

AGENDA
INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING
MONDAY, May 9, 2016
Meeting: 6:00 p.m. to 8:00 p.m.
Norton Event Center
1601 E. 3rd Street
San Bernardino, CA 92408

Call to Order/Mr. Nelson

Minutes of March 14, 2016 Board Meeting/Ms. Nelson

Info/Action

Public Input: (Comments limited to 5 minutes per person. Action may not be taken on any item that is not on the Agenda. Please submit Request to Speak Form noting the agenda item to be addressed at sign-in table.)

Self Determination Update/Mr. Meza

Info/Action

Chairperson's Report/Mr. Nelson

Info/Action

Executive Director's Report/Ms. Johnson

Info/Action

Financial Report/Ms. Steuwer

Info/Action

Committee Reports

1) Vendor Advisory Committee/Ms. Simpson

Info/Action

2) Legislative Report/Ms. Cummings

Info/Action

Old Business

1) Bylaws/Mr. Beckett

Info/Action

a) Authorized Number of Trustees within Bylaws Range/Mr. Beckett

Info/Action

2) Confidentiality, Non-Disclosure and Non-Disparagement Agreement

Info/Action

3) Revised Organization Chart/Mr. Nelson

Info/Action

New Business

1) Contracts over \$250,000/Mr. Toms

Info/Action

2) Approval of Job Descriptions/Salaries/Mr. Nelson

Info/Action

a) General Counsel

Info/Action

b) Paralegal

Info/Action

c) Salary Schedule for FY 15/16/Ms. Steuwer

Info/Action

Trustee Input

Executive Session

- 1) Legal Matters (In accordance with Welfare & Institutions Code Section 4663(a)(5)
- 2) Employee Salaries and Benefits (In accordance with Welfare & Institutions Code Section 4663(a)(3))

Next Meeting Date: July 11, 2016

MINUTES OF MARCH 14, 2016
Inland Counties Regional Center, Inc.
Board of Trustees Meeting

MEMBERS PRESENT: Peter Asten; Tom Cosand; Ted Leonard; Keith Nelson; Jack Padilla; Cameron Page; Elvia Sanders; Tammi Simpson; Alva Stewart; Denise Woolsey; John Weeks

MEMBERS ABSENT: Stacy McQueen; Rene Rojo; Sheela Stark

DIRECTORS PRESENT: Lavinia Johnson; Don Meza; Merissa Steuwer; Vince Toms; Kevin Urtz; Treva Webster

RECORDING SECRETARY: Sandra Guzman

STAFF PRESENT: Coby Carwile; Ben Chen; CJ Cook; Robin Ferguson; Edyth Gallardo; Andrea Gonzales; Debra Mannon; Reylisa Zalameda

GUEST PRESENT: Lizette Ceja, 24 Hour Home Care; Greg Damewood, Parent; Tom Huey, Windes, Inc.; Sharon Jimenez, DDS; Shannon Meehan, SCDD SB Regional Office; Edith Naranjo, Parent; Ron Pollakoff, Consumer; Erik Naranjo, Consumer; Jim Stream, The Arc of Riverside County;

Mr. Nelson called the meeting to order at 6:02 p.m. and introductions were made.

MINUTES OF NOVEMBER 9, 2015 BOARD MEETING: 1) Motion made to approve the minutes of the November 9 Board of Trustees Meeting as written M/S/C Page/Cosand. Ms. Woolsey abstained.

PUBLIC INPUT:

- 1) Edith Naranjo, parent shared her son was diagnosed with Autism when he was in kindergarten. With the help and support of the regional center, son is able to accomplish many things and attend a community college. Ms. Naranjo especially wanted to thank Don Meza, Marty Gettemy and Rebecca Solorzano for all they have done to help her son succeed and be more independent. Having the regional center support and services has been a blessing.
- 2) Erik Naranjo, consumer expressed his appreciation for the help and support he has received from IRC. He stated he could not have gotten this far without the help of the wonderful people at IRC Marty Gettemy, Don Meza and Rebecca Solorzano. Mr. Naranjo is currently attending Mt. Sac studying English and Psychology. He plans to attend a 4 year college where he can obtain his teaching credentials. He stated his mother is his biggest inspiration and is thankful for the help he has received from both parents and younger brother.
- 3) Greg Damewood, parent announced the following: 1) Steve Steinberg is the new Director for the County of Riverside. 2) Mr. Damewood is the Chair of the Criminal Justice Committee. Anyone interested in attending their next meeting is scheduled for May 2. 3) Suggested looking into a Client Empowerment Coordinator for adult consumers.
- 4) Jim Stream, The Arc of Riverside County commented regarding the Trailer Bill that was passed by the Assembly giving our system over 300 million. This was long overdue and very necessary. The 7.1% increase passed through for providers does not include the administration cost and may not

prevent closures from happening. Programs such as supported employment and 6 bed facilities are very much in jeopardy. Mr. Stream stated that when a vendor approaches IRC's Vendor Unit over issues such as paying a physical therapist that is already vendored in the regional center system or augments, it should not take 6 to 8 months to receive an answer. Mr. Stream also wanted to commend Don Meza, Vince Toms and Kevin Urtz for their advocacy on the vendor's behalf.

SELF DETERMINATION UPDATE: Mr. Meza reported the committee is very interested in getting the word out about the program. One suggestion was to include a flyer with mailed IPPs. IRC has been allotted 244 spots to participate in the pilot program. A little over 200 have expressed an interest in the program. The minutes of the January and February meetings were included in the board packet.

CHAIRMAN'S REPORT: Mr. Nelson reported he is currently serving as the Interim Chairperson. He will continue to work at making people's life better. Is happy to serve and has been very productive. Mr. Nelson thanked everyone for their support.

EXECUTIVE DIRECTOR REPORT: Ms. Johnson thank Mr. Stream for their kind words regarding the Director's team. Ms. Johnson stated that she and Mr. Urtz are moving forward in a positive direction. Ms. Johnson reported the following: 1) The Board will be having a training with attorney Mike Monk on the Roles and Responsibilities of a Board on April 8. Staff is currently working on arranging a second training for the Board in July with San Diego Regional Center Executive Director, Carlos Flores and their Board Chair Terri Colachis on Relationship and Communication between Board and Agency. 2) The management team met with representatives of SANBAG regarding the Redlands Passenger Rail Project. 3) A memorial display has been set up in building 2 employee lounge. IRC received cards, plaques and banners from people/organizations near and far. CJ Cook and his team did a wonderful job with the display. 4) We are pleased to announce that Vince Toms has been selected as the new Director of Community Services. Vince comes to this position with over 15 of experience.

FINANCIAL REPORT: Ms. Steuwer reported she prepared the financial report based on the Board's recommendation to show what it would really take to run the regional center. The report shows a deficit of over 8 million dollars. In reality, IRC is living within the budget. IRC recently received a B2 allocation. The B2 allocation of \$800,000 is not included in this report. **2) Motion made to table the financial report and present a balanced budget at the May meeting M/S/C Cosand/Asten.** IRC's independent audits were reviewed and vetted by the Audit Committee. The audit presented fairly. It is the committee's recommendation that the Board accept the audit as presented. **3) Motion made to accept the audit as recommended by the Audit Committee M/S/C Cosand/Padilla.**

COMIMTTEE REPORTS:

- 1) **ANOTHER WAY:** Ms. Andrea Gonzales provided a written report and highlighted the following:
 - 1) Another Way Golf Tournament is scheduled for Saturday, May 21, 2016 at Temecula Creek Inn.
 - 2) Sheriff's Academy Class of 200 is hosting a golf tournament to benefit Another Way on March 4, 2016.
 - 3) \$5 Challenge Campaign to promote employee donations is underway.
 - 4) Grant updates.
- 2) **LEGISLATIVE REPORT:** Ms. Cummings submitted a written report. Mr. Nelson would like to work with Ms. Cummings on a short power point that can be placed on the Board's iPads on current legislative issues.

NEW BUSINESS:

- 1)) **REVISED ORGANIZATION CHART:** Mr. Nelson mentioned that IRC Organization Chart was updated. The "Co-Interims" positions were removed and replaced with the Executive Director and the Associate Executive Director. 4) Motion made to approve the changes to the Organization Chart M/S/C Page/Simpson.
- 2) **BANK SIGNATORIES:** Mr. Nelson stated that the bank signatories needed to be updated. Ms. Field needed to be removed. Two signatures are required. Ms. Steuwer's recommendation was to have Mr. Nelson and Ms. Johnson be the new signatories and add Mr. Urtz as the Bank Contracting Officer. 5) Motion for Ms. Johnson and Mr. Nelson to be the bank signatories and Mr. Urtz as the Bank Contracting Officer M/S/C Cosand/Leonard.

BOARD INPUT:

Ms. Simpson stated that vendors are excited about some rates being restored however, continue to be concerned about the budget. Some vendors are still facing the possibility of closing their doors. Ms. Simpson reported that her term as the Vendor Advisory Representative Chair is ending in June.

Mr. Nelson announced he will be a guest speaker at the Democratic Woman of San Bernardino. Mr. Nelson was also invited to the Redlands and Riverside Unified Special Needs Graduations.

Mr. Nelson adjourned the meeting at 7:10 p.m. to go into Executive Session to discuss legal and personnel matters.

The Board went into Executive Session at 7:15 p.m. and reconvened at 8:10 p.m. The following action was taken during Executive Session:

1. The Board approved moving forward with the Riverside office lease.

The meeting was adjourned by Mr. Nelson at 8:12 p.m.

Respectfully Submitted,

Denise Woolsey
Secretary

Keith Nelson
Chair

Motions for March, 2016

- 1) Motion made to approve the minutes of the November 9 Board of Trustees Meeting as written M/S/C Page/Cosand. Ms. Woolsey abstained.
- 2) Motion made to table the financial report and present a balanced budget at the May meeting M/S/C Cosand/Asten.
- 3) Motion made to accept the audit as recommended by the Audit Committee M/S/C Cosand/Padilla.
- 4) Motion made to approve the changes to the Organization Chart M/S/C Page/Simpson.
- 5) Motion for Ms. Johnson and Mr. Nelson to be the bank signatories and Mr. Urtz as the Bank Contracting Officer M/S/C Cosand/Leonard.

MINUTES IRC SDAC Self Determination Committee

April 26, 2016

SCDD San Bernardino Office

650 East Hospitality Lane Suite 280

San Bernardino, CA 92408

Don Meza 909 890 3493 dmeza@inlandrc.org

Tamica Fouts-Rachal 909 890 1259 sanbernardino@scdd.ca.gov

1. Introductions Call to order and establishment of Quorum 6:09 pm

Members

Doug Perkins

Bill Jensen

Kristie Sepulveda-Burchit

Irene Padilla (OCRA DRC)

Rhonda Morris

Maia Pawooskar

Public

Ryan Nelson

Keith Nelson

April Stewart 24 Hr Homecare

Arianna Maldonado 24 Hr Homecare

Giuseppe Ancona IRC

Claudia Vejas

Paula Sciortino

Yvette Torres Premiere Healthcare

Tiffany Concha

Katie Concha

Staff

Tamika Fouts-Rachal SCDD

Shannon Meehan SCDD

Kevin Haynes IRC

Don Meza IRC

No quorum last meeting but did take minutes

2. Consent Items

- a. Approval of Agenda I. Padilla, B. Jensen second all in favor; M. Pawooskar, D. Perkins, R. Morris, I. Padilla, K. Sepulveda-Burchit, B. Jensen
- b. Approval of Minutes from 2/23/2016 & 3/28/2016 D. Perkins motions I. Padilla second all in favor; M. Pawooskar, D. Perkins, R. Morris, I. Padilla, K. Sepulveda-Burchit, B. Jensen

3. Public Comment

Ryan Nelson considering join the self determination committee.

April tried to invite respite vendors to meeting but still have same two vendors. UCP asked to know when the Spanish meeting is so they can let families know. Tamika asked April to forward her list of those interested so she can send them the information.

Parent interested in self determination for her daughter.

Staff IRC interested in information

Parent interested in information on self determination.

Yvette (Premiere) here to obtain more information on self determination.

Tiffany and Katie introduced themselves.

Irene presented a letter through OCRA due this Friday for contract due every five years.

4. Update on program from DDS stakeholder workgroup (IRC)

Maia--Video on DDS website available in multiple languages

Stakeholder meeting the federal application needs to be finalized so program can begin as already late

Our role is to help others understand and spread awareness

Autism Society Hero Walk booth individuals with autism could display

Don--IRC bad news DDS and CMS talks continue. The sticking point is fiscal management. Inclusion is also an issue as some programs are not inclusive. Talks about reducing scope of self determination project. Department working on the guidelines. Debate continues. Department will have to formulate a response to federal government. Clock starts again mid July. Submitted formally August 22nd. Guidelines are still being prepared. Don can send both links to translated video and program that was passed in Tennessee.

Tamika gave out worksheet CMS and the Lanterman Act can give out in the community

5. Presentation/Training for Committee Members SB468

- a. Recap of March meeting Presentation Maia can share the slides from the conference. Rhonda said lots of excitement for self determination.
- b. Presentation—videos related to Self Determination Person Centered Planning Video shown

6. Discussion Items

Business arising (old business)

- a. Update on status of business cards (IRC) everyone on the committee will have cards. Maia will send the names to Don Meza.

- b. Update on informative flyers on SD with IPP (IRC). We don't have the approved flyer yet. The committee will get a copy to review prior to finally going out from IRC with IPP's. Maia will work with Tamika to finalize flyer. IRC will make sure trainers are aware that committee members may want to go when the trainings go on.
- c. Update on # of interested consumers and informational meetings for all interested consumers (IRC) Don does not have this today.
- d. Update on Statewide self determination committee meeting Tamika said they are working on a form to post information for all the chairs to share flyers and PowerPoint presentations.

New Business

- e. Discussion on increasing regional center involvement in self determination awareness and outreach—IRC collaborating with SCDD on future trainings and coming to SCDD to get training. Coordinators could come to trainings for families and help the families right then and there to sign up for lottery for self determination.
- f. Discussion on outreach presentations. This is being coordinated with SCDD and IRC.
- g. Presentation for Spanish speaking parents Update on progress (Don M). All part of effort making in collaboration between SCDD and IRC.
- h. Presentations Update (future) Don can check on videos with the department.

7. Future agenda items

FMS Fiscal Manager Management (May 24, 2016) Victor from Premiere Healthcare would be able to do the presentation and will get in touch with Don Meza

Looking into location change for possibly DOR Cal Trans building.

Agendas a little less technical language the acronyms--input

8. Adjourn 7:35 pm

MINUTES IRC SDAC Self Determination Committee

March 28, 2016

SCDD San Bernardino Office
650 East Hospitality Lane Suite 280
San Bernardino, CA 92408
Don Meza 909 890 3493 dmeza@inlandrc.org
Tamica Fouts-Rachal 909 890 1259 sanbernardino@scdd.ca.gov

1. Introductions Call to order, not enough members present for a Quorum 6:05 pm
Members

Doug Perkins
Maia Pawooskar
Irene Padilla OCRA DRC

Staff

Tamika Fouts-Rachal SCDD
Don Meza IRC
Kevin Haynes IRC

Public

April Stewart: 24 hour homecare
Lizette Ceja: 24 hour homecare
Yvette Torres: Premier Healthcare
Theresa Mee: Family member

The original scheduled meeting on 3.22.2016 was changed to March 28, 2016 and some member's schedule prevented them from attending.

2. No Consent Items
 - a. Agenda
 - b. No Approval of Minutes from 2/23/2016

3. Public Comments

Concerning Self-Determination, family member Theresa M. has heard nothing to convince her of the Self Determination program for her son.

A flyer was shared and handed out concerning Purchase of Services (POS) Disparity Meetings and training for Independent Facilitators in Self Determination.

Douglas Perkins asked, if the Person centered planning will replace the IPP? The answer was no, the IPP is a contract between the Consumer and Regional Center.

4. Update on program from DDS Stakeholder Workgroup (IRC)
Don Meza the State plans to move forward with SD preparations and documentation and not wait on CMS.

5. Maia did a SD power point overview from the 'It's a New Day, It's a New Life' conference.

6. Discussion Items

Business arising (old business)

- a. Update on status of Business cards (IRC) Don says we have a green light on this. Plain card name and with self determination committee no logos)
- b. Schedule SD training for Spanish speaking Parental support group in Fontana. There are approximately 60 that will be in attendance.
- c. IRC informed Tamika, they can supply supply the translation equipment.

New Business

- d. Possible PCP and Independent Facilitator videos for next meeting.

7. Future Agenda Items

Next meeting: April 26, 2016

8. Adjourn 7:36pm

**INLAND REGIONAL CENTER
Board of Trustees
Executive Committee Meeting
April 20, 2016
4:00 PM**

AGENDA

1. \$250,000 Contracts – Tesa Patterson/Gabriel Ortiz
2. 2016-17 DDS Contract
3. Staff Salaries
4. Building May Meeting Agenda
5. Executive Director 6 Month Review

Next Executive Meeting: May 18, 2016 at 4:00 p.m.

**INLAND REGIONAL CENTER
Board of Trustees
Executive Committee Meeting
April 20, 2016
4:00 PM**

MINUTES

Meeting was called to order at 4:20 p.m.

PRESENT: Steve Beckett; Keith Nelson; Gabriel Ortiz; Merissa Steuwer; Tesa Patterson, Kevin Urtz, Lavinia Johnson, Vince Tom, Sandra Guzman

1. \$250,000 Contracts – Tesa Patterson/Gabriel Ortiz: Contract spreadsheet was explained and reviewed. Discussion regarding the 113 absence pay decision was discussed at length. Staff will meet with the 113 vendors and explained how they can submit claims for reimbursement. Staff will prepare a list of contracts earning \$250,000 and above as well as contract having the potential of reaching this amount within the fiscal year. Staff will include \$200,000 and above.

Vince Toms, Tesa Patterson and Gabriel Ortiz excused themselves from the meeting.

2. 2016-17 DDS Contract: When DDS sends IRC the 2016-17 contract, it needs to be signed and returned within 10 business days. Keith will sign the contract within the 10 days and will ask Board to ratify his signature at the next Board meeting.
3. Staff Salaries: Staff salaries and benefits were discussed.
4. Building May Meeting Agenda: The following items will be added to the May Agenda. Worker's Comp Insurance renewal, elections, ratifying bylaws, ratifying DDS contract, ratifying paralegal and general counsel salaries.
5. Executive Director's 6 Month Review: Mr. Nelson and Ms. Johnson met and went over 6 Month Review.

NEXT MEETING: May 18, 2016 at 4:00 p.m. @ IRC



Executive Director's Report

May 2016

Respectfully submitted by Lavinia

Johnson & Kevin Urtz

CONSUMER TOTALS: As of February 28, 2016, we have 31, 644 active cases, an increase of 216 since our last report. We are obviously continuing to grow at a very fast pace. It is interesting to note that during the past quarter IRC transferred out 103 cases while accepting 301 for a net transfer gain of 198 cases.

STAFFING: We continue to interview and hire in an effort to fill vacant positions. Since March 1 we have 14 employees while there have been 11 separations. We currently have a total of 646 employees at IRC.

BOARD TRAINING: As you are aware we had a very informative training on April 8. The presentation was made by attorney Mike Monk on the *Roles and Responsibilities of a Board*. We are looking forward to the next training on Saturday July 16. The training will be by Carlos Flores, Executive Director of San Diego Regional Center of San Diego Regional Center and Jennifer Cummings of our Legal Department on *Legislative/Budget and Regional Centers*. Your input and feedback are obviously encouraged.

NEW QUALITY ASSURANCE MANAGER. We are pleased to announce that Dalila Balderas has been named the new Program Manager of the Quality Assurance unit replacing Vince Toms who is now Director of Community Services. Ms. Balderas was previously the Program Manager of the San Bernardino Desert/Mountain Adult Program and we are very excited that someone with her experience will be taking that position. Congratulation Dalila. We are currently in the process of interviewing for a replacement for Dalila and hope to announce that appointment soon.

STAFF APPRECIATION: We are happy to announce two staff appreciation events in the very near future. On Wednesday May 11 the IRC Directors will be serving a lunch of pizza and salad to all employees in the Building 2 staff lounge. On Thursday May

19 we will be holding our annual Employee Appreciation Health Fair in the IRC atrium and adjoining lounges. All are welcome. This has been an extremely trying year for IRC and we cannot express our appreciation enough for the manner in which our employees have responded.

SECURITY: As you may have noticed, we recently (April 25) removed the green mesh from the fence surrounding the IRC campus. We also recently opened the visitor's gate to allow open access for visitors to the front parking lot. They will still be screened for appointments upon entering the building. These efforts were made to help accommodate visitors to IRC and make an effort to gradually return normal business procedures. So far the employees seemed to be adjusting very well. We have not yet determined what, if any, permanent fencing or other security measures should be employed. We are also pleased to announce that on April 20, we held our first post 12/2 fire/disaster drill. Staff, local fire and law enforcement and our neighbors were given advance warning in order to avoid any panic. Our goal was to re-acclimate staff to the experience and this was a success. We have an additional drill scheduled for May 25.

ANOTHER WAY: We are all looking forward to the Annual Another Way Golf Tournament on Saturday April 21 and hope as many of you can attend as possible. Also don't forget the Tournament Mixer Friday night April 20 at 6:00 PM.

RIVERSIDE OFFICE UPDATE: On April 5 we were able to obtain the lease amendment that assures that we will continue to operate out of the Riverside satellite office through August 2021. As you know, the Riverside Office was an invaluable asset following the 12/2/15 incident.



INLAND REGIONAL CENTER

Enhancing Lives

...valuing independence, inclusion and empowerment

P. O. Box 19037, San Bernardino, CA 92423

Telephone: (909) 890-3000

Fax: (909) 890-3001

May 2, 2016

Board of Trustees
Inland Regional Center

Re: IRC's Operating Budget and POS Budget Fiscal Year 2015-2016

The budget update for the month of April is attached for your consideration and approval.

In March 2016, we received the B-2 Allocation from DDS in the amount of \$2,680,225. Of this amount, \$808,081 was allocated for Operations and \$1,872,144 was for Purchase of Service (POS).

The total Ops allocations received from DDS thru B-2 is \$56,694,358. Additional revenue sources from SPA receipts, interest income, and other income is estimated at \$427,342. The total Ops budget for FY2016 is \$57,121,700.

As of April 26, 2016, we spent \$36,961,947 for personnel services; and \$7,649,208 for operations. The total budget remaining for Ops thru June 30, 2016 is approximately \$12,510,544. The Ops budget has neither a surplus nor a deficit.

The total POS allocation received from DDS thru B-2 is \$336,401,205. Total estimated SPA receipts for POS for FY2016 is \$15,341,495. The total POS budget is approximately \$351,742,700. For this fiscal year, total POS expenditures is approximately \$357,751,127 resulting in a deficit of approximately \$6,008,427.

At this time, there is no news of any additional allocation (B-3) from DDS.

Thank you.

DRAFT

	A	B	C	D	E	F
	FY 2016 Projected Annual Budget	%	Current Month Claims Actual April 2016	Year-to-Date Claims Actual	Projected Budget Balance Remaining	Projected % of Budget Remaining
REVENUES						
B Preliminary; B-1; and B-2 Allocations	56,694,358					
Total Revenues	56,694,358	100.00%	3,949,072	44,199,321	12,495,037	22.04%
PERSONAL SERVICES						
Salaries	34,642,453	61.10%	2,673,529	27,051,285	7,591,168	21.91%
Retirement	4,784,568	8.44%	52,538	4,326,425	458,143	9.58%
Social Security	568,136	1.00%	36,599	377,153	190,983	33.62%
Health Benefits	5,442,686	9.60%	446,198	4,314,578	1,128,108	20.73%
Worker's Comp Insurance	537,080	0.95%	52,266	537,080	0	0.00%
Unemployment Insurance	165,000	0.29%	0	124,621	40,379	24.47%
Non-Industrial Disability Ins/Life Insurance	75,000	0.13%	5,255	54,245	20,755	27.67%
Clinical Consultants - Consumer Services	305,000	0.54%	19,395	176,561	128,439	42.11%
Total Personal Services	46,519,923	82.05%	3,285,781	36,961,947	9,557,976	20.55%
OPERATING EXPENSES						
Temporary Help	2,500	0.00%	0	1,096	1,404	56.16%
Equipment Rental	70,000	0.12%	(19)	38,450	31,550	45.07%
Equipment Maintenance	80,000	0.14%	1,020	53,455	26,545	33.18%
Facility Rent	7,056,776	12.45%	573,275	5,920,865	1,135,911	16.10%
Facility Maintenance	4,000	0.01%	0	1,812	2,188	54.71%
Communications (postage, phones)	200,000	0.35%	18,493	126,754	73,246	36.62%
General Office Expense	50,000	0.09%	3,697	32,770	17,230	34.46%
Printing	14,500	0.03%	0	0	14,500	100.00%
Insurance	345,000	0.61%	23,635	276,253	68,747	19.93%
Data Processing	405,000	0.71%	2,144	214,446	190,554	47.05%
Data Processing Maintenance / Licenses	142,000	0.25%	0	9,940	132,060	93.00%
Interest Expense	40,000	0.07%	0	0	40,000	100.00%
Bank Service Fees	130,000	0.23%	12,887	90,035	39,965	30.74%
Legal Fees	650,000	1.15%	(19,021)	149,865	500,135	76.94%
Board of Trustees Expense	17,000	0.03%	1,172	7,380	9,620	56.59%
Accounting Fees	75,000	0.13%	0	0	75,000	100.00%
Equipment Purchases	150,000	0.26%	0	14,822	135,178	90.12%
Contractor & Consultants - Adm Services	75,000	0.13%	2,563	44,045	30,955	41.27%
Mileage Reimbursement	940,000	1.66%	76,079	612,556	327,444	34.83%
ARCA Dues	85,000	0.15%	0	0	85,000	100.00%
General Expenses	70,000	0.12%	1,766	54,665	15,335	21.91%
Total Operating Expenses	10,601,776	18.70%	697,690	7,649,208	2,952,568	27.85%
Total Expenses	57,121,700	100.75%	3,983,470	44,611,155	12,510,544	21.90%
OTHER INCOME						
Interest Income & Other Income	427,342	0.75%	34,398	411,834	15,508	3.63%
Total Other Income	427,342	0.75%	34,398	411,834	15,508	3.63%
Operating Surplus (Deficit)	0	0	0	(0)	0	
Total Operating Surplus (Deficit)	0				0	

INLAND REGIONAL CENTER
Operations and POS Fund Budget Report for March 2016
FY 2015/2016: From July 1, 2015 to June 30, 2016
Ops Expenditures thru 04/26/2016; POS Expenditures thru 03/31/2016

	<u>Budgeted Amount</u>	<u>YTD Expenditures</u>	<u>Budget Balance Remaining</u>
<u>OPERATIONS:</u>			
DDS Allocations (thru B-2)	56,694,358		
Projected Other Income	<u>427,342</u>		
Projected Cost:			
Personal Services	46,519,923	36,961,947	9,557,976
Operating Expenses	<u>10,601,776</u>	<u>7,649,208</u>	<u>2,952,568</u>
Total Projected Cost - OPS	57,121,699	44,611,155	12,510,543
Budget Balance (Deficit)	<u>0</u>		
<u>PURCHASE OF SERVICE - NON CPP & CPP:</u>	<u>Budgeted Amount</u>	<u>YTD Expenditures</u>	<u>Budget Balance Remaining</u>
Projected Revenues:			
Thru B-1 Allocation	334,529,061		
B-2 Allocation	1,872,144		
Estimated SPA Receipts	<u>15,341,495</u>		
Total Projected Revenues	<u>351,742,700</u>		
Projected Cost:			
Projected Cost of Out-of-Home Care	96,455,898	71,475,196	24,980,702
Projected Cost of Day Programs	123,290,317	89,410,031	33,880,286
Projected Cost of Other Services	<u>138,004,912</u>	<u>85,406,928</u>	<u>52,597,984</u>
Total Projected Cost - POS	<u>357,751,127</u>	246,292,155	111,458,972
Budget Balance (Deficit)	<u>(6,008,427)</u>	Projected POS deficit as of 4/30/2016	

LUNCH ON US

IRC Directors will be treating all staff

To lunch with pizza and salad

When: Wednesday, May 11

Time: 11:30 a.m. - 1:30 p.m.

Where: Building 2, Staff lounge

SEE YOU THERE!

MEMORANDUM

DATE: April 26, 2016

TO: IRC Board Members

FROM: Tammi Simpson
Chair, Vendor Advisory Committee

RE: Summary of VAC meeting on April 18, 2016

Fellow Board Members –

The following is a summary of the April 18th, VAC meeting. The complete minutes (once approved) will be posted on the VAC section of IRC's website (<http://inlandrc.org/service-providers/vendor-advisory-committee/>).

Minutes from October 19th needed to be approved since there was not a quorum at our 2/22/2016 meeting. A motion was made to approve the minutes and was approved by all members.

Minutes from the February 22nd meeting were reviewed and a motion was made to approve. All members voted to approve the minutes.

Regional Center Updates: Don Mesa was the representative for IRC and shared

- A security assessment is being completed and a report will be generated.
- IRC received their contract from DDS – the Board will be reviewing contracts over \$250K
- At this time no furloughs needed for IRC employees
- Board meetings are held the 2nd Monday of each month, the next meeting will be held at the Norton Event Center in San Bernardino.

Summary by Vendor Category:

Vendor Group:	Concerns / Priorities
Day Programs:	<p>Last meeting: 4/13/2016 - A panel of Community Care Licensing analysts addressed the audience on the topic of Restricted Health Condition Care Plan (RHCCP). They took questions and made a special effort to clarify certain aspects of the regulations, such as:</p> <ul style="list-style-type: none">• Restricted Health Care Plan requirements• Information must be included in the IPP regarding for consumers who utilize wheelchairs, when any device is added to the wheelchair. If there is nothing in the IPP, day programs need to inform CSC to add it in• There is NO regulation prohibiting the use of an "Angel Guard" (seat belt cover) so as of now, they are allowed. Documentation is required to explain need - Example: "client self-releases seat belt buckle."• Day Programs must support request with required documents to CCL for approval from analyst• SIR's - Must be faxed or mailed but NOT emailed.• Submit SIR if aware of incident EVEN IF it did NOT occur at program. This is because we are mandated reporters. <p>Next meeting: 6/15/16 @ 2pm at Desert Arc</p>
Health Care Facilities	<p>Last meeting was held in March. - Topics discussed:</p> <ul style="list-style-type: none">• Budget – positive outcome for ICF's• Concerns with consumers who are on medi/medi and are being discharged from hospital to skilled nursing facilities for complete 120 days when the ICF

	<p>is able to provide the required supports (nursing, PT, etc) to the consumers.</p> <ul style="list-style-type: none"> • Paperwork is not being sent to the correct people, requesting assistance from CSC's • Next meeting: 3rd meeting each month @1:30pm
Infant/Children's	<p>Last meeting – No meeting has been held – Topics discussed:</p> <ul style="list-style-type: none"> • Next meeting will be at the Early Start Inter Agency meeting • Pamela Hutt & three Program Managers will provide us with clarification of how to determine what services/hours are authorized
Residential (combined levels):	<p>Last meeting was held after the residential training last month in March. Continued concerns:</p> <ul style="list-style-type: none"> • Transportation issues – not getting authorization until 30 to 45 days after authorized for day services. This leads to the residential provider having to transport until the transportation authorization is approved. We have been told by CSC's that transportation services do not for 30 days. Transportation services getting started quickly depends on the CSC advocating for the need. Day programs are letting consumers go early, sending consumers home early. When consumers are on transportation for a long period of time, challenges arise (ie; behaviors, toileting accidents). Requesting assistance from IRC staff to get transportation services started at the same time as the day program is authorized. Public transportation continues to be a concern as well, Access & Dial-a-ride. • New requirements for Administrators – need to have 1 hour of additional training – IRC will do this training for ARF providers. • Concerns about consumers being required to go into managed care. Requesting assistance from IRC staff to inform us what to do in order not to have consumers go into managed care. It is stated that ICF's are excluded, however these consumers are still being required to go on managed care. There was a representative who came to our meeting to help us understand this, however they did not have an answer for us. • New vendor representative needed for the residential category – if anyone is interested send in intent. • Next meeting: Pending (usually same day of residential training)
Respite	<p>Last meeting 4/12/16 – Topics discussed:</p> <ul style="list-style-type: none"> • Budget – rate increase for all providers – rate is based on financial reporting • New reporting requirements • Respite agencies have been targeted to be audited by State auditors • Next meeting: 6/14/16
SLS	No representative present
Specialist/Support Programs	<p>Last meeting: April 2016 – Topics discussed:</p> <ul style="list-style-type: none"> • Pamela Hutt joined to answer questions from providers regarding the Behavior health transition – waiting for release from families, any new referrals are limited to go to the 6 providers approved by IEHP, Pamela did confirm this was correct at this time. She stated, "it is the hope that IEHP will open up to other vendors soon." There is a meeting w/IEHP to discuss this referral problem. Molina has not contacted anyone regarding the transition. For every 1 case with Molina, there are 50 cases with IEHP. • Next meeting: 6/8/2016
Transportation	<p>Last meeting: 3/24/16 – Topics discussed:</p> <ul style="list-style-type: none"> • Working with IRC for contract renewals • 89c Forms do not have the email address for the CSC, Requesting IRC staff to add the email address of the CSC on the 89c Form.

	<ul style="list-style-type: none"> • Next meeting: 5/19/16
Vocational	<p>Last meeting: 3/15/16 – Topics discussed at Dept. of Rehab meeting:</p> <ul style="list-style-type: none"> • WIOA & CMS guidelines – Plans for employment • Limited use for sub minimum wage for consumers who are 24 or younger • Final ruling on WIOA will be out at the end of this month • Discussion of a “ESA” (external situational assessment) to be completed for sub minimum wage earners • DOR wants to state that after 9 months, the consumer will be ready for competitive employment. • Next meeting: May 2016 at DOR meeting
Behavior Mod	No representative at this time
Membership Committee	<p>The membership committee will submit recommendations for vendor categories and member at large positions that are open and/or will be opened based on those people terming out prior to the Board meeting, VAC members still need to vote on the recommendations. The approved VAC recommendations will be sent to the Board of Trustee for final approval of members.</p> <p>Documentation will be forwarded by VAC Chair as soon as all recommendations have been voted on by the complete VAC for the Board to review.</p>
Legislative Committee	<p>Grassroots day in Sacramento – Jennifer Cummings and Tammi Simpson attended and were able to meet with 12 legislative offices. Our focus was to share our “Thanks” to the legislators for the recent support with the MCO tax which passed and therefore additional monies were allocated to our POS budget and Regional Center general fund.</p> <p>Continued contact with legislators locally and in Sacramento is needed. We did share our “Thanks” with the legislators and let them know although we appreciate these increases, we need them to continue to push to support our services and continue to advocate for additional funding. We need to continue to push for additional funding and fundamental change in the system.</p>

Old Business: Specialist/Support Programs had questions from our last VAC meeting that were answered by IRC staff at the pre-vac meeting.

Public Input: none

New Business: Tony Anderson from ARC of California shared updates with WIOA and CMS guidelines.

Training Offerings: none

Resources: none

The next VAC meeting will be June 20, 2016 at 10:00 a.m.

LEGISLATIVE SUMMARY BOARD OF TRUSTEES REPORT

May 2016

Respectfully Submitted by Jennifer Cummings

Below is a summary of pending legislation that may be of most interest to the Board and vendor community. More information about the bills can be found online at www.leginfo.ca.gov.

AB 1715 (Holden) – Healing arts: behavior analysis: licensing.

[ARCA Position: Oppose Unless Amended]

Increases the number of members that constitute a quorum of the Board of Psychology. Enacts the Behavior Analyst Act, to be enforced by the Board. Among other things, requires a license prior to engaging in related activities.

- The bill as written would limit access to behavioral health services, a field that serves not just children with autism, but all manner of individuals with other developmental disabilities;
- Residential and day programs with behavioral components must have consultants to develop and monitor behavioral plans. This already-strained labor pool would be further impacted by this and increase costs on providers. Some would be able to pass on the costs to the state, for others it would be an unfunded mandate;
- Line staff at those same programs would also likely be captured in this bill's definitions, even though they are not behavioral staff.

AB 2809 (Rodriguez) – Developmental services: regional centers. [ARCA Position: Oppose]

This bill would make three changes to the Lanterman Act with serious cost and clinical implications, yet is not currently considered a fiscal bill.

- The requirement that regional centers pay for medical or dental services while coverage for these services is being pursued or a denial of those services is being appealed, rather than leaving this up to the planning team. This may inadvertently create disincentives for vigorously pursuing available insurance funding. Some of these costs may not be eligible for Federal Financial Participation. This change would likely result in increased expenditures in the millions of dollars;
- The provision of various information in a non-technical, understandable form in the native language of the individual or representative (estimated cost of \$222,200); and,
- The requirement that the level of parent participation for Applied Behavioral Analysis or intensive behavioral intervention services be adjusted from clinically indicated levels in response to hardship.

SB 1034 (Mitchell) – Health care coverage: autism. [ARCA Position: Concerns]

This bill would make changes to how behavioral services funded by private insurance are monitored and the staff are supervised, raising questions about how these changes will impact the quality of services that are provided. This bill would also allow services to be provided in any setting at various times, and one concern is that this change would allow children to access services at home rather than attending school. This bill would finally require that needed services be provided whether parents participate in them or not, so there are concerns about how the techniques being used would be carried out by the family at home.

AB 2371 (Frazier) – Voluntary contributions: Special Olympics Fund. [ARCA Position: Support]
Would add Special Olympics to the various charitable causes you can donate to when you file your state taxes.

AB 2521 (Cooley) – Los Rios Community College Pilot Program to Support Special Needs Students. [ARCA Position: Support]

Would let Los Rios Community College District do a pilot related to academic supports, ILS, and other supports towards getting a high school diploma and college credits.

AB 2394 (Garcia) – Medi-Cal: nonmedical transportation. [ARCA Position: Support]

This bill would add non-medical transportation as a covered Medi-Cal benefit when used to access Medi-Cal services (subject to utilization controls and permissible time and distance standards).

AB 1584 (Brown) – Public Social Services: SSI/SSP. [ARCA Position: Support]

Reinstates the cost-of-living adjustment under the State Supplemental Program for the Aged, Blind and Disabled. Revises the maximum aid payments.

AB 2383 (Medina) – Autism Employment and Education Act. [ARCA Position: Support]

Would establish a residential, occupational, and living skills program at each participating community college and California State University campus to help students with mental disabilities, including autism, live independently, obtain employment, and become otherwise self-sufficient after they graduate or withdraw from the college or university.

AB 2743 (Eggman) – Online registry of psychiatric beds. [ARCA Position: Support]

On or before July 1, 2017, this bill would require the department to establish and administer a pilot program to create an Internet Web site-based electronic registry, known as the acute psychiatric bed registry, in specified counties, to collect, aggregate, and display specified information regarding the availability of acute psychiatric beds in psychiatric health facilities to facilitate the identification and designation of health facilities for the temporary detention and treatment of individuals who meet specified criteria for temporary detention.

Upcoming Legislative Deadlines:

May 6	Last day for policy committees to hear and report to the Floor nonfiscal bills introduced in their house
May 13	Last day for policy committees to meet prior to June 6
May 27	Last day for fiscal committees to hear and report to the Floor bills introduced in their house. Last day for fiscal committees to meet prior to June 6
June 3	Last day for each house to pass bills introduced in that house
June 15	Budget Bill must be passed by midnight
June 30	Last day for a legislative measure to qualify for the Nov. 8 General Election ballot

RESTATED BYLAWS
OF
INLAND COUNTIES REGIONAL CENTER, INC.
A California Nonprofit Public Benefit Corporation
(March 30, 2016)

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RESTATED BYLAWS
OF
INLAND COUNTIES REGIONAL CENTER, INC.
A California Nonprofit Public Benefit Corporation

ARTICLE I – NAME AND OFFICES

Section 1. NAME AND OFFICES.

The name of this corporation is Inland Counties Regional Center, Inc. (the “Corporation”). The principal office for the transaction of the business of the Corporation shall be located in San Bernardino or Riverside Counties, California. The Board of Trustees (the “Board”) is hereby granted full power and authority to change said principal office from one location to another within these Counties. The Board may at any time establish branch or subordinate offices at any locations within San Bernardino or Riverside Counties, California.

ARTICLE II - NONPROFIT STATUS

Section 1. PURPOSES.

The Corporation is a nonprofit, public benefit Corporation and is not organized for the private gain of any person. The Corporation’s primary purpose is to provide all services designated as regional center responsibilities pursuant to the Lanterman Developmental Disabilities Services Act, *Welfare and Institutions Code* §4500 *et. seq.*, and in furtherance of its contract with the California Department of Developmental Services. A secondary purpose of the Corporation is to aid and assist persons with developmental disabilities. In furtherance of this purpose, the Corporation retains the right to become involved in charitable activities not necessarily related to designated regional center responsibilities.

Section 2. LIMITATIONS.

- a. This Corporation is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the *Internal Revenue Code*. This Corporation shall not, except to an insubstantial degree, engage in or carry on any activities or exercise any powers that are not in furtherance of the goals and purposes of this Corporation, and the Corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the *Internal Revenue Code* or Section 23701 of the *California Revenue and Taxation Code* or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the *Internal Revenue Code* or under Sections 24357-24359.1 and related sections of the *California Revenue and Taxation Code*;
- b. No substantial part of the activities of this Corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in

Section 501(h) of the *Internal Revenue Code*, and this Corporation shall not participate in or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate or public office except as provided in Section 501(h) of the *Internal Revenue Code*.

Section 3. DEDICATION OF ASSETS AND DISSOLUTION.

- a. Dedicated to Charitable Purposes: All corporate property is irrevocably dedicated to charitable purposes. No part of the net earnings or assets of the Corporation shall inure to the benefit of any of its Trustees or Officers, or to the benefit of any private person, except that the Corporation is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article;
- b. Dissolution of the Corporation: On the winding up or dissolution of the Corporation, after paying or adequately providing for the debts, obligations and liabilities of the Corporation, the remaining assets of the Corporation shall be distributed to a nonprofit fund, foundation or corporation selected by the Board which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the *Internal Revenue Code*.
- c. Exclusion From Corporate Property: The Corporation is a Trustee for separate private trusts created under the Master Trust of California f/k/a Inland Counties Master Trust, a pooled investment trust which contains special needs trusts. Fiduciary laws govern these separate trusts and the trust assets do not include and are not considered to be property belonging to the Corporation. If there is a dissolution of the Corporation, the applicable terms of the Master Trust Agreement require that the Corporation choose a successor Trustee.

ARTICLE III -TRUSTEES

Section 1. NUMBER OF TRUSTEES.

The authorized number of Trustees of the Corporation shall be not less than thirteen (13) or more than seventeen (17); the exact authorized number to be fixed, within these limits, by resolution or motion of the Board. No reduction in the authorized number of Trustees shall have the effect of removing any Trustee prior to the expiration of that Trustee's term of office unless the reduction also provides for the removal of that specified Trustee in accordance with these Bylaws and the California Nonprofit Corporation Law.

Section 2. QUALIFICATIONS OF TRUSTEES.

The Board shall include people that meet the following criteria:

- a. Individuals with demonstrated interest in, or knowledge of, developmental disabilities.
- b. Individuals with legal, management, public relations, and developmental disability program skills.
- c. Individuals that represent the various categories of disability served by the Corporation.
- d. Individuals that reflect the geographic and ethnic characteristics of the area served by the Corporation.

- e. A minimum of 50 percent of the members of the Board shall be persons with developmental disabilities or their parents or legal guardians. No less than 25 percent of the members of the Board shall be persons with developmental disabilities.
- f. The Board shall include one (1) representative from the Vendor Advisory Committee (VAC). The VAC Representative on the Board shall not do any of the following:
 - (1) Serve as an officer of the Corporation.
 - (2) Discuss or vote on any fiscal matters affecting the purchase of services from any regional center provider. However, this will not prevent the VAC Representative from discussing or voting on the Corporation's overall annual budget.
 - (3) Vote on any other issue in which he or she has a "financial interest," as defined in *Government Code* §87103. Said person shall provide the Board with a list of his/her "financial interests," as defined in *Government Code* §87103, at the same time that Trustees are required to submit their Conflict of Interest Statements pursuant to *Welfare and Institutions Code* §4626.
- g. No paid employee of the Corporation or of the State of California shall be a member of the Board of Trustees;
- h. No Trustee shall be any of the following:
 - (1) An employee of the Department of Developmental Services or any state or local agency which provides services to a regional center client, if employed in a capacity which includes administrative or policymaking responsibility, or responsibility for the regulation of the regional center;
 - (2) An employee or a member of the State Council on Developmental Disabilities (SCDD) or an SCDD regional office or a member of an SCDD regional advisory committee;
 - (3) Except as otherwise provided in *Welfare and Institutions Code* §4622(k), an employee or member of the governing board of any entity from which the Corporation purchases client services;
 - (4) Any person who has a financial interest, as defined in *Government Code* §87103, in regional center operations, except as a consumer of regional center services.
- i. Not more than forty-nine (49) percent of the persons serving on the Board at any time may be interested persons. An interested person is (1) any person being compensated by the Corporation for services rendered to it within the previous twelve (12) months, whether as a full time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Trustee as Trustee; and (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person. Any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 3. POWERS.

The business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Trustees (the Board), subject to the

limitations set forth in the Articles of Incorporation, these Bylaws, and any applicable law including, but not limited to, the Lanterman Developmental Disabilities Services Act (*Welfare and Institutions Code §4500 et seq.*) and the California Nonprofit Corporation Law (*Corporations Code §5000 et seq.*). The Board may delegate the management of the activities of the Corporation to any person or persons, management company or committee however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 4. NOMINATION AND ELECTION OF TRUSTEES.

The members of the Board shall be selected from applicants whose qualifications have been reviewed and approved by the Executive Committee. A majority vote of the Board of Trustees, though less than a quorum, is sufficient to elect an individual proposed for membership. All members of the Board must sign a Confidentiality, Non-Disclosure and Non-disparagement Agreement upon being elected to the Board.

Section 5. TERM OF OFFICE.

The terms of office of the Trustees shall be staggered to ensure experienced Trustees remain on the Board. The first term of office of a Trustee elected on or after July 1, 2014, shall be four (4) years. A Trustee may serve an optional second term of office of three (3) years pursuant to a recommendation by the Executive Committee and approval by the Board. The foregoing term limits shall not affect the terms of office of those Trustees currently on the Board who were elected before July 1, 2014 to serve a seven (7) year term or who are serving out the unexpired term of a prior Trustee. A Trustee shall serve until any one of the following occurs:

- a. Disqualification;
- b. Replacement by a duly elected successor;
- c. Removal by a majority vote of the Board of Trustees;
- d. Resignation. A Trustee may resign by giving written notice to the Chair, Vice-Chair, Secretary or the Board. The resignation shall be effective on the later of (1) the date it is delivered or (2) the date specified in the written notice that the resignation is to become effective. However, if there is only one remaining Trustee, that Trustee may not resign without first notifying the California Attorney General of the proposed resignation;
- e. At the expiration of the Trustee's term or service on the Board for seven (7) years within each eight (8) year period.
- f. Any person elected to fill a vacancy on the Board occurring before the end of a Trustee's term shall serve on the Board for the remainder of the past Trustee's unexpired term.

Section 6. VACANCIES.

- a. A vacancy on the Board shall be deemed to exist on the occurrence of any of the following:
 - (1) The death, resignation, or removal of any Trustee; or
 - (2) Whenever the number of authorized Trustees is increased; or
 - (3) Whenever the Board, at any meeting at which any Trustees are to be elected, fails to elect the full authorized number of Trustees.
- b. The Board may declare vacant the office of a Trustee that has a total of 4 (four) absences in a calendar year from the regularly scheduled meetings of the Board. Non-attendance at a mandatory extended Board training will be counted as a regular Board meeting

- absence.
- c. The Board may declare vacant the office of a Trustee who has been declared of unsound mind by an order of court, or convicted of a felony, or found by final order or judgment of any court to have breached a duty under the California Nonprofit Corporation Law.
 - d. A Trustee may be removed from the Board, without cause, by a majority vote of the Trustees then in office.
 - e. The Board may fill a vacancy by electing an additional Trustee as soon as practicable after the vacancy occurs. If the number of Trustees then in office is less than a quorum, additional Trustees may be elected to fill such vacancies by (i) the unanimous written consent of the Trustees then in office, (ii) the affirmative vote of a majority of the Trustees in office at a meeting held according to notice or waivers complying with Article IV. C. Section 5 of these Bylaws or (iii) a sole remaining Trustee.

Section 7. FEES AND COMPENSATION.

The Trustees and members of committees shall serve without compensation. However, Trustees and members of committees may be reimbursed for expenses incurred in the performance of their duties to the Corporation in an amount determined to be just and reasonable by the Executive Committee, upon submission of a written request for reimbursement, with supporting documentation.

Section 8. NO PERSONAL LIABILITY.

To the fullest extent allowed by law, no Trustee shall be personally liable for the debts, liabilities or obligations of the Corporation.

ARTICLE IV - MEETINGS

A. CORPORATE AFFAIRS MEETINGS.

Meetings with respect to matters affecting the corporate affairs, which have no relationship to the role and responsibility of a regional center, shall be held as follows:

Section 1. PLACE OF MEETINGS.

Corporate Affairs Meetings of the Board of Trustees shall be held at the principal office of the Corporation or at such other place as may be designated from time to time by a duly adopted resolution or motion of the Board of Trustees.

Section 2. REGULAR MEETINGS.

Regular Corporate Affairs Meetings of the Board of Trustees shall be held at such times as may be set from time to time by the Board of Trustees.

Section 3. SPECIAL MEETINGS.

Special Corporate Affairs Meetings of the Board of Trustees may be called for any purpose at any time by the Chair, a Vice-Chair or the Secretary or, if the foregoing are absent or unable or unwilling to act, then by any two (2) Trustees.

Section 4. NOTICE OF SPECIAL MEETINGS.

Notice of the time and place of the Special Corporate Affairs Meetings shall be given to each Trustee by one of the following methods:

- a. By personal delivery of written notice;
- b. By first-class mail, postage prepaid;
- c. By telephone, including a voice messaging system; or
- d. By electronic transmission by the Corporation. "Electronic transmission by the Corporation" means a communication:

(1) Delivered by:

- (i) Facsimile telecommunication or electronic mail; or
- (ii) Posting on an electronic message board or network which the Corporation has designated for those communications, together with a separate notice to the Trustee of the posting, with said notice being deemed delivered upon the later of the posting or delivery of the separate notice; or
- (iii) Other means of electronic communication;

(2) To a Trustee who has provided an unrevoked consent to the use of the above means of communication; and

(3) That creates a record that is capable of retention, retrieval, and review, and that may thereafter be rendered into clearly legible tangible form.

Notices sent by first-class mail shall be deposited in the United States mail at least four (4) days before the time set for the special meeting. Notices delivered in person or by telephone, including a voice messaging system, or by electronic transmission by the Corporation shall be delivered, telephoned or electronically transmitted at least forty-eight (48) hours before the time set for the special meeting. All such notices shall be given or sent to the Trustee's address, telephone number, facsimile number or electronic mail address, respectively, as shown on the records of the Corporation.

Special Corporate Affairs Meetings may be held at the principal office of the Corporation or at any place designated in the notice or as designated from time to time by the Board of Trustees or by written consent of a majority of the Board of Trustees.

These Bylaws may not dispense with notice of a Special Corporate Affairs Meeting. A notice, or waiver of notice, need not specify the purpose of the special meeting.

Section 5. ADJOURNMENT.

A majority of the Trustees present, whether or not constituting a quorum, may adjourn any meeting of the Board to another time and place. Notice of the time and place of holding an adjourned meeting need not be given, unless the meeting is adjourned for more than 24 hours, in which case personal notice of the time and place shall be given as soon as possible before the time of the adjourned meeting to the Trustees who were not present at the time of the adjournment.

Section 6. ACTION WITHOUT MEETING.

Notwithstanding any other provision of these Bylaws, any action required or permitted to be taken by the Board at a Regular or Special Corporate Affairs Meeting may be taken without any such meeting, if all members of the Board, not including any Trustee deemed to be an "interested director" as defined in *Corporations Code* §5233, shall individually or collectively consent in writing to such action. The written consent(s) shall be filed with the minutes of the proceedings

of the Board. Any action by written consent shall have the same force and effect as a unanimous vote of the Board.

Section 7. ACTION BY COMMITTEE.

The Board may appoint committees, as needed, to conduct business as set forth in Article VIII.

B. MEETINGS FOR REGIONAL CENTER FUNCTIONS.

Meetings with respect to matters concerning the role and responsibility of a regional center as required by the Lanterman Developmental Disabilities Services Act (*Welfare and Institutions Code §4500 et. seq.*) shall be held as follows:

Section 1. PLACE OF MEETINGS.

Meetings of the Board of Trustees concerning regional center functions shall be held at any place within the State of California that is accessible to persons with physical disabilities and which does not prohibit the admittance of any person on the basis of race, religious creed, color, national origin, ancestry, sex, or disability. The meeting site will be designated from time to time by a duly adopted resolution or motion of the Board, or by written consent of a majority of the Board. In the absence of such designation, meetings shall be held at the principal office of the Corporation. Special meetings of the Board may be held either at a place so designated, or at the principal office.

Section 2. REGULAR MEETINGS.

Regular meetings of the Board shall be held bi-monthly, or more or less often as set forth in a resolution or motion of the Board, on such date and at such time as determined by the Board. All meetings shall be open and public and all persons shall be permitted to attend any meeting, except as otherwise provided, and shall be called and held in accordance with all legal requirements, which shall include, but not be limited to, the following:

- a. Notice shall be mailed at least seven (7) days in advance of each meeting. The notice shall include the date, time and location of, and a specific agenda for, the meeting, which shall include an identification of all substantive topic areas to be discussed, and no items shall be added to the agenda subsequent to the provision of the notice. Notice shall be mailed to any person who has requested notice of the meeting in writing;
- b. All recordings and written comments submitted as testimony on agenda items shall be maintained for no less than two (2) years;
- c. Five (5) minutes of time per person shall be allowed for public input on all properly noticed agenda items prior to the Board taking action on that item;
- d. Five (5) minutes of time per person shall be allowed for public input on any issue not included on the agenda;
- e. Any person attending an open and public meeting shall have the right to record the proceedings on a tape recorder, video recorder, or other sound, visual, or written transcription recording device, unless the Board makes a reasonable finding that such recording constitutes, or would constitute, a disruption of the proceedings; and
- f. The seven (7) day notice requirement shall not preclude the Board from taking action on any urgent request made by the Department of Developmental Services, not related to purchase of service reductions, for which the Board makes a specific finding that notice could not have been provided at least seven (7) days before the meeting, or on new items

brought before the Board at meetings by members of the public.

Section 3. CLOSED MEETINGS.

The Board may hold a closed meeting to discuss or consider one or more of the following:

- a. Real estate negotiations;
- b. The appointment, employment, evaluation of performance, or dismissal of a regional center employee;
- c. Employee salaries and benefits;
- d. Labor contract negotiations;
- e. Pending litigation;
- f. Any matter specifically dealing with a particular regional center consumer must be conducted in closed session, except where it is requested that the issue be discussed publicly by the consumer, the consumer's conservator, or the consumer's parent or guardian where the consumer is a minor.

A designated officer or employee of the Corporation shall keep minutes of closed sessions, but these minutes shall not be considered public records. Prior to and immediately after holding any closed session, the Board shall state the specific reason(s) for the closed session. In the closed session, the Board may consider only those matters covered in its statement.

The need for a closed meeting may be called at any time by the Chair or a Vice-Chair or the Secretary or, if the foregoing are absent or are unable or unwilling to act, then by any two (2) Trustees.

Section 4. EMERGENCY MEETINGS.

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of regional center services, an emergency meeting may be called without complying with the advance notice requirements set forth above. An "emergency situation" means any activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board. Advance notice shall be provided if practicable. In addition, the area board shall be notified by telephone of each emergency meeting. The minutes of an emergency meeting, including a description of any actions taken at the meeting, shall be mailed immediately to those persons that have requested notice of Board meetings.

Section 5. ADJOURNMENT.

A majority of the Trustees present, whether or not constituting a quorum, may adjourn any meeting of the Board to another time and place. Notice of the time and place of holding an adjourned meeting shall comply with the same notice requirements that applied to the meeting being adjourned.

C. PROVISIONS AFFECTING ALL CORPORATE AFFAIRS AND REGIONAL CENTER FUNCTION MEETINGS.

Section 1. ANNUAL MEETING.

Each year, the Board shall hold an annual meeting in the month of May at such place and on such date and time as fixed by the Board, with notice being given in the same manner as a

regular meeting, for the purposes, if necessary, of electing Trustees, appointing Officers and the transaction of other business.

Section 2. QUORUM.

A majority of the Trustees then in office shall be necessary to constitute a quorum for the transaction of business, except to adjourn. Every act or decision done or made by the majority of the Trustees present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number is expressly required by the California Nonprofit Corporation Law, the Articles of Incorporation or these Bylaws. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of Trustees, if any action taken is approved by a least a majority of the required quorum for that meeting.

The following actions shall require a vote by a majority of all Trustees then in office in order to be valid:

- a. Approval of contracts or transactions in which a Trustee has a direct or indirect material financial interest, provided that the vote of any such Trustee is not counted;
- b. Creation of and appointment to standing committees, but not advisory committees, as set forth in Article VIII of these Bylaws;
- c. Indemnification of Trustees as set forth in Article VII of these Bylaws.

Section 3. CONDUCT OF MEETINGS.

Meetings of the Board shall be presided over by the Chair or, if there is no Chair or the Chair is absent, unable or unwilling to perform, the Vice-Chair or, if the Chair and Vice-Chair are both absent, unable or unwilling to perform, by a chairperson who is chosen by a majority of the Trustees present at the meeting. The Secretary shall act as secretary of all meetings of the Board, provided that, if there is no Secretary or the Secretary is absent, unable or unwilling to perform, the Assistant Secretary shall act as secretary of the meeting, or, if the Secretary and Assistant Secretary are both absent, unable or unwilling to perform, the presiding officer shall appoint another person to act as secretary of the meeting.

Section 4. OTHER METHODS OF PARTICIPATION IN MEETINGS.

Members of the Board may participate in any regular meeting, emergency meeting, special meeting or a closed session by the use of conference telephone, electronic video screen communication or electronic transmission by and to the Corporation. All notice requirements that may be applicable to the type of meeting involved must still be followed. Participation in a meeting through the use of conference telephone or electronic video screen communication constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. Participation in a meeting through the use of electronic transmission by and to the Corporation, other than conference telephone and electronic video screen communication, constitutes presence in person at that meeting if both of the following apply:

- a. Each Board member participating in the meeting can communicate with all of the other Board members concurrently; and
- b. Each Board member is provided the means of participating in all matters before the Board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken.

Section 5. WAIVER OF NOTICE.

The transactions of any meeting of the Board, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if (i) a quorum is present, and (ii) either before or after the meeting, each of the Directors who is not present at the meeting signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent does not need to specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Also, notice of a meeting is not required to be given to any Trustee who attends the meeting without protesting, before or at its commencement, about the lack of adequate notice. Trustees can protest the lack of notice only by presenting a written protest to the Secretary or Assistant Secretary either in person, by first-class mail addressed to the Assistant Secretary at the principal office of the Corporation, by e-mail sent to the corporate e-mail addresses assigned to the Secretary or Assistant Secretary or by facsimile sent to the facsimile number of the Corporation that is used by the Assistant Secretary.

Section 6. ENTRY OF NOTICE.

Whenever any Trustee is absent from any meeting duly called and noticed, an entry in the minutes to the effect that proper notice had been given shall be conclusive and incontrovertible evidence that due notice of such meeting was given to the Trustee, as required by law and these Bylaws.

Section 7. AFFIDAVIT OF MAILING NOTICE.

The Affidavit of Mailing Notice shall be executed by the Secretary or Assistant Secretary and shall be filed and maintained in the corporate minute book.

ARTICLE V - MEMBERS

Section 1. NO MEMBERS.

The Corporation shall have no members.

Section 2. POWERS GIVEN TRUSTEES.

All rights which would otherwise vest in the members of the Corporation shall vest in the Trustees, including, but not limited to, the right to remove Trustees with or without cause, the right to bring derivative actions, the right to adopt and amend bylaws, and the right to vote on the distribution of the assets of the Corporation on the dissolution of the Corporation.

ARTICLE VI - OFFICERS

Section 1. OFFICERS.

The officers of the Corporation shall be the Chair, a Vice-Chair, a Secretary, an Assistant Secretary, an Executive Director (who shall be the Chief Executive Officer), an Associate Executive Director (who shall be the Chief Operating Officer) and a Chief Financial Officer. Only Trustees are qualified to serve as the Chair, Vice-Chair and Secretary. Trustees shall not serve as the Executive Director, Associate Executive Director, Assistant Secretary or the Chief Financial Officer. The Board shall have the power to designate additional officers, who may, but need not be, Trustees, with such duties, powers, titles and privileges as the Board may fix, including such officers as may be appointed in accordance with the provisions of Section 3 or Section 5 of this Article VI. The same person may hold any number of offices, except that

neither the Secretary nor the Chief Financial Officer may serve concurrently as the Chair or Vice-Chair. Officers' terms shall begin on July 1.

Section 2. ELECTION.

The officers of the Corporation, except those officers that are appointed in accordance with provisions of Section 3 or Section 5 of this Article VI, shall be chosen bi-annually by the Board at the annual meeting. Each shall hold office until the officer resigns, is removed or is otherwise disqualified to serve, or until a successor shall be elected. Nominations for officers shall be made to the Executive Committee no later than sixty (60) days prior to the annual meeting. The Executive Committee shall recommend one nominee for each officer position and will prepare a slate of the nominees to be presented to the Board at the annual meeting. Additional nominations of persons who are eligible and willing to serve may be made by any Trustee for any officer position at the annual meeting of the Board before voting on the officer positions. The election of officers shall be by written ballot by a majority vote. The Trustees may vote for the nominee(s) for each officer position or may vote for any other eligible person by writing in the person's name on the ballot.

Section 3. OTHER OFFICERS.

The Board may authorize the Executive Committee or the Executive Director to appoint or remove such other officers as the business of the Corporation may require, each of whom shall have the title, hold office for the period, have the authority, and perform the duties specified in these Bylaws or as determined by the Board.

Section 4. TERM OF OFFICE.

Officers' terms shall begin on July 1. Officers who are Trustees shall serve for a term of two (2) years and may not serve more than two (2) consecutive terms in the same office. These limitations in the terms of officers do not apply to the Executive Director, the Associate Executive Director, the Chief Financial Officer or the Assistant Secretary, all of whom are not Trustees.

Section 5. REMOVAL AND RESIGNATION.

Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, by a majority of the Trustees then in office, at any regular or special meeting of the Board, or, except in case of an officer who is also a Trustee, by the Executive Director or other officer upon whom such power of removal may be conferred by the Board.

Any officer may resign by giving written notice to the Chair, Vice-Chair, Secretary, Executive Director or the Board. The resignation shall be effective on the later of (1) the date it is delivered or (2) the date specified in the written notice that the resignation is to become effective. The acceptance of any such resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

Section 6. VACANCIES.

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office, provided that such vacancies shall be filled as they occur and not on an annual basis. The

officer so elected will hold office for the unexpired term of the predecessor.

Section 7. CHAIRPERSON OF THE BOARD.

The Chairperson of the Board (the "Chair") must be a member of the Board and shall preside at all meetings of the Board, shall see to it that all orders and duly adopted resolutions or motions of the Board are carried into effect and shall have such other powers and perform such other duties as the Board or these Bylaws may provide.

Section 8. VICE-CHAIRPERSON OF THE BOARD.

The Vice-Chairperson of the Board (the "Vice-Chair") must be a member of the Board. If the Chair is absent, unable or unwilling to perform, the Vice-Chair shall perform all the duties of the Chair and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice-Chair shall also have such other powers and perform such other duties as the Board or these Bylaws may provide.

Section 9. SECRETARY.

The Secretary must be a member of the Board and shall do the following: (a) certify and keep or cause to be kept at the principal office of the Corporation the original or a copy of these Bylaws as amended to date; (b) keep or cause to be kept a minute book as described in Article X, Section 1; (c) give, or cause to be given, notice of all meetings of the Board in accordance with these Bylaws; (d) upon request, exhibit or cause to be exhibited at all reasonable times to any Trustee, or to his or her designated agent or attorney, these Bylaws and the minute book; (e) keep or cause to be kept the seal of the Corporation, if any, in safe custody.

The Secretary shall have such other powers and perform such other duties incident to the office of Secretary as may be prescribed by the Board or these Bylaws. All or part of the above duties of the Secretary may be delegated to the Assistant Secretary, Executive Director or such other staff as may be designated by the Executive Director.

Section 10. ASSISTANT SECRETARY.

The Executive Assistant to the Executive Director shall be the Assistant Secretary. The Assistant Secretary shall perform those duties delegated by the Secretary or Executive Director. If the Secretary is absent, unable or unwilling to perform any of the Secretary's duties, the Assistant Secretary shall perform all such duties and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Secretary. The Assistant Secretary shall attend and keep or cause to be kept the minutes of all meetings of the Board, whether Regular, Closed, Special, Emergency or Corporate Affairs, and all meetings of the Executive Committee. The Assistant Secretary is authorized to perform those duties of the Secretary set forth in Section 9 of this Article and shall have such other powers and perform such other duties as the Board or these Bylaws may provide.

Section 11. CHIEF FINANCIAL OFFICER.

The Director of Finance for the Corporation shall be the Chief Financial Officer and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements or that may be required to comply with the Lanterman Developmental Disabilities Services Act or the Corporation's contract with the

California Department of Developmental Services. The books of account shall at all times be open to inspection by a Trustee at all reasonable times.

The Chief Financial Officer shall prepare and certify, or cause to be prepared and certified, the financial statements to be included in any required reports.

The Chief Financial Officer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such financial institutions as may be designated by resolution or motion of the Board; shall disburse, or cause to be disbursed, the funds of the Corporation as may be ordered by the Board or the Executive Director; shall provide to the Executive Director and the Board, whenever so requested, an account of all of the transactions as Chief Financial Officer and the financial condition of the Corporation; and shall have such other powers and perform such other duties as the Board or these Bylaws may provide. All or part of the above powers and duties of the Chief Financial Officer may be delegated to such other staff of the Corporation as the Chief Financial Officer may designate.

Section 12. EXECUTIVE DIRECTOR.

The Executive Director is elected by a majority vote of the Trustees then in office. The Executive Director shall be the Chief Executive Officer of the Corporation and shall, subject to the direction of the Board, supervise, direct and control the Corporation's day-to-day activities, business and affairs and shall manage the personnel and employment matters of the Corporation consistent with the Corporation's Personnel Policies, as adopted by the Board, subject to the rights, if any, of any employee's contract of employment. Except as otherwise provided in these Bylaws, the Executive Director shall be an *ex officio* member of all committees. The Executive Director shall have such other powers and perform such other duties as the Board or these Bylaws may provide. All or part of the above powers and duties of the Executive Director may be delegated to such other staff of the Corporation as the Executive Director may designate.

Section 13. ASSOCIATE EXECUTIVE DIRECTOR.

The Associate Executive Director shall be the Chief Operating Officer of the Corporation and shall perform those duties delegated by the Executive Director. Except as otherwise provided in these Bylaws, the Associate Executive Director shall be an *ex officio* member of all committees. If the Executive Director is absent, unable or unwilling to perform any of the Executive Director's duties, the Associate Executive Director shall perform all such duties and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Executive Director. The Associate Executive Director shall also have such other powers and perform such other duties as the Board or these Bylaws may provide.

Section 14. ABSENCES.

In the case of the absence of any officer of the Corporation, or for any other reason that the Board deems to be sufficient, the Board may, at any time, temporarily delegate any or all of the powers or duties of such officer to another Trustee or employee of the Corporation, as appropriate, provided that a majority of the Trustees then in office have approved such delegation of power or duties.

ARTICLE VII - INDEMNIFICATION OF TRUSTEES, OFFICERS, EMPLOYEES AND AGENTS, LIMITATIONS, INSURANCE

Section 1. DEFINITIONS.

For the purpose of this Article,

- a. “agent” means any person who is or was a Trustee, Officer, employee, or other agent of this Corporation, or who is or was serving at the request of the Corporation as a Trustee, Director, Officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a Trustee, Director, Officer, employee, or agent of a foreign or domestic corporation that was a predecessor corporation of this Corporation or of another enterprise at the request of the predecessor corporation;
- b. “proceeding” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and
- c. “expenses” include, without limitation, all attorneys’ fees, costs, and any other expenses reasonably incurred in the defense of any claims or proceedings against an agent by reason of his or her position or relationship as agent and all attorneys’ fees, costs, and other expenses reasonably incurred in establishing a right to indemnification under this Article VII.

Section 2. SUCCESSFUL DEFENSE BY AGENT.

To the extent that an agent of the Corporation has been successful on the merits in the defense of any proceeding referred to in this Article, or in the defense of any claim, issue, or matter therein, the agent shall be indemnified against any expenses actually and reasonably incurred by the agent in connection with the proceeding.

Section 3. SETTLEMENT OR UNSUCCESSFUL DEFENSE BY AGENT.

If an Agent either settles any proceeding referred to in this Article, or any claim, issue, or matter therein, or sustains a judgment rendered against him, then the provisions of Sections 4 through 8 of this Article shall determine whether the agent is entitled to indemnification.

Section 4. ACTIONS BROUGHT BY PERSONS OTHER THAN THE CORPORATION.

This section applies to any proceeding other than an “action brought by or on behalf of the Corporation” as set forth in Section 5 below. Such proceedings that are not brought by or on behalf of the Corporation are referred to in this section as “Third Party Proceeding.”

- a. Subject to the required findings to be made pursuant to subsection (b) below, the Corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any Third Party Proceeding, by reason of the fact that such person is or was an agent of the Corporation, for all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with the Third Party Proceeding.
- b. Any indemnification granted to an Agent in this section is conditioned on the following: The Board must determine, in the manner provided in Section 8, that the agent seeking reimbursement acted in good faith, in a manner he or she reasonably believed to be in the

best interest of the Corporation, and, in the case of a criminal proceeding, he or she must have had no reasonable cause to believe that his or her conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or on a plea of *nolo contendere* or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner he or she reasonably believed to be in the best interest of the Corporation or that he or she had reasonable cause to believe that his or her conduct was unlawful.

Section 5. ACTION BROUGHT BY OR ON BEHALF OF THE CORPORATION.

This section applies to any proceeding brought (i) by or in the right of the Corporation, or (ii) by an Officer, Trustee or person granted relator status by the Attorney General, or by the Attorney General, on the ground that the defendant Trustee was or is engaging in self-dealing within the meaning of California *Corporations Code* §5233, or (iii) by the Attorney General or person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust (any such proceeding is referred to in these Bylaws as a proceeding “by or on behalf of the Corporation”).

- a. Subject to the required findings to be made pursuant to subsection (b) below and except as provided in Sections 6 and 7 of this Article, the Corporation may indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding by or on behalf of the Corporation, by reason of the fact that such person is or was an agent, for all expenses actually and reasonably incurred in connection with the defense or settlement of such action.
- b. Any indemnification granted to an agent in this section is conditioned on the following: The Board must determine, in the manner provided in Section 8, that the agent seeking reimbursement acted in good faith, in a manner he or she believed to be in the best interest of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

Section 6. CLAIMS SETTLED OUT OF COURT.

If any agent settles or otherwise disposes of a threatened or pending action brought by or on behalf of the Corporation, with or without court approval, the agent shall receive no indemnification for amounts paid pursuant to the terms of the settlement or other disposition. Also, in cases settled or otherwise disposed of without court approval, the Agent shall receive no indemnification for expenses reasonably incurred in defending against the proceeding, unless the proceeding is settled with the approval of the Attorney General.

Section 7. CLAIMS AND SUITS AWARDED AGAINST AGENT.

If any agent is adjudged to be liable to the Corporation in the performance of the agent’s duty to the Corporation, the Agent shall receive no indemnification for amounts paid pursuant to the judgment, and any indemnification of such agent under Section 5 of this Article or expenses actually and reasonably incurred in connection with the defense of that action shall be made only if both of the following conditions are met:

- a. The determination of good faith conduct required by Section 5(b) of this Article must be made in the manner provided for in Section 8; and

- b. Upon application, the court in which the action was brought must determine that, in view of all of the circumstances of the case, the agent fairly and reasonably entitled to indemnity for the expenses incurred. If the agent is found to be so entitled, the court shall determine the appropriate amount of expenses to be reimbursed.

Section 8. DETERMINATION OF AGENT'S GOOD FAITH CONDUCT.

The indemnification granted to an agent in Sections 4 and 5 of this Article is conditioned on the findings required by those Sections being made by:

- a. The Board by a majority vote of a quorum consisting of Trustees who are not parties to the proceeding; or
- b. The court in which the proceeding is or was pending. Such determination may be made on application brought by the Corporation or the agent or the attorney or other person rendering a defense to the agent, whether or not the application by the agent, attorney, or other person is opposed by the Corporation.

Section 9. LIMITATIONS.

No indemnification or advance shall be made under this Article, except as provided in Sections 2 or 8(b), in any circumstances when it appears:

- (a) that the indemnification or advance would be inconsistent with a provision of the Articles of Incorporation, a duly adopted resolution or motion of the Trustees or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
- (b) that the indemnification would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 10. ADVANCE OF EXPENSES.

Expenses incurred in defending any proceeding may be advanced by the Corporation before the final disposition of the proceeding on receipt of an undertaking by or on behalf of the agent to repay the amount of the advance unless it is determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

Section 11. CONTRACTUAL RIGHTS OF PERSONS OTHER THAN AGENTS.

Nothing contained in this Article shall affect any right to indemnification to which persons, other than agents of the Corporation, may be entitled by contract or otherwise.

Section 12. INSURANCE.

The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Trustees and employees. The Corporation reserves the right to require its subcontractors and vendors to maintain appropriate types of insurance with sufficient limits in order to protect the interests of the Corporation. The Board may adopt a resolution or motion authorizing the purchase and maintenance of insurance on behalf of any agent, as defined in this Article, against any liability asserted against or incurred by any agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against that liability under the provisions of this Article.

Section 13. FIDUCIARIES OR CORPORATE EMPLOYEE BENEFIT PLAN.

This Article VII does not apply to any proceeding against any Trustee, investment manager, or other fiduciary of an employee benefit plan in that person's capacity as such, even though that person may also be an agent of the Corporation as defined in Section 1 of this Article. Nothing contained in this Article shall limit any right to indemnification to which such a Trustee, investment manager, or other fiduciary may be entitled by contract or otherwise, which shall be enforceable to the extent permitted by applicable law.

ARTICLE VIII - COMMITTEES

Section 1. PROVISION FOR COMMITTEES.

The Corporation shall have the following standing committees: an Executive Committee, a Master Trust Committee, a Vendor Advisory Committee, an Audit Committee, the Another Way Advisory Committee and such other standing committees as may from time to time be established by the Board. The Chairperson and members of committees that have or may be granted authority to act on behalf of the Board must be elected by a majority of the Trustees then in office, with the exception of those Trustees or officers whose appointment to any such committee is provided for in these Bylaws. The only committee that has or may be granted authority to act on behalf of the Board is the Executive Committee. If a committee does not have authority to act on behalf of the Board, then unless otherwise provided in these Bylaws, the Executive Committee may make all appointments to the committee at the Executive Committee's regularly scheduled meetings and shall appoint the committee Chairperson and specify the committee's duties and reporting schedule, with the exception of the Consumer Advisory Committee. Except as provided in these Bylaws, and except for the Consumer Advisory Committee, the Chairperson of each committee must be a member of the Board. There shall be a minimum of two (2) Trustees on each committee, except for only one Trustee on the Vendor Advisory Committee. If a Trustee no longer serves on the Board, then that Trustee is no longer eligible for service on a committee unless reappointed as a member of the public. Except as provided in these Bylaws, committee members serve at the pleasure of the Board for a term of two (2) years. All members of all committees must sign a Confidentiality, Non-Disclosure and Non-disparagement Agreement upon being appointed to any committee. The Master Trust Committee and the Another Way Advisory Committee are corporate affairs committees and deal with confidential matters, therefore, their agendas and minutes are confidential and shall not be made available to the public.

Section 2. PROHIBITED ACTIONS OF COMMITTEES.

No committee shall be granted the authority to do any of the following:

- a. Fill vacancies on the Board of Trustees or on any committee;
- b. Fix compensation of the Trustees for serving on the Board or on any committee;
- c. Amend or repeal these Bylaws or adopt new Bylaws;
- d. Amend or repeal any duly adopted resolution or motion of the Board of Trustees, which by its express terms is not so amendable or replaceable;
- e. Appoint any other committees of the Board of Trustees or the members of those committees;
- f. Approve any transaction to which the Corporation is a party and in which one or more of the Trustees has a financial interest;
- g. Establish the policies of the Corporation and otherwise perform those powers reserved for

action by the full Board of Trustees acting as a program policy committee.

Section 3. EXECUTIVE COMMITTEE.

The Board shall have an Executive Committee composed of the following officers of the Board: the Chair, Vice-Chair, and Secretary; and two (2) other Trustees. In addition, the Executive Director, Associate Executive Director and Chief Financial Officer of the Corporation are *ex officio* non-voting members of the Executive Committee. The Board Chair shall be the chairperson of the Executive Committee. No member of the public may serve on the Executive Committee. The Executive Committee shall have such power and authority to perform such duties as the Board may from time to time determine, and shall include, but not be limited to, the following:

- a. Review applications, conduct interviews, and nominate individuals to be members of the Board.
- b. Present to the Board at the annual meeting a slate with the name of the Trustee the committee believes will best serve each officer position to be filled from the Board;
- c. Review the Bylaws and recommend amendments, when necessary, to the Board;
- d. Provide input to the Board regarding any changes made in the DDS contract;
- e. Review the draft financial and variance statement(s) prior to the Board meeting; and
- f. Review any contracts over \$250,000 and present them to the Board for approval.

An affirmative vote of a majority of the Executive Committee members present at a duly called meeting shall be necessary to transact the business of the Executive Committee. All actions taken by the Executive Committee shall be reported at the next regular meeting of the Board.

Section 4. MASTER TRUST COMMITTEE.

The Master Trust Committee administers the Master Trust of California which is comprised of separate trusts administered as special needs trusts or other private trusts for persons diagnosed with developmental disabilities throughout the State of California. Any two (2) Trustees on this committee who agree a proposed action would violate a fiduciary responsibility owed by the Trustee, may exercise a veto, which is controlling. The Corporation is a trustee on private trusts created by court order, a consumer, a consumer's family or by a will. This committee has the discretion to release, or refuse to release trust funds on behalf of a beneficiary and to fulfill serving in a fiduciary relationship to each trust beneficiary and the Board hereby ratifies the actions of the Master Trust Committee in doing so. The Master Trust Committee may administer trusts anywhere in the State of California.

The members of the Master Trust Committee require specialization in the fields of public benefits, medicine, law, developmental disabilities, and finance. Due to the level of expertise required, members may include persons not on the Board, who are invited after approval by a majority vote of the Trustees then in office to sit on the Master Trust Committee. There are no term limits for the members who are not Trustees. The Trust Administrator for the Master Trust of California shall serve as the Chairperson. The members of this committee will select a Vice-Chairperson, who must be a Trustee. The meetings of this committee are not open to the public as this is a corporate affairs committee.

Section 5. VENDOR ADVISORY COMMITTEE.

The Vendor Advisory Committee (VAC) shall be composed of a wide variety of persons representing the various categories of providers from which the Corporation purchases consumer services. The VAC shall provide advice, guidance, recommendations, and technical assistance to the Board. in order to assist the Corporation in carrying out its regional center mandated functions. The Executive Committee shall confirm the chairperson of the VAC. The VAC does not have the authority to act on behalf of the Board. Members of the VAC serve a term of four (4) years and may not exceed two (2) consecutive terms. The VAC shall designate one of its members to serve as a member of the Board.

Section 6. AUDIT COMMITTEE.

The Audit Committee shall consist of three members of which two (2) shall be Trustees and the third may, in the Board's discretion, be either another Trustee or a member of the public who is not a Trustee. The Audit Committee shall not include paid or unpaid staff or employees of the Corporation, including the Executive Director, the Associate Executive Director and the Chief Financial Officer, though the Executive Director, the Associate Executive Director and the Chief Financial Officer may be invited to attend meetings as advisors and to provide reports in the Audit Committee's sole discretion. If there is a Finance Committee, members of the Finance Committee shall constitute less than 50% of the membership of the Audit Committee and the chairperson of the Audit Committee shall not be a member of the Finance Committee. Subject to the supervision of the Board, the Audit Committee shall:

- a. Make recommendations to the Board on the hiring and firing of the Certified Public Accountant (CPA) who prepares the Corporation's annual audited financial statements;
- b. Confer with the CPA to satisfy Audit Committee members that the financial affairs of the Corporation are in order;
- c. Approve non-audit services by the CPA and ensure such services conform to standards in the latest edition of the Yellow Book issued by the United States Comptroller General; and
- d. If requested by the Board, negotiate the CPA's compensation on behalf of the Board.

Section 7. ANOTHER WAY ADVISORY COMMITTEE.

The purpose of the Another Way Advisory Committee (AWAC) is to support the unmet needs of developmentally disabled individuals living in San Bernardino and Riverside counties, who meet the financial eligibility and have need(s) that cannot be met by the services and supports provided by the Corporation under the Lanterman Developmental Disabilities Services Act or by an existing community resource, which may include seeking grants and implementing those grants specific to a unique need for eligible individuals. The Coordinator of the AWAC shall serve as the chairperson. The membership structure of the AWAC and its operating guidelines must be approved by a majority of the Trustees then in office. This committee has the discretion to use the funds donated for use by the AWAC to fulfill its purpose and the Board hereby ratifies the actions of the AWAC in doing so. The meetings of the AWAC are not open to the public as this is a corporate affairs committee.

Section 8. ADVISORY COMMITTEES.

The Board may create one or more advisory committees and shall state their purpose and provide for their termination. The Board shall appoint and discharge advisory committee members consistent with Article VIII, Section 1 of these Bylaws. All actions and

recommendations of an advisory committee shall require ratification by the Board before being given effect.

Section 9. REVOCATION OF DELEGATED AUTHORITY.

The Board may, at any time, revoke or modify any or all of the authority that the Board has delegated to a committee, increase or decrease the number of members of a Committee, but not below two (2), and fill vacancies in a committee from the members of the Board or public, as appropriate.

Section 10. MEETINGS OF COMMITTEES.

Meetings of and actions taken by committees shall be governed by, and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the Board and quorum rules, with such changes in the context of the Bylaws as are necessary to substitute the committee and its members for the Board and its members, except that (a) the time for regular meetings of committees may be determined either by a duly adopted resolution or motion of the Board or by a duly adopted resolution or motion of a committee and (b) meetings of the committees shall not be open to the public except for the Vendor Advisory Committee. Minutes shall be kept of each meeting of any Committee and shall be filed with the corporate records. Except as provided in these Bylaws, the minutes of committee meetings are not available to the public. The Committee shall report to the Board from time to time as the Board may require. The Board may adopt rules for the governance of any Committee not inconsistent with the provisions by these Bylaws. The Board may adopt rules for the governance of any committee not inconsistent with the provisions of these Bylaws. In the absence of rules adopted by the Board, the committee may adopt such rules.

ARTICLE IX – CONFLICT OF INTEREST

Section 1. NO CONFLICT OF INTEREST.

It is the policy of the Corporation that the Corporation's Trustees and employees shall act in the course of their duties solely in the best interest of the Corporation's consumers and their families without regard to the interests of any other organization with which they are associated or persons to whom they are related. Trustees, employees, and others acting on the Corporation's behalf, as defined in regulations issued by the Department of Developmental Services, shall be free from conflicts of interest that could adversely influence their judgment, objectivity, or loyalty to the Corporation, its consumers, or its purposes as set forth in Article II, Section 1 above. The Corporation shall comply with the conflict of interest provisions of the Lanterman Developmental Disabilities Services Act (*Welfare and Institutions Code §4500 et. seq.*); including, but not limited to, *Welfare and Institutions Code §§4622, 4626, 4626.5 and 4627* and any applicable regulations relating to conflict of interest as set forth in *California Code of Regulations*, Title 17.

ARTICLE X - MISCELLANEOUS

Section 1. MINUTE BOOK.

The Corporation shall keep a minute book in written form, which shall contain a record of all actions by the Board, including the following:

- a. The time, date and place of each meeting;

- b. Whether a meeting is regular, special or emergency and, if special or emergency, how called;
- c. The manner of giving notice of each meeting and a copy thereof;
- d. The names of those present at each meeting of the Board;
- e. The minutes of all meetings;
- f. Any written waivers of notice, consents to the holding of a meeting or approvals of the minutes thereof;
- g. All written consents for action without a meeting; (viii) all protests concerning lack of notice; and
- h. Formal dissents from Board actions.

Section 2. BOOKS AND RECORDS OF ACCOUNT.

The Corporation shall keep adequate and correct accounts, books and records of account. "Correct accounts, books and records" includes, but is not limited to: accounts of properties and transactions, its assets, liabilities, receipts, disbursements, gains, and losses. All such books, records and accounts shall be kept at its principal place of business in the State of California, as determined by the Board of Trustees from time to time.

Section 3. ARTICLES OF INCORPORATION AND BYLAWS.

The Corporation shall keep at its principal office, the original or a copy of the Articles of Incorporation and Bylaws, as amended to date, certified by the Secretary or Assistant Secretary.

Section 4. FEDERAL TAX EXEMPTION APPLICATION AND ANNUAL RETURNS.

The Corporation shall at all times keep at its principal office a copy of its federal tax exemption application and, for three (3) years from their date of filing, its annual information returns. These documents shall be open to public inspection and copying to the extent required by law.

Section 5. TRUSTEES' RIGHT OF INSPECTION.

Every Trustee shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the Corporation and each of its subsidiaries. The inspection by a Trustee may be made in person or by an agent or attorney designated by the Trustee. The right of inspection includes the right to copy and make extracts of documents.

Section 6. ANNUAL REPORT.

The Board shall cause an annual report to be provided to each Trustee, within one hundred-twenty (120) days of the close of the Corporation's fiscal year, containing the following information in appropriate detail:

- a. The assets and liabilities, including trust funds, of the Corporation as of the end of the fiscal year;
- b. The principal changes in assets and liabilities, including trust funds, of the Corporation during the fiscal year;
- c. The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year;
- d. The expenses or disbursements of the Corporation, both general and restricted to particular purposes, for the fiscal year; and

- e. Any information required by California *Corp. Code* §6322 relating to indemnification and transactions with interested persons.

The Corporation may provide the above annual report to each Trustee in person, by US Mail or by electronic transmission to the e-mail address assigned by the Corporation to each Trustee.

Section 7. CORPORATE SEAL.

The corporate seal, if any, shall be in such form as may be approved from time to time by the Board. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

Section 8. CHECKS AND NOTES.

Except as otherwise specifically determined by resolution or motion of the Board, or as otherwise required by law, all checks, drafts, promissory notes, other orders for the payment of money, and other evidence of indebtedness of the Corporation may be signed or endorsed by two (2) authorized individuals who shall be either (a) either the Chair, Vice-Chair, the Executive Director or the Associate Executive Director and (b) either the Secretary or the Chief Financial Officer of the Corporation. However, if any of the individuals listed in either sub-parts (a) or (b), or both, are absent or are unable or unwilling to act, then any two (2) members of the Executive Committee may act in their place or by such other Trustees or officers as designated from time to time by resolution or motion of the Board.

Section 9. DEPOSITS.

All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies or other financial institutions designated by resolution or motion of the Board.

Section 10. GIFTS.

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the charitable purposes of the Corporation.

Section 11. EXECUTION OF CONTRACTS AND OTHER DOCUMENTS.

Any note, evidence of indebtedness, contract, conveyance or other instrument in writing, and any assignment or endorsement thereof, which is to be entered into between the Corporation and any other person, shall be signed by two (2) authorized individuals who shall be (a) either the Chair, Vice-Chair, the Executive Director or the Associate Executive Director and (b) either the Secretary or the Chief Financial Officer of the Corporation. However, if any of the individuals listed in either sub-parts (a) or (b), or both, are absent or are unable or unwilling to act, then any two (2) members of the Executive Committee may act in their place. Unless so authorized by the Board or these Bylaws, no Trustee, officer, agent, or employee shall have any the power or authority to bind the Corporation to any contract or other instrument in writing, or to pledge its credit or render it liable for any purpose or in any amount.

Section 12. PARLIAMENTARY AUTHORITY.

The rules contained in Robert's Rules of Order Newly Revised, shall govern meetings of the Board and committees as long as such rules are not inconsistent with or in conflict with these Bylaws, the Articles of Incorporation or with any provision of law applicable to the Corporation.

Section 13. CONSTRUCTION AND REFERENCE TO LAWS.

Unless the context requires otherwise, the general provisions, rules of construction, and definitions of the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the above, the masculine gender includes the feminine and neuter, the singular number includes the plural, the plural number includes the singular, and the term "person" includes both the Corporation and a natural person. Any reference in these Bylaws to any state or federal statutes or regulations shall be deemed to include any amendments to said statutes or regulations and any successor statutes or regulations.

ARTICLE XI – AMENDMENTS

The Board may restate, amend or repeal these Bylaws by a majority vote of the Trustees then in office. Such power is subject to the following limitations:

- a. Where any provision of these Bylaws requires the vote of a larger proportion of the Trustees than otherwise is required by law, such provision may not be altered, amended or repealed except by the vote of such greater number.
- b. No amendment may extend the term of a Trustee beyond that for which such Trustee was elected.
- c. If Bylaws are restated, amended or repealed at a meeting of the Board, such action is authorized only at a duly called and held meeting for which written notice of such meeting, setting forth the proposed Bylaw revisions with explanations therefor, is given in accordance with these Bylaws, unless such notice is waived in accordance with these Bylaws.

All persons becoming Trustees of this Corporation agree to abide by and be bound by these Bylaws and the rules, regulations, and other orders of the Board made pursuant thereto.

CERTIFICATION

I certify that I am the duly elected and acting Secretary or Assistant Secretary of Inland Counties Regional Center, Inc., a California nonprofit public benefit corporation; that these Bylaws, consisting of 23 pages, are the Restated Bylaws of the Corporation, as adopted by the Board of Trustees on March 30, 2016, and that these Bylaws have not been amended or modified since that date.

Date: _____

Denise Woolsey, Secretary, or
Sandra Guzman, Assistant Secretary

**INLAND COUNTIES REGIONAL CENTER, INC.
CONFIDENTIALITY, NON-DISCLOSURE AND NON-DISPARAGEMENT AGREEMENT**

I understand that as a condition of serving on the Board of Trustees (Board), a committee or task force of Inland Counties Regional Center, Inc. (ICRC), or attending as a prospective member or visitor, collectively referred to herein as a Participant, I must agree to this Confidentiality, Non-Disclosure and Non-Disparagement Agreement (Agreement).

As a Participant, I will have access to and/or be provided with information and documents of a confidential nature (Confidential Information). I agree to keep all such Confidential Information in strict confidence and will only use it as needed while a Participant and will not disclose the contents of any Confidential Information to anyone other than ICRC's Executive Director, Associate Executive Director, Trustees, attorney, members of the particular committee or task force who have a need to know or as required by law.

I agree to exercise good judgment and care at all times to avoid the unauthorized, improper or inadvertent disclosure of Confidential Information by, among other things, not leaving Confidential Information unsecured or otherwise in plain view, discussing Confidential Information on the phone or in person if the conversation could easily be heard by unauthorized persons or by posting or discussing Confidential Information on any social media site including, but not limited to, Facebook, Twitter, Google +, LinkedIn, Pinterest, MySpace or other similar social media sites, or on any internet blog.

When my status as a Participant ends, I shall (1) return all documents, electronic data and other materials in my possession or control, regardless of medium, that may contain or be derived from Confidential Information and (2) I will not, either orally or in writing, make defamatory or derogatory statements to any other person concerning ICRC or any of its employees, Trustees or the Board, with respect to my time as a Participant.

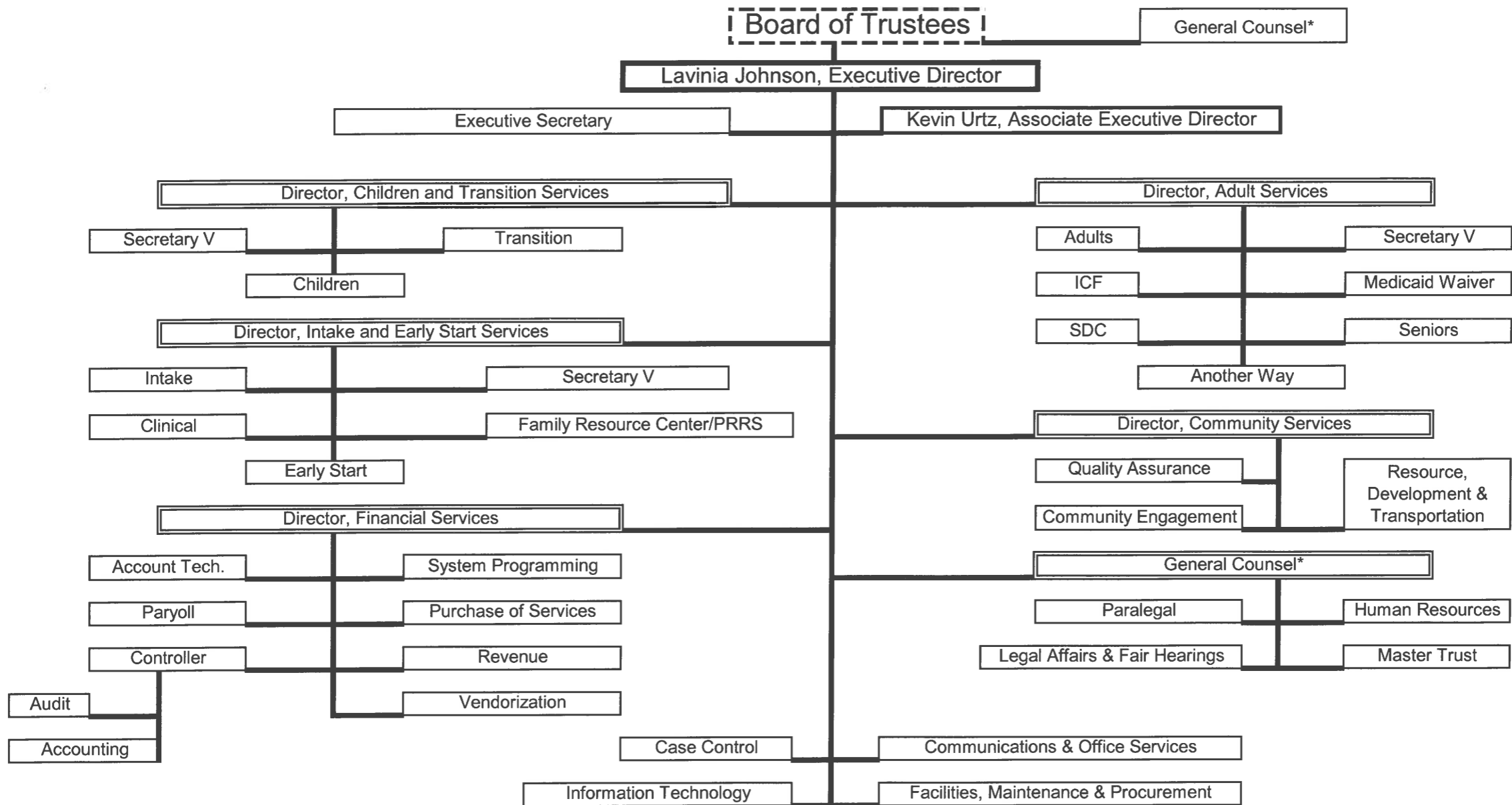
I understand that, in the event of a breach of this Agreement by me, the remedy at law for ICRC will be inadequate and that damages would be difficult, if not impossible, to quantify. Therefore, I understand and agree that ICRC shall be entitled to a temporary restraining order and preliminary and permanent injunctive relief, without the necessity of proving actual damages, upon adequate proof of any such breach having been presented to the court pursuant to applicable law including, but not limited to, *California Code of Civil Procedure §525 et seq.*, *Civil Code §3366 et seq.* and California Rules of Court, Rule 3.1150 *et seq.*, and that ICRC shall be awarded \$1,000 per breach as damages and not as a penalty.

By signing this Agreement, I acknowledge receiving a copy of this Agreement, agree to be bound by its terms and understand that a breach of this Agreement may result in my immediate removal from the Board and any committee or task force. I further understand that the obligations imposed herein survive and are binding on me even though I am no longer a Participant.

Date _____

Print Participant's Name

Participant's Signature



*General Counsel reports to both Executive Director and Board of Trustees

4/27/2016



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

P. O. Box 19037, San Bernardino, CA 92423

Telephone: (909) 890-3000

Fax: (909) 890-3001

To: Inland Counties Regional Center Board of Trustees

From: Vince Toms, Director of Community Services

Copy: Keith Nelson, Board Chair

Date: April 21, 2016

Re: Approval for contracts expected to meet or exceed \$250,000.00 FY 2016-17

The Lanternman Act, Section 4625.5, and the IRC Procurement Policy, requires the regional board of Trustees to review and approve any regional center contract of two hundred fifty thousand dollars(\$250,000.00) or more, before entering into the contract.

The contacts identified on the spreadsheet have the potential of exceeding or at the \$250,000 threshold.

Based on the Executive Committee's recommendation, staff is requesting the Board's approval of the contracts listed on spreadsheet.

Inland Regional Center

Vendors Projected To Exceed \$250,000.00

Fiscal Year 2016-2017

VENDOR NAME	Vendor Number	Service Code	Service Type	Expiration
BENSON HOUSE	H62591	113	Specialized Residential Facility	6/30/2017
BENSON HOUSE #6	HJ0363	113	Specialized Residential Facility	6/30/2017
BENSON HOUSE #7	HJ0663	113	Specialized Residential Facility	6/30/2017
BENSON HOUSE #9	HJ0710	113	Specialized Residential Facility	6/30/2017
BENSON HOUSE #10	HJ0711	113	Specialized Residential Facility	6/30/2017
BENSON HOUSE #11	HJ0713	113	Specialized Residential Facility	6/30/2017
BENSON HOUSE INC #12	HJ0712	113	Specialized Residential Facility	6/30/2017
BROKEN ARROW HOME	HJ0649	113	Specialized Residential Facility	6/30/2017
CHATEAU BATTISTE AT COLTON	HJ2587	113	Specialized Residential Facility	6/30/2017
CHICAGO HOME, THE	HJ0995	113	Specialized Residential Facility	6/30/2017
CPES CALIFORNIA, INC/BAXTER CT	HJ2561	113	Specialized Residential Facility	6/30/2017
CPES CALIFORNIA, INC/JOSHUA RD	HJ2562	113	Specialized Residential Facility	6/30/2017
CPES CALIFORNIA, INC/MUIR MTN WAY	HJ2563	113	Specialized Residential Facility	6/30/2017
CPES CALIFORNIA, INC/SKYLAND	HJ2564	113	Specialized Residential Facility	6/30/2017
HANA HOME	HJ2751	113	Specialized Residential Facility	6/30/2017
JONES DIVISION	HJ2556	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL ALTO	HJ2601	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL APACHE	HJ0890	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL ELISABETH	HJ2507	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL HALBROOK	HJ2525	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL IVANPAH	HJ0938	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL JORDAN	HJ0963	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL MERLOT	HJ0948	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL OFELIA	HJ0936	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL PERIGNON	HJ2524	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL SERRANO	HJ0889	113	Specialized Residential Facility	6/30/2017
KAISER SPECIALIZED RESIDENTIAL VIAGGIO	HJ0962	113	Specialized Residential Facility	6/30/2017
KALIA HOME	HJ0800	113	Specialized Residential Facility	6/30/2017
KOA HOME	HJ0362	113	Specialized Residential Facility	6/30/2017

KONA HOME	HJ0577	113	Specialized Residential Facility	6/30/2017
MAYBERRY HOUSE, THE	HJ0730	113	Specialized Residential Facility	6/30/2017
NEW DISCOVERY RESIDENTIAL SERVICES #4	HJ0860	113	Specialized Residential Facility	6/30/2017
NEW DISCOVERY RESIDENTIAL SERVICES #5	HJ0862	113	Specialized Residential Facility	6/30/2017
PADUA VILLAGE, INC	HJ0108	113	Specialized Residential Facility	6/30/2017
PEOPLE'S CARE TRADE WINDS	HJ2743	113	Specialized Residential Facility	6/30/2017
SPECIALIZED RESIDENTIAL LUPINE	HJ2628	113	Specialized Residential Facility	6/30/2017
SUPPORTING UNLIMITED POSSIBILITIES CATLIN HOUSE	HJ0766	113	Specialized Residential Facility	6/30/2017
SUPPORTING UNLIMITED POSSIBILITIES MACK HOUSE	HJ0767	113	Specialized Residential Facility	6/30/2017
VISTA CARE CENTER	HJ2752	113	Specialized Residential Facility	6/30/2017
WHITE HOME, THE	HJ0731	113	Specialized Residential Facility	6/30/2017
XAVIER FAMILY HOME	HJ0835	113	Specialized Residential Facility	6/30/2017
FACULTY PHYSICIANS & SURGEONS	PJ2732	775	Physician Services	6/30/2017
A PERSONAL SHUTTLE SVC	HJ2646	875	Transportation Company	6/30/2017
ABILITY PATHWAYS	HJ2655	875	Transportation Company	6/30/2017
ALSTON TRANSPORTATION	HJ2642	875	Transportation Company	6/30/2017
ANDREA TRANSPORTATION	HJ2691	875	Transportation Company	6/30/2017
B & M TRANSPORTATION	HJ2672	875	Transportation Company	6/30/2017
CHAVES TRANSPORTATION	HJ2640	875	Transportation Company	6/30/2017
CROSSROADS OF CHOICE INC	HJ2702	875	Transportation Company	6/30/2017
DESERTARC	HJ2656	875	Transportation Company	6/30/2017
ELITE TRANSPORTATION	HJ2666	875	Transportation Company	6/30/2017
EXCEL TRANSPORTATION	HJ2645	875	Transportation Company	6/30/2017
HEMADA A FRIENDLY SERVICE	HJ2653	875	Transportation Company	6/30/2017
K W TRANSPORT	HJ2665	875	Transportation Company	6/30/2017
KATHY'S ANGELS TRANSPORT	HJ2635	875	Transportation Company	6/30/2017
KAY NILES	HJ2641	875	Transportation Company	6/30/2017
LAMPPOST RESOURCE GPR INC	HJ2643	875	Transportation Company	6/30/2017
MAINSTREAM TOURS INC	HJ2647	875	Transportation Company	6/30/2017
NEMT 1ST CLASS TRANSPORT	HJ2671	875	Transportation Company	6/30/2017
PEOPLE'S CARE, INC	HJ2659	875	Transportation Company	6/30/2017
PGF CARE, INC	HJ2651	875	Transportation Company	6/30/2017
REBECA RODAS	HJ2668	875	Transportation Company	6/30/2017
ROSALBA OROZCO	HJ2649	875	Transportation Company	6/30/2017

SOCIAL VOCATIONAL SVCS INC	HJ2670	875	Transportation Company	6/30/2017
TRANSCARE, LLC	HJ2652	875	Transportation Company	6/30/2017
UNLIMITED TRANSP SERVICES	HJ2662	875	Transportation Company	6/30/2017
WARD/COBB TRANSP SERVICES	HJ2664	875	Transportation Company	6/30/2017
ZOOM TRANSPORTATION, INC.	HJ2700	875	Transportation Company	6/30/2017
A.O.K.	HJ0336	896	Supportive Living Services	6/30/2017
CIN INC	HJ0885	896	Supportive Living Services	6/30/2017
COMMUNITY LIVING OPPORTUNITIES INC	HJ0570	896	Supportive Living Services	6/30/2017
DESERTARC	H71025	896	Supportive Living Services	6/30/2017
INDEPENDENT LIVING SYSTEMS INC	H68993	896	Supportive Living Services	6/30/2017
NEW LIVING OPTIONS INC	HJ0873	896	Supportive Living Services	6/30/2017
PATHWAY INC	H62678	896	Supportive Living Services	6/30/2017
UNLIMITED POTENTIAL	HJ0281	896	Supportive Living Services	6/30/2017
V.E.W.	HJ0143	896	Supportive Living Services	6/30/2017
CALIFORNIA MENTOR FAMILY	HJ2586	904	Family Home Agency	6/30/2017

INLAND REGIONAL CENTER – Job Description			
Job Title:	General Counsel	Department/Unit:	Legal
Reports to:	Executive Director and Board of Trustees	Supervisory Role:	Yes
FLSA:	Exempt	Pay Level:	\$168.2692 - \$225.4967/hr (\$29,167 - \$39,086/mo)

SUMMARY: Advises Executive Director and Board of Trustees and assists IRC in dealing with a variety of legal issues involving litigation and business, personnel and consumer issues. Has supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. LEGAL SERVICES

1.1 Legal Advice/Consultation

- 1.1.1. Provide general corporate legal advice and consultation to Board of Trustees, Executive Director, Directors, Managers and staff as necessary or as directed by the Board or the Executive Director.
- 1.1.2. Provide advice and consultation on employment-related issues.
- 1.1.3. Review Special Incident Reports for the purpose of necessary disclosures to insurance carriers.
- 1.1.4. Review, assist, and provide advice concerning insurance policies and coverage, coordination with insurance carriers and/or designated legal counsel for representation of IRC in legal matters and proceedings; and providing reports of claims to insurance carriers and/or assisting with claims reporting.
- 1.1.5. Consulting with staff and assisting CSC's in drafting reports to the court concerning conservatorship petitions.
- 1.1.6. Consulting with CSC's and staff regarding issues affecting consumers including, but not limited to, inheritances, Social Security and Medi-Cal problems, abuse (financial or other) and general consulting.
- 1.1.7. Reviewing cases to establish and service conservatorships.
- 1.1.8. Consulting with staff and assisting CSC's in preparing the "nomination package" and any court reports when DDS is nominated to be the conservator for a consumer.
- 1.1.9. Consulting with staff regarding calendaring and preparation of court reports for cases in which IRC is Conservator.
- 1.1.10. Consulting with staff regarding the release of consumer and vendor records pursuant to subpoena or other demand.

- 1.1.11 Consulting and/or providing legal advice on other matters, as necessary.
- 1.2 Legal Proceedings
 - 1.2.1. Represent IRC, as necessary, in legal proceedings including, but not limited to, administrative hearings, writs of administrative mandamus, state and federal litigation, depositions, mediations, settlement conferences, trials and appeals, contested and uncontested petitions for temporary or permanent guardianships and conservatorships, court accountings, petitions to terminate guardianships and conservatorships, waivers of accountings, writs of habeas corpus, In Re HOP petitions and appearing with staff in court hearings related to the above.
 - 1.2.2. Prepare IRC employees to provide testimony at, or to participate in, legal proceedings including, but not limited to, administrative hearings, depositions, mediations, settlement conferences and trials.
 - 1.2.3. Supervise litigation in which IRC's insurance carrier has appointed counsel to represent IRC or when a vendor's insurance carrier has agreed to defend IRC and appoints an attorney to represent IRC.
 - 1.2.4 Providing legal advice to and representation of IRC, as necessary, in connection with other legal proceedings.
- 1.3. Training
 - 1.3.1. Coordinate, schedule, and provide training to Board of Trustees, Executive Director, Directors, Managers, staff and community, as necessary.
 - 1.3.2. Coordinate and schedule, as necessary, training and/or referrals to other consulting attorneys providing legal services to IRC.
- 1.4 Legal Services Re Master Trust of California
 - 1.4.1 Acting as the attorney for the Master Trust of California and the Master Trust Committee (collectively MTC).
 - 1.4.2 Consulting with staff that work with beneficiaries of the special needs trusts administered by MTC regarding issues including, but not be limited to, inheritances, Social Security and Medi-Cal problems, abuse (financial or other) and general consulting and advice.
 - 1.4.3 Reviewing cases for establishing guardianships, conservatorships and/or the creation of special needs trusts.
 - 1.4.4 Representing MTC in legal proceedings, including, but not limited to, contested and uncontested petitions for temporary and/or permanent guardianships and conservatorships, petitions to terminate guardianships and conservatorships, petitions to establish special needs trusts, petitions to terminate special needs trusts, court accountings, waivers of accountings, and appearing with staff in court hearings related to the above.
 - 1.4.5 Preparing staff that work with beneficiaries of the special needs trusts administered by Master Trust of California to provide testimony at legal proceedings involving MTC matters;

1.4.6 Providing legal advice to and representation of MTC, as necessary, in connection with other legal proceedings.

1.5 Other duties as assigned by the Executive Director or Associate Executive Director.

2. SUPERVISION

2.1 Oversee/supervise, in conjunction with the Executive Director and Assoc. Executive Director, the following departments/committees: Legal Affairs, Human Resources, Master Trust of California and Another Way.

MINIMUM POSITION REQUIREMENTS

EDUCATION: Possession of a Doctor of Jurisprudence (JD) degree from an ABA accredited law school and active membership in the California State Bar. Maintain required MCLE.

EXPERIENCE: Minimum of twenty (20) years experience in civil and business litigation, corporate, trust, conservatorship and probate matters of which a minimum of ten (10) years experience is required in addressing issues relevant to the developmentally disabled community.

KNOWLEDGE AND ABILITIES: Knowledge of legal practices and principles related to litigation, business, insurance, personnel, and consumers' rights issues.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: The majority of the position's duties and responsibilities are performed in the field and in the office. The ability to drive an automobile is required on a daily basis. The ability to sit, stand or walk for moderate distances on uneven or difficult terrain and the ability to enter inaccessible facilities is also required on a weekly basis. Daily, 6-8 hours of reading, writing, and phone work are required. Good oral and written communication skills are required as is the ability to utilize equipment requiring manual dexterity.

OTHER: Full use of an automobile, possession of a valid California driver's license and automobile liability insurance for the minimum amount prescribed by law, or ability to provide for independent transportation. Must have and maintain a safe driving record.

INLAND REGIONAL CENTER – Job Description			
Job Title:	Paralegal	Department/Unit:	Legal
Reports to:	General Counsel	Supervisory Role:	No
FLSA:	Non-Exempt	Pay Level:	\$20.4727 - \$31.7599/hr (\$3,579 - \$5,505/mo)

SUMMARY: Under the direction and supervision of the General Counsel, performs a variety of responsible paralegal, coordination and planning activities in the area of legal support for the General Counsel, Master Trust of California and the Legal Affairs department. Performs additional duties which may include, but are not limited to, case planning, development, and management; legal research; interviewing clients; fact gathering and retrieving information; drafting and analyzing legal documents; collecting, compiling, and utilizing technical information to make an independent decision and recommendation to the General Counsel.

Maintain a high level of confidentiality and exercise sound judgment and flexibility. Maintain strong verbal and written communication skills and the ability to communicate in an effective and appropriate manner while establishing good rapport with others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Research and analyze legal sources such as statutes, judicial decisions, legal articles, treatises, regulations and codes.
2. Prepare trust and/or conservatorship accountings.
3. Prepare and file responses to discovery and other pleadings as directed.
4. Perform clerical duties such as maintaining the calendar for legal matters, scheduling interviews, appointments and meetings, provide information to callers, and prepare routine correspondence.
5. Organize, index and file legal documents in legal files.
6. Assist the Legal Affairs department and Master Trust of California as directed by the General Counsel.
7. Assist the General Counsel as needed.
8. To perform the job successfully, an individual should demonstrate the following competencies:
 - 8.1 Analytical - Synthesize complex or diverse information; Collect and research data.
 - 8.2 Design - Demonstrates attention to detail.
 - 8.3 Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
 - 8.4 Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
 - 8.5 Oral Communication - Listens and gets clarification; Responds well to questions. Be able to effectively assist with legal proceedings.
9. Professionalism - Accepts responsibility for own actions; Follows through on

- commitments.
10. Dependability - Follows instructions, responds to management direction; Commits to putting in the time necessary to reach goals or complete tasks.
 11. Initiative - Takes independent actions; Asks for and offers help when needed.
 12. Maintains proficiency in the following areas:
 - 12.1 Maintain flexibility and be able to adjust to multiple demands and rapid change.
 - 12.2 Work independently to meet project deadlines.
 - 12.3 Deliver consistently accurate and quality work.
 - 12.4 Possess exemplary attention to detail.
 - 12.5 Work effectively in a team environment.
 13. Stays abreast of current events dealing with the business of IRC through meetings, seminars, training, trade magazines, etc.
 14. Demonstrates knowledge of and support of IRC's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
 15. Understands interactions between various areas of responsibility in IRC and maintains good relationships with the Directors and Managers in their respective areas.
 16. Performs special studies and projects, as needed or directed.
 17. Maintains the highest level of confidentiality in all aspects of the work while keeping the General Counsel continuously informed of all pertinent activities.
 18. Maintains mandatory continuing legal education requirements as set forth in *Business & Professions Code* §6450(d).

The job duties and the subheadings that follow are essential and integral to the day-to-day performance of all other job duties and responsibilities.

1. On a daily basis, maintains an adequate skill level in interpersonal and community relationships.
 - 1.1 Professionalism and Customer Service - Strives to establish and maintain cooperative and effective working relationships with all staff levels pursuant to IRC Personnel Policies/Procedures. Demonstrates a strong commitment to meeting the needs of all current and prospective staff members, striving to ensure their expectations are met.
 - 1.2 Adaptability - Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
 - 1.3 Being a Team Player and Working Collaboratively - Maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things. Develops cooperation, answers questions, works toward solutions that generally benefit all stakeholders, and contributes to the harmony of the team.
 - 1.4 Continuous Learning and Initiative - Demonstrates eagerness to acquire necessary technical knowledge, skills, and abilities to perform job more effectively. Takes every opportunity to do more than is required or expected and plans ahead for upcoming problems and takes appropriate action as needed.

- 1.5 Dependability - Regularly and consistently arrives to work on time, follows instructions, responds to management direction and solicits feedback to improve performance.
 - 1.6 Judgment and Problem Solving - Identifies, gathers, and analyzes problems adequately uses available resources, current knowledge and past experience to evaluate and resolve issues in a timely manner.
 - 1.7 Negotiation - Actively explores alternatives to reach outcomes that gain acceptance of all parties. Promotes and responds to opposing views in a non-defensive manner offering compromises and trade-offs in exchange for cooperation.
 - 1.8 Oral and Written Communication Skills - Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
 - 1.9 Quality - Demonstrates accuracy and thoroughness and monitors own work to ensure quality-producing work that meets or exceeds agency standards.
2. Performs different or additional work as needed or as assigned.
- 2.1 Actively maintains current knowledge applicable to the primary job function and seeks to expand the relevant knowledge base. Attends training sessions as required. Keeps informed on changes at the State and agency level with regard to philosophy, policy and procedure.
 - 2.2 Uses equipment appropriately and reports the need for repairs promptly. Keeps work area neat, orderly and free from hazards. Observes all safety rules.
 - 2.3 Enters data in in the computer in compliance with IRC's policies and procedures.
 - 2.4 Prepares necessary reports promptly.
 - 2.5 Maintains a safe driving record.

The above list reflects the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job. Other duties and responsibilities may be added from time to time.

MINIMUM POSITION REQUIREMENTS

EDUCATION: Any of the following: (1) A certificate of completion of a paralegal studies program approved by the American Bar Association, or (2) meets any of the requirements of *Business & Professions Code §6450(c)*.

EXPERIENCE: Five (5) years of paralegal experience under the supervision of an attorney. Experience in handling litigation, trust, conservatorship and/or probate matters is preferred along with a general knowledge of the Regional Center system in California.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: The majority of job duties are performed either in the office or out in the field. They require the ability to sit or stand for

extended periods of time. Daily spends 3 to 6 hours on the computer, 3 to 6 hours talking with employees, walking, reading, writing, phone work, 1 to 3 hours meeting with agency personnel and/or management staff, ½ hour copying and distributing materials. Extensive use of keyboards requiring manual dexterity for repetitive data entry. Good oral and written communications skills, as well as the ability to take cohesive notes in a logical fashion, are also required. Must stoop, lift, reach, carry files, records, supplies to/from work areas. Occasionally will have to drive automobile and attend meetings locally and/or out of town.

OTHER: Full use of an automobile, possession of a valid California driver's license and automobile liability insurance for the minimum amount prescribed by law, or the ability to provide for independent transportation. Must have and maintain a safe driving record.

Memo

To: Board of Trustees
From: Merissa Steuwer, Director of Financial Services
cc: Lavinia Johnson, Executive Director
Date: May 5, 2016
Re: Salary Structure

For your review and approval, please find IRC's salary structure.

**INLAND REGIONAL CENTER
SALARY SCHEDULE
BUDGET FY 15/16**

Personnel Classification	Monthly Salary Range	
Account Clerk - Operations	2,918	3,724
Account Technician	3,549	4,755
Another Way Coordinator	4,733	5,754
Associate Executive Director	13,750	15,918
Audit Manager	5,196	6,316
Auditor I	3,894	5,219
Auditor II	4,318	5,787
Auditor Trainee	3,549	4,755
Behavior Specialist	6,631	8,061
CA Licensed Clinical Psychologist - PhD	6,015	7,312
Case Control Manager	4,318	5,787
Case Management Trainee	2,639	2,639
Clinical Nurse Specialist I	3,363	5,217
Clinical Nurse Specialist II	4,851	5,897
Communications Coordinator	3,940	4,789
Computer Support Specialist	3,549	4,755
Consumer Advocate - Part time	753	753
Consumer Data Clerk	2,513	3,209
Consumer Intake Clerk	2,513	3,209
Consumer Intake Coordinator	3,363	4,507
Consumer Program Liaison	3,363	5,217
Consumer Resource Specialist	3,363	5,217
Consumer Revenue Specialist I	2,918	3,724
Consumer Services Coordinator	3,363	5,217
Consumer Services Reimbursement Specialist I	2,918	3,724
Consumer Services Representative	4,733	5,754
Consumer Support Technician IV	2,752	3,513
Consumer Transportation Coordinator	4,733	5,754
Controller	6,631	8,887
CST I	2,253	2,875
CST II	2,513	3,209
CST III	2,621	3,346
Developmental Center Placement Worker	3,363	5,217
Director	11,710	14,947
Early Start Consumer Services Coordinator	3,363	5,217
Early Start Infant Services Coordinator	4,733	5,754
ES FRN Coordinator - Part time	2,148	2,148

**INLAND REGIONAL CENTER
SALARY SCHEDULE
BUDGET FY 15/16**

Personnel Classification	Monthly Salary Range	
ES FRN Data Clerk - Part time	1,170	1,170
ES FRN Parent Rep - Part time	1,041	1,041
ES FRN Secretary - Part time	1,290	1,290
Executive Director	14,583	18,612
Executive Secretary	5,728	6,963
Facilities Coordinator	2,621	3,346
Facilities Lead	2,918	3,724
Family Support Specialist	3,363	5,217
Fiscal Technician	3,549	5,505
Forensic Liaison	3,363	5,217
General Counsel	29,167	39,086
Housing Specialist	4,733	5,754
HR Benefits Specialist	3,363	4,088
HR Clerk	2,253	2,875
HR Manager	6,631	8,061
HR Recruiter	3,549	4,755
I.T. Manager	6,631	8,887
I.T. Technician	3,549	4,755
Junior Accountant	3,894	5,219
Legal Affairs Coordinator	2,752	3,513
Legal Affairs Technician - Fair Hearings, Criminal, Conservatorship	2,874	4,044
Master Trust Consumer Services Coordinator	3,363	5,217
Medicaid Waiver Nurse Specialist	4,851	5,897
Network Administrator	5,728	6,963
Occupational Therapist	5,196	6,964
Office Services Manager	3,894	5,219
Paralegal	3,549	5,505
Part-time Clerical Assistant	891	891
Payroll Clerk	2,918	3,724
Payroll Manager	4,684	6,277
Physical Therapist	5,196	6,964
POS Manager	4,684	6,277
Procurement and Facilities Manager	6,631	8,061
Procurement Coordinator	3,549	4,755
Program Manager	5,887	7,514
Purchase of Service (POS) Authorization Specialist	2,918	4,106
Quality Assurance Technician	2,752	3,513

INLAND REGIONAL CENTER
SALARY SCHEDULE
BUDGET FY 15/16

Personnel Classification	Monthly Salary Range	
Quality Assurance Technician - Medicaid Waiver	2,752	3,513
Receptionist	2,513	3,209
Revenue Manager	4,684	6,277
Secretary V	3,549	4,755
Senior Accountant	5,196	6,316
Senior Consumer Services Coordinator - Intake	4,733	5,754
Senior Consumer Services Coordinator - Medicaid Waiver	4,733	5,754
Senior Training Specialist	4,733	5,754
Special Incident Report (SIR) Coordinator	3,363	5,217
Training Specialist	3,363	5,217
Training Specialist & Events Planner	3,363	5,217
Training Specialist Assistant	2,513	3,209
Trust Officer - Master Trust	6,631	8,887
UFS Manager	6,631	8,887
Vendor Data Specialist I	2,513	3,209
Vendor Data Specialist II	2,918	3,724
Vendorization Manager	4,684	6,277



EMPLOYEE APPRECIATION + HEALTH FAIR EVENT

Thursday, May 19TH | 11:00AM - 1:30PM

ALL EMPLOYEES ARE INVITED TO COME JOIN THE FUN!

- ♥ BENEFIT PROVIDERS ♥ HEALTH SCREENINGS
- ♥ ORAL HEALTH EDUCATION ♥ CATERED LUNCH
- ♥ INFUSED WATER HYDRATION STATION ♥ FRESH FRUIT CONES
- ♥ PRIZE DRAWINGS ♥ MUSIC & MUCH MORE!

