I Steven V. Perez (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  Date 01/11/2020

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

 Executive Assistant 1-22-2020

no change from past COI Statement.