

AGENDA
INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING
MONDAY, July 8, 2024
Inland Regional Center
*Conference Center – **Board Room***
1425 S. Waterman Avenue
San Bernardino, CA 92408
or Via Live Stream at [Inlandrc.org/live](https://inlandrc.org/live)

Call to Order/Ms. O’Connell

Minutes of May 13, 2024 Annual Board of Trustees Meeting/Ms. O’Connell Action

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Public Input: Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. **In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue or comment, contact your CSC or email your comments to Btrustees@inlandrc.org.** You may also submit Public Input Comments electronically via inlandrc.org/live.

Executive Director’s Report/Ms. Johnson Info

Director’s Reports/Directors Info

Committee Reports (Written Reports)

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|--|------|
| 1) Another Way/Ms. Gonzales | Info |
| 2) Executive Committee/Ms. O’Connell | Info |
| 3) Legislative Committee/Ms. Cummings | Info |
| 4) Master Trust Committee/Ms. Miller | Info |
| 5) Vendor Advisory Committee/Ms. Stewart | Info |

Old Business:

New Business

- | | |
|--|--------|
| 1. Approval of New Board Members/Ms. Ramirez | Action |
| 2. Approval of Board Officers/Ms. O’Connell | Action |
| 3. 2024-25 Performance Contract/Mr. Toms | Action |
| 4. POS Policy for Restored Services/Mr. Toms | Action |

- | | |
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| 5. Salary Schedule Update/Mr. Beckett | Action |
| 6. 2024-25 Salary Schedule/Mr. Beckett | Action |
| 7. Workplace Violence Prevention Plan/Mr. Beckett | Action |
| 8. Employee Health Benefits/Ms. Steuer | Action |

Trustee Input

Closed 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: September 9, 2024

MINUTES OF MAY 13, 2024
Inland Counties Regional Center, Inc.
ANNUAL Board of Trustees Meeting

BOARD PRESENT: Jay Connor; Carmela Garnica; Alicia Lara; Ted Leonard; Eric Naranjo; Maureen O'Connell; Briseida Ramirez; Rene Rojo; Gizelle Siojo; Teri Smith; Joshua Souder; April Stewart

BOARD MEMBERS ABSENT: Kiana Buffington

DIRECTORS PRESENT: Steve Beckett; Kurtis Franklin; Felipe Garcia; Eric Hamler; Lavinia Johnson; Don Meza; Merissa Steuwer; Vince Toms

STAFF PRESENT: Tameka Alexander; Raul Castillo; Claudia Mora; Martin Morales; Monica Munguia; Estefania Pena; Mari Rodriguez

GUEST PRESENT: Fernando and Rosa Avarca, Parents; Lucia Y. Babb; Tenika Doyle, Chasing 7 Dreams; Araceli Gil, Parent; Wes Head; Helen Neri, Angeles Especiales P. S. G.; Leslie Pacholski, Parent; Maria Santiago, Parent; Sarah Souder, Family Member; Melanee Stovall, Legacy Bridges Foundation; Isabel Torres, Parent

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: The Annual Board of Trustees Meeting was called to order by Ms. O'Connell at 5:03 p.m.

- 1. NOMINATIONS FOR MEMBER AT LARGE:** Ms. O'Connell announced that Joshua Souder's term on the Executive Committee as Member at Large termed out in April. Ted Leonard has expressed interest in serving on the Executive Committee. Ms. O'Connell opened the floor to any nominations. No new nominations were received. **1. Motion made to approve Ted Leonard to serve on the Executive Committee as Member at Large M/S/C Garnica/Rojo.**

Meeting adjourned at 5:06 p.m.

Sincerely,

Alicia Lara
Board Secretary

Sandra Guzman
Assistant Secretary

MINUTES OF MAY 13, 2024
Inland Counties Regional Center, Inc.
Board of Trustees Meeting

BOARD PRESENT: Jay Connor; Carmela Garnica; Alicia Lara; Ted Leonard; Eric Naranjo; Maureen O'Connell; Briseida Ramirez; Rene Rojo; Gizelle Siojo; Teri Smith; Joshua Souder; April Stewart

BOARD MEMBERS ABSENT: Kiana Buffington

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RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Meeting was called to order by Ms. O'Connell at 5:05 p.m.

MINUTES OF THE MARCH 11, 2024 BOARD OF TRUSTEES MEETING: 1. Motion made to approve the minutes of the March 11, 2024 Board of Trustee Meeting M/S/C Garnica/Connor.

PUBLIC INPUT:

1. Fernando Avarca, Grandparent, submitted the following written comment: I am the grandparent to an autistic client of irc. I have been a musician my entire life, and since I have had my second stroke I can no longer play the instruments I've played for most my life. If I was not disabled I could provide the music therapy at no cost to my grandson. Instead my wife on a fixed income pays out of pocket with credit cards for him to participate in music drum therapy lessons. I have witnessed my grandson become calmer, more confident in his self and abilities, regulated, verbally communicate better all while doing his drum lessons. He looks forward to Sundays when the music drum therapy teacher comes to provide lessons, due to building a relationship with the instructor- which is otherwise tough for my autistic grandson to do with people.

Your center exists to provide support and services to children like my grandson but instead you deny his mother who is his voice and advocates for him, of the services and supports he's entitled to. You discriminate against our ethnic background of being Latino and take it out on my grand son and daughter by denying them services and supports they're entitled to under the Lanterman act.

You are treating my loved ones unfairly and unethically while you live lavishly and my wife goes into financial debt to cover my grandsons drum therapy lessons. Why ?

2. Rosas Avarca, Grandparent, submitted the following written comment: Hi board, i am a maternal grandparent to autistic client of irc. Irc receives my Latino tax dollars to exist. Irc exists to provide supports and services to individuals such as my autistic grandson.

Why is irc denying my grandson drum lessons? Not only do my taxes go to your funding, I pay out of pocket for my grandsons drum lessons. Can you explain why this is, Lavinia?

My daughter revolves around my grandson due to his special and individual needs, she cannot uphold a job and was denied by irc day care hours to complete a work training program that aligned with her hectic schedule of revolving around my grandson. her health is neglected due to the 48 hours of respite she receives going to overnight supervision for the entire duration of his sleep due to his individual needs.

I am his respite provider and do over 200 hours a month of respite due to his individual needs but I only get paid for 48 hours out of the 200+. Irc continues refusing to approve us more than 48 hours a month with the most recent denial from 2 weeks ago for increase in respite with the justification that they already receive 48 hours a month.

My daughter has not been to a dr since my grandson was 3 months old and his father who is now deceased, was still alive. She requires multiple consistent appointments with specialists including:

dental (due to leakage of mercury in her fillings),

Severe pelvic damage from giving birth, severe permanent back damage,

Severe permanent nerve damage due to a dog bite from October 2023, all which cause her intense consistent pain.

She has had a skin disorder for over a year now which needs attention and care, but does not have the time to see a specialist for it and neglects it. She has gained 60 lbs post birth due to not having time to exercise. She has no time for any of these things due to irc capping and limiting respite. The statistics tell us that Latino clients of irc receive the least amount of supports and services. Ms Johnson your salary is \$10k every two weeks and Mr Beckett your salary is \$20k every two weeks.

I have witnessed the numerous benefits of the music therapy drum lessons for my autistic grandson which is why I continue to pay \$55 a week out of pocket being on a fixed income myself. Aside from this , irc denied him of boxing lessons - something scientifically proven to enhance autistic children's coping skills.

Can you please explain, Lavinia, why my daughter does not deserve more respite and why I don't deserve being compensated for the 200+ hours a month of respite I provide, and why irc insists on ME funding your hefty salaries while I also fund my grandsons drum lessons as irc refuses to approve the music therapy lessons and boxing lessons? Do your other

employees work for irc for free or is it just me because I'm Latino? (Also touched on the travel from Temecula valley to get to meeting at irc in San Bernardino and financial strain it imposes)

3. Leslie Pacholski, Parent, submitted the following written comment: I am here again, speaking on behalf of my autistic son. Last meeting you all said someone would reach out to me regarding my issues. That was 2 months ago and no one has reached out. Page 6 of Irc POS policy states:

"Diapers for a consumer who is three years of age or older may be approved when the family can demonstrate financial need and when doing so will enable the child to remain in the family home.. Private and generic sources first must be exhausted."

WIC 4685 states:

"It is the intent of the Legislature that regional centers provide or secure family support services that do all of the following: 2) Be flexible and creative in meeting the unique and individual needs of families as they evolve over time"

"(7) A regional center may purchase or provide a voucher for diapers for children three years of age or older.

A study from pub med (meaning it is scientific scholarly evidence and not an opinion) cited from 2022 titled Toileting Resistance Among Preschool-Age Children with and Without Autism Spectrum Disorder states that:

"Among 4- to 5-year-olds, 49 percent of autistic children were not toilet trained, compared with 24 percent of children with developmental delay. By comparison, only 8 percent of typically developing children in that age range were not toilet trained, according to a 2022 study."

Due to my son's individual needs of having sensitive skin, he is allergic to main stream brands. This means I must pay higher costs for incontinence supplies so his skin doesn't have an allergic reaction, including special wipes, organic diaper cream and pull ups. Irc offers everyone \$150/YEAR for incontinence supplies while insisting it's the max they can give, irc said they would not provide more than this amount. In October 2023 I provided proof of generic resource of insurance referral denial for incontinence supplies to my CSC and their supervisor and then I requested more reimbursement help from irc. Irc denied the request for more than \$150/year incontinence supply reimbursement.

I went to mediation in January 2024 and irc jumped up \$1000/year for reimbursement but since this was still limiting and capping - it meant it still wasn't enough for our low income family therefore I did not accept, because if I accepted this at the time then I would not be allowed to request more. When I followed up to request irc implement the offer from mediation to go up \$1000 in reimbursement i was sent diaper pantries all of which I contacted and none of them offer or tailor to my sons individual needs of requiring certain products that don't cause an allergic reaction to his skin. We cloth diaper when @ home due to financial burden.

I even emailed you Ms Johnson on 2/1 requesting you to approve implementing the \$1000/year increase for incontinence supplies and did not receive a response from you. I have proven to irc with receipts that we spend \$200+/ month in paying for incontinence supplies. It has been 8 months since I've provided generic was denied while requesting help from irc with no response other than to accept the \$150/year reimbursement while refusing to consider the previous mentioned. I need answers from you today Lavania on why this is so.

My son receives 2.5 hours a month in ihss despite my pleas for irc to help us get more hours.

In 2017, the Legislature took action to lift the cap on respite by repealing WIC Section 4686.5. Effective January 1, 2018, this legislative limit on the purchase of respite services will no longer apply.

According to public records request results from dds, between 7/2023 and 3/1/24 irc has spent \$94,989,803.57 for in home respite. Due to the lack of data irc provides to dds, we have to assume that amount divided by the total amount of irc clients being 50,000, equals to about \$1,800.00 a year in respite each client is receiving from irc. Divided by 12 months that would imply each respite provider is paid \$150/month to care for our special needs children.

In February 2024 I provided a detailed calendar showing why we need more hours of respite. The provided calendar proved we actually need over 400 hours a month of respite due to my sons individual needs while I have been begging for half the amount of 200 hours to be approved. We currently receive 48 hours a month which at the last meeting parent Bonita was quoted during public comment stating her CSC told her 48 hours is the max amount of hours per month that caregivers are entitled to - which is what majority of us who request over 48 hours are told. However the WIC states there is no limit.

My respite provider averages 90 hours of respite by just the middle of the month proven to the vendor she's employed through, to the extent we have been on the verge of receiving warnings for going over the hours. My respite provider averages 200 hours a month providing respite to us but only gets paid for 48 hours. All the while irc doesn't care to address my sons individual needs for more than 48 hours / month

I refuse the OAH appeal process for a hearing due to my research concluding roughly 98% of cases rule in the regional centers favor. I prefer to come to these meetings and get answers directly from you instead. I will continue inviting my friends who are autistic parents and media outlets to cover the racism, unfairness, corruption and injustice.

You Mr Beckett are paid a Luxurious bi weekly salary of 20k and you Ms Johnson receive \$10k every two weeks.

At the last trustee meeting mr Tom's or Mr cook from your POS dept was quoted telling you all that irc is aware that the autistic community is not receiving enough services and supports. Yet I have been here telling you we have been begging for services and supports for our autistic children while being denied of them -most likely due to the ethnicity of our

children. What more do you need from your own POS dept and parents of autistic children such as Cassie and I for you to ensure services and supports are being provided to your autistic clients ?

Disability voices United has confirmed that Latino clients of irc overall are receiving the least amount of services than any other race in the entire state proving the racial and geographical disparities than any other ethnic group. My son and I are Latino and have documented that on irc intake forms.

Lastly for home maker services I requested 60 hours and was only given 20. Yet I have proof of other families being approved for 45 hours before even beginning or completing an assessment with 24hhc. How does an operation like yours who receives so much in tax payor funding function with such inconsistencies? How do some families get approved for higher hours before even completing an assessment?

Your system is broken which you're aware of, you continue proving to us you're not doing anything to fix it. Why?

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson welcomed and thanked everyone for attending tonight's meeting. Ms. Johnson reported the following: 1) As of May 2024, IRC serves 51,785 consumers. 2) IRC currently employs 1,165 staff of which 82 are managers, 765 are in case management and 318 are administrative support staff. IRC has hired 130 employees since January 1. The overall caseload ratio is 68:1. IRC will continue to hire for growth 3) The Another Way Annual Golf Tournament will be held on Saturday May 18 at the Omni Rancho Las Palmas in Palm Springs; IRC will be hosting a Self Determination Conference at the Riverside Convention Center on June 8; IRC HR Department will be hosting another hiring event on Friday, June 28; IRC's Service, Access and Equity Conference was held on May 4. Video of event followed.

DIRECTOR'S REPORT: No questions

COMMITTEE REPORT: No questions

OLD BUSINESS: None

NEW BUSINESS:

1. **CPP RFP PROJECT FOR FY 2023-24:** Mr. Toms reviewed the following 2023-24 Community Placement Plan (CPP) and Community Resource Development Plan (CRDP) projects with the Board: Crisis Support Services, Multi-Family Housing and Development of an inclusive Survey for Deaf plus IRC Consumers. **2. Motion made to approve the 3 CPP projects M/S/C Rojo/Connor. Ms. Stewart abstained from voting.**
2. **\$250,000 CONTRACTS:** Mr. Toms is seeking approval of 94 contract renewals and 2 start up contracts. All these contracts are in good standing. **3. Motion to made to approve contracts presented by Mr. Toms M/S/C Rojo/Connor. Ms. Stewart abstained from voting.**

3. **SALARY SCHEDULE UPDATE:** Mr. Beckett reviewed the additions to the Salary Schedule for FY 2023-24. The two positions that were added were Consumer Support Tech 4 (CST 4) and Consumer Service Coordinator (CSC) - part-time CSC. **4. Motion made to approve the two new positions M/S/C Connor/Rojo. Ms. Stewart abstained from voting.**
4. **APPROVAL OF MASTER TRUST MEMBER:** Mr. Beckett requested the Board's approval to appoint Kevin Urtz to the Master Trust Committee **5. Motion made to approve the appointment of Kevin Urtz to the Master Trust Committee M/S/C Lara/Connor.**
5. **BOARD RECRUITMENT:** Ms. O'Connell shared that the Board will have 4 members terming later this year and will need to create an Ad-Hoc Nominations Committee to hold interviews. The Board has received 4 applications. Mr. Rojo, Mr. Leonard and Ms. Ramirez volunteered to serve on the ad-hoc committee.

TRUSTEE INPUT:

Mr. Rojo shared he has been very active out in the community and on social media. He has been helping other non-profits as well as helping promote concerts and fundraisers. He enjoys giving back to the community as much as possible.

Mr. Leonard announced his son was born on March 24 at 2:21 a.m. He weighed 7 lb. 13 oz. Both baby and mom are doing well.

Ms. Lara asked if she could explain how Another Way works and how they get their funds. Another Way was created by a group of employees who wanted to help IRC consumers most vulnerable consumers struggling to pay for their basic needs. These employees would hold burrito sales to earn money. As Another Way grew, they started doing Golf Tournaments and writing grants. Another Way's money is not part of IRC. Money is raised by employee donations, golf tournaments or grants.

Ms. O'Connell adjourned the meeting at 5:55 p.m. to go into Closed Session. Closed Session was called to order at 6:03 p.m.

The Board reconvened at 6:18 p.m. The Board acted on a personal matter.

Meeting adjourned at 6:19 p.m.

Sincerely,

Alicia Lara
Board Secretary

Sandra Guzman
Assistant Secretary

MOTIONS FOR THE MAY 13, 2024 BOARD OF TRUSTEES MEETING:

1. Motion made to approve the minutes of the March 11, 2024 Board of Trustee Meeting M/S/C Garnica/Connor.

2. Motion made to approve the 3 CPP projects M/S/C Rojo/Connor. Ms. Stewart abstained from voting.

3. Motion to made to approve contracts presented by Mr. Toms M/S/C Rojo/Connor. Ms. Stewart abstained from voting.

4. Motion made to approve the two new positions M/S/C Connor/Rojo. Ms. Stewart abstained from voting.

5. Motion made to approve the appointment of Kevin Urtz to the Master Trust Committee M/S/C Lara/Connor.

DRAFT

Director Adult Services, Clinical, and Intake

July 2024

Respectfully submitted by Don Meza

Adult Services Team Update: The adult services team continues using a hybrid model of service. The CSCs are required to be in the office two days per week otherwise they are working in the field or from home. The managers have been asked to be in the office at least two days per week. The CSCs share office space and/or can drop in and schedule themselves to work in the office on days when their peers are working remotely. The case management teams have been completing in-person visits with consumers in a conscientious and safe manner. The focus of in-person visits has been with consumers residing in Board and Care, Specialized Facilities, Skilled Nursing Facilities, and for independent consumers with Supported Living services. In Adult services there are currently 12 case management teams with approximately 230 service coordinators that cover the two-county catchment. As we grow, we continue to add new staff which has resulted in smaller caseload ratios for the CSCs. Wasima Alvi as a program administrator is assisting to supervise the Intermediate Care Facilities (ICF) unit and Adult Services teams.

Work and Programs: Adult consumers continue to return to daily activities through “traditional” services. The overall situation has been challenging due to several factors, primary of which is that the programs continue having difficulty finding staff. Some programs have not been able to return to a full-time schedule due to this issue. The “state of emergency” was lifted effective 2/28/2023. The consumers maintain the option, if requested, to continue receiving remote services until 6/30/2025. On another note, we are finalizing efforts to comply with the subminimum wage transition required by the HCBS Final Rule. Consumers and families have been informed that all subminimum wage positions will end effective 12/31/2024. The CSCs have been completing IDT meetings with the consumers at their programs to determine which work options will be best for them in the future. All consumers involved with “workshops”, can no longer be paid subminimum wage for their work effective January 2025.

Intake: In the past year we hired new administrative staff to support the work of the Intake team. We added 2 new Intake Coordinators, 3 new Consumer Support Technician 3 (CST 3) and one CST 1, for a total of 6 new administrative staff to assist with the consistently and extremely high volume of Intake applications. Additionally, we are looking to grow our pool of psychologists to help with eligibility determinations. We are currently working on strategies to improve the process of intake due to the high number of cases being referred. The intake process can be challenging for families, and we are trying to make it a seamless process for them.

Clinical Services: Regional Centers are pulling together to try to come up with a resolution for the shortage of psychologists. We are still looking for qualified Clinical Psychologists to work with us either as staff psychologists or as vendored psychologists to assist with the eligibility process. In the past month we have hired one additional staff psychologist and have been able to add 3 additional consulting psychologists to help with the eligibility process. The clinical team continues to work with staff to recommend and research resources for medical/dental supports for our consumers. Staff can participate in a weekly clinic to find the special resources needed by their consumers to maintain good health. The Intake and Clinical Services teams work very closely to assist new consumers as they enter the regional center system.

Inland Regional Center Children's Services

July 08, 2024, IRC Board of Trustees Report

Submitted by Felipe J. Garcia IRC Director of Children's Services

Greetings, as of June 2024, we currently have 25,594 clients in Children's services. We continue to hire replacements as soon as possible to ensure that consumers have an Early Intervention Services Coordinator (EISC) or Consumer Services Coordinator (CSC).

A restructuring of the Preschool and School Age team included absorbing the Early Start units, we have added additional support for the director and managers. The Children's Services Unit has two Program Administrators who work with San Bernardino and Riverside County respectively. These Program Administrators are meeting with the program managers monthly and are helping to identify county specific issues and bring up any additional support needs to the Director.

Early Start Units

We currently have nine Early Start units (five units in San Bernardino County and four in Riverside County). We are averaging a little over 750 new referrals per month. Hiring is a priority for the nine Program Managers who oversee the Early Start Units (ages 0-3). We continue to hire to meet the established requirement of 1:40 cases per EISC. We have six new positions that started in June 2024 who will focus tracking clients through the Early Start intake process to meet the 45-day timeline and compliance expectations. We are currently 21 growth positions for Early Start Staff.

Preschool Units

We currently have five Preschool Units (two in San Bernardino County and three in Riverside County). Hiring continues to be a priority for the Five Program Managers who oversee the Pre-School Units (ages 3-6) and have been interviewing on an ongoing basis. We continue to hire to meet the established requirements of 1:40 cases per Consumer Services Coordinator (CSC). We currently have 21 growth positions for Preschool Units.

School Age Units

We currently have eight School Age units (four in each county). We recently had an age restructuring as of January 2024. We have begun transferring cases to the Transition units at age 14 instead of at age 16. The transfer of cases continues to be gradual to ensure that the transition units can accommodate the increase in cases. We currently have 19 growth positions for School Ages units.

Social Recreation

Both Pre-School and School Age units have seen an increase in requests for social recreation opportunities from our families. We are continuing to review each request individually and approving services as appropriate.

Board of Trustees Quarterly Report - Respectfully Submitted by Vince Toms**July of 2024**

The following is a summary of statewide updates that affect our clients and vendors:

IRC is still waiting for proper subcodes from DDS to implement the upcoming Early Start Quality Incentive payment. This is still a three-tiered payment structure that incentivizes quick service delivery. The incentive period is from January 1, 2024, through December 31, 2024. It will be based on the initial starting date of the authorization and the date of initial service provision by the vendor, as determined by purchase of service, e-billing, and the client master file.

An example of the quarterly payments is as follows: For quarter one (January 1, 2024, through March 31, 2024), DDS will calculate and process the amounts in June of 2024. The intent is that the regional centers then pay the vendors in July of 2024, for the first quarter of service for 2024. This is a DDS driven incentive, so please review all documentation on it, at the DDS website. Questions can be directed to QIPquestions@dds.ca.gov.

The DDS Service Provider Directory continues to move forward at a rapid pace. They have secured a contractor that will communicate and work with all vendors across the state to collect vendor data. The vendor is called Robert Half, and they have a team of data analysts capable of this massive statewide initiative.

The process is still in draft form. Currently, the idea is Robert Half will contact the vendors and submit the data to a data file. The data then goes to DDS and will be loaded into a data platform called Service Now. The vendors will be sent emails to register for Service Now (sounds like the name for the statewide platform). The vendor will log onto Service Now and validate the correct data and submit it to the regional center to do a final review and approval of the vendor data. An incentive is still being discussed for the vendor community, but nothing concrete yet.

Some of the budget items include the following (ARCA report):

- Reduces \$20 million General Fund from 2022-23 for the Direct Support Professional (DSP) Internship Program.
- Reverts \$10 million General Fund in anticipated savings upon expiration of the DSP stipend program in 2023-24.
- Reduces the Regional Center Tuition Reimbursement Program by \$18.6 million General Fund in 2024-25. This would allow for current and pending participants to remain in the program and receive internships or tuition reimbursement but close the program to new applicants.
- Reduces \$1.1 million General Fund in 2024-25 and ongoing for emergency preparedness resources for regional centers.
- Reduces \$0.8 million General Fund in 2024-25 and ongoing for tribal engagement and outreach for early start services, retaining tribal engagement and outreach funding.

Ruth Armstead has been promoted from the Training Unit to her role as Program Manager of the Service Access and Equity Unit. We welcome her into her new and exciting role.

If there are any questions or comments, I can be reached at vtoms@inlandrc.org.



CURRENT PRIORITIES

- Continuing Atlas improvements
- Supporting IRC staff



DIVISION MANAGERS

Case Control
Denise Adame

Communications
Sandra Guzman

Information Technology
Marc Rinebolt

**Facilities, Office Services &
Procurement**
Gabriel Ortiz

IT AND ADMIN SERVICES ADMINISTRATIVE SERVICES

The Administrative Services division has added a few new faces to our group since the last report. The Division welcomes Martha Garcia to the team as our new Secretary V. Martha has been with IRC since 2016 and brings a wealth of knowledge and ability to the division. We look forward to her starting in her new role in July.

The Office Services team also welcomes Andrea Carillo Hubbe as a CST II. We welcome Andrea and are very happy to have her.

Our Case Control department has been as busy as ever with rapidly processing information requests and intakes. Processing of the backlog of paper records into the digitized system is also progressing, and we have a plan in place to try and eliminate a bulk of the paper backlog later this year.

INFORMATION TECHNOLOGY

The Information Technology Department would like to congratulate Alfonso Ramirez for his promotion to Business Systems Analyst. We will be working on filling his previous position in July.

Respectfully Submitted by Kurtis Franklin, Director of IT and Administrative Services

July 2024

Inland Regional Center Transition Services & Special Services

July 2024 IRC Board of Trustees Report

Submitted by: Alan Munoz Secretary V of Transition Services and Specialty Services

Enhanced Service Coordinator Unit (ESC):

Inland Regional Center (IRC) has formed a new unit to provide coordination of services at a 1 to 40 coordinator to consumer ratio for clients in underserved communities with low or no purchased services (POS). This unit is called the Enhanced Service Coordination (ESC) Unit. This is an option for our low to no POS clients who live in underserved communities. This unit was developed to fulfill the enhanced service coordination mandate from DDS which is "intended to improve service access and delivery" by providing clients with "focused support and increased service coordination." The uniqueness of enhanced service coordination includes the consideration of cultural, linguistic, systemic, and societal barriers and implementation of best practices to reduce such barriers through a service access and equity lens. The Program Manager of this unit is Lilliana Garnica. Ms. Garnica currently has 373 consumers enrolled in this program. All ten positions have been filled. Ms. Garnica and one of her team members are participating in the Cultural and Humility Training. Ms. Garnica continues to provide outreach efforts to provide training and knowledge.

Self Determination Program (SDP):

We have a total of 334 Self-Determination cases, with cases pending effective dates. Alejandra Rivera is the Program Manager who manages the Self Determination Program, and the Systems of Care positions. Our participant Choice Specialists (PCS) have been assisting in expanding awareness of self-determination service options through efforts to identify concerns and barriers to enrollment, reduce identified barriers and by providing information and training to consumers, families, IRC staff and providers about self-determination options. Ms. Rivera continues to collaborate closely with the Local Volunteer Advisory Committee (LVAC) to support implementation of the Self-Determination Program. The LVAC approved a conference/resource fair, being held on June 8th, 2024, that will be provided by Disability Voices United (DVU) for at least 200 participants. The LVAC has also approved Committee Center Planning training and book purchase facilitated by DVU. The LVAC approved SDP Spanish Conference for at least 200 participants that was awarded to the Ives Torres Foundation. Lastly, the LVAC approved an Independent Facilitator Training that was awarded to the Autism Society Los Angeles in collaboration with Phoenix Facilitation. They will provide IF training to two 12-15 participant cohorts. One will be in English, and one cohort will be in Spanish. Training modules will include SDP fundamentals, SDP law and Directives, Intermediate training on budgets.

Ms. Rivera and her team host an Independent Facilitator (IF) roundtable virtually. This platform is for certified IFs to collaborate with IRC on SDP related topics. Additionally, the Self-Determination team will be restructuring in order to better serve individuals in the Self-Determination Program. This year there will be 10 CSCs assigned to Self-Determination case management and they will form a new unit under Ms. Rivera. She recently hired a replacement for PCS.

Systems-Care Coordinator:

IRC's Systems of Care Coordinators are Rosalba Martinez and Sommer Schene-Arce. Ms. Martinez is the designated System of Care Coordinator for San Bernardino County. Mrs. Schene-Arce is the designated System of Care Coordinator for Riverside County. The System of Care Coordinators have been continuously collaborating with our partners to meet the needs of children and youth in foster care who have experienced severe trauma. IRC has Interagency Child, Youth and Family Services Memorandum of Understanding (MOU) with Riverside and San Bernardino Counties. These agreements outline the various local entities (required partners and collaborative partners) establishment of shared interagency responsibility, engagement, and resource allocation. Our systems of care coordinator participate in all required meetings, provide support to IRC's staff, and updates our partners on cases in addition to reporting data to DDS.

Medicaid Wavier

HCBS Medicaid Waiver (MW) programs allow California to receive Federal funds that support the notion to oversee the services and supports for the population of the developmentally disabled. Inland Regional Center has the highest number, which is approximately 22,936 enrollees. Department of Developmental Services (DDS) monitors MW enrollments and expects all Regional Centers (RC) to continue to increase enrollment on a monthly basis. All RC's HCBS programs are audited by state and federal reviewers. MW partners with representatives from the Department of Developmental Services and Department of Health Care Services to conduct quality review of cases once every two years. MW has 20 Senior CSCs and 9 CSTs. Carmelita Florentino has been hired for Program Manager for the Medicaid Wavier unit.

Transition Units:

Transition Units serves ages 14-22 years old. 6 Program Managers (PM) oversee these programs which are as follows:

- Mona Jaber-West End Transition
- Andrew Burdick-San Bernardino High Desert Transition
- Angelica Serrano-San Bernardino Transition

- Brandie Parhm-Riverside South Transition
- Elizabeth Tagle-Riverside Transition
- Amira Abdelmageed-Riverside East Transition

Announcements:

Growth in the Riverside County Area has been identified therefore a new unit is being formed. Director is currently in the process of doing some restructuring within the Transition Team and hiring a Program Manager for this unit.

Eric has been working with Maria Rodriguez to coordinate luncheons with transition CSCs, on a quarterly basis, to discuss the disparities within the IRC and develop ideas on how to better serve our consumers and community.

There is a total of 8,981 cases in all transition units. Our Transition Units are continuing to collaborate with school districts and Special Education Local Plan Areas (SELPA) on providing information about IRC's services for adults that are transitioning out of school and into a pre-vocational or vocational programs per consumer's Individual Program Plans.



Inland Regional Center Board Report
 Submitted by Andrea Gonzales, Another Way Coordinator
 Date: June 24, 2024

To: The Board of Trustees

I. Recap of FY23/24 financials

A.

Income from grants & fundraising	\$403,750.52
Expenses	\$475,541.11
Operating loss	-\$71,790.59
Dividend Income	\$5020.89
Interest Earned	\$755.19
Unrealized gain (loss) on investments	\$13,889.93
Total other incomes	\$19,666.01
Net loss	- \$52,124.58

1. For FY23/24 Another Way has a loss due to a spend-down of grants (Kaiser and California Wellness Foundation) received in previous fiscal years. Grantors removed restrictions on the grants and extended these grants as a result we were entitled to the fund and recognized income during pandemic. After the pandemic, we were able to use the grant fund and help consumers. We have completely spent down these grants as of June 30, 2024. This fiscal year net loss was a timing difference offsetting net income realized in previous fiscal years.

B. As of June 24, 2024, Another Way has \$367,100.98 in the bank and \$360,991.28 in investments.

C.

Category	Number of Consumer's Served in FY23/24
Other (birth certificate)	1
Clothing	11
Rental Assistance	50
Utility Assistance	55
Food (Holiday Gift Card)	135
Dental work	14
Eyeglasses	2
Furniture	8
Burials	15

Toy Drive	200
Thanksgiving (Holiday Gift Cards)	66
Total served for FY23/24	557

D. Another Way Coordinator is working on the budget for FY24/25 and will share at September's Board Meeting.

II. **2025 Golf Tournament Date**

- A. Coordinator has been researching venues (Temecula Creek, La Quinta and Omni Rancho Las Palmas) for 2025 tournament. So far, the best pricing is Omni Rancho Las Palmas.
 - i. Temecula Creek rooms are too high at \$364 a night.
 - ii. La Quinta did not have two courses available to accommodate all our golfers.
- B. The Executive Director and General Counsel are reviewing Omni's contract.
- C. The golf tournament is now back on track and will take place in May of each year.

III. **Bowling**

- A. Received \$3000 for the Bowling Tournament from InRoads Creative Programs Inc.
- B. Bowling Tournament will take place on Saturday, September 28th at Empire Bowl in Redlands, CA from 12-4 pm.
- C. Special pricing for IRC staff, employees and Board. A team of 5 for \$150 or \$30 per person on team.

IV. **Grants**

- A. Many of the Foundations we have previously worked with have changed their giving criteria or application guidelines. For example, Annenberg no longer has an open application process. You now must be invited to submit a request to their Board. This may change but this has been the case since the pandemic. The California Wellness Foundation no longer has a specific oral health care category. They are seeking to fund organizations who can directly impact systems transformations through their work. To adjust to these changes the AW Coordinator has been researching new foundations' giving priorities and is also reaching out to past funders to determine if we might be eligible to apply again.

Approved	In Progress/Submitted	Denied	Extensions
FY23/24-Carpenter (\$35,000), Unrestricted.	The Annette Williams Charitable Foundation (\$5,000) Carpenter for FY24/25 (\$35,000); unrestricted	The Chatlos Foundation (\$5,000). New funder and is a bit of a stretch but we are reaching out. Currently under review at June Board Meeting.	Cal Wellness thru June of 2024. Report due September 31 st . 2024.
Big Lots 23/24 (\$3000) for Safety-Net Program.	Henry L. Guenther Foundation is in progress and is due Oct. 31 st . Requesting (\$35,000). First time approaching this foundation.	S. Mark Taper Foundation. (\$50,000) application submitted for General Operating Support and was denied. AW Coordinator has reached out to foundation for feedback.	Kaiser thru March of 2024 (<i>Coordinator submitted final report to Kaiser at the end of March 2024</i>)

Stater Brothers - \$2,500 (Safety-Net Program.	Carl E. Wynn (prospect) reaching out to company		
	Albertsons (\$5000)		

**INLAND REGIONAL CENTER
Board of Trustees
Executive Committee Meeting**

May 15, 2024

4:30 p.m.

EXECUTIVE COMMITTEE: Maureen O'Connell, Chair; Carmela Garnica, Vice Chair; Alicia Lara, Secretary; Jay Connor, Member at Large; Ted Leonard, Member at Large

STAFF/EX OFFICIO: Lavinia Johnson, Executive Director; Steve Beckett, General Counsel; Merissa Steuwer, Chief Financial Officer

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

1. ARCA Academy: Lavinia received an email from Amy Westling, ARCA to ask if IRC would host the ARCA Academy in September. Possible dates are the 7th, 14th or 21st. They are expecting around 150 people. Training will be held in IRC's Auditorium. This will be a great opportunity for the Board to attend in person. Should we have new board members by then, it would be mandatory for them to attend. We will also look into remote attendance for those who cannot attend in person.
2. Master Trust Report for April 2024: Merissa went over the Master Trust report for the month of April.
3. Board Reminder not to Engage in Discussions Outside of Board Meeting: Steve reminded the committee that board members should not be having any discussion outside of the board meeting. Having a discussion amongst yourselves or people from the public, can violate the open meeting law. It could amount to an improper serial meeting. We will discuss this at the Board's July training.
4. Ad-hoc Nominations Committee: Lavinia asked the Executive Committee, with their approval, if Sandra can contact the ad-hoc committee members to set up interviews. Yes, Sandra can work with the committee.
5. June Executive Committee: Steve asked if we could add the Salary Schedule Update and Lavinia's evaluation to the next Executive Committee Meeting. Yes.

Next Meeting: June 19, 2024

**INLAND REGIONAL CENTER
Board of Trustees
Executive Committee Meeting**

June 12, 2024

4:30 p.m.

EXECUTIVE COMMITTEE: Maureen O'Connell, Chair; Carmela Garnica, Vice Chair; Alicia Lara, Secretary; Jay Connor, Member at Large; Ted Leonard, Member at Large

STAFF/EX OFFICIO: Lavinia Johnson, Executive Director; Steve Beckett, General Counsel; Merissa Steuwer, Chief Financial Officer

Guest: Vince Toms

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

1. 2024-25 Performance Contract: Vince Toms reviewed the 2024-25 Performance Contract with the committee. There are 21 measures relating to employment. **1. Motion to present the 2024-25 Performance Contract for approval to the Board M/S/C Leonard/Garnica.**
2. Master Trust Report for May 2024: Merissa reviewed the Master Trust Report for the month of May 2024.
3. Salary Schedule Update: Steve reviewed the updates made to the Salary Schedule. Some new positions were added, some changes in salary range were made, inactive positions will be removed, and some title changes were made. **2. Motion to approve the Salary Schedule updates as presented M/S/C Garnica/Lara.**
4. Workplace Violence Prevention Plan: Steve stated that effective July 1, IRC needs to have a Workplace Violence Prevention Plan in place. There are 4 different types of workplace violence
1. Workplace violence committed by a person who has no legitimate business at the workplace;
2. Workplace violence directed at employees by persons coming to the workplace such as a client, family member, visitors, vendor, etc. 3. Workplace violence committed by current or former employee, including management staff; 4. Workplace violence committed in the workplace by a person who does not work at IRC but has or is known to have had a personal relationship with an employee. **3. Motion to approve the Workplace Violence Prevention Plan M/S/C Leonard/Garnica.**
5. Salary Augmentation, Buyout and COLA:

a. Salary Augmentation: Merissa is seeking approval from the Executive Committee to award staff a one-time augmentation of 8% for the period of 7-1-23 to 6-30-24. A lengthy discussion on the financial impact took place. **4. Motion to approve a one-time 8% augmentation incentive covering 7-1-23 to 6-21-24 Garnica/Leonard.**

b. Vacation and Longevity Leave Buyout: Merissa is seeking approval to offer employees the opportunity to sell a portion of their vacation (up to 80 hours) and longevity leave. To qualify for this buyout, an employee must have at least 160 hours of vacation time. **5. Motion made to approve offering an employee a buyout M/S/C Leonard/Garnica.**

c. COLA: Merissa is seeking the Executive Committee's approval to award staff a 1.5% Cost of Living (COLA) effective 7/1/24. This COLA will be for FY 2024-25. **6. Motion to approve a 1.5% Cost of Living for staff effective 7/1/24 M/S/C Leonard/Garnica.**

6. Lavinia Johnson's evaluation: Steve went over the results of the survey and requested a motion to approve Lavinia's evaluation. **7. Motion to approve Lavinia's evaluation as presented M/S/C Lara/Garnica.**
7. Building the July Meeting Agenda: Add the 2024-25 Performance Contract, Salary Schedule Updates and Salary Augmentation.

Next Meeting: July 17, 2024



**BOARD OF TRUSTEES REPORT, RESPECTFULLY SUBMITTED BY LAURA MILLER
July 8, 2024**

Pooled Fund Balance as of May 2024	\$24,410,481.67
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COMMITTEE MEMBERS

Tom Cosand, Bob McGuire, Debra Mannon,
Stephen May, Evan Page, Jack Padilla, Steve Spears,
Kevin Urtz, and Treva Webster

OPERATIONS & UPDATES

We are pleased to welcome Kevin Urtz to the Master Trust of California committee. His wealth of experience working in the California Regional Center system will greatly benefit our beneficiaries.

FISCAL YEAR IN REVIEW

Fiscal year 2024 has been a period of growth and change.

We have expanded our team to add a Trust Associate position, and Vanesa Macias was promoted from the Account Technician position. Cheyenne Dixon joined the team as an Account Technician. Two members joined our committee, and one was moved to emeritus status.

Our staff attended two conferences where we learned about significant changes to public benefits. These changes affect trust administration to ensure that public benefits for our beneficiaries are not jeopardized.

Five trusts were opened, and 25 were closed due to the death of a beneficiary or a low balance. The opening of eleven trusts is pending.

ACCESS

Distributions to beneficiaries for April and May 2024 included the following items and services:

- Advocacy services
- Association dues
- Attendant care and companion services
- Bottled water
- Cell phone & cable bills
- Cleaning services
- Distribution to remainder beneficiaries
- Electronics
- Entertainment and recreation
- Fish tank maintenance
- Gym membership
- Home repairs
- Hygiene products
- Junk removal at a trust-owned property
- Incontinence supplies
- Landscape services
- Legal fees
- Massage therapy
- Medical/dental/vision care expenses not covered by insurance
- Pest control
- Pet care
- Swimming pool maintenance
- Pre-need burial
- Salon services
- Storage fees
- Tax liability and preparation
- Utilities
- Vacations
- Vehicle insurance and rental
- Wi-Fi services.

Memo

To: Board of Trustees
From: Briseida Ramirez
Date: July 1, 2024
Re: Board Member Recommendation

The Ad-hoc Nominations Committee interviewed applicants for the upcoming Board of Trustees vacancies on Monday, June 17th. The committee would like to present and request the Board's approval for the following candidates:

- Mark Kendall
- Cynthia Jefferson
- David Head
- Stephen May

Thank you.



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

BOARD OF TRUSTEES APPLICATION		
Personal Information		
Last Name	First Name	Middle Initial
Kendall	Mark	A
DL or ID Number	Date of Birth	
[REDACTED]	[REDACTED]	
Home Address		
[REDACTED]		
City	State	Zip Code
Ontario	CA	91764
County of Residence		
San Bernardino		
Mailing Address – if same as above check here <input checked="" type="checkbox"/>		
City	State	Zip Code
Occupation		
Chief Communications Officer -- Pomona College		
Business Address		
[REDACTED]		
City	State	Zip Code
Claremont	CA	91711
Home Phone	Work Phone	Cell Phone
[REDACTED]	[REDACTED]	[REDACTED]
E-Mail Address		
[REDACTED]		

Information Required by the California Department of Developmental Services
[WIC § 4622]

Check all that apply:

(1) I am:

- a parent of a child with a developmental disability
- a client of a regional center
- a relative of a client at a regional center
- none of the above

(2) Which disability applies to the above?

- Intellectual disability
- Cerebral Palsy
- Epilepsy
- Austim/ASD
- Other _____

(3) Please check your ethnicity [WIC § 4622(d)]

- Asian
- African American
- Hispanic/Latino
- Native American
- White
- Other _____

Information Requested By the Nominations Committee of the Board of Trustees

Provide a brief summary of employment, education and relevant activities (or attach your resume):
I have a degree in administrative studies from UC Riverside, and three decades of experience in communications, including writing, web and social media, crisis communications, executive communications and media and government relations. As Chief Communications Officer at Pomona College, I report to the president and am involved in many aspects of the college, believing in collaboration and building consensus.

I am interested in serving on the Board of Trustees at Inland Regional Center because:
I want to serve the disability community in the Inland Empire and help make independence, empowerment and a full sense of belonging a reality for every IRC client. As father of an IRC client, I have experience of the challenges people throughout the system -- from clients to families to service providers to IRC staff -- face and I believe in a positive, team-oriented path to promoting equity and making things better for every member of our community over time.

What particular skills do you have that could assist the Board in its functions?
Throughout my career, I have worked with people from all walks of life and believe in the importance of listening, collaboration and building consensus to move forward for consistent progress. In my current job, I have extensive experience in working with the public and also an understanding of government relations and how boards function successfully to fulfill their mission. I also volunteer with DVU and the National Council on Severe Autism.

Verification

By signing below, I am verifying that I am not currently employed as a provider of service to persons with developmental disabilities or a member of a governing board of any entity providing such service, which is funded in whole or in part with State Funds.

Signature

eSigned via SeamlessDoc.com

Key: 459-446271(045f031517274c144e8091)

05-15-2024

Date



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

BOARD OF TRUSTEES APPLICATION		
Personal Information		
Last Name	First Name	Middle Initial
Jefferson	Cynthia	A
DL or ID Number	Date of Birth	
[REDACTED]	[REDACTED]	
Home Address		
[REDACTED]		
City	State	Zip Code
Highland	CA	92346
County of Residence		
San Bernardino		
Mailing Address – if same as above check here <input type="checkbox"/>		
City	State	Zip Code
Occupation		
Behavior Health Care Manger, MSW		
Business Address		
[REDACTED]		
City	State	Zip Code
Rancho Cucamonga	CA	91730
Home Phone	Work Phone	Cell Phone
N/A	[REDACTED]	[REDACTED]
E-Mail Address		
[REDACTED]		

Information Required by the California Department of Developmental Services
[WIC § 4622]

Check all that apply:

(1) I am:

- a parent of a child with a developmental disability
- a client of a regional center
- a relative of a client at a regional center
- none of the above

(2) Which disability applies to the above?

- Intellectual disability
- Cerebral Palsy
- Epilepsy
- Austim/ASD
- Other _____

(3) Please check your ethnicity [WIC § 4622(d)]

- Asian
- African American
- Hispanic/Latino
- Native American
- White
- Other _____

Information Requested By the Nominations Committee of the Board of Trustees

Provide a brief summary of employment, education and relevant activities (or attach your resume):

Degrees: Masters of Social Work and Masters of Human Services

Employment: Inland Empire Health, 5 years (current) Behavior Health Care Manager (BHCM); Loma Linda University Medical Center. 2 years Medical Social Worker; Inland Regional Center. 8 years Consumer Service Coordinator. Trinity Foster Family Agency. 2 years Foster Care Social Worker.

I am interested in serving on the Board of Trustees at Inland Regional Center because:

My daughter has been a consumer of IRC for 28 years, and I was employed at IRC for 8 years. My interest is to be a part of the current conversations and programs at IRC as well be part of the movement forward with IRC. I have an overall interest in the wellbeing and forward movement of IRC consumers and their families.

What particular skills do you have that could assist the Board in its functions?

I have 28 years history with IRC and understand the general functions of the organization. In my current BHCM position at IEHP, I am an IRC Liaison. My role is to collaborate with IRC Team Members to coordinate care for our mutual Member/Consumers. While employed at IRC, I sat on several committees to discuss programs that benefit Consumers. I am organized, collaborate well with others, have been in the field of Social Work for more than 17 year.

Verification

By signing below, I am verifying that I am not currently employed as a provider of service to persons with developmental disabilities or a member of a governing board of any entity providing such service, which is funded in whole or in part with State Funds.

Signature

esigned via SeamlessDocx.com
Cynthia Jefferson
Key: 45344692710457b31517274e144e8d91

05-08-2024

Date



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

BOARD OF TRUSTEES APPLICATION			
Personal Information			
Last Name	First Name	Middle Initial	
Head	David	W	
DL or ID Number	Date of Birth		
[REDACTED]	[REDACTED]		
Home Address			
[REDACTED]			
City	State	Zip Code	
Beaumont	Ca	92223	
County of Residence			
Riverside			
Mailing Address – if same as above check here <input checked="" type="checkbox"/>			
City	State	Zip Code	
Occupation			
Deputy Chief Information Officer / University of Redlands			
Business Address			
[REDACTED]			
City	State	Zip Code	
Redlands	Ca	92223	
Home Phone	Work Phone	Cell Phone	
[REDACTED]	[REDACTED]	[REDACTED]	
E-Mail Address			
[REDACTED]			

Information Required by the California Department of Developmental Services
[WIC § 4622]

Check all that apply:

(1) I am:

- a parent of a child with a developmental disability
- a client of a regional center
- a relative of a client at a regional center
- none of the above

(2) Which disability applies to the above?

- Intellectual disability
- Cerebral Palsy
- Epilepsy
- Austim/ASD
- Other _____

(3) Please check your ethnicity [WIC § 4622(d)]

- Asian
- African American
- Hispanic/Latino
- Native American
- White
- Other _____

Information Requested By the Nominations Committee of the Board of Trustees

Provide a brief summary of employment, education and relevant activities (or attach your resume):
I have 25 years experience in the Information Technology field. Roughly 15 years of that have been in leadership. I've worked closely with the University to develop and implement multiple strategic plans. I've led hundreds of projects as a project or program manager. Additionally I'm a professor for our school of business where I teach Leadership and project management. I can provide my resume if it helps.

I am interested in serving on the Board of Trustees at Inland Regional Center because:
I believe in what IRC does. As a parent I've seen first hand the meaningful impact that you have. While most organizations have programs to promote inclusion and diversity Inland Regional Center exists to help make a better place in the world for people. As a trustee any effort I can make to help further that mission would be a true joy.

What particular skills do you have that could assist the Board in its functions?
I'm unaware of what the current needs are but I'm a strong leader, a strategic partner, and a resource with deep connections at the University of Redlands as well as other organizations that may be able to provide strategic partnership. I have extensive experience providing counsel to senior leadership and dealing with complex situations. I'm willing to explore and find out how I might be of benefit to the organization.

Verification

By signing below, I am verifying that I am not currently employed as a provider of service to persons with developmental disabilities or a member of a governing board of any entity providing such service, which is funded in whole or in part with State Funds.

Signature

eSigned via SeamlessDocx.com
David Wesley Head
Key: 4531445271045031517274c144e8d51

Date

05-07-2024



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

BOARD OF TRUSTEES APPLICATION			
Personal Information			
Last Name	First Name	Middle Initial	
May	Stephen	Lee	
DL or ID Number		Date of Birth	
[REDACTED]		[REDACTED]	
Home Address			
[REDACTED]			
City	State	Zip Code	
Ontario	CA	91762	
County of Residence			
San Bernardino			
Mailing Address – if same as above check here <input checked="" type="checkbox"/>			
City	State	Zip Code	
Occupation			
Vice President			
Business Address			
[REDACTED]			
City	State	Zip Code	
Ontario	CA	91762	
Home Phone	Work Phone	Cell Phone	
[REDACTED]	[REDACTED]	[REDACTED]	
E-Mail Address			
[REDACTED]			

Information Required by the California Department of Developmental Services
[WIC § 4622]

Check all that apply:

(1) I am:

- a parent of a child with a developmental disability
- a client of a regional center
- a relative of a client at a regional center
- none of the above

(2) Which disability applies to the above?

- Intellectual disability
- Cerebral Palsy
- Epilepsy
- Austim/ASD
- Other _____

(3) Please check your ethnicity [WIC § 4622(d)]

- Asian
- African American
- Hispanic/Latino
- Native American
- White
- Other _____

Information Requested By the Nominations Committee of the Board of Trustees

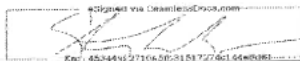
Provide a brief summary of employment, education and relevant activities (or attach your resume):
I have worked at Wells Fargo for the last 12 years. Currently I am a Vice President in a department that handles regulatory issues and consent orders from the government. I am also an Executive Vice President of a local nonprofit organization, Art and Science Cultural Center (ASCC), who's mission is to build a Children's Science Museum in the Inland Empire. I am also currently pursuing my Bachelor's Degree in Public Administration from CSUSB.

I am interested in serving on the Board of Trustees at Inland Regional Center because:
As a parent of a teenage son with Autism, and brother or sibling with severe Cerebral Palsy (who has been an IRC client for decades), I want to advocate for people with disabilities within our community. I am interested in serving in the oversight function that the Board provides as this would be the best way I could advocate and represent. I am also interested in participating in the decision-making process within the Board to make the most impact.

What particular skills do you have that could assist the Board in its functions?
I have leadership and decision-making skills as evidenced by my roles with my employer and the nonprofit. I also possess strong critical analysis skills along with strong communication and presentation skills. I also have a background in financial services spanning over 20 years.

Verification

By signing below, I am verifying that I am not currently employed as a provider of service to persons with developmental disabilities or a member of a governing board of any entity providing such service, which is funded in whole or in part with State Funds.


eSignet via DocuSign.com
DocuSign Envelope ID: 4524441271047021517226144e0481

Signature

09/28/2022

Date

Memo

To: Board of Trustees
From: Maureen O'Connell, Board Chair
Date: July 1, 2024
Re: Slate of Officers 2024-2026

The following member would like to continue their position for an additional two-year term or:

Maureen O'Connell	Chair
Carmela Garnica	Vice Chair
Alicia Lara	Secretary
Jay Connor	Member At Large

STATEMENT OF ASSURANCES

This is to assure that Inland Regional Center (IRC) Fiscal Year
(FY) 2024-2025 Performance Contract was developed in accordance with the
requirements specified in Welfare & Institutions (W&I) Code section 4629 and the
Department of Developmental Services' (Department) FY 2024-2025 Performance
Contract Guidelines.

The performance contract was developed through a public process which included:

- The regional center's governing board conducted one or more public meetings regarding its prior period contract performance objectives and outcomes. This meeting(s) included notification to the Department, individuals served, families and individual community members at least 30 days prior to the meeting. Providing meeting and meeting materials with language access and scheduled meetings at times and locations that promoted attendance by the public. Consideration was given on strategies to promote opportunities for public comment by diverse language, racial and ethnic communities [W&I Code section 4629 (f)];
- Providing at least ten (10) calendar days advance public notice of the date of the public meeting (guidelines);
- Providing information, in an understandable form, to the community about regional center services and supports, including budget information and baseline data on services and supports and regional center operations [W&I Code section 4629(c)(B)(i)];
- Conducting a public meeting where participants provided input on performance objectives and using focus groups or surveys to collect information from the community [W&I Code section 4629(c)(B)(ii)]; and,
- Circulating a draft of the performance objectives to the community for input prior to presentation at a regional center board meeting where additional public input was taken and considered before adopting objectives [W&I Code section 4629(c)(B)(iii)].

Regional Center Executive Director: Lavinia Johnson

Date: 6-3-2024



Inland Regional Center Calendar FY 2024-2025 Performance Contract

The Department of Developmental Services (DDS) is responsible for overseeing services catering to Californians with developmental disabilities. This task is accomplished through a network of 21 community-based, non-profit agencies, collectively referred to as Regional Centers. Each of these centers plays a crucial role in assessing needs, determining eligibility, and providing case management services.

Moreover, Regional Centers are pivotal in crafting and managing Individual Program Plans (IPPs) for individuals, which entail the development, procurement, and coordination of necessary services.

Funding for the Inland Regional Center (IRC) is facilitated through allocations from the DDS, termed as contract allocations or budgets. IRC typically receives its initial budgetary allocation in July, followed by periodic adjustments throughout the fiscal year.

The budget encompasses two primary components: Operations and Purchase of Service (POS). Operations funding, constituting approximately 11.6% of the total budget, covers essential expenses such as employee salaries, benefits, and operational costs. Meanwhile, the bulk of the budget, around 88.4%, is dedicated to the Purchase of Service (POS), which directly funds services and supports eligible clients.

It's important to note that Regional Centers provide certain services, such as assessment for eligibility, diagnosis, and case management, without charge.

However, the State of California mandates that some parents of minors under 18 receiving services from the Regional Center contribute financially based on family size and income. This financial contribution can take the form of a fee or a share of the service cost.



**Inland Regional Center Calendar FY 2024-2025
Performance Contract**

Public Policy Measure	Actions to Attain Objectives
<p>1. Indicators showing the relationship between annual authorized services and expenditures by an individual's residence type and ethnicity.</p>	<p>Statement: Inland Regional Center (IRC) is committed to addressing disparities within our community.</p> <p>Measurement and Methodology: Prior fiscal year (FY) Purchase of Service data and Client Master File (CMF); Regional Center generated data.</p> <p>Activities: IRC will analyze Purchase of Service (POS) data to identify areas where we may be able to increase purchased services to better meet the needs of underserved populations.</p> <p>IRC will continue to partner with Community-Based Organizations (CBOs) that receive disparity grant funding from the Department of Developmental Services (DDS) to increase access to services.</p> <p>Through an enhanced service coordination system, IRC will continue monitoring clients with low or no POS.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>2. Percent of total annual Purchase of Service expenditures by individual's ethnicity and age:</p> <ul style="list-style-type: none"> • Birth to age two, inclusive. • Age three to 21, inclusive. • Twenty-two and older. 	<p>Statement:</p> <p>Ensuring equitable access to eligible services for clients of diverse ethnicities and age groups is a top priority for IRC. This commitment stems from the mandate outlined in the Lanterman Act, a result of passionate advocacy efforts led by a group of parents advocating for change. Central to the Lanterman Act is the principle that "people with developmental disabilities and their families have a right to access the services and supports necessary to live lives akin to those without disabilities."</p> <p>The principles of equity and inclusion are at the core of IRC's mission. The center actively engages with the community, spearheading various projects and partnerships to foster cultural proficiency and advance equity and inclusion initiatives.</p> <p>Measurement and Methodology:</p> <p>Prior FY Purchase of Service data and CMF.</p> <p>Activities:</p> <p>IRC will continue to monitor clients with Low or No POS through a system of Enhanced Service Coordination 1:40 and 1:25 units.</p> <p>IRC will analyze POS data to identify areas where we may be able to increase purchased services to better meet the needs of our underserved populations.</p> <p>IRC's Cultural Specialist will continue to maintain records, collect data, and track the qualitative and quantitative outcomes of our CBOs.</p> <p>IRC will continue to utilize our CBOs to inform families of services they may be eligible for through POS.</p> <p>IRC will continue actively seeking, scheduling, and attending outreaches, in-person and virtually, and educational events weekly.</p> <p>IRC will continue to participate in inter-agency collaboration to provide and receive training in cultural competency with:</p> <ol style="list-style-type: none"> 1. San Bernardino County Bilingual Committee 2. Cultural Competency Advisory Committee Meeting



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3. Latino Awareness Subcommittee
4. Inland Empire Disabilities Collaborative
5. Building Community Partners with Children and Family Services
6. State Council on Development Disabilities (SCDD)
7. Inland Empire Disabilities Collaborative (IEDC)
8. California Hands and Voices
9. Center on Deafness Inland Empire (CODIE)
10. Native American Coalition

IRC's Cultural Specialist and Deaf and Hard of Hearing (D/HH) Cultural Specialist are dedicated to offering advocacy services to clients and families throughout the IPP and POS processes via tailored outreach efforts, including in-person and virtual interactions.

IRC will continue to participate in the Self-Determination Advisory Committee.

IRC will host the annual Fall Festival and Safety Fair on October 19, 2024, to connect parents to IRC, our Service Providers, local law enforcement agencies, and community partners.

IRC will continue to grow and expand inlandrc.org to ensure communication is clear and easy to understand.

English - <https://www.inlandrc.org/>

Spanish - <https://www.inlandrc.org/es/>

IRC will continue to participate in Grassroots Day in Sacramento.

IRC will continue to host and grow the CBO Collaborative. This group is made up of Service Coordinators from each IRC case management unit and members of the CBO's. This group will continue to meet once a month and discuss the latest disparity data, check-in on current referrals, review possible referrals, and receive case updates.

IRC's Cultural Specialist and D/HH Cultural Specialist will continue to support the below parent support groups, committees, and groups:

1. Rialto Unified School District Parent Support Group
2. Cathedral City Parent Support Group
3. Angeles Con Futuro - San Bernardino
4. Angeles Especiales - Fontana
5. Broader Spectrum-Broader Minds - Moreno Valley
6. Padres Con Poder- Corona



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7. Padres Excepcionales - San Bernardino
8. NES Padres Empoderados Por La Inclusión - Coachella Valley
9. Somos Una Voz - Victorville
10. Virtudes Especiales - Spanish Virtual Group
11. Padres Empoderados - Spanish group - Cathedral City
12. Parent Support Alliance - in collaboration with Rialto USD Special Education Dept - Bilingual English/Spanish Parent Support Group (this group was put on hold due to the pandemic; however, we still share resources and communicate with some of the attendees.)
13. Ad hoc weekly meetings with D/HH Access Specialists (informal)
14. Deaf Specialists Collective with DDS and ARCA, 1x monthly (formal)
15. Deaf Cultural Community subcommittee with RUHS
16. Deaf, Blind, and Disabled Coalition
17. Model Deaf Community Committee with City of Riverside (pending)

IRC's Cultural Specialist will continue to cultivate the Service Accessibility and Equity (SAE) page on inlandrc.org. – <https://www.inlandrc.org/service-access-and-equity/>

IRC's D/HH Cultural Specialist will continue to cultivate a SAE page that links the D/HH Community to needed resources. – <https://www.inlandrc.org/dhh>

IRC will work with vendors (i.e., Day Programs, Supported Employment, Board & Care) to ensure Deaf, DeafBlind, and Hard of Hearing clients have communication access.

Provide Deaf Awareness training to IRC staff to become culturally aware and sensitive to the needs of the D/HH community.

Provide Deaf Awareness and ASL training to Law Enforcement Officers (LEOs) to become culturally aware and sensitive to the needs of the D/HH community.

Continue to provide I/DD Awareness at the San Bernardino County Sheriff Academy as requested.



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	<p>IRC will continue to boost outreach efforts to the Deaf community to increase awareness of regional centers and education about the Lanterman Act.</p> <p>Continue to improve accessibility standards at IRC that consider the access needs of the Deaf, DeafBlind, and Hard of Hearing.</p> <p>IRC will provide training and workshops for clients, families, vendors, and staff about D/HH related topics pursuant to Lanterman Act.</p>
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<p>3. Number and percentage of individuals receiving only case management services by age and ethnicity.</p> <ul style="list-style-type: none">• Birth to age two, inclusive• Age three to 21, inclusive• Twenty-two and older	<p>Statement:</p> <p>IRC is committed to comprehending why certain clients receive case management services without accessing purchased services and devising strategies to address this discrepancy.</p> <p>Measurement and Methodology:</p> <p>Prior FY Purchase of Service data and Regional Center caseload data.</p> <p>Activities:</p> <p>IRC will continue monitoring clients with low or no POS through an enhanced service coordination system.</p> <p>IRC will continue to participate in inter-agency collaboration with the Department of Behavioral Health, local police departments, and crisis intervention teams to address the increased interaction with clients not attending a program.</p> <p>IRC will continue to support the Client Advisory Committee (CAC) in providing educational forums and events.</p> <p>IRC will continue to design and implement community projects focused on outreach to underserved demographic populations, with a focus on the Hispanic community and clients with autism.</p>
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Public Policy Measure	Actions to Attain Objectives
<p>4. Total number of 30-day, 6-month, and 12-month incentive payments made in the fiscal year.</p>	<p>Statement:</p> <p>IRC provides opportunities and support for client employment. The goal being competitive, integrated employment.</p> <p>Measurement and Methodology: Data was collected from service providers by regional centers.</p> <p>Activities:</p> <p>IRC will analyze POS data to help identify the total number of individuals participating in competitive, integrated employment.</p> <p>IRC Employment Specialists will continue to provide outreach and community education, virtually if required, on employment opportunities and available support.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>5. Number and percent of adults residing in the home of a parent or guardian (“family homes”).</p>	<p>Statement:</p> <p>“Family homes” can have many different meanings, but the key idea is a place where a person chooses to live.</p> <p>Measurement and Methodology:</p> <p>CMF residence code data for status 2 adults (18 years older) residing in family homes.</p> <p>Activities:</p> <p>IRC will continue to develop and provide services for clients that allow them to be as independent as possible.</p> <p>IRC will continue to assist families in obtaining needed services. Such services may include in-home services, respite, behavior intervention, parent training, hospice, telehealth when appropriate, and crisis services.</p> <p>IRC Service Coordinators will monitor successes quarterly and additionally, as needed.</p> <p>On inlandrc.org, IRC will maintain:</p> <ul style="list-style-type: none">• A Common Services List to help clients, parents, and guardians understand IRC services and programs https://www.inlandrc.org/wp-content/uploads/2018/09/Common-Services-Listing.pdf• A Service Provider Search tool to assist clients, parents, and guardians in locating services and programs https://www.inlandrc.org/disclaimer/• Fact Sheets for common services: Day Programs, Living Options, Respite, and Transition https://www.inlandrc.org/consumersfamilies/• A calendar of community activities that clients, parents, or guardians can search for low-cost community events https://www.inlandrc.org/calendar/• A Program Manager search tool https://www.inlandrc.org/managers-email-form/



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	<ul style="list-style-type: none">• A Self-Determination information page located on the Consumers and Families page https://www.inlandrc.org/consumersfamilies/
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Public Policy Measure	Actions to Attain Objectives
<p>6. Increase the number and percent of minors residing with families.</p>	<p>Statement:</p> <p>Children develop best in loving, inclusive home settings. Often, support is needed to avoid out-of-home placements.</p> <p>Measurement and Methodology:</p> <p>CMF residence code data for status 1 and 2 minors (under 18 years old) residing:</p> <ul style="list-style-type: none">• In own home• In foster care• With guardian <p>Activities:</p> <p>IRC will provide training for families to help manage behaviors that may interfere with a child's ability to interact with their family and community.</p> <p>IRC will continue developing and providing group parent training and support for families within the specific ethnic groups served by IRC.</p> <p>IRC will continue assessing, developing, and providing families with services to keep children in their own homes.</p> <p>IRC will continue to prefer small 4-6 bed homes for out-of-home placement.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>7. Increase the number and percentage of adults residing in home settings.</p>	<p>Statement:</p> <p>“Home” can have many different meanings, but the key idea is a place where a person chooses to live.</p> <p>Measurement and Methodology:</p> <p>CMF residence code data for status 2 adults (18 years old and above) residing in:</p> <ul style="list-style-type: none">• Independent living• Supported living• Adult Family Home Agency homes• Family homes <p>Activities:</p> <p>IRC will continue to develop and provide services and support to clients, allowing them to be as independent as possible.</p> <p>IRC will continue to monitor the implementation of AB 1472 to ensure that clients are respected and compliance is achieved.</p> <p>IRC will continue monitoring supported living environments to ensure safety and provide support and services as needed.</p> <p>IRC will continue to assist families in obtaining the services they need. Such services may include in-home, respite, behavior intervention, parent training, hospice, and crisis services.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>8. Number of minors living in facilities serving six or more people.</p>	<p>Statement:</p> <p>IRC believes that children develop best in loving, inclusive homes. However, in some compelling circumstances they may require alternative placement. Southern California has the only subacute facility for children. Many children throughout California are transferred from their home Regional Centers to this sub-acute facility which serve more than six. IRC will work in partnership with the transferring Regional Center and provide shared case management.</p> <p>Measurement and Methodology:</p> <p>CMF residence code data status 1 and 2 minors residing in following facilities, serving more than six people:</p> <ul style="list-style-type: none"> • ICF/DD • ICF/DD-H • ICF/DD-N • SNF • CCF <p>Activities:</p> <p>To the greatest extent possible, services will be identified and provided that allow the child to successfully transition back to their home.</p> <p>IRC is committed to providing support to the sub-acute children’s facility that offers high level care to all Southern California children served by Regional Centers.</p> <p>IRC will continue the practice of a rigorous multi-disciplinary review of placement in homes with more than four beds.</p> <p>We will continue to inform potential providers that it is IRC’s preference that homes serve four or fewer people, each with their own room.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>9. Number and percentage of adults living in facilities serving more than six people.</p>	<p>Statement: Inland Regional Center's Board of Trustees (BOT) confirmed its policy to support living arrangements that are small (serve four to six people). Adults are provided with private bedrooms and baths.</p> <p>Measurement and Methodology: CMF residence code data for status 2 adult residing in following facilities serving more than six people:</p> <ul style="list-style-type: none">• ICF/DD• ICF/DD-H• ICF/DD-N• SNF• CCF (Residential Care Facilities for the elderly not included) <p>Activities:</p> <p>IRC will evaluate the cases of clients who live in large skilled nursing facilities. Their needs will be assessed to see if they can be appropriately served in a smaller home setting.</p> <p>IRC will continue the practice of a rigorous multi-disciplinary review of placement in homes with more than four beds.</p> <p>IRC will communicate to any potential provider that it is our preference that homes serve four or fewer people, each with rooms of their own.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>10. Number and percentage of clients, ages 16-64, with earned income.</p>	<p>Statement:</p> <p>IRC's core values are independence, inclusion, and empowerment. We believe that clients with an earned income exemplify these values.</p> <p>Measurement and Methodology:</p> <p>Employment Development Department (EDD) data on individuals ages 16-64 with earned income.</p> <p>Activities: :</p> <p>Annually, IRC will analyze data changes in the percentage of clients with an earned income, ages 16-64, as reported by the Employment Development Department.</p> <p>IRC Employment Specialists will provide community outreach and education on employment opportunities and available supports, to community partners, vendors, and clients. These outreaches may be virtual.</p> <p>IRC Employment Specialist will continue to develop the Consumer Employment page located at https://www.inlandrc.org/consumer-employment/</p>



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Public Policy Measure	Actions to Attain Objectives
<p>11. Annual earnings of clients ages 16-64 compared to people with all disabilities.</p>	<p>Statement:</p> <p>IRC believes in equal pay for employees who perform substantially similar work.</p> <p>Measurement and Methodology: EDD data: average annual wages as reported to EDD for individuals ages 16-64.</p> <p>Activities:</p> <p>IRC will analyze the number of individuals served, ages 16-17 years of age once the data is received from EDD and DDS.</p> <p>IRC will analyze the number of individuals served, ages 18-23 years of age once the data is received from EDD and DDS.</p> <p>IRC will analyze the number of individuals served, ages 24-64 years of age once the data is received from EDD and DDS.</p> <p>IRC will then review the average earnings for the calendar year, of individuals served in comparison to all people with disabilities in California.</p>



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Public Policy Measure	Actions to Attain Objectives
12. Average annual wages for clients ages 16-64.	<p>Statement:</p> <p>IRC believes in equal pay for employees who perform substantially similar work.</p> <p>Measurement and Methodology: EDD data: average annual wages as reported to EDD for individuals ages 16-64.</p> <p>Activities:</p> <p>See measure #11.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>13. Number of adults who entered in competitive, integrated employment following participation in a Paid Internship Program.</p>	<p>Statement:</p> <p>IRC believes that individuals with disabilities are like other employees. They want to do a good job, appreciate constructive supervision, enjoy new challenges, and want to get ahead.</p> <p>Measurement and Methodology: Data collected from service providers by regional centers.</p> <p>Activities:</p> <p>IRC will participate in job and employment fairs to promote employment opportunities for those who participate in a Paid Internship Program. This may be in person, or virtual if required.</p> <p>IRC's Employment Specialist will stress the importance of the Paid Internship Program at the Vendor Advisory Committee (VAC) and sub-committee meetings.</p> <p>IRC will provide training or virtual consultation to Service Coordinators to help them better understand Competitive Integrated Employment and the Paid Internship Program.</p> <p>Service Coordinators will review employment options with clients annually during the IPP planning process.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>14. Percentage of adults who entered in competitive, integrated employment following participation in a Paid Internship Program(PIP).</p>	<p>Statement:</p> <p>IRC believes that individuals with disabilities are like other employees. They want to do a good job, appreciate constructive supervision, enjoy new challenges, and want to get ahead.</p> <p>Measurement and Methodology: Data collected from service providers by regional centers.</p> <p>Activities: See measure #13.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>15. Average hourly or salaried wages and hours worked per week for adults who participated in a PIP during the fiscal year.</p>	<p>Statement:</p> <p>IRC believes that individuals with disabilities are like other employees. They want to do a good job, appreciate constructive supervision, enjoy new challenges, and want to get ahead.</p> <p>Measurement and Methodology: Data collected from service providers by regional centers.</p> <p>Activities: See measure #13.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>16. Average wages and hours worked for adults engaged in competitive, integrated employment for whom incentive payments have been made.</p>	<p>Statement:</p> <p>IRC believes that employees with disabilities must have the same opportunities as those without disabilities.</p> <p>Measurement and Methodology:</p> <p>Data collected from Service Providers by Regional Centers.</p> <p>Activities:</p> <p>Data will be collected from Service Providers, by IRC Employment Specialists.</p> <p>IRC will participate in job and employment fairs to promote employment opportunities for those who participate in the Paid Internship Program. This will be in-person or virtual.</p> <p>IRC's Employment Specialists will stress the importance of the Paid Internship Program at the Vendor Advisory Committee (VAC) and sub-committee meetings.</p>



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Public Policy	Actions to Attain Objectives
<p>17. Increase the number and percent of adults residing in independent living settings.</p>	<p>Statement:</p> <p>Independent living can have many different meanings, but the key idea is a place where a person chooses to live.</p> <p>Measurement and Methodology:</p> <p>CMF residence code data for status 2 adults (18 years old and older) residing in independent living.</p> <p>Activities:</p> <p>See Measure #5.</p>



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Public Policy Measure	Actions to Attain Objectives
18. Increase the number and percent of adults residing in supportive living settings.	<p>Statement:</p> <p>IRC strives to assist clients in exercising meaningful choice and control in their daily lives, including where and with whom to live.</p> <p>Measurement and Methodology:</p> <p>CMF residence code data for status 2 adults (18 years old and older) residing in supportive living settings.</p> <p>Activities:</p> <p>See Measure #5.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>19. Increase the number and percentage of adults residing in Adult Family Home Agency homes.</p>	<p>Statement:</p> <p>Adult Family Home Agency homes and supports are a new option which enable adults with developmental disabilities to enter partnerships with families that promote self-determination and independence.</p> <p>Measurement and Methodology:</p> <p>CMF residence code data for status 2 adults (18 years old and older) residing in Adult Family Home Agency homes.</p> <p>Activities:</p> <p>See Measure #5.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>20. Percentage of adults who reported having competitive integrated employment as a goal in their IPP,</p>	<p>Statement:</p> <p>The National Core Indicator (NCI) is a standardized data collection effort that assesses the outcomes and experiences of individuals with intellectual and developmental disabilities receiving services and supports across various states in the U.S.</p> <p>Measurement and Methodology:</p> <p>NCI Survey – Yes/No/Don't Know</p> <p>The individual has community employment as a goal in their IPP.</p> <p>Activities:</p> <p>IRC will provide liaison staff to the NCI program, facilitating seamless communication and collaboration between the regional center and NCI initiatives.</p>



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Public Policy Measure	Actions to Attain Objectives
<p>21. Per capita POS Expenditures by individual's primary language (for primary languages chosen by 30 or more consumers only)</p>	<p>Statement:</p> <p>Inland Regional Center (IRC) is dedicated to addressing linguistic barriers and disparities within our community.</p> <p>Measurement and Methodology:</p> <p>Prior FY POS data and CMF.</p> <p>Activities:</p> <p>IRC will analyze POS data to identify areas where we may be able to increase purchased services to better meet the needs of underserved populations.</p>



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Locally Developed Public Policy Measure	Actions to Attain Objectives
<p>1. Establish an Equitable Crisis Intervention Program.</p> <p>Incorporate additional safeguards to foster partnerships within the community.</p>	<p>Statement: Establishing an Equitable Crisis Intervention Program, additional safeguards, and fostering partnerships within the community are essential for ensuring that all individuals receive fair and just treatment during crises.</p> <p>Measurement and Methodology: A comprehensive and systematic approach is essential to effectively measure and evaluate the impact of the Equitable Crisis Intervention Program.</p> <p>Activities:</p> <p>Crisis Intervention Program Provider:</p> <ul style="list-style-type: none"> • IRC will work closely with Pacific Clinics in the creation of a Crisis Intervention program in Riverside County • IRC will proactively explore the development of a Crisis Intervention Program in San Bernardino County in collaboration with local stakeholders. <p>Data collection:</p> <ul style="list-style-type: none"> • Quantitative Data: Collect data on the number and types of crises reported, response times, and outcomes of interventions. • Qualitative Data: Conduct interviews and surveys with program participants, community members, and stakeholders to gather insights into their experiences and perceptions of the program's effectiveness and fairness. <p>Comparative Analysis/ Community Involvement:</p> <ul style="list-style-type: none"> • Engage community stakeholders in the evaluation process through focus groups and advisory committees. • Work closely with the Autism Society Inland Empire to conduct three (3) focus groups and one (1) online survey in July 2025 to seek the lived experience of clients and families in crisis and police interactions. <p>Feedback Loops:</p> <ul style="list-style-type: none"> • Implement regular feedback loops where data and findings are shared with clients, parents, caregivers, and community partners.



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	<p>Blue Envelope Program:</p> <ul style="list-style-type: none">• Continue collaborating with Riverside Sheriff's Department to roll out the Blue Envelope Program.• Continue to work closely with the San Bernardino Sheriff's Department to roll out their Blue Envelope Pilot Program. <p>Safe Return Program/ Special Needs Reunification Program:</p> <ul style="list-style-type: none">• Collaborate with Riverside Sheriff's Department to ensure their Special Needs Reunification program is language assessable and market program to those served by IRC in Riverside.• Continue to work closely with the San Bernardino Sheriff's Department in marketing the Safe Return Program. <p>Training:</p> <ul style="list-style-type: none">• Continue to work closely with the San Bernardino Sheriff's Department and the Department of Behavioral Health to provide I/DD awareness during the 40-hour CIT training and the Sheriff's Academy.• IRC will create a pilot program for ASL, Deaf/Plus, and I/DD awareness training for First Responders in collaboration with community partners. <p>Feedback Loops- Quarterly Zoom Public Meetings Schedule: 5:30 PM to 6:30 PM</p> <ol style="list-style-type: none">1. August 29th, 5:30 PM2. October 17th, 5:30 PM3. December 12th, 5:30 PM4. February 22nd, 5:30 PM5. April 24th, 5:30 PM6. June 26th, 5:30 PM
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Compliance Measures

Measures	Measurement/Methodology
1. Unqualified independent audit with no material finding(s)	Yes.
2. Substantial compliance with Department fiscal audit.	Yes.
3. Operates within the Operations budget.	Yes, actual expenditures plus late bills do not exceed Operations budget.
4. Certified to participate in Home and Community—Based Services Waiver.	Yes, based on the most recent Waiver monitoring report.
5. Compliance with Vendor Audit Requirements per contract, ARTICLE III, Section 10.	Yes
6. CDER/EST Currency.	CMS status codes 1 and 2 are the current CDER OR ESR.
7. Intake/Assessment and IFSP timelines (ages 0-2).	Early Start Report
8. Intake/Assessment timelines for Consumers ages 3 and older.	CMF- calculated by subtracting the status date from the CMF date
9. IPP Development (WIC requirements).	Biennial DDS report per WIC section 4646.5 c (3).
10. IFSP Development (Title 17 requirements).	Early Start Report

POS Restored Services Policy Update 4-2024

Welfare and Institutions Code (WIC) Section 4648.5 restored regional center authority to fund social recreation services, camping and associated travel expenses, nonmedical therapies, and educational services. Further definition for the social recreation program can be found in WIC Section 4688.22

Social recreation can be purchased through vendored services, parent reimbursement and the Participant Directed form of service or through a Financial Management Service (FMS) for a client related sporting or recreational activity that is social in nature. The use of the FMS program allows clients to participate in activities that may not be vendored and be reimbursed for payments made on behalf of the client. Clients can request reimbursement of social recreational activities through parent reimbursement models, as determined by the planning team process. The FMS can be utilized to not only fund social recreation, but also camp and non-medical therapies.

There are several sporting and recreational activities that are vendored by the Inland Regional Center (IRC). In these instances where the activity is vendored, there is no need for client reimbursement, as IRC will fund the program directly. Clients can request these opportunities through the planning team process.

The overall intent of social recreation is to increase our client's access to integrated social activities in their various communities. Examples include art, singing, music, karate, swimming lessons, gym, karate etc. Entertainment such as casinos, tickets to a sporting event and amusement/theme parks are unallowable.

A socialization program is for clients that may require a vendored facilitator to assist and accompany them on social recreational outings. Socialization programs will provide in-the-moment coaching and facilitation to promote inclusion and skill development. Activities should enhance and develop meaningful interpersonal relationships and integration opportunities by accessing public recreation and leisure facilities. It is for clients that may have behaviors or social skill needs and has social training components built into the individual service plan. The Socialization Training Program is intended to provide socialization recreational opportunities to consumers in conjunction with structured socialization and behavioral goals.

The Planning Team will determine the needs and supports to secure access to the community and recreational activities. The Planning Team will also review the service(s) yearly to determine if any changes are needed to continue to assist the client in having supportive access to the community and recreational activities. IRC will not offset the cost of an outing or service through a stipend or a shared payment arrangement.

The regional center may purchase camp activities and associated travel expenses to support the Individual Program Plan (IPP). An IPP can be requested by contacting your Service Coordinator. Camp may be provided in an outdoor or natural setting, with an emphasis on social skills building. If a portion of the camp is provided in an indoor setting, the setting must be integrated (example: community recreation center, YMCA, etc.).

Camp will be classified as either residential (client stays the night) or day camp (client goes home every day). Regional Center will purchase camp as identified in the IPP. Travel expenses associated with a

family member getting the client to and from the camp site will be allowable through an FMS, as determined by the planning team.

The regional center may purchase non-medical specialized recreational therapies and training for clients and their families to support the Individual Program Plan (IPP). Programs must be designed to increase and improve a client's interpersonal and social skill level. If a program is vendor, then it must maintain a current credential or licensed as required to practice in the field of therapy offered (defined as Specialized Recreational Therapy, Service Code 106, California Code of Regulations, Title 17). If a provider is not vendored with the regional center, a Financial Management Service (FMS) can be utilized to pay for the service.

Vendors and/or non-vendored providers should provide the service in an integrated community setting, as much as possible. Examples of nonmedical therapies can include but are not limited to dance and equestrian therapy.

Educational Services for children three to 17 may be funded when the need has been identified in the IPP and the following conditions have been met:

1. The service is not available through the educational system and/or school district.
2. All generic resources have been exhausted.

Educational Advocacy may be accessed once the Consumer Services Coordinator (CSC) has attempted to resolve any grievances and/or disputes with the consumer's School District in supporting parents in advocating through the Individual Education Plan (IEP) process. The purpose of this service is to provide the consumer with enhanced advocacy during mediation and/or appeal.

Educational services can also be provided to assist the consumer with tutoring needs and provided in the family home either face to face or through a remote platform. The intent of tutoring is to ensure that the consumer can manage their scholastic needs and is provided in their needed language.

Exceptions made to all purchases of service must be identified by the Interdisciplinary Team and documented in the client's Individual Program Plan. If there is any disagreement about services that cannot be resolved by the planning team, written notice of fair hearing rights will be provided. (WIC §§ 4646(i) and 4710.5(a)).

INLAND REGIONAL CENTER SALARY SCHEDULE FOR FY 2024/2025

Date of Board Approval: 7/8/2024

Date of Executive Committee Approval: 6/12/2024

				FY 2024/2025 (w/ 1.5% COLA Eff. 7/1/2024)							
Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Bi-weekly	Starting Monthly	Starting Annual	Ending Hourly Rate	Ending Bi-weekly	Ending Monthly	Ending Annual
Exempt				Exempt				Exempt			
A	110	11	Executive Director/Chief Executive Officer	\$ 104.7323	\$ 8,378.58	\$ 18,153.60	\$ 217,843.18	\$ 140.3512	\$ 11,228.10	\$ 24,327.54	\$ 291,930.50
AC	112	11	General Counsel/Director, HR & Legal Affairs	\$ 195.9619	\$ 15,676.95	\$ 33,966.73	\$ 407,600.75	\$ 262.6076	\$ 21,008.61	\$ 45,518.65	\$ 546,223.81
CA	161	11	Director, Financial Services/Chief Financial Officer	\$ 88.4215	\$ 7,073.72	\$ 15,326.39	\$ 183,916.72	\$ 118.4933	\$ 9,479.46	\$ 20,538.84	\$ 246,466.06
C	140	21	Director- Adult Services, Clinical and Intake	\$ 80.2009	\$ 6,416.07	\$ 13,901.49	\$ 166,817.87	\$ 107.4769	\$ 8,598.15	\$ 18,629.33	\$ 223,551.95
C	142	21	Director- Community Services								
C	143	11	Director- Transition & Special Services								
C	160	21	Director- IT and Administrative Services								
C	162	21	Director- Children's Services								
DB	251	11	Information Technology Manager	\$ 56.4903	\$ 4,519.22	\$ 9,791.65	\$ 117,499.82	\$ 87.6350	\$ 7,010.80	\$ 15,190.07	\$ 182,280.80
DB	260	11	Systems Programming Manager								
DC	405	11	Controller	\$ 55.2046	\$ 4,416.37	\$ 9,568.80	\$ 114,825.57	\$ 85.6405	\$ 6,851.24	\$ 14,844.35	\$ 178,132.24
DA	205	11	Facilities & Procurement Manager	\$ 50.0723	\$ 4,005.78	\$ 8,679.20	\$ 104,150.38	\$ 77.6785	\$ 6,214.28	\$ 13,464.27	\$ 161,571.28
DA	271	11	Human Resources Manager								
DA	201	11	Financial Services Manager								
D	211	22	Staff Psychologist	\$ 45.4171	\$ 3,633.37	\$ 7,872.30	\$ 94,467.57	\$ 60.8631	\$ 4,869.05	\$ 10,549.60	\$ 126,595.25
D	218	21	PM - Fair Hearings								
D	219	25	Behavior Specialist								
D	226	21	Program Administrator - Quality Assurance								
D	227	21	Program Administrator - Community Engagement								
D	228	25	Program Administrator - Clinical Services								
D	229	21	Program Administrator - Medicaid Waiver								
D	230	21	Program Administrator - Early Start and Lanterman Intake								
D	231	21	Program Administrator - Children's Services								
D	273	25	Board Certified Behavior Analyst (BCBA) - CPP								
D	510	11	Executive Assistant								
H	212	21	PM - Program Manager	\$ 41.1946	\$ 3,295.57	\$ 7,140.40	\$ 85,684.77	\$ 55.2048	\$ 4,416.38	\$ 9,568.83	\$ 114,825.98
H	213	21	PM - Early Start Program								

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Bi-weekly	Starting Monthly	Starting Annual	Ending Hourly Rate	Ending Bi-weekly	Ending Monthly	Ending Annual
H	214	21	PM - CIT Program								
H	215	21	PM - Intake & Assessment Program								
H	216	21	PM - Quality Assurance								
H	217	21	PM - RDT Program								
H	223	21	PM - Enhanced Service Coordination								
H	224	21	PM - SDP and Systems of Care Program								
H	221	21	PM - Medicaid Waiver								
H	406	11	Audit Manager								
H	408	11	Payroll Manager								
H	412	11	Case Control Manager								
H	416	11	POS Manager								
H	417	11	Revenue Manager								
H	418	11	Vendorization Manager								
H	438	11	Master Trust Administrator								
P	250	11	Network Administrator	\$ 37.3658	\$ 2,989.26	\$ 6,476.74	\$ 77,720.86	\$ 50.0738	\$ 4,005.90	\$ 8,679.46	\$ 104,153.50
P	252	11	Application Developer (I.T. Programmer)								
P	253	11	Business Systems Analyst								
L	305	21	Fair Hearings Representative/Complaint Investigator	\$ 33.0383	\$ 2,643.06	\$ 5,726.64	\$ 68,719.66	\$ 44.2743	\$ 3,541.94	\$ 7,674.21	\$ 92,090.54
L	309	21	Diversity Outreach Coordinator (Cultural Specialist)								
L	312	21	Consumer Program Liaison Specialist (CMS Specialist)								
L	317	21	Fair Hearings Representative								
L	319	21	Employment Specialist								
L	331	21	Emergency Services Coordinator								
L	342	21	Forensic Liaison/Specialist								
L	346	21	Another Way Coordinator								
L	347	21	Sr. Training Specialist								
L	353	21	Cultural Spec. Deaf & Hard of Hearing								
L	354	21	System of Care Coordinator								
L	355	21	Sr. CSC - SDP Participant Choice Specialist								
L	360	24	Early Start Transition Coordinator								
UA	420	11	Fiscal Technician	\$ 33.0383	\$ 2,643.06	\$ 5,726.64	\$ 68,719.66	\$ 48.8125	\$ 3,905.00	\$ 8,460.83	\$ 101,530.00
UA	440	11	HR Generalist								
UA	521	11	Secretary 5 - IT & Administrative Services								
UA	522	11	Secretary 5 - Case Management								
UA	608	11	Paralegal								
Non-Exempt				Non-Exempt				Non-Exempt			
HB	240	25	Clinical Nurse Specialist 2	\$ 36.0184	\$ 2,881.47	\$ 6,243.19	\$ 74,918.27	\$ 50.6815	\$ 4,054.52	\$ 8,784.79	\$ 105,417.52
HB	243	25	Nurse Specialist - CPP								
HB	245	21	Nurse Specialist - Risk Mitigation								

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Bi-weekly	Starting Monthly	Starting Annual	Ending Hourly Rate	Ending Bi-weekly	Ending Monthly	Ending Annual
HB	313	25	Occupational Therapist								
HB	338	25	Physical Therapist								
K	240	25	Clinical Nurse Specialist 2	\$ 32.0276	\$ 2,562.21	\$ 5,551.45	\$ 66,617.41	\$ 42.9200	\$ 3,433.60	\$ 7,439.47	\$ 89,273.60
K	241	25	Nurse Specialist - CDER								
K	242	25	Nurse Specialist - Medicaid Waiver								
K	243	25	Nurse Spec CPP								
K	244	21	Clinical Services Risk Mitigation Nurse								
K	325	25	Clinical Nurse Specialist 1								
K	344	21	CPP & Affordable Housing Specialist								
LA	314	11	IT Specialist	\$ 31.7441	\$ 2,539.53	\$ 5,502.31	\$ 66,027.73	\$ 46.9005	\$ 3,752.04	\$ 8,129.42	\$ 97,553.04
LA	410	11	Auditor 3								
LA	419	11	Account Tech II - POS								
LA	427	11	Account Tech - Payroll								
LS	306	21	Sr Trust Associate	\$ 31.3964	\$ 2,511.71	\$ 5,442.04	\$ 65,304.51	\$ 42.0742	\$ 3,365.94	\$ 7,292.86	\$ 87,514.34
LS	308	23	Sr CSC - Intake								
LS	318	24	Early Start Infant Services Coordinator								
LS	326	25	Behavior Supports Coordinator								
LS	333	23	Sr CSC - Medicaid Waiver								
LS	430	25	Behavior Services Technician								
O	413	11	Auditor 2	\$ 29.9013	\$ 2,392.10	\$ 5,182.89	\$ 62,194.70	\$ 40.0707	\$ 3,205.66	\$ 6,945.59	\$ 83,347.06
UT	609	11	Senior IT Technician	\$ 28.4774	\$ 2,278.19	\$ 4,936.08	\$ 59,232.99	\$ 44.1779	\$ 3,534.23	\$ 7,657.50	\$ 91,890.03
MA	316	23	Specialized Caseload Service Coordinator (1:25)	\$ 26.2974	\$ 2,103.79	\$ 4,558.22	\$ 54,698.59	\$ 40.7957	\$ 3,263.66	\$ 7,071.26	\$ 84,855.06
MA	334	21	Training Specialist								
MA	335	23	Enhanced Service Coordinator (1:40)								
MA	357	23	Deaf/Hard of Hearing Service Coordinator								
MA	358	21	Transition/IDEA Specialist								
MA	359	23	SDP Service Coordinator (eff. 5/1/2024)								
MA	361	21	Division Specialist								
MA	363	21	Risk Mitigation Coordinator								
U	414	11	Facilities Lead	\$ 25.8299	\$ 2,066.39	\$ 4,477.18	\$ 53,726.19	\$ 36.3453	\$ 2,907.62	\$ 6,299.85	\$ 75,598.22
U	415	11	Auditor 1								
U	421	11	Account Tech - POS								
U	422	11	Account Tech - Revenue								
U	423	11	Account Tech - Master Trust								
U	424	11	Account Tech - Finance								

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Bi-weekly	Starting Monthly	Starting Annual	Ending Hourly Rate	Ending Bi-weekly	Ending Monthly	Ending Annual
U	426	11	Account Tech - Operations								
U	428	11	Account Tech - Case Control								
U	444	11	Early Start Co-Pay Services								
U	445	11	Admin SDP Participant Choice Specialist								
U	548	11	Account Tech - Vendorization								
U	604	11	Computer Support Specialist								
U	605	11	IT Technician 2								
RA	434	11	POS Authorization Specialist	\$ 24.5999	\$ 1,967.99	\$ 4,263.98	\$ 51,167.79	\$ 34.6145	\$ 2,769.16	\$ 5,999.85	\$ 71,998.16
RA	436	11	Payroll Specialist								
RA	441	11	HR Coordinator								
RA	443	11	Consumer Benefits Specialist								
RA	435	11	HR Benefits Specialist								
M	310	21	Community Resource Specialist	\$ 25.0451	\$ 2,003.61	\$ 4,341.15	\$ 52,093.81	\$ 38.8531	\$ 3,108.25	\$ 6,734.54	\$ 80,814.45
M	311	21	SIR Coordinator								
M	320	23	Consumer Services Coordinator								
M	321	21	Consumer Program Liaison (CMS Program Evaluator)								
M	322	21	Events Developer Outreach Specialist								
M	323	24	Developmental Center Placement Worker								
M	324	21	Community Relations Specialist								
M	325	25	Clinical Nurse Specialist 1								
M	327	21	Mobility & Transportation Liaison								
M	328	11	1915-i Waiver Coordinator - Medicaid Waiver								
M	329	21	Consumer Program Liaison - Day Program								
M	330	21	Consumer Program Liaison - Living Options								
M	332	21	Consumer Program Liaison - Residential								
M	341	23	Preschool Service Coordinator								
M	343	11	Master Trust Associate								
M	345	24	Early Intervention Service Coordinator								
M	348	24	Family Support Specialist								
M	351	21	Resource Specialist - Transportation								
M	359	23	SDP Service Coordinator								
M	362	23	Consumer Services Coordinator (Part-time, 20 hrs/wk)	\$ 25.0451	\$ 1,001.80	\$ 2,170.58	\$ 26,046.90	\$ 38.8531	\$ 1,554.12	\$ 3,367.27	\$ 40,407.22
MTF	720	23	Case Management Trainee (Full-time)	\$ 23.6011	\$ 1,888.09	\$ 4,090.86	\$ 49,090.29	\$ 23.6011	\$ 1,888.09	\$ 4,090.86	\$ 49,090.29
MTP	721	23	Case Management Trainee (Part-time, 20 hrs/wk)	\$ 23.6011	\$ 944.04	\$ 2,045.43	\$ 24,545.14	\$ 23.6011	\$ 944.04	\$ 2,045.43	\$ 24,545.14
MTDF	722	23	Case Management Trainee - D/HH (Full-time)	\$ 24.7812	\$ 1,982.50	\$ 4,295.41	\$ 51,544.90	\$ 24.7812	\$ 1,982.50	\$ 4,295.41	\$ 51,544.90
MTDP	723	23	Case Management Trainee - D/HH (Part-time, 20 hrs/wk)	\$ 24.7812	\$ 991.25	\$ 2,147.70	\$ 25,772.45	\$ 24.7812	\$ 991.25	\$ 2,147.70	\$ 25,772.45
N	340	11	Consumer Intake Coordinator	\$ 23.4503	\$ 1,876.02	\$ 4,064.72	\$ 48,776.62	\$ 32.9968	\$ 2,639.74	\$ 5,719.45	\$ 68,633.34

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Bi-weekly	Starting Monthly	Starting Annual	Ending Hourly Rate	Ending Bi-weekly	Ending Monthly	Ending Annual
N	349	11	I.T. Technician 1								
N	350	11	Consumer Intake Transfer-in & Coordination Specialist								
N	352	11	Administrative Project Specialist								
N	356	11	Early Start Status 0 Coordinator								
N	431	11	Consumer Svcs Reimbursement Specialist 1								
N	432	11	Consumer Revenue Specialist 1								
N	433	11	Account Clerk - Operations								
N	437	11	Audit Assistant								
N	439	11	Account Clerk - Payroll								
N	569	11	Vendor Data Specialist 2								
W	511	11	Office Asst. to Exec. Asst.	\$ 21.2700	\$ 1,701.60	\$ 3,686.80	\$ 44,241.60	\$ 29.9291	\$ 2,394.33	\$ 5,187.71	\$ 62,252.53
W	601	21	Legal Affairs Technician - Fair Hearings								
W	602	21	Legal Affairs Technician - Forensic								
W	603	11	Legal Tech - General Counsel								
V	541	11	Quality Assurance Technician - Medicaid Waiver	\$ 20.2572	\$ 1,620.58	\$ 3,511.25	\$ 42,134.98	\$ 28.5039	\$ 2,280.31	\$ 4,940.68	\$ 59,288.11
V	552	11	Custodian of Records								
V	582	11	Legal Affairs Support Technician - Fair Hearings								
V	583	11	Legal Affairs Support Technician - Forensic								
V	584	11	CST 4 - Communications								
V	585	11	CST 4 - Office Services								
V	586	11	CST 4 - Community Engagement								
Q	425	11	Facilities Coordinator	\$ 19.2925	\$ 1,543.40	\$ 3,344.03	\$ 40,128.40	\$ 27.1466	\$ 2,171.73	\$ 4,705.41	\$ 56,464.93
Q	523	11	CST 3 - Program Managers								
Q	524	25	CST 3 - Clinical Support Team								
Q	527	11	CST 3 - Medicaid Waiver								
Q	532	11	CST 3 - Consumer Transfer-In Coordinator								
Q	542	11	CST 3 - Intake								
Q	543	11	CST 3 - Communications								
Q	544	11	CST 3 - Resource Development								
Q	545	11	CST 3 - Case Control								
Q	546	11	CST 3 - Office Services								
Q	549	11	CST 3 - Revenue								
Q	550	11	CST 3 - Consumer Support Tech 3								
Q	554	11	CST 3 - Early Start Secretary								
Q	555	11	CST 3 - Early Start Federal Compliance								
Q	556	11	CST 3 - Early Start Intake								
Q	559	11	HR Assistant								
Q	563	11	CST 3 - Quality Assurance								
Q	579	11	Facilities Support Technician								
Q	581	11	CST 3 - General Counsel								

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Bi-weekly	Starting Monthly	Starting Annual	Ending Hourly Rate	Ending Bi-weekly	Ending Monthly	Ending Annual
AA	526	11	Consumer Intake Clerk - Early Start	\$ 18.3738	\$ 1,469.90	\$ 3,184.79	\$ 38,217.50	\$ 25.8539	\$ 2,068.31	\$ 4,481.34	\$ 53,776.11
AA	560	11	CST 2 - Consumer Support Tech 2								
AA	562	21	Training Specialist Assistant								
AA	564	11	Receptionist - Branch Office								
AA	565	11	CST 2 - Case Control/Central File								
AA	566	11	Receptionist - HQ								
AA	567	11	CST 2 - Office Services								
AA	574	11	Vendor Data Specialist 1								
AA	577	11	Consumer Intake Clerk								
AA	580	11	Consumer Data Clerk								
Y	570	11	CST 1 - Consumer Support Tech 1	\$ 17.4989	\$ 1,399.91	\$ 3,033.14	\$ 36,397.71	\$ 24.6228	\$ 1,969.82	\$ 4,267.95	\$ 51,215.42
Y	571	11	CST 1 - Medicaid Waiver								
Y	572	11	CST 1 - File Clerk								
Y	573	11	CST 1 - Copier Clerk								
Y	575	11	CST 1 - Quality assurance								
Y	576	11	CST 1 - Fair Hearings and Legal Affairs								
BB	712	11	Clerical Assistant; part-time 960hrs/yr.	\$ 17.4989	\$ 646.11	\$ 1,399.91	\$ 16,798.94	\$ 24.6228	\$ 909.15	\$ 1,969.82	\$ 23,637.89
EE	715	21	Consumer Advocate; part-time 960hrs/yr.								
DDS Grant - LACC				DDS Grant - LACC				DDS Grant - LACC			
Exempt				Exempt				Exempt			
GR3001	LACC001	30	Language Access & Cultural Competency (LACC) Specialist	\$ 33.0383	\$ 2,643.06	\$ 5,726.64	\$ 68,719.66	\$ 44.2743	\$ 3,541.94	\$ 7,674.21	\$ 92,090.54
GR3001	LACC009	30	American Sign Language (ASL) Facilitator								
Non-Exempt				Non-Exempt				Non-Exempt			
GR3002	LACC002	30	CST 3 - LACC	\$ 19.2925	\$ 1,543.40	\$ 3,344.03	\$ 40,128.40	\$ 27.1466	\$ 2,171.73	\$ 4,705.41	\$ 56,464.93
GR3003	LACC003	30	Parent Ambassador - Tagalog (PT - 24 hrs/wk)	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08
GR3004	LACC004	30	Parent Ambassador - Mandarin (Chinese) (PT - 24 hrs/wk)	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08
GR3005	LACC005	30	Parent Ambassador - Arabic (PT - 24 hrs/wk)	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08
GR3006	LACC006	30	Parent Ambassador - Vietnamese (PT - 24 hrs/wk)	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08	\$ 24.1467	\$ 1,159.04	\$ 2,511.26	\$ 30,135.08
GR3007	LACC007	30	Parent Ambassador - Spanish - Riverside County - FT	\$ 26.4534	\$ 2,116.27	\$ 4,585.26	\$ 55,023.07	\$ 26.4534	\$ 2,116.27	\$ 4,585.26	\$ 55,023.07
GR3008	LACC008	30	Parent Ambassador - Spanish - San Bernardino County - FT	\$ 26.4534	\$ 2,116.27	\$ 4,585.26	\$ 55,023.07	\$ 26.4534	\$ 2,116.27	\$ 4,585.26	\$ 55,023.07
GR3009	LACC010	30	PM - Service Access & Equity	\$ 41.1946	\$ 3,295.57	\$ 7,140.40	\$ 85,684.77	\$ 55.2048	\$ 4,416.38	\$ 9,568.83	\$ 114,825.98
Early Start Family Resource Network				Early Start FRN				Early Start FRN			
Exempt				Exempt				Exempt			
FRN10	810 FE34880 HE32860	27	ES FRN Manager - FT ES FRN Manager - FT (FEC) ES FRN Manager - FT (Helena)	\$ 31.4650	\$ 2,517.20	\$ 5,453.93	\$ 65,447.20	\$ 31.4650	\$ 2,517.20	\$ 5,453.93	\$ 65,447.20

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Bi-weekly	Starting Monthly	Starting Annual	Ending Hourly Rate	Ending Bi-weekly	Ending Monthly	Ending Annual
			Non-Exempt	Non-Exempt				Non-Exempt			
FRN15	815 FE34881 HE32861	27	ES FRN Program Coordinator - FT ES FRN Program Coordinator - FT (FEC) ES FRN Program Coordinator - FT (Heluna)	\$ 24.3600	\$ 1,948.80	\$ 4,222.40	\$ 50,668.80	\$ 24.3600	\$ 1,948.80	\$ 4,222.40	\$ 50,668.80
FRN20	820 FE34882 HE32862	27	ES FRN Training Coordinator - 30 hrs/wk ES FRN Training Coordinator - 30 hrs/wk (FEC) ES FRN Training Coordinator - 30 hrs/wk (Heluna)	\$ 22.3300	\$ 1,339.80	\$ 2,902.90	\$ 34,834.80	\$ 22.3300	\$ 1,339.80	\$ 2,902.90	\$ 34,834.80
FRN25	825 FE34883 HE32863	27	ES FRN Data Clerk - FT ES FRN Data Clerk - FT (FEC) ES FRN Data Clerk - FT (Heluna)	\$ 22.3300	\$ 1,786.40	\$ 3,870.53	\$ 46,446.40	\$ 22.3300	\$ 1,786.40	\$ 3,870.53	\$ 46,446.40
FRN30	830 FE34884 HE32864	27	ES FRN Parent Rep. - FT (has prior exp. in pos) ES FRN Parent Rep. - FT (FEC) ES FRN Parent Rep. - FT (Heluna)	\$ 20.3000	\$ 1,624.00	\$ 3,518.67	\$ 42,224.00	\$ 20.3000	\$ 1,624.00	\$ 3,518.67	\$ 42,224.00
FRN32	832 FE34885 HE32865	27	ES FRN Parent Rep. - 20 hrs/wk (has prior exp. in pos) ES FRN Parent Rep. - 20 hrs/wk (FEC) ES FRN Parent Rep. - 20 hrs/wk (Heluna)	\$ 20.3000	\$ 812.00	\$ 1,759.33	\$ 21,112.00	\$ 20.3000	\$ 812.00	\$ 1,759.33	\$ 21,112.00
FRN35	835 FE34886 HE32866	27	ES FRN Parent Rep. - 30 hrs/wk (no prior exp. in pos) ES FRN Parent Rep. - 30 hrs/wk (FEC) ES FRN Parent Rep. - 30 hrs/wk (Heluna)	\$ 19.2850	\$ 1,157.10	\$ 2,507.05	\$ 30,084.60	\$ 19.2850	\$ 1,157.10	\$ 2,507.05	\$ 30,084.60
FRN40	840 FE34887 HE32867	27	ES FRN Community Navigator - 20 hrs/wk ES FRN Community Navigator - 20 hrs/wk (FEC) ES FRN Community Navigator - 20 hrs/wk (Heluna)	\$ 19.2850	\$ 771.40	\$ 1,671.37	\$ 20,056.40	\$ 19.2850	\$ 771.40	\$ 1,671.37	\$ 20,056.40
FRN50	850 FE34888 HE32868	27	ES FRN Family Support Specialist - 30 hrs/wk ES FRN Family Support Specialist - 30 hrs/wk (FEC) ES FRN Family Support Specialist - 30 hrs/wk (Heluna)	\$ 19.2850	\$ 1,157.10	\$ 2,507.05	\$ 30,084.60	\$ 19.2850	\$ 1,157.10	\$ 2,507.05	\$ 30,084.60
FRN60	860 FE34889 HE32869	27	ES FRN Secretary - FT ES FRN Secretary - FT (FEC) ES FRN Secretary - FT (Heluna)	\$ 18.5238	\$ 1,481.90	\$ 3,210.79	\$ 38,529.50	\$ 18.5238	\$ 1,481.90	\$ 3,210.79	\$ 38,529.50
FRN70	870 FE34890 HE32870	27	ES FRN Data/Outreach Assistant - 30 hrs/wk ES FRN Data/Outreach Assistant - 30 hrs/wk (FEC) ES FRN Data/Outreach Assistant - 30 hrs/wk (Heluna)	\$ 18.5238	\$ 1,111.43	\$ 2,408.09	\$ 28,897.13	\$ 18.5238	\$ 1,111.43	\$ 2,408.09	\$ 28,897.13

INLAND REGIONAL CENTER

Enhancing Lives

...valuing independence, inclusion and empowerment

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WORKPLACE VIOLENCE PREVENTION PLAN

JULY 2024

I. INTRODUCTION

Inland Regional Center is committed to employees' safety and health. We will not tolerate any form of violence or threats of violence in the workplace and will endeavor to prevent violent incidents from occurring and/or addressing such incidents if they should occur by implementing this Workplace Violence Prevention Plan pursuant to the provisions of *Labor Code* § 6401.9.

II. DEFINITIONS

The following definitions apply to these terms:

- A. **IRC** means Inland Counties Regional Center, Inc. d/b/a Inland Regional Center.
- B. **Emergency** means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- C. **Workplace violence** means any act of violence or **Threat of violence** that occurs at the workplace, other than lawful acts taken in self-defense or defense of others, including, but not limited to, the following:
 - 1. The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress, regardless of whether the employee sustains an actual injury; or
 - 2. An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an actual injury.
- D. **Threat of violence** means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- E. The four types of **Workplace violence** addressed by this plan are the following:
 - 1. **Type 1 violence** means **Workplace violence** committed by a person who has no legitimate business at the workplace and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
 - 2. **Type 2 violence** means **Workplace violence** directed at employees by persons coming to the workplace, such as Clients/Consumers and/or their family members, visitors, vendors, etc.
 - 3. **Type 3 violence** means **Workplace violence** committed by current or former employees, including management staff.
 - 4. **Type 4 violence** means **Workplace violence** committed in the workplace by a person who does not work at IRC but has, or is known to have had, a personal relationship with an employee.
- F. **Engineering controls** mean a physical aspect of the workplace that removes a hazard from the workplace or creates a barrier between employees and the hazard.

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- G. **Work practice controls** mean procedures and rules which are used to effectively reduce **Workplace violence** hazards.
- H. **Incident Log** means the Violent Incident Log (Attachment “1”).
- I. **Incident Report** means the Violent Incident Report (Attachment “2”).
- J. **Plan** means this Workplace Violence Prevention Plan.
- K. **Plan Administrator** means the **IRC** Human Resources Manager and/or the Facilities Manager.

III. Application

This **Plan** applies to all **IRC** employees and **IRC** workplaces. However, the **Plan** does not apply to any **IRC** employee while working remotely from a location of the employee’s choice including, but not limited to, the employee’s home, private businesses and public places, in which the location is not under the control of **IRC** and is, therefore, not considered to be an **IRC** workplace covered by this **Plan**.

IV. Responsibility

- A. The **Plan** will be administered by the **Plan Administrator** and/or their designee(s).
- B. Managers are responsible for implementing and maintaining the **Plan** in their individual and unit/department work areas and for answering questions about it from their staff. A copy of the **Plan** will be distributed to employees, posted on the employee bulletin board, posted on the **IRC** intranet, and will otherwise be available upon request. Employees will be timely informed of any updates or revisions to the **Plan**.

V. Employee Participation & Communication

- A. **IRC** believes that to maintain a safe, healthy and secure workplace there should be open communication among employees, including managers, on all workplace safety, health and security issues, including employee input and views about the following:
 - 1. **Workplace violence** hazards;
 - 2. How to investigate, train for and address those hazards; and
 - 3. How to implement, maintain and improve the **Plan**.
- B. Employees may, at any time, provide input or convey their concerns or views about matters relating to the **Plan** or **Workplace violence**, including:
 - 1. Identification, evaluation and correction of **Workplace violence** hazards;
 - 2. Training; and
 - 3. Reporting and investigation of **Workplace violence** incidents.
- C. Employees can communicate their views or concerns by any of the following means:
 - 1. To either of the positions acting as **Plan Administrator**;
 - 2. To their immediate manager;
 - 3. During regularly scheduled staff meetings;

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4. During an annual employee survey concerning **Workplace violence**; or
5. Through the **Plan** link on **IRC**'s website.

VI. Compliance

- A. Employees are prohibited from engaging in an act of **Workplace violence** or making a **Threat of violence** at any time in any **IRC** workplace or elsewhere during working hours. All employees are expected to follow and comply with this **Plan** and its provisions and to maintain a safe and secure workplace.
- B. To help ensure that employees, including managers, are complying with the provisions of the **Plan**, **IRC** will inform employees of the provisions of the **Plan**, periodically review their performance regarding the **Plan**, and address in an appropriate fashion any identified deficiency in complying with the provisions of the **Plan**. **IRC** may also identify and commend employees who help promote workplace security. **IRC** will also provide training to employees regarding work practices designed to ensure workplace security.

VII. Communication with Employees

- A. We recognize that open, two-way communication between our management team and staff about **Workplace violence** issues is essential to a safe and productive workplace. A flow of **Workplace violence** prevention information between management and staff will be implemented as follows:
 1. New employee orientation will include a review of this **Plan**.
 2. **Workplace violence** prevention training programs.
 3. Regularly scheduled meetings that address security issues and potential **Workplace violence** hazards.
 4. Effective communication between employees and supervisors about **Workplace violence** prevention and violence concerns.
 5. Ensuring that management and employees can communicate effectively and in a language the employee understands.
 6. Posting and/or distributing **Workplace violence** prevention information.
 7. Informing employees that they can report a violent incident, threat, or other **Workplace violence** concern to **IRC** or law enforcement without fear of reprisal or adverse action.
 8. Employees can anonymously report a violent incident, threat, or other violence concerns through the **Plan** link on **IRC**'s website.
 9. Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- B. Employees may use their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their

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safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

VIII. Reporting Incidents

A. IN AN EMERGENCY, CALL 911!

B. Employees are expected to report any **Workplace violence** incident to either of the positions acting as **Plan Administrator** and their immediate manager. The manager shall report the **Workplace violence** incident to their Program Administrator and/or Director. **IRC** will not discharge, discriminate, harass, retaliate against or take any adverse employment action against any employee who makes such a report.

C. In non-emergency situations, employees shall immediately report any **Workplace violence** incident to either of the positions acting as **Plan Administrator** and their immediate manager. Whomever receives the initial report shall also report the incident to the Human Resources Manager and the Facilities Manager.

D. Employees may seek the assistance of and/or intervention from local emergency services or law enforcement when a **Workplace violence** incident occurs. **IRC** will not discharge, discriminate, harass, retaliate against or take any adverse employment action against any employee who seeks such assistance and/or intervention.

IX. Post-Incident Investigation and Response

A. All **Workplace violence** incidents shall be timely investigated by the **Plan Administrator** or their designee and an **Incident Report** prepared in a format that includes all of the information in the exemplar **Incident Report** attached to this **Plan** as Attachment "2". The purpose of the investigation is to determine the root cause(s) of the incident, whether the corrective measures developed under the **Plan** (for example, adequate staffing, the use of alarms or other means of summoning assistance, and response by staff or law enforcement) were effectively implemented and/or complied with, and whether there is a need for additional corrective action(s). The intent of the investigation is not to establish blame, but to ensure that a similar incident does not occur in the future.

B. Caution. The name or other identifying information of the perpetrator contained in the **Incident Report** shall not be included in the **Incident Log** (see paragraph IX.E.10 below).

C. **IRC** employees are expected to cooperate fully and completely in any such investigation. Employees will be timely informed of the results of the investigation and corrective actions, if any, to be taken.

D. In addition to investigating an incident of **Workplace violence**, **IRC** will also:

1. Timely provide and/or call for appropriate medical care or first aid, if needed;
2. Make available trauma counseling through any applicable insurance to all employees affected by the incident;
3. Conduct a timely post-incident debriefing with the involved employees and any other appropriate individuals;
4. Review whether corrective measures developed under the **Plan** were effectively implemented; and

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5. Solicit from employees involved in the incident their thoughts about the cause of the incident and whether any measure would have prevented the injury. IRC employees are expected to cooperate fully and completely with any such post-incident response.

E. All Workplace violence incidents shall be recorded by the Human Resources Department in a format that includes all of the information in the exemplar Incident Log attached to this Plan as Attachment "1". For each Workplace violence incident, the following information will be recorded in the Incident Log:

1. The date, time and location of the incident.
2. The Workplace violence type(s) (see Section II. E. (1) – (4) above).
3. A detailed description of the incident and injury, if any.
4. A classification of who committed the violence including, but not limited to, whether the perpetrator was a Client/Consumer, family or friend of a Client/Consumer, stranger with criminal intent, co-worker, supervisor or manager, partner or spouse, parent or relative, or another category of perpetrator.
5. A description of the circumstances at the time of the incident including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
6. The type of incident, including, but not limited to, whether it involved any of the following:
 - a. Physical attack without a weapon including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - b. Attack with a weapon or object including, but not limited to, a firearm, knife, or other object.
 - c. Threat of physical force or threat of the use of a weapon or other object.
 - d. Sexual assault or threat including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - e. Animal attack.
 - f. Other.
7. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or another area.
8. Consequences of the incident including, but not limited to, the following:
 - a. Whether any medical treatment was required.
 - b. Whether law enforcement was contacted and their response, if any.
 - c. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

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9. The name and job title of the person completing the **Log** and the date completed.
10. **Caution.** The **Incident Log** shall **not** include any personal identifying information that would be sufficient to allow identification of any person involved in a **Workplace violence** incident, such as the person's name, address, e-mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity (see Attachment "1").

X. Recordkeeping

A. IRC will comply with the following requirements:

1. Create and maintain records of **Workplace violence** hazard identification, evaluation, and correction, for a minimum of five (5) years.
2. Create and maintain training records for a minimum of one (1) year, which shall include the following:
 - a. Training dates.
 - b. Contents or a summary of the training sessions.
 - c. Names and qualifications of persons conducting the training.
 - d. Names and job titles of all persons attending the training sessions.
3. Maintain the **Incident Log** for a minimum of five (5) years.
4. Maintain records of **Workplace violence** incident investigations and the **Incident Reports** for a minimum of five (5) years. These records shall not contain "medical information" as defined in *Civil Code* § 56.05(j).

B. All records required by paragraphs X.A.1. thru 4. and/or *Labor Code* § 6401.9(f) shall be made available to Cal/OSHA upon request for examination and copying.

C. All records required by paragraphs X.A.1. thru 3. and/or *Labor Code* § 6401.9(f)(6) shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of the request.

XI. Workplace Violence Hazard Assessment

A. IRC will perform an assessment of any IRC workplace, including Engineering controls and Work practice controls, according to the following schedule:

1. At the time this **Plan** is approved and adopted;
2. Annually after the initial assessment; and
3. Upon the occurrence of any of the following events:
 - a. Whenever a new or previously unidentified **Workplace violence** hazard is recognized;
 - b. Whenever an incident of **Workplace violence** occurs; or
 - c. Whenever new **Engineering controls** or **Work practice controls** are implemented.

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- B. Assessments will consider all prior **Workplace violence** incidents that occurred during the preceding 12 months, regardless of whether the incident resulted in an actual injury.
- C. **IRC** will do the following:
 - 1. Implement measures to protect employees from any imminent **Workplace violence** hazard that has been identified; and
 - 2. Implement measures to protect employees from any other **Workplace violence** hazard it has identified within seven (7) days of its discovery. If the corrective measure cannot be implemented within this time frame, **IRC** will take interim corrective measures to mitigate the **Workplace violence** hazard until such time as the permanent corrective measure(s) can be put in place.

XII. Annual Review

- A. **IRC** will review the effectiveness of the **Plan** at least annually. In conjunction with its annual review, **IRC** will do the following:
 - 1. Review the **Incident Log**;
 - 2. Perform the Workplace Violence Hazard Assessment in Section XI. Above;
 - 3. Survey managers and employees to identify any additional issues not identified by the **Incident Log** review and the Workplace Violence Hazard Assessment; and
 - 4. Implement corrective measures, as needed.
- B. The annual review will include an evaluation of the following:
 - 1. Whether **IRC** staffing is sufficient to address the risk of **Workplace violence**;
 - 2. Whether the security systems (such as alarms, emergency and police response) are adequate;
 - 3. Whether the risk, likelihood or severity of a **Workplace violence** incident has increased or materially changed since the last annual review; and
 - 4. Whether new and additional **Workplace violence** hazards specific to **IRC** and its surrounding areas (such as parking lots) has become known or have developed since the last annual review.

XIII. Training

- A. Training on the **Plan** will be provided as follows:
 - 1. To all employees at the time the **Plan** is first established, and at least annually thereafter.
 - 2. To any new employee who has not previously received the training;
 - 3. Whenever new **Engineering controls** or **Work practice controls** are implemented; and,
 - 4. When a new or previously unrecognized **Workplace violence** hazard is identified, employees will be provided with training concerning the hazard.

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5. When substantive changes are made to the **Plan**, employees will be provided with training concerning the changes.
- B.** To the extent applicable, training will include, but is not limited to, the following:
1. An explanation of the **Plan** and how to obtain or access a copy of the **Plan**, at no cost;
 2. How to participate in the development and implementation of the **Plan**;
 3. The definitions and requirements of the **Plan**;
 4. How to report **Workplace violence** incidents or concerns to **IRC** or law enforcement without fear of reprisal.
 5. **Workplace violence** hazards specific to employees' jobs and the corrective measures taken to address the hazards;
 6. How to seek assistance to prevent or respond to **Workplace violence**;
 7. Strategies to avoid physical or other harm during a **Workplace violence** incident;
 8. The **Incident Log** and how to obtain copies of the records required by paragraphs X.A.1. thru 3. of the **Plan** and/or *Labor Code* § 6401.9(f)(6); and
 9. An opportunity for interactive questions and answers with a person knowledgeable about the **Plan**.

Attachment "1"

VIOLENT INCIDENT LOG

CAUTION: The information recorded in this log shall not include any personal identifying information that would be sufficient to allow identification of any person involved in a Workplace violence incident, such as the person's name, address, e-mail address, telephone number, social security number, employee number or other information that, alone or in combination with other publicly available information, reveals the person's identity.

INSTRUCTIONS FOR COMPLETING LOG:

- A. Report No.:** Format of Year-# (Example: 2024-1 is report #1 for year 2024)
- B. Incident Date:** Date format of month/day/year.
- C. Incident Time:** Time format of hr:min am/pm.
- D. Incident Location:** Street address, building #, room # or floor #, parking lot or other area.
- E. Violence Type:**
- 1 (Stranger or person with intent to commit crime)
 - 2 (Visitor, Consumer, etc.)
 - 3 (Current/former employee)
 - 4 (Individual who has/had personal relationship with a current employee)
- F. Incident Summary:** Summary of facts of incident.
- G. Employee Circumstances:** Such as completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, working in an unfamiliar or new location, etc.
- H. Perpetrator Type:**
- 1 (Stranger or person with intent to commit crime)
 - 2 (Visitor, Consumer, etc.)
 - 3 (Current/former employee)
 - 4 (Individual who has/had personal relationship with a current employee)
- I. Incident Type:**
- 1 (Physical attack without a weapon, e.g., biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
 - 2 (Attack with a weapon or object, e.g., a firearm, knife or other object)
 - 3 (Threat to use physical force or a weapon or other object)
 - 4 (Sexual assault or threat of, e.g., rape, attempted rape, physical display, or unwanted verbal or physical sexual contact)
 - 5 (Animal attack)
 - 6 (Other)
- J. Law Enforcement:** Describe if they were contacted and their response.
- K. Actions Taken:** Describe actions taken by IRC to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- L. Name/Title:** Name and title of person completing log entry.
- M. Date of Log Entry:** Date format of month/day/year.

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A. Report No.	B. Date	C. Time am/pm	D. Location	E. Violence Type

F. Incident Summary	G. Employee Circumstances	H. Perpetrator Type	I. Incident Type	J. Law Enforcement Involvement

K. Actions Taken by IRC in Response to Incident	L. Name and Title of Person Completing Log Entry	M. Date of Log Entry

Attachment “2”

Violent Incident Report

A Violent Incident Report shall be completed by the Human Resources Department, working in conjunction with other units and departments, for each **Workplace violence** incident. The Violent Incident Report shall be maintained by the Human Resources Department.

Information that is recorded in this report shall be based on information solicited from the employees who experienced the **Workplace violence**, on witness statements and on any investigative findings.

CAUTION: The name or other identifying information of the perpetrator contained in this Violent Incident Report shall not be included in the Violent Incident Log (see paragraph IX.E.10 of the Plan and Attachment “1”).

Incident Information

1. Date: _____ Time: _____
Location: _____

2. The **Workplace violence** type (see Section II. E. (1) – (4) in the **Plan**; mark all that apply):
____Type 1 ____Type 2 ____Type 3 ____Type 4

3. A detailed description of the incident and injury, if any:

4. The name or other identifying information of the perpetrator:

5. A classification of who committed the violence including, but not limited to, whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, co-worker, supervisor or manager, partner or spouse, parent or relative, or some other perpetrator:

6. A description of the circumstances at the time of the incident including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location:

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7. The type of incident (mark all that apply):

- Physical attack without a weapon, such as biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, such as a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Actual or threatened sexual assault including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other (describe): _____

8. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or another area:

9. Consequences of the incident (mark all that apply):

Medical treatment was required (describe):

Law enforcement was contacted and their response, if any (describe):

Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident (describe):

Name of the person completing this log: _____

Title of the person completing this log: _____

Date completed: _____