

SDICDSI Board and Committee Meetings

Tuesday, June 10, 2025

10:00 – 11:00

Personnel Committee – Suite 203

Legislation Committee – Suite 300

11:00 – 11:45

Finance Committee – 9449 Balboa Ave, Suite 300

Client Advisory Committee – Ruffin Rd, Suite 300

11:45

Lunch – Boardroom

12:00 – 1:30

Board Meeting – Boardroom

1:30 – 2:30

Nominating and Bylaws Committee – *will not meet this month*



San Diego Regional Center
4355 Ruffin Road, San Diego, CA 92123
858-576-2996 / www.sdrc.org

Serving individuals with developmental disabilities in San Diego and Imperial Counties

MEETING NOTICE
Board of Directors Meeting

San Diego Regional Center Board Room and by Zoom Webinar
Tuesday, June 10, 2025
12:00 p.m.

- | | | |
|-----|--|-----------------|
| 1. | Call to Order/Announcements | David Hadacek |
| 2. | Mission Moment | Pamela Starmack |
| 3. | Presentation on Conflict of Interest Reporting | David Hadacek |
| 4. | Public Input | |
| 5. | Approval of the Minutes
– May 13, 2025, Board Meeting (Action Item) | David Hadacek |
| 6. | Chair's Report | David Hadacek |
| 7. | Executive Director's Report
– Employee of Distinction (Information) | Mark Klaus |
| 8. | Finance Committee Report
– Contracts for Approval (Action Item)
– FY 2025-26 Regional Center B-1 Contract Amendment (Action Item)
– DDS Directive on Regional Center Governing Board
Approval of Contracts (Information) | Matthew Storey |
| 9. | Association of Regional Center Agencies (ARCA) Update | Terri Colachis |
| 10. | Vendor Advisory Committee Report | Wendy Forkas |
| 11. | Nominating and Bylaws Committee Report
– Revision of the Corporate Bylaws (Action Item) | Virginia Bayer |
| 12. | Legislation Committee Report | Chris Hodge |
| 13. | Personnel Committee Report | Laura Oakes |
| 14. | Client Advisory Committee Report | Erik Rascon |
| 15. | Mission Moments | |
| 16. | Adjourn | |

The next meeting of the Board of Directors will be held on
Tuesday, August 12, 2025, at 12:00 p.m.

*Our mission is to serve and empower persons with developmental disabilities
and their families to achieve their goals with community partners.*

Components of an Ideal Board Meeting

	Everyone stays engaged for the entirety of the meeting.
	Includes an interesting and understandable education presentation.
	Open and honest communication.
	People ask clarifying questions.
	Tough topics are addressed.
	An in-depth Executive Director's report is given.
	There are discussions about how to benefit the lives of clients.
	Large attendance by board members.
	People leave the meeting with enthusiasm and empowerment, feeling like they made a difference.
	There is a good sound system, and people understand each other.



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Serving individuals with developmental disabilities in San Diego and Imperial Counties

BOARD OF DIRECTORS MEETING
May 13, 2025
Minutes

DIRECTORS PRESENT: Virginia Bayer, Tessie Bradshaw, Terri Colachis, Elmo Dill, Pamela Ehlers, Wendy Forkas, James Gonzalez, David Hadacek, Chris Hodge, Yasuko Mason, Laura Oakes, Norma Ramos, Julie Randolph, Erik Rascon, Kimberly Rucker, Mark Uyeda, Taylor Wiesner, and Cali Williams

DIRECTORS ABSENT: Matthew Storey

STAFF PRESENT: Nikko Almasco, Robin Bello, Kiera Clubb, Jorge Cordova, Sarah Franco, Rafael Gaucin, Joab Gonzalez, Celeste Graham, Maria Hanks, Rachel Hefler, Saralynn Keenan, Kaydence Ketterer, Andrea-Lisa King, Kate Kinnamont, Mark Klaus, Miguel Larios, Christine Lux-Whiting, Seth Mader, Clorinda Merino, Dulce Morin, Gabriella Ohmstede, Victoria Otero, Janie Ramos, Bonnie Sebright, Liz Serna, Lori Sorenson, Johanna Stafford, Kimberly Steitz, and Robert Webb-Rex

GUESTS PRESENT: Mariam Almasco, Julie Chadwick, Bernie Chadwick, Gabriel Echaves, Shelly Gonchoroff, Cielo Gonzalez, Gohar Gyurjyon, Nathaniel Harris, Claudia Maedo, Kevin Morsarty, Jane Latz, Michael Latz, Marcie Laws, Molly Nocon, Edwin Pineda, Larry Ratnofsky, Rene Rodriguez, Amy Steffen, Michael Sucktel, Stacy Sullivan, Jessica Tayiea, David Wetharelt, Becky Williams, and Reyna Zavala

1. **Call to Order**
David Hadacek, Chair, Board of Directors, welcomed everyone in attendance and called the meeting to order at 12:08 p.m.
2. **Presentation of Certificates**
Nathaniel Harris from County Supervisor Joel Anderson's Office presented the Board of Directors with certificates for their dedication to empowering individuals with developmental disabilities. Mr. Harris expressed gratitude for the San Diego Regional Center (SDRC) and his service coordinator for their support.
3. **Defined Benefit Plan Presentation**
Christine Lux-Whiting presented on the Defined Benefit Plan for SDRC.
4. **Legislative Update**
Amy Westling, Executive Director of the Association of Regional Center Agencies (ARCA), provided an update on the state budget, noting significant uncertainty this year due to wildfire-related costs, Medi-Cal overruns, and potential federal Medicaid cuts. She explained that the Governor's May Revise is expected to include reductions across programs, with an estimated \$10 billion shortfall and further deficits projected. ARCA is actively advocating to ensure the developmental services community remains a funding priority, including organizing a rally on May 22 to raise visibility with legislators.

5. **Public Input**

Rene Rodriguez highlighted the heroic actions of the police officer who rescued a child with autism who uses non-verbal communication from the freeway.

6. **Approval of the Minutes**

Mr. Hadacek referred the Directors to the draft minutes of the April 11, 2025, Board of Directors meeting and asked for approval.

MOTION: (Bayer abstained) M/S/C that the revised minutes of the April 11, 2025, Board of Directors meeting are approved as submitted.

7. **Chair's Report**

Mr. Hadacek encouraged Board Directors to review the monthly SDRC report prepared by Pamela Starmack and her team, as well as the Executive Team reports included with the Executive Director's report. Mr. Hadacek reminded Directors to reserve October 25 for the upcoming Board retreat in San Diego, with additional details to follow.

8. **Executive Director's Report**

Executive Director, Mark Klaus expressed his sincere appreciation to Ms. Wesling for attending the Board meeting and sharing her valuable insights on the State budget, including anticipated developments in the weeks ahead.

Mr. Klaus, encouraged Board members to review the Executive Team's quarterly reports and thanked the team for their contributions. He highlighted ongoing rapid growth at SDRC, noting an increase of 2,847 individuals this fiscal year, bringing the total caseload to 45,776 as of April 30, supported by 989 employees.

Mr. Klaus recognized Jorge Cordova and Nikko Almasco as the Employees of Distinction.

9. **Finance Committee Report**

Chris Hodge reported on behalf of Treasurer Matthew Storey, that the Finance Committee met earlier in the day to review the proposed service provider contracts, and recommended that the Board approve all five contracts.

MOTION: (Forkas and Oakes abstained) M/S/C to approve the contracts for services with GQ0003 Amal Hassan DBA Lotus Care, GQ0004 Ginamarie Gioia Black DBA Refuge, PY3255 Oasis Residential Care Corp., GQ0005 Sierra Way Home Corp. DBA Sierra Way Home 2, and HQ1875 Tippy Toe Transports.

Mr. Hodge referred Directors to the proposed Line of Credit agreement with U.S. Bank for the period from June 2, 2025, through October 31, 2025. Mr. Hodge reported that the Finance Committee is recommending that the Board of Directors approve the following formal resolution authorizing the Executive Director and the Chief Financial Officer to enter into a line of credit agreement with U.S. Bank. The resolution is:

The Executive Director and the Chief Financial Officer are authorized to enter into a Credit and Security Agreement (Revolving Loan Facility) with U.S. Bank National Association (together

with its successors and assigns) to borrow a revolving line of credit in the maximum principal amount of \$80,000,000.00, such commitment to be available for drawing for the period from June 2, 2025, through October 31, 2025. The Credit and Security Agreement is a binding obligation of the Corporation. This authorization is in addition to any other authorizations in effect. This resolution incorporates the terms of the Bank's form of authorization to obtain credit, grant security, guarantee, or subordinate.

MOTION: M/S/C to approve the resolution to authorize the Executive Director or the Chief Financial Officer to enter into a Credit and Security Agreement (Revolving Loan Facility) with U.S. Bank National Association.

10. **Association of Regional Center Agencies (ARCA) Update**

Terri Colachis reported that the full committee did not meet last month, though the Executive Committee convened. The annual meeting is scheduled for June.

ARCA's current focus is on the State budget and legislative matters, as well as providing ongoing technical assistance to regional center staff. It was also noted that the CFO discipline group will meet later this week.

11. **Vendor Advisory Committee Report**

Wendy Forkas reported on the successful Legislative Community Forum, held in partnership with SDRC and attended by approximately 200 participants. Ms. Forkas recognized Elmo Dill and Cali Williams for their contributions as speakers at the forum.

Ms. Forkas informed the Directors about the upcoming Developmental Disability Providers Network (DDPN) meeting, scheduled for June 19 and the Vendor Advisory Committee meeting on May 22. She also shared details about the Lanterman Coalition Rally, scheduled to take place in Sacramento on May 22.

12. **Legislation Committee Report**

Mr. Hodge reported that the Legislation Committee met earlier in the day and received an informative update from Amy Westling on ARCA contracts, the State budget, and both state and federal legislation. The committee plans to begin monitoring key bills more closely, with resources available on the ARCA website. Appreciation was expressed for Ms. Westling's participation and insights.

13. **Personnel Committee Report**

Laura Oakes reported that the Personnel Committee met earlier in the day and reviewed agenda items, with particular focus on the Employee Handbook revisions, which will be presented to the Board for approval next month. The committee noted continued high activity due to the nearly 1,000 employees and ongoing work related to the health insurance renewal process.

14. **Client Advisory Committee Report**

Eric Rascon reported that the Client Advisory Committee met on May 13 and received a presentation on participant-directed services. He noted that San Diego People First continues to meet on the second Friday of each month, with their next conference planned for 2026; details forthcoming. Mr. Rascon also shared Kim Rucker's reflections on her participation in the Lived Experience Advisory Group, including discussion among committee members about the application process. He concluded by announcing that

the Self-Determination Conference will take place on June 26, with registration information to be provided at a later date.

15. **Mission Moments**

Norma Ramos expressed appreciation to SDRC staff for their transparency in organizing a tour of an enhanced behavior home in Ramona, which provided valuable insight into service costs. She also thanked Board members Tessie Bradshaw and Yasuko Mason for joining her on the visit.

Eric Rascon proudly announced his graduation from the Adjoin Arte Program, noting that four students successfully completed the program, with one participant launching an art business. Ms. Forkas congratulated Mr. Rascon and the other graduates, sharing her enthusiasm for the program's future and its potential to create employment opportunities.

Julie Randolph thanked David Webb-Rex and Carly King from SDRC's Self-Determination Program for presenting at the Poway Parent Support Group and expressed appreciation to Ms. Forkas and SDRC staff for supporting the Poway Unified School District Resource Fair.

Cali Williams expressed sincere gratitude to the Board for the opportunity to serve and thanked Ms. Forkas for inviting her to speak at the legislative forum.

Kate Kinnamont announced that it was Ms. Williams' birthday.

Chris Hodge expressed heartfelt thanks to SDRC for supporting his son in obtaining his first job.

16. **Adjournment/Next Meeting**

There being no other business, the meeting adjourned at 1:10 p.m. The next meeting of the Board of Directors is scheduled for Tuesday, June 10, 2025, at 12:00 p.m.



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MEMORANDUM

DATE: June 3, 2025
TO: Board of Directors
FROM: Mark Klaus, Executive Director
RE: Executive Director's Report

San Diego Regional Center Clients Served:

During May, 744 cases were opened through intake at the San Diego Regional Center (SDRC). There were 531 (71%) cases opened in the Early Start Program for infants and toddlers younger than three years of age. During the month, 92 cases were reactivated, 110 cases were inactivated, and 480 cases were closed. At the end of May, the total regional center caseload was 46,022. This is an increase of 3,093 from July 1, 2024.

Employee of Distinction:

Liset Perez, Service Coordinator – Unit 21, is being recognized for her reliability, professionalism, and dedication to her clients' needs. Her willingness to help others exemplifies teamwork and dependability. Liset is an essential asset to Unit 21 and SDRC.

Self-Determination Conference:

The Local Advisory Committee to San Diego Regional Center's Self-Determination Program will be hosting a one-day conference for families, participants, and our community partners on June 26, 2025, at the Doubletree by Hilton Mission Valley. I have attached the Hold the Date Flyer for your information.

Regional Center Governing Board Approval of Contracts:

On May 22, 2025, the Department of Developmental Services (DDS) issued guidance related to approval by regional center governing boards of contracts totaling two hundred fifty thousand dollars (\$250,000) or more. I have attached a copy of the Directive for your information. SDRC will review existing bylaws, policies, and procedures and make necessary changes.

If you have any questions regarding my report or anything else included in the Board Packet, please do not hesitate to contact me at your convenience.

Thank you for your time, commitment, and for all you do for SDRC.

Mark



Charting Your Course

Tools & Strategies for Self-Determination

June 26, 2025 | 9 a.m. – 4 p.m.

DoubleTree by Hilton Mission Valley, San Diego

The Local Advisory Committee invites you to join us for this one-day event:

Whether you're new to self-determination, a seasoned participant, a family member, or a service provider, you'll discover practical tools, new connections, and a renewed sense of possibility. Chart your course with us and take the next step toward empowerment!

Features:

- Hear from self-advocates, families, and experts sharing transformative stories.
- Choose from sessions on SDP essentials - budgeting, provider partnerships, and advanced strategies - tailored for beginners, pros, and providers.
- Discover resources and engage with vendors all day long in a dynamic, hands-on marketplace.

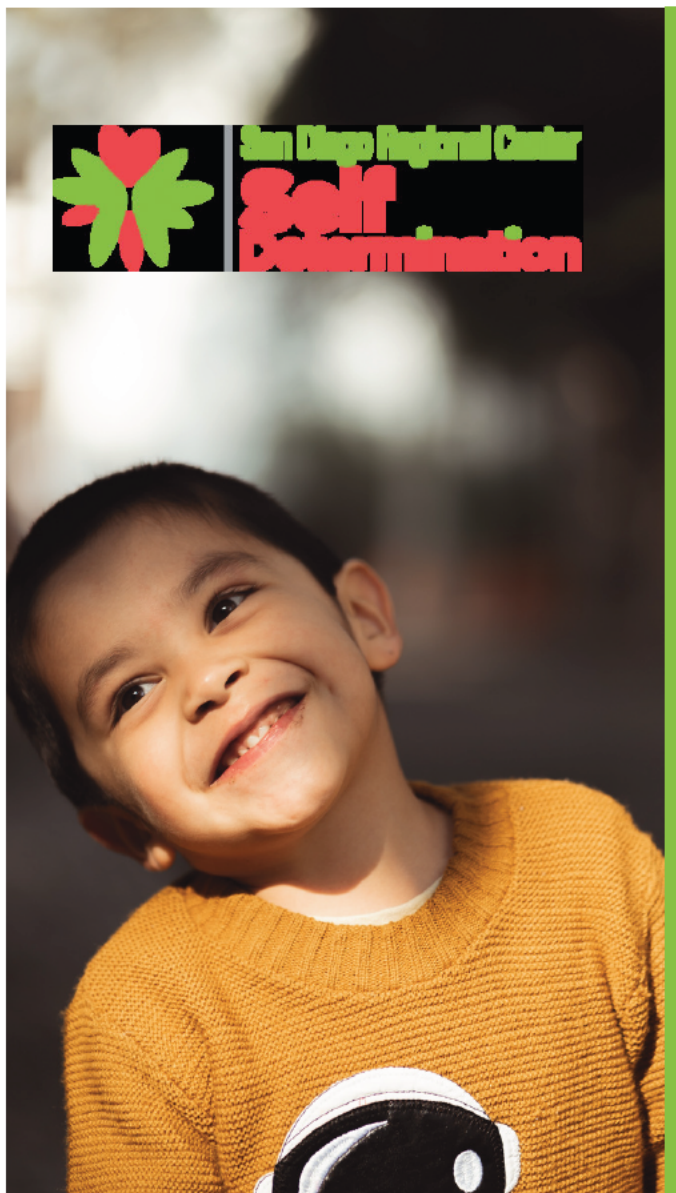
Fees:

- Regional Center Clients*: \$25
- Family Members*: \$50
- Service Providers & Vendors: \$100



Scan the QR code or click [HERE](#) to register.

Limited scholarships are available for those with financial need.
Send your request to ddrazenovichconsulting@gmail.com



Trazando su rumbo

Herramientas y estrategias para la autodeterminación

26 de junio de 2025 | 9 a.m. - 4 p.m.

DoubleTree by Hilton, Mission Valley, San Diego

¡Únase a nosotros para un emocionante evento de un día el 26 de junio!

Ya sea que sea nuevo en la autodeterminación, un participante experimentado, un miembro de la familia o un proveedor de servicios, descubrirá herramientas prácticas, nuevas conexiones y un renovado sentido de posibilidad. Traza tu rumbo con nosotros y da el siguiente paso hacia el empoderamiento!

Características:

- Escuche a autodefensores, familias y expertos que comparten historias transformadoras.
- Elija entre sesiones sobre aspectos esenciales del SDP (presupuesto, asociaciones con proveedores y estrategias avanzadas), adaptadas para principiantes, profesionales y proveedores.
- Descubra recursos e interactúe con proveedores durante todo el día en un mercado dinámico y práctico.

Honorarios:

- Clientes del Centro Regional*: \$25
- Miembros de la familia*: \$50
- Proveedores de servicios y vendedores: \$100



Escanea el código QR o haz clic [AQUÍ](#) para registrarte.

**Hay becas limitadas disponibles para personas con necesidades económicas.
Envíe su solicitud a ddrazenovichconsulting@gmail.com**



State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



May 22, 2025

G-2025-Regional Center Operations-001

TO: REGIONAL CENTER BOARD PRESIDENTS
REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REGIONAL CENTER GOVERNING BOARD APPROVAL OF
CONTRACTS

This letter provides guidance regarding [Welfare and Institutions Code \(WIC\) Section 4625.5\(b\)](#), related to approval by the regional center governing board of contracts totaling two hundred fifty thousand dollars (\$250,000) or more.

WIC Section 4625.5(b), states: “No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless **approved by the governing board** of the regional center...” (emphasis added). Boards shall only consider and approve contracts that have a stated monetary value, identified in a contract, of \$250,000 or more. WIC Section 4625.5 does *NOT* apply to vendor approval letters, service provider contracts that may result in payments of \$250,000 or more depending on utilization of services, or individual purchase of service (POS) authorizations where the totality of the POS authorizations for a vendor may exceed \$250,000. Such transactions are not the considered “contracts” specified in WIC Section 4625.5.

Regional centers must review, and if necessary, update existing bylaws, policies and procedures to align with this letter.

Should you have any questions or concerns regarding this letter, please contact your primary regional center liaison in the Office of Community Operations via email at oco@dds.ca.gov, or by phone at (916) 654-1958.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Service Directors
Association of Regional Center Agencies



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Serving individuals with developmental disabilities in San Diego and Imperial Counties

SDICDSI FINANCE COMMITTEE MEETING
Tuesday, June 10, 2025
Balboa Suite 300 Conference Room and via Zoom
11:00 a.m.

AGENDA

1. Call to Order
2. Approval of Minutes (Attached – Action Item)
-May 13, 2025, Finance Committee Meeting.
3. Approval of Purchase of Service Contracts (Attached – Action Item)
-*See the attached list of seven (7) provider contracts.*
4. DDS Directive on Regional Center Governing Board Approval of Contracts
(Attached – Information Item)
5. Fiscal Year 2025/2026 Regional Center B-1 Allocation Contract (Attached – Action Item)
6. Fiscal Year 2024/2025 Purchase of Services (POS) Monthly Status Report. (Attached – Information Item)
7. Fiscal Year 2024/2025 Operations (OPS) Spending Plan Reports. (Attached – Information Item)
8. Old Business/New Business
9. Adjourn

Committee Members:

Virginia Bayer
James Gonzalez
Chris Hodge

Yasuko Mason
Matt Storey (Chair)
Wade Wilde (Community Representative)



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SDICDSI FINANCE COMMITTEE MEETING MINUTES

Tuesday, May 13, 2025

Balboa Suite 300 Conference Room and via Zoom

11:00 a.m.

Members Present: Virginia Bayer, James Gonzalez, Dave Hadacek, Chris Hodge, Yasuko Mason, Wade Wilde

Members Absent: Matt Storey

Staff Present: Mark Klaus, Kate Kinnamont, Miguel Larios, Dulce Morin, Brian Uribe, Robert Webb-Rex

Guests Present: Norma Ramos

The meeting of the Finance Committee of the San Diego-Imperial Counties Developmental Services, Inc. (SDICDSI) was called to order at 11:09 am by Chris Hodge, Committee Member.

1. **Approval of Minutes:** The draft minutes of the April 8, 2025, Finance Committee meeting were approved with V. Bayer abstaining.

2. **Approval of Purchase of Service Contracts:** The committee discussed approving the five (5) purchase of services contracts presented to the Board.

M/S/C to recommend that the Board of Directors approve the five (5) purchase of services contracts presented to the Board.

3. **U.S. Bank, Fiscal Year 2025/2026 Line of Credit:** Staff is establishing a line of credit (LOC) to ensure cash is available to operate the San Diego Regional Center (SDRC) through the transition to the new fiscal year. U.S. Bank National Association (U.S. Bank) will provide the SDRC a committed revolving loan of up to \$80,000,000.00 for its operating cash needs from June 2, 2025, through October 31, 2025. The revolving loan amount of \$80,000,000.00 will give SDRC approximately 30 days of operating funds. The interest rate will be the U.S. Bank reference rate (prime rate). U.S. Bank will not charge fees for the unused portion of the line of credit.

M/S/C to recommend that the Board of Directors approve entering into an agreement with U.S. Bank for FY 25/26 Line of Credit.

4. **Fiscal Year 2024/2025 Purchase of Services (POS) Monthly Status Report:** Dulce Morin reviewed the FY 2024/2025 POS spending plan. Actual POS expenditures through March 31, 2025, were \$603,846,842. Total projected POS expenditures are \$885,097,091. The projected POS surplus for FY 24/25 is \$12,459,333.
5. **Fiscal Year 2024/2025 Operations Spending Plan Report:** Dulce Morin reviewed the FY 2024/2025 Operations (OPS) spending plan. The net total projected expenditures are \$124,927,100. Net OPS expenditures through March 31, 2025, were \$69,680,762. The FY 2024/2025 OPS spending plan is projected to be balanced at fiscal year-end.
6. **Adjourn:** There being no further business, the Finance Committee meeting was adjourned at 11:43 am.

Chris Hodge
Finance Committee Member

c: Dave Hadacek
Mark Klaus

**San Diego Regional Center
Fiscal Status Report Summary
For the Ten Month Period Ending April 30, 2025**

	FY 2024/2025 A-2 Allocation & ICF SPA	Projected FY 2024/2025 Expenses	Surplus (Deficit)
<u>Purchase of Services (POS)*</u>			
Client Services	\$ 898,556,424 *	\$ 884,750,590	\$ 13,805,834
Community Placement Plan	4,300,000	4,300,000	-
Total POS	<u>902,856,424</u>	<u>889,050,590</u>	<u>13,805,834</u>

<u>Operations Spending Plan</u>			
A- Preliminary Contract	\$ 70,471,970		
A-1 Contract Amendment	52,777,068		
A-2 Contract Amendment	1,678,062		
Total Operations Allocation	<u>\$ 124,927,100</u>	<u>124,927,100</u>	<u>-</u>

Total Allocation as of the A-2 & Intermediate Care Facility- State Plan Amendment (ICF SPA)	<u>\$ 1,027,783,524</u>	<u>\$ 1,013,977,690</u>	<u>\$ 13,805,834</u>
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Purchase of Service Allocation & ICF SPA Reconciliation

A-Preliminary Contract	\$ 604,283,502
A-1 Contract Amendment	\$ 201,072,772
A-2 Contract Amendment	\$ 79,200,150
add: ICF SPA Reimbursement	<u>14,000,000</u>
Total Purchase of Service Allocation	<u>\$ 898,556,424 *</u>

San Diego Regional Center
Purchase of Service Monthly Status Report
For the Ten Month Period Ending April 30, 2025

	A FY2024/2025 A-2 Allocation	B FY2024/2025 Expenditures 04/30/2025	C Projected Expenditures Remaining	B+C Total Projected Expenditures FY 2024/2025	A-(B+C) + / -
Client Services					
Out of Home	\$ 268,091,300	\$ 210,756,192	\$ 54,401,318	\$ 265,157,510	\$ 2,933,790
Day Activity	184,690,883	147,876,640	35,757,802	183,634,442	1,056,441
Habilitation	19,230,237	14,585,408	3,929,852	18,515,260	714,977
Medical Services	15,444,175	10,700,782	3,798,981	14,499,763	944,412
Non-Med Services	50,398,895	40,788,244	8,925,261	49,713,505	685,390
Support Services	99,684,433	76,091,989	21,882,573	97,974,562	1,709,871
Early Childhood	37,731,260	26,099,416	10,417,844	36,517,260	1,214,000
Transportation	40,558,729	25,127,957	13,709,601	38,837,558	1,721,171
Other	182,726,512	129,688,886	50,211,844	179,900,730	2,825,782
Total Purchase of Services (POS)	898,556,424	681,715,514	203,035,076	884,750,590	13,805,834
less: ICF/SPA POS Reimbursements	(14,000,000)	(12,848,435)	(1,151,565)	(14,000,000)	-
Net Balance (A-2)	<u>\$ 884,556,424</u>	<u>\$ 668,867,079</u>	<u>\$ 201,883,511</u>	<u>\$ 870,750,590</u>	<u>\$ 13,805,834</u>
CPP					
CPP POS Expenses	<u>\$4,300,000</u>	<u>\$332,786</u>	<u>\$3,967,214</u>	<u>\$4,300,000</u>	<u>\$ -</u>
Total CPP (A-2)	<u>\$100,000</u>	<u>\$332,786</u>	<u>\$3,967,214</u>	<u>\$4,300,000</u>	<u>\$ -</u>

San Diego Regional Center
Fiscal Year 2024/2025 Operations Spending Plan
For the Ten Month Period Ending April 30, 2025

	<u>Spending Plan</u>	<u>Expended YTD (04/30/2025)</u>	<u>Projected Expenditures Remaining</u>	<u>Total Projected Expenditures</u>
Personnel				
Salaries	\$ 73,149,523	\$ 53,031,566	20,117,957	\$ 73,149,523
Fringe Benefits	26,932,333	12,932,384	13,999,949	26,932,333
Temporaries	611,229	445,231	165,998	611,229
Subtotal Personnel	<u>100,693,085</u>	<u>66,409,181</u>	<u>34,283,904</u>	<u>100,693,085</u>
General Expense				
General Exp, Supplies & Tech	2,547,448	949,849	1,597,599	2,547,448
General Maint. & Construction	2,264,713	76,463	2,188,250	2,264,713
Equipment Purchases	985,031	4,355	980,676	985,031
Information Technology	2,616,259	1,244,538	1,371,721	2,616,259
Building Services	734,319	683,087	51,232	734,319
Postage	336,913	278,187	58,726	336,913
Utilities	1,802,596	1,241,993	560,603	1,802,596
Printing	28,307	-	28,307	28,307
Accounting/Audit/Tax Fees	60,000	-	60,000	60,000
LOC Expenses	-	-	-	-
Tuition Reimbursement	610,000	-	610,000	610,000
Policy/Projects/Miscellaneous	3,268,497	766,704	2,501,793	3,268,497
Subtotal General Expense	<u>15,254,083</u>	<u>5,245,176</u>	<u>10,008,907</u>	<u>15,254,083</u>
Rent	6,753,510	5,090,535	1,662,975	6,753,510
Contracts				
Consultant Services	837,810	635,053	202,757	837,810
Equipment Rental	279,491	181,101	98,390	279,491
Subtotal	<u>1,117,301</u>	<u>816,154</u>	<u>301,147</u>	<u>1,117,301</u>
Other Expenses				
ARCA Expenses/Dues	158,824	7,868	150,956	158,824
Legal	629,379	440,692	188,687	629,379
Insurance	1,099,946	641,045	458,901	1,099,946
Travel	580,274	556,156	24,118	580,274
Board of Directors	82,006	65,248	16,758	82,006
Staff Training	58,176	39,906	18,270	58,176
Community Training	25,000	-	25,000	25,000
Public Information	25,000	10,000	15,000	25,000
Subtotal	<u>2,658,605</u>	<u>1,760,915</u>	<u>897,690</u>	<u>2,658,605</u>
Total Operating Expenses	126,476,584	79,321,961	47,154,623	126,476,584
Interest/Other Revenues	(1,357,332)	(1,673,269)	315,937	(1,357,332)
ICF SPA Service Fees Earned	<u>(192,152)</u>	<u>(165,136)</u>	<u>(27,016)</u>	<u>(192,152)</u>
Net Operating Expenses	<u>124,927,100</u>	<u>\$ 77,483,556</u>	<u>\$ 47,443,544</u>	124,927,100
A-2 OPS Allocation				<u>\$ 124,927,100</u>
Projected FY2024/2025 Spending Plan Surplus/(Deficit)				<u>\$ -</u>

San Diego Regional Center
Operations Spending Plan Comparison Report
For the Period Ending April 30, 2025

	YEAR-TO-DATE ACTUAL EXPENDITURES COMPARISON		FISCAL YEAR PROJECTED EXPENDITURES COMPARISON	
	Current Year Expenses through (04/30/2025)	Prior Year Expenses through (04/30/2024)	FY2024/2025 Total Projected Expenses	FY2023/2024 Total Expenses (estimated)
Personnel				
Salaries	\$ 53,031,566	47,572,192	\$ 73,149,523	\$ 63,335,579
Fringe Benefits	12,932,384	11,340,042	26,932,333	22,167,453
Temporaries	445,231	385,431	611,229	576,000
Subtotal Personnel	66,409,181	59,297,665	100,693,085	86,079,032
General Expense				
General Exp, Supplies & Tech	949,849	3,583,734	2,547,448	4,600,000
General Maint. & Construction	76,463	1,219,252	2,264,713	2,000,000
Equipment Purchases	4,355	952,981	985,031	1,551,103
Information Technology	1,244,538	660,544	2,616,259	1,447,379
Building Services	683,087	378,895	734,319	600,000
Postage	278,187	152,820	336,913	206,000
Utilities	1,241,993	162,289	1,802,596	230,000
Printing	-	25,074	28,307	54,500
Accounting/Audit/Tax Fees	-	5,750	60,000	76,300
LOC Expenses	-	-	-	-
Tuition Reimbursement	-	-	610,000	-
Policy/Projects/Miscellaneous	766,704	932,103	3,268,497	1,303,996
Subtotal General Expense	5,245,176	8,073,442	15,254,083	13,459,670
Rent	5,090,535	5,730,063	6,753,510	7,595,500
Contracts				
Consultant Services	635,053	153,765	837,810	1,426,000
Equipment Rental	181,101	233,701	279,491	463,250
Subtotal	816,154	387,466	1,117,301	2,014,250
Other Expenses				
ARCA Expenses/Dues	7,868	158,824	158,824	160,000
Legal	440,692	402,424	629,379	747,487
Insurance	641,045	766,042	1,099,946	993,570
Travel	556,156	435,326	580,274	674,500
Board of Directors	65,248	77,048	82,006	85,000
Staff Training	39,906	16,281	58,176	38,000
Community Training	-	-	25,000	25,000
Public Information	10,000	75	25,000	25,000
Subtotal	1,760,915	1,856,020	2,658,605	2,748,557
Total Operating Expenses	79,321,961	75,344,656	126,476,584	111,897,009
Interest/Other Revenues	(1,673,269)	(1,512,703)	(1,357,332)	(1,774,268)
ICF SPA Service Fees Earned	(165,136)	(164,592)	(192,152)	(184,776)
Net Operating Expenses	\$ 77,483,556	73,667,361	\$ 124,927,100	\$ 109,937,965



San Diego Regional Center
4355 Ruffin Road, San Diego, CA 92123
858-576-2996 / www.sdrc.org

Serving individuals with developmental disabilities in San Diego and Imperial Counties

Memorandum

DATE: June 3, 2025
TO: Board of Directors
FROM: Dulce Morin
RE: Contracts for Board Review

The June 10, 2025, Board meeting agenda includes the approval of contracts with the following four (4) service providers.

New or Revised Contracts for approval

PY3872	Brilliant Corners (acquisition)
PY2851	Brilliant Corners (acquisition)
PY3872	Brilliant Corners (renovation)
PY2851	Brilliant Corners (renovation)

New Contracts (information only)

HQ2241	Casa Luna Care LLC
HQ2239	Jeff Jackson DBA Panchito's Place
HQ2080	Unexpected Possibilities Inc. DBA Unexpected Possibilities

The contracts for Board approval are posted on the San Diego Regional Center website in their entirety, including the contract summaries. To access the contracts, log on to the San Diego Regional Center website at <http://sdrc.org/board>, and scroll to the bottom of the page to view the current contracts.

Contract Summary for Board of Directors Review/Approval

1	Provider Name:	Brilliant Corners
2	Vendor #:	PY3872
3	Type of program:	Start-up funding for CPP project (acquisition)
4	Scope of Work/Program Design:	This Housing Development Organization (HDO) will purchase a residential home and renovate the purchased home so that it can be used as an Enhanced Behavioral Supports Home (EBSH). Acquisition funding will provide down payment costs, inspection costs, escrow fees, developer's fees, and other costs that the HDO incurs in acquiring the physical plant of this facility. The HDO must obtain additional funding for the full acquisition of the home from a mortgage on the property. This facility and its program will be licensed by the California Department of Social Services, and will be certified by the California Department of Developmental Services. Although the HDO will own the property, SDRC and DDS will legally be entitled (in perpetuity) to designate the residential services provider who uses the facility to support individuals served by regional center. The HDO will maintain the property and lease it to the residential services provider selected by SDRC. The residential services provider will pay the lease from the funds they receive for providing services.
5	Program capacity:	The facility will house 4 individuals (single occupancy).
6	Cost(hourly/daily/monthly):	DDS has currently approved \$350,000.00 to be used towards the acquisition of the property.
7	Total potential compensation:	\$350,000.00
8	Term of Contract:	June 16, 2025 to June 15, 2028
9	Date of Initial Vendorization:	TBD
10	Significant changes from previous contract:	Not applicable: this is a new project that was awarded through a competitive request for proposal process.

Contract Summary for Board of Directors Review/Approval

1	Provider Name:	Brilliant Corners
2	Vendor #:	PY3851
3	Type of program:	Start-up funding for CPP project
4	Scope of Work/Program Design:	This nonprofit housing corporation (NPO) will purchase a residential home and renovate the purchased home so that it can be used as an Enhanced Behavioral Support Home (EBSH). Acquisition funding will provide down payments costs, inspection costs, escrow fees, developer's fees, and other costs that the NPO incurs in acquiring the physical plant of this facility. The NPO must obtain additional funding for the acquisition of the home from a mortgage on the property. Although the NPO will own the property, SDRC and DDS will legally be entitled (in perpetuity) to designate the service provider who uses the facility. The NPO will maintain the property and lease it to the SDRCs elected service provider (who will pay the lease from the funds they receive for providing services).
5	Program capacity:	The facility will house 4 individuals
6	Cost(hourly/daily/monthly):	DDS has currently approved \$350,000.00 to be used towards the acquisition of the property.
7	Total potential compensation:	\$350,000.00
8	Term of Contract:	June 13, 2025 to June 12, 2028
9	Date of Initial Vendorization:	TBD
10	Significant changes from previous contract:	Not applicable, this is a new project that was awarded through a competitive request for proposal process.

Contract Summary for Board of Directors Review/Approval

1	Provider Name:	Brilliant Corners
2	Vendor #:	PY3872
3	Type of program:	Start-up funding for CPP project (renovation)
4	Scope of Work/Program Design:	This Housing Development Organization (HDO) will purchase a residential home and renovate the purchased home to meet the needs of individuals that require an Enhanced Behavioral Supports Home (EBSH). The home will be equipped with a delayed egress device, secured perimeter, and automatic sprinkler system. These and other renovations will be approved by the local permitting jurisdiction. This facility and its program will be licensed by the California Department of Social Services, and will be certified by the California Department of Developmental Services. Although the HDO will own the property, SDRC and DDS will legally be entitled (in perpetuity) to designate the residential services provider who uses the facility to support individuals served by regional center. The HDO will maintain the property and lease it to the residential services provider selected by SDRC. The residential services provider will pay the lease from the funds they receive for providing services.
5	Program capacity:	The facility will house 4 individuals (single occupancy).
6	Cost(hourly/daily/monthly):	DDS has currently approved \$400,000.00 to be used towards the renovation of the property.
7	Total potential compensation:	\$400,000.00
8	Term of Contract:	June 16, 2025 to June 15, 2028
9	Date of Initial Vendorization:	TBD
10	Significant changes from previous contract:	Not applicable: this is a new project that was awarded through a competitive request for proposal process.

Contract Summary for Board of Directors Review/Approval

1	Provider Name:	Brilliant Corners
2	Vendor #:	PY3851
3	Type of program:	Start-up funding for CPP project
4	Scope of Work/Program Design:	This nonprofit housing corporation (NPO) will purchase a residential home and renovate the purchased home so that it can be used as an Enhanced Behavioral Support Home. Acquisition funding will provide down payments costs, inspection costs, escrow fees, developer's fees, and other costs that the NPO incurs in acquiring the physical plant of this facility. The NPO must obtain additional funding for the acquisition of the home from a mortgage on the property. Although the NPO will own the property, SDRC and DDS will legally be entitled (in perpetuity) to designate the service provider who uses the facility. The NPO will maintain the property and lease it to the SDRCs elected service provider (who will pay the lease from the funds they receive for providing services).
5	Program capacity:	The facility will house 4 individuals
6	Cost(hourly/daily/monthly):	DDS has currently approved \$400,000.00 to be used towards the renovation of the property.
7	Total potential compensation:	\$400,000.00
8	Term of Contract:	June 13, 2025 to June 12, 2028
9	Date of Initial Vendorization:	TBD
10	Significant changes from previous contract:	Not applicable, this is a new project that was awarded through a competitive request for proposal process.



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Serving individuals with developmental disabilities in San Diego and Imperial Counties

Memorandum

Date: June 3, 2025

To: Members, Board of Directors

From: Dulce Morin, Director of Business Services

Re: B-1 Allocation Contract for Fiscal Year 2025-2026

On May 23, 2025, the San Diego Regional Center (SDRC) received a letter of intent for the B-1 contract allocation with the Department of Developmental Services (DDS) for fiscal year (FY) 2025-26. The next fiscal year is the second year of a five-year contract cycle, which will be referred to as the B Contract. Attached to this memo are the FY 2025-26 Regional Center B-1 Contract Allocation Letter, B-1 Explanation of Items for FY2025-26, B-1 Operations and Purchase of Service Summary, B-1 Cash Advance Summary, and B-1 Allocation Summary for SDRC.

SDRC needs the B-1 allocation funds in the bank to meet our purchase of services and operations obligations to our staff and vendors by July 2025. The B-1 advance is paid to regional centers in three installments. SDRC will receive three installments of \$79,604,647 each for a total payment of \$238,813,942.

If you have any questions regarding the B-1 Allocation Contract for FY 2025-26, please contact me at (858) 576-2857.



State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



May 23, 2025

TO: REGIONAL CENTER EXECUTIVE DIRECTORS
REGIONAL CENTER ADMINISTRATORS

SUBJECT: B-1 ALLOCATION FOR FISCAL YEAR 2025-26

Please find enclosed information regarding the allocation amounts to be included in the Fiscal Year 2025-26, B-1 Contract Amendment that your regional center will receive within the next few days.

If you have any questions regarding this allocation, please contact Darla Keys, Manager, Allocations, Budget Section, at darla.keys@dds.ca.gov or (916) 654-2255.

Sincerely,

Original Signed by:

STEVEN PAVLOV
Chief Financial Officer

Enclosures

cc: Regional Center Controllers
Regional Center Directors of Consumer Services
Regional Center Directors of Community Services
Amy Westling, Association of Regional Center Agencies
Vivian Umenei, Association of Regional Center Agencies
Pete Cervinka, Department of Developmental Services
Michi Gates, Department of Developmental Services
Carla Castañeda, Department of Developmental Services

**Explanation of Items for FY 2025-26 B-1 Amendment
Exhibit II**

Operations (Ops)

Base

Allocated 85 percent of the FY 2025-26 proposed base funds available for regional center allocation per the 2025 May Revision. This allocation is based on each regional center's pro-rata share of the operations Non-CPP base allocations through the FY 2024-25 A-2 contract.

Policy Items

• Improve Service Coordinator Caseload Ratios (\$23.1 million)

The allocation is based on each regional center's pro-rata share of consumers in Status 1, 2 of the June 2016 Client Master File (CMF) report.

• Compliance with Home and Community-Based Services (HCBS) Regulations) Operations (\$1.4 million)

Allocated 100 percent of total funds available; one position for a program evaluator to each RC. Allocation has remained the same since allocation in the FY 2017-18 D-1 contract amendment.

• ABX2 1 – Regional Center Operations Increases (\$45.4 million)

Allocated 100 percent of total funds available for Salaries and Wages and Administrative Costs. As agreed with ARCA, allocation has remained the same since allocation in the FY 2017-18 D-1 contract amendment to provide the same funding for staff hired.

• Resources to Implement ABX2 1 (\$4.1 million)

Allocated 100 percent of total funds available; two positions for an employment specialist and cultural specialist to each regional center. Allocation has remained the same since allocation in the FY 2017-18 D-1 contract amendment.

Purchase of Services (POS)

Base

Allocated 80 percent of the FY 2025-26 proposed base funds available for regional center allocation per the 2025 May Revision. This allocation is based on each regional center's pro-rata share of the Purchase of Services Non-CPP claims received through December 2024 for FY 2024-25.

Fiscal Year 2025-26 B-1 Allocation
Operations (Ops) and Purchase of Services (POS) Summary

Per May Revision	Non-CPP Operations Allocation											Non-CPP POS Allocation	Non-CPP Ops + POS
	Base Operations	Ops Policy Items Allocation									Total Operations	Total Base Purchase of Services	Total Ops+ POS Includes Ops Policy Items Allocation
		Improve Service Coordinator Caseload Ratios	Compliance with HCBS Regulations	ABX2 1 RC Ops Increases			Resources to Implement ABX2 1			Total Ops Policy Items			
				Salaries & Wages	Administrative Costs	Total ABX2 1 Ops Increases	Employment Specialist Salary	Cultural Specialist Salary	Resources to Implement ABX2 1				
A	B	C	D	E	F=D+E	G	H	I=G+H	J	K= A+J	L	M = K + L	
Regional Center													
Alta California	\$ 86,250,982	\$ 1,625,521	\$ 67,714	\$ 2,832,161	\$ 128,542	\$ 2,960,703	\$ 99,143	\$ 99,143	\$ 198,286	\$ 4,852,224	\$ 91,103,206	\$ 833,769,770	\$ 924,872,976
Central Valley	\$ 82,411,919	\$ 1,368,844	\$ 67,714	\$ 2,570,992	\$ 116,669	\$ 2,687,661	\$ 99,143	\$ 99,143	\$ 198,286	\$ 4,322,525	\$ 86,734,444	\$ 642,637,462	\$ 729,371,906
East Bay	\$ 80,875,424	\$ 1,433,579	\$ 67,714	\$ 2,680,648	\$ 121,666	\$ 2,802,314	\$ 99,143	\$ 99,143	\$ 198,286	\$ 4,501,893	\$ 85,377,317	\$ 602,332,382	\$ 687,709,699
Eastern L.A.	\$ 48,460,110	\$ 844,661	\$ 67,714	\$ 1,603,683	\$ 72,786	\$ 1,676,469	\$ 99,143	\$ 99,143	\$ 198,286	\$ 2,787,130	\$ 51,247,240	\$ 433,813,422	\$ 485,060,662
Far Northern	\$ 32,323,100	\$ 561,887	\$ 67,714	\$ 1,219,024	\$ 55,327	\$ 1,274,351	\$ 99,143	\$ 99,143	\$ 198,286	\$ 2,102,238	\$ 34,425,338	\$ 305,397,935	\$ 339,823,273
LA County/Lanierman	\$ 40,807,691	\$ 738,328	\$ 67,714	\$ 1,412,644	\$ 64,115	\$ 1,476,759	\$ 99,143	\$ 99,143	\$ 198,286	\$ 2,481,087	\$ 43,288,778	\$ 426,390,973	\$ 469,679,751
Golden Gate	\$ 43,353,301	\$ 677,412	\$ 67,714	\$ 1,410,830	\$ 64,033	\$ 1,474,863	\$ 99,143	\$ 99,143	\$ 198,286	\$ 2,418,275	\$ 45,771,576	\$ 585,064,313	\$ 630,835,889
Harbor	\$ 58,083,955	\$ 933,856	\$ 67,714	\$ 1,845,740	\$ 83,772	\$ 1,929,512	\$ 99,143	\$ 99,143	\$ 198,286	\$ 3,129,368	\$ 61,213,323	\$ 427,556,046	\$ 488,769,369
Inland	\$ 136,258,913	\$ 2,403,031	\$ 67,714	\$ 4,111,387	\$ 186,602	\$ 4,297,989	\$ 99,140	\$ 99,140	\$ 198,280	\$ 6,967,014	\$ 143,225,927	\$ 1,093,680,413	\$ 1,236,906,340
Kern	\$ 43,436,611	\$ 613,690	\$ 67,714	\$ 1,217,644	\$ 55,265	\$ 1,272,909	\$ 99,143	\$ 99,143	\$ 198,286	\$ 2,152,599	\$ 45,589,210	\$ 328,599,109	\$ 374,188,319
North Bay	\$ 37,652,283	\$ 636,203	\$ 67,714	\$ 1,323,128	\$ 60,052	\$ 1,383,180	\$ 99,143	\$ 99,143	\$ 198,286	\$ 2,285,383	\$ 39,937,666	\$ 518,105,590	\$ 558,043,256
North L.A.	\$ 103,438,928	\$ 1,746,190	\$ 67,714	\$ 3,115,547	\$ 141,404	\$ 3,256,951	\$ 99,143	\$ 99,143	\$ 198,286	\$ 5,263,141	\$ 108,702,069	\$ 961,763,421	\$ 1,070,465,490
Orange County	\$ 74,902,153	\$ 1,524,955	\$ 67,714	\$ 2,819,216	\$ 127,955	\$ 2,947,171	\$ 99,143	\$ 99,143	\$ 198,286	\$ 4,738,126	\$ 79,640,279	\$ 690,604,252	\$ 770,244,531
Redwood Coast	\$ 18,843,370	\$ 275,608	\$ 67,720	\$ 670,706	\$ 30,441	\$ 701,147	\$ 99,143	\$ 99,143	\$ 198,286	\$ 1,242,761	\$ 20,086,131	\$ 192,751,931	\$ 212,838,062
San Andreas	\$ 64,218,705	\$ 1,246,154	\$ 67,714	\$ 2,309,114	\$ 104,803	\$ 2,413,917	\$ 99,143	\$ 99,143	\$ 198,286	\$ 3,926,071	\$ 68,144,776	\$ 829,797,336	\$ 897,942,112
San Diego	\$ 111,932,534	\$ 1,888,559	\$ 67,714	\$ 3,292,109	\$ 149,418	\$ 3,441,527	\$ 99,143	\$ 99,143	\$ 198,286	\$ 5,606,086	\$ 117,538,620	\$ 837,717,149	\$ 955,255,769
San Gabriel/Pomona	\$ 52,462,875	\$ 980,440	\$ 67,714	\$ 1,846,772	\$ 83,819	\$ 1,930,591	\$ 99,143	\$ 99,143	\$ 198,286	\$ 3,177,031	\$ 55,639,906	\$ 499,675,270	\$ 555,315,176
South Central	\$ 72,711,526	\$ 1,023,440	\$ 67,714	\$ 2,062,850	\$ 93,172	\$ 2,146,022	\$ 99,143	\$ 99,143	\$ 198,286	\$ 3,435,462	\$ 76,146,988	\$ 642,625,489	\$ 718,772,477
Tri-Counties	\$ 64,321,395	\$ 1,020,869	\$ 67,714	\$ 1,998,219	\$ 90,692	\$ 2,088,911	\$ 99,143	\$ 99,143	\$ 198,286	\$ 3,375,780	\$ 67,697,175	\$ 516,227,116	\$ 583,924,291
Valley Mountain	\$ 58,833,178	\$ 963,947	\$ 67,714	\$ 1,843,180	\$ 83,656	\$ 1,926,836	\$ 99,143	\$ 99,143	\$ 198,286	\$ 3,156,893	\$ 61,989,861	\$ 491,855,354	\$ 553,845,215
Coastal / Westside	\$ 34,741,147	\$ 659,926	\$ 67,714	\$ 1,339,406	\$ 60,791	\$ 1,400,197	\$ 99,143	\$ 99,143	\$ 198,286	\$ 2,317,123	\$ 37,058,270	\$ 523,361,667	\$ 560,419,937
Total	\$ 1,346,320,100	\$ 23,162,000	\$ 1,422,000	\$ 43,515,000	\$ 1,975,000	\$ 45,490,000	\$ 2,082,000	\$ 2,082,000	\$ 4,164,000	\$ 74,238,000	\$ 1,420,558,100	\$ 12,683,726,400	\$ 14,104,284,500

Starting with FY 2025-26, the "Preliminary name" will be changed to indicate the 1st alloc aion for the series.

Starting with FY 2025-26, the "Preliminary name" will be changed to indicate the 1st allocation for the series.

B-1 Cash Advance Summary

Fiscal Year 2025-26

B-1 Allocation Grand Total Cash Advance #1-3

Non-CPP items for Operations (Ops) & Purchase of Services (POS), per May Revision

Total of all 3 Cash Advances = 25% of Total Allocation

For Reference Purposes Only

Regional Center	Operations	%	Purchase of Services	%	Total
Alta California	\$ 22,775,802	6.41%	\$ 208,442,443	6.57%	\$ 231,218,245
Central Valley	\$ 21,683,611	6.11%	\$ 160,659,366	5.07%	\$ 182,342,977
East Bay	\$ 21,344,329	6.01%	\$ 225,583,096	7.11%	\$ 246,927,425
Eastern L.A.	\$ 12,811,810	3.61%	\$ 108,453,356	3.42%	\$ 121,265,166
Far Northern	\$ 8,606,335	2.42%	\$ 76,349,484	2.41%	\$ 84,955,819
LA County/Frank Lanterman	\$ 10,822,195	3.05%	\$ 106,597,743	3.36%	\$ 117,419,938
Golden Gate	\$ 11,442,894	3.22%	\$ 146,266,078	4.61%	\$ 157,708,972
Harbor	\$ 15,303,331	4.31%	\$ 106,889,012	3.37%	\$ 122,192,343
Inland	\$ 35,806,478	10.08%	\$ 273,420,097	8.62%	\$ 309,226,575
Kern	\$ 11,397,303	3.21%	\$ 82,149,777	2.59%	\$ 93,547,080
North Bay	\$ 9,984,417	2.81%	\$ 129,526,398	4.08%	\$ 139,510,815
North L.A.	\$ 27,175,517	7.65%	\$ 240,440,855	7.58%	\$ 267,616,372
Orange County	\$ 19,910,070	5.61%	\$ 172,651,063	5.44%	\$ 192,561,133
Redwood Coast	\$ 5,021,533	1.41%	\$ 48,187,986	1.52%	\$ 53,209,519
San Andreas	\$ 17,036,194	4.80%	\$ 207,449,334	6.54%	\$ 224,485,528
San Diego	\$ 29,384,655	8.27%	\$ 209,429,287	6.60%	\$ 238,813,942
San Gabriel/Pomona	\$ 13,909,977	3.92%	\$ 124,918,818	3.94%	\$ 138,828,795
South Central	\$ 19,036,747	5.36%	\$ 160,656,372	5.07%	\$ 179,693,119
Tri-Counties	\$ 16,924,294	4.77%	\$ 129,056,779	4.07%	\$ 145,981,073
Valley Mountain	\$ 15,497,465	4.36%	\$ 122,963,839	3.88%	\$ 138,461,304
Coastal / Westside	\$ 9,264,568	2.61%	\$ 130,840,417	4.13%	\$ 140,104,985
Total	\$ 355,139,525	100.00%	\$ 3,170,931,600	100.00%	\$ 3,526,071,125

The Cash Advance is calculated as 25% of allocation, less any federal dollars.

Divided for 3 Cash Advances, based on the B-1 (formerly B-Prelim) Worksheet:				
		Ops	POS	Total
Advance # 1 ¹	33.33%	\$118,379,842	\$1,056,977,200	\$1,175,357,042
Advance # 2 ¹	33.33%	\$118,379,842	\$1,056,977,200	\$1,175,357,042
Advance # 3 ²	33.33%	\$118,379,841	\$1,056,977,200	\$1,175,357,041
	100.00%	\$355,139,525	\$3,170,931,600	\$3,526,071,125

¹Cash Advances are divided into 3 separate advances based on 25% of Ops & POS B-1 Allocation.²Advance # 3 is based on the residual Percentage of 100% of the Advance.

Cash Advance

Department of Developmental Services
Budget Section, Allocations

Fiscal Year 2025-26
B-1 Allocation, per May Revision
Claimable Cash Advance #1

Regional Center	Operations	%	Purchase of Services	%	Total
Alta California	\$ 7,591,934	6.41%	\$ 69,480,814	6.57%	\$ 77,072,748
Central Valley	\$ 7,227,870	6.11%	\$ 53,553,122	5.07%	\$ 60,780,992
East Bay	\$ 7,114,776	6.01%	\$ 75,194,365	7.11%	\$ 82,309,141
Eastern L.A.	\$ 4,270,603	3.61%	\$ 36,151,119	3.42%	\$ 40,421,722
Far Northern	\$ 2,868,778	2.42%	\$ 25,449,828	2.41%	\$ 28,318,606
LA County/Frank Lanterman	\$ 3,607,398	3.05%	\$ 35,532,581	3.36%	\$ 39,139,979
Golden Gate	\$ 3,814,298	3.22%	\$ 48,755,359	4.61%	\$ 52,569,657
Harbor	\$ 5,101,110	4.31%	\$ 35,629,671	3.37%	\$ 40,730,781
Inland	\$ 11,935,493	10.08%	\$ 91,140,032	8.62%	\$ 103,075,525
Kern	\$ 3,799,101	3.21%	\$ 27,383,259	2.59%	\$ 31,182,360
North Bay	\$ 3,328,139	2.81%	\$ 43,175,466	4.08%	\$ 46,503,605
North L.A.	\$ 9,058,506	7.65%	\$ 80,146,952	7.58%	\$ 89,205,458
Orange County	\$ 6,636,690	5.61%	\$ 57,550,354	5.44%	\$ 64,187,044
Redwood Coast	\$ 1,673,847	1.41%	\$ 16,062,664	1.52%	\$ 17,736,511
San Andreas	\$ 5,678,731	4.80%	\$ 69,149,778	6.54%	\$ 74,828,509
San Diego	\$ 9,794,885	8.27%	\$ 69,809,762	6.60%	\$ 79,604,647
San Gabriel/Pomona	\$ 4,636,659	3.92%	\$ 41,639,606	3.94%	\$ 46,276,265
South Central	\$ 6,345,582	5.36%	\$ 53,552,124	5.07%	\$ 59,897,706
Tri-Counties	\$ 5,641,431	4.77%	\$ 43,018,926	4.07%	\$ 48,660,357
Valley Mountain	\$ 5,165,822	4.36%	\$ 40,987,946	3.88%	\$ 46,153,768
Coastal / Westside	\$ 3,088,189	2.61%	\$ 43,613,472	4.13%	\$ 46,701,661
Total	\$ 118,379,842	100.00%	\$ 1,056,977,200	100.00%	\$ 1,175,357,042

Cash Advance

Department of Developmental Services
Budget Section, Allocations

Fiscal Year 2025-26
B-1 Allocation, per May Revision
Claimable Cash Advance #2

Non-CPP items for Operations (Ops) & Purchase of Services (POS)
(Whole Dollars)

Regional Center	Operations	%	Purchase of Services	%	Total
Alta California	\$ 7,591,934	6.41%	\$ 69,480,814	6.57%	\$ 77,072,748
Central Valley	\$ 7,227,870	6.11%	\$ 53,553,122	5.07%	\$ 60,780,992
East Bay	\$ 7,114,776	6.01%	\$ 75,194,365	7.11%	\$ 82,309,141
Eastern L.A.	\$ 4,270,603	3.61%	\$ 36,151,119	3.42%	\$ 40,421,722
Far Northern	\$ 2,868,778	2.42%	\$ 25,449,828	2.41%	\$ 28,318,606
LA County/Frank Lanterman	\$ 3,607,398	3.05%	\$ 35,532,581	3.36%	\$ 39,139,979
Golden Gate	\$ 3,814,298	3.22%	\$ 48,755,359	4.61%	\$ 52,569,657
Harbor	\$ 5,101,110	4.31%	\$ 35,629,671	3.37%	\$ 40,730,781
Inland	\$ 11,935,493	10.08%	\$ 91,140,032	8.62%	\$ 103,075,525
Kern	\$ 3,799,101	3.21%	\$ 27,383,259	2.59%	\$ 31,182,360
North Bay	\$ 3,328,139	2.81%	\$ 43,175,466	4.08%	\$ 46,503,605
North L.A.	\$ 9,058,506	7.65%	\$ 80,146,952	7.58%	\$ 89,205,458
Orange County	\$ 6,636,690	5.61%	\$ 57,550,354	5.44%	\$ 64,187,044
Redwood Coast	\$ 1,673,847	1.41%	\$ 16,062,664	1.52%	\$ 17,736,511
San Andreas	\$ 5,678,731	4.80%	\$ 69,149,778	6.54%	\$ 74,828,509
San Diego	\$ 9,794,885	8.27%	\$ 69,809,762	6.60%	\$ 79,604,647
San Gabriel/Pomona	\$ 4,636,659	3.92%	\$ 41,639,606	3.94%	\$ 46,276,265
South Central	\$ 6,345,582	5.36%	\$ 53,552,124	5.07%	\$ 59,897,706
Tri-Counties	\$ 5,641,431	4.77%	\$ 43,018,926	4.07%	\$ 48,660,357
Valley Mountain	\$ 5,165,822	4.36%	\$ 40,987,946	3.88%	\$ 46,153,768
Coastal / Westside	\$ 3,088,189	2.61%	\$ 43,613,472	4.13%	\$ 46,701,661
Total	\$ 118,379,842	100.00%	\$ 1,056,977,200	100.00%	\$ 1,175,357,042

Cash Advance

Department of Developmental Services
Budget Section, Allocations

Fiscal Year 2025-26
B-1 Allocation, per May Revision
Claimable Cash Advance #3

Non-CPP items for Operations (Ops) & Purchase of Services (POS)
(Whole Dollars)

Regional Center	Operations	%	Purchase of Services	%	Total
Alta California	\$ 7,591,934	6.41%	\$ 69,480,815	6.57%	\$ 77,072,749
Central Valley	\$ 7,227,871	6.11%	\$ 53,553,122	5.07%	\$ 60,780,993
East Bay	\$ 7,114,777	6.01%	\$ 75,194,366	7.11%	\$ 82,309,143
Eastern L.A.	\$ 4,270,604	3.61%	\$ 36,151,118	3.42%	\$ 40,421,722
Far Northern	\$ 2,868,779	2.42%	\$ 25,449,828	2.41%	\$ 28,318,607
LA County/Frank Lanterman	\$ 3,607,399	3.05%	\$ 35,532,581	3.36%	\$ 39,139,980
Golden Gate	\$ 3,814,298	3.22%	\$ 48,755,360	4.61%	\$ 52,569,658
Harbor	\$ 5,101,111	4.31%	\$ 35,629,670	3.37%	\$ 40,730,781
Inland	\$ 11,935,492	10.08%	\$ 91,140,033	8.62%	\$ 103,075,525
Kern	\$ 3,799,101	3.21%	\$ 27,383,259	2.59%	\$ 31,182,360
North Bay	\$ 3,328,139	2.81%	\$ 43,175,466	4.08%	\$ 46,503,605
North L.A.	\$ 9,058,505	7.65%	\$ 80,146,951	7.58%	\$ 89,205,456
Orange County	\$ 6,636,690	5.61%	\$ 57,550,355	5.44%	\$ 64,187,045
Redwood Coast	\$ 1,673,839	1.41%	\$ 16,062,658	1.52%	\$ 17,736,497
San Andreas	\$ 5,678,732	4.80%	\$ 69,149,778	6.54%	\$ 74,828,510
San Diego	\$ 9,794,885	8.27%	\$ 69,809,763	6.60%	\$ 79,604,648
San Gabriel/Pomona	\$ 4,636,659	3.92%	\$ 41,639,606	3.94%	\$ 46,276,265
South Central	\$ 6,345,583	5.36%	\$ 53,552,124	5.07%	\$ 59,897,707
Tri-Counties	\$ 5,641,432	4.77%	\$ 43,018,927	4.07%	\$ 48,660,359
Valley Mountain	\$ 5,165,821	4.36%	\$ 40,987,947	3.88%	\$ 46,153,768
Coastal / Westside	\$ 3,088,190	2.61%	\$ 43,613,473	4.13%	\$ 46,701,663
Total	\$ 118,379,841	100.00%	\$ 1,056,977,200	100.00%	\$ 1,175,357,041

Total Allocation

Department of Developmental Services
Budget Section, Allocations

**Fiscal Year 2025-26 B-1 Allocation Summary
For use by Financial Institution**

(Whole Dollars)

Based on May Revision

Regional Center	Grand Total (Ops+POS)
Alta California	\$ 924,872,976
Central Valley	\$ 729,371,906
East Bay	\$ 987,709,699
Eastern L.A.	\$ 485,060,662
Far Northern	\$ 339,823,273
LA County/Frank Lanterman	\$ 469,679,751
Golden Gate	\$ 630,835,889
Harbor	\$ 488,769,369
Inland	\$ 1,236,906,340
Kern	\$ 374,188,319
North Bay	\$ 558,043,256
North L.A.	\$ 1,070,465,490
Orange County	\$ 770,244,531
Redwood Coast	\$ 212,838,062
San Andreas	\$ 897,942,112
San Diego	\$ 955,255,769
San Gabriel/Pomona	\$ 555,315,176
South Central	\$ 718,772,477
Tri-Counties	\$ 583,924,291
Valley Mountain	\$ 553,845,215
Coastal / Westside	\$ 560,419,937
Grand Total	\$ 14,104,284,500



San Diego Regional Center
4355 Ruffin Road, San Diego, CA 92123
858-576-2996 / www.sdrcc.org

Serving individuals with developmental disabilities in San Diego and Imperial Counties

Memorandum

Date: June 3, 2025

To: Members, Board of Directors

From: Dulce Morin, Director of Business Services

Re: DDS Directive on Regional Center Governing Board Approval of Contracts

This memorandum is to inform you of new guidance issued by the California Department of Developmental Services (DDS) regarding the requirement for governing board approval of regional center contracts valued at \$250,000 or more.

According to Welfare and Institutions Code (WIC) Section 4625.5(b):
“No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless approved by the governing board...”

Key Points:

This requirement applies only to contracts with a stated monetary value of \$250,000 or more.

It does not apply to vendor approval letters, service provider contracts that may result in payments of \$250,000 or more based on utilization, or individual purchase of service (POS) authorization exceeding \$250,000.

Such transactions are not considered “contracts” specified in WIC Section 4625.5.

Required Action:

Regional centers must review and update by laws and procedures to ensure compliance.

A process for board review and approval of qualifying contracts will be developed.

If you have any questions, please contact me at (858) 576-2857.



State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



May 22, 2025

G-2025-Regional Center Operations-001

TO: REGIONAL CENTER BOARD PRESIDENTS
REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REGIONAL CENTER GOVERNING BOARD APPROVAL OF
CONTRACTS

This letter provides guidance regarding [Welfare and Institutions Code \(WIC\) Section 4625.5\(b\)](#), related to approval by the regional center governing board of contracts totaling two hundred fifty thousand dollars (\$250,000) or more.

WIC Section 4625.5(b), states: “No regional center contract of two hundred fifty thousand dollars (\$250,000) or more shall be valid unless **approved by the governing board** of the regional center...” (emphasis added). Boards shall only consider and approve contracts that have a stated monetary value, identified in a contract, of \$250,000 or more. WIC Section 4625.5 does *NOT* apply to vendor approval letters, service provider contracts that may result in payments of \$250,000 or more depending on utilization of services, or individual purchase of service (POS) authorizations where the totality of the POS authorizations for a vendor may exceed \$250,000. Such transactions are not the considered “contracts” specified in WIC Section 4625.5.

Regional centers must review, and if necessary, update existing bylaws, policies and procedures to align with this letter.

Should you have any questions or concerns regarding this letter, please contact your primary regional center liaison in the Office of Community Operations via email at oco@dds.ca.gov, or by phone at (916) 654-1958.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Service Directors
Association of Regional Center Agencies

Contract Summary for Board of Directors Review/Approval

1	Provider Name (name facility or program): Address:	Casa Luna Care LLC 3427 Meadow View Dr. Oceanside, CA 92058
2	Vendor #:	HQ2241
3	Type of Program/level:	Adult Residential Facility
4	Scope of Work/Program Design:	This is a Level 6 home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and awake overnight staff.
5	Program Capacity:	License capacity 6; 4 private 1 shared rooms
6	Rate (hourly/daily/monthly):	\$13,016.06 per client per month less current SSI
7	Total Potential Compensation:	\$13,016.06– \$1,420.07 (SSI)=\$11,595.99 x 6 (clients) =\$69,575.94 (monthly) x 60 (months) =\$4,174,556.40
8	Term of Contract:	June 15, 2025- June 14, 2030
9	Date of Initial Vendorization:	TBD
10	Significant Changes from Previous Contract:	New Vendorization

Contract Summary for Board of Directors Review/Approval

1	Provider Name (name facility or program): Address:	Panchito's Place 117 Oxford St. Chula Vista, CA 91911
2	Vendor #:	HQ2239
3	Type of Program/level:	Adult Residential Facility-staff operated
4	Scope of Work/Program Design:	This is a Level 6 home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and wake overnight staff.
5	Program Capacity:	4; 4 private rooms
6	Rate (hourly/daily/monthly):	\$13,533.59 per client per month less current SSI
7	Total Potential Compensation:	\$13,533.59– \$1,420.07 (SSI)=\$12,113.52 x 4 (clients) =\$48,454.08 (monthly) x 60 (months) =\$2,907,244.80
8	Term of Contract:	June 15, 2025-June14, 2030
9	Date of Initial Vendorization:	TBD
10	Significant Changes from Previous Contract:	New Vendorization

Contract Summary for Board of Directors Review/Approval

1	Provider Name (name facility or program): Address:	Unexpected Possibilities 1544 Pepper Dr. El Cajon, CA 92021
2	Vendor #:	HQ2080
3	Type of Program/level:	Adult Residential Facility
4	Scope of Work/Program Design:	This is a Level 6 home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and wake overnight staff.
5	Program Capacity:	4; 4 private bedrooms
6	Rate (hourly/daily/monthly):	\$13,533.59 per client per month less current SSI
7	Total Potential Compensation:	\$13,533.59– \$1,420.07 (SSI)=\$12,113.52 x 4 (clients) =\$48,454.08 (monthly) x 60 (months) =\$2,907,244.80
8	Term of Contract:	June 15, 2025-June 14, 2030
9	Date of Initial Vendorization:	TBD
10	Significant Changes from Previous Contract:	New Vendorization due to relocation



San Diego Regional Center
4355 Ruffin Road, San Diego, CA 92123
858-576-2996 / www.sdrc.org

Serving individuals with developmental disabilities in San Diego and Imperial Counties

MEMORANDUM

DATE: June 3, 2025

TO: Members, SDICDSI Board of Directors

FROM: Virginia Bayer, Chair
Nominating and Bylaws Committee

RE: Draft Corporate Bylaws

The Nominating and Bylaws Committee has completed its review of the Corporation's Bylaws. Attached are draft Bylaws with the Committee's recommended amendment, prepared by agency counsel Elaine Rogers.

The only proposed change is the removal of Section 3.19, which previously allowed the Board to take action by unanimous written consent. Ms. Rogers advised that such action—taken outside of a formal meeting—conflicts with Welfare and Institutions Code Section 4660, which requires all regional center board meetings to be scheduled, open, and public, with attendance permitted to all. Therefore, the Committee recommends removing this section from the Bylaws.

The Committee respectfully recommends that the Board of Directors approve the revised Bylaws at its meeting on June 10, 2025.

Please contact me or Mark Klaus if you have any questions.



**San Diego
Regional Center**

**BYLAWS
OF
SAN DIEGO-IMPERIAL COUNTIES
DEVELOPMENTAL SERVICES, INC.**

Approved by the Board of Directors
June 11, 2024

**BYLAWS
OF
SAN DIEGO-IMPERIAL COUNTIES DEVELOPMENTAL SERVICES, INC.**

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**BYLAWS
OF
SAN DIEGO-IMPERIAL COUNTIES DEVELOPMENTAL SERVICES, INC.**

ARTICLE 1 - OBJECTS AND PURPOSES

San Diego-Imperial Counties Developmental Services, Inc., which does business as *San Diego Regional Center* (the “Corporation”), is formed to contribute to the general welfare of society by developing and providing comprehensive services for children and adults who have or are at risk of having developmental disabilities in the San Diego and Imperial Counties of the State of California. The Corporation and all of its businesses and other activities are to be operated and conducted in the promotion of its charitable objects and purposes as specified in its Articles of Incorporation (“Articles”), and in the conduct of its affairs the management shall at all times be mindful of these charitable objects and purposes. In the event that any provision of this Article 1 is inconsistent with any provision of the Articles of the Corporation, the provisions of the Articles shall prevail and be controlling.

[Rev. 12/93; 7/11; 1/21; 12/21]

ARTICLE 2 - MEMBERSHIP

Section 2.1 No Members. The Corporation shall have no members. Any action which, under the Nonprofit Corporation Law, would otherwise require approval of members shall require only approval by the Board of Directors (“Board”). All rights which would otherwise vest in the members shall vest in the Board. [Rev. 7/11, Rev. 11/19; 1/21]

Section 2.2 Persons Associated With the Corporation. Nothing in this Article 2 shall be construed as limiting the right of the Corporation to refer to persons associated with it as “members” and to establish rules and regulations for such “members”, even though such persons are not members and no such reference shall constitute any such person as a member within the meaning of Section 5056 of the Nonprofit Corporation Law. The Board may, however, confer by amendment of the Articles or by these bylaws some or all of the rights of a member, as set forth in the Nonprofit Corporation Law, upon any person(s) (who otherwise does not have the right to vote for the election of Directors or on a disposition of all or substantially all of the Corporation’s assets or on a merger or a dissolution or on changes to the Corporation’s Articles or bylaws), but no such person shall be a member within the meaning of such Section 5056. [Rev. 7/11; 1/21; 12/21]

Section 2.3 Honorary Members. Subject to Section 2.2 of this Article 2, the Board may, by appropriate resolution, from time to time define and establish honorary members, auxiliaries, friends, and other support groups for the Corporation and recognize such persons. None of such honorary members, auxiliaries, friends or groups, or the constituents thereof, shall be or have the rights and privileges of “members” within the meaning of Section 5056 of the Nonprofit Corporation Law with respect to the Corporation. [Rev. 7/11]

ARTICLE 3 - BOARD OF DIRECTORS

Section 3.1 Powers. Subject to any limitations in the Articles, these bylaws and of the laws of the State of California, all powers of the Corporation shall be exercised by or under authority of, its property controlled, and its affairs conducted and managed by the Board. The primary function of the Board shall be to establish corporate policies for the direction and guidance of the Executive Committee, the officers, and the management of the Corporation, and to formulate the basic rules and regulations governing the operation and management of the Corporation. [Rev. 11/19; 1/21]

Section 3.2 Number of Directors. The number of Directors shall be not less than fifteen (15) or more than twenty-five (25) with the exact number of Directors set by the Board, unless and until changed by amendment of this Section 3.2. The number of Directors so set by the Board shall be the “authorized number” of Directors as referred to in these bylaws. In the event of an Emergency (defined in Section 8.1), the applicable provisions of the emergency bylaws stated in Article 8 shall override any inconsistent provisions in this Section. [Rev. 6/07; 1/21; 6/24]

Section 3.3 Composition of Board. Pursuant to Welfare and Institutions Code, Sections 4622 and 4626, the composition of the Board shall conform with the following criteria:

(a) The Board shall be composed of individuals with demonstrated interest in, or knowledge of, developmental disabilities;

(b) The Board shall include persons with legal, management or board governance, financial, and developmental disability program expertise (with board governance expertise not acquired solely by serving on the Corporation’s Board or the board of directors of another corporation operating a regional center);

(c) The Board shall include representatives of the various categories of disability to be served by the regional center operated by the Corporation (“Regional Center”);

(d) The Board shall reflect the geographic and ethnic characteristics of the area to be served by the Regional Center;

(e) A minimum of fifty percent (50%) of the Directors shall be persons with developmental disabilities or their parents or legal guardians;

(f) A minimum of twenty-five percent (25%) of the Directors shall be persons with developmental disabilities;

(g) The chair of the Vendor Advisory Committee (as provided in Article 5, Section 5.1(g)) shall serve as an ex-officio Director;

(h) No Director shall be (i) an employee of the California Department of Developmental Services or any state or local agency which provides services to a regional center client if the Director is employed in a capacity which includes administrative or policymaking

responsibility, or responsibility for the regulation of the Regional Center, or (ii) an employee or a member of the State Council on Developmental Disabilities or a State Council on Developmental Disabilities regional advisory committee;

(i) No Director shall be an employee or member of the governing board of any entity from which the Regional Center purchases client services; provided however, this prohibition shall not apply to the designated member of the Vendor Advisory Committee who serves as an ex-officio Director; and

(j) No Director (which shall include the Director's immediate family members) shall have a financial interest, as described in Section 87103 of the Government Code, in the Regional Center operations. A Director who receives services from the Regional Center as a client, parent, or legal guardian shall not be considered as having a financial interest.

Nothing in this Section 3.3 shall prevent the election to the Board of any person who meets the criteria as described in more than one of subsections (a) through (j), above. By August 15th of each year, the Board shall submit documentation to the Department of Developmental Services related to the Board's composition in compliance with Welfare and Institutions Code, Section 4622. [Rev. 7/85; 12/92; 12/93; 8/95; 7/96; 9/98; 6/07; 7/11; 7/15; 11/19; 1/21; 9/22]

Section 3.4 Board's Conformance with Law. In carrying out its responsibilities, and pursuant to Welfare and Institutions Code, Section 4622, the Board shall conform to the following:

(a) Directors shall not be permitted to serve on the Board more than seven (7) years within each eight (8) year period;

(b) The Corporation shall provide necessary training and support to the Directors to facilitate their understanding and participation, including issues related to linguistic and cultural competency, and post on its Internet website information regarding the training and support provided to Directors;

(c) In its discretion, the Board may appoint a client advisory committee composed of persons with developmental disabilities representing the various categories of disability served by the Regional Center;

(d) The Board shall appoint a Vendor Advisory Committee as provided in Article 5, Section 5.1(g) of these bylaws;

(e) The Board shall annually review the performance of the Chief Executive Officer;

(f) The Board shall annually review the performance of the Corporation with respect to operating the Regional Center and providing services that are linguistically and culturally appropriate and may provide recommendations to the Chief Executive Officer based on the results of that review; and

(g) No Director who is an employee or member of the governing board of a provider from which the Corporation purchases client services shall (i) serve as an officer of the Corporation; (ii) vote on any fiscal matter affecting the purchase of services from any such provider; or (iii) vote on any issue other than as described in (ii), in which the Director or a member of the Director's immediate family has a financial interest, as described in Government Code, Section 87103, and determined by the Board. Such Director shall provide to the Board a list of their financial interests, as described in Government Code, Section 87103. [Rev. 1/21; 12/21; 9/22]

Section 3.5 Term of Office and Election of Directors.

(a) Each Director may be elected for up to three (3) consecutive terms, the total of which shall not exceed seven (7) years within an eight (8) year period. The first term shall commence on the date the Director is elected and end on the next January 31st. The second and third terms shall each commence on February 1st and end on January 31st three (3) years thereafter. Provided that Directors do not serve more than seven (7) years within any eight (8) year period, Directors may be re-elected to serve an unlimited number of terms.

(b) The Directors shall be elected at the annual meeting of the Directors, but if Directors are not elected at that meeting, the Directors may be elected at any regular or special meeting. At the request of the Nominating and Bylaws Committee, one or more Directors may be elected at any regular or special meeting.

(c) The Vendor Advisory Committee, as specified in Article 5, Section 5.1(g), shall designate one of its members to serve as an ex-officio Director. This ex-officio Director shall serve a one year term; however, this Director may be redesignated to serve additional one year terms up to a maximum of seven (7) years within any eight (8) year period. This ex-officio Director shall have the rights and responsibilities and be subject to removal the same as all other Directors, except this Director: [Rev. 12/21; 9/22]

(i) may not serve as an officer of the Corporation;

(ii) may not vote on any fiscal matter affecting purchase of services from any Regional Center provider;

(iii) may not vote on any issue in which the Director or the Director's immediate family member has a financial interest as described in Section 87103 of the Government Code, and determined by the Board;

(iv) shall provide a list of financial interests, as described in Section 87103 of the Government Code, to the Board; and

(v) subject to the term limitation stated in Section 3.5(c), above, may only serve as an ex-officio Director while concurrently serving as a member of the Vendor Advisory Committee.

(d) The Board may include one or more additional ex-officio Directors, to serve for such term, (subject to the term limitation stated in Section 3.5(a), above) as the Board may determine. Such additional ex-officio Directors shall have the rights and responsibilities and be subject to removal the same as all other Directors, provided that, an ex-officio Director may only serve on the Board while concurrently serving in the specified position entitling that Director to serve on the Board. Upon an ex-officio Director's resignation or removal from that specified position, that Director's term of office as an ex-officio Director shall immediately cease. At that time, the successor in the specified position shall, if approved by the Board, become an ex-officio Director to occupy the place of the former ex-officio Director. [Rev. 12/21]

(e) The Executive Director of the Corporation shall prepare a schedule of Directors and each of their terms to assist the Board in complying with this Section 3.5. Such schedule shall be updated each time there is a change in the members of the Board.

(f) The Nominating and Bylaws Committee, as specified in Article 5, Section 5.1(c), shall be responsible to ensure that the terms for each candidate it recommends for election or re-election to the Board conforms with this Section 3.5.

(g) By August 15th of each year, pursuant to Welfare and Institutions Code, Section 4622.5, the Board shall cause detailed documentation to be submitted to the Department of Developmental Services to demonstrate that the composition of the Board complies with the requirements of Sections 3.3 through 3.5. [Rev. 7/85; 5/07; 6/07; 7/11; 5/14; 7/15; 3/19; 11/19; 1/21; 12/21]

Section 3.6 Vacancies.

(a) A vacancy(ies) on the Board shall be deemed to exist in the event of the death, resignation, or removal of any Director; a Director has been declared of unsound mind by a final order of court, convicted of a felony, or has been found by final order or judgment of any court to have breached a duty under Article 3, Chapter 2, commencing with Section 5230 of the Nonprofit Corporation Law related to the Director's standards of conduct; if the authorized number of Directors is increased; or the failure of the Directors, at any meeting of the Board at which Directors are to be elected, to elect the full authorized number of Directors.

(b) All vacancies on the Board, if filled, shall be by a majority vote of the remaining Directors. Each Director elected to fill a vacancy shall hold office for the remainder of the predecessor's unexpired term and until the election of a successor.

(c) The Board may at any time elect additional Directors at a meeting at which an amendment of the bylaws is duly adopted authorizing an increase in the authorized number of Directors. Each Director so elected shall hold office for the specified term and until the election of a successor.

(d) If the Board accepts the resignation of a Director tendered to take effect at a future time, the Board may elect a successor to take office when the resignation becomes

effective. The successor elected shall hold office for the remainder of the resigning Director's term.

(e) No reduction in the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term. [Rev. 6/07; 7/11; 10/17; 1/21; 12/21]

Section 3.7 Place of Meeting. All meetings of the Directors shall be held at an office of the Corporation in the State of California or at such other place as may be designated for that purpose from time to time by the Board. [Rev. 7/15; 11/19]

Section 3.8 Open Meetings. Except for Board retreats planned solely for educational purposes, meetings of any committee which does not have or exercise authority delegated to it by the Board, and closed meetings described in Section 3.9, below, all meetings of the Board, and all meetings of any committee of the Board which exercises authority delegated to it by the Board, shall be scheduled, open to the public, and all persons shall be permitted to attend. Time shall be allowed at each meeting for public input on all properly noticed agenda items prior to the Board's action on the items, and for any issue not included on the agenda. Any person attending an open meeting shall have the right to record the proceedings on any audio, video, or written transcription recording device unless the Board reasonably finds that such recording constitutes, or would constitute, a disruption of the proceedings. Agendas and other writings or materials distributed prior to or during an open Board meeting for discussion or action at the meeting shall be considered public records. This Section 3.8 shall not apply to the corporate affairs of the Board which have no relationship to the role and responsibility of the Regional Center as set forth in Welfare and Institutions Code, Section 4620 to 4669.75. When elected as a Director, the Corporation shall provide a copy of Welfare and Institutions Code, Section 4660 to 4669 to the Director to advise the Director of the requirements under that law related to meetings of the Board. [Rev. 11/19; 1/21; 12/21]

Section 3.9 Closed Meetings. The Board may hold closed meetings to discuss or consider (i) real estate negotiations; (ii) the appointment, employment, evaluation of performance, or dismissal of an employee of the Corporation; (iii) employee salaries and benefits; (iv) labor contract negotiations; and (v) pending litigation as described in Welfare and Institutions Code, Section 4664. In addition, any matter specifically dealing with a particular client of the Regional Center shall be discussed in a closed meeting unless it is requested that the matter be discussed publicly by the client, the client's conservator, or parent or guardian if the client is a minor. Prior to and directly after holding any closed meeting, the Board shall state the specific reason(s) for closing the meeting and shall not consider any other matters not included in such statement. Minutes of closed meetings shall not be public records. [Rev. 11/19; 1/21; 12/21]

Section 3.10 Annual Organization Meeting. The annual organization meeting of the Board shall be held in the month of January for the purpose of election of Directors, organization, appointment of officers and the transaction of such other business as may properly be brought before the meeting. Notice of the annual meeting shall be given to Directors in the same manner as notice of a special meeting (as provided in Section 3.13), except the notice need not specify the business to be conducted at the meeting. [Rev. 6/83; 4/08; 7/11; 11/19; 1/21; 12/21]

Section 3.11 Regular Meetings. Regular meetings of the Board shall be held on the second Tuesday of the month in those months the Chair of the Board determines regular Board meetings will be held, which shall not be less than nine (9) meetings per year. If any such day falls on a holiday, the meeting shall be held on the next succeeding business day. Notice of any regular meeting need not be given to Directors if a schedule of regular meetings is announced at least thirty (30) days in advance, or if the date and time of a regular meeting is announced at the preceding regular meeting. [Rev. 6/83; 6/91; 12/93; 4/08; 11/19; 1/21; 6/24]

Section 3.12 Special Meetings. Special meetings of the Board for any purpose(s) shall be called at any time by the Chair of the Board, the Secretary or any two (2) Directors. The person calling a special meeting shall determine the date and time thereof. [Rev. 8/95; 7/15; 11/19; 1/21]

Section 3.13 Notice of Special Meetings. Notice of any special meeting of the Board called in accordance with Section 3.12, above, shall be given in writing by the Secretary, or in case of the Secretary's neglect or refusal, by any Director, and shall specify the place, date and hour of the meeting and the nature of the business to be transacted. Such notice shall be sent to each Director by electronic transmission, or at their address appearing on the books of the Corporation, or supplied by the Director to the Corporation for the purpose of notice, not less than seven (7) days prior to such meeting. No items of business other than those specified in the notice of special meeting may be transacted at a special meeting. In the event of an Emergency (defined in Section 8.1), the applicable provisions of the emergency bylaws stated in Article 8 shall override any inconsistent provisions in this Section. [Rev. 11/19; 1/21; 12/21; 6/24]

Section 3.14 Notice of Meetings to Persons Requesting Notice. The Corporation shall mail notice of all meetings to any person who requests notice in writing. Notice shall be mailed at least seven (7) days in advance of each meeting and include the date, time and location of the meeting, and an agenda that identifies all substantive topic areas to be discussed. No item shall be added to the agenda after the notice is mailed, provided, however, the Board may take action on items brought before the meeting by members of the public, and on any urgent request made by the Department of Developmental Services not related to purchase of service reductions if the Board makes a specific finding that notice of such matter could not have been provided at least seven (7) days before the meeting. Notice required by this Section need not be given in the case of an emergency situation (which is defined by Welfare and Institutions Code, Section 4662 as any activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board), where prompt action by the Board is necessary, but following the meeting, the minutes of such meeting shall be immediately mailed to those persons who had requested notice and the State Council on Developmental Disabilities shall be notified by telephone of the emergency meeting. This Section shall not apply to the corporate affairs of the Board which have no relationship to the role and responsibility of the Regional Center as set forth in Welfare and Institutions Code, Section 4620 to 4669.75. In the event of an emergency situation, the applicable provisions of the emergency bylaws stated in Article 8 shall override any inconsistent provisions in this Section. [Rev. 11/19; 1/21]

Section 3.15 Consent to Meetings; Waiver of Notice; Consent to Email. The transaction of business at any meeting of the Board, however called and noticed and wherever held, shall be

as valid as though transacted at a meeting duly held after regular call and notice if a quorum is present, and if, either before or after the meeting, each of the Directors entitled to vote and not present in person, signs a written waiver of notice, or a consent to the holding of such meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the Corporation's records or made a part of the minutes of the meeting. Notice of a meeting need not be given to any Director who attends the meeting without protesting prior to or at the commencement of the meeting, the lack of notice to such Director. Notices of meetings, waivers of notice, consents, approvals and other communications permitted or authorized by these bylaws may be transmitted by electronic transmission (facsimile or email) to and from the Corporation and those officers and Directors who have consented in writing to the use of electronic transmission to receive and send certain communications from and to the Corporation in accordance with the applicable provisions of Sections 20 and 21 of the Corporations Code. [Rev. 8/95; 5/14; 11/19; 1/21; 12/21]

Section 3.16 Quorum. At all meetings of the Board, a majority of the Directors then in office shall be necessary and sufficient to constitute a quorum for the transaction of business except to adjourn as provided in Section 3.21, below. The act of a majority of the Directors present at any time at which there is a quorum shall be the act of the Board, unless a greater number is required by these bylaws or by law. Notwithstanding the previous provisions of this Section, a meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting. In the event of an Emergency (defined in Section 8.1), the applicable provisions of the emergency bylaws stated in Article 8 shall override any inconsistent provisions in this Section. [Rev. 11/19; 1/21; 6/24]

Section 3.17 Conduct of Meetings. The Chair of the Board, or, in the Chair's absence, the Vice Chair, or, in the Vice Chair's absence, another Director who is a member of the Executive Committee, or in the absence of all Directors who are members of the Executive Committee, any other person chosen by a majority of the Directors present, shall be chair of and shall preside over the meetings of the Board. The Secretary of the Corporation shall act as the secretary of all meetings, provided that in the Secretary's absence, the Chair of the Board (or other person chairing the meeting) shall appoint another person to act as secretary of the meetings. The meetings shall be governed as the Directors shall agree; in the absence of such agreement, Robert's Rules of Order, as may be amended from time to time, shall govern the meetings insofar as such rules are not inconsistent with or in conflict with these bylaws, the Articles, or the law. [Rev. 8/95; 6/07; 10/16; 11/19; 1/21; 12/21]

Section 3.18 Proxy Voting Prohibited. Voting by proxy shall not be permitted.

~~Section 3.19 Action by Unanimous Written Consent. Any action which may be taken at a meeting of the Board may be taken without a meeting if all Directors individually or collectively consent in writing to such action. Such action by written consent shall have the same force and effect as a unanimous vote of the Directors. Such written consent(s) shall be filed with the minutes of the proceedings of the Board. [Rev. 11/19; 1/21]~~

Section 3.20 Participation in Meetings by Telephone and Other Electronic Communications. Directors may participate in meetings of the Board in person and/or through use of conference telephone, electronic video screen communication, or by similar remote communications equipment, so long as all Directors participating in the meetings can hear one another. Such participation will constitute presence in person at the meetings. [Rev. 7/02; 10/17; 11/19; 1/21; 6/24]

Section 3.21 Adjournment. A majority of the Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to any absent Directors unless the original meeting is adjourned for more than twenty-four (24) hours. If the original meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time and place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time the original meeting was adjourned. [Rev. 7/11; 1/21]

Section 3.22 Rights of Inspection. Every Director shall have the absolute right at any reasonable time to inspect the physical properties of the Corporation, and to inspect and copy the Corporation's books, records and documents of every kind except for confidential information and records related to providing services to clients as set forth in Section 5328 of the Welfare and Institutions Code, employee records, and other information which by law must be maintained confidential. [Rev. 7/15; 11/19; 1/21; 12/21]

Section 3.23 Removal of Directors.

(a) The Board may, by the affirmative vote of a majority of the Directors (not counting the vote of the affected Director), remove for cause and declare vacant the office of any Director who (i) has been declared of unsound mind by a final order of court, (ii) has been convicted of a felony, (iii) has been found by a final order or judgment of any court to have breached a duty owing to the Corporation under Sections 5230 to 5239 of the Nonprofit Corporation Law, (iv) has failed or ceased to meet any required qualification that was in effect at the beginning of the Director's current term, or (v) has failed to be present at more than three (3) regularly scheduled meetings of the Board during a twelve (12) month period, provided at the time the Director was elected these bylaws stated that the Director could be removed for failing to be present at the specified number of meetings. [12/21]

(b) The Board may, by the affirmative vote of a majority of the Directors then in office at meeting at which a quorum is present (not counting the vote of the affected Director), remove any director without cause and declare the office of such Director vacant.

(c) The removal of any director under this Section shall be at a duly noticed special meeting called for that purpose, or at a regular meeting provided notice of the regular meeting and of the proposed action to remove a Director are given as provided in Section 3.13, above. [Rev. 7/88; 10/16; 10/17; 3/19; 11/19; 1/21]

Section 3.24 Fees and Compensation. Directors and members of committees may receive such compensation, if any, for their services, and such reimbursement for expenses, as may be fixed or determined by the Board. [Rev. 11/19]

Section 3.25 Freedom from Liability. No Director of this Corporation shall be personally liable for the debts, liabilities, or obligations of the Corporation by reason of being a Director. [12/21]

Section 3.26 Standard of Conduct. Pursuant to Section 5231 of the Nonprofit Corporation Law, a Director shall perform the duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner such Director believes to be in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances. In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

(a) One or more officers or employees of the Corporation whom the Director believes to be reliable and competent in the matters presented;

(b) Counsel, independent accountants or other persons as to matters which the Director believes to be within such person's professional or expert competence; or

(c) A committee upon which the Director does not serve that is composed exclusively of any, or any combination of, directors, persons described in subsection (a), above, or persons described in subsection (b), above, as to matters within the committee's designated authority, which committee the Director believes to merit confidence, so long as, in any case, the Director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause that reliance to be unwarranted.

[Rev. 5/14]

ARTICLE 4 - OFFICERS

Section 4.1 Officers. The officers of the Corporation shall be a Chair of the Board, a Vice Chair of the Board, a Secretary, a Treasurer, an Executive Director and a Chief Financial Officer, which officers shall be chosen by, and hold office at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment. The Chair, Vice Chair, Secretary and Treasurer shall be members of the Board. The Executive Director and the Chief Financial Officer shall not be members of the Board. One person may hold two (2) offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chair of the Board. [Rev. 8/95; 11/19]

Section 4.2 Appointment of Officers. The officers of the Corporation shall be appointed annually by the Board and each shall hold office until the earlier of the date that the officer's successor is appointed and qualified to serve, or the date that the officer resigns or is removed or disqualified to serve. No officer other than the Executive Director and the Chief Financial Officer

may serve more than two (2) full consecutive terms in the same office. A term shall consist of one (1) year expiring on the 31st of January. [Rev. 12/83; 7/11; 10/16; 10/17; 11/19; 1/21; 12/21]

Section 4.3 Subordinate Officers. The Board may appoint or authorize the appointment of such officers, other than those mentioned in Section 4.2, above, as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these bylaws, or as the Board may from time to time determine. [Rev. 11/19; 1/21]

Section 4.4 Chair of the Board. The Chair of the Board shall, if present, preside at all meetings of the Board and Executive Committee, appoint the members of committees (unless the Board appoints the committee members as otherwise stated in these bylaws), appoint the chairs of all committees (unless the Board appoints the chairs of committees as otherwise stated in these bylaws or the chair of a committee is otherwise designated by these bylaws), serve as ex-officio member of all committees, provide for the annual evaluation of the Executive Director in consultation with members of the Executive Committee, and exercise and perform such other powers and duties as from time to time may be assigned by the Board. [Rev. 8/95; 12/93; 06/10; 7/11; 11/19; 1/21; 12/21]

Section 4.5 Vice Chair of the Board. In the absence or disability of the Chair of the Board, the Vice Chair of the Board shall perform all of the duties of the Chair of the Board, and when so acting shall have all of the powers of, and be subject to all of the restrictions upon, the Chair of the Board. The Vice Chair of the Board shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or the bylaws. [Rev. 8/95; 11/19; 1/21]

Section 4.6 Secretary. The Secretary shall keep or cause to be kept, at the Corporation's principal office in the State of California, the original or a copy of the Corporation's Articles and bylaws, as amended to date. The Secretary also shall keep or cause to be kept a book of minutes at the principal office, or at such other place as the Board may direct, of all meetings of the Directors and committees, with the time and place of holding, whether regular or special; and if special, how authorized, the notice given of the meeting, the names of those present at the meetings, and the proceedings thereof. The Secretary shall give or cause to be given notice of all the meetings of the Board required by these bylaws or by law to be given and shall keep the seal of the Corporation, if any, in safe custody and have such other powers and perform such other duties as may be prescribed by the Board and by these bylaws. All or part of the above duties may be delegated to the Executive Director or such other staff as may be designated by the Executive Director. [Rev. 11/19; 1/21; 12/21]

Section 4.7 Treasurer. The Treasurer shall make provision for the care and custody of all funds of the Corporation, make provision for the deposit of such funds as required and designated by the Board, make provision for the maintenance of adequate accounts of the properties and business transactions of the Corporation, render reports and financial statements to the Directors as required by the Board and, in general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles, or by these bylaws, or which may be assigned to from time to time by the Board. All or part of the above duties may be

delegated to the Executive Director, the Chief Financial Officer, or such other staff as may be designated by the Executive Director. [Rev. 7/11; 11/19; 1/21; 12/21]

Section 4.8 Executive Director. The Executive Director shall be the Chief Executive Officer of the Corporation and as such shall have the authority and responsibility for the day-to-day management and administration of the affairs, employees and resources of the Corporation, and for implementation of the policies and programs of the Corporation. The Executive Director shall, subject to the policies of the Corporation, employ, supervise, manage, control and discharge the employees of the Corporation. The Executive Director shall advise and counsel the Board in matters of policy and shall act as a representative for the Corporation at community, state and national meetings. [Rev. 12/93; 8/95, 6/03; 6/10; 1/21; 12/21]

Section 4.9 Chief Financial Officer. The Chief Financial Officer, under the direction of the Treasurer and the Executive Director, shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any Director. The Chief Financial Officer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the Corporation in such depositories as may be designated by the Board. The Chief Financial Officer shall also disburse or cause to be disbursed the funds of the Corporation as ordered by the Board, render to the Executive Director, the Chair, [Rev. 8/95] and Directors, whenever they request it, an account of all transactions as Chief Financial Officer and the financial condition of the Corporation, take, or cause to be taken, proper vouchers for all disbursements of the funds of the Corporation, and have such other powers and perform such other duties as may be prescribed by the Board and these bylaws. [Rev. 6/03; 6/10; 7/11; 11/19; 1/21]

Section 4.10 Removal. Any officer may be removed, either with or without cause, by the Board at any time, or except in the case of an officer appointed by the Board, by any officer upon whom such power of removal may be conferred by the Board. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment with the Corporation. [Rev. 11/19; 1/21]

Section 4.11 Resignation. Any officer may resign at any time by giving written notice to the Chair of the Board or Secretary, but without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party. Any such resignation shall take effect on the date of receipt of notice or at any later time specified therein and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. [Rev. 1/21]

Section 4.12 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these bylaws for regular appointment of officers, provided that such vacancies may be filled as they occur and not on an annual basis. [Rev. 7/11; 11/19; 1/21]

ARTICLE 5 - COMMITTEES

Section 5.1 Standing Committees. Unless determined otherwise by resolution adopted by a majority of the Directors then in office, there shall be the following nine (9) standing committees:

[Rev. 11/19; 6/24]

(a) Executive Committee. The Executive Committee shall be a Board Authority Committee (as defined in Section 5.5 of this Article), and shall have the power and duty to conduct the affairs of the Corporation and exercise the powers as are delegated to it by the Board, when the Board is not in session, except those powers which may not be delegated by the Board as stated in Section 5.7, below. In addition to other powers delegated to it by the Board, the Executive Committee may approve contracts and authorize the signing of contracts on behalf of the Corporation when the Board is not in session. In collaboration with the Executive Director, the Executive Committee shall be responsible for coordinating a process to develop the Corporation's strategic plan, which process may include participation by the Board. The Corporation's strategic plan shall be approved by the Board. The Executive Committee shall report to the Board on the progress of developing the strategic plan and, after the plan is approved by the Board, implementation of the strategic plan. [Rev. 12/21]

Only Directors may be members of the Executive Committee, which shall include the Chair, the Vice Chair, the Secretary, the Treasurer, the immediate Past Chair, and one other Director appointed by the Board who will also act as the Corporation's representative to the Association of Regional Center Agencies ("ARCA"). In the event the immediate Past Chair is not available to serve, due either to (i) having been appointed to fill another office during the same term, or (ii) no longer serving as a Director, one other Director may be appointed by the Board to serve on the Executive Committee. In the event the representative to ARCA is also the Chair, the Vice Chair, the Treasurer, or the immediate Past Chair, then one other Director may be appointed by the Board to serve on the Executive Committee. The Chair of the Board shall chair the Executive Committee. [Rev. 6/24]

The Executive Committee shall hold such meetings as shall be directed by the Board or called by the Chair at such times and places as may be convenient to conduct business. Each Committee member shall have one vote and all matters shall be decided by a majority vote. A majority of the Executive Committee members present at a meeting shall be sufficient to constitute a quorum. No member of the Executive Committee may vote by proxy. All actions taken by the Executive Committee shall be reported at the next regular meeting of the Board, at which time the Board may, but is not required to, ratify the actions of the Executive Committee. The Executive Director shall attend all meetings of the Executive Committee unless otherwise excused by the Chair of the Executive Committee. [Rev. 1/21; 6/24]

(b) Finance Committee. The Finance Committee shall be responsible for carrying out the relevant policies approved by the Board by overseeing the proper performance of the Executive Director, Chief Financial Officer and other staff of the Corporation in maintaining fiscal integrity and by establishing clear and accurate management information. The Finance Committee is responsible for the review and presentation of the annual operations budget and annual fiscal reports and for recommending policies for expenditures of the Corporation's funds. The Chair of the Board shall appoint the members of the Finance Committee provided the members

consist of at least four (4) Directors, including the Treasurer, who shall be the chair of the Finance Committee, and the Chief Financial Officer who shall be a nonvoting, ex-officio member of this Committee. This Committee may include members who are not Directors. [Rev. 1/21]

(c) Nominating and Bylaws Committee. The Nominating and Bylaws Committee shall be responsible for recommending qualified candidates for the Board to elect as Directors or to appoint as officers at the annual meetings or at such times as may be appropriate. This Committee shall recommend candidates to fill vacancies on the Board that are scheduled to occur on January 31st of each year. The Nominating and Bylaws Committee shall ensure that each candidate recommended fulfills at least one of the requirements of Section 3.3 of Article 3 of these bylaws applicable to the composition of the Board. The Nominating and Bylaws Committee shall also review the bylaws at least annually and make appropriate recommendations for amendments to the Board. This Committee shall be comprised of at least three (3) members, including the chairperson, all of whom shall be appointed by the Chair of the Board. Only Directors may serve as members of this Committee. [Rev. 1/21; 6/24]

(d) Personnel Committee. The Personnel Committee shall review and make recommendations to the Board on matters relating to personnel policies of the Corporation, to include pay scales, fringe benefits, employee relations, and equal employment opportunity. This Committee shall be comprised of at least three (3) members, including the chairperson, all of whom shall be appointed by the Chair of the Board. . Only Directors may serve as members of this Committee. [Rev. 1/21; 6/24]

(e) Client Advisory Committee. The Client Advisory Committee shall provide advice, guidance, recommendations, and technical assistance to the Board in order to assist the Corporation in carrying out its mandated duties to operate the Regional Center and provide services to persons with developmental disabilities and their families. The Chair of the Board shall appoint the members and chair of the Client Advisory Committee provided the members consist of at least three (3) Directors with developmental disabilities representing the various categories of disability served by the Regional Center, and one or more non-director community representatives also with developmental disabilities and representing the various categories of disability served by the Regional Center. [Rev. 1/21]

(f) Defined Benefit Plan Investment Committee. The Defined Benefit Plan Investment Committee is responsible for carrying out the investment of the defined benefit plan assets in accordance with the Investment Policy Statement approved by the Board. This committee shall report to the Board at least annually on the defined benefit plan investment accounts. The members of the Defined Benefit Plan Investment Committee shall be the Chair of the Board, the Chair of the Personnel Committee, who shall be the chair of this Committee, the Chair of the Finance Committee, the Executive Director, the Chief Financial Officer, and at least one individual knowledgeable in investment strategies whom the Chair of the Personnel Committee shall have the authority to appoint. If any of such persons cannot serve as members of the Defined Benefit Plan Investment Committee, the Chair of the Board shall appoint their replacements. This Committee may include members who are not Directors. [Rev. 3/19; 1/21]

(g) Vendor Advisory Committee. The Vendor Advisory Committee shall provide advice, guidance, recommendations, and technical assistance to the Board to assist the

Corporation in carrying out its mandated functions. This committee shall not exercise any authority of the Board nor take any action on behalf of the Corporation, but shall report its findings and recommendations to the Board. The Chair of the Board shall appoint the members of the Vendor Advisory Committee provided the members consist of a wide variety of persons representing the various categories of providers from which the Corporation purchases client services. The members of the Vendor Advisory Committee shall appoint the chair of this Committee who shall serve as an ex-officio Director as provided in Section 3.3(g) of Article 3. [Rev. 6/03; 5/05; 7/11; 5/14; 7/15; 10/17; 1/21]

(h) Audit Committee. Subject to the supervision of the Board, the Audit Committee shall be responsible for:

- (i) Recommending to the Board the retention and termination of the Corporation's independent auditor;
- (ii) Negotiating the independent auditor's compensation on the Board's behalf;
- (iii) Conferring with the auditor to satisfy the Audit Committee that the financial affairs of the Corporation are in order; and
- (iv) Reviewing and determining whether to accept the audit prepared by the independent auditor.

If the independent auditor performs any nonaudit services for the Corporation, the Audit Committee shall also be responsible for:

- (i) assuring that those services conform with standards for auditor independence set forth in the latest revision of the Government Auditing Standards, issued by the Comptroller General of the United States (the Yellow Book), and any standards for auditor independence in the performance of nonaudit services prescribed by the Attorney General's regulations, including standards different from those set forth in the Yellow Book; and
- (ii) approving the performance by the independent auditor of those services.

The Chair of the Board shall determine the number of members of this Committee and shall appoint the members and chair of this Committee. The members may include Directors and persons who are not Directors, but shall not include any staff of the Corporation, the Chief Executive Officer, the Chief Financial Officer, the Treasurer, or any person who has a material financial interest in any entity doing business with the Corporation. The Audit Committee shall be separate from the Finance Committee. Members of the Finance Committee may also serve on the Audit Committee; however, the chair of the Audit Committee may not be a member of the Finance Committee and members of the Finance Committee shall constitute less than fifty (50%) percent of the membership of the Audit Committee. Members of the Audit Committee shall not receive any compensation from the Corporation in excess of the compensation, if any, received by

Directors for service on the Board. The Audit Committee may request that the Corporation hire outside expert consultation to assist the Audit Committee. [Rev. 11/19; 1/21]

(i) Legislation Committee. The Legislation Committee shall engage with federal, state and local legislative bodies with respect to legislation affecting persons with developmental disabilities, service providers, and regional centers. The members of the Legislation Committee shall include at least three (3) Directors, a member of the Client Advisory Committee, a member of the Vendor Advisory Committee, and two (2) San Diego Regional Center staff. The chair of the Legislation Committee shall be a Director appointed by the Chair of the Board. The Legislation Committee shall, on behalf of the Corporation, review and monitor relevant legislation, take certain positions on proposed legislation, and keep the Board informed regarding its actions in sponsoring, supporting, opposing, and monitoring legislation, and shall also coordinate outreach activities with legislators, including meetings and conducting inclusive grassroots efforts. [Rev. /24]

Section 5.2 Advisory Committees. By resolution adopted by a majority of the Directors then in office, the Board may appoint one or more advisory committees. Advisory committees shall have no authority of the Board or authority to act for the Corporation, but shall report their findings and recommendations to the Board. The members and chair of each advisory committee shall be appointed by the Chair of the Board. These committees may include members who are Directors and/or not Directors. [Rev. 6/03; 7/11; 7/11; 7/15; 3/19; 11/19; 1/21]

Section 5.3 Task Forces. By resolution adopted by a majority of the Directors then in office, from time to time on an as needed basis the Board may create one or more temporary task forces to study and report to the Board on specific matters which may include, for example, opportunities the Corporation may pursue, succession planning, critical or urgent matters, or any other issues the Board may request. When creating a task force, the Board shall set the specific charge of the task force and its duration. The task force shall not exceed the scope of its charge or duration without approval of the Board. Task forces shall have no authority of the Board or authority to act for the Corporation, but shall report their findings and recommendations to the Board. The provisions in these Bylaws generally applicable to committees shall apply to task forces. The members and chair of each task force shall be appointed by the Chair of the Board. Task forces may include members who are Directors and/or not Directors, and may include officers of the Corporation and other individuals. [Rev. 11/19; 1/21]

Section 5.4 Meetings and Actions of Committees. The Board shall have the power to prescribe the manner in which proceedings of any committee shall be conducted. In the absence of any such prescription, each committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or such committee shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of Article 3 applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee. Meetings of any committee which does not have or exercise authority delegated to it by the Board need not be open to the public. [Rev. 9/86; 8/00; 7/15; 11/19]

Section 5.5 Board Authority Committees. In addition to the Executive Committee (described in Section 5.1(a) of this Article), the Board may create one or more Board Authority

Committees. For purposes of these bylaws, a “Board Authority Committee” means a committee that (i) is established as a committee in these bylaws or established by a resolution adopted by a majority of the Directors then in office, (ii) is comprised of two (2) or more Directors, and no persons who are not Directors, and (iii) has the authority of the Board to the extent delegated to the committee by the Board. Board Authority Committees may be standing or ad hoc, and have such tenure and purposes and, subject to the limitation on delegation of Board authority stated in Section 5.7, below, such delegated authority of the Board as the Board shall determine. The Board shall appoint the members and chairs of Board Authority Committees, and may appoint alternate members to replace any absent member at any committee meeting. All members of every Board Authority Committee shall serve at the pleasure of the Board. [Rev. 11/19; 1/21; 6/24]

Section 5.6 Other Committees Without Board Authority. In addition to the Finance Committee, Nominating and Bylaws Committee, Personnel Committee, Client Advisory Committee, Defined Benefit Plan Investment Committee, Vendor Advisory Committee, Audit Committee, and Legislative Committee (as described in Sections 5.1(b) through 5.1(i) of this Article), advisory committees, and task forces, the Board may from time to time, by resolution adopted by a majority of the Directors then in office, create one or more other committees which shall not be Board Authority Committees. Such committees may be standing or ad hoc, and shall have such tenure and serve such purposes as the Board determines. Unless otherwise provided in these bylaws or by a resolution adopted by a majority of the Directors then in office (i) these committees shall have at least two (2) members who may or may not be Directors; (ii) the Chair of the Board shall have the authority, as hereby delegated by the Board, to appoint the members and chairs of these committees; and (iii) the Chair of the Board may appoint alternate members to replace any absent member at any committee meeting. All members of these committees shall serve at the pleasure of the Board. [Rev. 11/19; 1/21; 6/24]

Section 5.7 Prohibited Delegation of Authority. The Board shall not delegate to any committee, including any Board Authority Committee, the authority of the Board to:

(a) Approve any action for which the Nonprofit Public Benefit Corporation Law also requires approval of members or approval of a majority of all members (notwithstanding that this Corporation does not have members within the meaning of Section 5056 of the Nonprofit Corporation Law);

(b) Fill vacancies on the Board or on any Board Authority Committee;

(c) Fix compensation of the Directors for serving on the Board or on any committee;

(d) Amend the Articles or amend or repeal the bylaws or adopt new bylaws;

(e) Amend or repeal any resolution of the Board which by its express terms is not amendable or repealable;

(f) Appoint Board Authority Committees or the members thereof;

(g) Expend corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected;

(h) Approve any self-dealing transaction except as provided in Section 5233(d)(3) of the Nonprofit Corporation Law;

(i) Approve the sale of all or substantially all assets of the Corporation which is not in the usual course of business; or

(j) Approve a merger or dissolution of the Corporation. [Rev. 11/19; 1/21]

ARTICLE 6 – GENERAL PROVISIONS

Section 6.1 Voting Shares. The Corporation may vote any and all shares held by it in any other corporation by such officer, agent or proxy as the Board may appoint, or in the absence of any such appointment, by the Chair of the Board or by any other officer, if also a Director and, in such case, such officers or any of them, may likewise appoint a proxy to vote such shares. [Rev. 8/95; 11/19; 1/21]

Section 6.2 Signing of Checks, Drafts, Etc. All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness issued in the name of or payable to the Corporation and any and all securities owned or held by the Corporation requiring signature for the transfer shall be signed or endorsed by such person(s) and in such manner as from time to time shall be determined by the Board or the Executive Committee. [Rev. 11/19; 1/21]

Section 6.3 Endorsement of Documents; Contracts. Subject to the provisions of applicable laws, any note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing, and any assignment or endorsement thereof, executed or entered into between the Corporation and any other party, when signed by any one of the Chair of the Board, the Vice Chair of the Board, and by any one of the Secretary, the Treasurer, the Chief Financial Officer or the Executive Director, shall be valid and binding on the Corporation in the absence of actual knowledge on the part of the other party that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person(s) and in such manner as from time to time shall be determined by the Board or the Executive Committee, and, unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount. [Rev. 11/19; 1/21]

Section 6.4 Annual Report and Statement of Certain Transactions.

(a) The Board shall cause an annual report to be prepared and sent to each Director, and such other persons as are designated by the Board, no later than 120 days after the close of the fiscal year. The annual report shall be prepared in conformity with the requirements of Section 6321 of the Nonprofit Corporation Law. If an independent accountant prepares a written report regarding the annual report, the accountant's report must accompany the annual report. However, if there is no such accountant's report, the annual report shall be accompanied by the

certificate of an authorized officer of the Corporation that the information in the annual report was prepared without audit from the books and records of the Corporation. The report shall be prepared, audited, and made available in the manner required by Section 12586(e)(1) of the Government Code, if applicable.

(b) As part of the annual report referred to in subsection (a) above, the Corporation shall furnish to all Directors a statement of any transaction or indemnification of the kind described in Sections 6322(d) or 6322(e) of the Nonprofit Corporation Law, if any such transaction or indemnification took place.

(c) If the Board approves, the report and statement referred to in subsections (a) and (b) along with any accompanying material may be sent to the Directors by electronic transmission. [Rev. 7/11; 10/17; 11/19]

Section 6.5 Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the general provisions of the Nonprofit Corporation Law and in the Nonprofit Public Benefit Corporation Law shall govern the construction of these bylaws. All references in these bylaws to the Corporations Code, the Nonprofit Corporation Law and the Nonprofit Public Benefit Corporation Law, shall be to the relevant provisions of the California Corporations Code now in effect and as hereafter amended. All references in these bylaws to the Welfare and Institutions Code and the Government Code, respectively, shall be to the relevant provisions of the California Welfare and Institutions Code and the California Government Code, respectively, now in effect and as hereafter amended. If anything contained in these bylaws, including any delegation of authority or description of procedures, conflicts with the Articles or applicable law, the Articles to the extent not inconsistent with such law, and then such law, shall govern. The section, subsection, and paragraph headings in these bylaws are included for convenience only and shall not be used in any manner to interpret, construct, define, or to limit or extend the scope, intent or extent of these bylaws or the provisions hereof. [Rev. 7/11; 7/15; 10/17; 11/19; 1/21]

Section 6.6 Public Inspection of Tax Exemption Documents and Returns. The Corporation shall comply with the provisions of Section 6104 of the Internal Revenue Code and Section 301.6104(d) et. seq. of the Internal Revenue Regulations to provide copies of the following documents to members of the public who make a request for public inspection of documents: [Rev. 12/21]

(a) The Corporation's Application for Recognition of Exemption (Form 1023) filed with the Internal Revenue Service ("IRS");

(b) All documents submitted to the IRS in support of such Application;

(c) All documents issued by the IRS with respect to the Application; and

(d) All annual returns (Form 990, 990 PF or 990 EZ, and Form 1065) and any amendments to the returns filed with the IRS for the last three (3) accounting years preceding the request, provided however, information related to the names and addresses of contributors to the

Corporation need not be included in the annual returns made available to members of the public. [Rev. 7/11; 10/17; 6/24]

Section 6.7 Amendment of Bylaws. These bylaws and any part thereof may be amended and repealed and new bylaws may be adopted by the affirmative vote of a majority of the Directors present at a meeting at which a quorum is present. [Rev. 7/11; 1/21; 12/21]

ARTICLE 7 - INDEMNIFICATION OF CORPORATION'S AGENTS

Section 7.1 Indemnification in General. Subject to the terms, conditions, restrictions and limitations set forth in this Article 7, the Corporation shall, to the extent legally permissible under Section 5238 of the Nonprofit Corporation Law, indemnify its officers, Directors, agents and employees against expenses and liabilities reasonably incurred in connection with legal proceedings in which the officer, Director or employee may become involved in their capacity as a Director, officer or employee. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights that any such persons may be entitled, shall continue as to persons who have ceased to be Directors, officers, agents or employees, and shall inure to the benefit of the heirs and personal representatives of the persons entitled to indemnification. [Rev. 7/11; 5/14; 12/21]

Section 7.2 Rights Notwithstanding Amendment of this Article. No amendment or repeal of the provisions of this Article which adversely affects the right of a person to be indemnified under this Article shall apply to such person with respect to those acts or omissions which occurred prior to such amendment or repeal, unless such amendment or repeal was voted for or was made with the written consent of such person to be indemnified. [Rev. 7/11]

Section 7.3 Definitions. For purposes of this Article, the terms “agent”, “proceeding” and “expenses” shall have the following meanings:

(a) “agent(s)” means any person who is or was a Director, officer, employee or other agent of the Corporation, or is or was serving at the request of the Corporation as a member, director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a member, director, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of the Corporation or of another enterprise at the request of such predecessor corporation;

(b) “proceeding(s)” means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative or investigative; and

(c) “expenses” means, and includes without limitation reasonable attorneys’ fees, and any expenses of establishing a right to indemnification under Section 7.6 or Section 7.7, below. [Rev. 7/11; 5/14]

Section 7.4 Indemnification in Proceedings by Third Parties. The Corporation shall indemnify any agent who was or is a party, or is threatened to be made a party, to any proceeding (other than a proceeding by or in the right of the Corporation to procure a judgment in its favor, a

proceeding brought under Section 5233 of the Nonprofit Corporation Law, or a proceeding brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such agent is or was an agent of the Corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such agent acted in good faith and in a manner the agent reasonably believed to be in the best interests of the Corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the agent's conduct was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the agent did not act in good faith and in a manner which the agent reasonably believed to be in the best interests of the Corporation or that the agent had reasonable cause to believe that the agent's conduct was unlawful. [Rev. 7/11; 12/21]

Section 7.5 Indemnification in Proceedings by or in the Right of the Corporation. The Corporation shall indemnify any agent who was or is a party, or is threatened to be made a party, to any threatened, pending or completed proceeding by or in the right of the Corporation, or brought under Section 5233 of the Nonprofit Corporation Law (self-dealing transactions), or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in the Corporation's favor by reason of the fact that such agent is or was an agent of the Corporation, against expenses actually and reasonably incurred by such agent in connection with the defense or settlement of such proceeding if the agent acted in good faith, in a manner that the agent believed to be in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 7.5: [Rev. 12/21]

(a) in respect of any claim, issue or matter as to which such agent shall have been adjudged to be liable to the Corporation in the performance of the agent's duty to the Corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such agent is fairly and reasonably entitled to indemnity for the expenses which such court shall determine; [Rev. 12/21]

(b) of amounts paid in settling or otherwise disposing of a threatened or pending proceeding, with or without court approval; or

(c) of expenses incurred in defending a threatened or pending proceeding which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General. [Rev. 7/11]

Section 7.6 Indemnification Against Expenses After Success on Merits. To the extent an agent of the Corporation has been successful on the merits in defense of any proceeding referred to in Sections 7.4 or 7.5, above, or in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith. [Rev. 7/11]

Section 7.7 Approval of Indemnification; Required Determinations. Except as provided in Section 7.6, above, upon the Corporation's receipt of a written request by a person seeking indemnification under this Article, the Board shall promptly determine whether indemnification is authorized by this Article in the specific case. Additionally, with respect to proceedings described in Sections 7.4 or 7.5, above, the Board shall make a determination of whether indemnification of the agent is proper because the agent has met the applicable standard of conduct set forth in Sections 7.4 or 7.5, above. Such determinations shall be made by:

(a) a majority vote of a quorum consisting of Directors who are not parties to such proceeding; or

(b) the court in which such proceeding is or was pending upon application made by the Corporation, the agent, or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by the Corporation. [Rev. 7/11; 5/14; 10/17; 11/19]

Section 7.8 Corporation's Advance of Expenses to Agent. Expenses incurred in defending any proceeding may be advanced to the agent by the Corporation prior to the final disposition of such proceeding upon the Corporation's receipt of an undertaking by or on behalf of the agent to repay the amount advanced unless it is ultimately determined that the agent is entitled to indemnification under this Article. [Rev. 7/11]

Section 7.9 Other Indemnification. No provision made by the Corporation to indemnify its agents or its subsidiary's agents for the defense of any proceeding, whether contained in the Corporation's Articles, these bylaws, a resolution of the Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than such agents may be entitled by contract or otherwise. [Rev. 7/11; 1/21]

Section 7.10 Other Restrictions on Indemnification. The Corporation shall not provide indemnification or advance any expenses under this Article, except as provided in Section 7.6 or Section 7.7, above, in any circumstance where it appears:

(a) that it would be inconsistent with a provision of the Articles, these bylaws, a resolution of the Directors, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) that it would be inconsistent with any condition expressly imposed by a court in approving a settlement of any proceeding. [Rev. 7/11; 5/14; 1/21]

Section 7.11 Insurance. The Corporation shall have power to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of this Article, provided, however, the Corporation shall have no power to purchase and

maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the Nonprofit Corporation Law.

Section 7.12 Indemnification of Fiduciaries of Retirement and Benefit Plans. The Corporation shall indemnify and purchase and maintain insurance on behalf of any agent (as defined in Section 7.3(a), above), acting in the agent's capacity as a trustee, investment manager, or other fiduciary (herein, "Fiduciary") of any pension, deferred compensation, saving, thrift, and other retirement incentive and benefit plans, trusts, and provisions maintained by the Corporation for any or all of its directors, officers, employees, and persons providing services to the Corporation or to the Corporation's subsidiary or related or associated corporations, if any, (herein, "Plan"), as permitted by Section 5140(f) of the Nonprofit Corporation Law. The indemnification of a Fiduciary of a Plan under this Section 7.12 shall be in lieu of indemnification under Sections 7.1 through 7.11 of this Article. Such Sections 7.1 through 7.11 shall not apply to any proceeding against a Fiduciary of a Plan (even though the Fiduciary may be an agent as defined in Section 7.3(a), above). [Rev. 7/11; 10/17]

ARTICLE 8 – EMERGENCY BYLAWS

Section 8.1 Purpose of Emergency Bylaws. The emergency bylaw provisions of this Article are adopted in accordance with Section 5151(g) of the Nonprofit Corporation Law to manage and conduct the business affairs of the Corporation in the event of an Emergency where the Board, or the Executive Committee or any other Board Authority Committee (collectively, "Committee") lacks a quorum to convene and take action. The Board and the Committee are authorized to utilize all, any, or none of these emergency bylaws during an Emergency as, if, and when they deem it necessary. For purposes of this Article, "Emergency" means any of the following events or circumstances *as a result of which, and only so long as*, a quorum of the Board or the Committee cannot be readily convened for action: [Rev. 6/24]

(a) A natural catastrophe, including, but not limited to, a hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, epidemic, pandemic, or disease outbreak or, regardless of cause, any fire, flood, or explosion.

(b) An attack on or within this state or on the public security of its residents by an enemy of this state or on the nation by an enemy of the United States of America, or upon receipt by this state of a warning from the federal government indicating that an enemy attack is probable or imminent.

(c) An act of terrorism or other manmade disaster that results in extraordinary levels of casualties or damage or disruption severely affecting the infrastructure, environment, economy, government functions, or population, including, but not limited to, mass evacuations.

(d) A state of emergency proclaimed by the Governor of this state, including any person serving as Governor in accordance with Section 10 of Article V of the California Constitution and Section 12058 of the Government Code, or by the President of the United States of America. [Rev. 9/22]

Section 8.2 Emergency Actions. Subject to any limitations in the Articles, these bylaws and applicable law, and as set forth in this Article 8, in the event of an Emergency the Board and Committee may take any actions they determine to be necessary or appropriate to manage and conduct the business affairs of the Corporation, and to respond to the Emergency, mitigate the effects of the Emergency, or comply with lawful federal and state government orders. [Rev. 9/22]

Section 8.3 Modify Lines of Succession. In anticipation of or during an Emergency, the Board may modify lines of succession to accommodate the incapacity of any Director, officer, employee, or agent resulting from the Emergency and inability to discharge their duties to the Corporation. [Rev. 9/22]

Section 8.4 Relocate Offices. In anticipation of or during an Emergency the Board may relocate the principal office, designate alternative principal offices, satellite or regional offices, open and close offices, or authorize the officers to do so. [Rev. 9/22]

Section 8.5 Call of Meetings; Notice. A meeting of the Board or a Committee may be called by the Chair of the Board or any two (2) Directors. If notice of a meeting cannot be given to a Director or Directors in the manner prescribed in Section 3.13 of Article 3 [*Notice of Special Meetings*], notice of the meeting shall be given to the Director or Directors in any practicable manner under the circumstances, including, but not limited to, by publication and radio. Subject to the circumstances, notice must be given at least forty-eight (48) hours before the date of the meeting. [Rev. 12/21; 9/22]

Section 8.6 Quorum for Meetings.

(a) Unavailable Directors; Authorized Number of Directors. All Directors who are not able, for any reason, of discharging their duties as Directors or Committee members during an Emergency or whose whereabouts are unknown, shall automatically and temporarily cease to be Directors as long as their unavailability continues, with the same effect as if they had temporarily resigned as Directors. The authorized number of Directors shall then be the number of Directors remaining after eliminating those who have temporarily ceased to be Directors. [Rev. 12/21]

(b) Quorum. A majority of the authorized number of Directors as determined above shall be the number of Directors necessary and sufficient to constitute a quorum for the transaction of business except to adjourn. The act of a majority of the Directors at a Board or Committee meeting present at any time at which there is a quorum shall be the act of the Board or Committee. Notwithstanding the previous provisions of this subsection, a meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting. [Rev. 9/22]

(c) Officers Deemed as Directors. During an Emergency the Board may, but is not required to, deem any one or more officers of the Corporation present at a Board or Committee meeting as a Director in order of rank, and within the same rank in order of seniority, as necessary to achieve a quorum of the Directors for that meeting. [Rev. 9/22]

(d) Directors Becoming Available. Any person who ceased to be a Director pursuant to subsection (a), above, who thereafter becomes available to serve as a Director shall automatically resume performing the duties and exercising the authority of a Director unless the term of office of that person has otherwise expired (counting the period of time the person was unavailable) and a successor has been elected and qualified.

Section 8.7 Powers of Executive Committee. The powers and authority granted to the Board to take action under this Article 8 shall also be granted to the Executive Committee and any other Board Authority Committee to the extent the Executive Committee or other Board Authority Committed is not otherwise prohibited under Section 5.7 of Article 5 of these bylaws from taking such action.

Section 8.8 Notice of Board Meetings to Persons Requesting Notice. Pursuant to Welfare and Institutions Code, Section 4662, in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of the Corporation's services, emergency meetings of the Board may be called without complying with the requirement stated in Section 3.14 of Article 3 [*Notice of Meetings to Persons Requesting Notice*] of these bylaws to give advance notice of Board meetings to those persons requesting notice. If practicable, however, such notice shall be provided. As defined in Welfare and Institutions Code, Section 4662, "emergency situation" means any activity which severely impairs public health, safety, or both, as determined by the Board. The Board shall cause the State Council on Developmental Disabilities to be notified by telephone of each emergency meeting. The minutes of an emergency meeting, including a description of any actions taken at the meeting, shall be immediately mailed to those persons who had requested notice.

Section 8.9 Effective Period. Other than Section 8.8 which applies during an "emergency situation," the emergency bylaws in this Article shall be effective only during an Emergency when a quorum of the Board or Committee cannot be readily convened for action and shall not be effective after the Emergency ends or a quorum can be readily convened, whichever is earlier. At that time, the regular provisions in Article 3 of these bylaws shall apply.

Section 8.10 Effect on Other Bylaw Provisions. All other provisions of Articles 1 through 7 of these bylaws that are consistent with the emergency bylaws in this Article 8 shall remain effective during the Emergency. During an Emergency, and subject to the Corporation's compliance with applicable law, the provisions of this Article 8 shall override all other provisions of the bylaws that are in conflict with any provisions of this Article 8.

Section 8.11 Limitation on Liability. Any actions taken in good faith in anticipation of or during an emergency in accordance with these emergency bylaws binds the Corporation and shall not be used to impose liability on a Director, officer, employee, or agent of the Corporation.
[Rev. 1/21; 9/22]

CERTIFICATE OF ADOPTION OF BYLAWS

The undersigned hereby certifies that she is the duly appointed and acting Secretary of San Diego-Imperial Counties Developmental Services, Inc., and that the foregoing bylaws, consisting of 27 pages (inclusive of this page, but exclusive of the cover sheet and table of contents) were duly approved and adopted by the Board of Directors on June 11, 2024, and that they constitute the corporate bylaws of San Diego-Imperial Counties Developmental Services, Inc. in effect as of that date.

Shirley Nakawatase, Secretary



San Diego Regional Center
4355 Ruffin Road, San Diego, CA 92123
858-576-2996 / www.sdrc.org

Serving individuals with developmental disabilities in San Diego and Imperial Counties

SDRC Legislative Committee
Tuesday, June 10, 2025 @ 10:00 a.m.
Suite 300

AGENDA

- 1) Call to Order Chris Hodge
- 2) Approval of May 13, 2025, Minutes Chris Hodge
- 3) Legislative Report Mark Klaus / Gabby Ohmstede
 - A. State Budget Updates
 - B. Federal Updates
 - C. ARCA Sponsored Legislation
 - AB 1172 (Nguyen) – [AB 1172](#)
 - Administration of Emergency Antiseizure Medications
 - Status: Passed Suspense and on to the Assembly Floor
 - SB 422 (Grayson) – [SB 422](#)
 - Workforce Development Board: Developmental Services
 - Status: In Suspense
 - ACR 55 (Gonzalez, Jeff) – [ACR 55](#)
 - ARC v. DDS: 40th Anniversary
 - Status: Chaptered May 5, 2025
 - D. Other Bills
 - SB 471 (Menjivar) - [SB 471](#)
 - Office of the Developmental Services Ombudsperson
 - The bill outlines the creation and duties of the Developmental Services Ombudsperson
 - Status: On third reading in Appropriations
 - AB 49 – (Maratsuchi) - [AB 49](#)
 - Schoolsites: immigration enforcement
 - The bill further prohibits allowing immigration enforcement officials on school grounds without a valid ID, judicial warrant, court order, or urgent reasons. If these criteria are met, their access should be limited to areas without students
 - Status: Referred to Committee for assignment
 - AB 815 (Ortega) - [AB 815](#)
 - Vehicle insurance: vehicle classification
 - This bill states that a vehicle insured under an automobile liability policy cannot be classified as a common carrier, commercial vehicle, for-hire vehicle, permissive use vehicle, or livery solely because it is used to provide public social services or social service transportation.
 - Status: Referred to Committee for assignment

4) Upcoming Dates

- June 15 – Legislative Budget deadline
- July 18 - Aug. 17 – Summer Recess
- Aug. 29 – Last day for second house fiscal committee
- Sept. 12 – Last day of session
- Oct. 12 – Governor’s signing deadline

5) Other Business

All

6) Adjourn

Chris Hodge



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Serving individuals with developmental disabilities in San Diego and Imperial Counties

SDICDSI Legislation Committee Meeting Minutes
Tuesday May 13, 2025
Suite 300 Conference Room and via Zoom
10:00am – 11:00am

Members Present: Terri Colachis, Norma Ramos, Erik Rascon, David Hadacek, Tessi Bradshaw, Yasuko Mason, Callie Williams, Chris Hodge and Wendy Forkas
Staff Present: Mark Klaus, Gabby Ohmstede
Guests: Amy Westling (ARCA Executive Director), Becky Williams

The meeting of the Legislation Committee of the San Diego-Imperial Counties Developmental Services, Inc (SDICDSI) was called to order at 10am by Chris Hodge, Legislation Committee Chair.

1) Legislative Updates – Amy Westling, ARCA Executive Director

- Discussion about AB1147, ARCA positions on bills and how that is decided (No Consensus, Watching, Position Pending), expectations of Regional Centers on adoption of ARCA positions, and the 21 RC member agreement and ‘standards and practices’
 - i. Committee expressed interest in receiving summary of bills / status, and other pertinent information to review and discuss at future meetings – Gabby offered to pull this information together to provide with the meeting agenda in the board packet for future meetings.
- State Budget Update (Amy)
 - i. Governor will release May Revise tomorrow 5/14 – this will be a ‘firmer’ version of the budget; however still too much economic uncertainty due to pending Federal proposals (Medicaid cuts), as well as tax deferment in CA related to wildfires in January.
 - ii. Dept of Finance estimated a \$10 Billion problem; LAO is estimating a \$30-40 Billion problem; unclear which estimate Governor’s budget will attempt to solve for.
 - iii. Medicaid expansion would cost CA more to implement
 - iv. Implications of reduction in Managed Care Organization taxes
 - v. Expect this budget to pass by 6/30, but if the proposed federal cuts materialize, the response may be to re-open the budget process in the Fall.
 - vi. All bills with a fiscal impact are currently in appropriations; on 5/23 they will either go forward or will not clear.
 - vii. 2 bills sponsored by ARCA and in appropriations are AB 1172 (re administration of seizure rescue meds in CCL homes and day programs) and SB 422 (re DSP Workforce proposals)

2) DDPN Legislative Breakfast – Wendy Forkas

- Legislative Breakfast was held on 5/2 at the Balboa Club in Balboa Park. Assemblymember Alvarez spoke, representative from Senator Jones office was also in attendance. The other 3 legislative representatives cancelled week of / day of. Mark was on a panel, Callie spoke and received acknowledgement, and Elmo Dill also received acknowledgement. Estimate approximately 200 in attendance. Good first step at bringing this event back annually.

- 3) Lanterman Coalition / ARCA Rally – Amy Westling / Mark Klaus
 - Keep the Promise Rally in Sacramento on 5/22
- 4) Announcements
 - Rally for healthcare / Medicaid occurring today at variety of healthcare locations. Zach Guzik attending / speaking today on behalf of SDRC at Rady Children's Hospital at 11:30am regarding implications funding cuts would have on healthcare access for clients we serve.
- 5) Meeting Adjourned by Chris Hodge at 11am

Minutes submitted by Gabby Ohmstede

Bills with either a 'support' or 'comment' position as of Monday, June 02, 2025

AB 251 (Kalra D) Elders and dependent adults: abuse or neglect.

Current Text: Amended: 3/19/2025 [html](#) [pdf](#)

Location: 5/7/2025-S. JUD.

Calendar: 6/17/2025 1:30 p.m. - 1021 O Street, Room
2100 SENATE JUDICIARY, UMBERG, THOMAS, Chair

Summary: The Elder Abuse and Dependent Adult Civil Protection Act provides for the award of attorney's fees and costs to, and the recovery of damages by, a plaintiff when it is proven by clear and convincing evidence that the defendant is liable for physical abuse or neglect, and the defendant has also been found guilty of recklessness, oppression, fraud, or malice in the commission of that abuse. This bill would authorize a court to apply a preponderance of the evidence standard to any claim brought against a residential care facility for the elderly or a skilled nursing facility, except as specified, for remedies sought pursuant to the above provisions, upon circumstances in which spoliation of evidence, as defined, has been committed by the defendant, as specified.

Position

Support

Memo

[Position Statement ab 251 \(04/04/2025\)](#)

AB 259 (Rubio, Blanca D) Open meetings: local agencies: teleconferences.

Current Text: Amended: 4/21/2025 [html](#) [pdf](#)

Location: 5/14/2025-S. L. GOV.

Summary: The Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. Current law, until January 1, 2026, authorizes the legislative body of a local agency to use alternative teleconferencing if, during the teleconference meeting, at least a quorum of the members of the legislative body participates in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the boundaries of the territory over which the local agency exercises jurisdiction, and the legislative body complies with prescribed requirements. Current law requires a member to satisfy specified requirements to participate in a meeting remotely pursuant to these alternative teleconferencing provisions, including that specified circumstances apply. Current law establishes limits on the number of meetings a member may participate in solely by teleconference from a remote location pursuant to these alternative teleconferencing provisions, including prohibiting such participation for more than 2 meetings per year if the legislative body regularly meets once per month or less. This bill would extend the alternative teleconferencing procedures until January 1, 2030.

Position

Support

Memo

[Position Statement ab 259 \(04/02/2025\)](#)

AB 282 (Pellerin D) Discrimination: housing: source of income.

Current Text: Amended: 4/10/2025 [html](#) [pdf](#)

Location: 5/21/2025-S. JUD.

Summary: The California Fair Employment and Housing Act (FEHA) makes unlawful various practices connected to obtaining and financing housing accommodations, among other things, if those practices discriminate based on source of income. FEHA requires the Civil Rights Department to enforce specific provisions of the act,

including the provision described above. This bill would provide that establishing policies or preferences in favor of an applicant or tenant who qualifies for or participates in federal, state, or local housing subsidy programs, as specified, does not constitute discrimination based on source of income for purposes of the above-described provisions of FEHA.

Position

Support

Memo

[Position Statement ab 282 \(04/04/2025\)](#)

AB 308 (Ramos D) Mobile crisis teams or units: procedures.

Current Text: Amended: 4/24/2025 [html](#) [pdf](#)

Location: 5/21/2025-S. HUM. S.

Summary: Current law sets forth various provisions relating to mobile crisis teams, including with regard to behavioral health crisis services under the Miles Hall Lifeline and Suicide Prevention Act, involuntary commitment under the Lanterman-Petris-Short Act, and community-based mobile crisis intervention services through a Medi-Cal behavioral health delivery system under the Medi-Cal program. Current law requires a regional center, which serves individuals with intellectual or developmental disabilities, to implement an emergency response system for, among other groups, consumers who receive mobile crisis services. Current law requires a regional center and a county mental health agency to develop a general plan for crisis intervention for persons served by both systems. Current law establishes an advisory council for purposes of developing recommendations for improving outcomes of interactions between law enforcement and people with intellectual or developmental disabilities or with mental health conditions. This bill, in the case of a county that operates, or that contracts for the operation of, a mobile crisis team or unit, would authorize the county behavioral health director to develop procedures for the mobile crisis team or unit that include the handling of an emergency situation, or a crisis incident, involving an individual with an intellectual or developmental disability or an individual with a behavioral health condition.

Position

Support if
amended

Memo

[Position Statement ab 308 \(04/29/2025\)](#)

AB 322 (Ward D) Pupil health: school-based health services and school-based mental health services.

Current Text: Introduced: 1/24/2025 [html](#) [pdf](#)

Location: 5/7/2025-S. ED.

Calendar: 6/11/2025 9 a.m. - 1021 O Street, Room
2100 SENATE EDUCATION, PÉREZ, SASHA RENÉE, Chair

Summary: Current law establishes the State Department of Education in state government, and vests the department with specified powers and duties relating to the state's public school system, including encouraging and assisting school districts to improve and monitor the health of their pupils. Current law requires the department, as part of that assistance, to provide information and guidance to schools that request the information and guidance to establish "Health Days" to provide screenings for common health problems among pupils. This bill would require the department to include county offices of education and charter schools in the above-described provisions.

Position

Support

Memo

[Position Statement ab 322 \(05/16/2025\)](#)

AB 341 (Arambula D) Oral Health for People with Disabilities Technical Assistance Center Program.

Current Text: Amended: 5/1/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #61 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: The Lanterman Developmental Disabilities Services Act requires the State Department of Developmental Services to contract with regional centers to provide services and supports to individuals with developmental disabilities, including intellectual disabilities and other conditions, and their families. Under current law, the regional centers purchase needed services and supports for individuals with developmental disabilities through approved service providers, or arrange for their provision through other publicly funded agencies. Current law defines "services and supports for persons with developmental disabilities" to mean specialized services and supports or special adaptations of generic services and supports directed toward the alleviation of a developmental disability, or toward the social, personal, physical, or economic habilitation or rehabilitation of an individual with a developmental disability, or toward the achievement and maintenance of an independent, productive, and normal life. Under existing law, specialized medical and dental care are included within that definition. This bill would require the department, no later than July 1, 2027, to contract with a public California dental school or college to administer the Oral Health for People with Disabilities Technical Assistance Center Program to improve dental care services for people with developmental and intellectual disabilities by reducing or eliminating the need for dental treatment using sedation and general anesthesia. The bill would authorize the contracted California dental school or college to partner with a public dental school or college, and would require the schools to meet certain criteria relating to location, accreditation, and a demonstrated record of working with regional centers.

Position

Support

Memo

[Position Statement ab 341 \(04/01/2025\)](#)

AB 346 (Nguyen D) In-home supportive services: licensed health care professional certification.

Current Text: Amended: 5/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #330 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: Current law defines supportive services for purposes of the In-Home Supportive Services (IHSS) program to include those necessary paramedical services that are ordered by a licensed health care professional, which persons could provide for themselves, but for their functional limitations. Current law requires an applicant for, or recipient of, in-home supportive services, as a condition of receiving these services, to obtain a certification from a licensed health care professional declaring that the applicant or recipient is unable to perform some activities of daily living independently, and that without services to assist the applicant or recipient with activities of daily living, the applicant or recipient is at risk of placement in out-of-home care, and defines a licensed health care professional for this purpose to mean an individual licensed in California by the appropriate California regulatory agency, acting within the scope of their license or certificate as defined in the Business and Professions Code. This bill would add to the definition of "licensed health care professional" that the licensed individual has primary responsibilities to diagnose or provide treatment and care for physical or mental impairments that cause or contribute to an individual's functional limitations, and would use the same definition of "licensed health care professional" for purposes of the provisions relating to paramedical services.

Position

Support

Memo

[Position Statement ab 346 \(04/04/2025\)](#)

[AB 349](#) (Dixon R) Foster care supplement.

Current Text: Amended: 5/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #331 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: Current law establishes the Kinship Guardianship Assistance Payment Program (Kin-GAP), which provides aid on behalf of eligible children who have a kinship guardianship, and the Approved Relative Caregiver Funding Program (ARC), which provides payments to approved relative caregivers who are caring for children and nonminor dependents who are ineligible for Aid to Families with Dependent Children-Foster Care (AFDC-FC) payments. Current law requires, when a child is living with a parent who receives AFDC-FC or Kin-GAP benefits, or ARC payments, that the rate paid to the foster care provider on behalf of the parent include an additional monthly supplement of \$489 for the care and supervision of the child, subject to an appropriation in the annual Budget Act. This bill would require that supplement to be adjusted for inflation. To the extent the bill would impose new requirements on counties administering the AFDC-FC or Kin-GAP benefits or ARC payments, this bill would impose a state-mandated local program.

Position

Support

Memo

[Position Statement ab 349 \(04/04/2025\)](#)

[AB 350](#) (Bonta D) Health care coverage: fluoride treatments.

Current Text: Amended: 5/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #434 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: Current law sets forth specified coverage requirements for health care service plan contracts and health insurance policies. Current law provides for the Medi-Cal program, administered by the State Department of Health Care Services and under which health care services are provided to low-income individuals. The Medi-Cal program is, in part, governed and funded by federal Medicaid program provisions. Current law establishes a schedule of benefits under the Medi-Cal program and provides for various services, including certain dental services, that are rendered by Medi-Cal enrolled providers. Under current law, silver diamine fluoride treatments are a covered benefit for eligible children 0 to 6 years of age, inclusive, as specified, and application of fluoride or other appropriate fluoride treatment is covered for children 17 years of age and under. This bill would require a health care service plan contract or health insurance policy issued, amended, or renewed on or after January 1, 2026, to provide coverage without cost sharing for the application of fluoride varnish in the primary care setting for children under 21 years of age. Because a willful violation of this provision by a health care service plan would be a crime, the bill would impose a state-mandated local program. This bill would make the application of fluoride or other appropriate fluoride treatment, including fluoride varnish, a covered benefit under the Medi-Cal program for children under 21 years of age. The bill would require the State Department of Health Care Services to establish and promulgate a policy governing billing and reimbursement for the application of fluoride varnish, as specified.

Position

Support

Memo

[Position Statement ab 350 \(04/04/2025\)](#)

AB 563 (Jackson D) Childcare: Early Childhood Policy Council.

Current Text: Amended: 4/10/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #115 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: Current law establishes the Early Childhood Policy Council to advise the Governor, the Legislature, and the State Department of Social Services on statewide early learning and care policy. Current law imposes various duties on the council, including, among others, requiring the council to prepare a formal public annual report on the work of the council and providing specific recommendations to the Governor, the Legislature, and the department on all aspects of the state's early childhood education system. This bill would require the council to submit a report, on an annual basis, to the Legislature and specified committees of the Legislature that includes, at a minimum, the successes, challenges, and gaps in the state's childhood education systems and recommendations to facilitate advancing the state's vision for children, families, and communities.

Position

Support

Memo

[Position Statement ab 563 \(04/02/2025\)](#)

AB 815 (Ortega D) Vehicle insurance: vehicle classification.

Current Text: Amended: 4/21/2025 [html](#) [pdf](#)

Location: 5/23/2025-S. RLS.

Summary: Current law prohibits a motor vehicle, insured pursuant to a policy of automobile liability insurance, from being classified as a common carrier, livery, or for-hire vehicle solely for the reason that the named insured is performing volunteer services for a nonprofit charitable organization or governmental agency consisting of providing social service transportation, as defined. This bill would prohibit a motor vehicle, insured pursuant to a policy of automobile liability insurance, from being classified as a common carrier, commercial vehicle, for-hire vehicle, permissive use vehicle, or livery solely for the reason that the named insured is operating or using the insured motor vehicle to provide public social services, as defined, or social service transportation, as defined.

Position

Support

Memo

[Position Statement ab 815 \(04/03/2025\)](#)

AB 906 (González, Mark D) Planning and zoning: housing elements: affirmatively furthering fair housing.

Current Text: Amended: 4/21/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #190 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: The Planning and Zoning Law requires a city or county to adopt a general plan for land use development that includes, among other things, a housing element. Current law requires the housing element to include, among other things, an inventory of land suitable and available for residential development, including specified sites, an analysis of the relationship of zoning and public facilities and services to these sites (first analysis), and an analysis of the relationship of the sites identified in the land inventory to the jurisdiction's duty to affirmatively further fair housing (2nd analysis). This bill would remove the requirement on cities and counties to include the 2nd analysis in their housing elements.

Position

Support

Memo

[Position Statement ab 906 \(04/04/2025\)](#)

AB 951 (Ta R) Health care coverage: behavioral diagnoses.

Current Text: Introduced: 2/20/2025 [html](#) [pdf](#)

Location: 5/7/2025-S. HEALTH

Summary: Current law provides for the regulation of health insurers by the Department of Insurance. Current law requires a health care service plan contract or health insurance policy to provide coverage for behavioral health treatment for pervasive developmental disorder or autism. This bill would prohibit a health care service plan contract or health insurance policy issued, amended, or renewed on or after January 1, 2026, from requiring an enrollee or insured previously diagnosed with pervasive developmental disorder or autism to receive a rediagnosis to maintain coverage for behavioral health treatment for their condition. The bill would require a treatment plan to be made available to the plan or insurer upon request. Because a willful violation of this provision by a health care service plan would be a crime, the bill would impose a state-mandated local program.

Position

Support

Memo

[Position Statement ab 951 \(04/04/2025\)](#)

AB 1076 (Addis D) Qualified ABLE Program: CalABLE accounts: funding.

Current Text: Amended: 5/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #400 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: Current law establishes the Qualified ABLE Program for purposes of implementing the federal ABLE Act in this state, and creates the California ABLE Program Trust with the purposes, powers, and duties of the trust to be vested in and exercised by the California ABLE Act Board. Current law requires the board to segregate the moneys coming into the ABLE program trust into 2 funds: the program fund, which is continuously appropriated, for specified purposes of the act, and the administrative fund, which is available upon appropriation by the Legislature for administration of the act. Current law requires all moneys paid by designated beneficiaries or eligible individuals in connection with ABLE accounts to be deposited, as received, into the program fund, promptly invested, and accounted for separately. Current law grants the board the power to accept grants, gifts, appropriations, and other moneys from any unit of federal, state, or local government, among other specified entities, for deposit to specified funds. This bill would authorize the California ABLE Act Board to additionally accept grants, gifts, legislative appropriations, and other moneys from a philanthropic entity, and would specify that the program can receive legislative appropriations. The bill would authorize the board to target specific subgroups of eligible individuals, as specified, and would authorize the board to use those moneys received to encourage eligible individuals to create an ABLE account or maximize account use by raising awareness about the program. By authorizing new uses of moneys in a continuously appropriated fund, the bill would make an appropriation.

Position

Support

Memo

[Position Statement ab 1076 \(04/03/2025\)](#)

AB 1172 (Nguyen D) Adult day programs: administration of inhalable emergency antiseizure medications.

Current Text: Amended: 4/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Calendar: 6/2/2025 #245 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary: The California Community Care Facilities Act provides for the licensing and regulation of community care facilities by the State Department of Social Services, including adult day programs and residential facilities. This bill would authorize a licensed facility, as defined, upon receipt of a request from an individual, or the authorized representative of an individual, who has been diagnosed with seizures, a seizure disorder, or epilepsy and who has been prescribed inhalable emergency antiseizure medication, to authorize any volunteer, as defined, to administer inhalable emergency antiseizure medication to the individual during a seizure emergency. The bill would require the department, on or before January 1, 2027, to establish minimum standards for this training, as specified. The bill would prohibit inhalable emergency antiseizure medication from being administered to an individual unless the licensed facility has a seizure action plan for the individual that contains specified information, including, among other things, a signed written authorization verifying that a seizure experienced by the individual may be responded to at the licensed facility by a nonmedical professional, including through the administration of emergency antiseizure medication, as specified. The bill would require licensed facilities to provide a specified notice to all volunteers that, among other things, informs them of their right to rescind an offer to volunteer at any time, as specified, and explains the liability protections and indemnification requirements described below. The bill would require any licensed facility that authorizes volunteers to ensure that each volunteer will be provided defense and indemnification for any and all civil liability, as specified. The bill would prohibit a volunteer who administers inhalable emergency antiseizure medication, any person who provides training to a volunteer, or any person who otherwise complies with the requirements of the above-described provisions, in good faith and not for compensation, from being subject to professional review, civil liability, or criminal prosecution for their actions or omissions, as specified.

Position

Sponsored by
ARCA

Memo

[Position Statement ab 1172 \(04/02/2025\)](#)

[HR 24](#) (Nguyen D) Relative to Developmental Disabilities Awareness Month.

Current Text: Chaptered: 3/20/2025 [html](#) [pdf](#)

Location: 3/20/2025-A. ADOPTED

Summary: Would resolve that the Assembly recognizes the month of March 2025 as Developmental Disabilities Awareness Month.

Position

Support

[SB 244](#) (Grayson D) Public postsecondary education: disabled student services: assessments.

Current Text: Amended: 5/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-S. THIRD READING

Calendar: 6/2/2025 #161 SENATE SENATE BILLS -THIRD READING FILE

Summary: Existing law makes legislative findings and declarations that set forth the principles for public postsecondary institutions and budgetary control agencies to observe in providing postsecondary programs and services for students with disabilities, including the principle that state-funded activity is directly related to the functional limitations of the verifiable disabilities of the students to be served. Existing law states the intent of the Legislature that, as appropriate for each postsecondary segment, funds for disabled student programs and services be based on 3 categories of costs, including a continuing variable costs category for services that vary in

frequency depending on the needs of students, such as, among other services, diagnostic assessment, including both individual and group assessment not otherwise provided by the institution to determine functional, educational, or employment levels or to certify specific disabilities. This bill would revise the intent of the Legislature relating to diagnostic assessments by including costs for continuing assessments, required documentation, and individual and group assessments provided by the institution or by an outside entity, as provided. The bill would also expand the purpose of the assessments to include defining specific disabilities of the student and as proof for academic or institutional accommodations. This bill contains other existing laws.

Position

Support

Memo

[Position Statement sb 244 \(04/04/2025\)](#)

SB 258 (Wahab D) Crimes: rape.

Current Text: Amended: 5/1/2025 [html](#) [pdf](#)

Location: 5/23/2025-S. THIRD READING

Calendar: 6/2/2025 #89 SENATE SENATE BILLS -THIRD READING FILE

Summary: Current law defines rape as an act of sexual intercourse accomplished under certain circumstances, including with a person not the spouse of the perpetrator where the person is incapable of giving legal consent because of a mental disorder or developmental or physical disability. This bill would remove the spousal exception from this definition of rape.

Position

Support

Memo

[Position Statement sb 258 \(04/04/2025\)](#)

SB 470 (Laird D) Bagley-Keene Open Meeting Act: teleconferencing.

Current Text: Amended: 4/10/2025 [html](#) [pdf](#)

Location: 4/29/2025-S. THIRD READING

Calendar: 6/2/2025 #44 SENATE SENATE BILLS -THIRD READING FILE

Summary: Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act authorizes meetings through teleconference subject to specified requirements, including, among others, that the state body post agendas at all teleconference locations, that each teleconference location be identified in the notice and agenda of the meeting or proceeding, that each teleconference location be accessible to the public, that the agenda provide an opportunity for members of the public to address the state body directly at each teleconference location, and that at least one member of the state body be physically present at the location specified in the notice of the meeting. This bill would instead repeal these provisions on January 1, 2030.

Position

Support

Memo

[Position Statement sb 470 \(04/04/2025\)](#)

SCR 11 (Cervantes D) Epilepsy Awareness Month.

Current Text: Amended: 1/30/2025 [html](#) [pdf](#)

Location: 2/14/2025-S. THIRD READING

Calendar: 6/2/2025 #25 SENATE SENATE BILLS -THIRD READING FILE

Summary: Would proclaim November 2025 as Epilepsy Awareness Month and call upon all Californians to recommit their communities to increasing awareness and understanding of those living with epilepsy.

Position

Support

Memo

[Position Statement scr 11 \(04/04/2025\)](#)

SCR 33 (Padilla D) GM1 Gangliosidosis Awareness Day.

Current Text: Introduced: 3/4/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. DESK

Summary: Would declare May 23, 2025, as GM1 Gangliosidosis Awareness Day in California.

Position

Support

Memo

[Position Statement scr 33 \(04/04/2025\)](#)

SR 10 (Wahab D) Relative to Foster Youth Awareness Month.

Current Text: Enrolled: 5/16/2025 [html](#) [pdf](#)

Location: 5/15/2025-S. ADOPTED

Summary: Would resolve that the Senate designates the Month of May 2025 as Foster Youth Awareness Month.

Position

Support

Memo

[Position Statement sr 10 \(04/04/2025\)](#)

Total Measures: 22

Total Tracking Forms: 22

Bills with a formal position, not supported Monday, June 02, 2025

Total Measures: 0

Total Tracking Forms: 0

Bills tracked by ARCA with no formal position

AB 46

(Nguyen D) Diversion.

Current Text: Amended: 5/5/2025 [html](#) [pdf](#)

Location: 5/28/2025-S. PUB. S.

Summary: Current law authorizes a court to grant pretrial diversion to a defendant suffering from a mental disorder, on an accusatory pleading alleging the commission of a misdemeanor or felony offense, in order to allow the defendant to undergo mental health treatment. Current law provides that a defendant is eligible for diversion if they have been diagnosed with certain mental disorders and the court finds that the mental disorder was a significant factor in the commission of the charged offense, unless there is clear and convincing evidence that the disorder was not a motivating, causal, or contributing factor to the defendant's involvement in the alleged offense. Current law prohibits defendants charged with specified offenses, including murder, from being placed in this diversion program. This bill would, if the defendant has been diagnosed with a mental disorder within 5 years prior to the current offense, as specified, require the court to find that the defendant's mental disorder was a significant factor in the commission of the offense, unless there is clear and convincing evidence that it was not a motivating, causal, or contributing factor to the defendant's involvement in the alleged offense.

AB 49

(Muratsuchi D) Schoolsites: immigration enforcement.

Current Text: Amended: 4/21/2025 [html](#) [pdf](#)

Location: 5/28/2025-S. RLS.

Summary: Would prohibit school officials and employees of a local educational agency from allowing an officer or employee of an agency conducting immigration enforcement to enter a schoolsite for any purpose without providing valid identification and a valid judicial warrant, a court order, or exigent circumstances necessitating immediate action. The bill would require the local educational agency, if the officer or employee meets those requirements, to limit access to facilities where pupils are not present. By imposing additional duties on local educational agencies, the bill would impose a state-mandated local program.

AB 283

(Haney D) In-Home Supportive Services Employer-Employee Relations Act.

Current Text: Introduced: 1/22/2025 [html](#) [pdf](#)

Location: 5/29/2025-S. RLS.

Summary: Current law establishes the In-Home Supportive Services (IHSS) program, which is administered by the State Department of Social Services, counties, and other entities, under which qualified aged, blind, or disabled persons are provided with supportive services in order to permit them to remain in their own homes. Current law authorizes a county board of supervisors to elect to contract with a nonprofit consortium to provide for the delivery of in-home supportive services or to establish, by ordinance, a public authority to provide for the delivery of those services, in accordance with certain procedures. Current law deems a public authority created under these provisions to be the employer of in-home supportive services personnel under the Meyers-Milias-Brown Act, which governs labor relations between local public employers and employees. Current law also deems a nonprofit consortium contracting with a county to be the employer of in-home supportive services personnel for purposes of collective bargaining over wages, hours, and other terms and conditions of employment. Current law grants recipients of in-home supportive services the right to hire, fire, and supervise the work of any in-home supportive services personnel providing services for them. Existing law prohibits the state and specified local public employers from deterring or discouraging public employees from becoming or remaining members of an employee organization. Current law also requires specified public employers to provide exclusive employee representatives access to new employee orientations. Current law generally grants the Public Employment Relations Board jurisdiction over violations of these provisions. Existing law defines "public employers" who are subject to these provisions as including, among others, public agencies, cities, counties, and districts. This bill would expand the definition of "public employer," for purposes of those provisions, to include an

employer who is subject to the In-Home Supportive Services Employer-Employee Relations Act, which the bill would create. The bill would establish a method for resolving disputes regarding wages, benefits, and other terms and conditions of employment between the state and recognized employee organizations representing individual providers. The bill would provide for the right of employees, also known as individual providers under the act, to form, join, and participate in activities of employee organizations for the purposes of representation on all matters within the scope of employee organizations.

AB 369 (Rodriguez, Michelle D) Emergency services: liability.

Current Text: Amended: 5/21/2025 [html](#) [pdf](#)

Location: 5/7/2025-S. JUD.

Summary: The Seizure Safe Schools Act, if a pupil diagnosed with seizures, a seizure disorder, or epilepsy has been prescribed an emergency anti-seizure medication by the pupil's health care provider, authorizes the pupil's local educational agency, upon receipt of a request from the pupil's parent or guardian, to designate one or more volunteers at the pupil's school to receive initial and annual refresher training regarding the emergency use of anti-seizure medication and authorizes a school nurse or, if the school does not have a school nurse or the school nurse is not onsite or available, a volunteer who has been designated and received training regarding the emergency use of anti-seizure medication, to administer emergency anti-seizure medication to a pupil diagnosed with seizures, a seizure disorder, or epilepsy if the pupil is suffering from a seizure. Current law, notwithstanding any other law, excuses a person trained as required who administers emergency anti-seizure medication or medication prescribed for seizure disorder symptoms in compliance with these provisions, in good faith and not for compensation, to a pupil diagnosed with seizures, a seizure disorder, or epilepsy who appears to be experiencing a seizure, from professional review, liability in a civil action, or criminal prosecution for the person's acts or omissions in administering the emergency anti-seizure medication, as specified. This bill, notwithstanding any other law, and except as provided in the Seizure Safe Schools Act, would excuse a person who is otherwise not licensed to administer anti-seizure rescue medication, but who administers anti-seizure rescue medication at the scene of an emergency, in good faith and not for compensation, to a person who is experiencing, or is suspected of experiencing, a seizure, from professional review, liability in a civil action, or criminal prosecution for that administration of anti-seizure rescue medication so long as the person's conduct is not grossly negligent and does not constitute willful or wanton misconduct.

AB 416 (Krell D) Involuntary commitment.

Current Text: Amended: 5/7/2025 [html](#) [pdf](#)

Location: 5/28/2025-S. HEALTH

Summary: The Lanterman-Petris-Short Act authorizes the involuntary commitment and treatment of persons with specified mental disorders. Under the act, when a person, as a result of a mental health disorder, is a danger to self or others, or gravely disabled, the person may, upon probable cause, be taken into custody by specified individuals, including, among others, by a peace officer, a designated member of a mobile crisis team, or a professional person designated by the county, and placed in a facility designated by the county and approved by the State Department of Health Care Services for up to 72 hours for evaluation and treatment. Current law authorizes county behavioral health director to develop procedures for the county's designation and training of professionals who will be designated to perform the above-described provisions. Current law authorizes the procedures to include, among others, the license types, practice disciplines, and clinical experience of the professionals eligible to be designated by the county. Current law exempts specified individuals, including a peace officer responsible for the detainment of a person under these provisions from criminal and civil liability for an action by a person who is released at or before the end of the period for which they were detained. This bill would require a county behavioral health director to include an

emergency physician, as defined, as a professional who is eligible to be designated by the county when developing and implementing procedures for the designation and training of those professionals.

AB 450 (Carrillo D) Public social services: support for older and aging immigrants.

Current Text: Amended: 5/1/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Summary: The Mello-Granlund Older Californians Act establishes the California Department of Aging and states that the mission of the department is to provide leadership to the area agencies on aging in developing systems of home- and community-based services that maintain individuals in their own homes or least restrictive homelike environments. This bill would, subject to an appropriation for these purposes, require the department, in conjunction with the State Department of Social Services, to oversee a stakeholder process to support findings and recommendations on how to best support older and aging immigrants, as defined, regardless of their immigration status, in California. The bill would require the departments to jointly establish a panel, as specified, and would require the panel to invite stakeholder and subject matter experts to participate. The bill would require the panel to consider specified issues, including affordability and access to social services and housing.

AB 543 (González, Mark D) Medi-Cal: street medicine.

Current Text: Amended: 4/8/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Summary: Current law sets forth various provisions for Medi-Cal coverage of community health worker services, enhanced care management, and community supports, subject to any necessary federal approvals. Under existing law, these benefits are designed to, respectively, provide a link between health and social services and the community; address the clinical and nonclinical needs on a whole-person-care basis for certain target populations of Medi-Cal beneficiaries, including individuals experiencing homelessness; and provide housing transition navigation services, among other supports. Current law establishes mechanisms for Medi-Cal presumptive eligibility for certain target populations, including, among others, pregnant persons, children, and patients of qualified hospitals, for purposes of Medi-Cal coverage while other Medi-Cal eligibility determination procedures are pending, as specified. This bill would set forth provisions regarding street medicine, as defined, under the Medi-Cal program for persons experiencing homelessness, as defined. The bill would state the intent of the Legislature that the street medicine-related provisions coexist with, and not duplicate, other Medi-Cal provisions, including, but not limited to, those regarding community health worker services, enhanced care management, and community supports.

AB 586 (Flora R) Professional fiduciaries.

Current Text: Amended: 4/21/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Summary: The Professional Fiduciaries Act establishes, until January 1, 2028, the Professional Fiduciaries Bureau, and requires the bureau to license and regulate professional fiduciaries. The act defines various terms for these purposes. The Moscone-Knox Professional Corporation Act defines and regulates professional corporations. The act provides that a professional organization renders professional services that may be lawfully rendered only pursuant to a license, certification, or registration authorized by, among others, the Business and Professions Code pursuant to a certificate of registration issued by the governmental agency regulating the profession, as specified. This bill would include a professional fiduciary professional corporation, as specified, in the definition of "professional fiduciary" for purposes of the Professional Fiduciaries Act. The bill would authorize licensees to organize professional fiduciary professional corporations to provide professional fiduciary services, and would prescribe requirements and regulations for those

professional corporations to provide fiduciary services. The bill would require a licensee, under penalty of perjury, to indicate on each case if the licensee is serving under a professional fiduciary corporation.

AB 610 (Alvarez D) Housing element: governmental constraints: disclosure statement.

Current Text: Amended: 4/10/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Summary: The Planning and Zoning Law requires a city or county to adopt a general plan for land use development that includes, among other things, a housing element. Current law, commonly referred to as the Housing Element Law, prescribes requirements for a city's or county's preparation of, and compliance with, its housing element, and requires the Department of Housing and Community Development to review and determine whether the housing element substantially complies with the Housing Element Law, as specified. Current law provides that a housing element or amendment is considered substantially compliant with the Housing Element Law when the local agency has adopted a housing element or amendment, the department or a court of competent jurisdiction determines the adopted housing element or amendment to be in substantial compliance with the Housing Element Law, and the department's compliance findings have not been superseded by subsequent contrary findings by the department or by a decision of a court of competent jurisdiction or the court's decision has not been overturned or superseded by a subsequent court decision or by statute. Current law requires the housing element to include an analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including, among others, locally adopted ordinances that directly impact the cost and supply of residential development. Current law also requires the analysis to demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need. This bill would require the housing element to include, in addition to the above-described analysis, a governmental constraints disclosure statement, as specified.

AB 1003 (Calderon D) Public health: emergency plans and wildfire research.

Current Text: Amended: 5/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. THIRD READING

Summary: Current law requires the State Department of Public Health to develop a plan with recommendations and guidelines for counties to use in the case of a significant air quality event, as defined, caused by wildfires or other sources, including establishing policies and procedures that address respiratory protection and other protective equipment and devices and providing information to residents on what they should do if the air quality index hits a significant threshold. Current law requires a county to develop a county-specific plan that addresses all of the recommendations and guidelines of the plan developed by the department. This bill would require the department's plan to be completed on or before June 30, 2026, posted on the department's internet website within 7 days of completion, and distributed within 14 days of completion to specified local and state entities and officers. The bill would require the county-specific plan to incorporate a process to conduct outreach and communicate to the public and with key stakeholders specified information about the plan. The bill would require, after a county-specific plan or a regional multicounty plan is approved by the county's board of supervisors, a copy of the plan to be distributed to specified local officers and to the local and state public health directors. The bill would require the department to post a copy of each county-specific plan or regional multicounty plan after a plan is adopted by each county within 14 days of receiving each plan.

SB 21 (Durazo D) Single-room occupancy units: demolition and replacement: housing assistance programs: eligibility for homeless individuals and families.

Current Text: Amended: 5/1/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. DESK

Summary: The Housing Crisis Act of 2019, among other things, prohibits an affected city or an affected county, as defined, from approving a housing development project that will require the demolition of occupied or vacant protected units, as defined, or that is located on a site where protected units were demolished in the previous 5 years unless specified requirements are met. Among these requirements, current law requires that the project replace all existing protected units and protected units demolished on or after January 1, 2020, and, if the project is a housing development project, as defined, it will include at least as many residential dwelling units as the greatest number of residential dwelling units that existed on the project site within the last 5 years. This bill, notwithstanding the above-described requirements, in the case of rehabilitation or replacement of an existing single-room occupancy building that meets prescribed criteria, would permit an affected city or an affected county to reduce the number of replacement units required if the project meets specified requirements, including, among others, that the reduction in replacement units is necessary to accommodate the conversion of single-room occupancy units, as provided, and that the converted units will be rental units with affordable rents, as specified.

SB 84 (Niello R) Disability access: construction-related accessibility claims: notice of violation and opportunity to correct.

Current Text: Amended: 5/23/2025 [html](#) [pdf](#)

Location: 5/27/2025-S. THIRD READING

Summary: Existing law prohibits discrimination on the basis of various specified personal characteristics, including disability. Existing law imposes minimum statutory damages for construction-related accessibility claims if the violation of a construction-related accessibility standard denied the plaintiff full and equal access to the place of public accommodation on a particular occasion, as specified. Existing law imposes various limits on a defendant's liability for statutory damages under specified sets of conditions, including if the defendant, among other things, corrects the construction-related violations within a specified time. This bill would prohibit a construction-related accessibility claim for statutory damages from being initiated in a legal proceeding against a defendant who employs 50 or fewer individuals, as specified, unless the defendant has been served with a letter specifying each alleged violation, and the alleged violations have not been corrected within 120 days of service of the letter. The bill would provide that a defendant is not liable for statutory damages, plaintiff's attorney's fees, or costs for an alleged violation that is corrected within 120 days of service of a letter alleging the violation. The bill would also prohibit a plaintiff from avoiding the notice and opportunity to correct provisions and the liability limitations by claiming they are seeking general discrimination damages based on a violation of the Americans with Disabilities Act of 1990 if the underlying claim is based on a defendant's failure to comply with physical accessibility standards under California law.

SB 324 (Menivar D) Medi-Cal: enhanced care management and community supports.

Current Text: Amended: 4/7/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. DESK

Summary: Current law, subject to implementation of the California Advancing and Innovating Medi-Cal (CalAIM) initiative, requires the State Department of Health Care Services to implement an enhanced care management (ECM) benefit designed to address the clinical and nonclinical needs on a whole-person-care basis for certain target populations of Medi-Cal beneficiaries enrolled in Medi-Cal managed care plans. Under current law, target populations include, among others, high utilizers with frequent hospital admissions, short-term skilled nursing facility stays, or emergency room visits, and individuals experiencing homelessness. Current law, subject to CalAIM implementation, authorizes a Medi-Cal managed care plan to elect to cover

community supports, as specified. Under current law, community supports that the department is authorized to approve include, among others, housing transition navigation services and medically supportive food and nutrition services. This bill would require a Medi-Cal managed care plan, for purposes of covering the ECM benefit, or if it elects to cover a community support, to contract with community providers, as defined, whenever those providers are available in the respective county and have experience in providing the applicable ECM or community support, and can demonstrate that they are capable of providing access and meeting quality requirements in accordance with Medi-Cal guidelines. The bill would require a managed care plan to honor member preference with regard to the applicable ECM or community support by authorizing service delivery to the contracted provider who is submitting a request for approval of services to the managed care plan.

SB 340 (Laird D) General plans: housing element: emergency shelter.

Current Text: Amended: 3/17/2025 [html](#) [pdf](#)

Location: 5/27/2025-A. DESK

Summary: Current law requires a city or county to prepare and adopt a general plan for its jurisdiction that contains certain mandatory elements, including a housing element. Current law requires the housing element to identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, among other things. Current law requires the housing element to contain an assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs, including by identifying one or more zoning designations that allow residential uses, including mixed uses, where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit and that are suitable for residential uses. Current law requires an emergency shelter to include other interim interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative care. This bill would additionally require an emergency shelter to include all services provided onsite, including the addition or expansion of services that are consistent with certain written, objective standards.

SB 402 (Valladares R) Health care coverage: autism.

Current Text: Introduced: 2/14/2025 [html](#) [pdf](#)

Location: 4/22/2025-S. THIRD READING

Summary: Current law requires a health care service plan contract or a health insurance policy to provide coverage for behavioral health treatment for pervasive developmental disorder or autism and defines "behavioral health treatment" to mean specified services and treatment programs, including treatment provided pursuant to a treatment plan that is prescribed by a qualified autism service provider and administered either by a qualified autism service provider or by a qualified autism service professional or qualified autism service paraprofessional. Current law defines "qualified autism service provider," "qualified autism service professional," and "qualified autism service paraprofessional" for those purposes. Those definitions are contained in the Health and Safety Code and the Insurance Code. This bill would move those definitions to the Business and Professions Code. The bill would also make technical and conforming changes.

SB 481 (Alvarado-Gil R) In-home supportive services.

Current Text: Introduced: 2/19/2025 [html](#) [pdf](#)

Location: 2/19/2025-S. RLS.

Summary: Current law provides for the In-Home Supportive Services (IHSS) program, administered by the State Department of Social Services and counties, under which qualified aged, blind, and disabled persons are provided with supportive services in order to permit them to remain in their own homes. This bill would make technical, nonsubstantive changes to those provisions.

SB 582 (Stern D) Health and care facilities: licensing during emergencies or disasters.

Current Text: Amended: 5/5/2025 [html](#) [pdf](#)

Location: 5/29/2025-S. THIRD READING

Summary: The Long-Term Care, Health, Safety, and Security Act of 1973 generally requires the department to license, inspect, and regulate long-term health care facilities, including skilled nursing facilities. Current law makes it a misdemeanor for any person to willfully or repeatedly violate the act, as specified. Current regulations require skilled nursing facilities to adopt and follow a written external disaster and mass casualty program plan developed with the advice and assistance of county or regional and local planning offices. This bill would require skilled nursing facilities to update the external disaster and mass casualty program plan at least once per year. The bill would require, in adopting and updating the plan, skilled nursing facilities to, among other things, seek input from county or regional and local planning offices, including the medical health operational area coordinator (MHOAC). By expanding the scope of an existing crime, the bill would impose a state-mandated local program.

SB 660 (Menjivar D) California Health and Human Services Data Exchange Framework.

Current Text: Amended: 4/22/2025 [html](#) [pdf](#)

Location: 5/23/2025-S. THIRD READING

Summary: Current law establishes the Center for Data Insights and Innovation, within the California Health and Human Services Agency, to ensure the enforcement of state law mandating the confidentiality of medical information. The center is administered by a director who also serves as the California Health and Human Services Chief Data Officer. Current law further establishes the California Health and Human Services Data Exchange Framework to require the exchange of health information among health care entities and government agencies in the state, among other things. Current law requires the agency to convene a stakeholder advisory group to advise on the development of implementation of the California Health and Human Services Data Exchange Framework. This bill would require the center, on or before January 1, 2026, and subject to an appropriation in the annual Budget Act, to take over the establishment, implementation, and all of the functions related to the California Health and Human Services Data Exchange Framework, including the data sharing agreement and policies and procedures, from the agency. The bill would expand the entities that are specifically required to execute a data sharing agreement with the California Health and Human Services Data Exchange Framework and authorize the center to determine other categories of entities required to execute a data sharing agreement. agreement, as specified.

Total Measures: 18

Total Tracking Forms: 18

Inactive bills (supported/tracked) as of Monday, June 02, 2025

AB 38 (Lackey R) Crimes: serious and violent felonies.

Current Text: Introduced: 12/2/2024 [html](#) [pdf](#)

Location: 5/1/2025-A. 2 YEAR

Summary: Current law classifies certain criminal offenses as a "violent felony" for the purposes of various provisions of the Penal Code, including sentencing enhancements for prior convictions, as well as numerous other provisions. Current law includes among the list of violent felonies rape accomplished against a person's will by means of force, violence, duress, menace, or fear, or rape accomplished against the victim's

will by threat of violent retaliation, but does not include rape of a person unable to give consent due to disability, rape under false pretenses, or rape accomplished by threat of incarceration, arrest, or deportation. This bill would also include specified crimes involving the rape or sexual assault of a minor who has a developmental disability in the list of violent felonies.

AB 257 (Flora R) Specialty care networks: telehealth and other virtual services.

Current Text: Amended: 3/27/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Would, subject to an appropriation, require the California Health and Human Services Agency, in collaboration with the Department of Health Care Access and Information and the State Department of Health Care Services, to establish a demonstration project for a grant program. Under the bill, the grant program would be aimed at facilitating a telehealth and other virtual services specialty care network or networks that are designed to serve patients of safety-net providers consisting of qualifying providers, as defined.

Memo

[Position Statement ab 257 \(04/04/2025\)](#)

AB 276 (Bennett D) Background checks.

Current Text: Introduced: 1/21/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: The California Community Care Facilities Act provides for the licensure and regulation of community care facilities, including foster family homes and foster family agencies, by the State Department of Social Services. Current law requires a criminal record check of applicants for a license, special permit, or certificate of approval for a foster family home or certified family home, and other persons, including nonclients who reside in those homes and staff and employees. Current law requires the department to check the child abuse and neglect registry of a different state for a licensee of a community care facility who has lived in another state in the preceding 5 years. Current law generally makes violations of these requirements a crime. This bill would authorize a licensee of a community care facility to approve an individual to care for children before the completion of another state's child abuse and neglect registry check if certain specified conditions are met, including that the community care facility has submitted a request for the out-of-state abuse and neglect registry check to the department. The bill would require a licensee to remove an applicant from the community care facility immediately upon receipt of information that would disqualify the applicant from approval and notify the department of the removal within 3 business days.

Memo

[Position Statement ab 276 \(04/04/2025\)](#)

AB 277 (Alanis R) Behavioral health centers, facilities, and programs: background checks.

Current Text: Amended: 4/22/2025 [html](#) [pdf](#)

Location: 5/1/2025-A. 2 YEAR

Summary: Current law generally provides requirements for the licensing of business establishments. Current law requires a business that provides services to minors, as defined, to provide written notice to the parent or guardian of a minor participating in the service offered by the business regarding the business' policies relating to criminal

background checks for employees, as specified. Current law requires the Department of Justice to maintain state summary criminal history information, as defined, and to furnish this information as required by statute to specified entities, including a human resource agency or an employer. Under existing law, the disclosure of state summary criminal history information to an unauthorized person is a crime. This bill would require a person who provides behavioral health treatment for a behavioral health center, facility, or program to undergo a background check, as specified.

AB 315 (Bonta D) Medi-Cal: Home and Community-Based Alternatives Waiver.

Current Text: Introduced: 1/23/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: The Medi-Cal program is, in part, governed and funded by federal Medicaid program provisions. Under existing law, home- and community-based services (HCBS) approved by the United States Department of Health and Human Services are covered for eligible individuals to the extent that federal financial participation is available for those services under the state plan or waivers granted in accordance with certain federal provisions. Current law authorizes the Director of Health Care Services to seek waivers for any or all approvable HCBS. Current law sets forth provisions for the implementation of the Nursing Facility/Acute Hospital Transition and Diversion Waiver, which is the predecessor of the Home and Community-Based Alternatives (HCBA) Waiver, for purposes of providing care management services to individuals who are at risk of nursing facility or institutional placement. This bill would recast those provisions to refer to the HCBA Waiver. The bill would delete a provision authorizing the expansion of the number of waiver slots up to 5,000 additional slots, and would instead require the enrollment of all eligible individuals who apply for the HCBA Waiver. The bill would require the department, by March 1, 2026, to seek any necessary amendments to the waiver to ensure that there is sufficient capacity to enroll all eligible individuals who are currently on a waiting list for the waiver, as specified.

Memo

[Position Statement ab 315 \(04/04/2025\)](#)

AB 319 (Jackson D) Foster youth: trauma-informed services.

Current Text: Amended: 3/19/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Current law requires each county to develop and implement a memorandum of understanding (MOU) setting forth the roles and responsibilities of agencies and other entities that serve children and youth in foster care who have experienced severe trauma. Current law requires that the MOU include provisions addressing, among other things, the establishment and operation of an interagency leadership team. Current law requires the Secretary of California Health and Human Services and the Superintendent of Public Instruction to establish a joint interagency resolution team consisting of representatives from specified state departments to support implementation of those MOUs, among other functions. Current law requires the resolution team to develop and submit certain recommendations to the Legislature on various items, including a statewide plan for any additional development needed for a trauma-informed, therapeutic continuum of care to support youth in-state in the least restrictive setting. Current law requires the team to track and report deidentified information of children and nonminor dependents in foster care who have been assisted to preserve, or secure new, intensive therapeutic options. This bill would require a county, in collaboration with the leadership team, inclusive of tribes, to submit plans to the resolution team describing how the county

intends to ensure that coordinated, timely, and trauma-informed services are provided to children and youth in foster care who have experienced severe trauma.

AB 371 (Haney D) Dental coverage.

Current Text: Amended: 4/24/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Current law prohibits a contract between a plan or insurer and a dentist from requiring a dentist to accept an amount set by the plan or insurer as payment for dental care services provided to an enrollee or insured that are not covered services under the enrollee's contract or the insured's policy. Current law requires a plan or insurer to make specified disclosures to an enrollee or insured regarding noncovered dental services. Current law requires a health care service plan or health insurer to comply with specified timely access requirements. For a specified plan or insurer offering coverage for dental services, existing law requires urgent dental appointments to be offered within 72 hours of a request, nonurgent dental appointments to be offered within 36 business days of a request, and preventive dental care appointments to be offered within 40 business days of a request, as specified. Current law requires a contract between a health care service plan and health care provider to ensure compliance with network adequacy standards and to require reporting by providers to plans to ensure compliance. Under current law, a health care service plan is required to annually report to the Department of Managed Health Care on this compliance. Current law authorizes the Department of Insurance to issue guidance to insurers regarding annual timely access and network reporting methodologies. If a health care service plan or health insurer pays a contracting dental provider directly for covered services, this bill would require the plan or insurer to pay a noncontracting dental provider directly for covered services if the noncontracting provider submits to the plan or insurer a written assignment of benefits form signed by the enrollee or insured. The bill would require the plan or insurer to provide a predetermination or prior authorization to the dental provider and to reimburse the provider for not less than that amount, except as specified. The bill would require the plan or insurer to notify the enrollee or insured that the provider was paid and that the out-of-network cost may count towards their annual or lifetime maximum.

AB 375 (Nguyen D) Medical Practice Act: health care providers: qualified autism service paraprofessionals.

Current Text: Introduced: 2/3/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: The Medical Practice Act establishes the Medical Board of California and charges it with administrative and enforcement duties related to the provision of medical services under the act. Current law establishes requirements for the delivery of medical services, including via telehealth by specified health care providers. A violation of the act is a crime. Under current law, a "health care provider," for purpose of the act, includes a qualified autism service provider or a qualified autism service professional that is certified by a national entity, as specified. This bill would expand that definition of "health care provider" to also include a qualified autism service paraprofessional.

AB 508 (Aguilar-Curry D) Residential care facilities for the elderly: direct care ratios.

Current Text: Amended: 4/24/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: The California Residential Care Facilities for the Elderly Act requires the State Department of Social Services to license, inspect, and regulate residential care facilities for the elderly (RCFEs), as defined, and imposes criminal penalties on a person who violates the act or who willfully or repeatedly violates any rule or regulation adopted under the act. This bill would require each RCFE to calculate a direct care ratio, as defined, and maintain records of its direct care ratios for a minimum of 12 months. The bill would require RCFEs to disclose its direct care ratios to residents or to the resident's representatives upon admission and any time there is a rate increase, as specified. The bill would require these disclosures to be provided in writing and signed by the resident, the resident's representative, or the licensee or an employee of the licensee, as specified, to confirm receipt. The bill would require copies of the signed disclosure to be provided to the resident or the resident's representative. The bill would require each RCFE to make its direct care ratios available to the public by specified means, including, among others, by posting the daily direct care ratio on the facility's internet website. The bill would require the RCFE's internet website and any literature or internet website used to advertise the RCFE and the level of care provided by that facility to include a statement that direct care ratios are calculated on a daily basis, that direct care ratios are available to the public upon request for any given day within the prior 12 months, and that direct care ratios are required to be disclosed to residents or their representatives at the points of time described above.

AB 636 (Ortega D) Medi-Cal: diapers.

Current Text: Amended: 3/13/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Would establish diapers as a covered Medi-Cal benefit for a child greater than 3 years of age who has been diagnosed with a condition, as specified, that contributes to incontinence, and for an individual under 21 years of age if necessary to correct or ameliorate a condition pursuant to certain federal standards. The bill would limit the provided diapers to an appropriate supply based on the diagnosed condition and the age of the Medi-Cal beneficiary. The bill would require the department to seek any necessary federal approvals to implement these provisions. The bill would condition implementation of these provisions on receipt of any necessary federal approvals, the availability of federal financial participation, and an appropriation by the Legislature. The bill would require the department to update the Medi-Cal provider manual, as applicable, in the course of implementing these provisions.

Memo

[Position Statement ab 636 \(04/04/2025\)](#)

AB 804 (Wicks D) Medi-Cal: housing support services.

Current Text: Introduced: 2/18/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Current law establishes the Medi-Cal program, which is administered by the State Department of Health Care Services and under which qualified low-income individuals receive health care services. Current law, subject to implementation of the California Advancing and Innovating Medi-Cal (CalAIM) initiative, authorizes a Medi-Cal managed care plan to elect to cover community supports approved by the department as cost effective and medically appropriate in a comprehensive risk contract that are in lieu of applicable Medi-Cal state plan services. Under current law,

community supports that the department is authorized to approve include, among other things, housing transition navigation services, housing deposits, and housing tenancy sustaining services. Current law, subject to an appropriation, requires the department to complete an independent analysis to determine whether network adequacy exists to obtain federal approval for a covered Medi-Cal benefit that provides housing support services. Current law requires that the analysis take into consideration specified information, including the number of providers in relation to each region's or county's number of people experiencing homelessness. Current law requires the department to report the outcomes of the analysis to the Legislature by January 1, 2024. This bill would delete the requirement for the department to complete that analysis, and instead would make housing support services for specified populations a covered Medi-Cal benefit when the Legislature has made an appropriation for purposes of the housing support services. The bill would require the department to seek federal approval for the housing support services benefit, as specified.

Memo

[Position Statement ab 804 \(04/01/2025\)](#)

AB 926 (Gipson D) Juvenile court: visitation.

Current Text: Introduced: 2/19/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Current law establishes a system of statewide child welfare services, administered by the State Department of Social Services and county child welfare agencies, with the intent that all children are entitled to be safe and free from abuse and neglect. Current law establishes the jurisdiction of the juvenile court, which may adjudicate a child to be a dependent of the court under certain circumstances, including when the child suffered, or there is a substantial risk that the child will suffer, serious physical harm, or a parent fails to provide the child with adequate food, clothing, shelter, or medical treatment. Current law establishes the grounds for removal of a dependent child from the custody of their parents or guardian, and establishes procedures to determine placement of a dependent child. Current law authorizes the court to make orders regarding visitation between a child and parent or legal guardian, subject to specified conditions. Current law prohibits a visitation from jeopardizing the safety of a child. This bill would require, at the initial petition hearing, the court to make an order regarding visitation between the child and the parent or legal guardian, setting forth the frequency and duration most conducive to quality family time, and whether the visitation must be supervised. The bill would require the court to order contact between the parent and child commencing within 72 hours. The bill would remove the above-described prohibition prohibiting a visitation from jeopardizing the safety of a child. This bill would require a court to order unsupervised visitation between a parent or legal guardian and a child or children, unless unsupervised visitation is contrary to the child's welfare and there is a substantial danger to the physical health of the child or the child is suffering severe emotional damage and the child's physical or emotional health cannot reasonably be protected without supervised visitation, or there is substantial evidence that the parent or legal guardian may flee the jurisdiction with the child.

AB 974 (Patterson R) Medi-Cal managed care plans: enrollees with other health care coverage.

Current Text: Amended: 3/24/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Current law establishes the Medi-Cal program, which is administered by the State Department of Health Care Services and under which qualified low-income

individuals receive health care services, under fee-for-service or managed care delivery systems. The Medi-Cal program is, in part, governed and funded by federal Medicaid program provisions. Under current federal law, in accordance with third-party liability rules, Medicaid is generally the payer of last resort if a beneficiary has another source of health care coverage in addition to Medicaid coverage. Under this bill, in the case of a Medi-Cal managed care plan enrollee who also has other health care coverage and for whom the Medi-Cal program is a payer of last resort, the department would be required to ensure that a provider that is not contracted with the plan and that is billing the plan for Medi-Cal allowable costs not paid by the other health care coverage does not face administrative requirements significantly in excess of the administrative requirements for billing those same costs to the Medi-Cal fee-for-service delivery system. Under the bill, in the case of an enrollee who meets those coverage criteria, except as specified, a Medi-Cal fee-for-service provider would not be required to contract as an in-network provider with the Medi-Cal managed care plan in order to bill the plan for Medi-Cal allowable costs for covered health care services.

AB 1186 (Patel D) Data collection: race and ethnicity: minimum categories.

Current Text: Amended: 4/3/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Current law requires state agencies, boards, or commissions that directly or by contract collect demographic data on the ethnic origin, ethnicity, or race of Californians to use specified collection categories for Asian, Native Hawaiian, Pacific Islander, Black, and African American groups. Current law establishes the Demographic Research Unit within the Department of Finance, which, among other things, acts as the primary state government liaison with the United States Census Bureau in the acquisition and distribution of census data and related documentation to state agencies. This bill, subject to a specified exception, would require any state agency, board, or commission that directly or by contract collects demographic data on the ethnic origin, ethnicity, or race of Californians to collect data on at least the minimum categories on race and ethnicity, as defined, as well as at least the top 9 largest detailed categories, and prescribed write-in options, as provided.

AB 1335 (Gonzalez, Jeff R) Habilitation services.

Current Text: Introduced: 2/21/2025 [html](#) [pdf](#)

Location: 5/1/2025-A. 2 YEAR

Summary: The Lanterman Developmental Disabilities Services Act requires the State Department of Developmental Services to contract with regional centers to provide services and support to individuals with developmental disabilities. Existing law requires a regional center consumer to be referred to a provider of habilitation services if they are determined to be in need of habilitation services. Existing law authorizes a regional center to vendor a new work activity or supported employment program after determining the capacity of the program to deliver effective services and assessing the ability of the program to comply with the requirements of CARF the Rehabilitation Accreditation Commission. Existing law requires a regional center to monitor, evaluate, and audit habilitation services providers for program effectiveness using performance criteria that include, among other things, compliance with applicable CARF standards. This bill would remove the requirement for a work activity program or supported employment program to comply with the requirements of CARF the Rehabilitation Accreditation Commission, and would instead require a regional center to monitor, evaluate, and audit habilitation services providers for program effectiveness using, among other things, services standards contained in regulations adopted by the department.

AB 1386 (Bains D) Health facilities: perinatal services.

Current Text: Introduced: 2/21/2025 [html](#) [pdf](#)

Location: 5/23/2025-A. 2 YEAR

Summary: Under current law, a general acute care hospital is required to provide certain basic services, including medical, nursing, surgical, anesthesia, laboratory, radiology, pharmacy, and dietary services. Current law authorizes a general acute care hospital to provide various special or supplemental services if certain conditions are met. Current regulations define a supplemental service as an organized inpatient or outpatient service that is not required to be provided by law or regulation. This bill would, beginning ____, include perinatal services as a basic service. The bill would require, on or before ____, the State Department of Public Health to establish a process to approve or deny a "perinatal service compliance plan" to meet the requirement to provide perinatal services. The bill would require, on or before ____, any general acute care hospital that does not provide perinatal services to submit a "perinatal service compliance plan to the department, with specified information. By expanding the scope of a crime, this bill would impose a state-mandated local program.

Memo

[Position Statement ab 1386 \(04/03/2025\)](#)

AB 1465 (Rubio, Blanca D) Developmental services: data.

Current Text: Introduced: 2/21/2025 [html](#) [pdf](#)

Location: 5/8/2025-A. 2 YEAR

Summary: Existing law, in order to gather data that is relevant to ensuring the safety and well-being of persons with developmental disabilities, requires the State Department of Developmental Services to ensure that the client master file entry of any person with developmental disabilities who is placed by a regional center is updated within 30 days after the change of residence. This bill would make a nonsubstantive, technical change to that provision.

ACR 55 (Gonzalez, Jeff R) ARC v. Department of Developmental Services: 40th anniversary.

Current Text: Chaptered: 5/5/2025 [html](#) [pdf](#)

Location: 5/5/2025-A. CHAPTERED

Summary: Would recognize the month of March 2025 as the 40th anniversary of the California Supreme Court decision in ARC v. Department of Developmental Services and celebrate the Legislature's 1969 passage of the Lanterman Developmental Disabilities Services Act.

SB 367 (Allen D) Mental health.

Current Text: Amended: 5/1/2025 [html](#) [pdf](#)

Location: 5/23/2025-S. 2 YEAR

Summary: The Lanterman-Petris-Short (LPS) Act authorizes the involuntary commitment and treatment of persons with specified mental disorders. Under the act, when a person, as a result of a mental health disorder, is a danger to themselves or others, or is gravely disabled, the person may, upon probable cause, be taken into

custody by specified individuals, including, among others, a peace officer and a designated member of a mobile crisis team, and placed in a facility designated by the county and approved by the State Department of Health Care Services for up to 72 hours for evaluation and treatment. Current law defines "assessment" for those purposes to mean the determination of whether a person shall be evaluated and treated. This bill would require an assessment to consider reasonably available, relevant information as specified. The bill would also authorize an assessment to be used to assist specified individuals in developing an aftercare plan for an individual, if that individual has agreed to an aftercare plan and can be properly served without being detained.

SB 422 (Grayson D) California Workforce Development Board: developmental services.

Current Text: Introduced: 2/18/2025 [html](#) [pdf](#)

Location: 5/23/2025-S. 2 YEAR

Summary: Current law requires the California Workforce Development Board to assist the Governor in certain activities, including the review and technical assistance of statewide policies, programs, and recommendations to support workforce development systems in the state, as specified. This bill would require the board, on or before January 1, 2027, to review existing recommendations and to research and provide a report to the Governor and the Legislature including recommendations on the most compelling strategies for addressing the workforce shortage in California's developmental services system, as specified. The bill would require the State Department of Developmental Services to provide staff support and expertise to the board for this purpose.

SB 434 (Wahab D) Residential care facilities for the elderly: housing protections.

Current Text: Amended: 4/1/2025 [html](#) [pdf](#)

Location: 5/23/2025-S. 2 YEAR

Summary: Current law provides for the licensure and regulation of residential care facilities for the elderly (RCFEs) by the State Department of Social Services. Under current law, a licensee of an RCFE that sends a notice of eviction to a resident is required to include in that notice specified information, including the effective date of the eviction and resources available to assist the resident in identifying alternative housing. Under current law, the RCFE is also required to notify, or mail a copy of the notice to quit to, the resident's responsible person. Current law requires that a licensee of an RCFE provide a resident with a 30-day notice of eviction, except where the department has approved the RCFE to provide a 3-day notice. This bill would extend the length of notice that a licensee is required to provide to a resident to 30, 60, or 90 days, depending on the length of the resident's residency in the RCFE, among other factors relating to nonpayment of the rate for basic services within 10 days of the due date. The bill would additionally require a licensee of an RCFE to include in a notice of eviction documentation of the licensee's reasonable efforts to create a safe discharge plan, and would require the plan to include a list of the resident's posteviction needs, goals, and preferences, and a list of discharge locations that meet specified criteria, such as being financially practicable for the resident.

SB 523 (Seyarto R) California Earthquake Authority: commission.

Current Text: Amended: 3/24/2025 [html](#) [pdf](#)

Location: 5/1/2025-S. 2 YEAR

Summary: Existing law establishes the California Earthquake Authority (CEA), administered under the authority of the Insurance Commissioner and governed by a 3-member governing board, to transact insurance in this state as necessary to sell policies of basic residential earthquake insurance. Under existing law, the CEA's governing board is advised by an appointed advisory panel. This bill would require the CEA to establish a commission, to convene no later than April 1, 2026, to consider expanding the authority. The bill would require the commission to be composed of the board members or their designees. The bill would also require the commission to explore specified topics, including financial estimates for statewide earthquake threats. The bill would require the commission to conclude its work no later than April 1, 2027, and to submit a report to the Legislature no later than June 1, 2027, on the feasibility of creating a disaster insurance program in California. The bill would repeal these provisions on June 1, 2031.

SB 664 (Ochoa Bogh R) Vehicles: public safety: Blue Envelope Program.

Current Text: Introduced: 2/20/2025 [html](#) [pdf](#)

Location: 5/1/2025-S. 2 YEAR

Summary: Current law requires the Department of Motor Vehicles to prescribe and provide suitable forms of applications, certificates of ownership, registration cards, driver's licenses, and all other forms that are deemed necessary. This bill would, by January 1, 2027, require the department, in consultation with relevant stakeholders, to develop a Blue Envelope Program. Under the program, the bill would require the blue envelope to contain specified information for requesters with a condition or disability, as specified. The bill would also authorize others, including a parent or legal guardian of a passenger with a disability, to request a blue envelope.

SB 814 (Rubio D) Homelessness.

Current Text: Introduced: 2/21/2025 [html](#) [pdf](#)

Location: 5/23/2025-S. 2 YEAR

Summary: Existing law requires the Governor to create a California Interagency Council on Homelessness for specified purposes, including to create partnerships among various entities, like participants in the United States Department of Housing and Urban Development's Continuum of Care Program, and to identify mainstream resources, benefits, and services that can be accessed to prevent and end homelessness in California. This bill would instead require the council to evaluate the above-described goals at least every year. This bill contains other existing laws.

Total Measures: 24

Total Tracking Forms: 24

6/2/2025 2:10:22 PM



San Diego-Imperial Counties Developmental Services, Inc.

4355 Ruffin Road, San Diego, California 92123 (858) 576-2996 www.sdrc.org

Date: April 30, 2025

To: Members, SDICDSI Personnel Committee
Virginia Bayer
Pamela Ehlers
James Gonzalez
Julie Randolph
Kimberly Rucker

From: Laura Oakes, Chair

Subject: Personnel Committee Meeting

The next Personnel Committee meeting will be held on Tuesday, May 13, 2025 at 10:00 a.m. This meeting will be in **Suite 203** or via Zoom if you prefer. The proposed agenda is attached.

If you have any questions or are unable to attend the meeting, please contact Christine Lux-Whiting at (858) 503-4441.

xc: Mark Klaus
Kimberly Steitz
Christine Lux-Whiting



San Diego-Imperial Counties Developmental Services, Inc.

4355 Ruffin Road, San Diego, California 92123 (858) 576-2996 www.sdrc.org

Personnel Committee Meeting
Raymond M. Peterson, M.D. Office Building
4355 Ruffin Road, San Diego, CA 92123

In-Person/Virtual Meeting

June 10, 2025

10:00 A.M. – 11:00 P.M.

AGENDA

1. Call to Order
2. Approval of the March 2025 Meeting Minutes (Enclosure 1)
3. Delinquent Performance Reviews
4. New Hire, Exit, and Turnover Reports (Enclosure 2)
5. Handbook Revision
6. Catastrophic Leave Bank
7. Vacation Buyback
8. Wellness Campaigns
9. Other Business

Serving Individuals with Developmental Disabilities



San Diego-Imperial Counties Developmental Services, Inc.

4355 Ruffin Road, San Diego, California 92123 (858) 576-2996 www.sdrc.org

PERSONNEL COMMITTEE MINUTES May 13, 2025

Members Present: Virginia Bayer, Laura Oakes, Julie Randolph, Kimberly Rucker
Members Absent: James Gonzalez
Staff Present: Christine Lux-Whiting, Kate Kinnamont, Kimberly Steitz, Tami West Harman

1. **CALL TO ORDER**
Laura Oakes called the meeting to order.
2. **MEETING MINUTES**
The minutes from the last Personnel Committee meeting held in March 2025 were approved.
3. **DELINQUENT EMPLOYEE PERFORMANCE REVIEWS**
There were 2 performance reviews overdue by 60 days, excluding employees on leave.
4. **NEW HIRE, EXIT AND TURNOVER REPORTS**
In April 2025, there were 20 new hires and 8 departures.
5. **HANDBOOK REVISIONS**
Discussed proposed changes to Employee Handbook; will go to full Board in June.
6. **EAP STATISTICS**
Reviewed chart of last 5 years and discussed utilization.
7. **WELLNESS ACTIVITIES**
The Wellness Committee has been reactivated. Staff events have been planned to promote health and wellness.
8. **OTHER BUSINESS**
The Marketing Department is working on a plan to commemorate the upcoming milestone of 1000 employees.

The meeting was adjourned by Laura Oakes.

Respectfully Submitted,

Christine Lux-Whiting
Director, Human Resources

SD-ICDSI NEW HIRE REPORT

July 1, 2024 - June 30, 2025

Enclosure 2

<u>DOH</u>	<u>NAME</u>	<u>TITLE</u>	<u>UNIT/DEPT</u>
5/27/2025	Alysha Jean Cabarrubias	Service Coordinator	Unit 12
5/27/2025	Dana Chu	Service Coordinator	Unit 53
5/27/2025	Keri Page	Service Coordinator	Unit 52
5/27/2025	Sef Scott	Service Coordinator	Unit 56
5/27/2025	Yahamel Felix	Service Coordinator	Unit 18
5/27/2025	Veronica Valencia Nava	Service Coordinator	Unit 52
5/27/2025	Stephanie Silvaggio	Service Coordinator	Unit 49
5/27/2025	Tyler Tesch	Service Coordinator	Unit 4
5/27/2025	Gina Swaim	Intake Coordinator	Intake
5/27/2025	Kalena Ozdaglar	Service Coordinator	Unit 13
5/27/2025	Paul Hobson	Coordinator Psych Svcs.	Clinical Svcs.
5/27/2025	Nicole Fernandes	Service Coordinator	Unit 49
5/12/2025	Brooklyn Castellanos	Nurse Clinician	Clinical Svcs.
5/12/2025	Mia Cruz	Service Coordinator	Unit 49
5/12/2025	Jasmine Briones-Strickland	Service Coordinator	Unit 9
4/28/2025	Aurora Zosman	Service Coordinator	Unit 38
4/28/2025	Melissa Vasquez Ruvalcaba	Service Coordinator	Intake
4/28/2025	Magali Rodriguez-Castillo	Service Coordinator	Unit 32
4/28/2025	Alexa Martinez	Service Coordinator	Unit 53
4/28/2025	Dhyrce Fritz	Service Coordinator	Unit 4
4/14/2025	Jordyn Rose Prince	Service Coordinator	Unit 32
4/14/2025	Klara Nissan	Service Coordinator	Unit 2
4/14/2025	Mara Stardust	Service Coordinator	Unit 11
4/14/2025	Valeria Lugo	Service Coordinator	EC Floater
4/14/2025	Jessenia Trejo	Service Coordinator	Unit 45
4/14/2025	Marcela Fernandez	Service Coordinator	Unit 53
4/14/2025	Jocelyn Sandoval-Franquez	Service Coordinator	Unit 8
4/14/2025	Benjamin Keys	Service Coordinator	Unit 10
4/14/2025	Clarita Macias	Service Coordinator	Unit 39
4/14/2025	Michele Cheatham	Service Coordinator	Unit 49
4/7/2025	Carla Sanchez	Administrative Support Assistant	ISG
4/7/2025	Elena Loya	Administrative Support Assistant	NISG
4/7/2025	Kristian Garcia	Administrative Support Assistant	IVSG
4/7/2025	Linda Farmer	Coordinator Nursing Svcs.	Clinical Svcs.
4/7/2025	Jessica Dominguez	Administrative Support Assistant	NISG
3/31/2025	Juancarlos Navarro	Service Coordinator	Unit 49

SD-ICDSI NEW HIRE REPORT

July 1, 2024 - June 30, 2025

Enclosure 2

3/31/2025	Jazmin Cole	Service Coordinator	Unit 52
3/31/2025	Pedro Alvarado	POS Auth. Specialist	Business Svcs.
3/31/2025	Marlen Garcia	Service Coordinator	Unit 53
3/31/2025	Sofia Castano	Service Coordinator	Unit 52
3/31/2025	Daniel Plon	Service Coordinator	Unit 48
3/31/2025	Dora Arnold	Service Coordinator	Unit 53
3/31/2025	Emily Pham	Service Coordinator	Unit 13
3/31/2025	Leslie Molina	Service Coordinator	Unit 42
3/17/2025	Daisy Mendez	Service Coordinator	Unit 42
3/17/2025	Nicole Mercy	Service Coordinator	Unit 43
3/17/2025	Malia Keeling	Service Coordinator	Unit 13
3/17/2025	Prabha Singh	Service Coordinator	Unit 1
3/17/2025	Matthew Nalus	Service Coordinator	Unit 34
3/17/2025	Colleen Gatchalian	Service Coordinator	Unit 18
3/17/2025	Clarissa Garcia	Service Coordinator	Unit 18
3/17/2025	Tanja Skousen	Service Coordinator	Unit 52
3/17/2025	Adriana Arenival	Service Coordinator	Unit 54
3/17/2025	Lillian Zapata	Service Coordinator	Unit 56
3/17/2025	Taryn Devers	Service Coordinator	Unit 49
3/17/2025	Patricia Dunatte	Service Coordinator	Unit 11
3/17/2025	Andrea Bendel	Service Coordinator	Unit 31
3/17/2025	Lindsey Dezelen	Service Coordinator	Unit 21
3/3/2025	Leilani Ahmu	Service Coordinator	Unit 53
3/3/2025	Laura Felix	Service Coordinator	Unit 43
3/3/2025	Ariana Padilla	Service Coordinator	Unit 30
3/3/2025	Hazel Manzanarez Brandel	Service Coordinator	Unit 18
3/3/2025	Sheyla Peguero	Service Coordinator	Unit 7
3/3/2025	Jason Navarro	Service Coordinator	Unit 10
2/18/2025	Valerie Belmont	Service Coordinator	Unit 12
2/18/2025	Everardo Peralta	POS Self Det. Coordinator	Business Svcs.
2/18/2025	Hailey Hokenson	Service Coordinator	Unit 44
2/3/2025	Ernesto Zuniga Lopez	Administrative Support Assistant	SBSG
1/6/2025	Melissa Sablan	Service Coordinator	Unit 44
1/6/2025	Steven Duong	Service Coordinator	Unit 15
1/6/2025	Brittany Amansec	Service Coordinator	Unit 53
1/6/2025	Paige Abernathy	Service Coordinator	Unit 43
1/6/2025	Samuel Whiteside	Service Coordinator	Unit 38

SD-ICDSI NEW HIRE REPORT

July 1, 2024 - June 30, 2025

Enclosure 2

12/30/2024	Mary Ramirez	Service Coordinator	Unit 48
12/30/2024	Abigail Fellows	POS Self Det. Coordinator	Business Svcs.
12/9/2024	Erika Gil	Resource Coordinator	Community Svcs.
12/9/2024	Geneva Montanez	Service Coordinator	Unit 11
12/9/2024	Tyler Sinkovich	Service Coordinator	Unit 15
12/9/2024	Casedra Owens	Internal Auditor/Fiscal Monitor	Business Svcs.
12/9/2024	Lisa Graves Courtines	Mktg/Events Coordinator	Marketing/Communications
12/9/2024	Tara Ramirez	Service Coordinator	Unit 6
12/9/2024	Aline Ramirez	Service Coordinator	Unit 11
12/9/2024	Clorinda Merino Fausto	Director of Equity	Executive
12/9/2024	Gloria Magallon	Service Coordinator	Unit 44
12/9/2024	Kimberley Kramer	Service Coordinator	Unit 44
11/25/2024	Athena Hanson	Service Coordinator	Unit 28
11/25/2024	Matthew Hunter	Service Coordinator	Unit 34
11/25/2024	Christina Bunhey	Service Coordinator	Unit 41
11/25/2024	Estevan Torres	Service Coordinator	Unit 28
11/25/2024	Janica Peredo	Service Coordinator	Unit 20
11/25/2024	Samantha Wanamaker	Service Coordinator	Unit 39
11/18/2024	Karina Guerrero	Service Coordinator	Unit 41
11/4/2024	Ashley Einbinder	Service Coordinator	Unit 46
10/28/2024	Paola Moreno	Fiscal Assistant	Business Svcs.
10/28/2024	Lisa Westfall	Service Coordinator	Unit 9
10/28/2024	Jennifer Cole	Service Coordinator	Unit 44
10/28/2024	Emily Bekkema	Service Coordinator	Unit 12
10/28/2024	Julia (Sage) McNeely	Service Coordinator	Unit 44
10/28/2024	Ernestina Rodriguez	Service Coordinator	Unit 34
10/24/2024	Hani Aden	Service Coordinator	Unit 3
10/14/2024	Kristina Lua	Administrative Support Assistant	ISG
10/7/2024	Melissa Condon	Service Coordinator	Unit 11
10/7/2024	Reyna Soto	Administrative Support Assistant	SISG
9/30/2024	Maria (Celeste) Graham	Director, Clinical Services	Clinical
9/30/2024	Sera Bajaj	Service Coordinator	Unit 46
9/30/2024	Lesli Lopez	Service Coordinator	Unit 30
9/30/2024	Beatriz Bautista-Juarez	Service Coordinator	Unit 18
9/30/2024	Briana Perez	Service Coordinator	Unit 46
9/16/2024	Janice Rogers-Archie	Service Coordinator	Unit 5
9/16/2024	Sunbir Tung	Service Coordinator	Unit 44

SD-ICDSI NEW HIRE REPORT

July 1, 2024 - June 30, 2025

Enclosure 2

9/16/2024	Diana Jamous	Service Coordinator	Unit 45
9/16/2024	Annika Sorensen	Service Coordinator	Unit 43
9/16/2024	Diana Hernandez	Service Coordinator	Unit 12
9/16/2024	Alanna Leffall-Williams	Service Coordinator	Unit 52
9/16/2024	Alexandra Alcantara	Service Coordinator	Unit 16
9/16/2024	Carolyn Razo	Service Coordinator	Unit 18
9/9/2024	Makena Bram	Service Coordinator	Unit 18
9/9/2024	Kristin Yodock	Service Coordinator	Unit 21
9/9/2024	Irene Bonilla	POS Auth. Specialist	Business Svcs.
9/9/2024	Jonnica Gonzalez	Service Coordinator	Unit 44
9/9/2024	Mabel Evangelista	Service Coordinator	Unit 52
9/9/2024	Miranda Quevedo	Service Coordinator	Unit 9
8/19/2024	Emma Hild	Service Coordinator	Unit 44
8/19/2024	Abelardo Oregel	Service Coordinator	Unit 12
8/19/2024	Shayla Sanderson	Service Coordinator	Unit 5
8/19/2024	Charles Wisda	Application Analyst	IT
8/12/2024	Armida Amador	Application Analyst	IT
8/12/2024	Ashton Heckermann	Service Coordinator	Unit 26
8/12/2024	Tyler Brown	Service Coordinator	Unit 52
8/5/2024	Stephanie Pacheco	Service Coordinator	Unit 55
8/5/2024	Hanna Erlandson	Service Coordinator	Unit 13
8/5/2024	Yesenia Cisneros	Service Coordinator	Unit 41
8/5/2024	Durell Anthony	Service Coordinator	Unit 53
8/5/2024	Amy Contreras	Service Coordinator	Unit 54
8/5/2024	Melissa De Vico	Service Coordinator	Unit 46
8/5/2024	Leslie Santana	Service Coordinator	Unit 53
8/5/2024	Reynaldo Garcia	Service Coordinator	Unit 46
8/5/2024	Michael Hosler-Lancaster	Service Coordinator	Unit 46
7/29/2024	Madison George	Service Coordinator	Unit 1
7/29/2024	Yaya Calvillo	Service Coordinator	Unit 46
7/29/2024	Jaden Honeyman-Mendoza	Service Coordinator	Unit 48
7/29/2024	Sofia Alvarez	Service Coordinator	Unit 52
7/29/2024	Bianca Garcia	Service Coordinator	Unit 35
7/29/2024	Mariana Escobedo	Service Coordinator	Unit 54
7/22/2024	Eduardo Limon	Service Coordinator	Unit 34
7/15/2024	Veronica Marquez	Service Coordinator	Unit 41
7/15/2024	Sandra Cueva	Service Coordinator	Unit 22

SD-ICDSI NEW HIRE REPORT

July 1, 2024 - June 30, 2025

Enclosure 2

7/15/2024	Stephanie De La Torre	Service Coordinator	Unit 16
7/15/2024	Sabrina Brooks	Service Coordinator	Unit 12
7/15/2024	Valeria Martin del Campo	Service Coordinator	Unit 46
7/15/2024	Karla Vargas	Administrative Support Assistant	KMSG2
7/15/2024	Michelle Romero	Service Coordinator	Unit 44
7/15/2024	Roselynn Harris	Service Coordinator	Unit 52
7/15/2024	Lucky Erentreich	Service Coordinator	Unit 7
7/8/2024	Tatiana Garcia	Service Coordinator	Unit 52
7/8/2024	Josselin Garcia	Service Coordinator	Unit 13
7/8/2024	Daniela Vivas	Service Coordinator	SB Float
7/8/2024	Javier Rocha	Service Coordinator	Unit 18
7/8/2024	Madalynne Murray	Service Coordinator	Unit 22
7/8/2024	Fernando Ramirez	Service Coordinator	Unit 29
7/8/2024	Kirra Mardesich	Service Coordinator	Unit 20
7/8/2024	Valeria Gonzalez	Service Coordinator	Unit 49
7/8/2024	Darius Crite	Service Coordinator	Unit 11
7/1/2024	Mary Calhoun	Service Coordinator	Unit 11
7/1/2024	Savanna Davis	Financial Analyst	Business Svcs.
7/1/2024	Brandon Suarez	Administrative Support Assistant	Intake Supp. Group
7/1/2024	Julissa Villavicencio	Administrative Support Assistant	Intake Supp. Group
7/1/2024	Diana Munoz	Service Coordinator	Unit 3
7/1/2024	Stephanie McCabe	Service Coordinator	Unit 45
7/1/2024	Aubrianna Johnson	Service Coordinator	Unit 52
	Viviana Sandoval	Service Coordinator	Unit 45

SD-ICDSI NEW HIRE REPORT

Enclosure 2

July 1, 2024 - June 30, 2025

<u>MONTH</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>TOTAL</u>					
May. 2025	Service Coordinators - 12	Client Svcs.						
	Intake Coordinators - 1	Clinical Svcs.						
	Nurse Clinicians - 1	Clinical Svcs.						
	Coordinator, Psych Svcs. - 1	Clinical Svcs.	15					
Apr. 2025	Service Coordinators - 15	Client Svcs.						
	Coordinator Nursing Svcs. - 1	Clinical Svcs.						
	Administrative Support Assistants - 4	Program Supports	20					
Mar. 2025	Service Coordinators - 28	Client Svcs.						
	POS Auth Specialist - 1	Business Svcs.	29					
Feb. 2025	Service Coordinators - 2	Client Svcs.						
	POS Self Det. Coordinator - 1	Business Svcs.						
	Administrative Support Assistants - 1	Program Supports	4					
Jan. 2025	Service Coordinators - 5	Client Svcs.						
	Administrative Support Assistants - 1	Program Supports	6					
Dec. 2024	Service Coordinators - 8	Client Svcs.						
	POS Self Det. Coordinator - 1	Business Svcs.						
	Internal Auditor/Fiscal Monitor - 1	Business Svcs.						
	Mktg/Events Coordinator - 1	Mkt/Communications						
	Director of Equity - 1	Executive	12					
Nov. 2024	Service Coordinators - 7	Client Svcs.						
	Fiscal Asst. - 1	Business Svcs.	8					
Oct. 2024	Service Coordinators - 7	Client Svcs.						
	Administrative Support Assistants - 2	Program Supports						
	Director, Clinical Services - 1	Clinical Svcs.	10					
Sept. 2024	Service Coordinators - 24	Client Svcs.						
	POS Auth. Specialist - 1	Business Svcs.	25					
Aug. 2024	Service Coordinators - 14	Client Svcs.						

SD-ICDSI NEW HIRE REPORT
July 1, 2024 - June 30, 2025

Enclosure 2

	Application Analysts - 2	IT	16					
Jul-24	Service Coordinators - 28	Client Svcs.						
	Administrative Support Assistants - 3	Program Supports						
	Financial Analyst - 1	Business Svcs.	32					

SD-ICDSI EXIT REPORT

Enclosure 2

July 1, 2024 - June 30, 2025

<u>DOT</u>	<u>TERM REASON</u>	<u>DOH</u>	<u>LENGTH OF SERVICE</u>	<u>TITLE</u>
5/30/2025	Another job	3/17/2025	0 years, 2 months	SC
5/29/2025	Another job	7/15/2024	0 years, 10 months	SC
5/27/2025	Personal	11/25/2024	0 years, 6 months	SC
5/23/2025	Another job	7/1/2024	0 years, 11 months	SC
5/23/2025	Moving	11/6/2023	1 year, 6 months	SC
5/21/2025	Personal	5/21/2025	0 years, 5 months	SC
5/16/2025	Another job	11/15/2021	3 years, 6 months	ASA
5/8/2025	Moving	9/18/2023	1 year, 7 months	SC
5/8/2025	Another job	6/24/2021	3 years, 11 months	SC
5/1/2025	Personal	4/25/2022	3 years	SC
4/30/2025	Another job	4/25/2025	1 year	SC
4/22/2025	Moving	5/10/2021	3 years, 11 months	SC
4/21/2025	Personal	3/4/2024	1 year, 1 month	SC
4/11/2025	Another job	10/14/2024	0 years, 7 months	SC
4/10/2025	Personal	3/17/2025	0 years, 3 weeks	SC
4/10/2025	Another job	12/9/2024	0 years, 4 months	SC
3/31/2025	Moving	9/18/2023	1 year, 6 months	ASA
3/27/2025	Retirement	3/29/2001	24 years	ATC
3/21/2025	Another job	8/28/2023	1 year, 7 months	SC
3/10/2025	Moving	9/12/2022	2 years, 6 months	SC
3/6/2025	School	4/3/2023	1 year, 11 months	SC
2/27/2025	Retirement	2/2/1998	27 years, 0 months	SC
2/27/2025	Another job	3/25/2024	0 years, 11 months	SC
2/24/2025	Moving	9/7/2021	3 years, 5 months	Acct. Coord
2/13/2025	Personal	5/20/2024	0 years, 9 months	Res.Coord.
2/7/2025	Another job	5/13/2024	0 years, 8 months	SC
1/31/2025	School	3/6/2023	1 year, 10 months	SC
1/30/2025	Personal	7/11/2022	2 years, 6 months	ASA
1/24/2025	Another job	7/1/2019	5 years, 6 months	SC
1/22/2025	Another job	10/29/2007	17 years, 3 months	HCBS Sp.
1/16/2025	Moving	7/1/2024	0 years, 6 months	Fin.Analyst
1/15/2025	Another job	1/22/2024	1 year, 0 months	SC
1/9/2025	Another job	2/26/2024	0 years, 10 months	SC

SD-ICDSI EXIT REPORT

Enclosure 2

July 1, 2024 - June 30, 2025

DOT	TERM REASON	DOH	LENGTH OF SERVICE	TITLE
12/26/2024	Personal	7/15/2024	0 years, 5 months	SC
12/25/2024	Moving	9/12/2022	2 years, 3 months	SC
12/19/2024	School	10/16/2023	1 year, 2 months	SC
12/1/2024	Personal	12/17/2018	6 years, 0 months	ADCS
11/29/2024	Another job	5/13/2019	5 years, 6 months	SC
11/13/2024	Another job	11/21/2022	2 years, 0 months	SC
11/6/2024	Specified Term Employee	6/24/2024	0 years, 4 months	ESC
10/31/2024	Personal	3/8/2021	3 years, 7 months	SC
10/31/2024	Another job	10/10/2022	2 years, 0 months	SC
10/24/2024	Personal	6/6/2022	2 years, 4 months	SC
10/24/2024	Another job	5/20/2024	0 years, 5 months	SC
10/21/2024	Another job	9/30/2024	21 days	SC
10/17/2024	Another job	2/27/2023	1 year, 8 months	SC
10/10/2024	Another job	7/6/2021	3 years, 3 months	Staff Psych
10/10/2024	Another job	8/14/2023	1 year, 2 months	Staff Psych
10/10/2024	Moving	10/10/2022	2 years, 0 months	SC
10/4/2024	Another job	3/13/2023	1 year, 7 months	SC
10/4/2024	Personal	6/28/2021	3 years, 3 months	PM
10/3/2024	Another job	4/4/2022	2 years, 6 months	SC
10/1/2024	Moving	8/29/2022	1 year , 1 month	SC
9/27/2024	Personal	7/1/2019	5 years, 3 months	CPS
9/27/2024	Personal	3/31/2008	16 years, 6 months	SC
9/20/2024	Another job	4/15/2019	5 years, 5 months	SC
9/13/2024	Another job	3/14/2022	2 years, 5 months	CNS
9/12/2024	Another job	2/26/2024	0 years, 6 months	POSSDC

SD-ICDSI EXIT REPORT

Enclosure 2

July 1, 2024 - June 30, 2025

DOT	TERM REASON	DOH	LENGTH OF SERVICE	TITLE
9/12/2024	Another job	11/29/2021	2 years, 9 months	SC
9/12/2024	Moving	9/13/2021	3 years	SC
9/11/2024	Moving	12/6/2021	2 years, 11 months	SC
8/30/2024	Unknown	8/28/2023	1 year	SC
8/30/2024	Another job	8/9/2021	3 years, 1 month	SC
8/29/2024	School	8/7/2023	2 years	SC
8/29/2024	Moving	3/6/2023	1 year, 5 months	SC
8/16/2024	Another job	8/5/2024	1 week, 4 days	SC
8/9/2024	Another job	2/1/2021	3 years, 6 months	SC
8/9/2024	Personal	10/10/2001	22 years, 10 months	SC
8/2/2024	Another job	5/6/2024	0 years, 3 months	SC
8/2/2024	School	8/15/2022	2 years	SC
8/1/2024	Another job	4/13/2020	4 years, 3 months	SC
7/31/2024	Another job, Lic. Hrs.	9/17/2018	5 years, 10 months	SC
7/31/2024	Retirement	7/16/1990	34 years	Hir. Mgr.
7/31/2024	Retirement	6/28/1979	45 years. 1 month	Mgr. SD
7/31/2024	Retirement	7/6/1999	25 years	PM
7/26/2024	Another job	4/13/2009	15 years, 3 months	HDSC
7/26/2024	Moving out of state	12/16/2019	4 years, 7 months	SC
7/26/2024	School	8/29/2022	1 year, 11 months	SC
7/16/2024	Retirement	6/29/1998	26 years, 1 month	ASA
7/12/2024	Retirement	7/1/2019	5 years	Trust.Asst.
7/5/2024	Retirement	1/8/2002	22 years, 6 months	PM

SD-ICDSI EXIT REPORT

July 1, 2024 - June 30, 2025

Enclosure 2

<u>MONTH</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>TOTAL</u>
May. 2025	Service Coordinators - 9	Client Svcs.	
	Intake Coordinator - 1	Clinical Svcs.	
	Administrative Support Assistant - 1	IVSG	11
Apr. 2025	Service Coordinators - 8	Client Svcs.	8
Mar. 2025	Service Coordinators - 3	Client Services	
	Asst. Transportation Coordinator - 1	Comm. Svcs.	
	Administrative Support Assistant - 1	Program Supports	5
Feb. 2025	Service Coordinators - 3	Client Services	
	Res. Coordinator - 1	Comm. Svcs.	
	Acct. Coordinator - 1	Business Svcs.	5
Jan. 2025	Service Coordinators - 4	Client Services	
	Administrative Support Assistants - 2	Program Supports	
	Financial Analyst - 1	Business Svcs.	
	HCBS Specialist - 1	Comm. Svcs.	8
Dec. 2024	Service Coordinators - 5	Client Services	
	Asst. Dir. Client Svcs. -1	Client Services	6
Nov. 2024	Service Coordinators - 4	Client Services	
	HDS Coordinator - 1	Comm. Services	5
Oct. 2024	Service Coordinators - 11	Client Services	
	Program Managers - 2	Client Services	
	Staff Psychologists - 2	Clinical Svcs.	
	Administrative Support Assistants - 2	Program Supports	17
Sept. 2024	Service Coordinators - 9	Client Svcs.	
	POS Self Det. Prog. Coord. - 1	Business Svcs.	
	Nurse Supervisor - 1	Clinical Svcs.	
	Clinical Psychologist Supervisor - 1	Clinical Svcs.	
	Pub. Info Coord. - 1	Marketing/Comm.	

SD-ICDSI EXIT REPORT

July 1, 2024 - June 30, 2025

Enclosure 2

	Administrative Support Assistants - 1	Program Supports	14
Aug. 2024	Service Coordinators - 10	Client Svcs.	10
Jul. 2024	Service Coordinators - 3	Client Svcs.	
	Program Managers - 3	Client Svcs.	
	Hab Coordinator - 1	Comm. Svcs.	
	Administrative Support Assistants - 1	Program Supports	
	Trust Assistant - 1	Business Svcs.	
	Manager Software Dev. - 1	IT	10

SD-ICDSI TURNOVER REPORT
July 1, 2024 - June 30, 2025

	Average Number of Employees	New Job, School, Personal, Other	Moved, Retirement, Death	Total Number of Departures	Year to Date Turnover %
July	933	3	7	10	
August	949	9	1	10	
September	955	12	2	14	
October	945	16	1	17	
November	950	5	0	5	
December	950	3	1	4	
January	956	7	1	8	
February	956	3	2	5	
March	980	2	3	5	
April	989	7	1	8	
May	989	9	2	11	
June					
Totals	959	76	21	97	10.1%

5/29/2025

5/29/2025



San Diego Regional Center
4355 Ruffin Road, San Diego, CA 92123
858-576-2996 / www.sdro.org

Serving individuals with developmental disabilities in San Diego and Imperial Counties

INTER OFFICE MEMO

Date: June 3, 2025
To: Board of Directors
From: Christine Lux-Whiting
RE: Board Adoption of Employee Handbook

Enclosed is the Employee Handbook with revisions annotated for adoption by the Board of Directors at the June 10, 2025, board meeting. A clean copy will be prepared for dissemination. Legal counsel reviewed the proposed changes. The Personnel Committee discussed the handbook revisions at their May meeting.

The significant changes are:

Compensation Structure (4.2, page 11)

Policy revised to be consistent with current practice.

Hiring Process (5.5, page 12)

Policy revised to only require approval from the Executive Director for salary offers greater than 15% above the salary range.

Hiring Process (5.12, page 13)

Senior staff (Executive Director, Associate Executive Director and Department Directors) are prohibited from hiring persons that have a personal relationship. This policy was required by Assembly Bill 1147 – The Disability, Equity, Transparency and Accountability Act of 2024.

Leaves of Absence - Reproductive Loss (13.3, page 25)

The January 2024 addendum to the handbook was included. The leave was mandated by legislation.

Outside Employment and Other Activities (14.2.b, page 36)

Amended gift policy to comply with Assembly Bill 1147.

Employee Conduct (17.4.u., page 41)

Amended policy to comply with Assembly Bill 1147.

Drug and Alcohol-Free Workplace (18.9, page 43)

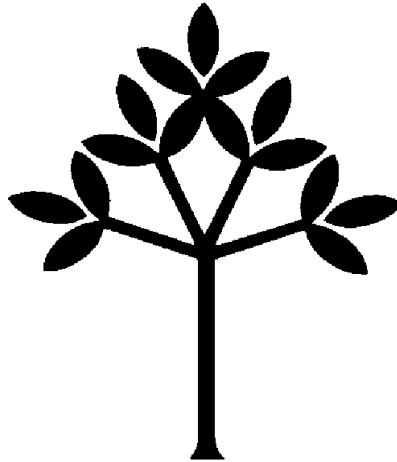
Off-duty cannabis use - required by California's Fair Employment and Housing Act.

Miscellaneous (23.1, page 49)

Legal counsel recommended a business expense reimbursement policy.

***San Diego-Imperial Counties
Developmental Services, Inc.***

Employee Handbook



Adopted by the Board of Directors
June 10, 2025

San Diego-Imperial Counties Developmental Services, Inc.
4355 Ruffin Road, San Diego, California 92123

This is the Employee Handbook of San Diego-Imperial Counties Developmental Services, Inc. (SD-ICDSI). The Employee Handbook has been formally adopted by the Board of Directors for use in the operation of the San Diego Regional Center.

This handbook is an important source of information regarding your employment. It is intended to clarify mutual expectations and to assist employees in understanding their rights and obligations as members of the staff of SD-ICDSI. It is your responsibility to become familiar with its contents and to bring any questions you may have to the attention of your supervisor or the Director of Human Resources.

This handbook only highlights SD-ICDSI policies to facilitate your understanding and does not constitute a complete or absolute description of your employment relationship with SD-ICDSI. It is not intended to and does not constitute any part of a contract of employment between SD-ICDSI and any of its employees. SD-ICDSI reserves the right, in its sole discretion, to interpret and administer its policies. SD-ICDSI also reserves the right, in its sole discretion, to revise or eliminate any of the information set forth in the Employee Handbook at any time.

Notwithstanding anything else in the Employee Handbook to the contrary, an at-will employment relationship is considered to exist between SD-ICDSI and its employees. Employment at-will may be terminated at the will of either SD-ICDSI or the employee. Employment may be terminated with or without cause at any time by the employee or by SD-ICDSI. Terms and conditions of employment with SD-ICDSI may be modified at the sole discretion of SD-ICDSI with or without cause and with or without notice. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. No employee representative of SD-ICDSI, other than the Executive Director, has any authority to make any agreement contrary to the foregoing, and then only in writing.

Mark Klaus
Executive Director

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1.0 **GENERAL**

- 1.1 Board of Directors. The Board of Directors of SD-ICDSI has the authority to formulate the personnel policies for the operation of SD-ICDSI. Included within this authority is the power to:
- a. Select, evaluate and terminate the employment of the Executive Director.
 - b. Adopt salary increases to salary schedules.
 - c. Adopt and make changes in personnel policies or amend these policies.
 - d. Approve the equal opportunity employment policy.
 - e. Do any other act which it deems necessary for the proper administration of the personnel policies.
- 1.2 The following is an explanation of terms used throughout this handbook:
- a. SD-ICDSI: San Diego-Imperial Counties Developmental Services, Inc.
 - b. Board: The Board of Directors, San Diego-Imperial Counties Developmental Services, Inc.
 - c. Director: Executive Director, San Diego-Imperial Counties Developmental Services, Inc.
- 1.3 The Board is committed to evaluating these policies and the employee benefit package in a deliberate and timely manner with the purpose of developing the most beneficial package possible under the fiscal restraints imposed.
- 1.4 This handbook enumerates statements of policy that have been approved by the Board, which retains authority to make decisions affecting personnel policies and to make amendments to these policies at any time. These policies promulgated by the Board apply to all staff members of SD-ICDSI.
- 1.5 The Director has the authority to implement these policies and any other personnel policies set by the Board.
- 1.6 All employees shall deal with their immediate supervisors when day-to-day problems or concerns arise.
- 1.7 SD-ICDSI respects and protects individual privacy rights. However, employees have a limited expectation of privacy in the workplace. SD-ICDSI reserves the right to inspect, at any time, with or without employee consent or knowledge, SD-ICDSI-owned furniture, computers, tablets, cell phones, paper files, electronic files, equipment, and supplies.
- 1.8 It is SD-ICDSI's policy to provide equal employment opportunity for all applicants and employees. SD-ICDSI does not unlawfully discriminate on the basis of race, ethnic-group identification, color, religion, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity, gender expression, transgender, national origin, ancestry, citizenship, age, physical disability, genetic information/characteristics, mental disability, legally protected medical condition or information, family care status, military caregiver status, veteran or military status, marital status, domestic partner status, sexual orientation, reproductive health decision-making, or any other basis protected by local, state, or federal law.

2.0 DISCRIMINATION AND HARASSMENT

- 2.1 SD-ICDSI is committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, SD-ICDSI maintains a strict policy prohibiting any form of unlawful harassment and discrimination that is based upon a person's legally protected status such as race, ethnic-group identification, color, religion, sex (including pregnancy, childbirth, breast feeding, or related medical conditions), gender identity, gender expression, transgender, national origin, ancestry, citizenship, age, physical or mental disability, genetic information/characteristics, legally protected medical condition or information, family care status, military caregiver status, veteran or military status, marital status, domestic partner status, sexual orientation, reproductive health decision-making, or any other basis protected by local, state, or federal law. SD-ICDSI makes reasonable accommodations for employees with disabilities. Employees should notify their supervisor if they feel a reasonable accommodation is needed. This policy prohibits discrimination as well as harassment in any form, including verbal, physical and visual harassment. The policy as stated pertains to all personnel (including supervisors, managers, coworkers and third parties with whom the employee comes into contact in the course of that employee's employment) and the Board of Directors of SD-ICDSI. SD-ICDSI also prohibits harassment of volunteers, unpaid interns, individuals in apprenticeship training programs, and independent contractors.
- 2.2 Discrimination is any decision or action that is based on an employee or other member of SD-ICDSI's personnel's status as a member of a protected class that adversely affects the employee or other member of SD-ICDSI's personnel, or his/her/their work conditions, terms of employment, or work environment.
- 2.3 Harassment includes disrespectful or unprofessional conduct based on a protected characteristic, such as sex, race, or national origin. Harassing conduct includes, but is not limited to, (A) verbal harassment, e.g., epithets, derogatory comments or slurs, (B) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual, (C) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings, (D) sexual favors, e.g., unwanted sexual advances. These types of conduct may constitute illegal harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, and was severe and/or pervasive.
- 2.4 Supervisory Responsibilities - All supervisors who become aware of any form of harassment or discrimination to themselves or others are required to report that harassment to the Director of Human Resources. Any supervisor who fails to do so will be subject to discipline including, but not limited to, discharge.
- 2.5 Employee Responsibilities - It is the responsibility of all employees to integrate the intent and philosophy of this policy into daily operations. Although not required by law, employees could inform other employees when/if their behavior is unwelcome, offensive, in poor taste or inappropriate. If an employee feels threatened or has difficulty expressing disapproval, assistance and counseling should be sought through their supervisor or the Director, Human Resources. All SD-ICDSI employees who become aware of unlawful harassment or discrimination to themselves or others are required to report that harassment to their supervisor or to the Director, Human Resources for investigation. Employees can also complain to the California Civil Rights Department and the Equal Employment Opportunity Commission.

- 2.6 Once a complaint of harassment or discrimination is received by SD-ICDSI, an investigation will be conducted in a fair, timely, and thorough manner that provides all parties appropriate due process and reaches reasonable conclusions based on evidence collected. Confidentiality will be kept to the extent possible. All persons employed by SD-ICDSI who are found to have violated this policy shall be subject to discipline including, but not limited to, discharge. Complaints of illegal discrimination or harassment are not subject to the grievance procedure set forth in section 21.0 of these policies.
- 2.7 This policy concerning discrimination and harassment also prohibits retaliation against employees who bring discrimination or harassment charges and/or complaints or assist in investigating charges and/or complaints. Retaliation in violation of this policy may result in discipline up to and including termination. Any employee who brings a complaint of discrimination or harassment or assists in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.
- 2.8 Emergency Condition. No adverse employment action will be taken against an employee who does not report for work or who leaves work, if the employee has a reasonable belief an emergency condition exists, with “emergency condition” defined as, conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act or an order to evacuate a workplace, worksite, or worker’s home, or the school of a worker’s child due to a natural disaster or a criminal act. An employee with a reasonable belief such an emergency condition exists must notify their supervisor as soon as possible of the emergency condition requiring the employee to leave or refuse to report to the workplace or worksite.

3.0 **PERSONNEL FILE / EMPLOYMENT VERIFICATION**

3.1 The following information will be kept on file in Human Resources:

- a. Employee name and date of birth if younger than 19;
- b. Home address and telephone number;
- c. Emergency contact;
- d. Marital status (marriage, divorce or legal separation);
- e. I-9 Employment Verification Form;
- f. Beneficiary designations;
- g. Conflict of Interest Statement;
- h. Required policy acknowledgements;
- i. Performance appraisals and disciplinary action; and
- j. Salary forms.

It is the responsibility of the employee to keep Human Resources advised of any changes relative to items a. through g. above.

3.2 Information in each personnel file is strictly confidential and shall be available only to the employee, supervisors in their chain of authority, the Executive Director, Human Resources, employer's counsel, and to the SD-ICDSI Board of Directors. Exceptions may be made with the written consent of the employee concerned.

3.3 Each employee, or his/her representative, shall at reasonable times (not including a time when the employee is actually required to render service to the SD-ICDSI) and at reasonable intervals, upon the request of the employee, be allowed to inspect their personnel file. However, employees may not inspect their files with regard to the following: records relating to an investigation of a possible criminal offense; letters of reference; and rating reports or records that were (1) obtained prior to the employee's employment, (2) prepared by identifiable panel committee members or 3) obtained in connection with a promotion.

Upon written request, an employee may receive a copy of the personnel records that the SD-ICDSI maintains relating to the employee's performance, qualifications for employment, promotion, additional compensation, termination or other disciplinary action, and any grievance concerning the employee.

Each employee shall also be given, upon request, a copy of any instrument, signed by the employee, relating to obtaining or holding employment.

3.4 Requests for employment verification and references are obtained only from the Human Resources Department. Without written permission from a current or former employee, the only information that will be provided is dates of employment and position. Employees may not respond to inquiries or reference requests regarding current or former employees and should refer all inquiries or requests to Human Resources.

4.0 **COMPENSATION STRUCTURE**

- 4.1 The Board shall adopt a salary schedule for all employees.
- 4.2 A position classification plan/salary schedule within SD-ICDSI is shared with the Personnel Committee, posted on the agency's website and internally. The salary of each class shall be consistent, within the discretion of the Board, with the duties, qualifications, and responsibilities of the work involved. This plan will be revised as needed.
- 4.3 Job descriptions shall be prepared by the supervisor. New job descriptions and major revisions will be reviewed and approved by the Executive Director or designee prior to implementation.
- 4.4 An employee who has been reclassified to a higher position and believes he/she is, or is determined to be, unable to perform in the higher classification, may be returned, subject to the availability of the position, to the lower classification which he/she previously occupied, without prejudice, and will retain his/her performance appraisal date.

5.0 **HIRING PROCESS**

- 5.1 The Board will appoint the Executive Director. The Executive Director is responsible for the hiring of all staff, provided that actual hiring may be carried out by other SD-ICDSI employees designated by the Executive Director and subject to potential review by the Executive Director.
- 5.2 Subject to subsection 5.1 above, employees are hired with the approval of the manager having authority over the department.
- 5.3 An employee's employment with SD-ICDSI is at-will. This means the employment is for an indefinite period of time and is subject to termination by the employee or SD-ICDSI, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of SD-ICDSI shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of SD-ICDSI employees.

The at-will employment status of an employee of SD-ICDSI may be modified only in a written employment agreement that the employee signs which is also signed by the Executive Director of SD-ICDSI.

- 5.4 All employees of SD-ICDSI shall meet the specifications of their positions as enumerated in the job description unless the Executive Director grants a waiver, in writing.
- 5.5 Employees will normally be employed in the first level of the position for which qualified. Employees with experience in a similar position may be hired up to 10% above the bottom of the salary range in consultation with the Director, Human Resources and with the approval of the supervisor having authority over the unit/department, and up to the mid-point of the range with the approval of the Executive Director. Employment at a higher level requires approval from the Board.
- 5.6 All new employees will serve an introductory period for the first one hundred eighty (180) days of employment. This introductory period does not alter the employee's at-will status. During this time, the work performance and effectiveness of the employee will be evaluated by the immediate supervisor in accordance with Section 9.0. A written appraisal report will be submitted to the Director of Human Resources at the completion of the first ninety (90) days and again at the expiration of the introductory period.
- 5.7 An employee during the introductory period, like all other employees whose service is found to be unsatisfactory, may be dismissed at any time.
- 5.8 Prior to commencing work, all new employees must provide evidence of physical ability with or without reasonable accommodation to perform the duties for which employment is offered through a physical examination, provided at no cost to the employee.
- 5.9 SD-ICDSI employees shall not participate in the evaluation of an application for employment by SD-ICDSI when the applicant is a member of the employee's family. Family members include: spouse, domestic partner, child, stepchild, parent, stepparent, brother, sister, grandchild, grandparent, aunt, uncle or in-laws. SD-ICDSI employees shall inform their family member to list their name on the SD-ICDSI employment application.
- 5.10 An employee of SD-ICDSI shall not directly supervise a family member.

- 5.11 Upon hire, SD-ICDSI provides employees with a new-hire packet of information, including all required federal and state forms as well as company forms and policies. Employees who have any questions regarding this policy should contact Human Resources.
- 5.12 Senior staff are prohibited from hiring persons that they have a personal relationship with. Personal relationship means related by blood, adoption, current or former marriage, domestic partnership, or cohabitation, to work for San Diego Regional Center. Cohabitation means living with another person in a romantic relationship without being married or in a domestic partnership. Senior staff include the Executive Director, Associate Executive Director and Department Directors.

6.0 **WORK SCHEDULES**

6.1 Work schedule options for full-time non-managerial employees are 4/40, 9/80 or 5/40. Full-time non-managerial employees have the option of their choice. **Managers must work either a 9/80 or a 5/40 schedule.** Changes in work schedule must be requested in advance and authorized by the supervisor.

6.2 Work hours are between the hours of 6:30 a.m. and 6:30 p.m. Hours and days of work will be scheduled by the supervisor.

The regular business hours of SD-ICDSI are Monday to Friday from 8:00 a.m. to 4:30 p.m.

6.3 The workday is a twenty-four (24) hour calendar day beginning no later than mid-workday (between four to five hours depending on work schedule) after the employee arrives at work on a daily basis and ending twenty-four (24) hours later.

6.4 The workweek is a seven workday period beginning mid-workday on Friday and ending at mid-workday the following Friday.

6.5 Rest Periods. SD-ICDSI provides non-exempt employees with paid rest break(s) as required by California law. Paid rest breaks are fifteen (15) minutes in duration. Non-exempt employees receive one rest break for each four-hour work period or a “major fraction” of a work period (i.e., greater than two hours); however, any non-exempt employee who works less than 3½ hours in a single workday is not eligible to take a rest break.

The number of rest breaks received is as follows:

- a. Non-exempt employees who work between 3½ and 6 hours in a single workday are entitled to one rest break.
- b. Non-exempt employees who work more than 6 hours and up to 10 hours in a single workday are entitled to two rest breaks.
- c. Non-exempt employees who work more than 10 hours and up to 12 hours are entitled to three rest breaks.

A rest break is paid time when an employee is relieved of all work duties and responsibilities. Rest breaks may not be combined, added to a meal period, or taken at the very beginning or very end of the day. Insofar as practicable, rest breaks should be in the middle of each work period. Employees must self-police their rest breaks and ensure that they take their breaks every day. If any employee is unable to take their rest break time, the employee must notify their supervisor at the time the employee is unable to take the rest break. Failure to follow this notification requirement may lead to discipline, at the SD-ICDSI’s discretion.

6.6 Meal Periods. SD-ICDSI requires its employees in non-exempt positions to take a mandatory unpaid, uninterrupted thirty (30) minute meal break in accordance with California law. A meal break is an unpaid period when employees are relieved of all work duties and responsibilities, generally for the purpose of consuming a meal. During the meal period break, non-exempt employees may not perform any work-related activities. All employees may leave the work premises during meal breaks, if they choose to do so. Non-exempt employees must ensure that

they take a meal break and must clock out and back in on their timecard when taking the meal break.

If non-exempt employees work more than five hours (5:01), they will be scheduled for one unpaid meal break, to begin after working no more than five hours (5:00). However, if the time worked is between five hours and six hours, the meal period can be waived by a written mutual consent between the employee and their supervisor. Non-exempt employees working more than 10 hours (10:01) will be scheduled for a second meal break to begin after working no more than 10 hours (10:00) of work. Employees are expected to be punctual and adhere to their assigned work schedule.

If an employee is unable to take their meal break or take it in a timely manner, the employee must notify their supervisor before or at the time the employee is unable to take the meal break. Failure to follow this notification requirement may lead to discipline, at SD-ICDSI's discretion.

- 6.7 Employees must promptly report any issues regarding missed meal or rest periods to their supervisor or the Director of Human Resources. It is the employee's responsibility to compare their time card with their paycheck to ensure proper payment was made for missed meal or rest periods, and immediately notify SD-ICDSI if there is a discrepancy. Employees are prohibited from working off the clock.
- 6.8 With approval of their supervisor, full-time employees may take up to nine (9) hours of voluntary unpaid leave per pay period.
- 6.9 Lactation Policy. SD-ICDSI promotes a breastfeeding-friendly work environment and supports lactating employees. SD-ICDSI supports the legal right of employees, who choose to breastfeed, to express milk in the workplace and expects employees and management to have a positive and supportive attitude toward employees who need to express milk during the workday.

Federal and state law expressly prohibit harassment of and/or discrimination against lactating employees because they request accommodations to express milk at work and/or any employees suffering from a medical condition related to breastfeeding. It is also prohibited to retaliate against lactating employees who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations. Any incident of harassment of a lactating employee will be addressed in accordance with the SD-ICDSI's policies and procedures for discrimination and harassment and in accordance with state law.

To request reasonable accommodations for lactation, an affected employee shall advise their supervisor and/or the Human Resources department of their request either verbally or in writing.

Supervisors who receive a request for lactation accommodations, and the Human Resources Department, will review the request and make accommodations in a timely manner, which support the continuation of breastfeeding.

It shall be the policy of SD-ICDSI to provide:

- a. Time to Express Milk. Employees are entitled to time including, if necessary, breaks for lactation. Break times shall be established based on the employee's work schedule. If possible, the lactation break is to run concurrently with any break time already provided. The time used to travel to and from the employee's work area to the private space provided must not be included in the calculation of time used for the expression of breast milk and

travel time would be paid time. Frequency of periods needed to express breast milk on a daily basis as well as duration of each individual period will likely vary for each employee.

For non-exempt employees, lactation time beyond the regular paid rest break time is unpaid and the employee must clock out and back in on their timecard. At management's discretion, beginning or ending work times may be adjusted to accommodate these breaks.

- b. Place to Express Milk. SD-ICDSI will provide an appropriate, private space for employees to express milk. The private space provided will have the ability to be locked, be shielded from view and free from intrusion from co-workers and/or the public. SD-ICDSI will make reasonable efforts to find a location in close proximity to the lactating employees' work area. The space will be equipped with an electrical outlet and comfortable seating and be in close proximity to a water supply. The space will have a surface to place a breast pump and personal items. The space may be the place where the lactating employee normally works if there is adequate privacy.

Restrooms are prohibited from being utilized for lactation purposes. However, a separate private anteroom (women's lounge) or a separate private changing area within or next to a bathroom may be permissible.

Areas such as closets or storage rooms are usually not appropriate spaces for lactation purposes. Closets or storage rooms that do not contain noxious materials may be converted to be acceptable private spaces assuming they have adequate ventilation and meet the rest of the requirements of this policy.

- c. Lactating employees are permitted to store breast milk in refrigerator and freezer units already otherwise provided to employees for the storage of food. Breast milk should be clearly labeled. SD-ICDSI, however, will not be responsible for any lost or stolen containers left in the refrigerator or freezer.

7.0 **OVERTIME COMPENSATION**

7.1 Non-exempt employees will be paid overtime, as follows:

- a. Non-exempt employees who are on 5/40 work schedule will be paid overtime at the rate of one and one-half (1½) times the regular base rate of pay for all hours worked in excess of eight (8) hours in any workday.
- b. Non-exempt employees who are on the modified 4/40 or 9/80 work schedule will be paid at the rate of one and one-half (1½) times their regular base rate of pay for hours worked in excess of the scheduled workday.
- c. All non-exempt employees who work in excess of twelve (12) hours in any workday will be paid overtime at the rate of double their regular base rate of pay.
- d. Non-exempt employees who work in excess of forty (40) hours in any workweek will be paid at the rate of one and one-half (1½) times their regular base rate of pay.
- e. The workweek is a seven workday period beginning mid-workday on Friday and ending at mid-workday the following Friday.
- f. Non-exempt employees who work seven (7) consecutive days in a workweek will be paid at the rate of one and one-half (1½) times their regular base rate of pay on the seventh (7th) consecutive day in a workweek.

7.2 An employee's rate of pay is determined by the employee's hourly rate plus differentials, if applicable.

7.3 When overtime is required it must be authorized in advance by the supervisor or his/her designee.

7.4 Employees are not permitted to work overtime without prior authorization unless there is an unforeseen circumstance or an emergency.

8.0 SALARY ADMINISTRATION

- 8.1 Timecards will be submitted electronically in accordance with the employee's pay class or exempt status. Hourly employees must clock in and out each workday, including for meal breaks. Timecards must be approved both by the employee and by the immediate supervisor. The employee is responsible for reviewing timecards for accuracy, including hours worked, overtime, and meal periods; by approving the timecard the employee is affirming its accuracy. In the case of absence of the employee, the supervisor may approve the timecard without the employee's approval. The employee remains responsible for reviewing the timecard for accuracy prior to the payday of the pay period.
- 8.2 There are twenty-six (26) payroll periods during the year. Employees are encouraged to have their pay deposited directly into their own bank accounts by electronic transfer and elect paperless earnings statements. For employees who have not elected direct deposit and/or paperless statements, paychecks will be available in the Accounting office or delivered by courier to the satellite offices by 3:00 p.m. on the Friday payday. Paychecks will be distributed to the supervisor of each department or his/her designee. An employee wishing to personally pick up their paycheck or to have it mailed directly must notify the Accounting office.
- 8.3 Full-time Employee. A full-time employee is one whose regular work schedule is a 40 hour workweek, fifty-two weeks per year; however, if a full-time employee works more or less than 40 hours in any given workweek, this does not change the employee's status unless his/her regular schedule has also been changed. All full-time employees shall be entitled to employee benefits.
- 8.4 Part-time Employee. A part-time employee is one whose regular work schedule is less than 40 hours per workweek; however, the fact that a particular part-time employee works 40 or more hours in a workweek does not change the employee's status unless his/her regular schedule is also changed. Part-time employees are eligible for the defined benefit pension plan and for other employee benefits on a pro rata basis only if they are regularly scheduled to work ~~24~~ ~~24~~ twenty ~~(20)~~ or more hours in a workweek.
- 8.5 Specified-Term Employee. A specified-term employee is one who is employed for 40 hours per workweek or less, for a specified period of time, or for a specific project of limited duration normally not more than six months. Specified-term employees are eligible for the defined benefit plan and other benefits depending on the number of hours per workweek.
- 8.6 If an employee is hired to fill a specified-term position and is subsequently placed in a regular full-time or part-time position involving the same type of work, the period of specified-term employment shall be counted towards the employee's anniversary date of employment.
- 8.7 The term "anniversary date" refers to an annual date, which is determined by the date of hire or rehire, as modified by paragraph 12.11.
- 8.8 In promotions to new jobs where more responsibility is involved, an employee shall receive ~~ten~~ ~~(10) percent~~ fifteen (15) percent above the amount earned immediately prior to the promotion, or the minimum of the new classification, whichever is higher, provided that the maximum salary range of the new position is not exceeded. The effective date of such promotion shall then become the employee's new performance review date. Principles of merit will be the criteria for selection, retention, and promotion of employees.

- 8.9 Following the effective date of promotions, employees will serve a promotional review period for the first one hundred eighty (180) days. This promotional review period does not alter the employee's at-will status. During this time, the work performance and effectiveness of employees will be evaluated by immediate supervisors. A written appraisal may be submitted to the Director, of Human Resources at the expiration of the first ninety (90) days and again at the expiration of the one hundred eighty (180) day review period. Upon completion of the 90-day review period, the immediate supervisor will make a definite recommendation as to whether the newly promoted employee is or is not progressing satisfactorily. At the end of the 180-day review period, the immediate supervisor will make a definite recommendation as to whether the newly promoted employee is or is not recommended for regular status in the labor grade to which promoted. In the event performance is not satisfactory and the employee is not in good standing, the employee may be transferred to an appropriate unposted position. Alternatively, such employees may apply for an appropriate posted position, if available. Where assignment to posted and/or unposted positions is not possible, employees will be terminated in accordance with existing policies.

9.0 **PERFORMANCE APPRAISALS**

9.1 There shall be written performance appraisals on all employees as specified below:

- a. Introductory Employees - A written performance appraisal will be made by the immediate supervisor at the completion of the first ninety (90) days and at the end of the introductory period (180 days).
- b. Full-Time Employees - Written performance appraisals will be made by the immediate supervisor for each employee annually on the employee's performance review date, or more frequently if needed.
- c. Part-Time Employees - Written performance appraisals will be made by the immediate supervisor for each employee annually on the employee's performance review date, or more frequently if needed.
- d. Specified-Term Employees - A brief written performance appraisal will be made by the immediate supervisor on each specified-term employee at the time of termination of employment.
- e. Promotional Review Employees (Optional) - A written performance appraisal may be made by the immediate supervisor at the completion of the first ninety (90) days and at the end of the promotional review period (180 days).

9.2 All appraisals shall be discussed with the employee with a written copy provided.

9.3 The performance appraisal will serve as one of the bases for decisions regarding salary increases, promotions, reclassifications and continued employment with SD-ICDSI.

9.4 Performance appraisals will be made a part of the permanent record of the employee and shall be filed in the employee's personnel file.

10.0 **DISCIPLINE**

All employees of SD-ICDSI are employed at-will and can be terminated at any time with or without cause and with or without notice. Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet SD-ICDSI standards, the employee will be subject to discipline up to and including termination. SD-ICDSI may, in its sole discretion, impose different forms of discipline depending on the nature and severity of the misconduct. The discipline may take the form of oral and written warnings, corrective action plans, suspensions, or termination.

11.0 **RESIGNATION AND TERMINATION**

- 11.1 A voluntary separation is initiated at the request of the employee. The notice of intention to resign should be made as far in advance as possible. SD-ICDSI requests that the employee provide a written statement giving the reason(s) for resignation.
- 11.2 As at-will employees, employment may be terminated at any time, with or without cause. Generally, however, when an employee with more than 180 days of continuous employment has poor job performance, SD-ICDSI, in its sole discretion, may employ corrective action and performance counseling.
- 11.3 It is understood that employment is contingent upon continuing financial resources. In case of reorganization or reduction of financial resources, every effort will be made to retain employees, although this may result in reduced compensation and benefits. California laws will be applied in the event of layoffs.

12.0 **HOLIDAYS, VACATION, AND SICK LEAVE**

- 12.1 Employees shall be entitled to paid holiday time for each of the holidays listed below. Part-time employees are entitled to a prorated share of hours based on the number of hours in their weekly work schedules. Full-time employees on a 9/80 schedule will be entitled up to 9 hours of holiday pay. Full-time employees on a 5/40 schedule will be entitled to 8 hours of holiday pay. Full-time employees on a 4/40 schedule will be entitled to 9 hours of holiday pay and the remaining one (1) hour may be taken as vacation or unpaid leave. For persons on 4/40 or 9/80 schedules, if the holiday falls on a regularly scheduled day off, the holiday should be taken in the same pay period. When a holiday falls on Sunday, the following Monday is observed as the holiday. When a holiday falls on Saturday, the preceding Friday is observed as the holiday. Twelve (12) holidays are observed in a calendar year: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Agency Day, Christmas Eve, Christmas Day and an elective holiday of the employee's choice. If an employee resigns before taking the elective holiday, the elective holiday will be paid upon termination.
- 12.2 Vacation leave and sick leave are available for full-time and part-time employees who have completed 90 days of employment and who work ~~24~~ twenty (20) ~~24~~ or more hours as a normal workweek.
- 12.3 The eligibility period for accruing vacation leave and sick leave shall begin on an employee's first date of employment. Employees may not use accrued days until the completion of 90 days of employment.
- 12.4 Vacation leave hours are accrued on the basis of hours paid. Hours paid include regular, vacation leave, sick leave, jury duty, educational leave, bereavement, and holiday hours. Vacation is not earned on overtime hours. Employees with less than five (5) years employment earn 5.19 vacation leave hours per 80 work hours during a pay period and the maximum vacation leave or cap that may be accrued is 240 hours. Employees with 5 or more, but less than 10 years of employment, earn 6.92 vacation leave hours per 80 work hours during a pay period and the maximum vacation leave or cap that may be accrued is 280 hours. Employees with 10 years or more of employment earn 8.65 vacation leave hours per 80 work hours during a pay period and the maximum vacation leave or cap that may be accrued is 340 hours. Once an employee has accrued the maximum vacation leave hours for their years of service, the employee will stop earning vacation leave until such time as the employee's accumulated vacation leave balance is reduced below the maximum vacation leave or cap. A 40 hour "longevity leave bonus" is accrued at 5-year anniversary intervals which may result in a vacation balance in excess of the maximum vacation leave hours or cap. Additional vacation hours will not accrue until the balance is reduced below their respective maximum vacation leave hours or cap.
- 12.5 With prior supervisor approval through the payroll process the employee may use vacation leave. Requests will be coordinated by the supervisor so appropriate backup support can be provided.
- 12.6 Employees are encouraged to take their authorized vacation leave each year.
- 12.7 Sick leave is accrued according to hours paid. Employees paid for an 80-hour pay period earn 3.46 hours of sick leave to a maximum of 90 hours per year. The maximum accrual for sick leave is 480 hours. Part-time employees eligible for benefits earn a pro-rated amount of sick leave. Sick leave is not accrued on overtime hours. New employees may not use their accrued sick leave hours until completing 90 days of employment. Sick leave hours may be used for an employee's illness, hospitalization, inpatient or outpatient surgery, or for appointments with physicians, dentists or other health practitioners. Sick leave may also be used if an employee is a victim of domestic

violence, sexual assault or stalking. Sick leave may be used for family sick leave pursuant to Sections 13.12 and 13.29. Employees may also request leave while on an approved pregnancy-related disability leave of absence, FMLA or CFRA leaves. Payment of sick leave may be taken in conjunction with a claim of State Disability Insurance or Paid Family Leave.

- 12.8 All paid leave, to the extent possible, should be requested in minimum increments of fifteen (15) minutes.
- 12.9 A physician's statement or other verification of illness for any sick leave or extended absence may be required prior to returning to duty to ensure the returning employee is well enough to resume their normal duties.
- 12.10 An employee injured on the job shall receive full pay for the day on which the injury occurs and is reported. Additional time off required as a result of the injury may be charged against sick leave the employee has accrued. Workers' Compensation Temporary Disability Benefits will be coordinated with the usage of accrued sick leave.
- 12.11 No accrued sick leave will be paid at the time of termination. On the occasion that a separated employee elects to return to and is accepted for reemployment at SD-ICDSI, the following entitlements will accrue relative to sick leave, vacation accrual and anniversary date of employment.
 - a. Personnel returning within 0-60 days will retain their anniversary date, accrued sick leave balance and the rate of vacation accrual entitled to at the point of resignation.
 - b. Personnel returning after 60 days and within one year will retain their previously accrued sick leave balance and the rate of vacation accrual entitled to at the point of resignation. The rehire date will be their anniversary date of employment and prior years of employment will not count for longevity.
 - c. Personnel returning after one year of employment will not retain their previously accrued sick leave balance or rate of vacation accrual. The rehire date will be their anniversary date of employment and prior years of employment will not count for longevity.

13.0 **LEAVES OF ABSENCE**

- 13.1 A personal leave of absence is one for the personal benefit of the employee and for reasons other than illness, disability or industrial injury. These leaves are without pay and must be approved by the Department Director. The employee shall submit the request, including documentation of the need for the leave, in writing to the Department Director. Generally, personal leaves are discretionary and may be granted only under exceptional circumstances.
- 13.2 **Pregnancy Disability Leave Policy.** Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave for the period of actual disability of up to four (4) months in addition to any family care or medical leave to which the employee may be entitled to under this policy. A physician's statement regarding the employee's disabled condition on account of pregnancy, childbirth, or related conditions is required. Pregnancy-related disability leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary. Returning to work from a pregnancy-related disability leave may require a physician's statement regarding the employee's condition.

Any employee who takes pregnancy-related disability leave has the right to be returned to their same job when no longer disabled by pregnancy or, in certain instances, to a comparable job. Taking Pregnancy Disability Leave, however, does not protect an employee from a non-leave related employment action, such as a layoff.

Employees also have a right to accommodation of their medical needs related to pregnancy, childbirth, or related conditions (such as temporarily modifying work duties, providing a stool or chair, or allowing more frequent breaks.)

Employees have the following obligations when taking pregnancy disability leave:

- a. **Provide Notice.** To receive reasonable accommodation, obtain a transfer, or take pregnancy disability leave, employees must give sufficient notice. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or pregnancy disability leave is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.
- b. **Provide Medical Certification.** Except in a medical emergency where there is no time to obtain it, SD-ICDSI requires employees to supply a written medical certification from their health care providers of the medical need for reasonable accommodation, transfer, or pregnancy disability leave. Employees must provide the certification within no less than 15 calendar days of SD-ICDSI's request for such certification, unless it is not practicable for the employee to do so despite the employee's good faith efforts.

Employees may also be entitled to additional rights under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). FMLA rights will run concurrently with a pregnancy-related disability leave of absence.

- 13.3 Leave for Reproductive Loss.** Employees are eligible for five (5) days of leave after thirty (30) days of employment for a reproductive loss event. A reproductive loss event is a failed adoption, failed surrogacy, miscarriage, stillbirth or an unsuccessful assisted reproduction. The five days do not need to be taken consecutively, but must be taken within three months of the event. In the event an employee experiences more than one reproductive loss within a 12-month period, additional leave time is permitted up to twenty (20) days within a 12-month period. The leave is unpaid, though employees may use their accrued sick leave or vacation. Confidentiality will be maintained related to use of reproductive loss leave.

13.4 ~~Short-Term Paid~~ Educational Leave. Short-term, paid educational leave, totaling not more than five (5) days per calendar year, may be approved by the manager/supervisor for full-time employees to attend conferences, seminars, workshops or courses when these activities are directly related to improving the performance of present duties. The Department Director must approve, requests for funding necessary to support the leave requests in advance.

13.5 USERRA Leave. Employees absent from work due to service in the uniform services or for service in the National Disaster Medical System will be provided the benefits and job protections as provided in the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must work an average of twenty (20) or more hours per week, and provide written documentation of the leave request within two (2) business days of receiving official notice of deployment or emergency. Employees will be granted an unpaid leave of up to ten (10) days.

13.6 Jury and Witness Duty Leave. An employee will be granted a paid leave of absence for jury duty or to appear as a witness in a trial. The employee must submit a copy of the jury subpoena or witness subpoena to the supervisor before the leave is approved. Compensation for jury duty will not exceed ten (10) working days in one (1) calendar year.

13.7 Voting. Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. Employees must make their request at least two business days in advance of the election. Up to two hours of paid time off will be provided at the beginning or end of the employee's regular workday, whichever will allow the most free time for voting and the least time off work.

13.8 School Activities and Appearance Leave. Employees will be granted time off without pay for up to 40 hours per calendar year, but no more than eight hours in any calendar month, to find, enroll, re-enroll or participate in the activities of schools or licensed child daycare facilities attended by their children. Employees will be granted time off to appear at their children's school in connection with discipline imposed by the school. Employees must substitute accrued vacation leave for purposes of a planned absence under this Section.

Employees wishing to take time off under this Section must provide their supervisors with reasonable notice of the planned absence. If both parents of a child are employed by SD-ICDSI at the same worksite, the request for time off under this Section will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.

SD-ICDSI reserves the right to request that the employee furnish written verification from the school or daycare facility as proof that the employee participated in school or daycare activities or appearance for disciplinary action on the specific date and at a particular time. Failure to provide written verification is grounds for disciplinary action.

13.9 Leave for Emergency Duty as Volunteer [includes Civil Air Patrol]. Employees will be granted time off, without pay, to perform emergency duties as a volunteer firefighter, reserve peace officer, civil air patrol, or emergency rescue personnel. Employees who are volunteer firefighters, reserve police officers or emergency rescue personnel also are eligible for leave of up to 14 days per calendar year for fire or law enforcement training.

Employees may substitute vacation pay for any unpaid portion of leave to perform such emergency duties or training.

13.10 Leave Related to Domestic Violence or Sexual Assault. SD-ICDSI will provide time off without pay to an employee who has been the victim of domestic violence or sexual assault to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs. SD-ICDSI requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide SD-ICDSI with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor. Employees may use their accrued sick leave, vacation pay, or unpaid leave.

13.11 Crime Victim's Leave. SD-ICDSI will provide time off without pay to an employee to attend judicial proceedings related to a crime, and any proceeding involving that victim's rights, if that employee is a victim of crime or an immediate family member of a victim, registered domestic partner, or child of a registered domestic partner who is a crime victim. SD-ICDSI requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide SD-ICDSI with a copy of the notice within a reasonable time. Employees may substitute vacation pay for any unpaid portion of leave.

13.12 Leave for Organ and Bone Marrow Donation. SD-ICDSI will grant an employee the following paid leaves of absence for the purpose of organ or bone marrow donation:

- a. A leave of absence of up to five (5) days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- b. A leave of absence of up to thirty (30) days in any one-year period for the purpose of the employee donating his or her organ to another person.

Leaves of absence (described above) for the purpose of organ or bone marrow donation will be provided with pay, however, if an employee has earned unused sick or vacation time is available, the employee is required to first use up to five days of paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

SD-ICDSI will also provide a maximum of an additional thirty (30) days of unpaid leave in any one-year period for the purpose of organ or bone marrow donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to Human Resources that they are an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, SD-ICDSI will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods.

Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, SD-ICDSI will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. SD-ICDSI may decline to restore an employee because of reasons unrelated to the exercise of rights under this policy by the employee.

13.13 Family sick leave is an approved absence that entitles employees to use their accrued sick leave allowance for family members (child, parent or spouse/registered domestic partner, grandparent, grandchild, sibling, and designated person only as defined in Section 13.29 of this handbook). Sick leave for family members may be used for preventive care, or diagnosis, care or treatment of an existing health condition. In order to use family sick leave, employees must have sufficient accrued sick leave available. The nature of the illness or purpose may need to be verified by a medical provider.

13.14 Bereavement. After 30 days of employment, a leave of absence of up to 3 workdays may be granted, with pay in the event of death, or critical illness where death appears imminent, of certain close relatives. Payment for this time taken must be approved by the supervisor. In addition, an employee may take another 2 workdays as unpaid time, or use sick or vacation. Bereavement leave does not need to be taken in consecutive days, but completed within 3 months of the death. Documentation, such as a death notice from a newspaper or a memorial card from a funeral home, may be required. Close relatives are defined as:

- a. Father or Mother
- b. Stepfather or Stepmother
- c. Husband or Wife
- d. Domestic Partner
- e. Child or Stepchild
- f. Brother or Sister
- g. Father-in-law or Mother-in-law
- h. Grandparents
- i. Grandchildren

13.15 Family Care, Medical, and Military Caregiver Leave Eligibility

- a. To be eligible for family care, medical, and military leave, an employee must (1) have worked for SD-ICDSI for at least twelve months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave. A “12-month period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- b. An employee returning from fulfilling his or her National Guard or Reserve military obligation will be credited with the hours of service that would have been performed but for the period of military service in determining the 1,250 hours of service.
- c. In the case of a pregnancy or other legally protected disability or medical condition or work-related injury, an employee may not need to satisfy all of the above requirements. In such circumstances, the employee should contact Human Resources for clarification about their rights for other types of leave.

3.16 Permissible Uses of Family Care and Medical Leave

- a. "Family care and medical leave" may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child, registered domestic partner, spouse, parent or (4) for the employee's own serious health condition. Also for CFRA leave, the serious health of grandparents, grandchildren, siblings or a designated person defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship.
- b. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- c. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

13.17 Substitution of Paid Leave. Employees may substitute accrued vacation leave and other paid personal leave for all family care and medical leaves. Employees are required to substitute sick leave only for the employee's own medical leaves. Employees may elect to substitute sick leave to attend to an illness of a child, parent, spouse, domestic partner, grandparents, grandchildren, siblings of the employee, designated person or for other types of family care leave.

13.18 "Military exigency leave" may be requested when there is a qualifying military exigency as defined by the U.S. Department of Labor arising out of the fact that an employee's spouse, domestic partner, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. Qualifying military exigencies include the following:

- a. Short-notice deployment where the employee may take leave to attend any issue that arises from the fact that a covered military member is notified of an impending call or order to active duty seven or less calendar days prior to the date of deployment. Leave taken for this purpose can be used for a period of seven calendar days beginning on the date the covered service member receives the notification.
- b. Military events and related activities where the employee may take leave to attend to any official ceremonies, programs or events related to the call to active duty and to attend to family support, assistance programs, or informational briefings related to the call to active duty.
- c. Childcare and school activities where the employee may take leave to arrange for alternative childcare or to provide childcare on an urgent, immediate need basis when the need arises from the call to active duty, to enroll or transfer a child to a new school, to attend meetings with school or daycare facility staff regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors.
- d. Financial and legal arrangements where the employee may take leave to make or update financial or legal arrangements related to the covered service member's absence, such as preparing powers of attorney, wills, transferring bank accounts, and the like, or appearing or acting on behalf of the absent service member in matters related to military benefits.
- e. Counseling where the employee may take leave to attend counseling, the need for which arises from the call to active duty of the covered service member.

- f. Rest and recuperation where the employee may take up to five days of leave to spend time with a covered service member each time the service member is on short-term rest and recuperation leave during the period of deployment.
- g. Post-deployment activities where the employee may take leave for a period of up to 90 days following the termination of the deployment to attend arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs provided by the military, or to address issues that arise out of the death of a covered service member.
- h. Additional activities where the employee may take leave to address other events that arise out of the call to active duty as SD-ICDSI and the employee may agree as to both timing and duration.

13.19 "Military caregiver leave" may be requested to care for a covered service member if the employee is the covered service member's spouse, domestic partner, child, parent, or next of kin. For purposes of this leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

13.20 Amount of Leave

- a. Family Care, Medical, and Military Exigency Leave. Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of family care, medical and military exigency leave in a rolling 12-month period measured backwards from the date the employee's leave commences.
- b. Pregnancy Disability Leave. Employees who are unable to work due to pregnancy disability will be granted the greater of 12 weeks leave or the amount of leave to which the employee may be entitled under California state law for a pregnancy-related disability or in connection with childbirth. Family care leaves for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement.
- c. Military Caregiver Leave. Provided all the conditions of this policy are met, an employee may take a maximum of 26 weeks of military caregiver leave in a single 12-month period, inclusive of the time the employee takes for a family care, medical, or military exigency leave during that period. This 12-month period will be measured forward from the first day leave is taken. Spouses who are both employed by SD-ICDSI may take a maximum combined total of 26 weeks in the 12-month period for the care of the service member and the birth, adoption, or foster care of their child or to care for an ill parent, provided that no more than 12 weeks of this combined 26-week period may be taken for reasons other than to care for the service member.

13.21 Intermittent Leave. Medical leave for the employee's own serious health condition, family care leave for the serious health condition of the employee's spouse, domestic partner, parent, or child, and military caregiver leave may be taken intermittently or on a reduced schedule when medically necessary. Where the intermittent or reduced schedule leave is for planned medical treatment, the employee must make an attempt to schedule the treatment so as not to unduly disrupt SD-ICDSI's operations. Where the family care leave is to be taken in connection with the birth, adoption, or foster placement of a child, the minimum duration for each period of leave is two weeks, except that the employee may request leave of less than two weeks duration on any two occasions. Military exigency leave also may be taken intermittently or on a reduced schedule.

13.22 Leave's Effect on Pay. Except to the extent that other paid leave is substituted for family care, medical, and military family leave, leave under the FMLA and the CFRA is unpaid. However, employees may be entitled to California State Disability Insurance (SDI). Employees also may be entitled to Paid Family Leave (PFL) as provided by California law in any twelve-month period during leaves to care for qualifying family members. PFL provides a partial wage replacement for absences from work to care for a seriously ill or injured family member or for bonding with a minor child within one year of the birth or placement of the child in connection with foster care or adoption. Employee contributions provide funding for this program. PFL is administered in the same manner as SDI by the California Employment Development Department. PFL must be taken concurrently with family care leave and does not entitle an employee to take any additional time off.

13.23 Leave's Effect on Benefits

- a. During an employee's family care, medical, and military family leave, SD-ICDSI will continue to pay for the employee's participation in SD-ICDSI's group health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave.
- b. Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with SD-ICDSI for the payment of such premiums. All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.
- c. If the employee fails to pay his or her share of the premiums during leave, or if the employee fails to return from the leave at the expiration of 12 weeks (or 26 weeks in the case of a military caregiver leave) for a reason other than the recurrence, continuation, or onset of a serious health condition for which leave under this policy is allowed or other circumstances beyond the employee's control, SD-ICDSI can recover any health plan premiums paid by SD-ICDSI on the employee's behalf during any periods of the leave.
- d. Employees on family care, medical, and military family leave accrue employment benefits such as sick leave, vacation benefits, or seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.
- e. Use of FMLA or CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

13.24 Notice Requirements for Requesting Family Care, Medical and Military Leave

- a. Employees must notify SD-ICDSI of their request for family care, medical, military exigency, or military caregiver leave as soon as they are aware of the need for such leave. For foreseeable family care, medical and military leave, the employee must provide 30 calendar days' advance notice to SD-ICDSI of the need for leave. For events that are unforeseeable 30 days in advance, the employee must notify SD-ICDSI as soon as is practicable and generally must comply with SD-ICDSI's normal call-in or notice procedures. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee must make an attempt to schedule such treatment so as to avoid unduly disrupting SD-ICDSI operations and may be requested to reschedule the treatment so as to minimize disruption of SD-ICDSI's business.
- b. If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, SD-ICDSI reserves the right to delay the

taking of the leave until 30 days after the date the employee provides notice of the need for family care or medical leave.

- c. All requests for family care, medical, military exigency, and military caregiver leave should include enough information to make SD-ICDSI aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform SD-ICDSI if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- d. Any requests for extensions of leave under this policy must be received as soon as is practicable and must include the revised anticipated date(s) and duration of the leave. To the extent permitted by law, SD-ICDSI reserves the right to deny requests for extensions or deny reinstatement to an employee who exceeds the leave amounts provided by this policy or fails to provide requested medical certification. In addition, an employee with a disability may be eligible for leave under the Americans with Disabilities Act (ADA) or state law. For more detailed information on extended leaves, please contact Human Resources.
- e. Once SD-ICDSI is aware of the employee's need for leave, it will inform the employee whether he or she is eligible under the FMLA and/or CFRA. If the employee is eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities. If the employee is not eligible, SD-ICDSI will provide a reason for the ineligibility.

13.25 Certification Requirements for Requesting Family Care, Medical and Military Family Leave

- a. Any request for medical leave for an employee's own serious health condition, for family care leave to care for a child, spouse, domestic partner, parent or designated person with a serious health condition or for a serious injury, or for military caregiver leave must be supported by medical certification from a health care provider. For military caregiver leave, the employee must provide confirmation of a family relationship to the seriously ill or injured service member. Employees generally must provide the required certification within 15 calendar days after SD-ICDSI's request for certification. For foreseeable leave, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after SD-ICDSI's request for certification, unless it is not practicable under the circumstances to do so, despite the employee's good faith efforts.
- b. The medical certification for a child, spouse, domestic partner, parent or designated person with a serious health condition or for the serious injury or illness of a qualifying service member should include (a) the date on which the serious health condition or serious injury or illness commenced; (b) the probable duration of the condition or injury or illness; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition or injury or illness warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule.
- c. The medical certification for leave for the employee's own serious health condition should include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the employee is unable to perform the essential functions of his or her position; and (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the

- probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved.
- d. Failure to timely provide the required certification may result in the denial of foreseeable leave until such certification is provided. In the case of unforeseeable leave, failure to timely provide the required certification may result in a denial of the employee's continued leave. Where the employee's need for leave due to the employee's own serious health condition, or the serious health condition of the employee's covered family member, lasts beyond a single leave year, SD-ICDSI may require the employee to provide a new medical certification in each subsequent leave year. Any request for an extension of the leave also must be supported by an updated medical certification.
 - e. SD-ICDSI has forms for use in obtaining medical certifications that satisfy the requirements of this policy. For military caregiver leave, SD-ICDSI will accept Invitational Travel Orders (ITOs) or Invitational Travel Authorizations (ITAs) in lieu of its medical certification form.
 - f. It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to SD-ICDSI to support the employee's leave request.
 - g. Where permitted by law, if SD-ICDSI has reason to doubt the validity of the medical certification provided by the employee, SD-ICDSI may require the employee to obtain a second opinion from a doctor of SD-ICDSI's choosing at SD-ICDSI's expense. If the employee's health care provider providing the original certification and the doctor providing the second opinion do not agree, SD-ICDSI may require a third opinion, also at SD-ICDSI's expense, performed by a mutually agreeable doctor who will make a final determination. It is the employee's responsibility to furnish his or her health care provider with the necessary authorization for the disclosure of medical information to the doctor(s) who will provide the second and third opinions. If the employee fails to provide the necessary authorization, the request for leave may be denied, in accordance with applicable law.

13.26 Designation of Protected Leave. Once SD-ICDSI has enough information to determine whether the leave is FMLA and/or CFRA qualifying, SD-ICDSI will inform the employee if the leave will be designated as FMLA and/or CFRA-protected and, if known at that time, the amount of leave that will be counted against the employee's leave entitlement. If SD-ICDSI determines that the leave is not protected, SD-ICDSI will notify the employee accordingly.

13.27 Recertification. The employee taking leave because of his or her own serious medical condition or the serious medical condition of a family member may be required, except in cases of military caregiver leave, to provide SD-ICDSI with recertification at appropriate intervals. For purposes of recertification, the employer may request the same information as allowed by law for the original certification. As part of that request, SD-ICDSI may provide the health care provider with a record of the employee's absence pattern to confirm whether such a pattern is consistent with the need for leave. The employee must provide the requested recertification within 15 calendar days of such a request, unless it is not practicable to do so despite the employee's diligent, good faith efforts.

13.28 Return to Work Certification. Where the leave is for the employee's own serious health condition, SD-ICDSI may require the employee to provide medical certification that he or she is fit for duty and able to return to work. SD-ICDSI may delay restoring the employee to employment or terminate the employee without such certificate.

13.29 Leave's Effect on Reinstatement

- a. Employees timely returning from a leave covered under this policy are entitled to reinstatement to the same or equivalent position consistent with applicable law. For a FMLA leave only, SD-ICDSI may deny reinstatement to employees who are among the highest paid ten percent of all employees employed by SD-ICDSI within 75 miles of the employees' worksite and whose reinstatement would cause substantial and grievous economic injury to SD-ICDSI's operations. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. SD-ICDSI will comply with all applicable laws pertaining to reinstatement of employees, including, where required, the reasonable accommodation of employees who have been on an approved leave.
- b. SD-ICDSI complies with applicable family care, medical leave, and military family leave laws. Under the FMLA it is unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If an employer has done so, an employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law that provides greater family or medical leave rights. If you have questions or would like further clarification about your rights under the FMLA or other types of leave, please contact the Human Resources Department.

13.30 Definitions for Family Care, Medical and Military Leave and Family Sick Leave:

- a. "Child" for Family Care, Medical and Military Leave means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person charged with a parent's rights, duties and responsibilities as to that child. The child must be either under 18 years of age or an adult dependent child who is incapable of self-care because of a mental or physical disability.
- b. "Child" for Family Sick Leave means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person charged with a parent's rights, duties and responsibilities as to that child.
- c. "Parent" means a biological, foster or adoptive parent, a stepparent, or a legal guardian of the employee when the employee was a child. Parent does not include parent-in-law or grandparent.
- d. "Spouse" means husband or wife.
- e. "Domestic Partner" means a domestic partner with a Declaration of Domestic Partnership filed with the State of California Secretary of State.
- f. "Grandparent" means a biological, foster, or step-grandparent of the employee when the employee was a child.
- g. "Grandchild" means the child of your child as defined in (b) above.
- h. "Sibling" means a biological brother or sister.
- i. "Designated person" for a CFRA leave of absence means any individual related by blood or whose association with the employee is the equivalent of a family relationship. There is a limit of one designated person per 12 month period.
"Designated person" for the use of paid sick leave is a person identified by the employee at the time the employee requests paid sick days. There is a limit of one designated person per 12 month period.
The designation may be made at the time that leave is requested.
- j. "Serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a

period of the treatment or supervision and involves either (1) inpatient care in a hospital, hospice, or residential health care facility, or (2) continuing treatment or supervision by a health care provider.

k. “Health care provider” means a licensed physician, surgeon, osteopathic physician, osteopathic surgeon, or any other individual licensed to practice medicine.

13.31 This policy may be updated from time to time upon the amendment or enactment of relevant federal and state laws. SD-ICDSI will grant employees leaves to the extent required by applicable federal and state law.

14.0 **OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES**

- 14.1 While the right of an employee to engage in outside employment is acknowledged, the nature of the SD-ICDSI's business requires the complete commitment of full-time employees. Employees need rest and recuperative time in order to return to work and to safely and competently perform their jobs.

The employee agrees that they will not engage in any outside job that has the effect of interfering with their ability to safely and competently perform job duties. In addition, the employee agrees that they will not engage in any outside job that is in direct conflict with the essential business of SD-ICDSI and that would result in the material and substantial disruption of SD-ICDSI's business.

- 14.2 Employees are expected to devote their full effort, energies and loyalty to SD-ICDSI. Due to the importance of this requirement, SD-ICDSI strictly prohibits any outside employment or other activities or relationships that create any actual or potential conflicts of interest. A conflict of interest is defined as a conflict between the private interest and the official responsibilities of an employee of SD-ICDSI. A conflict of interest includes (but is not limited to):

- a. Selling, offering to sell, or soliciting to sell products or services of any kind to SD-ICDSI clients, and families of clients or vendors.
- b. Accepting personal gifts or entertainment from vendors or ~~vendors, clients, suppliers, or~~ potential vendorssuppliers.
- c. Working for suppliers or clients.
- d. Using proprietary or confidential information of SD-ICDSI for personal gain or to SD-ICDSI's detriment.
- e. Having a direct or indirect financial interest in or relationship with a vendor, client or supplier.
- f. Using SD-ICDSI's assets or labor for personal use.
- g. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing to SD-ICDSI.

Employees shall advise SD-ICDSI in writing of any possible conflict of interest that may be present. If employees engage in outside employment and a conflict of interest does exist, such employees will be subject to disciplinary action, up to and including immediate termination. SD-ICDSI reserves the right to determine what relationships covered by this policy represent actual or potential conflicts of interest. In any case where SD-ICDSI determines, in its sole discretion that a relationship between an employee and an outside organization or individual presents an actual or potential conflict of interest, SD-ICDSI may take whatever action it determines to be appropriate to avoid or prevent the continuation of the actual or potential conflict of interest. Such action may include, but is not limited to, transfers, reassignments, changing responsibilities, or where it deems such action appropriate, disciplinary action up to and including the possibility of immediate termination. At the request of SD-ICDSI, an employee must refrain from accepting or immediately disengage from any outside employment that has been determined to represent an actual or potential conflict of interest.

Any violation of this policy may result in disciplinary action, up to and including immediate termination of employment.

- 14.3 Staff members are encouraged to accept community responsibility on boards or committees or in speaking engagements, but must have the approval of the Executive Director before making any commitment which could be construed as being in violation of these policies. Membership on a board must not present a conflict of interest as defined in California Code of Regulations, Title 17, sections 54500 through 54530.
- 14.4 Employees may not be vendored to perform services for any Regional Center or engaged to perform services on behalf of Regional Center clients. An employee is prohibited from serving on boards of vendors or being employed by vendors.

15.0 CONFLICT OF INTEREST REGULATION

- 15.1 All employees are required to comply with California Welfare & Institutions Code Section 4626 and the California Code of Regulations, Title 17, Sections 54500 through 54530, regarding conflicts of interest. A conflict of interest generally exists if an employee or a family member holds a position as a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center contractor or provider. Family members include an employee's spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brothers-in-law, sisters-in-law, sons-in-law and daughters-in-law.
- 15.2 Employees are required to file a Conflict of Interest Reporting Statement upon hire, and annually every August. Employees must also file a statement within 30 days of any change in status that could result in a conflict of interest. A change of status includes a previously unreported activity that should have been reported, change in the circumstance of a previously reported activity, change in financial interest, familial relationship, legal commitment, or a change in regional center position or duties.

16.0 **SOLICITATION AND DISTRIBUTION OF LITERATURE**

To avoid disruption of SD-ICDSI's operations or a disturbance to clients, the following rules apply to solicitation and distribution of literature on SD-ICDSI property:

- a. Persons not employed by SD-ICDSI may not solicit or distribute literature on SD-ICDSI property, at any time including working time, for any purpose.
- b. Employees of SD-ICDSI may not solicit during working time for any purpose. Working time shall not include employee meal periods or other designated breaks.
- c. Working time includes the working time of both the employees doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed.
- d. Employees may not distribute non-work related literature at any time for any purpose in working areas. Working areas are all areas of SD-ICDSI, except employee lounges and parking areas.
- e. Employees who engage in such activities in violation of the aforementioned rules may be subject to discipline up to and including termination.
- f. Management reserves the right to collect on behalf of or to sponsor activities for charitable or community organizations.

17.0 **EMPLOYEE CONDUCT**

- 17.1 SD-ICDSI has instituted a Code of Conduct designed to promote high standards for employees of SD-ICDSI to perform their duties and provide services in San Diego and Imperial Counties. The Code of Conduct applies to all employees and volunteers and includes a whistleblower complaint process.
- 17.2 Members of each profession are expected to comply with the ethical standards prescribed by the applicable professional code of ethics. The use of SD-ICDSI equipment, supplies, office space, and staff work time is solely for the purposes as defined in California State Law. Employee actions which do not comply with agency purposes may result in appropriate disciplinary action up to and including immediate discharge.
- 17.3 All SD-ICDSI employees are expected to follow orders, directions and rules of their superiors and SD-ICDSI administration, whether these orders, directions and rules are given orally or in writing. Failure to follow any such order, direction, or rule, whether oral or written, may result in discipline up to and including immediate discharge.
- 17.4 The following are examples of some, but not all, of the types of conduct which are prohibited by SD-ICDSI, and the commission of which may result in discipline up to and including immediate discharge.
- a. Deliberate refusal to carry out an order or instruction of a supervisor or other superior.
 - b. Falsification of any client or employment record.
 - c. Disclosure or other revelation of confidential information or documentation of SD-ICDSI to an unauthorized person.
 - d. Taking of company property, records or private information without permission.
 - e. Theft from a fellow employee, client or SD-ICDSI.
 - f. Immoral or indecent conduct on SD-ICDSI's premises.
 - g. Threat, intimidation or coercing of other employees.
 - h. Introduction, possession, or use of intoxicating liquors or other illegal substances on SD-ICDSI's premises or reporting for work under the influence of those substances.
 - i. Commission of any act of violence or fighting on SD-ICDSI's premises.
 - j. Possession of firearms or explosives on SD-ICDSI's premises.
 - k. Carelessness or neglect in the performance of the employee's duty.
 - l. Failure to report a work-related injury or illness.
 - m. Absence from work without permission or adequate explanation.
 - n. Wasting of time, loitering or leaving assigned working place without permission.
 - o. Failure to accurately complete and/or approve a timecard.
 - p. Failure to call supervisor when unable to report for work.
 - q. Repeated tardiness or unexcused absences. An employee is tardy when the employee reports for work after the employee's scheduled starting time without advance permission from his or her supervisor or other superior to do so. Advance permission is permission received by the employee from his or her supervisor at least 24 hours prior to the employee's scheduled starting time.
 - r. Taking more time than allowed for meals or breaks.
 - s. Making false, vicious, profane, or malicious statements concerning any employee or SD-ICDSI.
 - t. The installation of software on SD-ICDSI computer equipment for which SD-ICDSI does not hold a license; the copying of SD-ICDSI software; and the modification of system files, including but not limited to configuration files, on SD-ICDSI computer equipment.

- u. Giving or accepting gifts, money and/or gratuities from persons giving or receiving benefits or services under SD-ICDSI programs, performing under contract, or otherwise in positions to benefit from an employee action, **valued at over fifteen dollars (\$15) per year.**

17.5 Employees represent SD-ICDSI in a wide range of settings including meeting with other community organizations, schools, courts, clients and families. SD-ICDSI expects employees to project a professional image. Appearance should never create a barrier between employees and clients, families and the community. Safety, courtesy, and respect to clients should always be considered when dressing for work.

- a. Appropriate attire must be worn while on the job. It is recognized that different styles will be necessary depending on the season, degree of client and other public contact, and nature of work. With these considerations in mind, the following guidelines have been developed:

Unacceptable

- Sweatpants and sweatshirts
 - Play, lounge or recreational wear such as track or warm-up suits
 - T-shirts
 - Overalls
 - Shorts
 - Tube, crop or halter tops
 - Skin-tight, revealing or see-through clothing
 - “Baggy” (oversized) pants
 - Casual headwear (such as baseball caps and floppy hats)
 - Skirts or dresses with slits that go above the knee in a revealing manner
 - Mini-skirts or skirts or dresses that are inappropriately short or do not convey a professional appearance
 - Clothing that is faded, frayed, and/or torn
 - Footwear worn solely between the toes (such as flip-flops), beach sandals, and heels higher than three (3) inches.
- b. Hair and makeup should present a professional, businesslike appearance.
- c. Use of personal fragrance: Some employees and clients may be highly sensitive and allergic to perfumes, colognes, and other personal fragrances. The sensitivities of others must be considered when choosing fragrances worn to work.
- d. Jewelry and visible body piercing should be suitable for the professional office environment.
- e. Tattoos should not present a barrier to establishing positive relationships with families and representatives of other agencies. Excessive, visible tattoos might need to be covered at such times.
- f. Any requests for medical or religious exceptions to the grooming and attire standards must be presented to Human Resources.
- g. Any requests for reasonable accommodations due to illness or disability must be presented to Human Resources.

This policy is not meant to be all-inclusive. Management reserves the right to determine what constitutes appropriate attire and will approach employees who are not meeting the guidelines and/or will send employees home who are inappropriately dressed. Employees who are so disciplined will not be compensated for time away from work.

18.0 DRUG AND ALCOHOL-FREE WORKPLACE

- 18.1 It is the drug-free workplace policy of SD-ICDSI to establish and maintain a safe, healthful working environment for all employees, to reduce the incidence of accidental injury to persons or property, and to provide assistance toward rehabilitation for any employee who seeks SD-ICDSI's help in overcoming addiction to, dependence on, or problems with alcohol or drugs. SD-ICDSI will comply with the requirements of the Drug-free Workplace Act of 1990 (Government Code section 8350 et seq.).
- 18.2 The use, possession, manufacture, distribution, dispensation, sale, offer to sell, transfer or purchase of illegal drugs or controlled substances is prohibited while on SD-ICDSI business or on SD-ICDSI premises or property, while in an automobile or at vendor or client facilities while on SD-ICDSI business, and at any location where employees may be working (including remote work). Violation of this rule will result in disciplinary action, up to and including discharge, even for a first offense. SD-ICDSI reserves the right to search, without the employee's consent, all areas and property in which SD-ICDSI maintains control or joint control with the employee for drugs and alcohol. Refusal to allow for a search when requested may be grounds for disciplinary action, up to and including discharge.
- 18.3 No employee shall bring drug paraphernalia onto SD-ICDSI premises. Drug paraphernalia includes pipes, bongs, and other items used in the ingestion or consumption of illegal drugs.
- 18.4 "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. The term includes prescription drugs not legally obtained and prescription drugs not being used for prescribed purposes. It also includes any substance that a person holds out to another as an illegal drug.
- 18.5 "Legal drugs" include prescription drugs and over-the-counter drugs that have been legally obtained and are being used of the purpose for which they were prescribed and manufactured. No prescription drug shall be brought onto SD-ICDSI premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner. Such drugs shall be used only in the manner, combination, and quantity prescribed.
- 18.6 Marijuana may not be consumed on SD-ICDSI premises. Violation of this rule can result in disciplinary action, up to an including discharge, even for a first offense.
- 18.7 No alcoholic beverages may be consumed on SD-ICDSI premises. Violation of this rule can result in disciplinary action, up to and including discharge, even for a first offense.
- 18.8 SD-ICDSI maintains a smoke-free environment policy. Smoking and the use of e-cigarettes will not be permitted in indoor areas. This includes work areas, private offices, lobbies, restrooms, etc. All employee complaints regarding smoking issues should be addressed to the employee's immediate supervisor. Individuals who willfully ignore or violate this policy may be subject to disciplinary action.
- 18.9 All employees are expected to report for work without illegal drugs, marijuana, or alcohol in their bodies. Employees must not have illegal drugs, marijuana, or alcohol in their bodies at any time while on the job. If there is a reasonable suspicion that an employee is consuming alcohol, or using, marijuana or illegal drugs while on the job, or an employee's performance is impaired or

affected on the job by alcohol, marijuana, or illegal drugs, the affected employee will be required to leave immediately. Such employees are subject to disciplinary action up to and including immediate discharge. A reasonable suspicion of impairment to work may arise from the circumstances of a particular accident or injury occurring on the job; from a physical altercation between employees; from obvious impairment of physical or mental abilities, such as slurred speech or difficulty in maintaining balance; from unexplained significant deterioration in job performance or behavior, such as excessive absenteeism; from reports of on-the-job alcohol or drug use or impairment; from employee admissions regarding alcohol or drug use; or from any other evidence giving rise to suspicion of on-the-job impairment from the use of alcohol, marijuana, or illegal drugs. Employees reasonably believed to be under the influence of alcohol or drugs may be required to submit to drug and alcohol testing. The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician but excluding marijuana, or over-the-counter medications, is not prohibited by this policy. **An employee may not be discriminated against for off-duty cannabis use, so long as the employee adheres to this policy, and the cannabis is not impairing them while on duty.** If a previous violation of the drug and alcohol policy has occurred, the SD-ICDSI is not obligated to grant the employee personal leave. Disciplinary action up to and including discharge may be imposed regardless of whether the employee is offered or accepts personal leave.

19.0 **WHISTLEBLOWER**

- 19.1 General. The SD-ICDSI Code of Conduct and Standards requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Directors, officers and employees must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.
- 19.2 Reporting Responsibility. It is the responsibility of all directors, officers and employees to comply with the Code of Conduct and Standards and to report violations or suspected violations in accordance with this Whistleblower Policy.
- 19.3 No Retaliation. No director, officer or employee who in good faith reports a violation of the Code of Conduct and Standards shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation or suspected violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns and to seek resolution if warranted.
- 19.4 Reporting Violations. The Code of Conduct and Standards suggests that employees and others share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the Director of the Human Resources Department or someone else in management whom they are comfortable in approaching. Supervisors and managers are required to report violations or suspected violations of the Code of Conduct and Standards to the Director of Human Resources, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, employees should immediately contact the Director of Human Resources. Directors, officers and employees should report violations or suspected violations of the Code of Conduct and Standards to the Director of Human Resources.
- 19.5 Compliance Officer. The Compliance Officer for the Code of Conduct and Standards and for the Whistleblower Policy is the Director of Human Resources. The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Conduct and Standards and, at their discretion, shall advise the Executive Director and/or the Chair of the Board of Directors. The Compliance Officer and the Executive Director will annually report to the Board of Directors on compliance activity.
- 19.6 Accounting and Auditing Matters. The Compliance Officer will address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Executive Director and the Finance Committee of any such complaint and work with them until the matter is resolved.
- 19.7 Acting in Good Faith. Anyone filing a complaint concerning a violation or suspected violation of the Whistleblower Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code of Conduct and Standards. Any allegations that do not prove to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

- 19.8 Confidentiality. Reports of violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- 19.9 Processing Reported Violations. The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

20.0 ELECTRONIC COMMUNICATIONS

- 20.1 SD-ICDSI provides a variety of electronic forms of communication and information exchange. Employees have access to computers, electronic mail (e-mail), tablet computers, laptops, telephones, cellular phones, text messages, FAX machines, and the Internet for the purpose of SD-ICDSI business only. These electronic media and services are the property of SD-ICDSI, are provided to facilitate SD-ICDSI business, belong to SD-ICDSI, and may be subject to inspection by SD-ICDSI at any time.
- 20.2 Employees using electronic media do so as representatives of the agency. Electronic media may not be used for knowingly transmitting, retrieving or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene communications, or are of a defamatory or threatening nature, or for any other purpose which is illegal or against SD-ICDSI policy or contrary to SD-ICDSI's interests.
- 20.3 Any employee abusing the privilege of agency-facilitated access to electronic media and/or services will be subject to disciplinary action in addition to risking loss of the privilege. Disciplinary action, up to and including termination, may be imposed if the severity of the violation warrants such action.
- 20.4 All messages created, sent, or retrieved over corporate electronic communications systems are the property of SD-ICDSI and should be considered public information. Employees should not assume electronic communications are private. Electronic information created or communicated by an employee using e-mail, word processing, voice mail, telephones, or the Internet will generally be monitored by the agency. An employee cannot expect privacy regarding the use of agency-owned equipment and SD-ICDSI routinely reviews usage patterns for both voice and data communications for the purpose of cost analysis and management of resources. SD-ICDSI may, at its discretion, review any employee's electronic files, messages and usage to ensure that electronic media and services are being used in compliance with the law and within SD-ICDSI policy.
- 20.5 Employees must respect the confidentiality of other employees' electronic communications and may not attempt to read or otherwise enter into other employees' files; may not breach computer or network security measures; and may not monitor electronic files or communications of other employees or third parties unless specifically authorized to do so by competent authority. Any employee obtaining electronic access to an outside agency's/individual's materials must respect all copyrights and confidentiality caveats and may not copy, retrieve, distribute, sell, modify, or forward such materials except as permitted by the owner.
- 20.6 Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other employees to access and use the system. Solicitation of non-corporate business or any use of the systems for personal gain is prohibited.

21.0 GRIEVANCE PROCEDURE

- 21.1 A grievance is a complaint arising out of the application or interpretation of existing policies under the direction of management. A grievance, however, does not include a complaint relating to illegal discrimination or harassment. The procedure for complaints concerning illegal harassment or discrimination is set forth in section 2.5.
- 21.2 The grievance shall be presented, in writing, by the employee to their immediate supervisor within ten (10) working days after the perceived problem has occurred. The reasons for the grievance must be specified in written detail. The supervisor will respond after receipt of the employee's written grievance. Copies of the employee's written grievance and the supervisor's written response will be provided to the person next in the supervisor's chain of authority and to the Director of Human Resources for review, consultation as necessary, and retention of all grievance documents.
- 21.3 When an employee perceives a problem which involves his or her supervisor, it is not necessary for the written grievance to be presented to the supervisor involved. Instead, the written grievance will be submitted to the person next in the chain of authority over the supervisor or Director of Human Resources.
- 21.4 In the event that a grieving employee does not feel that the problem identified in their written grievance has been adequately resolved, recourse is allowed to each person in succession up through the chain of authority up to and including the Executive Director. The decision of the Executive Director is final and binding on the employee and SD-ICDSI.
- 21.5 The Director of Human Resources may be consulted and requested to conduct an informal investigation into the grievance by any supervisor in the chain of authority. In any case, copies of the original grievance and all responses will be provided to the Director, Human Resources.

22.0 **SAFETY AND HEALTH**

- 22.1 It is the policy of SD-ICDSI to provide a safe and healthful workplace for employees and to observe all State and Federal laws and regulations.

SD-ICDSI has an Illness and Injury Prevention Program designed to ensure employees follow safe practices and to recognize and correct unsafe working conditions. SD-ICDSI's goal is to eliminate accidents and injuries and constant safety awareness is necessary to achieve this goal. Safety is each employee's responsibility. Active participation and adherence to the Illness and Injury Prevention Program is a condition of each employee's employment. No employee is required to work at a job that they know is unsafe.

- 22.2 The Code of Safe Practices has been developed to assist each employee to make safety a regular part of the workday. This is a minimum guide to help employees and their supervisors identify responsibility for safety in the workplace. All employees will:

- a. Immediately report to their supervisor all accidents or near misses, and injuries, no matter how slight, which occur on the job.
- b. Cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence.
- c. Promptly report to their supervisor all unsafe acts, practices, or conditions that are observed.
- d. Become familiar with and observe safe work procedures during the course of work activities.
- e. Keep work areas clean and orderly at all times.
- f. Avoid engaging in horseplay and avoid distracting others.
- g. Submit suggestions for accident prevention to their supervisor or to the Director of Human Resources.

23.0 **MISCELLANEOUS**

23.1 **SD-ICDSI will reimburse employees with all necessary business expenses in direct consequence of the discharge of the employee's duties, including those incurred during remote or hybrid work,.**

The California State Department of Human Resources Rules for Official Travel and Per Diem have been adopted as the travel policies for SD-ICDSI. Reimbursement rates will be approved by the Board and mileage will be reimbursed pursuant to IRS guidelines. Each employee will provide the Business Office with information on current insurance on their personal automobile if mileage reimbursement is claimed. Liability insurance coverage will be in accordance with California Law.

24.0 **EMPLOYEE BENEFITS**

- 24.1 Employees who work an average of at least twenty-four hours (24) per week and meet the length of service requirements are eligible to participate in all employee benefit plans offered. Specified-term employees and part-time employees working less than 24 hours a week are eligible to participate in the retirement plan and employee assistance program. SD-ICDSI employee benefits are described in application packets and other information available from Human Resources.
- 24.2 SD-ICDSI determines the amount paid for benefits and reserves the right to terminate or amend any benefit plan at any time.

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ACKNOWLEDGMENT OF RECEIPT OF
SAN DIEGO-IMPERIAL COUNTIES DEVELOPMENTAL SERVICES, INC.
EMPLOYEE HANDBOOK
ADOPTED BY THE BOARD OF DIRECTORS MAY 9, 2023

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO HUMAN RESOURCES FOR THE SAN DIEGO-IMPERIAL COUNTIES DEVELOPMENTAL SERVICES, INC.

EMPLOYEE NAME _____

I ACKNOWLEDGE that I have received a copy of the San Diego-Imperial Counties Developmental Services, Inc. Employee Handbook ("Handbook"). I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the San Diego-Imperial Counties Developmental Services, Inc.'s ("Regional Center") policies and benefits and are not intended to create any contractual or other legal obligations of my employment with the Regional Center. San Diego-Imperial Counties Developmental Services, Inc. retains the right to revise, change, add to, suspend, or cancel, in whole or in part, any of the policies contained in this Handbook, at any time, without notice. This Handbook is not a contract and is non-negotiable.

Signature of Employee

Date

Printed Name of Employee



San Diego Regional Center
4355 Ruffin Road, San Diego, CA 92123
858-576-2996 / www.sdrc.org

Serving individuals with developmental disabilities in San Diego and Imperial Counties

June 3, 2025

To: Members, SDICDSI Client Advisory Committee

Kim Rucker

Elmo Dill

Mark Uyeda

Taylor Wiesner

Cali Williams

From: Erik Rascon, Chair

Re: June 10, 2025: Client Advisory Committee Meeting

There will be a meeting of the Client Advisory Committee held at **11:00am on Tuesday June 10, 2025 in Conference Room #300.**

Join Zoom Meeting

<https://sdrc-org.zoom.us/j/86153940094?pwd=DX04tdV1va96aOepF7nRF4h4pFJiaG.1>

Meeting ID: 861 5394 0094

Passcode: Lu3kMA

The proposed agenda is:

1. Call to Order
2. Approval of minutes
3. Introductions (in-person and zoom attendees)
4. Update on local self-Advocacy Groups:
 - a. St. Mad's
 - b. Imperial Valley
5. Update on San Diego People First Advocacy Group: Taylor and Cali
6. ARCA CAC update-Viri
7. NCI Survey update
8. Self-Determination Conference: June 26th, 2025
9. Review Board Packet

Please contact Robin Bello 858-924-0870 if you have any questions, or if you are unable to attend the meeting.

cc: David Hadacek, SDICDSI Chair
Mark Klaus, Executive Director



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Serving individuals with developmental disabilities in San Diego and Imperial Counties

CLIENT ADVISORY COMMITTEE (CAC) MINUTES

May 13, 2025

Members Present: Erik Rascon, Kim Rucker, Elmo Dill, Cali Williams, Taylor Wiesner.

Staff Present: Robin Bello, Gwen Noll, Roberto Grijalva, Erika Tuhwe

Community Participants: Debbie Marshall (SCDD), Jacob Smith (Imperial Valley-People First), Desiree Boykin (Participant), James Stolarek (Participant), Becky Williams (Parent).

Call to Order: Erik Rascon, CAC Chair, called the meeting to order at 11:04 am.

Approval of April 2025 minutes:

Presentation:

Roberto, Gwen and Erika presented Participant Directed Services (PDS) to the CAC and shared the process and the services that can be accessed. CAC talked about reaching out to SCs for support and questions.

Update on local Self Advocacy groups:

- a. St. Madeleine Sophie's Center: Cali shared that St. Mad's has their self-advocacy meeting the same day as CAC. We would like St. Mad's to join CAC via zoom.
- b. Noah Homes: No updates
- c. Imperial Valley People's First: Jacob and Erik provided an update on the meeting topics and future topics.

Update on San Diego People's First/Self-Advocacy: Taylor and Cali report the monthly meetings continue, 3rd Friday of every month. Meetings are held hybrid and the new location for in-person attendance (SCDD office in San Diego). Summer of 2026 is the target the date for the next conference and they are working with a FMS to help with budgeting.

Next meeting will be June 10, 2025.
Meeting adjourned at 12:05 pm.

cc: Dave Hadacek, SDICDSI Chair
Mark Klaus

SDRC INTERNAL TRAININGS MAY, JUNE, JULY 2025

MAY 2025			
Date	Time	Event	Location/Address
April 28 - May 1st	8:00 AM	Foundations for Success Week 2	Main office Suite 118
5/6/25	9:00 AM	Early Start - IPP Narrative Training	Eastlake Training Room
5/6/25	10:00 AM	Participant Directed Services (PDS)	LEAP virtual
5/8/25	1:00 PM	Early Start - IFSP Training Part 1	Virtual
5/8/25	2:00 PM	Participant Directed Services (PDS)	LEAP virtual
5/13/25	8:30 AM	Justice, Liberty and Belonging Part 1	South Bay Training Room
5/13/25	1:00 PM	Justice, Liberty and Belonging Part 1	South Bay Training Room
5/13/25	1:00 PM	Early Start - IPP Services Training	Main Suite 300
5/14/25	8:30 AM	Justice, Liberty and Belonging Part 1	Carmel Mountain Training Room
5/14/25	1:00 PM	Justice, Liberty and Belonging Part 1	Carmel Mountain Training Room
5/14/25	3:00 PM	Participant Directed Services (PDS)	LEAP virtual
5/15/25	8:30 AM	Justice, Liberty and Belonging Part 1	Eastlake Training Room
5/15/25	1:00 PM	Justice, Liberty and Belonging Part 1	Eastlake Training Room
5/15/25	1:00 PM	Early Start - Transition Training	San Marcos Suite 400
5/22/25	9:00 AM	New Adult Unit SC Training	Zoom
5/22/25	1:00 PM	Early Start - Services Training	Main Suite 300

JUNE 2025			
Date	Time	Event	Location/Address
6/1 -6/12	8:00 AM	Foundations for Success	Main Suite 318
6/3/25	9:00 AM	Early Start - IPP Narrative Training	Eastlake Training Room
6/5/25	1:00 PM	Early Start - Intake/Eligibility Training	
6/10/25	8:30 AM	Justice, Liberty and Belonging Part 2	South Bay Training Room
6/10/25	1:00 PM	Justice, Liberty and Belonging Part 2	South Bay Training Room
6/10/25	1:00 PM	Early Start - IPP Services Training	Main Suite 300
6/11/25	8:30 AM	Justice, Liberty and Belonging Part 2	Carmel Mountain Training Room
6/11/25	1:00 PM	Justice, Liberty and Belonging Part 2	Carmel Mountain Training Room
6/12/25	8:30 AM	Justice, Liberty and Belonging Part 2	Eastlake Training Room
6/12/25	1:00 PM	Justice, Liberty and Belonging Part 2	Eastlake Training Room
6/12/25		Early Start - IFSP Training Part 1	
6/17/25	8:30 AM	JLB Part 2 Make up Session	Main Suite 118
6/17/25	1:00 PM	LB Part 2 Make up Session	Main Suite 118
6/19/25	1:00 PM	Early Start - Transition Training	San Marcos Suite 400
6/24/25	1:00 PM	Early Start - ESR Training	TBD
6/26/25	9:00 AM	New Adult Unit SC Training	Zoom
6/26/25	1:00 PM	Early Start - Services Training	Main Suite 300

JULY 2025			
Date	Time	Event	Location/Address
7/1/2025	9:00 AM	Early Start - IPP Narrative Training	Eastlake Training Room
7/3/25	1:00 PM	Early Start - Intake/Eligibility Training	TBD
7/8/25	1:00 PM	Early Start - IPP Services Training	Main Suite 300
7/10/25	1:00 PM	Early Start - IFSP Training Part 1	TBD
7/17/25	1:00 PM	Early Start - Transition Training	San Marcos Suite 400
7/21-7/31	8:00 AM	Foundations for Success Week	Main Suite 318
7/22/25	1:00 PM	Early Start - ESR Training	TBD
7/24/25	9:00 AM	New Adult Unit SC Training	Zoom
7/24/25	1:00 PM	Early Start - Services Training	Main Suite 300

SDRC COMMUNITY TRAININGS MAY, JUNE, JULY 2025

MAY 2025			
Date	Time	Event	Location/Address
5/14/2025		SDP Orientation in Spanish	Zoom
5/27/2025		SDP Orientation	Zoom
5/21/2025	6:00 PM	TRACE Presentation on Social Rec and SE	SDUSM

JUNE 2025			
Date	Time	Event	Location/Address
6/30/25	7:00 PM	FAADD Educational Forum S-IPP Review	Main Board Room

COMMUNITY PRESENTATIONS MAY, JUNE, JULY 2025

MAY 2025			
Date	Time	Event	Location/Address
5/5/25	9:00 AM	San Ysidro Health Center - ECH Programs	Virtual on Teams
5/14/25	8:30 AM	Imperial beach Community Clinic	Nestor Site - 1016 Outer Road, San Diego, CA

JULY 2025			
Date	Time	Event	Location/Address
7/16/25	1:30 PM	SDRC Presentation to Rady's Children Hospital staff	Zoom
7/17/2025	2:00 PM	YMCA Mental and Behavioral Health Team	Zoom

COMMUNITY OUTREACH EVENTS MAY, JUNE, JULY 2025

MAY 2025			
Date	Time	Event	Location/Address
5/1/2025	9:00 AM	Autism Awareness Carnival	1420 Commercia Ave, El Centro
5/3/2025	7:30 AM	Feria de Salud Y Recursos	Consulado Mexicano Calxico
5/3/2025	12:00 PM	Family Book Festival	Carlsbad Library Learning Center 3368 Eureka Place Carlsbad, CA 92008
5/3/2025	8:00 AM	Best Buddies Friendship Walk	Balboa Park (6th Ave and Laurel St) San Diego, CA 92101
5/4/2025	10:00 AM	Bilingual Health Fair	San Ysidro High School
5/7/2025	4:30 PM	Grand Opening Kidisthenics	1605 Scott Ave Suite 500, El Centro, 92243
5/8/2025	12:00 PM	East Hills Academy Parent Resource Fair (Dia de la Familia)	1791 Rock Mountain Road Chula Vista, CA 91913
5/8/2025	5:00 PM	LMEC Spring Fling Logan Memorial Educational Campus	2875 Oceanview Blvd, San Diego, CA 92113
5/9/2025	10:00 AM	2nd Annual Baby Prom Cirque du Bebe	Landes Community Center 2855 Cedar Road, Oceanside 92056
5/10/2025	10:00 AM	37th Balboa Park Annual Powwow	Corner of Park Blvd. and Presidents Way, San Diego, CA
5/16/2025	4:00 PM	Padres Game (Kiosk)	Petco Park
5/16/2025	4:30 PM	Hancock Elementary's Family Movie Night	3303 Taussig St, San Diego 92124
5/17/2025	10:00 AM	Crawford/Hoover CalKIDS College Cash Bash	Crawford High School 4191 Colts Way SD 92115
5/17/2025	8:00 AM	IEP Day	Doubletree Mission Valley
5/17/2025	11:00 AM	I love my Park Day	MLK Jr Rec Center 6401 Skyline Dr. SD 92114
5/20/2025	4:00 PM	Spring Transition Resource Fair	1035 E. Madison Ave, El Cajon, CA 92021
5/22/25	11:00 AM	Community Partner Fair	Ramona Library Community Room, 1275 Main St, Ramona, CA 92065
5/22/25	1:30 PM	Cesar Chavez Elementary School Summer Resource Fair	1404 S 40th St #3210, San Diego, CA 92113
5/23/25	4:00 PM	EHS Summer Kick Off	310 Third Ave. CV 91910
5/31/25	11:00 AM	SIHC Spring Gathering	1B Viejas Grade Rd., Alpine, CA
5/31/25	11:00 AM	Day at the Park: Cesar Chavez	1449 Cesar Chavez Pkwy SD 92101

JUNE 2025			
Date	Time	Event	Location/Address
6/4/2025	1:00 PM	Early Learners Resource Fair	2375 Congress St. SD 92110
6/7/2025	12:00 PM	Pride by the Beach	Pier View Way, Oceanside 92054
6/14/2025	11:00 AM	Day at the Park: Bayfront Park	980 Marina Way Chula Vista 91910
6/14/2025	10:00 AM	African American Support Group	Joan Kroc Center
6/17/2025	11:00 AM	Viejas Wellness Center	Yaytaanak Wellness Center 1389 Browns Rd. Alpine, CA 91901
6/27/2025	1:00 PM	EFMP Summer Event	MCAS Miramar

JULY 2025			
Date	Time	Event	Location/Address
7/11/2025	11:00 AM	All Inclusive Day of Play & Resource Fair	10440 Black Mountain Rd. 92126
7/12/2025	8:00 AM	Rooted in Healing	Pala Rey Youth Camp, 10779 Pala Road, Pala. Ca. 92059
7/13/2025	11:30 AM	Padres Game Kiosk	Petco Park 100 Park Blvd, San Diego, CA 92101-7405
7/13/2025	1:30 PM	African American Support Group	Joan Kroc Center
7/19-7/20	12:00 PM	San Diego Pride	Hillcrest