



NOTICE/AGENDA

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

This is a teleconference and zoom meeting only. There is no physical location being made available to the public. Per [EXECUTIVE ORDER N-29-20](#), teleconferencing restrictions are waived during the COVID-19 pandemic. Therefore, committee members are not required to list their remote locations and members of the public may participate telephonically or by Zoom from any location. Accessible formats of all agenda and materials can be found online at www.scdd.ca.gov.

JOIN ZOOM MEETING: <http://bit.ly/OctoberExec2020>

MEETING ID: **960 8809 8130**

OR

JOIN BY TELECONFERENCE: (VOICE ONLY)

CALL IN NUMBER: **(888) 475-4499**

MEETING ID: **960 8809 8130** and **passcode 138139**

DATE: October 20, 2020

TIME: 9:00 AM – 12:30 PM

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 AUGUST 2020 MINUTES

All



Item 6. EXECUTIVE DIRECTOR REPORT

Aaron Carruthers, Executive Director

Item 7. SCDD BUDGET UPDATE

Aaron Carruthers, Executive Director

Item 8. SPONSORSHIP REQUESTS

Aaron Carruthers, Executive Director

- A. San Diego Committee on Employment for People with Disabilities
 - B. Illumination Institute
-



Item 9. CONFLICT OF INTEREST WAIVER REQUESTS

Aaron Carruthers, Executive Director



New Requests:

1. Christina Cannarella, North Los Angeles County Regional Center
2. Terri Morton, Far Northern Regional Center
3. Ana Quiles, North Los Angeles County Regional Center

Renewal Requests:

1. William Battles, Far Northern Regional Center
 2. Adam Beals, Far Northern Regional Center
 3. Leslie Corletto, Far Northern Regional Center
 4. Andreas Economopoulos, Far Northern Regional Center
 5. Lillian Martinez, North Los Angeles County Regional Center
 6. Dora Moorman, Central Valley Regional Center
 7. Chris Soares, Central Valley Regional Center
 8. Susan Xiong, Central Valley Regional Center
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Item 10. CLOSED SESSION – PERSONNEL

Pursuant to Government Code Section 11126.3 (f), the Council will have a closed session to determine the evaluation of a public employee.

Item 11. RECONVENE OPEN SESSION

Pursuant to Government Code Section 11126.3 (f), there will be an announcement of any actions taken during closed session.

Item 12. ADJOURNMENT AND NEXT MEETING DATE

The next meeting of the Executive Committee will be on February 23, 2021.

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.

OCTOBER 20, 2020

AGENDA ITEM 5

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of August 2020 Minutes

Minutes from the August 11, 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 August 2020 Minutes.



DRAFT

**Executive Committee Meeting Minutes
August 11, 2020**

Members Attending

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

Members Absent

N/A

Others Attending

Aaron Carruthers
Beth Hurn
Charlotte Endres
Cherie Dorreen
Cindy Smith
Douglas Sale
Janna Tennant
Jess Corey
Rihana Ahmad
Robin Hjalte
Robin Maitino-Erben
Vianey Gomes

1. CALL TO ORDER

Executive Committee Chair Julie Austin called the meeting to order at 10:03 A.M.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

There were no public comments.

Legend:

SA = Self-Advocate
FA = Family Advocate

N/A = not available
DNP = Did Not Participate

5. APPROVAL OF THE JUNE 2020 MEETING MINUTES

Action 1

It was moved/seconded (Witherspoon [S.A.]/Ponton [S.A.]) and carried to approve the June 2020 meeting minutes. (Unanimous)

6. EXECUTIVE DIRECTOR REPORT

Executive Director Aaron Carruthers provided Committee members with a verbal report on recent Council activities and priorities.

Recently the Council has been busy with the development of the new State Plan for 2022-2026. The Council will vote on whether to approve the new Plan at their upcoming meeting in September. SCDD staff also continues to work hard to distribute and meet the demand for PPE (Personal Protective Equipment) throughout the State. 33 million pieces of PPE have been ordered, received or already distributed (including paper masks, cloth masks, face shields, gloves and hand sanitizer). We are very grateful to the Governor's office for their continued support of these efforts.

SCDD has joined in partnership with The Arc of California and Disability Rights California (DRC) to be the statewide presence on voting. This is part of a nationally coordinated activity to harness efforts and bring awareness in the hopes of getting more Californians with disabilities to vote. Plain language information and voting guides are being developed and will be distributed soon.

Employment continues to remain a priority for the Council. Executive Director Carruthers is chairing a Governor's taskforce subcommittee on disability, which is represented by leaders from several departments including the Department of Rehabilitation (DOR). The subcommittee is considering best practices for hiring, retention and training for the employment of people with disabilities in the State of California workforce.

We are entering the legislative policy making season, which means that the Council can review its policy platform and will convene the Legislative and Public Policy Committee (LPPC) later in August. Members are encouraged to think about putting new ideas forward about what the Council can pursue. The Legislature will be interested in hearing from the Council on racial justice matters, as well as employment, housing and education.

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DNP = Did Not Participate

Under Administration, we are continuing our work on recruitment for two vacant positions, the staff Attorney and the Deputy Director of Regional Office Operations. We have top candidates for each position and will provide more updates soon. Additionally, the Administration for Community Living (ACL) notified us that California has received another \$370,000 for our current year grant, which was received from a reallocation of funding from another council that was not able to utilize its funds.

We are working on a possible strategic partnership with the American Red Cross. They contacted the Governor's Office of Emergency Services during the response to the recent fires in Los Angeles and Sonoma County. They are interested in partnering with SCDD and we would assist them by advising on what to buy for emergency response "go-kits," which we would then be able to distribute along with PPE. We hope to have more information about this initiative soon.

Lastly, in follow up to the June Executive Committee meeting, the Committee had voted to convene an informal conversation among Councilmembers and SCDD staff about racial, economic and social injustice and the impacts these issues have on individuals' personal stress. The Committee needed to determine which direction to take with setting up these meetings. They decided that SCDD should move forward with getting the meetings scheduled in a series and confirmed that participation would be completely voluntary. They also determined that there should be a skilled moderator and that the group should have established ground rules for etiquette. It was suggested that the series could be called "Lunchtime Chats with Councilmembers and Staff" to reiterate the idea that this is a casual forum to talk about how world events are impacting us as individuals and as a team.

7. **SCDD BUDGET UPDATE**

Deputy Director of Administration Douglas Sale presented SCDD budget updates for Executive Committee members to review. He included information about the preliminary year-end budget for the Council, noting that the final year end report would become available at the next Executive Committee meeting in October. The budget numbers came in close to what was projected, and our reporting was delayed because of difficulties with the State of California fiscal reporting system (Fi\$Cal). As a result, some expenditures were charged to the incorrect fiscal year, and

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corrections were taking shape at the time of the Committee meeting. Deputy Director Sale anticipated ending the fiscal year with a slight savings in the budget. He also reported that SCDD had received and used some of its reallocation money from the previous year savings, and that those additional funds would be incorporated into the new fiscal year 2020-2021 budget that the Council approved in May.

8. EXECUTIVE DIRECTOR EVALUATION TOOL AND TIMELINE

Committee members reviewed the annual Executive Director Evaluation process. There were no changes made to the Councilmember evaluation tool and the Executive Director Self-Evaluation since the Committee last met in June. Deputy Director Sale presented an updated timeline with revised completion dates for Committee members to consider. The Councilmembers' portion of the Evaluation would be discussed during a closed session as part of the next Executive Committee meeting in October.

Action 2

It was moved/seconded (Bycel [F.A.]/Brodie [F.A.]) and carried to approve the proposed Evaluation documents for use in the 2019-2020 Executive Director Evaluation. (For: Austin, Brodie, Bycel, Eriksen, Marquez, Witherspoon. Not available: Ponton.)

9. ESTABLISH SLATE FOR NOMINATING COMMITTEE

The State Council has an election for officers coming up at the end of this year. During a Council election year, a slate of Councilmembers is selected to serve on the Nominating Committee, which will meet to nominate Councilmembers for consideration as candidates for the Council officer positions of Chair and Vice Chair. The Executive Committee discussed the proposed slate for the Nominating Committee, noting that staff recommended the following Councilmembers to serve: Sandra Aldana, Joyce McNair, Kim Rothschild, Rosie Ryan and Aubyn Stahmer. Councilmember Aldana was recommended to serve as the Chair of the Nominating Committee.

Action 3

It was moved/seconded (Witherspoon [S.A.]/Eriksen [S.A.]) and carried to approve the proposed slate of Councilmembers for the Nominating Committee. (For: Austin, Brodie, Bycel, Eriksen, Marquez, Witherspoon. Not available: Ponton.)

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DNP = Did Not Participate

10. CONFLICT OF INTEREST WAIVER REQUESTS

Executive Director Aaron Carruthers presented two new conflict of interest waiver requests for North Los Angeles County Regional Center board members Ivette Arriaga and Angelina Martinez. Committee members reviewed the proposed conflict of interest mitigation plans that each board member submitted.

Action 4

It was moved/seconded (Brodie [F.A.]/Marquez [S.A.]) and carried to approve the conflict of interest waiver requests for Ivette Arriaga and Angelina Martinez. (For: Austin, Brodie, Bycel, Eriksen, Marquez, Witherspoon. Not available: Ponton.)

11. NEXT MEETING DATE & ADJOURNMENT

The next Executive Committee meeting will be held on October 20, 2020. Meeting adjourned at 11:40 A.M.

Legend:

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DNP = Did Not Participate

OCTOBER 20, 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 upcoming goals.

OCTOBER 20, 2020

**AGENDA ITEM 7
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

SCDD BUDGET UPDATE

Executive Director Aaron Carruthers will provide Committee members with an update on the Council's budget.

Attachments:

- 1 – Budget Cover Page
- 2 – Budget Projections Summary
- 3 – Approved 2019-20 SCDD Budget and Reallotment Jan. 2020
- 4 – Budget Line Item Summary
- 5 – SFY 19/20 through June Final Statement of Activities



SFY 19/20 Budget Update Cover Page

The package before the Committee includes the final budget expenditure report and statement of activities for State Fiscal Year (SFY) 2019/20 expenditures through June 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.

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 consideration 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 reallocation 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 Reallocation 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
June-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	\$427,621	\$5,349,349	\$133,651
Operating Expenses	\$1,742,000	\$178,759	1,800,203	\$(58,103)
Program Development Grants	\$450,000	\$448,598	\$449,998	\$2
Unallocated Funds	\$207,213	\$0	\$18,405	\$188,808
	\$7,882,213	\$1,054,978	\$7,617,955	\$264,258

BSG
Positions 46
Vacancies 4
Vacancy % 9%

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	\$173,761	\$1,921,051	\$138,949
Operating Expenses	\$1,228,000	\$95,768	\$1,174,435	\$53,565
	\$3,288,000	\$269,529	\$3,095,486	\$192,514

QA
Positions 18
Vacancies 1
Vacancy % 6%

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	\$104,798	\$1,381,454	\$(13,454)
Operating Expenses	\$472,000	\$39,515	\$399,858	\$72,142
	\$1,840,000	\$125,029	\$1,781,312	\$58,688

CRA/VAS
Positions 12
Vacancies 2
Vacancy % 17%

Total
Positions 76
Vacancies 7
Vacancy % 9%

Updated 9/30/20

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

Council Report for FY 19-20

June-20

FEDERAL GRANT (BSG)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	5,483,000	427,621	5,349,349	133,651	2.4%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	7,857	88,697	(13,697)	-18.3%
Printing	45,000	1,316	14,916	30,084	66.9%
Communications	100,000	7,450	84,955	15,045	15.0%
Postage	20,000	6,873	31,341	(11,341)	-56.7%
Travel-in-State :	335,000	5,562	308,424	26,576	7.9%
Out-of-State Travel	20,000	-	1,303	18,697	93.5%
Training (Tuition and Registration)	10,000	165	7,115	2,885	28.9%
Facilities Operations (Rent)	600,000	62,094	570,095	29,905	5.0%
Facilities Plng/Maint. & Utilities	6,000	549	4,532	1,468	24.5%
Interdepartmental Services	411,000	34,977	363,264	47,736	11.6%
External Contract Services	75,000	51,916	148,959	(73,959)	-98.6%
Data Processing (Software, Supplies & Misc.)	15,000	-	81,602	(66,602)	-444.0%
SWCAP	25,000	-	25,000	-	0.0%
Other Items/ Client Services	5,000	-	70,000	(65,000)	-1300%
Subtotal OE&E	1,742,000	606,380	1,800,203	(58,203)	-3.3%
Unallocated Funds	207,213	-0	18,405	188,808	91.1%
PROGRAM DEVELOPMENT GRANTS	450,000	448,598	449,998	2	-0%
TOTAL	7,882,213	1,054,978	7,617,955	264,258	3.4%

Quality Assessment (QA)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	2,060,000	173,761	1,921,051	138,949	6.7%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	55,000	1,821	70,072	(15,072)	-27.4%
Printing	245,000	5,971	273,533	(28,533)	-11.6%
Communications	10,000	3,071	20,518	(10,518)	-105.2%
Postage	380,000	39,452	158,970	221,030	58.2%
Travel-in-State :	40,000	-	25,389	14,611	36.5%
Training (Tuition and Registration)	2,000	-	1,193	807	40.4%
Facilities Operations (Rent)	245,000	27,816	249,709	(4,709)	-1.9%
Facilities Plng/Maint. & Utilities	2,000	432	2,595	(595)	-29.8%
Interdepartmental Services	156,000	5,521	241,440	(85,440)	-54.8%
External Contract Services	3,000	8,360	9,776	(6,776)	-225.9%
Data Processing (Software, Supplies & Misc.)	10,000	1,936	26,246	(16,246)	-162.5%
Other Items/ Client Services	80,000	1,388	94,994	(14,994)	-18.7%
Subtotal OE&E	1,228,000	95,768	1,174,435	53,565	4.4%
TOTAL	3,288,000	269,529	3,095,486	192,514	5.9%

Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	1,368,000	104,798	1,381,454	(13,454)	-1.0%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	617	2,488	72,512	96.7%
Printing	9,000	191	20,642	(11,642)	-129.4%
Communications	25,000	1,723	8,224	16,776	67.1%
Postage	14,000	113	668	13,332	95.2%
Travel-in-State :	64,000	-	32,137	31,863	49.8%
Training (Tuition and Registration)	15,000	-	2,925	(1,925)	-192.5%
Facilities Operations (Rent)	24,000	4,793	53,455	(29,455)	-122.7%
Interdepartmental Services	134,000	5,397	133,208	792	0.6%
External Contract Services	3,000	-	2,900	14,100	82.9%
Data Processing (Software, Supplies & Misc.)	18,000	1,713	7,018	10,982	61.0%
Other Items/ Client Services	91,000	24,968	133,689	(42,689)	-46.9%
Subtotal OE&E	472,000	39,515	399,858	74,646	15.8%
TOTAL	1,840,000	144,313	1,781,312	58,688	3.2%



FINAL SFY 19/20 EXPENDITURE REPORTS STATEMENT OF ACTIVITIES AND PROJECTIONS

This is a narrative description of the final year-end expenditure reports, which are attached.

SFY 2019/20 BSG Expenditures and Unexpended Funds

Total BSG award including a reallocation award received in September 2019 was \$7,687,837, (\$18,405 less than anticipated due to a 1% rescission to provide migrant healthcare services at the border). The Council added \$190,000 in SFY 18/19 carryforward dollars to the Program Development Grants line item making the total SFY 19/20 budget \$7,882,213. With 0% of the SFY remaining, total expenditures of \$7,617,955 reflect a remaining balance of \$264,258 (3.4%). The remaining balance does not reflect outstanding encumbrances that have not yet been paid. The final unexpended SFY 2019/20 carryforward amount will be provided with the 2nd Quarter SFY 2020/21 expenditure report.

- Personal Services: With 0% of the SFY remaining, total expenditures of \$5,349,349 reflect a remaining balance of \$133,651 (2.4%). Staff projected this line item would be fully expended but the salary savings from the vacancies resulted in the savings. The vacancy rate of 11% is slightly higher than the staff projection of less than 10%. There are three vacancies in headquarters (IT Analyst, Deputy Director of Planning and Regional Office Operations, and Attorney III) and two vacancies in the field (Office Technician). Staff projects the Deputy Director position will be filled by the October Committee meeting.

OE&E: With 0% of the SFY remaining, total expenditures of \$1,800,203 reflect a deficit balance of \$-58,203 (3.5% overspent). DSS Accounting was able to post \$500,000 of SFY 2018/19 expenditures to that year, making the SFY 19/20 expenditures accurate. The over-expenditure in the External Contract Services line item is due to the \$52,000 Disparities Grant subcontract to Georgetown University. DDS will reimburse SCDD for this subcontract. The over-expenditure in the Data Processing line item is due to a \$31,000 purchase of computers and accessories as part of our 5-year IT refresh schedule. The over-expenditure in the Other Items of Expense line item was due mainly to the Qualtrics annual license.

- Program Development Grants: With 0% of the SFY remaining, total expenditures of \$499,998 reflect a balance of \$2 (0% remaining). In SFY 2018/19, the total Cycle 41 grant expenditures were \$28,626 with a remaining balance of \$211,374 (88.1%). The remaining Cycle 41 grant expenditures were charged to SFY 2019/20 in addition to the Cycle 42 grants, which began 10/1/2019. Staff took this into account and projected this line item would be almost fully expended.
- Unallocated: There is an unallocated line item of \$207,213 due to the reallocation award received in September 2019. The \$18,405 charge is for the 1% rescission to provide migrant healthcare services at the border. This line item will be used to cover the remaining expenditures before the SFY 2019/20 year is closed in August.
- Unexpended Funds Available for the Council to Spend: In February 2020, the Committee agreed to increase the carryforward reserve to \$1,750,000 and also decided not to forward any recommendations to the Council for one-time spending. With the ongoing COVID-19

economic downturn, staff recommends the Committee not consider any new expenditures until the full impact on the BSG budget is known.

SFY 19/20 Quality Assurance (QA) Reimbursements from DDS

Total QA dollars available are \$3,288,000. With 0% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of \$192,514 (5.9%).

- Personal Services: With 0% of the SFY remaining, total expenditures of \$1,921,051 reflect a remaining balance of \$138,949 (6.7%). The vacancy rate remains at 6%. This vacancy is not negatively impacting SCDD's ability to meet the QA contract deliverables.
- OE&E: With 0% of the SFY remaining, total expenditures of \$1,174,435 reflects a remaining balance of \$53,565 (4.4%). The largest savings occurred in the Postage (58.2% remaining), and In-State Travel (36.5% remaining). Other line items overspent are General Expense (27.4% overspent), Communications 105.2% overspent), Data Processing (162.5% overspent) and Other Items of Expense (18.7% overspent).

SFY 19/20 Client's Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Reimbursements from DDS

Total CRA/VAS dollars available are \$1,840,000. With 0% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a balance of \$-56,688 (3.2%).

- Personal Services: With 0% of the SFY remaining, total expenditures of \$1,381,454 reflects a deficit balance of \$-13,454 (-1.0% overspent). There is one vacancy due to retirement. The retiree cashed out their accrued leave balance resulting in the slight over-expenditure.
- OE&E: With 0% of the SFY remaining, total expenditures of \$399,858 reflects a balance of \$74,646 (15.8% remaining).

OCTOBER 20, 2020

AGENDA ITEM 8

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SPONSORSHIP REQUESTS

Executive Director Aaron Carruthers will present sponsorship requests from the San Diego Committee on Employment for People with Disabilities and the Illumination Institute. The Committee will vote on whether to approve the Sponsorship requests.

Attachments

- Chart of Sponsorships awarded during Fiscal Year 2020-21
- Application package from the San Diego Committee on Employment for People with Disabilities
- Application package from the Illumination Institute

Actions Recommended

Approve the requests for Sponsorship.

					2020/21 Remaining
Name:	Event Date:	Amount Requested:	Amount Awarded:	Amount Invoiced:	Funds
Special Needs Resource Foundation of San Diego	8/12/20	\$1,000	\$1,000	\$0	\$24,000
	Totals:	\$1,000	\$1,000	\$0	\$24,000

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: San Diego Committee on Employment for People with Disabilities (SDCEPD)

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: Jobtoberfest is a Job Fair for People with Disabilities and is the largest in San Diego with National Recognition. SDCEPD objectives for 2020 is to continue business as usual with many technology components. They are using different virtual platforms for their job fairs, meetings and DTC lunch and learns. Their objectives of educating the great San Diego community of the abilities and talents of the disabled community at large, their ability to work and to pursue their dreams.

This year, Jobtoberfest will on a virtual platform of Remo, slated for Tuesday, October 13, 2020. Please see our estimated budget for 2020 enclosed detailing expected expenditures, vendor reservations and sponsorships.

During each Jobtoberfest, they have 2-3 workshops specifically for individuals and their family to learn about different opportunities. The workshops will continue and be a part of the Virtual Job Fair. This year they are focusing on working from home as a benefit for people with disabilities.

Jobtoberfest will have opening ceremonies that will include several different individuals who represent different areas of disabilities.

This year, the event has the capacity of 4,000 attendees, with several virtual floors and tables for each employer and jobseekers to interact. Each attendee and employer will need to register prior to the event. They will have volunteers at each designated location ensuring social distancing, access to Remo and support. Each person who attends Jobtoberfest will then be prompted to complete a survey. Their target audience is San Diego County Jobseekers who identify as to have any type of disability who are seeking employment, resources in our community and/or support. In the last several years they have had about 1,500 people attend (at a physical location) with about 10-15% of those people being circle of support individuals.

SCDD's funds would be used for \$1,500.00 to be applied to the costs of facilitating, planning and coordinating our 21st Annual Jobtoberfest.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Goal 2: Employment Californians with I/DD and their families reflecting the diversity of the state will have increased information to obtain competitive, integrated employment (CIE).

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2020-21 the Council has awarded \$1,000 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2020.

STAFF RECOMMENDATION: Approve SDCEPD's request for sponsorship.

ATTACHMENTS(S): SDCEPD's request for sponsorship.

PREPARED: Kristie Allensworth August 31, 2020



June 16, 2020

State of California
State Council on **Developmental disAbilities**
3831 N Freeway Blvd #125
Sacramento, CA 95834

RE: Stipend of \$1,500.00 Request

To whom it may concern:

San Diego Committee on Employment for People with Disabilities (SDCEPD) is a non-profit 501c organization dedicated to promoting employment opportunities for persons with disABILITIES through community action, providing free training to businesses and collaboration with public and private organizations. We accomplish our mission through **Jobtoberfest**, **Disability Training** and **KSM Scholarship**. Jobtoberfest is a Job Fair for People with disABILITIES, held in October during National Disability Employment Awareness Month. The largest in San Diego with National Recognition! SDCEPD also supports our community by having quarterly Disability Trainings (Aka The DTC). The DTC serve as a resource for employers to education, promote and guide them with any questions, concerns or topics regarding supports in the community on how to best employ an individual with disabilities. Lastly, KSM Scholarship is designed to promote employment opportunities for persons with disABILITIES through scholarships for post-secondary school education and training. This year we will be offering three scholarships in the amounts up to \$1,000 each scholarship. This will be our 11th year of awarding grants.

COVID has very much made our committee be creative and develop new ideas and identify new challenges to be successful with our 21st Annual Job Fair. Our quarterly DTCs have changed from a lunch and learn forum to a virtual zoom luncheon with incentives for attendance. Our next DTC meeting is scheduled July 14th – Topic: Building a Successful Work from Home Opportunity with Accommodations. The 11th Annual KSM Scholarship is available, and the scholarship committee is redesigning how we score the scholarships in August. We may not all be together enjoying our time of scoring, but each scholarship will be reviewed with care as we have done the last 11 years.

SDCEPD objectives for 2020 is to continue business as usual with many technology components. We using different virtual platforms for our job fairs, meetings and DTC lunch and learns. Our objectives of educating the great San Diego community of the abilities and talents of the disABLED Community at large, their ability to work and to pursue their dreams.

SDCEPD is requesting for the 2020 Stipend of \$1,500.00 to be applied to the costs of facilitating, planning and coordinating our 21st Annual Jobtoberfest. This year Jobtoberfest will on a virtual platform of Remo, slated for Tuesday October 13, 2020. Please see our estimated budget for 2020 enclosed detailing expected expenditures, vendor reservations and sponsorships. In regards to the amount of \$1,500.00 stipend provided by the SCDD we will be using the funds for accessibility to Jobtoberfest. Accessibly is in regards to the purchase of 3 month subscription (shortest available) of the Remo Virtual Job Fair Platform and advertisement with universal design language and instructions for jobseekers to register. In the past 20 years of Jobtoberfest, we have never had

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Amy Vance, Vice Chair ♿ Tiffany Swan, Executive Secretary
www.sdjobtoberfest.org 619-737-2270



each of our jobseeker register or have this virtual platform that will be a totally new experience for the Jobseeker and the employers. We want to ensure the highest level of support and instructions for each person accessing the virtual job fair to be successful.

SDCEPD has partnered with such Employers / Resource Agencies as Goodwill of San Diego County, Department of Rehabilitation (DOR) and San Diego Regional Center (SDRC) by having individuals on our Executive Board, attending our monthly meetings and/or being sponsors at past Jobtoberfest to ensure individuals with Developmental DisABILITIES are fully supported with education and resources in their communities. We have yet to secure our sponsors for 2020 but we expect great relationships and continued support from our long time sponsors.

During each Jobtoberfest we have two to three workshops specifically for individuals and their family to learn about different opportunities. Our workshops will continue and be apart of the Virtual Job Fair. Last year we focused on Ticket to Work Program (Presented by our Employer of the Year, Goodwill of San Diego County) and CalABLE presented by Dante Allen. SDCEPD believes not only in Employment First Initiatives, Competitive Integrated Employment (CIE) but also financial literacy for individuals with disabilities. SDCEPD believes education is the first avenue to independent choice and flexibility for the Jobseeker to choose their circle of support while seeking employment in CIE setting. The workshops were a great component of our 20th annual event. This year we are focusing on working from home as a benefit for people with disABILITIES. We are also researching what other relevant topics that our jobseekers are interested in learning about.

Jobtoberfest will have opening ceremonies that will include several different individuals who represent different areas of disABILITIES; we will continue to have our same platform of opening ceremonies by having the Pastor James Pope from San Diego Rescue Mission to bless the ceremony. We start with singing of our national anthem and always have a guest speaker. These individuals have not been identified as of today's date.

Our target audience is San Diego County Jobseekers who identify as to have any type of disability who are seeking employment, resources in our community and/or support. In the last several years we have had about 1,500 people attend (at a physical location) with about 10-15% of those people being circle of support individuals. Jobtoberfest is an open event to the public. The SDCEPD does not discriminate to just one population but would rather have an individual employed. This year, the event has the capacity of 4,000 attendees, with several virtual floors and tables for each employer and jobseekers to interact. Each attendee and employer will need to register prior to the event. We are hoping libraries, school, one stops, career centers etc to be open and able to provide a free wifi area for jobseeker to access computers and the Remo platform. We will have volunteers at each designated location ensuring social distancing, access to Remo and support. Each person who attends Jobtoberfest will then be prompted to complete a survey – hence capturing the overall experience.

Please visit our website www.sdjobtoberfest.org for an up to date list of our sponsors! We are currently in the works of identifying our core sponsors for this year's Jobtoberfest. Our continued support from Department of Rehabilitation, San Diego Regional Center, Goodwill of San Diego and many others.



Throughout the year we are using social media platforms of Facebook, Instagram and LinkedIn to blast out Jobtoberfest. In addition, continue to update our website to be more users friendly, very interactive and informative of current trends happening. For example, we have developed a webpage specific to COVID-19 and resources. You can find anything from financial support, plain language / Social Story explaining COVID, etc.

We have been awarded the following stipends by SCDD:

- 2018 year in the amount of \$999.00
- 2019 year in the amount of \$1,500.00

SDCEPD would like to thank you for taking the time to review our Stipend request. We are honor to have Mary Ellen Stives on our Executive Board and her valuable input each meeting to what is happening with legislation, continued support regarding COVID and continued knowledge of best practices when working with the developmental disability community.

Sincerely,

Charlene Autolino, CEO

Tiffany Swan, MS
Executive Secretary
SDCEPD

Enclosed:

- Budget for 2020
- Agenda for 2019 Jobtoberfest
- Letter of Recommendation from Goodwill of San Diego

<u>Annual Prospective Expenses</u>	<u>Comments</u>
Job Fair Platform: Remo	\$1,000 Splitting Cost with SDVEC, but responsible for added components
Liability Insurance	\$1,000
Taxes / Attorney Fees	\$2,000
Badges	\$250 Voluteers to use at "hot spot" locations
Printing (Handouts etc)	\$1,000
3- KSM Scholarships	\$2,000 1- \$1,000; 2- \$500
Bags for Jobseekers	\$1,000 hand out at "hot spots" locations
Executive Board Meeting	\$600 1x/ qtr at \$150
DTC Lunch & Learn	\$2,000 1x/ qtr @ \$500
KSM Scholarship Lunch	\$250 Virtual GC for lunch for each evaluator
Phone & Microsoft Expense	\$500
Advertisement on Social Media	\$1,500
Outreach fo People with I/DD	\$1,000
Misc expenses approved by boar	\$1,500
Total Expenses	\$15,600

<u>Annual Prospective Incoming Funds</u>	<u>Estimate</u>	
For Profit \$200 (@30 tables)	\$6,000	*Employers and Resources providers in previous years totaled 75 tables collectively; 2020 estimated amount of Employers and Resource Agencies is 95 tables.
Not-For-Profit \$150 (@30 table	\$4,500	
Resouces \$100 (@35 tables)	\$3,500	
Stipend from SCDD	\$1,500	
Total Incoming Funds	\$15,500	

<u>Sponsorship Levels</u>
Silver Sponsor @ \$500 each
Gold Sponsor @ \$1,000 each
Platinum Sponsor @ \$2,500 each
Corporate Sponsor @ \$5,000 each
* In-Kind Donation Accepted



**For Immediate Release:
SDCEPD's 20th Annual "Jobtoberfest"**



Job Fair for People with DisABILITIES

NEW LOCATION – PECHANGA AREA SAN DIEGO

Open to the Public

Jobtoberfest 2019 is quickly approaching and this year is sure to be the best yet! Over the 20 years we have become the largest job fair for people with DisABILITIES in San Diego County, averaging more than 1,500 job seekers and over 120 employers and resource providers. We will be presenting the "**Kevin Stark Scholarship Award**" to three amazing individuals and presenting the **8th Annual Employer of the Year**. Please see our attached morning agenda.

Jobtoberfest is the perfect chance to provide networking opportunities for members of the disability community who are searching for employment, while recognizing National Disability Employment Awareness Month.

Tuesday, Oct. 22, 2019, from 10 a.m. to 2 p.m., at Pechanga Arena San Diego (Formerly the Sports Arena)

Jobtoberfest provides excellent opportunities for job seekers with DisABILITIES to learn more about the employers and businesses throughout San Diego County and to share their qualifications with their employer(s) of interest. Trainings for job seekers are also offered with topics on benefits, employment skills, federal employment programs, and much more!

The event organizers and promoters of Jobtoberfest are all members of the San Diego Committee on Employment of People with DisABILITIES (SDCEPD). The committee is made up of ALL Volunteer employers and agencies that provide services to people with DisABILITIES, as well as persons from the disability community.

SDCEPD works to promote employment opportunities for persons with DisABILITIES through community action, providing free training to businesses and collaboration with public and private organizations. We accomplish our mission through Jobtoberfest, hosting events on taxes and financial awareness for people with DisABILITIES, serving as a resource to employers on disability awareness, and collaborating with other public and private agencies that provide employment services for people with DisABILITIES.

To find out more about SDCEPD or Jobtoberfest, please visit our website at www.sdjobtoberfest.org or on our Facebook page [@SDJobtoberfest](https://www.facebook.com/SDJobtoberfest).

For Additional Information Contact:

San Diego Committee on Employment of People with DisABILITIES

Charlene Autolino

Chair@sdjobtoberfest.org Office: 619-737-2271

Mobile: 619-746-3299 www.sdjobtoberfest.org

Charlene Autolino, CEO / Chair

Amy Vance, Vice Chair ♿ Tiffany Swan, Executive Secretary

MaryEllen Stives, Treasurer ♿ Keith Robinson, Employer Liaison / Facilities Chair ♿ Leah Schicker, DOR Liaison

www.sdjobtoberfest.org 619-737-2270



Tentative Agenda of Opening Ceremonies:

OPENING CEREMONY - 9:00AM

National Anthem

Merideth Swan

Welcome Remarks

Charlene Autolino, Master of Ceremonies

Invocation

Pastor James Pope, New Vision Church

Opening Remarks

Ernie Hahn, Valley View Casino Center

Speaker

Supervisor Nathan Fletcher, District 4

Guest Speaker

Erik Weber - Attorney

Recognition

Ernie Hahn—Valley View Casino Center
Foundation on Developmental Disabilities
Goodwill Industries
State Council on Developmental Disabilities
Supreme Catering
Dante Allen, Executive Director of CalABLE

Employer of the Year Award

Goodwill of San Diego

KSM Scholarship Recipients

Closing Remarks

Amy Vance – SDCEPD COO
Tiffany Swan – SDCEPD Executive Secretary

Jobseekers able to enter Arena at 10am.



To Whom It May Concern,

Hello, I am Ms. Ruth Davis, I serve as a member on the San Diego Committee on Employment for People with disAbilities (SDCEPD), I have served as a committee member and employer since 2009. I currently work for the Goodwill of San Diego County as the Supported Employment Programs Manager serving adults with Developmental Disabilities for the past eleven years. Our Mission at Goodwill is to provide employment and training opportunities to people with disabilities and other barrier to employment. We have partnered with the SDCEPD for the past 20 years to help people with Disabilities get jobs. Thus due to this, we are writing a letter of recommendation to support SDCEPD non-profit status. The SDCEPD works to promote employment opportunities for people with disabilities through community action, resources and employer education. The unemployment rate among individuals with disabilities is 3 times higher than average. The SDCEPD works diligently to bridge this gap by educating the San Diego community on benefits of hiring individuals with disabilities, and organizing the largest job fairs in Southern California specifically for people with disabilities called "Jobtoberfest".

Goodwill of San Diego fully supports and embraces SDCEPD's efforts and has sponsored and participated many times. Jobtoberfest is an Annual Job Fair held in the month of October celebrating National Disability Awareness month. Thru this amazing event, many job seekers with disabilities are connected with employment opportunities in their community. Goodwill of San Diego has also collaborated with SDCEPD by hosting a quarterly DTC training at our San Ysidro Employment Center. We work together to provide community vocational outreach for both job seekers with disabilities and prospective employers.

In closing, I highly recommend SDCEPD for their ongoing dedication to serve our community members living with a disability. Please do not hesitate to reach out to me if you have any questions.

Thank you,

Ruth Davis

rdavis@sdgoodwill.org

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

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Illumination Institute

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 Illumination Institute is proposing to develop COVID-19 specific guided practices and conduct a Mindfulness workshop for families with children with I/DD via online webinar format and in collaboration with SCDD of Orange County. The purpose of this workshop is to teach families how to use Mindfulness practices to help them control their thoughts/stressors through Mindfulness Based Intervention and Stress Reduction. All participants will be given materials via Google Drive to practice on their own afterward.

Event/Program Objectives:

- Trains at least 200 participants in Mindfulness.
- Provides guided practices for the family to use after the workshop.

There will be 1 presenter and 4 panelists for this workshop. They anticipate around 200 attendees. In their previous workshop with SCDD, there were about 400 people registered and over 300 attendees who stayed for the entire workshop. The majority of the attendees were parents of children with I/DD, and the rest were healthcare and social service professionals.

SCDD's funds would be utilized for the preparation and meeting materials.

This is the first sponsorship request from Illumination Institute.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Goal 4: Health and Safety Californians w/ I/DD and their families, reflecting the diversity of the state, will have increased information to access health, public safety, and related services that meet their needs and health care choices.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2020-21 the Council has awarded \$1,000 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2020.

STAFF RECOMMENDATION: Approve Illumination Institute's request for sponsorship.

ATTACHMENTS(S): Illumination Institute's request for sponsorship.

PREPARED: Kristie Allensworth October 8, 2020



Name of your Company/Organization:

Illumination Institute

Name of Project/Event/Program:

Mindfulness: Coping with COVID-19

Project/Event Date:

December 18, 2020

Contact Name:

Hai Hoang

Contact Email, Address and Phone Number

Hai@illuminationinst.org

10061 Talbert Ave., Suite 325

Fountain Valley, CA 92708

714-823-7918

Amount of Funding Requested

\$1500

Approximate Total Cost of Project/Event

\$1500

With the ongoing stress and mental health impacts resulting from COVID-19, many families--especially families with children with I/DD--are experiencing overwhelming strong emotions which hinder their capacity to practice self-care and to care for their children. Due to the success of our previous Mindfulness workshop (over 300 attendees) hosted by SCDD's Orange County branch and parents requesting for another workshop,



Illumination Institute is proposing to develop COVID-19 specific guided practices and conduct a Mindfulness workshop via online webinar format and in collaboration with SCDD's of Orange County. The purpose of this workshop is to teach families how to use Mindfulness practices to help them control their thoughts/stressors through Mindfulness Based Intervention and Stress Reduction. All participants will be given materials via google drive to practice on their own afterward.

Event/Program Objectives:

- Trains at least 200 participants in Mindfulness.
- Provides guided practices for the family to use after the workshop.

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.

There will be 1 presenter and 4 panelists for this workshop. We anticipate around 200 attendees. In our previous workshop with SCDD, there were about 400 people registered and over 300 attendees who stayed for the entire workshop. The majority of the attendees were parents of children with I/DD, and the rest were healthcare and social service professionals.

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?

Anaheim Union High School, Regional Center of Orange County, and Orange County Health Care Agency will help us conduct outreach by sharing our event flyer with their email lists and networks.



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?

Mindfulness Training Budget			
Description	Unit	Cost/Unit	Total Cost
Preparation of Mindfulness Presentation	1	\$ 500.00	\$ 500.00
Recorded Guide Practices for Participant's own use (Breathing, Body Scan, Mindful Thoughts, Compassion)	4	\$ 50.00	\$ 200.00
Additional Materials	1	\$ 100.00	\$ 100.00
Presentation Panel (4 Panelists)	4	\$ 150.00	\$ 600.00
Technical Zoom	1	\$ 100.00	\$ 100.00
Total			\$ 1,500.00

Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received?

N/A This is the first time we're applying for SCDD sponsorship.

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?

Please see attachment

September 29, 2020

Hai Hoang, Chief Operating Officer
Illumination Institute
10061 Talbert Ave., Ste. 325
Fountain Valley, CA 92708

RE: Supporting Illumination Institute Mindfulness Workshop for Families with Children with Developmental Disabilities

Dear Mr. Hoang,

My name is Esther Morales, I am a proud parent of two teen boys; one diagnosed with high functioning Autism and one diagnosed with multiple-disabilities; severe Autism, bipolar, speech delay, intellectual disability, brain malformation. They have been my inspiration for volunteering for over a decade with Justice in Education, a non-profit that provided training, support, and advocacy to families with children with special needs. From the time they started school, I have been actively involved with my children's school and School District parent committees. Currently serve as a client board member of Community Legal Aid SoCal and as president of the Garden Grove Council of PTAs. Had the honor to receive the Mental Health Community Service Award, from the Mental Health Association, and the Silver Spoon Awards from the Women's Division of the Garden Grove Chamber of Commerce.

Over the years I have experienced the impact the Illumination Institute has on the community. I have personally attended and experienced the benefits of the Mindfulness Workshops. Last spring, under my role as president of the Garden Grove Council of PTAs and due to the tension COVID19 was bringing to PTA Unit/School board members. I reached out to the Illumination Institute to bring some relief to the board members and their families by hosting a Mindfulness day. Some of the feedback from the families included; life changing, healing, awakening, and empowering. All of the attendees were extremely grateful for the gifts received from the Mindfulness workshops.

Best regards,



Esther Morales
(714) 253-8494
sdestherm@gmail.com

OCTOBER 20, 2020

AGENDA ITEM 9

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

CONFLICT OF INTEREST WAIVER REQUESTS

Recently the Council has received several conflict of interest waiver requests from board members of various California Regional Centers. Each conflict of interest waiver request has been included in the packet for Committee members to review. Members will vote on whether to approve the requests. There are three new requests and eight renewal requests, as follows in the attachments:

New Requests:

1. Christina Cannarella, North Los Angeles County Regional Center
2. Terri Morton, Far Northern Regional Center
3. Ana Quiles, North Los Angeles County Regional Center

Renewal Requests:

1. William Battles, Far Northern Regional Center
2. Adam Beals, Far Northern Regional Center
3. Leslie Corletto, Far Northern Regional Center
4. Andreas Economopoulos, Far Northern Regional Center
5. Lillian Martinez, North Los Angeles County Regional Center
6. Dora Moorman, Central Valley Regional Center
7. Chris Soares, Central Valley Regional Center
8. Susan Xiong, Central Valley Regional Center

Action Recommended

Approve the conflict of interest waiver requests.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Regional Center Conflict of Interest (COI)

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.

Christina Cannarella, Board Member, North Los Angeles County Regional Center:

Christina Cannarella is a member of the Board of the North Los Angeles County Regional Center (NLACRC). Ms. Cannarella is a registered nurse who is an employee of Annex Healthcare ("Annex"), a vendor of NLACRC. In that capacity, Ms. Cannarella provides licensed nursing care services solely to her son, who is a NLACRC consumer. Additionally, Ms. Cannarella's son, Zach Hatch, provides personal assistance solely to his brother, who is a consumer of NLACRC. Mr. Hatch is employed with Right Choice In-Home Care ("Right Choice"), a vendor of NLACRC.

Information regarding the NLACRC Board's recruitment and appointment process is available at <https://www.nlacrc.org/home>.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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;

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.

- (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.

Ms. Cannarella's conflict of interest arises due to her employment with Annex, and her son's employment with Right Choice, both of which are NLACRC vendors.⁴ To address the conflict, Ms. Cannarella submitted the following Conflict of Interest Resolution Plan (Plan):

1. Ms. Cannarella will have no interaction as a board member with any matter that might impact Annex and/or Right Choice, and specifically she will recuse herself from any vote on any matter that could impact Annex and/or Right Choice.
2. Ms. Cannarella will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Annex and/or Right Choice.
3. Ms. Cannarella will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Annex and/or Right Choice, or any actions creating policy or approaches that would impact Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.

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

4. Ms. Cannarella will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service authorizations for Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
5. Ms. Cannarella will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
6. Ms. Cannarella will not create, review, or in any way participate as a board member in, any corrective action plans for Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
7. Ms. Cannarella will not participate as a board member in any discussions, recommendations, action or resolution of any complaints pertaining to Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
8. Ms. Cannarella will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
9. Ms. Cannarella will not as a board member access vendor files or other information the regional center maintains about Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors, either electronic or hard copy form.

10. Ms. Cannarella shall not participate as a board member in developing, creating, or recommendation any POS policies, or other policies, that might apply to Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors. Instead, these tasks will become the responsibility of the other board members.
11. Ms. Cannarella will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Cannarella has no involvement whatsoever in any action or business whatsoever involving or affecting Annex and/or Right Choice and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
13. These restrictions only apply to Annex and/or Right Choice and policies impacting other ILS, Home Health (RN and LVN services), respite and personal assistance vendors. The bulk of Ms. Cannarella's duties with regard to a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Annex and/or Right Choice. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Cannarella provides to the NLACRC Board.
14. In the event that Annex and/or Right Choice provides additional services under the Home Health vendorization, Ms. Cannarella will comply with the requirements listed above as it relates to those services. The additional services include:

- a. Certified Home Health Aides
 - b. Licensed Physical Therapist
 - c. Occupational Therapy
 - d. Speech Therapy
 - e. Medical Social Services
 - f. Dietician
15. In the event the Board member changes to a different respite agency during the course of her term, each provision of this plan shall apply to the new agency for the duration of the trustee's term on the Board.
16. NLACRC has received approval from the Board of Trustees regarding this Plan.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon the services Ms. Cannarella provides to her son, and the services he provides to his brother, through NLACRC vendors. NLACRC has advised that Ms. Cannarella is a valued and productive member of the Board. Accordingly, the staff recommendation is to approve Ms. Cannarella's waiver request.

STAFF RECOMMENDATION: Approve Ms. Cannarella's waiver request.

ATTACHMENT: Ms. Cannarella's COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020.

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Terry Morton, Board Member, Far Northern Regional Center:

Terry Morton serves on the Far Northern Regional Center (FNRC) Board of Directors as a consumer representative. Ms. Morton participates in an honor box/micro-business with Lighthouse, a FNRC vendor. She receives \$0.25 for each product she sells.

The FNRC Board of Directors has a public member recruitment and appointment process which is subject to public review and engagement. FNRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. community meetings/networks/county coordinating councils, websites and E-Blast notifications. Where there are County Coordinating Councils, the Councils make recommendations to the County Board of Supervisors who make the actual appointment. For Counties without a County Coordinating Council, final appointments are decided by the membership committee of the FNRC Board of Directors which completes the appointment process.

Ms. Morton has not requested a waiver before.

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

² Welf. & Inst. Code § 4628.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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.

Ms. Morton's conflict of interest arises because he is employed by a FNRC vendor.⁴ To address the conflict, Ms. Morton resubmitted the following Conflict of Interest Resolution Plan (Plan):

1. Ms. Morton will not make any recommendation, participate in any decision or vote on any contract regarding Lighthouse Living Services.
2. Should issues involving FNRC's contract with Lighthouse Living Services arise during the course of a FNRC Board meeting, Ms. Morton will excuse herself from the meeting room;
3. Ms. Morton will not access any files kept by FNRC relating to Lighthouse Living Services;
4. Ms. Morton will not participate individually, or as part of a group, in the preparation, presentation, formulation, or approval or reports,

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

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

plans, policies, analyses, opinions or recommendations pertaining to Lighthouse Living Services.

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.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Ms. Morton employment with a FNRC employment service provider.

Furthermore, Welfare & Institutions Code section 4262(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 the regional center's board based solely on receipt of employment services.

Ms. Morton has reported no other conflicts of interest. Accordingly, the staff recommendation is to approve Ms. Morton's waiver request.

STAFF RECOMMENDATION: Approve Ms. Morton's waiver request on the condition that she also comply with the requirements of Welfare & Institutions Code § 4622(k).

ATTACHMENT: Ms. Morton's COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Ana Quiles, Treasurer, North Los Angeles County Regional Center:

Ana Quiles serves on the North Los Angeles County Regional Center (NLACRC) Board of Directors as the Board's Treasurer. Ms. Quiles' mother and sister are employed with Caring Family Supports, which is a NLACRC vendor. Ms. Quiles' mother and sister provide respite, personal assistance and day care Ms. Quiles' daughters, who are consumers of NLACRC. Additionally, Ms. Quiles' father, sister, and brother are employed with Caring Family Supports to provide respite and personal assistance for Ms. Quiles' nephews, who are consumers of NLACRC.

Ms. Quiles has not requested a waiver before.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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;

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.

- (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.

Ms. Quiles' conflict of interest arises because of multiple family members employed by a NLACRC vendor.⁴ To address the conflict, Ms. Quiles resubmitted the following Conflict of Interest Resolution Plan (Plan):

1. Ms. Quiles will have no interaction as a board member with any matter that might impact Caring Family Supports, and specifically she will recuse herself from any vote on any matter that could impact Caring Family Supports.
2. Ms. Quiles will, in every conceivable manner, cease interacting with the Board on any matter that could conceivable impact Caring Family Supports.
3. Ms. Quiles will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Caring Family Supports or any actions creating policy or approaches that would impact Caring Family Supports and other respite, personal assistance and day care vendors.
4. Ms. Quiles will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for Caring Family Supports and other respite, personal assistance and day care vendors.

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

5. Ms. Quiles will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Caring Family Supports and other respite and personal assistance and day care vendors.
6. Ms. Quiles will not create, review, or in any way participate as a board member in, any corrective action plans for Caring Family Supports and other respite, personal assistance and day care vendors.
7. Ms. Quiles will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to Caring Family Supports and other respite, personal assistance and day care vendors.
8. Ms. Quiles will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Caring Family Supports and other respite, personal assistance and day care vendors.
9. Ms. Quiles will not as a board member access vendor files or other information the region center maintains about Caring Family Supports and other respite, personal assistance and day care vendors, either in electronic or hard copy form.
10. Ms. Quiles shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to Caring Family Supports and other respite, personal assistance and day care vendors. Instead, these tasks will become the responsibility of other board members.
11. Ms. Quiles will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Caring Family Supports and other respite, personal assistance and day care vendors.
12. The NLACRC Board will be informed about this plan.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Ms. Quiles' family members employment by a NLACRC vendor.

Ms. Quiles has reported no other conflicts of interest. Accordingly, the staff recommendation is to approve Ms. Quiles' waiver request.

STAFF RECOMMENDATION: Approve Ms. Quiles' waiver request

ATTACHMENT: Ms. Quiles' COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

COUNCIL AGENDA ITEM DETAIL SHEET

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

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

William Battles, Board Member, Far Northern Regional Center:

William Battles is a member of the Board of Directors of the Far Northern Regional Center (FNRC). Mr. Battles is employed on a part time basis as a peer instructor for the We Care A Lot Foundation, a FNRC vendor that provides employment services to FNRC consumers. Mr. Battles works approximately 10 hours per week for We Care A Lot.

The FNRC Board of Directors has a public member recruitment and appointment process which is subject to public review and engagement. FNRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. community meetings/networks/county coordinating councils, websites and E-Blast notifications. Where there are County Coordinating Councils, the Councils make recommendations to the County Board of Supervisors who make the actual appointment. For Counties without a County Coordinating Council, final appointments are decided by the membership committee of the FNRC Board of Directors which completes the appointment process.

A previous waiver submitted by Mr. Battles was approved by the Council at its Executive Committee meeting on October 29, 2019.

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

² Welf. & Inst. Code § 4628.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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.

Mr. Battles conflict of interest arises because he is employed on a part-time basis for a FNRC employment service provider.⁴ To address the conflict, Mr. Battles submitted the following Conflict of Interest Resolution Plan (Plan):

1. Mr. Battles will not make any recommendation, participate in any decision or vote on any contract regarding We Care A Lot Foundation.
2. Should issues involving FNRC's contract with We Care A Lot Foundation arise during the course of a FNRC Board meeting, Mr. Battles will excuse himself from the meeting room;
3. Mr. Battles will not access any files kept by FNRC relating to We Care A Lot Foundation;

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

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

4. Mr. Battles will not participate individually, or as part of a group, in the preparation, presentation, formulation, or approval or reports, plans, policies, analyses, opinions or recommendations pertaining to We Care A Lot Foundation.

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.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Mr. Battles' part-time employment with a FNRC employment service provider. The prior Plan submitted by Mr. Battles that was approved by the Council contained the same provisions to address the potential conflict. Furthermore, Welfare & Institutions Code section 4262(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 the regional center's board based solely on receipt of employment services. Accordingly, the staff recommendation is to approve Mr. Battles' waiver request.

STAFF RECOMMENDATION: Reapprove Mr. Battles' waiver request on the condition that he also comply with the requirements of Welfare & Institutions Code § 4622(k).

ATTACHMENT: Mr. Battles' COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers,
October 9, 2020.

COUNCIL AGENDA ITEM DETAIL SHEET

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

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Adam Beals, Board Member, Far Northern Regional Center:

Adam Beals is a member of the Board of Directors of the Far Northern Regional Center (FNRC). Mr. Beals is employed on a part time basis in the mail room of Community Endeavors, CIT, which is a regional center vendor. Mr. Beals made this disclosure pre-COVID. He has not been working since COVID. This request is made in case Mr. Beals returns to this employment.

The FNRC Board of Directors has a public member recruitment and appointment process which is subject to public review and engagement. FNRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. community meetings/networks/county coordinating councils, websites and E-Blast notifications. Where there are County Coordinating Councils, the Councils make recommendations to the County Board of Supervisors who make the actual appointment. For Counties without a County Coordinating Council, final appointments are decided by the membership committee of the FNRC Board of Directors which completes the appointment process.

A previous waiver submitted by Mr. Beals was approved by the Council on October 29, 2019. Waivers were also approved in 2016, 2017, and 2019.

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

² Welf. & Inst. Code § 4628.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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.

Mr. Beals' conflict of interest arises because he is employed on a part-time basis for a FNRC employment service provider.⁴ To address the conflict, Mr. Beals resubmitted the following Conflict of Interest Resolution Plan (Plan):

1. Mr. Beals will not make any recommendation, participate in any decision or vote on any contract regarding Siskiyou County Opportunity Center.
2. Should issues involving FNRC's contract with Siskiyou County Opportunity Center arise during the course of a FNRC Board meeting, Mr. Beals will excuse himself from the meeting room;
3. Mr. Beals will not access any files kept by FNRC relating to Siskiyou County Opportunity Center;
4. Mr. Beals will not participate individually, or as part of a group, in the preparation, presentation, formulation, or approval or reports, plans,

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

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

policies, analyses, opinions or recommendations pertaining to Siskiyou County Opportunity Center.

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.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Mr. Beals' part-time employment with a FNRC employment service provider. The prior Plan submitted by Mr. Beals that was approved by the Council contained the same provisions to address the potential conflict.

Furthermore, Welfare & Institutions Code section 4262(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 the regional center's board based solely on receipt of employment services.

Mr. Beals has reported no other conflicts of interest. Accordingly, the staff recommendation is to approve Mr. Beals' waiver request.

STAFF RECOMMENDATION: Reapprove Mr. Beals' waiver request on the condition that he also comply with the requirements of Welfare & Institutions Code § 4622(k).

ATTACHMENT: Mr. Beals' COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

COUNCIL AGENDA ITEM DETAIL SHEET

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

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Leslie Corletto, Board Member, Far Northern Regional Center:

Leslie Corletto is a member of the Board of Directors of the Far Northern Regional Center (FNRC). Ms. Corletto is employed as a Receptionist at Rowell Family Empowerment Center (Rowell), an Early Start family resource center that serves families of infants and toddlers who have or are at risk of developing a developmental disability. Ms. Corletto reportedly works 33 hours per week and has not had an opportunity or authority to approve any contract between FNRC and Rowell.

The FNRC Board of Directors has a public member recruitment and appointment process which is subject to public review and engagement. FNRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. community meetings/networks/county coordinating councils, websites and E-Blast notifications. Where there are County Coordinating Councils, the Councils make recommendations to the County Board of Supervisors who make the actual appointment. For Counties without a County Coordinating Council, final appointments are decided by the membership committee of the FNRC Board of Directors which completes the appointment process.

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

² Welf. & Inst. Code § 4628.

A previous waiver submitted by Ms. Corletto was approved by the Council at its Executive Committee meeting in February 2019. Ms. Corletto also received approval by the Council in 2017.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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.

Ms. Corletto's conflict of interest arises because she is employed (33 hours per week) for a FNRC vendor.⁴ To address the conflict, Ms. Corletto submitted the following Conflict of Interest Resolution Plan (Plan):

1. Ms. Corletto will continue to refrain from making any recommendations, participating in discussions, or voting on any vendor contract with FNRC regarding family resource services provided to FNRC's consumers;

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

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

2. Should the issue of Early Start or family resource services arise during the course of a FNRC Board meeting, Ms. Corletto will excuse herself from the meeting room;
3. Ms. Corletto will not discuss FNRC business, activities, or consumers with anyone at Rowell;
4. Ms. Corletto will not access any files kept by FNRC relating to Rowell's vendorization, nor will she access any files relating to other providers or family resources;
5. Ms. Corletto will not promote Rowell to FNRC staff or consumers;
6. Ms. Corletto will not participate individually, or as part of a group, in the preparation, presentation, formulation, or approval of reports, plans, policies, analyses, opinions or recommendations pertaining to Rowell or any other FNRC vendor of family resource services.

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.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Ms. Corletto's employment as a receptionist with a CVRC vendor. The prior plan submitted by Ms. Corletto that was approved by the Council contained the same provisions to address the potential conflict. Accordingly, the staff recommendation is to approve Ms. Corletto's waiver request.

STAFF RECOMMENDATION: Approve Ms. Corletto's waiver request on the condition that she also comply with the requirements of Welfare & Institutions Code § 4622(k).

ATTACHMENT: Ms. Corletto's COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

COUNCIL AGENDA ITEM DETAIL SHEET

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

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Andreas Economopoulos, Board Member, Far Northern Regional Center: Andreas Economopoulos is a member of the Board of Directors of the Far Northern Regional Center (FNRC). Mr. Economopoulos is employed on a part-time basis as a peer instructor and mentor with We Care a Lot Foundation (WCLF), a FNRC vendor. Mr. Economopoulos reports he works 14 hours per week. FNRC advises that Mr. Economopoulos has not had the opportunity or authority to approve any contracts between FNRC and WCLF.

The FNRC Board of Directors has a public member recruitment and appointment process which is subject to public review and engagement. FNRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. community meetings/networks/county coordinating councils, websites and E-Blast notifications. Where there are County Coordinating Councils, the Councils make recommendations to the County Board of Supervisors who make the actual appointment. For Counties without a County Coordinating Council, final appointments are decided by the membership committee of the FNRC Board of Directors which completes the appointment process.

Mr. Economopoulos previously received a waiver from the Council in February 2019.

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

² Welf. & Inst. Code § 4628.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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.

Mr. Economopoulos' conflict of interest arises because he works 10 hours per week for a FNRC vendor.⁴ To address the conflict, Mr. Economopoulos submitted the following Conflict of Interest Resolution Plan (Plan):

1. As a FNRC Board member, Mr. Economopoulos will not make any recommendation, participate in any discussion or vote on any contract regarding WCLF;
2. Should issues arise regarding WCLF during a Board meeting, Mr. Economopoulos will excuse himself from the room;
3. Mr. Economopoulos will not access any files kept by FNRC relating to WCLF;

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

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

4. Mr. Economopoulos will not participate individually, or as part of a group, in the preparation, presentation, formulation, or approval of plans, policies, analyses, or recommendations pertaining to WCLF.

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.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Mr. Economopoulos' part-time employment with a FNRC vendor and the limited nature of the services he provides to the vendor. Accordingly, the staff recommendation is to approve Mr. Economopoulos' waiver request.

STAFF RECOMMENDATION: Approve Mr. Economopoulos's waiver request on the condition that he also comply with the requirements of Welfare & Institutions Code § 4622(k).

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

PREPARED BY: Executive Director Aaron Carruthers, October 9, 2020.

COUNCIL AGENDA ITEM DETAIL SHEET - RENEWAL

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Lillian Martinez, Board Member, North Los Angeles County Regional Center:

Lillian Martinez is currently a member of the Board of the Board of the North Los Angeles County Regional Center (NLARC). Mrs. Martinez's father Roberto Arias is a respite worker for Caring Family Supports, a vendor of NLACRC. In that capacity, Mr. Arias provides services to his grandson, who is a NLACRC consumer.

The Council previously approved a waiver request for Ms. Martinez on February 12, 2019. A waiver was also approved in 2017.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 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;

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.

- (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.

Mrs. Martinez's conflict of interest arises because her father is a respite worker for Mrs. Martinez's son, who is a NLARC consumer.⁴ To address the conflict, Mrs. Martinez re-submitted the following Conflict of Interest Resolution Plan (Plan):

1. Mrs. Martinez will have no interaction as a board member with any matter that might impact Caring Family Supports, and specifically she will recuse herself from any vote on any matter that could impact Caring Family Supports.
2. Mrs. Martinez will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Caring Family Supports.
3. Mrs. Martinez will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Caring Family Supports or any actions creating policy or approaches that would impact Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
4. Mrs. Martinez will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of

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

Service authorizations for Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.

5. Mrs. Martinez will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
6. Mrs. Martinez will not create, review, or in any way participate as a board member in, any corrective action plans for Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
7. Mrs. Martinez will not participate as a board member in any discussions, recommendations, action or resolution of any complaints pertaining to Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
8. Mrs. Martinez will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
9. Mrs. Martinez will not as a board member access vendor files or other information the regional center maintains about Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors, either electronic or hard copy form.
10. Mrs. Martinez shall not participate as a board member in developing, creating, or recommendation any POS policies, or other policies, that might apply to Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.

Instead, these tasks will become the responsibility of the other board members.

11. Mrs. Martinez will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Mrs. Martinez has no involvement whatsoever in any action or business whatsoever involving or affecting Caring Family Supports and other ILS, Home Health (RN and LVN services), respite and personal assistance vendors.
13. These restrictions only apply to Caring Family Supports and policies impacting other ILS, Home Health (RN and LVN services), respite and personal assistance vendors. The bulk of Mrs. Martinez's duties with regard to a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Caring Family Supports. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Mrs. Martinez provides to the NLACRC Board.
14. In the event that Caring Family Supports provides additional services under the Home Health vendorization, Mrs. Martinez will comply with the requirements listed above as it relates to those services. The additional services include:
 - a. Certified Home Health Aides
 - b. Licensed Physical Therapist
 - c. Occupational Therapy
 - d. Speech Therapy

- e. Medical Social Services
 - f. Dietician
15. In the event the Board member changes to a different respite agency during the course of her term, each provision of this plan shall apply to the new agency for the duration of the trustee's term on the Board.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon the respite services Mrs. Martinez's father provides to his grandson through a NLACRC vendor. NLACRC has advised that Mrs. Martinez is a valued and productive member of the Board. Accordingly, the staff recommendation is to approve Mrs. Martinez's waiver request.

STAFF RECOMMENDATION: Approve Mrs. Martinez's waiver request.

ATTACHMENT: Mrs. Martinez's COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

COUNCIL AGENDA ITEM DETAIL SHEET

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

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Dora Moorman, Board Member, Central Valley Regional Center: Dora Moorman was appointed to the Central Valley Regional Center (CVRC) Board of Directors on July 1, 2018. Ms. Moorman's husband works for Kings Rehabilitation Center, a CVRC vendor. Kings Rehab is part of a supported employment program designed to provide paid opportunities to individuals who are intellectually disabled. CVRC reports that Ms. Moorman's husband has no financial interest in Kings Rehab and has no authority to make financial or management decisions for Kings Rehab.

CVRC has a public member recruitment and appointment process which is subject to public review and engagement. CVRC recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. newspaper, and mass mailings. Final appointment decisions are made by the membership committee of the Board of Directors, which completes the appointment process.

The Council previously approved a waiver request for Ms. Moorman in February 2019.

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

² Welf. & Inst. Code § 4628.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 54520 provides in part that a conflict of interest exists when the board member, or a family member⁴ 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.

Ms. Moorman's conflict of interest arises because her mother-in-law is employed part-time by a CVRC vendor.⁵ To address the conflict, Ms. Moorman submitted the following Conflict of Interest Resolution Plan (Plan):

1. As a CVRC governing Board Member, Ms. Moorman will not participate in any discussion or vote on any matter involving Kings Rehab;
2. CVRC governing board and management and staff will be informed of this Plan of Action and will be informed of the need to ensure that Ms. Moorman does not participate in any discussion or vote on any issue relating to Kings Rehab

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

⁴ "Family member" includes the individual's spouse, domestic partner, parents, stepparents, grandparents, siblings, step-siblings, children, stepchildren, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law. (Cal. Code Regs. Tit. 17, § 54505, subd. (f).)

⁵ Cal. Code Regs., title 17, § 54520(a)(10).

3. CVRC's Board will be responsible for ensuring that this proposed Plan and its limitations are applied and monitored. The Board's Executive Committee approved this Plan.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon the Ms. Moorman's husband's employment at Kings Rehab. Accordingly, the staff recommendation is to approve Ms. Moorman's waiver request.

STAFF RECOMMENDATION: Approve Ms. Moorman's waiver request.

ATTACHMENT: Ms. Moorman's COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

COUNCIL AGENDA ITEM DETAIL SHEET

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

SUMMARY: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.³ As amended by AB 1595, the Lanterman Act provides that 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.⁴

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.

Christine Soares, President, Central Valley Regional Center: Christine Soares was elected President of the Board of Directors of the Central Valley Regional Center (CVRC) on July 1, 2019. Ms. Soares has a daughter who receives services from CVRC and is currently employed by United Cerebral Palsy Infant Program (UPC), a vendor of CVRC.

CVRC has a public member recruitment and appointment process which is subject to public review and engagement. Central Valley Regional Center recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. newspaper, and mass mailings. Final appointment decisions

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

² Welf. & Inst. Code § 4628.

³ Welf. Inst. Code § 4626, subd. (f).

⁴ Welf. & Inst. Code § 4268.

are made by the membership committee of the Board of Directors, which completes the appointment process.

The Council previously approved a waiver request for Ms. Soares in 2017 and 2018.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation⁵ 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.

Ms. Soares' conflict of interest arises because of her daughter's employment with CVRC's provider, UPC.⁶ To address the conflict, Ms. Soares submits the following Conflict of Interest Resolution Plan (Plan):

1. As a Governing CVRC Board member, Ms. Soares will not participate in any discussion or vote on any matter involving UPC;

⁵ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

⁶ Cal. Code Regs., title 17, § 54520(a)(10).

2. CVRC's Board of Directors and management staff will be updated on the status of Ms. Soares' daughter's employment status with UPC, as well as the status of this Plan;
3. The Executive Committee of the CVRC Board of Directors was informed of and approved the submission of this Plan;
4. CVRC's Board of Directors will be responsible for ensuring this Plan and its limitations are applied and monitored;

The proposed COI Resolution Plan mitigates concerns over a conflict of interest that could result based upon her daughter's current employment with a CVRC vendor. Accordingly, the staff recommendation is to approve Ms. Soares' waiver request.

STAFF RECOMMENDATION: Approve Ms. Soares' waiver request

ATTACHMENT: Ms. Soares' COI reporting statement and resolution plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

COUNCIL AGENDA ITEM DETAIL SHEET

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

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., 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.

Susan Xiong, Board Member, Central Valley Regional Center: Susan Xiong was appointed to the Central Valley Regional Center (CVRC) Board of Directors on October 23, 2018. Ms. Xiong's husband is employed as a clinician with The Fresno Center, a CVRC vendor. CVRC reports that Ms. Xiong's husband has no authority to make financial or managerial decisions for CNA, nor does he have a financial interest in CNA.

CVRC has a public member recruitment and appointment process which is subject to public review and engagement. Central Valley Regional Center recruits perspective board members by advertising their recruitment efforts within the agency, with their community partners, and using public forums, i.e. newspaper, and mass mailings. Final appointment decisions are made by the membership committee of the Board of Directors, which completes the appointment process.

The Council approved a waiver request for Ms. Xiong in February 2019.

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.

Ms. Xiong's conflict of interest arises because her husband is employed by a CVRC vendor.⁴ To address the conflict, Ms. Xiong submitted the following Conflict of Interest Resolution Plan (Plan):

1. As a CVRC governing Board Member, Ms. Xiong will not participate in any discussion or vote on any matter involving The Fresno Center;
2. CVRC's Board and management staff will be informed of this Plan and will be informed of the need to ensure that Ms. Xiong does not participate in any discussion or vote on any issue relating to The Fresno Center.
3. CVRC's Board will be responsible for ensuring that this proposed Plan and its limitations are applied and monitored. The Board's Executive Committee approved this Plan.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon Ms. Xiong's husband's employment with a CVRC vendor. Accordingly, the staff recommendation is to approve Ms. Xiong's waiver request.

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

STAFF RECOMMENDATION: Approve Ms. Xiong's waiver request.

ATTACHMENT: Ms. Xiong's COI reporting statement and Plan.

PREPARED BY: SCDD Executive Director Aaron Carruthers
October 9, 2020

OCTOBER 20, 2020

AGENDA ITEM 10

ACTION ITEM

EXECUTIVE COMMITTEE

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

CLOSED SESSION: PERSONNEL

Pursuant to Government Code Section 11126.3 (f), the Council will have a closed session to determine the evaluation of a public employee.

OCTOBER 20, 2020

**AGENDA ITEM 11
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

RECONVENE OPEN SESSION

Pursuant to Government Code Section 11126.3 (f), there will be an announcement of any actions taken during closed session.

OCTOBER 20, 2020

**AGENDA ITEM 12
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the Executive Committee is scheduled for February 23, 2021.