

# **SDICDSI Board and Committee Meetings**

**Tuesday, June 13, 2023**

**10:00 – 11:00**

**Nominating and Bylaws Committee – Suite 104**

**11:00 – 11:45**

**Finance Committee – Suite 326**

**Personnel Committee – Suite 203**

**11:45**

**Lunch – Boardroom**

**12:00 – 1:30**

**Board Meeting – Boardroom**

**1:30 – 2:30**

**Client Advisory Committee – Suite 104**



San Diego Regional Center  
4355 Ruffin Road, San Diego, CA 92123  
858-576-2996 / [www.sdrc.org](http://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 13, 2023

**12:00 p.m.**

- |     |   |                    |
|-----|---|--------------------|
| 1.  | Call to Order/Announcements   | Norma Ramos        |
| 2.  | Presentation on Conflict of Interest Reporting  | Norma Ramos        |
| 3.  | Public Input  |                    |
| 4.  | Approval of the Minutes<br>– May 9, 2023, Board Meeting (Action Item)   | Norma Ramos        |
| 5.  | Chair's Report  | Norma Ramos        |
| 6.  | Executive Director's Report   | Mark Klaus         |
| 7.  | Finance Committee Report<br>– Contracts for Approval (Action Item)<br>– FY 2022-23 Regional Center D-2 Contract Amendment (Action Item)<br>– The Department of Developmental Services (DDS) Fiscal Compliance Audit Report of the San Diego Regional Center for the period of July 1, 2020, through June 30, 2021 (Action Item) | Chris Hodge        |
| 8.  | Audit Committee Report<br>– Auditor's Report and Financial Statements, June 30, 2021 (Action Item)  | Martha Soto-Aceves |
| 9.  | Association of Regional Center Agencies Update  | Terri Colachis     |
| 10. | Vendor Advisory Committee Report  | Wendy Forkas       |
| 11. | Nominating and Bylaws Committee Report  | David Hadacek      |
| 12. | Personnel Committee Report  | Yasuko Mason       |
| 13. | Client Advisory Committee Report  | Johny Espinoza     |
| 14. | Mission Moments   |                    |
| 15. | Adjourn   |                    |

The next meeting of the Board of Directors will be held on  
Tuesday, July 11, 2023, 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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## **BOARD OF DIRECTORS MEETING**

**May 9, 2023**

### **Minutes**

**DIRECTORS PRESENT:** Virginia Bayer; Beth Blair; Tessie Bradshaw; Pam Ehlers; Johnny Espinoza; Wendy Forkas; James Gonzalez; David Hadacek; Chris Hodge; Yasuko Mason; Norma Ramos; Julie Randolph; Erik Rascon; Timothy Riemann; Martha Soto-Aceves; Matthew Storey

**DIRECTORS ABSENT:** Terri Colachis; Shirley Nakawatase; Kimberly Rucker

**STAFF PRESENT:** Leticia Alda; Elizabeth Almeida; Jesus Atondo; Alma Barkle; Michael Bell; Robin Bello; Kathy Cattell; Rhiza Daileg; Joab Gonzalez; Kathy Karins; Kate Kinnamont; Mark Klaus; Miguel Larios; Christine Lux-Whiting; Seth Mader; Thannya Mariscal; Gabriella Ohmstede; Gabriele Phelps; Adriana Rivas; Christopher Rose; Pedro Salcedo; Viridiana Salgado; Bonnie Sebright; Pamela Starmack; Kimberly Steitz

**GUESTS PRESENT:** Anthony DeSalis; Vanessa Englefield; Edwin Pineda; Alyssa Reyes; Connie Strohbehn; Rene Rodriguez; Alexandra Russell; Brian Spahr; Wade Wilde; Tiffany Young

1. **Call to Order**

Norma Ramos, Chair, Board of Directors, welcomed everyone in attendance and called the meeting to order at 12:04 p.m.

2. **Presentation on the American Rescue Plan Act Part C**

Elizabeth Almeida and Thannya Mariscal, San Diego Regional Center (SDRC) Early Childhood Service Coordinators, presented information on the American Rescue Plan Act Part C and the efforts of SDRC working alongside community partners to reach out to vulnerable populations to provide information and evaluations to determine eligibility for Early Childhood services.

3. **Public Input**

Tedd Schetter, Chief Operating Officer of ActivCare, provided an update on their work in the community.

Rene Rodriguez, community member and former Board Director, expressed thanks for the independent living services he receives and brought to the Board's attention the need for more accessible mental health services.

4. **Approval of Minutes**

Ms. Ramos referred the Directors to the draft minutes of the April 11, 2023, Board of Directors meeting and asked for approval.

**MOTION: M/S/C that the Minutes of the April 11, 2023, Board of Directors meeting are approved as submitted.**

5. **Chair's Report**

Ms. Ramos thanked Joab Gonzalez, SDRC Regional Manager of the Imperial offices, for his staff's warm welcome to the Board of Directors on April 11, 2023.

Ms. Ramos reported that she attended the Association of Regional Center Agencies (ARCA) Academy board training on April 29, 2023. Ms. Ramos thanked those Board Directors who attended one of the ARCA Academy sessions.

6. **Executive Director's Report**

Mark Klaus reported that the total SDRC caseload has grown to 39,154. That is an increase of 2,183 since the beginning of this fiscal year.

Mr. Klaus reported that the SDRC Imperial Valley Open House was held on April 26, 2023, and welcomed 600 community members. Mr. Klaus recognized Joab Gonzalez and his team's work at the open house.

Mr. Klaus reported that the grand opening of Acorns to Oak Trees was held on April 20, 2023. Acorns to Oak Trees is a service provider agency providing early childhood services focused on tribal communities.

Mr. Klaus shared that County Supervisor Joel Anderson sent an individual certificate of recognition for each employee of the SDRC.

Mr. Klaus recognized Alma Barkle and Christo Rose as Employees of Distinction.

7. **Finance Committee Report**

Treasurer Chris Hodge reported that the Finance Committee reviewed the proposed service provider contracts and recommended that the Board approve all 11 contracts.

**MOTION: (Forkas abstained) M/S/C to approve the contracts for services with HQ1855 C&G Homes LLC DBA Triton Home; HQ0132 Developmental Services Continuum, Inc.; HQ1856 Foundations of San Diego, Inc.; HQ1862 Gardens ARF; HQ1861 Great PRP LLC DBA Joster Chateau; HQ1852 Home of Guiding Hands DBA Bermuda House; HQ1854 Home of Guiding Hands DBA Redfield House; HQ1853 Leena's SLS, Inc.; HQ1860 RAC Dove Canyon LP DBA ActivCare at 4S Ranch; HQ1859 RAC Rolling Hills LP DBA ActivCare Rolling Hills Ranch; and, HQ1857 Star Developmental Services, Inc.**

Mr. Hodge referred Directors to the proposed Line of Credit agreement with U.S. Bank for the period July 3, 2023, through September 29, 2023. 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 \$60,000,000.00, such commitment to be available for drawing for the period from July 3, 2023, through September 29, 2023. 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 Bank's form of authorization to obtain credit, grant security, guarantee or subordinate, a copy of which is attached here.

**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.**

8. **Personnel Committee Report**

Yasuko Mason referred Directors to the revised Employee Handbook. Ms. Mason reported that the Personnel Committee recommended that the Board approve the Employee Handbook.

**MOTION: M/S/C to approve the Employee Handbook.**

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

Mr. Klaus reported on behalf of Terri Colachis that ARCA continues to support Assembly Bill 649. This bill has passed out of committee unanimously. ARCA continues to work with the Department of Developmental Services (DDS) and legislators on the core staffing request, updating rates, and addressing vendor concerns regarding the quality incentive program (QIP). Mr. Klaus reported that Governor Newsom will release his May revise of the state budget on Friday, May 12, 2023.

9. **Vendor Advisory Committee Report**

Wendy Forkas reported that the key priorities of the vendor community are the fixes to the rate model and the QIP. Ms. Forkas said only four service codes could receive the 10% incentive under the QIP.

In addition, the vendor community is requesting an extension of the approval to provide remote services beyond the end of the year.

Ms. Forkas announced that the next Vendor Advisory Committee meeting is scheduled for May 25, 2023, at 10:00 a.m.

Ms. Forkas reported that the Developmental Disabilities Provider Network (DDPN) will meet at 10:00 a.m. on June 15, 2023, via Zoom.

Ms. Forkas announced that Adjoin will launch Path-Now on May 24, 2023. Path-Now is an online application that will connect clients to service providers in their community that match their search requests.

Ms. Forkas reminded service providers that space is available at the SDRC Resource Fair that will be held on June 15, 2023.

10. **Client Advisory Committee Report**

Johny Espinoza reported that Viri Salgado, SDRC Client Information Specialist, spoke with the Client Advisory Committee at their March 14, 2023 meeting.

11. **Mission Moments**

Beth Blair reported that she was sad to learn that one of the staff members at Home of Guiding Hands, whom she was close to, is no longer employed with the agency.

Tim Riemann congratulated Noah Homes on its 40<sup>th</sup> year of providing services.

Chris Hodge remarked that he would like the Board to consider bringing back the legislative committee.

Rene Rodriguez shared that he appreciated being provided with an iPad to help him with some independent living tasks.

12. **Adjournment/Next Meeting**

There being no other business, the meeting adjourned at 1:28 p.m. The next meeting of the Board of Directors is scheduled for Tuesday, June 13, 2023, at 12:00 p.m.



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## MEMORANDUM

**DATE:** June 6, 2023  
**TO:** Board of Directors  
**FROM:** Mark Klaus, Executive Director  
**RE:** Executive Director's Report

### **San Diego Regional Center Clients Served:**

During May 2023, there were 898 cases opened through intake at the San Diego Regional Center (SDRC). There were 600 (67%) cases opened in the Early Start Program for infants and toddlers younger than three years of age. During the month, 139 cases were reactivated; 117 cases were inactivated, and 465 cases were closed. At the end of May 2023, the total regional center caseload was 39,609.

### **Backpack Campaign:**

Once again, SDRC Team members will be conducting the Amazing Backpack Campaign. Backpacks will be donated to clients and/or the children of our clients who could use some assistance with back-to-school items. Thank you to our amazing staff for their work on this and for making a difference in the lives of those we serve. A special thanks to Campaign Co-Chairs Ashley de Jonckheere, Client Services, and Rocio Guerrero, Community Services, for their leadership!

### **Early Start Partners Symposium:**

The Statewide Early Start Symposium was held in Anaheim on June 1<sup>st</sup> and 2<sup>nd</sup>. SDRC was honored to have two team members present! Rosalie Goulding, Community Services, presented with Season Goodpasture, Acorns to Oak Trees, regarding our partnership and our outreach efforts to tribal communities to ensure equitable access to Early Start services in those communities. Sarah Franco, Client Services, presented on Children in Foster Care and Early Start: Challenges and Strategies. Infants and toddlers with disabilities who have been placed in foster care present unique challenges in service coordination to access early intervention services. San Diego County has made significant headway in simplifying this complex process to provide more timely evaluations and services to children in foster care.

### **Best S.T.E.P. Forward:**

Assemblymember Eduardo Garcia has selected Best S.T.E.P. Forward as the 2023 Nonprofit of the Year for the Thirty-Sixth District. Congratulations to Jackie Riddell and her Imperial County Team for this recognition!

### **Marketing & Communications Report**

Attached, please find an update from Pamela Starmack, Director of Marketing and Communications, regarding a number of initiatives and efforts that the team is working on to increase the visibility and awareness of SDRC.

### **Affordable Housing Developments:**

The Department of Developmental Services (DDS) via the San Diego Regional Center (SDRC) has approved \$2.8 million in start-up funding to support two (2) affordable rental housing developments that will provide 58 affordable apartments to clients/families of SDRC. The Modica and Taormina developments were approved pursuant to the Community Placement Plan/Community Resource Development Plan developed by SDRC and approved by DDS. All designated units in the developments will be developed and maintained by Chelsea Investment Corporation, the housing developer. SDRC has the sole authority to select the eligible resident(s) to occupy these units in accordance with the regional center policies and procedures. With the assistance of the Southern California Housing Collaborative (SCHC), all of the units will be occupied by at least one eligible resident. SDRC and SCHC will ensure that the housing developments comply with all Fair Housing and non-discrimination laws.

- ✓ Modica funded at \$2,400,000 for 24 apartments
  - 15 one-bedroom 6 two-bedroom
  - 3 three-bedroom
  - Note that at least 5 units will be fully ADA accessible.
- ✓ Taormina funded at \$400,000 for 34 apartments
  - 21 one-bedroom
  - 8 two-bedroom
  - 5 three-bedroom
  - Note that at least 7 units will be fully ADA accessible.

### **Staff Forums:**

The next round of staff forums at each of the SDRC office locations for June is listed below for your information. As previously noted, the forums are open to all SDRC non-management staff with the goal of allowing all employees to communicate more openly and directly.

- ✓ Monday, June 26th
  - Eastlake (National City staff included) at 8:30 a.m.
  - Santee at 2:00 p.m.
- ✓ Tuesday, June 27th
  - Carmel Mountain at 12:30 p.m.
  - Carlsbad at 3:00 p.m.
- ✓ Wednesday, June 28th
  - Ruffin Road 8:30 a.m.
- ✓ Thursday, June 29th
  - Imperial at 2:30 p.m.

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, your commitment and for all you do for SDRC!

Mark



## BOARD REPORT

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**Date:** June 6, 2023  
**To:** Board of Directors  
**From:** Pamela Starmack, Director of Marketing & Communications  
**RE:** Marketing & Communications Report

### **Polo shirts or t-shirts for the Board**

Please contact Nicole Collins at [Nicole.collins@sdrc.org](mailto:Nicole.collins@sdrc.org) with your size and color preference

### **Language Access & Cultural Competency Initiative (LACC)**

We have begun rolling out surveys for families along with accompanying letters to families, translated into all 6 threshold languages. The data obtained from these surveys will gauge the success of our outreach efforts to underserved communities.

Our SCs completed a similar survey which resulted in an impressive 417 responses.

We held a listening session in Spanish for SCs in our Imperial Valley Office.

We have partnered with A Better Life Together to revive Shades of Unity, a support group designed for clients and families of color to learn about our services and to offer each other support and fellowship. Our first meeting and accompanying listening session are tentatively scheduled for July 20.

We have also partnered with Self-Determined Futures to hold informational and listening sessions for SCs. The first in-person listening session is scheduled for Jun 7, with two further Zoom sessions being held on June 15 and June 21. The goal is to improve service access to the Deaf Black and Hispanic populations aged 16-22.

We are also partnering with FAADD (Filipino American Association for Developmental Disabilities) to introduce informational and listening sessions to Tagalog-speaking clients and families in both North County and South County. The first session is scheduled for June 26 at the Carmel Mtn. office.

We continue our outreach efforts in the Chaldean community, where we count on support from community partners of the Chaldean Community Council, St. Peter's Chaldean Catholic Cathedral, and Southern California Immigrant & Refugee Center.

### **Outreach Strategies**

To reach underserved and outlying communities, we are leasing a digital marketing platform, [Feathr](#). They work strictly with non-profits to help build awareness to targeted audiences. We hope to launch our awareness campaign in late June.

Will be running a 6-month awareness ad campaign in the Filipino Press advertising Early Start and general SDRC services.

## May SDRC Report



## May SDRC Report

## Giving Back Magazine

June issue: Jay's Program/Paid Internship highlighted

[Current Issue | Giving Back Magazine \(gbsan.com\)](http://gbsan.com)



## NEW Spanish Eligibility Brochure



## Spanish Billboard Campaign in Imperial Valley (April 3 – June 25, 2023)



## SANDIS

New logo and website image



## Coming Event Participation

Representing at Pride Festival on July 15 – Banner & t-shirts







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## **SDICDSI FINANCE COMMITTEE MEETING**

**Tuesday, June 13, 2023**

**Suite 326 Conference Room and via Zoom**

**11:00 a.m.**

### **AGENDA**

1. Call to Order
2. Approval of Minutes (Attached – Action Item)  
May 9, 2023, Finance Committee Meeting
3. Approval of Purchase of Service Contracts (Attached – Action Item)  
*See attached listing (17 contracts)*
4. Fiscal Year 2022/2023 Regional Center D-2 Contract Amendment (Attached – Action Item)
5. The Department of Developmental Services (DDS) Fiscal Compliance Audit Report of the San Diego Regional Center for the period of July 1, 2020, through June 30, 2022 (Attached – Action Item)
6. Audit Committee Action Item – Fiscal Year 2021 Financial Statements and Independent Auditors' Reports (Finance Committee Information Item)
7. Fiscal Year 2022/2023 Purchase of Services (POS) Monthly Status Report (Attached – Information Item)
8. Fiscal Year 2022/2023 Operations (OPS) Spending Plan Reports (Attached – Information Item)
9. Old Business/New Business
10. Adjourn

#### Committee Members:

Virginia Bayer  
James Gonzalez  
Chris Hodge (Chair)  
Norma Ramos

Erik Rascon  
Wade Wilde (Community Representative)  
Angela Yates (Community Representative)



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## **SDICDSI FINANCE COMMITTEE MEETING MINUTES**

**Tuesday, May 9, 2023**

**Suite 326 Conference Room & Zoom**

**11:00 a.m.**

**Members Present:** Virginia Bayer, James Gonzalez, Dave Hadacek, Chris Hodge, Norma Ramos, Erik Rascon, Wade Wilde, and Angela Yates

**Staff Present:** Mike Bell, Kate Kinnamont, Mark Klaus, Miguel Larios, Seth Mader, and Robert Webb-Rex

The meeting of the Finance Committee of the San Diego-Imperial Counties Developmental Services, Inc. (SDICDSI) was called to order at 11:00 a.m. by Norma Ramos, Acting Finance Chair. Chris Hodge arrived at 11:05 a.m. and completed the meeting as chair.

1. **Approval of Minutes:** The April 11, 2023, draft minutes of the Finance Committee meeting were approved.
2. **Approval of Purchase of Services Contracts:** The Committee discussed approving the eleven (11) purchase of services contracts presented to the board.

M/S/C to recommend that the Board of Directors approve the eleven (11) purchase of services contracts presented to the Board.

3. **U.S. Bank Fiscal Year 2023/2024 Line of credit:** Staff is in the process of establishing a line of credit (LOC) with U.S. Bank, N.A., to ensure cash is available to operate the SDRC through the transition to the new fiscal year. The committee discussed the line of credit. Union Bank will provide the SDRC a committed revolving loan of up to \$60,000,000 for its operating cash needs for the period July 3, 2023, through September 29, 2022. The revolving loan amount of \$60,000,000 will give SDRC approximately 30 plus 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.

The LOC agreement has **no** material changes to the prior year's agreed upon terms and conditions. U.S. Bank will book the line of credit. Staff recommends that the Board of Directors authorize the Executive Director and the Chief Financial Officer to enter into a line of credit agreement with U.S. Bank. The Board of Directors must approve a 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, N.A., to borrow a revolving line of credit in the maximum principal amount of \$60,000,000, such commitment to be available for drawing for the period from July 3, 2023, through September 29, 2023. 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 Bank’s form of authorization to obtain credit, grant security, guarantee or subordinate, a copy of which is attached here.”

The corporate secretary will certify that the resolution was duly adopted by the Corporation’s governing body and remains in effect; all signatures or initials appearing on the agreement are those of the persons authorized in accordance with the resolution.

M/S/C to recommend that the Board of Directors authorize the Executive Director and the Chief Financial Officer to enter into a line of credit agreement with U.S. Bank, N.A.

4. **Fiscal Year 2022/2023 Purchase of Services (POS) Monthly Status Report:** Mike Bell reviewed the Purchase of Services (POS) monthly status report. The total POS allocation is based on the FY 2022/2023 D-1 contract amendment of \$640,912,700 plus estimated Intermediate Care Facilities State Plan Amendment (ICF SPA) POS reimbursements of \$10,000,000. The D-1 contract plus the estimated ICF SPA reimbursements total is \$650,912,700. Actual POS expenditures through March 31, 2023, were \$419,477,275. Total projected POS expenditures are \$597,386,570. The projected POS surplus for the fiscal year is \$53,526,130.
5. **Fiscal Year 2022/2023 Operations Spending Plan Report:** Mike Bell reviewed the FY 2022/2023 Operations (OPS) spending plan. The plan is based on the FY 2022/2023 D-1 contract amendment allocation of \$91,863,565. The net total projected expenditures are \$91,863,565. Net OPS expenditures through March 31, 2023, were \$64,529,026. The FY 2022/2023 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 11:44 a.m.

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Chris Hodge  
Finance Committee Chair

c:	Virginia Bayer	Mark Klaus
	Tessie Bradshaw	Martha Soto-Aceves
	David Hadacek	Wade Wilde
	Chris Hodge	Angela Yates

**San Diego Regional Center  
Fiscal Status Report Summary  
For the Ten Month Period Ending April 30, 2023**

<b>Description</b>	<b>FY 2022/2023 D-2 Contract Allocation &amp; ICF SPA</b>	<b>Projected FY 2022/2023 Expenses</b>	<b>Surplus (Deficit)</b>
<b>Purchase of Services (POS)*</b>			
Client Services	\$ 687,304,819 *	\$ 591,693,518	\$ 95,611,301
Community Placement Plan	5,985,231	5,985,231	-
Subtotal POS Expenses	<u>693,290,050</u>	<u>597,678,749</u>	<u>95,611,301</u>
 <b>Operations Spending Plan</b>			
Net Operations Expenses	<u>96,478,846</u>	<u>96,478,846</u>	<u>-</u>
 <b>TOTAL</b>	 <b><u>\$ 789,768,896</u></b>	 <b><u>\$ 694,157,595</u></b>	 <b><u>\$ 95,611,301</u></b>

Client Services Allocation & ICF SPA Reconciliation

POS D-2 Contract	\$ 677,304,819
add: ICF SPA Reimbursement	<u>10,000,000</u>
Total Client Services Allocation	<u>\$ 687,304,819 *</u>

**San Diego Regional Center**  
**Purchase of Service Monthly Status Report**  
**For the Ten Month Period Ending April 30, 2023**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>B+C</b>	<b>A-(B+C)</b>
	<b>FY2022/2023 Allocation</b>	<b>FY2022/2023 Expenditures 04/30/2023</b>	<b>Projected Expenditures Remaining</b>	<b>Total Projected Expenditures FY 2022/2023</b>	<b>+ / -</b>
<b>Client Services</b>					
Out of Home	\$ 258,000,000	\$ 167,676,013	\$ 52,102,925	\$ 219,778,938	\$ 38,221,062
Day Activity	155,197,068	114,981,254	23,785,636	138,766,890	16,430,178
Habilitation	18,568,525	12,828,782	2,993,278	15,822,060	2,746,465
Medical Services	12,981,080	6,614,419	1,866,174	8,480,593	4,500,487
Non-Med Services	34,963,884	24,279,991	6,367,060	30,647,051	4,316,833
Support Services	73,311,931	49,870,284	11,848,719	61,719,003	11,592,928
Early Childhood	25,020,193	16,351,188	4,217,266	20,568,454	4,451,739
Transportation	21,852,428	14,955,756	3,559,859	18,515,615	3,336,813
Other	<u>87,409,711</u>	<u>63,693,087</u>	<u>13,701,827</u>	<u>77,394,914</u>	<u>10,014,797</u>
<b>Total Purchase of Services (POS)</b>	687,304,819	471,250,774	120,442,744	591,693,518	95,611,301
less: ICF/SPA POS Reimbursements	<u>(10,000,000)</u>	<u>(8,333,333)</u>	<u>(1,666,667)</u>	<u>(10,000,000)</u>	<u>-</u>
<b>Net Contract Balance (D-2)</b>	<u>\$ 677,304,819</u>	<u>\$ 462,917,441</u>	<u>\$ 118,776,077</u>	<u>\$ 581,693,518</u>	<u>\$ 95,611,301</u>
<b>Community Placement Plan (CPP)</b>					
CPP POS Expenses	\$ 1,337,518	\$ 886,039	\$ 451,479	\$ 1,337,518	
Start up	4,647,713		4,647,713	4,647,713	
Assessment	0		-	-	
Crisis Homes	0		-	-	
Deflection	<u>0</u>	<u></u>	<u>-</u>	<u>-</u>	<u></u>
<b>Total CPP (D-2)</b>	<u>\$ 5,985,231</u>	<u>\$ 886,039</u>	<u>\$ 5,099,192</u>	<u>\$ 5,985,231</u>	<u>\$ -</u>

**San Diego Regional Center**  
**Fiscal Year 2022/2023 Operations Spending Plan**  
**For the Ten Month Period Ending April 30, 2023**

	<b>Spending Plan</b>	<b>Expended YTD (04/30/2023)</b>	<b>Projected Expenditures Remaining</b>	<b>Total Projected Expenditures</b>
<b>Personnel</b>				
Salaries	\$ 54,534,603	\$ 41,704,426	\$ 12,830,177	\$ 54,534,603
Fringe Benefits	18,541,765	12,395,790	6,145,975	18,541,765
Temporaries	425,000	261,733	163,267	425,000
Subtotal Personnel	<u>73,501,368</u>	<u>54,361,949</u>	<u>19,139,419</u>	<u>73,501,368</u>
<b>General Expense</b>				
General Exp, Supplies & Tech	3,505,900	3,328,290	177,610	3,505,900
General Maint. & Construction	3,280,615	3,073,663	206,952	3,280,615
Equipment Purchases	2,004,098	1,858,846	145,252	2,004,098
iPads/Phones	875,000	603,010	271,990	875,000
Building Services	565,000	512,913	52,087	565,000
Postage	75,000	41,066	33,934	75,000
Utilities	150,000	145,419	4,581	150,000
Printing/Advertising	200,000	146,510	53,490	200,000
Accounting/Audit/Tax Fees	95,000	57,500	37,500	95,000
Tuition	1,390,392		1,390,392	1,390,392
Supports/Misc/Grants	2,844,274	419,577	2,424,697	2,844,274
Subtotal	<u>14,985,279</u>	<u>10,186,794</u>	<u>4,798,485</u>	<u>14,985,279</u>
<b>Rent</b>	5,960,793	5,278,130	682,663	5,960,793
<b>Technology &amp; Contracts</b>				
Consultant Services	400,000	285,874	114,126	400,000
Equipment Rental	425,000	312,386	112,614	425,000
Equipment Maintenance	335,000	278,688	56,312	335,000
Subtotal	<u>1,160,000</u>	<u>876,948</u>	<u>283,052</u>	<u>1,160,000</u>
<b>Other Expenses</b>				
ARCA Expenses/Dues	111,406	107,379	4,027	111,406
Legal	450,000	387,647	62,353	450,000
Insurance	900,000	753,184	146,816	900,000
Travel	450,000	359,514	90,486	450,000
Board of Directors	50,000	16,476	33,524	50,000
Staff Training	50,000	34,667	15,333	50,000
Community Training	45,000	5,000	40,000	45,000
Public Information	50,000	8,634	41,366	50,000
Subtotal	<u>2,106,406</u>	<u>1,672,501</u>	<u>433,905</u>	<u>2,106,406</u>
<b>Total Operating Expenses</b>	97,713,846	72,376,322	25,337,524	97,713,846
<b>Interest/Other Revenues</b>	(1,100,000)	(907,422)	(192,578)	(1,100,000)
<b>ICF SPA Service Fees Earned</b>	<u>(135,000)</u>	<u>(132,148)</u>	<u>(2,852)</u>	<u>(135,000)</u>
<b>Net Operating Expenses</b>	<u>\$ 96,478,846</u>	<u>\$ 71,336,752</u>	<u>\$ 25,142,094</u>	96,478,846
<b>OPS Allocation (D-2)</b>				<u>96,478,846</u>
<b>Projected FY2022/2023 Spending Plan Surplus/(Deficit)</b>				<u>\$ -</u>

**San Diego Regional Center**  
**Operations Spending Plan Comparison Report**  
**For the Period Ending April 30, 2023**

	<b>YEAR-TO-DATE ACTUAL EXPENDITURES COMPARISON</b>		<b>FISCAL YEAR PROJECTED EXPENDITURES COMPARISON</b>	
	<b>Current Year Expenses through (04/30/2023)</b>	<b>Prior Year Expenses through (04/30/2022)</b>	<b>FY2022/2023 Total Projected Expenses</b>	<b>FY2021/2022 Total Expenses (estimated)</b>
<b>Personnel</b>				
Salaries	\$ 41,704,426	\$ 34,202,427	\$ 54,534,603	\$ 45,746,350
Fringe Benefits	12,395,790	12,569,845	18,541,765	15,553,760
Temporaries	261,733	45,683	425,000	670,000
Subtotal Personnel	54,361,949	46,817,955	73,501,368	61,970,110
<b>General Expense</b>				
General Exp, Supplies & Tech	3,328,290	1,765,313	3,505,900	2,651,353
General Maint. & Construction	3,073,663	591,175	3,280,615	950,000
Equipment Purchases	1,858,846		2,004,098	620,000
iPads/Phones	603,010	622,217	875,000	775,000
Building Services	512,913	68,312	565,000	125,000
Postage	41,066	31,790	75,000	124,000
Utilities	145,419	109,573	150,000	175,000
Printing/Advertising	146,510	16,327	200,000	40,000
Accounting/Audit/Tax Fees	57,500		95,000	70,000
Tuition			1,390,392	
Supports/Misc/Grants	419,577	364,531	2,844,274	2,150,472
Subtotal	10,186,794	3,569,238	14,985,279	7,680,825
<b>Rent</b>	5,278,130	4,638,824	5,960,793	5,722,037
<b>Technology &amp; Contracts</b>				
Consultant Services	285,874	292,774	400,000	400,000
Equipment Rental	312,386	314,616	425,000	380,000
Equipment Maintenance	278,688	94,173	335,000	150,000
Subtotal	876,948	701,563	1,160,000	930,000
<b>Other Expenses</b>				
ARCA Expenses/Dues	107,379	107,363	111,406	107,406
Legal	387,647	382,005	450,000	450,000
Insurance	753,184		900,000	850,000
Travel	359,514	85,599	450,000	150,000
Board of Directors	16,476		50,000	50,000
Staff Training	34,667	1,000	50,000	25,000
Community Training	5,000	10,600	45,000	50,000
Public Information	8,634	1,505	50,000	50,000
Subtotal	1,672,501	588,072	2,106,406	1,732,406
<b>Total Operating Expenses</b>	72,376,322	56,315,652	97,713,846	78,035,378
<b>Interest/Other Revenues</b>	(907,422)	(19,094)	(1,100,000)	(26,054)
<b>ICF SPA Service Fees Earned</b>	(132,148)	(116,382)	(135,000)	(149,568)
<b>Net Operating Expenses</b>	\$ 71,336,752	\$ 56,180,176	\$ 96,478,846	\$ 77,859,756



San Diego Regional Center  
4355 Ruffin Road, San Diego, CA 92123  
858-576-2996 / [www.sdrc.org](http://www.sdrc.org)

Serving individuals with developmental disabilities in San Diego and Imperial Counties

## Memorandum

DATE: June 5, 2023  
TO: Board of Directors  
FROM: Michael Bell  
RE: Contracts for Board Review

The June 13, 2023, Board meeting agenda includes the approval of contracts with the following 17 service providers.

### New or Revised Contracts

PY2910	Brilliant Corners (Acquisition)
PY2911	Brilliant Corners (Acquisition)
PY2910	Brilliant Corners (Renovation)
PY2911	Brilliant Corners (Renovation)
PY2813	Chelsea Investment Corp
PY2876	Chelsea Investment Corp
HQ1868	DR Residential Care Inc dba Felicity Care
HQ1861	Joster Chateau
HQ1871	Joy's Special Care LLC
HQ1872	My Best Life Residential LLC
HQ1874	Parlar Campbell Novak dba Bramblewood ARF
HQ1873	People's Care San Diego, LLC dba Oceanview
HQ1865	Rhonda Epps dba Huddle Up LLC
HQ1866	Victor Jose Reyes Andrade DBA Nature's Residence

### Renewals

HQ1252	Rienda Services dba Villa San Angela
HQ1115	Sea & Sun SLS, Inc. dba Chancellor Home
PY2494	Southern California Housing Collaborative

The contracts for Board review 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

<b>1</b>	<b>Provider Name:</b>	Brilliant Corners (Acquisition)
<b>2</b>	<b>Vendor #:</b>	PY2910
<b>3</b>	<b>Type of program:</b>	Start-up funding for CPP project
<b>4</b>	<b>Scope of Work/Program Design:</b>	This nonprofit housing corporation (NPO) will purchase a residential home and renovate the purchased home so that it can be used as a Level 4i residential group 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).
<b>5</b>	<b>Program capacity:</b>	The facility will house 4 individuals
<b>6</b>	<b>Cost(hourly/daily/monthly):</b>	DDS has currently approved \$300,000.00 to be used towards the acquisition of the property.
<b>7</b>	<b>Total potential compensation:</b>	\$300,000.00
<b>8</b>	<b>Term of Contract:</b>	June 15, 2023 to June 14, 2026
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant changes from previous contract:</b>	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

<b>1</b>	<b>Provider Name:</b>	Brilliant Corners (Acquisition)
<b>2</b>	<b>Vendor #:</b>	PY2911
<b>3</b>	<b>Type of program:</b>	Start-up funding for CPP project
<b>4</b>	<b>Scope of Work/Program Design:</b>	This nonprofit housing corporation (NPO) will purchase a residential home and renovate the purchased home so that it can be used as a Group Home for Persons with Special Health Care Needs (GRPSHN). 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).
<b>5</b>	<b>Program capacity:</b>	The facility will house 4 individuals
<b>6</b>	<b>Cost(hourly/daily/monthly):</b>	DDS has currently approved \$300,000.00 to be used towards the acquisition of the property.
<b>7</b>	<b>Total potential compensation:</b>	\$300,000.00
<b>8</b>	<b>Term of Contract:</b>	June 15, 2023 to June 14, 2026
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant changes from previous contract:</b>	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

<b>1</b>	<b>Provider Name:</b>	Brilliant Corners (Renovation)
<b>2</b>	<b>Vendor #:</b>	PY2910
<b>3</b>	<b>Type of program:</b>	Start-up funding for CPP project
<b>4</b>	<b>Scope of Work/Program Design:</b>	This nonprofit housing corporation (NPO) will purchase a residential home and renovate the purchased home so that it can be used as a Level 4i residential group 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).
<b>5</b>	<b>Program capacity:</b>	The facility will house 4 individuals
<b>6</b>	<b>Cost(hourly/daily/monthly):</b>	DDS has currently approved \$350,000.00 to be used towards the acquisition of the property.
<b>7</b>	<b>Total potential compensation:</b>	\$350,000.00
<b>8</b>	<b>Term of Contract:</b>	June 15, 2023 to June 14, 2026
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant changes from previous contract:</b>	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

<b>1</b>	<b>Provider Name:</b>	Brilliant Corners (Renovation)
<b>2</b>	<b>Vendor #:</b>	PY2911
<b>3</b>	<b>Type of program:</b>	Start-up funding for CPP project
<b>4</b>	<b>Scope of Work/Program Design:</b>	This nonprofit housing corporation (NPO) will purchase a residential home and renovate the purchased home so that it can be used as a Group Home for Children with Special Health Care Needs (GRPSHN). Renovation funding covers all the costs associated with developing the acquired property so that it can be used to provide the licensed care for the individuals who will live in the home. 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).
<b>5</b>	<b>Program capacity:</b>	The facility will house 4 individuals
<b>6</b>	<b>Cost(hourly/daily/monthly):</b>	DDS has currently approved \$350,000.00 to be used towards the renovation of the property.
<b>7</b>	<b>Total potential compensation:</b>	\$350,000.00
<b>8</b>	<b>Term of Contract:</b>	June 15, 2023 to June 14, 2026
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant changes from previous contract:</b>	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	<b>Provider Name:</b>	Chelsea Investment Corp.
2	<b>Vendor #:</b>	PY2813
3	<b>Type of program:</b>	Start-up funding for CPP project
4	<b>Scope of Work/Program Design:</b>	<p>Start-Up Funding for twenty-four (24) new construction, affordable housing units at Modica Family Apartments (the “Project”) that will be set-aside through a regulatory agreement for residents with at least one member of the household who has an intellectual or developmental disability (IDD).</p> <ul style="list-style-type: none"> <li>□ Project Name: Modica Family Apartments (part of the</li> <li>□ IDD Unit Mix: 24 units – 15 1BR, 6 2BR, 3 3BR (of a total</li> <li>□ Maximum Income 50% AMI</li> <li>□ Funding Award: \$2,400,000</li> <li>□ Per Unit Funding \$116,667</li> </ul>
5	<b>Program capacity:</b>	N/A
6	<b>Cost(hourly/daily/monthly):</b>	DDS has currently approved \$2,400,000 to be used towards the development of the property.
7	<b>Total potential compensation:</b>	\$2,400,000
8	<b>Term of Contract:</b>	June 15, 2023 to June 14, 2026
9	<b>Date of Initial Vendorization:</b>	TBD
10	<b>Significant changes from previous contract:</b>	New contract

## Contract Summary for Board of Directors Review/Approval

1	<b>Provider Name:</b>	Chelsea Investment Corp.
2	<b>Vendor #:</b>	PY2876
3	<b>Type of program:</b>	Start-up funding for CPP/Affordable Housing project
4	<b>Scope of Work/Program Design:</b>	<p>Start-Up Funding for thirty-four (34) new construction, affordable housing units at Taormina Family Apartments (the “Project”) that will be set-aside through a regulatory agreement for residents with at least one member of the household who has an intellectual or developmental disability (IDD).</p> <ul style="list-style-type: none"> <li>□ Project Name: Taormina Family Apartments (part of Campus)</li> <li>□ IDD Unit Mix: 34 units – 21 1BR, 8 2BR, 5 3BR (of a</li> <li>□ Maximum Income 60% AMI</li> <li>□ Funding Request: \$400,000</li> <li>□ Per Unit Funding \$88,235</li> </ul>
5	<b>Program capacity:</b>	N/A
6	<b>Cost(hourly/daily/monthly):</b>	DDS has currently approved \$400,000 to be used towards the development of the property.
7	<b>Total potential compensation:</b>	\$400,000
8	<b>Term of Contract:</b>	June 15, 2023 to June 14, 2026
9	<b>Date of Initial Vendorization:</b>	TBD
10	<b>Significant changes from previous contract:</b>	New contract

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	DR Residential Care Inc. DBA Felicita Care Escondido, CA 92025
<b>2</b>	<b>Vendor #:</b>	HQ1868
<b>3</b>	<b>Type of Program:</b>	Adult Residential Facility Level 4I staff operated
<b>4</b>	<b>Scope of Work/Program Design:</b>	This is a Level 4I home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and awake overnight staff.
<b>5</b>	<b>Program Capacity:</b>	License capacity: 6, 1 of whom can be non-ambulatory 4 private rooms available, 1 shared
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$10,753.45 per client per month less current SSI
<b>7</b>	<b>Total Potential Compensation:</b>	\$10,753.45– \$1,324.82 (SSI)=\$9,428.63 x 6 (clients) =\$56,571.78 (monthly) x 60 (months) =\$3,394,306.80
<b>8</b>	<b>Term of Contract:</b>	June 15 2023 – June 14, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	New Vendorization

Document3

## Contract Summary for Board of Directors Review/Approval

1	<b>Provider Name (name facility or program):</b>	Joster Chateau 8666 Octans St. San Diego
2	<b>Vendor #:</b>	HQ1861
3	<b>Type of Program:</b>	Adult Residential Facility Negotiated Rate
4	<b>Scope of Work/Program Design:</b>	This facility was developed with CPP funds as a home to support individuals from a developmental center. Vacancies are to only be used for CPP/Deflection status clients.
5	<b>Program Capacity:</b>	4 and 4 individual private rooms)
6	<b>Rate (hourly/daily/monthly):</b>	\$18,739.66 per client per month less current SSI
7	<b>Total Potential Compensation:</b>	$\$18,739.66 - \$1,324.82(\text{SSI}) = \$17,414.84 \times 4 \text{ clients} = \$69,659.36$ $\times 60 \text{ months} = \$4,179,561.60$
8	<b>Term of Contract:</b>	June 15, 2023-June 14, 2028
9	<b>Date of Initial Vendorization:</b>	TBD
10	<b>Significant Changes from Previous Contract:</b>	New contract, new ownership

Document3

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	Joy's Special Care LLC San Diego, CA 92139
<b>2</b>	<b>Vendor #:</b>	HQ1871
<b>3</b>	<b>Type of Program:</b>	Children's Residential Facility Level 4I staff operated
<b>4</b>	<b>Scope of Work/Program Design:</b>	This is a Level 4I home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and awake overnight staff.
<b>5</b>	<b>Program Capacity:</b>	License Capacity: 4 1 shared, 2 private rooms available for residents
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$12,056.45 per client per month less current SSI
<b>7</b>	<b>Total Potential Compensation:</b>	\$12,056.45– \$1,324.82 (SSI)=\$10,731.63 x 4 (clients) =\$42,926.52 (monthly) x 60 (months) =\$2,575,591.20
<b>8</b>	<b>Term of Contract:</b>	June 15, 2023– June 14, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	New Vendorization

Document3

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	My Best Life Residential LLC Chula Vista, CA 91911
<b>2</b>	<b>Vendor #:</b>	HQ1872
<b>3</b>	<b>Type of Program:</b>	Adult Residential Facility Level 4I staff operated
<b>4</b>	<b>Scope of Work/Program Design:</b>	This is a Level 4I home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and awake overnight staff.
<b>5</b>	<b>Program Capacity:</b>	License capacity: 4 4 private bedrooms for residents
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$11,736.45 per client per month less current SSI
<b>7</b>	<b>Total Potential Compensation:</b>	\$11,736.45– \$1,324.82 (SSI)=\$10,411.63 x 4 (clients) =\$41,646.52 (monthly) x 60 (months) =\$2,498,791.20
<b>8</b>	<b>Term of Contract:</b>	June 15 2023 – June 14, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	New Vendorization

Document3

## Contract Summary for Board of Directors Review/Approval

1	<b>Provider Name (name facility or program):</b>	Parlar Campbell Novak dba Bramblewood ARF Chula Vista, CA 91913
2	<b>Vendor #:</b>	HQ1874
3	<b>Type of Program:</b>	Adult Residential Facility Level 3 S
4	<b>Scope of Work/Program Design:</b>	Staff operated facility serves individuals with two self-help deficits two behavioral challenges, or are non-ambulatory and provides a 1:3 staff ratio
5	<b>Program Capacity:</b>	3 shared Bedrooms for clients available
6	<b>Rate (hourly/daily/monthly):</b>	\$5,878.45 per client per month less current SSI
7	<b>Total Potential Compensation:</b>	\$5,878.45 – \$1,324.82 (SSI)=\$4,553.63 x 6 (clients)=\$27,321.78 (monthly) x 60 (months)=\$1,639,306.80
8	<b>Term of Contract:</b>	July 1, 2023 – June 30, 2028
9	<b>Date of Initial Vendorization:</b>	TBD
10	<b>Significant Changes from Previous Contract:</b>	Change in facility location request

Document3

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	People's Care San Diego, LLC/Oceanview
<b>2</b>	<b>Vendor #:</b>	HQ1873
<b>3</b>	<b>Type of Program:</b>	Specialized (Adult) Residential Facility Negotiated Rate
<b>4</b>	<b>Scope of Work/Program Design:</b>	This facility was developed with CPP funds as a deflection home from the FY: 2006/2007. Clients must qualify as a deflection client (difficult to serve). In addition to level 4I services, this home provides additional staffing and consultation.
<b>5</b>	<b>Program Capacity:</b>	4 persons, 4 single rooms
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$20,611.78 per client per month less current SSI
<b>7</b>	<b>Total Potential Compensation:</b>	\$20,611.78 - \$1324.82 (SSI)=\$19,286.96 x 4 clients = \$77,147.84 x 60 months = \$4,628,870.40
<b>8</b>	<b>Term of Contract:</b>	June 15, 2023 – June 14, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	10/10/08
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	New Ownership

Document2

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	Rhonda Epps DBA Huddle Up LLC San Diego, CA 92113
<b>2</b>	<b>Vendor #:</b>	HQ1865
<b>3</b>	<b>Type of Program:</b>	Adult Residential Facility Level 4I staff operated
<b>4</b>	<b>Scope of Work/Program Design:</b>	This is a Level 4I home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and awake overnight staff.
<b>5</b>	<b>Program Capacity:</b>	License capacity: 4 Two private, one shared room for clients.
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$11,736.45 per client per month less current SSI
<b>7</b>	<b>Total Potential Compensation:</b>	\$11,736.45– \$1,324.82 (SSI)=\$10,411.63 x 4 (clients) =\$41,646.52 (monthly) x 60 (months) =\$2,498,791.20
<b>8</b>	<b>Term of Contract:</b>	June 15 2023 – June 14, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	New vendorization

Document3

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	Victor Jose Reyes Andrade DBA Nature's Residence Santee, CA 92071
<b>2</b>	<b>Vendor #:</b>	HQ1866
<b>3</b>	<b>Type of Program:</b>	Adult Residential Facility Level 4I staff operated
<b>4</b>	<b>Scope of Work/Program Design:</b>	This is a Level 4I home that serves individuals with severe behavior challenges. They provide Behavior Consultation, enriched staffing, and awake overnight staff.
<b>5</b>	<b>Program Capacity:</b>	License capacity: 3 3 private bedrooms for residents
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$11,736.45 per client per month less current SSI
<b>7</b>	<b>Total Potential Compensation:</b>	\$11,736.45– \$1,324.82 (SSI)=\$10,411.63 x 3 (clients) =\$31,234.89 (monthly) x 60 (months) =\$1,874,093.40
<b>8</b>	<b>Term of Contract:</b>	June 15 2023 – June 14, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	TBD
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	New vendorization

Document3

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	Rienda Services/Villa San Angela
<b>2</b>	<b>Vendor #:</b>	HQ1252
<b>3</b>	<b>Type of Program:</b>	Specialized (Adult) Residential Facility Negotiated Rate
<b>4</b>	<b>Scope of Work/Program Design:</b>	Villa San Angela supports 4 individuals. Two men are from Fairview Developmental Center and two from our community who have intense support needs. They have severe to moderate intellectual disabilities, severe behavior challenges and health care needs requiring enhanced nursing and enhanced behavior consultation. The home provides each person a private bedroom. In addition to the standard level 4I staffing of 144 hours per week, the program provides an additional 136 hours per week of direct staff due to the severity of the behavior issues and health needs. This home was developed in conjunction with Brilliant Corners a Housing Developer Organization (HDO).
<b>5</b>	<b>Program Capacity:</b>	4 and 4 single bedrooms
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$23,219.92
<b>7</b>	<b>Total Potential Compensation:</b>	\$23,219.92 - \$1,324.82 (SSI)= \$21,895.10 x 4 (clients) = \$97,580.40 x 60 months = \$5,254,824
<b>8</b>	<b>Term of Contract:</b>	July 1, 2023 – June 30, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	June 22, 2017
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	ABX 2-1 Burns and Associates 50% rate increase

Document3

## Contract Summary for Board of Directors Review/Approval

<b>1</b>	<b>Provider Name (name facility or program):</b>	Sea & Sun, SLS, Inc./Chancellor Home
<b>2</b>	<b>Vendor #:</b>	HQ1115
<b>3</b>	<b>Type of Program:</b>	Specialized (Adult) Residential Facility Negotiated Rate
<b>4</b>	<b>Scope of Work/Program Design:</b>	Chancellor Home supports 4 men with dual diagnoses. They have mild intellectual disabilities, but also have co-occurring mental health diagnoses. Two individuals transitioned from Developmental Centers (Fairview Developmental Center and Porterville Developmental Center) and two men with a history of complex behaviors. This home was SDRC's first collaboration with HDO Brilliant Corners and also first collaboration with the Southern California Integrated Health and Living Project. The home is located in Poway and has delayed egress. The facility has enhanced staffing and offers the men a wide range of community integration activities and recreational opportunities. The home was developed with start-up funds from FY2012-13.
<b>5</b>	<b>Program Capacity:</b>	4 persons, 4 single bedrooms
<b>6</b>	<b>Rate (hourly/daily/monthly):</b>	\$17,959.64 per client per month less current SSI
<b>7</b>	<b>Total Potential Compensation:</b>	$\$17,959.64 - \$1,324.82 \text{ (SSI)} = \$16,634.82 \times 4 \text{ (clients)} = \$66,539.28 \times 60 \text{ (Months)} = \$3,992,356.80$
<b>8</b>	<b>Term of Contract:</b>	July 1, 2023 – June 30, 2028
<b>9</b>	<b>Date of Initial Vendorization:</b>	2/19/2015
<b>10</b>	<b>Significant Changes from Previous Contract:</b>	ABX 2-1 Burns and Associates 50% rate increase

Document2

## Contract Summary for Board of Directors Review/Approval

1	<b>Provider Name (name facility or program):</b>	Southern California Housing Collaborative
2	<b>Vendor #:</b>	PY2494
3	<b>Type of Program:</b>	Affordable Housing for Regional Center consumers
4	<b>Scope of Work/Program Design:</b>	This program was developed with CPP funds (FY:2022-23) to create new affordable housing units and identify existing affordable housing units for regional center clients throughout California.
5	<b>Program Capacity:</b>	317 IDD Units
6	<b>Rate (hourly/daily/monthly):</b>	\$22,042.00 per month x 12 months = \$264,500.00
7	<b>Total Potential Compensation:</b>	\$264,500.00 Total Annual Budget
8	<b>Term of Contract:</b>	05/01/23-04/30/24
9	<b>Date of Initial Vendorization:</b>	2009
10	<b>Significant Changes from Previous Contract:</b>	Increase in rate

Document3



San Diego Regional Center  
4355 Ruffin Road, San Diego, CA 92123  
858-576-2996 / [www.sdrc.org](http://www.sdrc.org)

Serving individuals with developmental disabilities in San Diego and Imperial Counties

## Memorandum

Date: June 1, 2023

To: Members, Board of Directors

From: Michael Bell, Chief Financial Officer

Re: Fiscal Year 2022/2023 Regional Center D-2 Contract Amendment

On May 19, 2023, the Department of Developmental Services (DDS) issued the intent letters for the fiscal year (FY) 2022/2023 D-2 contract allocations to regional centers. Staff recommends that the Board of Directors authorize the Chairperson of the Board to sign the FY 2022/2023 D-2 contract amendment.

In the D-1 allocation, the San Diego Regional Center (SDRC) received \$640,912,700 for Purchase of Services (POS) and will receive an additional \$36,392,119 in the D-2; a total of \$677,304,819. SDRC received \$5,985,231 for CPP/CRPD in the D-2 allocation. SDRC received \$91,863,565 in the D-1 allocation for Operations (OPS) and will receive an additional \$4,615,281 more in the D-2; a total of \$96,478,846. The total San Diego Regional Center D-2 contract is \$779,768,896.

Attached is the DDS letter of intent to issue the FY 2022/2023 regional center D-2 contract amendment and the worksheets that contain the purchase of services and operations allocations for all regional centers. The worksheets contain the additional dollar amounts the regional centers will receive to bring them up to their D-2 respective contract total.

Please contact me if you have any questions.

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1215 O Street, MS 9-90  
Sacramento, CA 95814  
TTY: 711  
(833) 421-0061



May 19, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS  
REGIONAL CENTER ADMINISTRATORS

SUBJECT: D-2 ALLOCATION FOR FISCAL YEAR 2022-23

Please find enclosed information regarding the allocation amounts to be included in the Fiscal Year 2022-23 D-2 Contract Amendment that your regional center will receive within the next few days. The Department of Developmental Services is working to resolve issues related to rent requests and will include approved rent funding in the D-3 allocation.

If you have any questions regarding the Community Placement Plan (CPP) allocation, please contact Tiffani Andrade, Assistant Deputy Director, Office of Community Development, at [Tiffani.Andrade@dds.ca.gov](mailto:Tiffani.Andrade@dds.ca.gov) or (916) 654-3016.

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

Sincerely,

*Original Signed by:*

BRIAN WINFIELD  
Chief Deputy Director

Enclosures

cc: Regional Center Controllers  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Amy Westling, Association of Regional Center Agencies  
Vivian Umenei, Association of Regional Center Agencies  
Jim Knight, Department of Developmental Services  
Steven Pavlov, Department of Developmental Services  
Johnny Hui, Department of Developmental Services  
Tina Watson, Department of Developmental Services  
Noah Valadez, Department of Developmental Services  
Maricris Acon, Department of Developmental Services  
Tiffani Andrade, Department of Developmental Services  
Ernie Cruz, Department of Developmental Services

**“Building Partnerships, Supporting Choices”**

**Fiscal Year 2022-23 D-2 Allocation**  
**Purchase of Services (POS) Summary**  
 (Whole Dollars)

	<b>GAP</b>	<b>Miscellaneous</b>	<b>POS Base</b>	<b>Total Policy (see pg. #2)</b>	<b>Sub-Total Non-CPP</b>	<b>Total CPP/CRDP (see pg. #3)</b>	<b>Grand Total D-2 POS Allocation</b>
<b>Regional Center</b>							
Alta California	\$ -	\$ -	\$ 17,132,625	\$ 3,971,501	\$ 21,104,126	\$ 2,653,024	\$ 23,757,150
Central Valley	\$ -	\$ -	\$ 12,516,786	\$ 19,680,115	\$ 32,196,901	\$ 3,192,369	\$ 35,389,270
East Bay	\$ -	\$ -	\$ 18,300,868	\$ (6,307,472)	\$ 11,993,396	\$ 1,920,024	\$ 13,913,420
Eastern L.A.	\$ -	\$ -	\$ 8,697,482	\$ 10,133,775	\$ 18,831,257	\$ 941,511	\$ 19,772,768
Far Northern	\$ -	\$ -	\$ 6,131,147	\$ 6,188,985	\$ 12,320,132	\$ 2,096,173	\$ 14,416,305
L.A. County/Frank Lanterman	\$ -	\$ -	\$ 7,704,247	\$ 36,787,623	\$ 44,491,870	\$ 371,188	\$ 44,863,058
Golden Gate	\$ -	\$ -	\$ 12,502,527	\$ (8,772,334)	\$ 3,730,193	\$ 1,107,700	\$ 4,837,893
Harbor	\$ -	\$ -	\$ 8,010,743	\$ 23,228,402	\$ 31,239,145	\$ 2,000,000	\$ 33,239,145
Inland	\$ -	\$ -	\$ 25,912,671	\$ (18,706,082)	\$ 7,206,589	\$ 1,175,000	\$ 8,381,589
Kern	\$ -	\$ -	\$ 8,711,148	\$ 12,054,172	\$ 20,765,320	\$ 1,280,903	\$ 22,046,223
North Bay	\$ -	\$ -	\$ 10,711,293	\$ 52,920,054	\$ 63,631,347	\$ 2,295,000	\$ 65,926,347
North L.A.	\$ -	\$ -	\$ 19,426,765	\$ 37,744,947	\$ 57,171,712	\$ 2,400,700	\$ 59,572,412
Orange	\$ -	\$ -	\$ 14,021,060	\$ 16,787,777	\$ 30,808,837	\$ 2,685,749	\$ 33,494,586
Redwood Coast	\$ -	\$ -	\$ 4,189,118	\$ (1,667,832)	\$ 2,521,286	\$ 1,070,653	\$ 3,591,939
San Andreas	\$ -	\$ -	\$ 16,690,259	\$ 44,318,222	\$ 61,008,481	\$ 1,875,000	\$ 62,883,481
San Diego	\$ -	\$ -	\$ 16,412,537	\$ 19,979,582	\$ 36,392,119	\$ 5,985,231	\$ 42,377,350
San Gabriel/Pomona	\$ -	\$ -	\$ 9,168,048	\$ 28,866,163	\$ 38,034,211	\$ 2,971,040	\$ 41,005,251
South Central L.A.	\$ 23,669	\$ 2,500,000	\$ 13,073,789	\$ 273,182	\$ 15,870,640	\$ 1,286,575	\$ 17,157,215
Tri-Counties	\$ -	\$ -	\$ 10,380,477	\$ 20,215,588	\$ 30,596,065	\$ 1,646,360	\$ 32,242,425
Valley Mountain	\$ -	\$ -	\$ 16,037,051	\$ 10,683,017	\$ 26,720,068	\$ 2,178,313	\$ 28,898,381
Coastal/Westside	\$ -	\$ -	\$ 9,610,186	\$ 12,056,521	\$ 21,666,707	\$ 1,457,618	\$ 23,124,325
<b>Total</b>	<b>\$ 23,669</b>	<b>\$ 2,500,000</b>	<b>\$ 265,340,827</b>	<b>\$ 320,435,906</b>	<b>\$ 588,300,402</b>	<b>\$ 42,590,131</b>	<b>\$ 630,890,533</b>

**Fiscal Year 2022-23 D-2 Allocation**  
**POS Policy Summary**  
 (Whole Dollars)

	Forensic Diversion	Promoting Workforce Stability		Service Provider Rate Reform,	Service Provider Rate Reform, Rate Acceleration	Total Policy
		Supportive Technology Solution Pilot	Training S ipends	Quality Incentive Program (DSP Workforce Survey)		
<b>Regional Center</b>						
Alta California	\$ -	\$ 1,000,000	\$ 4,888,452	\$ -	\$ (1,916,951)	\$ 3,971,501
Central Valley	\$ 120,906	\$ -	\$ 3,897,566	\$ -	\$ 15,661,643	\$ 19,680,115
East Bay	\$ -	\$ 1,000,000	\$ 4,132,739	\$ -	\$ (11,440,211)	\$ (6,307,472)
Eastern L.A.	\$ -	\$ -	\$ 2,097,537	\$ -	\$ 8,036,238	\$ 10,133,775
Far Northern	\$ -	\$ -	\$ 1,651,477	\$ -	\$ 4,537,508	\$ 6,188,985
L.A. County/Frank Lanterman	\$ -	\$ -	\$ 1,663,215	\$ -	\$ 35,124,408	\$ 36,787,623
Golden Gate	\$ -	\$ -	\$ 2,093,894	\$ -	\$ (10,866,228)	\$ (8,772,334)
Harbor	\$ -	\$ -	\$ 2,501,096	\$ -	\$ 20,727,306	\$ 23,228,402
Inland	\$ -	\$ -	\$ 7,206,589	\$ -	\$ (25,912,671)	\$ (18,706,082)
Kern	\$ -	\$ -	\$ 1,796,386	\$ -	\$ 10,257,786	\$ 12,054,172
North Bay	\$ -	\$ -	\$ 1,896,769	\$ -	\$ 51,023,285	\$ 52,920,054
North L.A.	\$ -	\$ -	\$ 4,224,623	\$ -	\$ 33,520,324	\$ 37,744,947
Orange	\$ -	\$ -	\$ 4,333,507	\$ -	\$ 12,454,270	\$ 16,787,777
Redwood Coast	\$ -	\$ -	\$ 817,643	\$ 8,000	\$ (2,493,475)	\$ (1,667,832)
San Andreas	\$ -	\$ -	\$ 3,316,311	\$ -	\$ 41,001,911	\$ 44,318,222
San Diego	\$ -	\$ -	\$ 5,254,367	\$ -	\$ 14,725,215	\$ 19,979,582
San Gabriel/Pomona	\$ -	\$ -	\$ 2,569,908	\$ 8,000	\$ 26,288,255	\$ 28,866,163
South Central L.A.	\$ -	\$ -	\$ 2,752,461	\$ 168,000	\$ (2,647,279)	\$ 273,182
Tri-Counties	\$ -	\$ -	\$ 2,665,030	\$ 32,000	\$ 17,518,558	\$ 20,215,588
Valley Mountain	\$ -	\$ -	\$ 2,504,335	\$ -	\$ 8,178,682	\$ 10,683,017
Coastal/Westside	\$ -	\$ -	\$ 1,636,095	\$ 32,000	\$ 10,388,426	\$ 12,056,521
<b>Total</b>	<b>\$ 120,906</b>	<b>\$ 2,000,000</b>	<b>\$ 63,900,000</b>	<b>\$ 248,000</b>	<b>\$ 254,167,000</b>	<b>\$ 320,435,906.00</b>

**Fiscal Year 2022-23 D-2 Allocation  
Community Placement Plan (CPP)  
and Community Resource Development Plan (CRDP) POS Summary**  
(Whole Dollars)

Regional Center	CPP/CRDP			Total CPP/CRDP
	CPP/CRDP Start-Up	Assessment	Placement	
Alta California	\$ 2,651,824	\$ 1,200	\$ -	\$ 2,653,024
Central Valley	\$ 2,350,000	\$ 3,713	\$ 838,656	\$ 3,192,369
East Bay	\$ 1,600,000	\$ -	\$ 320,024	\$ 1,920,024
Eastern L.A.	\$ 900,000	\$ 41,511	\$ -	\$ 941,511
Far Northern	\$ 890,000	\$ -	\$ 1,206,173	\$ 2,096,173
L.A. County/Frank Lanterman	\$ 371,188	\$ -	\$ -	\$ 371,188
Golden Gate	\$ 1,107,700	\$ -	\$ -	\$ 1,107,700
Harbor	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000
Inland	\$ 1,175,000	\$ -	\$ -	\$ 1,175,000
Kern	\$ 750,000	\$ -	\$ 530,903	\$ 1,280,903
North Bay	\$ 2,295,000	\$ -	\$ -	\$ 2,295,000
North L.A.	\$ 2,400,000	\$ 700	\$ -	\$ 2,400,700
Orange	\$ 2,685,749	\$ -	\$ -	\$ 2,685,749
Redwood Coast	\$ 1,070,000	\$ 653	\$ -	\$ 1,070,653
San Andreas	\$ 1,875,000	\$ -	\$ -	\$ 1,875,000
San Diego	\$ 4,647,713	\$ -	\$ 1,337,518	\$ 5,985,231
San Gabriel/Pomona	\$ 2,971,040	\$ -	\$ -	\$ 2,971,040
South Central L.A.	\$ 750,000	\$ 65,694	\$ 470,881	\$ 1,286,575
Tri-Counties	\$ 1,575,000	\$ -	\$ 71,360	\$ 1,646,360
Valley Mountain	\$ 2,095,000	\$ -	\$ 83,313	\$ 2,178,313
Coastal/Westside	\$ 1,450,000	\$ -	\$ 7,618	\$ 1,457,618
<b>Total</b>	<b>\$ 37,610,214</b>	<b>\$ 113,471</b>	<b>\$ 4,866,446</b>	<b>\$ 42,590,131</b>

Fiscal Year 2022-23 D-2 Allocation  
Operations (Ops) Summary

(Whole Dollars)

	Miscellaneous	Policy (see pg. 2)	Sub-Total Non-CPP Operations Allocation	Total OPS CPP/CRDP & Ongoing Workload (see pg. 3)	Total D-2 Allocation	UFS CERMS (HQ)	Grand Total D-2 Allocation
<b>Regional Center</b>							
Alta California	\$ 176,728	\$ 2,236,477	\$ 2,413,205	\$ 541,899	\$ 2,955,104	\$ 55,000	\$ 3,010,104
Central Valley	\$ -	\$ 2,454,955	\$ 2,454,955	\$ 631,180	\$ 3,086,135	\$ 55,000	\$ 3,141,135
East Bay	\$ -	\$ 1,542,189	\$ 1,542,189	\$ 1,113,408	\$ 2,655,597	\$ 25,000	\$ 2,680,597
Eastern L.A.	\$ -	\$ 2,160,441	\$ 2,160,441	\$ 576,251	\$ 2,736,692	\$ 25,000	\$ 2,761,692
Far Northern	\$ -	\$ 1,230,072	\$ 1,230,072	\$ 252,975	\$ 1,483,047	\$ 70,000	\$ 1,553,047
L.A. County/Frank Lanterman	\$ -	\$ 1,357,475	\$ 1,357,475	\$ 353,795	\$ 1,711,270	\$ 55,000	\$ 1,766,270
Golden Gate	\$ -	\$ 806,198	\$ 806,198	\$ 1,178,714	\$ 1,984,912	\$ 25,000	\$ 2,009,912
Harbor	\$ -	\$ 5,092,272	\$ 5,092,272	\$ 218,692	\$ 5,310,964	\$ 25,000	\$ 5,335,964
Inland	\$ -	\$ 3,178,650	\$ 3,178,650	\$ 545,837	\$ 3,724,487	\$ 70,000	\$ 3,794,487
Kern	\$ -	\$ 1,411,597	\$ 1,411,597	\$ 384,425	\$ 1,796,022	\$ 25,000	\$ 1,821,022
North Bay	\$ 25,000	\$ 815,238	\$ 840,238	\$ 672,897	\$ 1,513,135	\$ 70,000	\$ 1,583,135
North L.A.	\$ -	\$ 2,716,988	\$ 2,716,988	\$ 498,815	\$ 3,215,803	\$ 140,000	\$ 3,355,803
Orange	\$ -	\$ 2,212,833	\$ 2,212,833	\$ 118,614	\$ 2,331,447	\$ 70,000	\$ 2,401,447
Redwood Coast	\$ -	\$ 573,627	\$ 573,627	\$ 384,178	\$ 957,805	\$ 55,000	\$ 1,012,805
San Andreas	\$ 55,000	\$ 1,670,484	\$ 1,725,484	\$ 303,517	\$ 2,029,001	\$ 25,000	\$ 2,054,001
San Diego	\$ 55,000	\$ 3,484,666	\$ 3,539,666	\$ 1,020,615	\$ 4,560,281	\$ 55,000	\$ 4,615,281
San Gabriel/Pomona	\$ -	\$ 1,653,841	\$ 1,653,841	\$ 726,251	\$ 2,380,092	\$ 55,000	\$ 2,435,092
South Central L.A.	\$ -	\$ 2,360,412	\$ 2,360,412	\$ 428,394	\$ 2,788,806	\$ 70,000	\$ 2,858,806
Tri-Counties	\$ -	\$ 1,292,982	\$ 1,292,982	\$ 637,508	\$ 1,930,490	\$ 55,000	\$ 1,985,490
Valley Mountain	\$ -	\$ 1,415,854	\$ 1,415,854	\$ 247,582	\$ 1,663,436	\$ 55,000	\$ 1,718,436
Coastal/Westside	\$ -	\$ 834,476	\$ 834,476	\$ 376,353	\$ 1,210,829	\$ 25,000	\$ 1,235,829
<b>Total</b>	<b>\$ 311,728</b>	<b>\$ 40,501,727</b>	<b>\$ 40,813,455</b>	<b>\$ 11,211,900</b>	<b>\$ 52,025,355</b>	<b>\$ 1,105,000</b>	<b>\$ 53,130,355</b>

**Fiscal Year 2022-23 D-2 Allocation**  
**Ops Policy Summary**  
 (Whole Dollars)

	Tribal Engagement for Early Start Services	Service Access and Equity Grant (Disparities)	Specialized Home Monitoring	Promoting Workforce Stability  Tuition Reimbursement Program	Community Integration Children and Adolescents (Soc Rec Grants, ARPA)	Service Provider Rate Reform, Rate Acceleration (ARPA)	Total Policy
<b>Regional Center</b>							
Alta California	\$ -	\$ 98,000	\$ -	\$ 1,071,948	\$ 459,092	\$ 607,437	\$ 2,236,477
Central Valley	\$ -	\$ -	\$ 36,853	\$ 920,584	\$ 975,854	\$ 521,664	\$ 2,454,955
East Bay	\$ -	\$ -	\$ 36,853	\$ 892,230	\$ 107,509	\$ 505,597	\$ 1,542,189
Eastern L.A.	\$ -	\$ 900,000	\$ -	\$ 522,843	\$ 441,320	\$ 296,278	\$ 2,160,441
Far Northern	\$ 166,666	\$ 350,000	\$ -	\$ 335,781	\$ 187,349	\$ 190,276	\$ 1,230,072
L.A. County/Frank Lanterman	\$ -	\$ 168,500	\$ -	\$ 446,154	\$ 490,000	\$ 252,821	\$ 1,357,475
Golden Gate	\$ -	\$ -	\$ (36,853)	\$ 381,036	\$ 246,095	\$ 215,920	\$ 806,198
Harbor	\$ -	\$ -	\$ 40,517	\$ 640,365	\$ 4,048,517	\$ 362,873	\$ 5,092,272
Inland	\$ -	\$ -	\$ -	\$ 1,622,829	\$ 636,218	\$ 919,603	\$ 3,178,650
Kern	\$ 166,667	\$ 250,000	\$ -	\$ 447,734	\$ 293,480	\$ 253,716	\$ 1,411,597
North Bay	\$ -	\$ -	\$ 114,222	\$ 369,821	\$ 121,630	\$ 209,565	\$ 815,238
North L.A.	\$ -	\$ -	\$ 110,558	\$ 1,156,771	\$ 794,155	\$ 655,504	\$ 2,716,988
Orange	\$ -	\$ -	\$ 110,558	\$ 921,176	\$ 659,099	\$ 522,000	\$ 2,212,833
Redwood Coast	\$ -	\$ 120,000	\$ -	\$ 165,700	\$ 194,030	\$ 93,897	\$ 573,627
San Andreas	\$ -	\$ -	\$ 73,705	\$ 699,125	\$ 501,483	\$ 396,171	\$ 1,670,484
San Diego	\$ 166,667	\$ 495,000	\$ 40,517	\$ 1,390,392	\$ 604,201	\$ 787,889	\$ 3,484,666
San Gabriel/Pomona	\$ -	\$ 230,000	\$ 73,705	\$ 572,679	\$ 452,939	\$ 324,518	\$ 1,653,841
South Central L.A.	\$ -	\$ 598,000	\$ 77,370	\$ 741,814	\$ 522,867	\$ 420,361	\$ 2,360,412
Tri-Counties	\$ -	\$ -	\$ 40,517	\$ 654,265	\$ 227,450	\$ 370,750	\$ 1,292,982
Valley Mountain	\$ -	\$ -	\$ 73,705	\$ 666,981	\$ 297,212	\$ 377,956	\$ 1,415,854
Coastal/Westside	\$ -	\$ -	\$ -	\$ 379,772	\$ 239,500	\$ 215,204	\$ 834,476
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 3,209,500</b>	<b>\$ 792,227</b>	<b>\$ 15,000,000</b>	<b>\$ 12,500,000</b>	<b>\$ 8,500,000</b>	<b>\$ 40,501,727</b>

**Fiscal Year 2022-23 D-2 Allocation**  
**Community Placement Plan (CPP) and Community Resource**  
**Development Plan (CRDP) OPS**  
 (Whole Dollars)

	Regular CPP		Non-CPP	Total CPP/CRDP
	CPP/CRDP Regular Ops	DC Closure/ Ongoing Workload		
<b>Regional Center</b>				
Alta California	\$ 335,686	\$ 206,213	\$	<b>541,899</b>
Central Valley	\$ 439,422	\$ 191,758	\$	<b>631,180</b>
East Bay	\$ 727,766	\$ 385,642	\$	<b>1,113,408</b>
Eastern L.A.	\$ 394,328	\$ 181,923	\$	<b>576,251</b>
Far Northern	\$ 177,829	\$ 75,146	\$	<b>252,975</b>
L.A. County/Frank Lanterman	\$ 184,164	\$ 169,631	\$	<b>353,795</b>
Golden Gate	\$ 627,351	\$ 551,363	\$	<b>1,178,714</b>
Harbor	\$ 160,442	\$ 58,250	\$	<b>218,692</b>
Inland	\$ 445,287	\$ 100,550	\$	<b>545,837</b>
Kern	\$ 295,297	\$ 89,128	\$	<b>384,425</b>
North Bay	\$ 359,940	\$ 312,957	\$	<b>672,897</b>
North L.A.	\$ 287,675	\$ 211,140	\$	<b>498,815</b>
Orange	\$ -	\$ 118,614	\$	<b>118,614</b>
Redwood Coast	\$ 373,829	\$ 10,349	\$	<b>384,178</b>
San Andreas	\$ (19,282)	\$ 322,799	\$	<b>303,517</b>
San Diego	\$ 841,827	\$ 178,788	\$	<b>1,020,615</b>
San Gabriel/Pomona	\$ 400,043	\$ 326,208	\$	<b>726,251</b>
South Central L.A.	\$ 305,868	\$ 122,526	\$	<b>428,394</b>
Tri-Counties	\$ 417,066	\$ 220,442	\$	<b>637,508</b>
Valley Mountain	\$ 209,402	\$ 38,180	\$	<b>247,582</b>
Coastal/Westside	\$ 243,318	\$ 133,035	\$	<b>376,353</b>
<b>Total</b>	<b>\$ 7,207,258</b>	<b>\$ 4,004,642</b>	<b>\$</b>	<b>11,211,900</b>

## **Explanation of Items for FY 2022-23 D-2 Amendment**

### **Operations (Ops)**

**Miscellaneous:** Allocated per agreement with specific regional centers.

**Community Placement Plan/Community Resource Development Plan (CPP/CRDP), DC Closure/Ongoing Workload:** Allocated based on Department approvals.

### **UFS CERMS (HQ)**

**Uniform Fiscal System (UFS) Consumer Electronic Management System (CERMS):**

Allocation(s) are based on the following participation from regional centers and ARCA on the CERMS/UFSM project.

\$25,000 for participation in Verification sessions (All 21 RCs)

\$30,000 for participation in small group session (CERMS or UFSM)

\$45,000 for participation in small group session (CERMS and UFSM)

### **Policy Items:**

**Tribal Engagement for Early Start Services:** Allocated per agreement with specific regional centers.

**Service Access and Equity Grant (Disparities):** Allocated based on Department approvals.

**Specialized Home Monitoring:** Allocation based on each regional center's monitoring of ARFPSHN, EBSH and CCH homes at a 1:4 (Nurse or Behavioral Specialist to Home) ratio.

**Promoting Workforce Stability (Tuition Reimbursement Program):** Allocated 50% of funds available based on each regional center's pro-rata share of consumers in Status 1 and 2 Client Master File (CMF) report.

**Community Integration Child Adolescent (Social Rec Grants APRA 8507):** Allocated based on Department approved grant projects with specific regional centers.

**Service Provider Rate Reform Acceleration:** Allocated the balance based on each regional center's pro-rata share of consumers in Status 1 and 2 CMF report.

**Purchase of Services (POS)**

**Gap:** Allocated per agreement with specific regional centers.

**Miscellaneous:** Allocated per agreement with specific regional centers.

**POS Base:** Allocated based on each regional center's pro-rata share of Non CPP POS claims for July 2022 through April 2023.

**Community Placement Plan (CPP) and Community Resource Development Plan (CRDP):** Allocated based on Department approvals.

**Policy Items:**

**Forensic Division:** Allocated per agreement with specific regional centers.

**Promoting Workforce Stability (Supportive Technology Solution Pilot):** Allocated per agreement with specific regional centers.

**Promoting Workforce Stability (Training Stipends):** Allocated based on each regional center's pro-rata share of the latest caseload of Status 2 ages 22 and above from March 2023.

**Service Provider Rate Reform / Quality Incentive Program (DSP Workforce Survey):** \$248,000 quality incentive payments for completion of the DSP Workforce Survey. Allocation based on the number of providers that completed the survey for each regional center.

**Service Provider Rate Reform, Rate Acceleration:** Allocated based on each regional center's pro-rata share of impact of rate for POS expenditures from July 2022 through December 2022.



San Diego Regional Center  
4355 Ruffin Road, San Diego, CA 92123  
858-576-2996 / [www.sdrc.org](http://www.sdrc.org)

Serving individuals with developmental disabilities in San Diego and Imperial Counties

## Memorandum

DATE: June 1, 2023

TO: Members, Board of Directors

FROM: Michael Bell, Chief Financial Officer

RE: The Department of Developmental Services Fiscal Compliance Audit Report of the San Diego Regional Center for the period of July 1, 2020 through June 30, 2022

Enclosed is the Department of Developmental Services (DDS) Fiscal Compliance Audit Report of the San Diego Regional Center for the two year period of July 1, 2020 through June 30, 2022. The purpose of the audit is to ensure San Diego Regional Center (SDRC) is compliant with the requirements set forth in the Lanterman Developmental Disabilities Services Act and Related Laws/Welfare and Institutions Code; the Home and Community-based Services (HCBS) Waiver for the Developmentally Disabled; California Code of Regulations (CCR), title 17, Federal Office of Management and Budget (OMB) Circulars A-122 and A-133; and, the contract with DDS.

The conclusion of the audit report states:

**“Overall, the audit indicated that *the San Diego Regional Center* maintains accounting records and supporting documentation for transactions in an organized manner.”**

A vote to accept the final DDS audit report will be considered at the June 13, 2023, Board of Directors meeting. If you have any questions regarding the audit report, please contact me at (858) 576-2970.

c: Norma Ramos  
Mark Klaus

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1215 O Street, MS 9-20  
Sacramento, CA 95814  
TTY: 711  
(916) 654-3695



May 31, 2023

Mark Klaus, Executive Director  
San Diego Regional Center  
4355 Ruffin Road, Suite 200  
San Diego, CA 92123

Dear Mr. Klauser:

The Department of Developmental Services' (DDS) Audit Section has completed the audit of the San Diego Regional Center for Fiscal Years 2020-21 and 2021-22. The enclosed draft report includes the areas reviewed, as well as any findings and recommendations.

The draft report will be discussed via a conference call scheduled for Wednesday, June 7, 2023, at 3:00 p.m. The purpose of the conference call will be to review the audit results and to detail any findings noted in the audit report. After the conference call you will have an opportunity to respond to the audit report in writing, noting any concerns and clarifications you may have. The final audit report will be prepared and issued after your written response is received and reviewed.

Thank you for your cooperation in preparing for this conference call. If you have any questions, please contact Luciah Ellen Nzima, Chief, Regional Center Audit Unit, at (916) 654-3695.

Sincerely,

DocuSigned by:  
A blue ink signature of Edward Yan, written in a cursive style.

F72A5AEB66EE4AB...  
EDWARD YAN, Manager  
Audit Section

Enclosure(s)

cc: See next page

**"Building Partnerships, Supporting Choices"**

Mark Klaus, Executive Director  
May 31, 2023  
Page two

cc: Glendora Pitre, SDRC  
Michael Bell, SDRC  
Bob Sands, DHCS  
Carla Castañeda, DDS  
Pete Cervinka, DDS  
Brian Winfield, DDS  
Jim Knight, DDS  
Ernie Cruz, DDS  
Aaron Christian, DDS  
Ann Nakamura, DDS  
Yasir Ali, DDS  
Luciah Ellen Nzima, DDS  
Oscar Perez, DDS



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**AUDIT OF THE  
SAN DIEGO REGIONAL CENTER  
FOR FISCAL YEARS 2020-21 AND 2021-22**

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**Department of Developmental Services  
May 31, 2023**

This audit report was prepared by the  
California Department of Developmental Services  
1215 O Street  
Sacramento, CA 95814

Pete Cervinka, Chief Deputy Director, Data Analytics and Strategy  
Ann Nakamura, Branch Chief, Research, Audit, and Evaluation Branch  
Edward Yan, Manager, Audit Section  
Luciah Ellen Nzima, Chief, Regional Center Audit Unit  
Oscar Perez, Supervisor, Regional Center Audit Unit

Audit Staff: Carlos Whylesmenchaca, Chanta Ham and Gordon Ho

For more information, please call: (916) 654-3695

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(Appendix A will be included in the Final Report)	

## EXECUTIVE SUMMARY

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The Department of Developmental Services (DDS) conducted a fiscal compliance audit of San Diego Regional Center (SDRC) to ensure SDRC is compliant with the requirements set forth in the Lanterman Developmental Disabilities Services Act and Related Laws/Welfare and Institutions (W&I) Code; the Home and Community-based Services (HCBS) Waiver for the Developmentally Disabled; California Code of Regulations (CCR), Title 17; Federal Office of Management and Budget (OMB) Circulars A-122 and A-133; and the contract with DDS. Overall, the audit indicated that SDRC maintains accounting records and supporting documentation for transactions in an organized manner.

The audit period was July 1, 2020, through June 30, 2022, with follow-up, as needed, into prior and subsequent periods. This report identifies some areas where SDRC's administrative and operational controls could be strengthened, but none of the findings were of a nature that would indicate systemic issues or constitute major concerns regarding SDRC's operations. A follow-up review was performed to ensure SDRC has taken corrective action to resolve the findings identified in the prior DDS audit report.

### **Findings that need to be addressed.**

#### **Finding 1: Overstated Claims**

The review of the Operational Indicator Reports revealed seven instances where SDRC overpaid five vendors a total of \$8,433.92 due to duplicate payments and overlapping authorizations. SDRC recovered \$5,794.40 of the overstated claims, with \$2,639.52 still outstanding. This is not in compliance with CCR, Title 17, Section 57300(c).

#### **Finding 2: Targeted Case Management Rate Study - Equipment Purchases not Reported (Repeat)**

The review of the TCM Rate Study revealed five items of equipment purchased in Fiscal Year (FY) 2020-21 totaling \$87,750 were not reported on Attachment C of the 2022 TCM Rate Study. This issue also was noted in the prior DDS audit report. This is not in compliance with Attachment C of the Instructions for the TCM Rate Study.

## BACKGROUND

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DDS is responsible, under the W&I Code, for ensuring that persons with developmental disabilities (DD) receive the services and supports they need to lead more independent, productive, and integrated lives. To ensure that these services and supports are available, DDS contracts with 21 private, nonprofit community agencies/corporations that provide fixed points of contact in the community for serving eligible individuals with DD and their families in California. These fixed points of contact are referred to as regional centers (RCs). The RCs are responsible under State law to help ensure that such persons receive access to the programs and services that are best suited to them throughout their lifetime.

DDS is also responsible for providing assurance to the Department of Health and Human Services, Centers for Medicare and Medicaid Services (CMS), that services billed under California's HCBS Waiver program are provided and that criteria set forth for receiving funds have been met. As part of DDS' program for providing this assurance, the Audit Section conducts fiscal compliance audits of each RC no less than every two years and completes follow-up reviews in alternate years. Also, DDS requires RCs to contract with independent Certified Public Accountants (CPAs) to conduct an annual financial statement audit. The DDS audit is designed to wrap around the independent CPA's audit to ensure comprehensive financial accountability.

In addition to the fiscal compliance audit, each RC will also be monitored by the DDS Federal Programs Operations Section to assess overall programmatic compliance with HCBS Waiver requirements. The HCBS Waiver compliance monitoring review has its own criteria and processes. These audits and program reviews are an essential part of an overall DDS monitoring system that provides information on RCs' fiscal, administrative, and program operations.

DDS and San Diego-Imperial Counties Developmental Services, Inc. entered into State Contract HD199017, effective July 1, 2019, through June 30, 2026. This contract specifies that San Diego-Imperial Counties Developmental Services, Inc. will operate an agency known as SDRC to provide services to individuals with DD and their families in Imperial and San Diego Counties. The contract is funded by state and federal funds that are dependent upon SDRC performing certain tasks, providing services to eligible consumers, and submitting billings to DDS.

This audit was conducted at SDRC and remotely from November 7, 2022, through February 1, 2023, by the Audit Section of DDS.

## **AUTHORITY**

The audit was conducted under the authority of the W&I Code, Section 4780.5 and Article IV, Section 3 of the State Contract between DDS and SDRC.

## **CRITERIA**

The following criteria were used for this audit:

- W&I Code,
- “Approved Application for the HCBS Waiver for the Developmentally Disabled,”
- CCR, Title 17,
- OMB Circulars A-122 and A-133, and
- The State Contract between DDS and SDRC, effective July 1, 2019.

## **AUDIT PERIOD**

The audit period was July 1, 2020, through June 30, 2022, with follow-up, as needed, into prior and subsequent periods.

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## OBJECTIVES, SCOPE, AND METHODOLOGY

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This audit was conducted as part of the overall DDS monitoring system that provides information on RCs' fiscal, administrative, and program operations. The objectives of this audit were:

- To determine compliance with the W&I Code,
- To determine compliance with the provisions of the HCBS Waiver Program for the Developmentally Disabled,
- To determine compliance with CCR, Title 17 regulations,
- To determine compliance with OMB Circulars A-122 and A-133, and
- To determine that costs claimed were in compliance with the provisions of the State Contract between DDS and SDRC.

The audit was conducted in accordance with the Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States. However, the procedures do not constitute an audit of SDRC's financial statements. DDS limited the scope to planning and performing audit procedures necessary to obtain reasonable assurance that SDRC was in compliance with the objectives identified above. Accordingly, DDS examined transactions on a test basis to determine whether SDRC was in compliance with the W&I Code; the HCBS Waiver for the Developmentally Disabled; CCR, Title 17; OMB Circulars A-122 and A-133; and the State Contract between DDS and SDRC.

DDS' review of SDRC's internal control structure was conducted to gain an understanding of the transaction flow and the policies and procedures, as necessary, to develop appropriate auditing procedures.

DDS reviewed the annual audit report that was conducted by an independent CPA firm for Fiscal Year 2019-20, issued on October 21, 2021. It was noted that no management letter was issued for SDRC. This review was performed to determine the impact, if any, upon the DDS audit and, as necessary, develop appropriate audit procedures.

The audit procedures performed included the following:

**I. Purchase of Service**

DDS selected a sample of POS claims billed to DDS. The sample included consumer services and vendor rates. The sample also included consumers who were eligible for the HCBS Waiver Program. For POS claims, the following procedures were performed:

- DDS tested the sample items to determine if the payments made to service providers were properly claimed and could be supported by appropriate documentation.
- DDS selected a sample of invoices for service providers with daily and hourly rates, standard monthly rates, and mileage rates to determine if supporting attendance documentation was maintained by SDRC. The rates charged for the services provided to individual consumers were reviewed to ensure compliance with the provision of the W&I Code; the HCBS Waiver for the Developmentally Disabled; CCR, Title 17, OMB Circulars A-122 and A-133; and the State Contract between DDS and SDRC.
- DDS selected a sample of individual Consumer Trust Accounts to determine if there were any unusual activities and whether any account balances exceeded \$2,000, as prohibited by the Social Security Administration. In addition, DDS determined if any retroactive Social Security benefit payments received exceeded the \$2,000 resource limit for longer than nine months. DDS also reviewed these accounts to ensure that the interest earnings were distributed quarterly, personal and incidental funds were paid before the 10th of each month, and proper documentation for expenditures was maintained.
- The Client Trust Holding Account, an account used to hold unidentified consumer trust funds, was tested to determine whether funds received were properly identified to a consumer or returned to the Social Security Administration in a timely manner. An interview with SDRC staff revealed that SDRC has procedures in place to determine the correct recipient of unidentified consumer trust funds. If the correct recipient cannot be determined, the funds are returned to the Social Security Administration or other sources in a timely manner.
- DDS selected a sample of Uniform Fiscal Systems (UFS) reconciliations to determine if any accounts were out of balance or if there were any outstanding items that were not reconciled.

- DDS analyzed all of SDRC's bank accounts to determine whether DDS had signatory authority, as required by the State Contract with DDS.
- DDS selected a sample of bank reconciliations for Operations (OPS) accounts and Consumer Trust bank accounts to determine if the reconciliations were properly completed on a monthly basis.

## **II. Regional Center Operations**

DDS selected a sample of OPS claims billed to DDS to determine compliance with the State Contract. The sample included various expenditures claimed for administration that were reviewed to ensure SDRC's accounting staff properly input data, transactions were recorded on a timely basis, and expenditures charged to various operating areas were valid and reasonable. The following procedures were performed:

- A sample of the personnel files, timesheets, payroll ledgers, and other support documents were selected to determine if there were any overpayments or errors in the payroll or the payroll deductions.
- A sample of OPS expenses, including, but not limited to, purchases of office supplies, consultant contracts, insurance expenses, and lease agreements were tested to determine compliance with CCR, Title 17, and the State Contract.
- A sample of equipment was selected and physically inspected to determine compliance with requirements of the State Contract.
- DDS reviewed SDRC's policies and procedures for compliance with the DDS Conflict of Interest regulations, and DDS selected a sample of personnel files to determine if the policies and procedures were followed.

## **III. Targeted Case Management (TCM) and Regional Center Rate Study**

The TCM Rate Study determines the DDS rate of reimbursement from the federal government. The following procedures were performed upon the study:

- Reviewed applicable TCM records and SDRC's Rate Study. DDS examined the months of May 2021 and May 2022 and traced the reported information to source documents.
- The last Case Management Time Study, performed in May 2019, was reviewed in the prior DDS audit that included FY 2019-20. As a result, there was no Case Management Time Study to review for this audit period.

#### **IV. Service Coordinator Caseload Survey**

Under the W&I Code, Section 4640.6(e), RCs are required to provide service coordinator caseload data to DDS. The following average service coordinator-to-consumer ratios apply per W&I Code Section 4640.6(c)(1)(2)(3)(A)(B)(C):

- “(c) Contracts between the department and regional centers shall require regional centers to have service coordinator-to-consumer ratios, as follows:
- (1) An average service coordinator-to-consumer ratio of 1 to 62 for all consumers who have not moved from the developmental centers to the community since April 14, 1993. In no case shall a service coordinator for these consumers have an assigned caseload in excess of 79 consumers for more than 60 days.
  - (2) An average service coordinator-to-consumer ratio of 1 to 45 for all consumers who have moved from a developmental center to the community since April 14, 1993. In no case shall a service coordinator for these consumers have an assigned caseload in excess of 59 consumers for more than 60 days.
  - (3) Commencing January 1, 2004, the following coordinator-to-consumer ratios shall apply:
    - (A) All consumers three years of age and younger and for consumers enrolled in the Home and Community-based Services Waiver program for persons with developmental disabilities, an average service coordinator-to-consumer ratio of 1 to 62.
    - (B) All consumers who have moved from a developmental center to the community since April 14, 1993, and have lived continuously in the community for at least 12 months, an average service coordinator-to-consumer ratio of 1 to 62.
    - (C) All consumers who have not moved from the developmental centers to the community since April 14, 1993, and who are not described in subparagraph (A), an average service coordinator-to-consumer ratio of 1 to 66.”

DDS also reviewed the Service Coordinator Caseload Survey methodology used in calculating the caseload ratios to determine reasonableness and that supporting documentation is maintained to support the survey and the ratios as required by W&I Code, Section 4640.6(e).

**V. Early Intervention Program (EIP; Part C Funding)**

For the EIP, there are several sections contained in the Early Start Plan. However, only the Part C section was applicable for this review.

**VI. Family Cost Participation Program (FCPP)**

The FCPP was created for the purpose of assessing consumer costs to parents based on income level and dependents. The family cost participation assessments are only applied to respite, day care, and camping services that are included in the child's Individual Program Plan (IPP)/Individualized Family Services Plan (IFSP). To determine whether SDRC was in compliance with CCR, Title 17, and the W&I Code, Section 4783, DDS performed the following procedures during the audit review:

- Reviewed the list of consumers who received respite, day care, and camping services, for ages 0 through 17 years who live with their parents and are not Medi-Cal eligible, to determine their contribution for the FCPP.
- Reviewed the parents' income documentation to verify their level of participation based on the FCPP Schedule.
- Reviewed copies of the notification letters to verify that the parents were notified of their assessed cost participation within 10 working days of receipt of the parents' income documentation.
- Reviewed vendor payments to verify that SDRC was paying for only its assessed share of cost.

**VII. Annual Family Program Fee (AFPF)**

The AFPF was created for the purpose of assessing an annual fee of up to \$200 based on the income level of families with children between the ages of 0 through 17 years receiving qualifying services through the RC. The AFPF fee shall not be assessed or collected if the child receives only respite, day care, or camping services from the RC and a cost for participation was assessed to the parents under FCPP. To determine whether SDRC was in compliance with the W&I Code, Section 4785, DDS requested a list of AFPF assessments and verified the following:

- The adjusted gross family income is at or above 400 percent of the federal poverty level based upon family size.
- The child has a DD or is eligible for services under the California Early Intervention Services Act.

- The child is less than 18 years of age and lives with his or her parent.
- The child or family receives services beyond eligibility determination, needs assessment, and service coordination.
- The child does not receive services through the Medi-Cal program.
- Documentation was maintained by the RC to support reduced assessments.

#### **VIII. Parental Fee Program (PFP)**

The PFP was created for the purpose of prescribing financial responsibility to parents of children under the age of 18 years who are receiving 24-hour, out-of-home care services through an RC or who are residents of a state hospital or on leave from a state hospital. Parents shall be required to pay a fee depending upon their ability to pay, but not to exceed (1) the cost of caring for a child without DD at home, as determined by the Director of DDS, or (2) the cost of services provided, whichever is less. To determine whether SDRC is in compliance with the W&I Code, Section 4782, DDS requested a list of PFP assessments and verified the following:

- Identified all children with DD who are receiving the following services:
  - (a) All 24-hour, out-of-home community care received through an RC for children under the age of 18 years;
  - (b) 24-hour care for such minor children in state hospitals. Provided, however, that no ability to pay determination shall be made for services required by state or federal law, or both, to be provided to children without charge to their parents.
- Provided DDS with a listing of new placements, terminated cases, and client deaths for those clients. Such listings shall be provided not later than the 20th day of the month following the month of such occurrence.
- Informed parents of children who will be receiving services that DDS is required to determine parents' ability to pay and to assess, bill, and collect parental fees.
- Provided parents a package containing an informational letter, a Family Financial Statement (FFS), and a return envelope within 10 working days after placement of a minor child.
- Provided DDS a copy of each informational letter given or sent to parents, indicating the addressee and the date given or mailed.

## **IX. Procurement**

The Request for Proposal (RFP) process was implemented to ensure RCs outline the vendor selection process when using the RFP process to address consumer service needs. As of January 1, 2011, DDS requires RCs to document their contracting practices, as well as how particular vendors are selected to provide consumer services. By implementing a procurement process, RCs will ensure that the most cost-effective service providers, amongst comparable service providers, are selected, as required by the Lanterman Act and the State Contract. To determine whether SDRC implemented the required RFP process, DDS performed the following procedures during the audit review:

- Reviewed SDRC's contracting process to ensure the existence of a Board-approved procurement policy and to verify that the RFP process ensures competitive bidding, as required by Article II of the State Contract, as amended.
- Reviewed the RFP contracting policy to determine whether the protocols in place included applicable dollar thresholds and comply with Article II of the State Contract, as amended.
- Reviewed the RFP notification process to verify that it is open to the public and clearly communicated to all vendors. All submitted proposals are evaluated by a team of individuals to determine whether proposals are properly documented, recorded, and authorized by appropriate officials at SDRC. The process was reviewed to ensure that the vendor selection process is transparent and impartial and avoids the appearance of favoritism. Additionally, DDS verified that supporting documentation is retained for the selection process and, in instances where a vendor with a higher bid is selected, written documentation is retained as justification for such a selection.

DDS performed the following procedures to determine compliance with Article II of the State Contract for contracts in place as of January 1, 2011:

- Selected a sample of Operations, Community Placement Plan (CPP), and negotiated POS contracts subject to competitive bidding to ensure SDRC notified the vendor community and the public of contracting opportunities available.
- Reviewed the contracts to ensure that SDRC has adequate and detailed documentation for the selection and evaluation process of vendor proposals and written justification for final vendor selection decisions and that those contracts were properly signed and executed by both parties to the contract.

In addition, DDS performed the following procedures:

- To determine compliance with the W&I Code, Section 4625.5 for contracts in place as of March 24, 2011: Reviewed to ensure SDRC has a written policy requiring the Board to review and approve any of its contracts of two hundred fifty thousand dollars (\$250,000) or more before entering into a contract with the vendor.
- Reviewed SDRC Board-approved Operations, Start-Up, and POS vendor contracts of \$250,000 or more, to ensure the inclusion of a provision for fair and equitable recoupment of funds for vendors that cease to provide services to consumers; verified that the funds provided were specifically used to establish new or additional services to consumers, the usage of funds is of direct benefit to consumers, and the contracts are supported with sufficiently detailed and measurable performance expectations and results.

The process above was conducted in order to assess SDRC's current RFP process and Board approval for contracts of \$250,000 or more, as well as to determine whether the process in place satisfies the W&I Code and SDRC's State Contract requirements, as amended.

**X. Statewide/Regional Center Median Rates**

The Statewide and RC Median Rates were implemented on July 1, 2008, and amended on December 15, 2011 and July 1, 2016, to ensure that RCs are not negotiating rates higher than the set median rates for services. Despite the median rate requirement, rate increases could be obtained from DDS under health and safety exemptions where RCs demonstrate the exemption is necessary for the health and safety of the consumers.

To determine whether SDRC was in compliance with the Lanterman Act, DDS performed the following procedures during the audit review:

- Reviewed sample vendor files to determine whether SDRC is using appropriately vendorized service providers and correct service codes, and that SDRC is paying authorized contract rates and complying with the median rate requirements of W&I Code, Section 4691.9.
- Reviewed vendor contracts to ensure that SDRC is reimbursing vendors using authorized contract median rates and verified that rates paid represented the lower of the statewide or RC median rate set after June 30, 2008. Additionally, DDS verified that providers vendorized before June 30, 2008, did not receive any unauthorized rate increases, except in situations where required by regulation, or health and safety exemptions were granted by DDS.

- Reviewed vendor contracts to ensure that SDRC did not negotiate rates with new service providers for services which are higher than the RC's median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower. DDS also ensured that units of service designations conformed with existing RC designations or, if none exists, ensured that units of service conformed to a designation used to calculate the statewide median rate for the same service code.

## **XI. Rate Model and Rates**

A Rate Model is a standardized rate setting methodology that will be used throughout the regional center system. Rate Models for most service codes were developed as part of the Rate Study conducted in 2019 to improve transparency into service utilization and promote a stable and high-quality supply of providers. The rate models with the updated cost components as of February 2022 was used to calculate the rate adjustment effective April 1, 2022.

### **Rate Implementation Timeline**

- Effective April 1, 2022, the department shall implement a rate increase for service providers that equals one-quarter of the difference between current rates and the fully-funded rate model for each provider.
- Effective January 1, 2023, the department shall adjust rates to equal one-half of the difference between rates in effect March 31, 2022, and the fully-funded rate model for each provider, and additional funding shall be available for the quality incentive program described in subdivision (e).
- Commencing July 1, 2024, the department shall implement the fully-funded rate models using two payment components, a base rate equaling 90 percent of the rate model, and a quality incentive payment, equaling up to 10 percent of the rate model, to be implemented through the quality incentive program described in subdivision (e).

To determine whether SDRC was in compliance with the Rate Study Rate model Lanterman Act, DDS performed the following procedures during the audit review:

- Reviewed vendor contracts to ensure that effective April 1, 2022, the RC implemented a rate increase for service providers that equals one-quarter of the difference between current rates and the fully-funded rate model for each provider.

## **XII. Other Sources of Funding from DDS**

RCs may receive other sources of funding from DDS. DDS performed sample tests on identified sources of funds from DDS to ensure SDRC's accounting staff were inputting data properly, and that transactions were properly recorded and claimed. In addition, tests were performed to determine if the expenditures were reasonable and supported by documentation. The sources of funding from DDS identified in this audit are:

- CPP;
- Part C – Early Start Program;
- HCBS; and
- Mental Health Services Act.

## **XIII. Follow-up Review on Prior DDS Audit Findings**

As an essential part of the overall DDS monitoring system, a follow-up review of the prior DDS audit findings was conducted. DDS identified prior audit findings that were reported to SDRC and reviewed supporting documentation to determine the degree of completeness of SDRC's implementation of corrective actions.

## CONCLUSIONS

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Based upon the audit procedures performed, DDS has determined that except for the items identified in the Findings and Recommendations section, SDRC was in compliance with applicable sections of the W&I Code; the HCBS Waiver for the Developmentally Disabled; CCR, Title 17; OMB Circulars A-122 and A-133; and the State Contract between DDS and SDRC for the audit period, July 1, 2020-21, through June 30, 2022.

The costs claimed during the audit period were for program purposes and adequately supported.

From the review of the seven prior audit findings, it has been determined that SDRC has taken appropriate corrective action to resolve six findings.

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## **VIEWS OF RESPONSIBLE OFFICIALS**

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The findings in this audit report will be discussed with SDRC during the formal exit conference after issuance of the draft audit report. After the formal exit conference, DDS will incorporate the views and responses of SDRC's responsible officials into the final audit report.

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## **RESTRICTED USE**

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This audit report is solely for the information and use of DDS, CMS, Department of Health Care Services, and SDRC. This restriction does not limit distribution of this audit report, which is a matter of public record.

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## FINDINGS AND RECOMMENDATIONS

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### Findings that need to be addressed.

#### Finding 1: Overstated Claims

The review of Operational Indicator Reports revealed seven instances where SDRC overpaid five vendors a total of \$8,433.92 due to duplicate payments and overlapping authorizations. SDRC indicated this was an error on its part, as staff did not identify the erroneous payments during the payment process. SDRC recovered \$5,794.40 of the overstated claims with \$2,639.52 still outstanding. (See Attachment A)

CCR, Title 17, Section 57300(c) states:

“Regional centers shall not reimburse vendors:

- (1) Unless they have a rate established pursuant to these regulations which is currently in effect; nor
- (2) For services in an amount greater than the rate established pursuant to these regulations.”

#### Recommendation:

SDRC must reimburse to DDS the overpayment totaling \$2,639.52. In addition, SDRC must ensure it only reimburses vendors for services provided at the rate established.

#### Finding 2: Targeted Case Management Rate Study - Equipment Purchases not Reported (Repeat)

The review of the TCM Rate Study revealed five items of equipment in excess of \$5,000 purchased in FY 2020-21, totaling \$87,750, were not reported on Attachment C of the TCM Rate Study. This issue was also noted in the prior DDS audit report. SDRC indicated this occurred due to an error on its part as the person responsible for completing the TCM Rate Study was not aware of the purchased items. (See Attachment B)

Instructions for the Administrative TCM Rate Study, Attachment C, state:

“Equipment purchases in excess of \$5,000 must be scheduled showing a description of the asset, cost, and date of purchase...”

**Recommendation:**

SDRC must follow the instructions for the TCM Rate Study and ensure that equipment purchases in excess of \$5,000 are properly recorded on Attachment C of the TCM Rate Study.

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## **EVALUATION OF RESPONSE**

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DDS' evaluation of SDRC's response to the draft audit report will be addressed in this section of the final audit report.

DRAFT

**San Diego Regional Center**  
**Overpayment Due to Duplicate Payments and Overlapping Authorizations**  
**Fiscal Years 2020-21 and 2021-22**

No.	Unique Client Identification Number	Vendor Number	Vendor Name	Service Code	Sub Code	Authorization Number	Service Period	Overpayments	Amount Resolved	Remaining Overpayment
1	6281048	HQ0209	Accent Care Inc.	862	Q1	21610997	Nov-20	\$1,222.90	\$1,222.90	\$0.00
2	6256694	HQ0614	Steps, LLC-ILS	520	Q1	21597614	Sep-20	\$2,149.80	\$2,149.80	\$0.00
3	6283628					21597592	Sep-20	\$1,934.82	\$1,934.82	\$0.00
4	8238978	HQ0619	American Respite Systems	862	COV19	20670574	Jun-20	\$1,924.56	\$0.00	\$1,924.56
5	6248397	PY0896	Devez Respite Services	744	RNASM	21683335	Aug-20	\$486.88	\$486.88	\$0.00
6	8247131	PY2052	Ron's Pharmacy	765		21636528	Mar-21	\$321.42	\$0.00	\$321.42
7	6268337					21645939	May-21	\$393.54	\$0.00	\$393.54
Total Overpayment Due to Dupliate Payments and Overlapping Authorizations								\$8,433.92	\$5,794.40	\$2,639.52

**San Diego Regional Center  
Targeted Case Management Study-Equipment Purchases Not Reported  
Fiscal Years 2020-21 and 2021-22**

No.	Item Description	Serial Number	State Tag Number	Purchase Date	Purchase Price
1	IMAC	Z0ZX002JJ	400838	9/21/2020	\$7,150.00
2	Network switch	FD0251209CM	410549	4/21/2021	\$19,350.00
3	Network switch	FD0251209A8	410550	4/21/2021	\$19,350.00
4	Network switch	FD025391M1Z	410554	6/30/2021	\$20,950.00
5	Network switch	FD025391M2D	410555	6/30/2021	\$20,950.00
<b>Total Equipment Purchases Not Reported</b>					<b>\$87,750.00</b>



San Diego Regional Center  
4355 Ruffin Road, San Diego, CA 92123  
658-576-2996 / [www.sdic.org](http://www.sdic.org)

Serving individuals with developmental disabilities in San Diego and Imperial Counties

## Memorandum

DATE: June 1, 2023

TO: Members, Board of Directors

FROM: Michael Bell, Chief Financial Officer

RE: San Diego–Imperial Counties Developmental Services, Inc., Fiscal Year 2021  
Financial Statements and Independent Auditors' Reports

Included with this memo is a copy of the San Diego–Imperial Counties Developmental Services, Inc. (SD-ICDSI), Fiscal Year (FY) 2021 Financial Statements and Supplementary Information with Independent Auditors' Reports for each member's review. Per professional standards, the independent auditors are also required to communicate with the SD-ICDSI Board of Directors.

**The auditors issued an UNMODIFIED auditors' opinion on the SD-ICDSI financial statements – the highest level of auditor assurance.** No financial statements material weaknesses were identified, and no significant financial statements deficiencies were identified by the audit. (The financial statements contain the following important independent auditors' reports: page one contains the independent auditors' report; page 25 contains the report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards; and, page 27 contains the independent auditors' report on compliance for each major Program and on internal control over compliance in accordance with the uniform guidance.)

The SD-ICDSI Audit Committee met via Zoom meeting on Thursday, May 25, 2023, to discuss the financial statements and independent auditors' reports. The Audit Committee will make a motion to recommend that the Board of Directors accept the FY 2021 financial statements and independent auditors' reports at the Tuesday, June 13, 2023, Board of Directors meeting.

If you have any questions regarding the financial statements and/or the reports, please feel free to contact me at (858) 576-2970.

# **SAN DIEGO - IMPERIAL COUNTIES DEVELOPMENTAL SERVICES, INC.**

## **FINANCIAL STATEMENTS**

June 30, 2021

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
San Diego – Imperial Counties  
Developmental Services, Inc.

### ***Opinion***

We have audited the accompanying financial statements of San Diego – Imperial Counties Developmental Services, Inc., a California nonprofit corporation, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of San Diego – Imperial Counties Developmental Services, Inc. (the Regional Center) as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Regional Center and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Regional Center's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### *Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Regional Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Regional Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplementary Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 24, 2023, on our consideration of the Regional Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Regional Center's internal control over financial reporting and compliance.



Long Beach, California  
April 24, 2023

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

**STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2021**

**ASSETS**

**ASSETS**

Cash and cash equivalents	\$ 24,755,962
Cash and cash equivalents - client trust funds	4,778,488
Receivables - State Regional Center contracts	22,004,621
Receivables - Intermediate care facility providers	4,424,092
Sundry receivables, prepaids, and other assets	2,028,107
Due from state - accrued vacation and other employee benefits	33,620,742
Due from state - deferred rent	<u>1,105,040</u>

**TOTAL ASSETS** **\$ 92,717,052**

**LIABILITIES AND NET DEFICIT**

**LIABILITIES**

Accounts payable and accrued expenses	\$ 49,451,501
Accrued payroll and vacation	3,032,244
Deferred rent	1,105,040
Pension plan obligation	87,091,838
Unexpended client support	<u>5,495,285</u>
	<u>146,175,908</u>

**COMMITMENTS AND CONTINGENCIES (Notes 5, 6 and 7)**

**NET DEFICIT**

Without donor restrictions	<u>(53,458,856)</u>
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**TOTAL LIABILITIES AND NET DEFICIT** **\$ 92,717,052**

The accompanying notes are an integral part of these financial statements.

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

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2021**

**CHANGE IN NET DEFICIT WITHOUT DONOR RESTRICTIONS**

**REVENUE AND SUPPORT**

Contracts - state of California	\$ 548,130,431
Intermediate Care Facility supplemental services income	9,605,856
Other income	<u>775,275</u>

**TOTAL REVENUE AND SUPPORT** 558,511,562

**EXPENSES**

Program Services:	
Direct consumer services	535,505,112
Supporting Services:	
General and administrative	<u>23,322,674</u>

**Total Expenses** 558,827,786

**CHANGE IN NET DEFICIT BEFORE PENSION-RELATED  
CHANGES OTHER THAN NET PERIODIC PENSION COSTS** (316,224)

**PENSION-RELATED CHANGES OTHER THAN NET  
PERIODIC POST-RETIREMENT BENEFIT COSTS** 32,378,855

**CHANGE IN NET DEFICIT** 32,062,631

**NET DEFICIT, BEGINNING OF YEAR** (85,521,487)

**NET DEFICIT, END OF YEAR** \$ (53,458,856)

The accompanying notes are an integral part of these financial statements.

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

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2021**

	<u>Program Services</u>	<u>Supporting Services</u>	
	<u>Direct Client Services</u>	<u>General and Administrative</u>	<u>Total</u>
Salaries	\$ 33,677,523	\$ 6,254,042	\$ 39,931,565
Employee health and retirement benefits	15,182,440	2,819,436	18,001,876
Payroll taxes	<u>445,633</u>	<u>82,756</u>	<u>528,389</u>
Total Salaries and Related Expenses	49,305,596	9,156,234	58,461,830
Purchase of services			
Residential Care	180,141,598	-	180,141,598
Day Care and Training	138,242,740	-	138,242,740
Medical Programs	10,201,532	-	10,201,532
Respite Service	55,922,167	-	55,922,167
Independent Living Costs	22,661,049	-	22,661,049
Transportation Services	15,399,665	-	15,399,665
Prevention Services	12,455,728	-	12,455,728
Other Purchased Services	51,119,659	-	51,119,659
Facility rent	-	6,430,405	6,430,405
General expenses	-	2,949,957	2,949,957
Facility maintenance	-	1,006,557	1,006,557
Equipment purchases, rental, and maintenance	-	429,083	429,083
Outside services	-	655,733	655,733
Public information and education	-	772,145	772,145
Telephone	-	598,109	598,109
Legal fees	-	409,224	409,224
Postage	-	35,176	35,176
Insurance	-	661,267	661,267
Utilities	-	106,378	106,378
Travel	55,378	5,925	61,303
Staff training	-	9,236	9,236
Accounting fees	-	69,900	69,900
Printing	-	27,260	27,260
Board of Directors' expenses	-	85	85
<b>TOTAL EXPENSES</b>	<u>\$ 535,505,112</u>	<u>\$ 23,322,674</u>	<u>\$ 558,827,786</u>

The accompanying notes are an integral part of these financial statements.

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2021**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in net deficit	\$ 32,062,631
Adjustments to reconcile change in net deficit to net cash from operating activities:	
(Increase) decrease in:	
Receivables - State Regional Center contracts	10,527,266
Receivables - Intermediate care facility providers	(1,745,747)
Sundry receivables, prepaids, and other assets	(746,104)
Due from state - accrued vacation and other employee benefits	(252,117)
Due from state - deferred rent	(439,132)
Increase (decrease) in:	
Accounts payable and accrued expenses	(6,135,520)
Accrued payroll and vacation	(1,160,307)
Deferred rent	439,132
Pension plan obligation	(31,079,083)
Unexpended client support	2,769,423
Net Cash Provided By Operating Activities	<u>4,240,442</u>
<b>NET CHANGE IN CASH</b>	4,240,442
<b>CASH AT BEGINNING OF YEAR</b>	<u>25,294,008</u>
<b>CASH AT END OF YEAR</b>	<u>\$ 29,534,450</u>
<b>COMPONENTS OF CASH AND CASH EQUIVALENTS</b>	
Cash and cash equivalents	\$ 24,755,962
Cash and cash equivalents - client trust funds	<u>4,778,488</u>
<b>Total cash and cash equivalents</b>	<u>\$ 29,534,450</u>

The accompanying notes are an integral part of these financial statements.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies**

*Nature of Activities*

San Diego – Imperial Counties Developmental Services, Inc. (the Regional Center) is a nonprofit public benefit corporation, the primary purpose of which is to contract with the State of California Department of Developmental Services (DDS) and other governmental agencies to operate a regional center for persons with developmental disabilities and their families. The Regional Center was organized in accordance with the provisions of the Lanterman Developmental Disabilities Services Act (the Act) of the Welfare and Institutions Code of the State of California. Contracts with the state and other agencies are generally renewed on an annual basis and provide a limit on expenditures and the respective contract funding. The period of expenditure reimbursement may, in some cases, extend beyond one year. Required services provided include outreach, diagnosis, assessment, counseling, prevention services, public information and education, and advocacy to persons with developmental disabilities and their families residing in San Diego and Imperial Counties.

The Act includes governance provisions regarding the composition of the Regional Center's board of directors. The Act states that the board shall be comprised of individuals with demonstrated interest in, or knowledge of, developmental disabilities, and other relevant characteristics, and requires that a minimum of 50% of the governing board be persons with developmental disabilities or their parents or legal guardians; and that no less than 25% of the members of the governing board shall be persons with developmental disabilities. In addition, a member of a required advisory committee, composed of persons representing the various categories of providers from which the Regional Center purchases client services, shall serve as a member of the Regional Center's board. To comply with the Act, the Regional Center's board of directors includes persons with developmental disabilities, or their parents or legal guardians, who receive services from the Regional Center and a client service provider of the Regional Center.

The Regional Center contracts with DDS to operate a regional center for the developmentally disabled and their families. Under the terms of these contracts, funded expenditures are not to exceed \$573,752,719 for the 2020-2021 contract year. Amounts received from DDS contracts are recognized as revenue when the Regional Center has incurred qualifying operational expenditures per the DDS contract. Amounts received prior to incurring qualifying operational expenditures are recorded as contract advances and are included as contract receivable-state of California on the statement of financial position.

As June 30, 2021, actual net expenditures were \$533,986,127 under the 2020-2021 contract. The remaining amounts on the 2020-2021 contract year where the Regional Center can be reimbursed for qualifying expenditures are approximately \$39,767,000, subject to any future budget amendments.

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

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

***Nature of Activities, (continued)***

As discussed above, the Regional Center operates under contracts with the DDS. Contract revenue is funded on a cost-reimbursement basis. The net deficit reported as of June 30, 2021 on the statement of financial position is primarily the result of the Regional Center's defined benefit pension plan. As further discussed in Note 6, an accounting standard requires the Regional Center to recognize as a charge to net assets the actuarial losses and prior service cost which had not yet been recognized as components of periodic benefit costs which amounted to \$55,014,957 as of June 30, 2021. For purposes of reporting periodic benefit costs, the unrecognized actuarial losses and prior service costs will continue to be amortized into plan expenses over future years. Periodic benefit costs under the defined benefit pension plan are reimbursed under the DDS contract as the Regional Center funds the plan. Although the Regional Center expects that the plan costs will ultimately be funded over future years, plan funding will depend on continued funding by the DDS.

***Basis of Accounting***

The accompanying financial statements have been prepared on the accrual basis of accounting and accordingly, revenue is recognized when earned and expenses are recognized when the obligation is incurred. Reimbursements from the state are considered earned when a qualifying expense is incurred.

***Use of Estimates and Assumptions***

Management uses estimates and assumptions in preparing financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Principal areas requiring the use of estimates include the allocation of expenses on the statement of functional expenses and the assumptions underlying the determination of the defined benefit pension plan amounts. Actual results could vary from the estimates that were assumed in preparing the financial statements.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

***Financial Statement Presentation***

The Regional Center's financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 958, *Not-For Profit Entities*. Under FASB ASC Topic 958, the Regional Center is required to report information regarding its financial position and activities according to two classes of net assets based upon the existence or absence of donor-imposed restrictions, as follows:

**Net Assets Without Donor Restrictions** – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

**Net Assets With Donor Restrictions** – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. All other donor-imposed contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

As of June 30, 2021, the Regional Center had no net assets with donor restrictions.

***Fund Accounting***

The accounts of the Regional Center are maintained in accordance with the principles of fund accounting. Under fund accounting, resources are classified for accounting and reporting considerations into funds established according to their nature and purpose.

***Cash and Cash Equivalents and Concentration of Credit Risk***

For purposes of the statement of cash flows, the Regional Center considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents.

At June 30, 2021 and throughout the year, the Regional Center has maintained cash balances with one of its financial institutions in excess of federally insured limits. The Regional Center has not experienced any losses and management believes it is not exposed to any significant credit risk on such accounts.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

***Receivable - State Regional Center Contracts***

Contracts receivable from state and federal agencies and contract support are recorded on the accrual method as related expenses are incurred. Contracts receivable represent amounts due from the state for reimbursement of expenditures made by the Regional Center under the annual regional center contract. Advances represent cash advances received by the Regional Center under the annual regional center contract. Contracts receivable are offset by cash advances received on the statement of financial position as management believes there exists a right of offset.

The Regional Center considers all amounts receivable under these contracts to be collectible, accordingly, no allowance for doubtful accounts exists.

***Receivables from Intermediate Care Facility Vendors***

The Centers for Medicare and Medicaid Services (CMS) has approved federal financial participation in the funding of the day and transportation services purchased by the Regional Center for consumers who reside in Intermediate Care Facilities (ICF). CMS agreed that the day and related transportation services are part of the ICF service; however, the federal rules allow for only one provider of the ICF service. Accordingly, all the Medicaid funding for the ICF residents must go through the applicable ICF provider. The Regional Center receives a 1.5% administrative fee based on the invoices submitted to DDS for the administrative work to implement the state plan amendment (SPA 07-004).

DDS has directed the Regional Center to prepare billings for these services on behalf of the ICFs and submit a separate state claim report for these services. The Regional Center is directed to reduce the amount of their regular state claim to DDS by the dollar amount of these services. Reimbursement for these services will be received from the ICFs. DDS advances the amount according to the state claim to the ICFs. The ICFs are then required to pass on the payments received, as well as the Regional Center's administrative fee to the Regional Center within 30 days of receipt of funds from the State Controller's Office.

***Equipment***

Pursuant to the terms of the DDS contract, the Regional Center's equipment purchases become the property of DDS and, accordingly, are charged as expense when incurred. The Regional Center is required to maintain memorandum records of equipment purchases and dispositions.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

***Prepaid Expenses***

Payments made to vendors for services that will benefit the Regional Center for periods beyond the current fiscal year are recorded as prepaid expenses.

***Client Trust Funds***

The Regional Center assumes a fiduciary relationship with certain clients who cannot management their own finances. Client support funds are received from private and governmental sources including the Social Security Administration and Veterans Administration. These funds are used primarily to offset clients' out-of-home placement and living costs, thereby reducing the amount expended by the Regional Center. These funds are held in a separate bank account and interest earnings are credited to the clients' balances.

***Revenue Concentration***

State Regional Center contract revenue is revenue received from the state in accordance with the Lanterman Act. Approximately 99% of revenue is derived from this source.

***Revenue and Revenue Recognition***

Contributions received are recorded as without donor restrictions or with donor restrictions depending on the existence and nature of any donor-imposed restrictions.

Contributions, including pledges, are recognized as support in the period received or pledged. Unconditional promises to give that are expected to be collected within one year are recorded at their net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. Amortization of the discount to present value is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met.

All contributions are considered to be available for unrestricted use unless specially restricted by the donor. Contributions received that are designated for future periods or restricted by the donor for specific purposes are reported as increases in net assets with donor restrictions. When a donor's stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Permanently restricted contributions have restrictions stipulated by the donor that the corpus be invested in perpetuity and only income be made available for operations.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

***Revenue and Revenue Recognition, (continued)***

A significant portion of the Regional Center's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Regional Center has incurred expenditures in compliance with specific contract or grant provisions.

***Accrued Vacation***

The Regional Center has accrued liabilities for leave benefits earned. Such liabilities are reimbursed under the DDS contract only when actually paid. The Regional Center has also recorded a receivable from the DDS for the accrued benefits to reflect the future reimbursement of such expenditures.

***Deferred Rent***

The Regional Center leases their office facilities under lease agreements that are subject to scheduled acceleration of rental payments. The scheduled rent increases are amortized evenly over the life of the leases. The deferred rent liability represents the difference between the cash payments made and the amount expensed since inception of the lease. The Regional Center has recorded a receivable from the state for the deferred rent liability to reflect the future reimbursement of the additional rent expense recognized.

***Defined Benefit Pension Plan***

The Regional Center recognizes the funded status of a benefit plan, measured as the difference between plan assets at fair value and the benefit obligation, in the statements of financial position, with an offsetting charge or credit to net assets. Gains or losses and prior service costs or credits that arise during the period but are not recognized as components of net period benefit cost will be recognized each year as a separate charge or credit to net assets (deficit).

***Allocation of Expenses***

The statements of functional expenses allocates expenses to the program and supporting service categories based on a direct-cost basis for purchase of services expenses, including salaries and related expenses. Operating expenses are allocated to supporting services, except for travel, which is allocated on a direct-cost basis.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

***Income Taxes***

The Regional Center has received tax-exempt status from the Internal Revenue Service and California Franchise Tax Board under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the Revenue and Taxation Code. Tax-exempt status is generally granted to nonprofit entities organized for charitable or mutual benefit purposes.

The Regional Center accounts for income taxes in accordance with FASB ASC 740, *Income Taxes*, which clarifies the accounting for uncertainty in income taxes and how an uncertain tax position is recognized in financial statements. The Regional Center analyzes tax positions taken in previously filed returns and tax positions expected to be taken in future returns. Based on this analysis, a liability is recorded if uncertain tax benefits have been received. The Regional Center's practice is to recognize interest and penalties related to uncertain tax positions in the tax expense. There were no uncertain tax positions identified or related interest and penalties recorded as of June 30, 2021.

***Recently Issued Accounting Pronouncements***

In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in *Leases (Topic 840)*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statement of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statements of activities and functional expenses. The new standard is effective for fiscal years beginning after December 15, 2021, including interim periods within those fiscal years. The Regional Center is currently evaluating the impact of the adoption of the new standard on the financial statements.

In September 2020, the FASB issued ASU 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which requires a not-for-profit to present contributed nonfinancial assets as a separate line item in the statement of activities, apart from contributions of cash or other financial assets. Additionally, the standard requires a not-for-profit to disclose a disaggregation of the amount of contributed nonfinancial assets by category that depicts the type of nonfinancial assets and additional information related to the monetization, utilization, and valuation of the contributed nonfinancial assets. The ASU is effective for annual reporting periods beginning after June 15, 2021. The Regional Center is currently evaluating the impact of the adoption of the new standard on the financial statements.

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

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 1 – Summary of Significant Accounting Policies (Continued)**

***Subsequent Events***

Subsequent to year end, the Regional Center has signed renewal contracts with the DDS allowing for initial funding of \$481,686,934 for claim year 2021-2022 and \$732,776,265 for claim year 2022-2023.

The Regional Center's management has evaluated subsequent events from the statement of financial position date through April 24, 2023, the date at which the financial statements were available to be issued for the year ended June 30, 2021.

**NOTE 2 – Liquidity and Availability**

Financial assets available for purchase of client service and operation expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

**Financial Assets:**

Cash and cash equivalents	\$ 24,755,962
Receivables – State Regional Center contracts	22,004,621
Receivables – Intermediate care facility providers	4,424,092
	<u>51,184,675</u>

Less: Amount of net assets subject to restricted spending on a specific purpose	<u>(1,659,570)</u>
---	--------------------

Total financial assets available within one year	<u>\$ 49,525,105</u>
--	----------------------

The Regional Center, along with other regional centers, submit a monthly purchase of service expenditure projection to DDS, beginning in December of each fiscal year. By February 1st of each year, DDS allocates to all regional centers no less than one hundred percent (100%) of the enacted budget for operations and ninety-nine percent (99%) of the enacted budget for purchase of service. To do this, it may be necessary to amend the Regional Center's contract in order to allocate funds made available from budget augmentations and to move funds among regional centers. In the event that DDS determines that a regional center has insufficient funds to meet its contractual obligations, DDS shall make best efforts to secure additional funds and/or provide the regional center with regulatory and statutory relief. The contract with DDS allows for adjustments to the Regional Center's allocation and for the payment of claims up to two years after the close of each fiscal year.

The Regional Center also maintains a line of credit (see Note 5) to manage cash flow requirements as needed should there be delays in reimbursement for expenditures from DDS.

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

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 3 - Cash-Client Trust Funds**

The Regional Center functions as custodian for the receipt of certain governmental payments and resulting disbursements made on behalf of regional center clients. These cash balances are segregated from the operating cash accounts of the Regional Center and are restricted for client support. Since the Regional Center is acting as an agent in processing these transactions, no revenue or expense is reflected on the accompanying statement of activities. The following is a summary of operating activity not reported in the statement of activities for the year ended June 30, 2021:

**Support:**

Social Security and other client support received	<u>\$ 24,874,425</u>
---	----------------------

**Disbursements:**

Residential care	\$ 18,343,931
Money management	4,322,893
Other disbursements	<u>2,207,601</u>
	<u>\$ 24,874,425</u>

**NOTE 4 – Contracts Receivable from State**

The Regional Center's primary source of revenue is from the state of California. Subject to renewal, the Regional Center enters into a five-year contract with the State of California's Department of Developmental Services that is subject to annual appropriations by the State. The Regional Center completed its second year of its 5-year contract with DDS that started fiscal year ended June 30, 2021. Revenue from the State is recognized monthly when a claim (invoice) for reimbursement of actual expenses is submitted to DDS for payment. These claims are paid at the State's discretion either through a direct payment to the Center or by offsetting the claim against the cash advances received by the Center from the State.

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

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 4 – Contracts Receivable from State (Continued)**

As of June 30, 2021, the DDS had advanced the Regional Center \$115,484,665 under the regional center contracts. For financial statement presentation, to the extent there are claims receivable, these claims receivable have been offset by the advances from the DDS.

Contracts receivable	\$ 137,489,286
Contract advances	<u>(115,484,665)</u>
Net contracts receivable	<u>\$ 22,004,621</u>

The Center has renewed its contract with the State for the fiscal year ending June 30, 2022. The renewed contract provides for an initial funding of \$481,686,934.

**NOTE 5 – Line of Credit**

The Regional Center had a revolving line of credit agreement with a bank, which expired in September 2022, whereby it could borrow up to \$50,000,000. Borrowings were secured by substantially all assets of the Regional Center with interest payable monthly at an interest rate of 3.25% at June 30, 2021. There were no amounts outstanding at June 30, 2021.

**NOTE 6 – Defined Benefit Pension Plan**

Effective July 1, 2004, the Regional Center adopted a defined benefit pension plan to provide retirement benefits for all employees. The benefits under the plan are funded in accordance with the insurance company contracts. The Regional Center is required to contribute an amount to the plan, after employee contributions to the retirement plan of 6.2%, which is necessary to purchase the contracts that will fund the retirement benefits.

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

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 6 – Defined Benefit Pension Plan (Continued)**

The following table sets forth the plan's funded status as of June 30, 2021:

Change in benefit obligation:	
Beginning of year	\$ 211,239,152
Service cost	7,975,852
Interest cost	5,574,045
Actuarial gain	(7,674,815)
Benefits paid	<u>(4,191,375)</u>
End of year	<u>212,922,859</u>
Change in plan assets:	
Beginning of year	93,068,231
Actual return on plan assets	25,294,228
Employer contribution	11,659,937
Benefits paid	<u>(4,191,375)</u>
End of year	<u>125,831,021</u>
Net amount recognized in the statement of financial position	<u>\$ (87,091,838)</u>

Net periodic postretirement benefit cost for the year ended June 30, 2021 consists of the following components:

Service cost	\$ 7,975,852
Interest cost	5,574,045
Expected return on plan assets	(6,112,679)
Amortization of net loss	<u>5,522,491</u>
Net periodic benefit cost	<u>\$ 12,959,709</u>

All previously unrecognized actuarial gains or losses are reflected in the statement of financial position. The plan items not yet recognized as a component of periodic plan expenses, but included as a separate charge to net assets as of June 30, 2021, unamortized net loss of \$55,014,957.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 6 – Defined Benefit Pension Plan (Continued)**

The above net amounts recognized as a separate charge to net deficit do not have an offsetting accrual from the DDS to reflect the future reimbursement of such benefits. The Regional Center has accrued a receivable from the DDS for the balance of the accrued benefit obligation of \$32,076,881 as of June 30, 2021, representing the portion of the accrued benefit obligation which has been recognized as plan expense.

The accumulated benefit obligation was \$180,938,726 at June 30, 2021. There was no unamortized net transition obligation as of June 30, 2021.

***Assumptions***

Weighted-average assumptions used to determine benefit obligations as of June 30, 2021 were as follows:

Discount rate	2.80%
Rate of compensation increase	3.00%

Weighted-average assumptions used to determine net periodic benefit cost as of June 30, 2021 were as follows:

Discount rate	2.80%
Expected long-term return on plan assets	6.50%
Rate of compensation increase	3.00%
Increase in IRS limits	3.00%

Weighted-average asset allocations at year-end were as follows:

<u>Asset Category</u>	<u>Target Allocation</u>
Equity securities	59%
Debt securities	24%
Insurance company general account	17%
	<u>100%</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 6 – Defined Benefit Pension Plan (Continued)**

The investment objective of the plan is to provide a rate of return commensurate with a moderate degree of risk of loss of principal and return volatility. The pension plan assets are invested in a Group Annuity Contract through Minnesota Life Insurance Company. Investment responsibility for the assets is assigned to an Investment Policy Committee of the board of directors of the Regional Center. The assets of the plan are periodically rebalanced to remain within the desired target allocations.

Historical rates of return for individual asset classes and future estimated returns are used to develop expected rates of return. These rates of return are applied to the plan's investment policy to determine a range of expected returns.

All investments are measured within the fair value hierarchy at level 1 where quoted prices are measured by observable active markets for identical assets.

The salary increase assumption is based on several factors which include, but are not limited to, employee productivity, promotions, the employer's expectations of future increases, historical trends, expected inflation, and survey results.

***Estimated Future Benefit Payments***

The following estimated future benefit payments, which reflect expected future service, as appropriate, are expected to be paid on a fiscal year basis:

<b>Year Ending June 30,</b>	
2022	\$ 5,392,350
2023	\$ 5,310,093
2024	\$ 5,730,880
2025	\$ 6,175,722
2026	\$ 6,439,195
2027-2031	\$ 36,810,875

***Contributions***

The Regional Center expects to contribute at least the minimum funding requirement to this plan in the fiscal year ending in 2022. In addition, it may contribute additional amounts not yet determined.

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

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2021**

**NOTE 7 – Commitments and Contingencies**

***Leases***

The Regional Center leases facilities and certain equipment under operating leases expiring in various years through January 2030. These leases, which may be renewed for periods up to five years, generally require the lessee to pay all maintenance, insurance, and property taxes and contain a termination clause in the event the annual contract between the DDS and the Regional Center is not renewed. Several leases are subject to periodic adjustment based on price indices or cost increases.

Rental expense for facilities and equipment for the year ended June 30, 2021 was approximately \$6,400,000.

Future minimum lease payments by the Regional Center for operating leases are as follows:

<u>Year Ending June 30,</u>	<u>Total</u>
2022	\$ 4,417,160
2023	4,407,360
2024	3,903,565
2025	1,548,129
2026	1,097,089
Thereafter	<u>4,014,225</u>
	<u>\$ 19,387,528</u>

***Contingencies***

In accordance with the terms of the DDS contract, an audit may be performed by an authorized state representative. Should such audit disclose any unallowable costs, the Regional Center may be liable to the state for reimbursement of such costs. In the opinion of the Regional Center's management, the effect of any disallowed costs would be immaterial to the financial statements at June 30, 2021, and for the year then ended.

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

**NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2021**

**NOTE 7 – Commitments and Contingencies (Continued)**

***Contingencies (Continued)***

The Regional Center is dependent on continued funding provided by the DDS to operate and provide services for its clients. The Regional Center's contract with DDS provides funding for services under the Lanterman Act. In the event that the operations of the Regional Center result in a deficit position at the end of any contract year, DDS may reallocate surplus funds within the state of California system to supplement the Regional Center's funding. Should a system-wide deficit occur, DDS is required to report to the governor of California and the appropriate fiscal committee of the State Legislature and recommend actions to secure additional funds or reduce expenditures. DDS's recommendations are subsequently reviewed by the governor and the Legislature and a decision is made with regard to specific actions.

The Regional Center has elected to self-insure its unemployment insurance. The Regional Center is required to reimburse the state of California for benefits paid to its former employees. In addition, the Regional Center has elected to self-insure a portion of its employee benefits based on actual costs of dental services performed.

***Legal Proceedings***

The Regional Center is subject to various legal proceedings and claims arising in the ordinary course of operations. The Regional Center's management believes it has either adequate defenses and insurance coverage for these actions and, thus, has made no provision in the financial statements for any costs relating to the settlement of such claims.

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

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2021**

<u>Federal Grantor/ Pass-Through Grantor/ Grant Title</u>	<u>Federal Assistance Listing</u>	<u>Grant Identification Number</u>	<u>Grant Expenditures</u>
U.S. Department of Education, Office of Special Education and Rehabilitative Services Passed through State of California Department of Developmental Services			
Special Education – Grants for Infants and Families with Disabilities (Part C)	84.181A	HD199010B	\$ <u>2,971,007</u>

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

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2021**

**NOTE A - Basis of Presentation**

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal award activity of San Diego - Imperial Counties Developmental Services, Inc. (the Regional Center) under programs of the federal government for the year ended June 30, 2021. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Regional Center, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of the Regional Center.

**NOTE B - Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting and based on state contract budget allocations. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE C - Indirect Cost Rate**

The Regional Center has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of  
San Diego – Imperial Counties  
Developmental Services, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of San Diego – Imperial Counties Developmental Services, Inc. (the Regional Center), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated April 24, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Regional Center's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Regional Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Regional Center's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Regional Center's financial statements are free from material misstatement, we performed tests of its with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

#### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Regional Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Regional Center's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Long Beach, California  
April 24, 2023

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY UNIFORM GUIDANCE**

To the Board of Directors of  
San Diego – Imperial Counties  
Developmental Services, Inc.

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited San Diego – Imperial Counties Developmental Services, Inc.'s (the Regional Center) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Regional Center's major federal programs for the year ended June 30, 2021. The Regional Center's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Regional Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2021.

***Basis of Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Regional Center and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Regional Center's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Regional Center's federal programs.

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Regional Center's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Regional Center's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Regional Center's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Regional Center's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Regional Center's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Other Matters**

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item 2021-01. Our opinion on each major federal program is not modified with respect to these matters.

*Government Auditing Standards* requires the auditor to perform limited procedures on the Regional Center's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The Regional Center's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

## **Report on Internal Control over Compliance**

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify a deficiency in internal control over compliance that we consider to be a material weakness.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2021-01 to be a material weakness.

*A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

*Government Auditing Standards* requires the auditor to perform limited procedures on the Regional Center's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The Regional Center's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Winder, Inc.*

Long Beach, California  
April 24, 2023

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

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION I - SUMMARY OF AUDITORS' RESULTS**

**Financial Statements**

The auditors' report expresses an unmodified opinion on whether the financial statements of San Diego – Imperial Counties Developmental Services, Inc. (the Regional Center) were prepared in accordance with generally accepted accounting principles.

Internal control over financial reporting:

Material weakness(es) identified? – No

Significant deficiencies identified? – None reported

Noncompliance material to financial statements noted? – No

**Federal Awards**

Internal control over major programs:

Material weakness(es) identified? – Yes

Significant deficiencies identified? – None reported

Type of auditors' report issued on compliance for major programs? – Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)? – No

Identification of major programs: Special Education – Grants for Infants and Families with Disabilities (Part C), CFDA #84.181A

Dollar threshold used to distinguish between Type A and Type B programs was \$750,000.

Auditee qualified as low-risk auditee? – No

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

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**SECTION II - FINDINGS - FINANCIAL STATEMENTS AUDIT**

The following items are considered to be material weaknesses:

**2021-01 Data Collection Form Submission**

- Condition: The Regional Center has not submitted a Data Collection Form to the Federal Clearinghouse by the appropriate deadline.
- Criteria: Uniform Guidance requires the electronic submission of the Data Collection Form to the Federal Clearinghouse the earlier of (1) nine months after the Regional Center's fiscal year-end or (2) 30 days after receiving the auditors' report.
- Effect: The Regional Center is not in compliance with Uniform Guidance reporting requirements.
- Cause: Procedures were not in place to complete and file the Data Collection Form.
- Response: Procedures were put into place by the Regional Center to comply with the reporting provisions of Uniform Guidance.

**SECTION III - FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT**

None



San Diego Regional Center  
4355 Ruffin Road, San Diego, CA 92123  
858-576-2996 / [www.sdrc.org](http://www.sdrc.org)

Serving individuals with developmental disabilities in San Diego and Imperial Counties

## MEMORANDUM

**DATE:** June 5, 2023

**TO:** Members, Nominating and Bylaws Committee  
Tessie Bradshaw  
Shirley Nakawatase  
Timothy Riemann  
Matthew Storey

**FROM:** David Hadacek, Chair

The Nominating and Bylaws Committee will meet prior to the Board meeting on Tuesday, June 13, 2023, at 10:00 a.m. in Suite 104 Conference Room and via Zoom.

The proposed agenda is as follows:

1. Call to Order
2. Approval of Committee Meeting Minutes of October 11, 2022
3. Review of Board Composition and Member Terms
4. Annual Review of Bylaws
5. Adjourn

c: Norma Ramos



San Diego Regional Center  
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Serving individuals with developmental disabilities in San Diego and Imperial Counties

**Nominating and Bylaws Committee Meeting  
Minutes  
Tuesday, October 11, 2022**

**Members Present:** Terri Colachis, Yasuko Mason, Laura Oakes, Norma Ramos, and Matthew Storey

**Staff Present:** Mark Klaus and Bonnie Sebright

Matthew Storey, called the meeting of the Nominating and Bylaws Committee to order at 10:04 a.m.

**1. Approval of the Minutes**

The Committee approved the minutes of the September 13, 2022, meeting of the Nominating and Bylaws Committee.

**2. Review Slate for Re-elections**

The Committee reviewed and discussed the current Board applicants and the current Board composition needs. Following discussion, the Committee voted to recommend to the Board of Directors to elect the following applicants at the annual meeting in January 2023:

One-Year Term beginning February 1, 2023, and ending January 31, 2024

James Gonzalez (First Term)

David Hadacek (First Term)

Three-Year Term beginning February 1, 2023, and ending January 31, 2026

Virginia Bayer (Second Term)

Julie Randolph (Second Term)

Norma Ramos (Third Term)

Christopher "Erik" Rascon (Third Term)

SDICDSI Corporate Officers for February 1, 2023, through January 31, 2024

Norma Ramos Chair

Matthew Storey Vice-Chair

Tessie Bradshaw Secretary

Chris Hodge Treasurer

Terri Colachis ARCA Representative

Shirley Nakawatase Immediate Past Chair

**3. Adjournment/Next Meeting**

The meeting was adjourned at 10:30 a.m.

	SDICDSI Board Member Terms	2/1/2023			
	<b>Name</b>	<b>First Term</b>	<b>Second Term</b>	<b>Third Term</b>	<b>Action 1/2024</b>
	James Gonzalez	Feb 2023~Jan 2024	Feb 2024~Jan 2027	Feb 2027~Jan 2030	Up for reelection
	David Hadacek	Feb 2023~Jan 2024	Feb 2024~Jan 2027	Feb 2027~Jan 2030	Up for reelection
	Virginia Bayer	Feb 2022~Jan 2023	Feb 2023~Jan 2026	Feb 2026~Jan 2029	
	Julie Randolph	Feb 2022~Jan 2023	Feb 2023~Jan 2026	Feb 2026~Jan 2029	
	Tessie Bradshaw	Feb 2021~Jan 2022	Feb 2022~Jan 2025	Feb 2025~Jan 2028	
	Matthew Storey	Feb 2021~Jan 2022	Feb 2022~Jan 2025	Feb 2025~Jan 2028	
	Beth Blair	Feb 2017~Jan 2018	Feb 2018~Jan 2021	Feb 2021~Jan 2024	Retires
	Pam Ehlers	Feb 2017~Jan 2018	Feb 2018~Jan 2021	Feb 2021~Jan 2024	Retires
	Yasuko Mason	Feb 2017~Jan 2018	Feb 2018~Jan 2021	Feb 2021~Jan 2024	Retires
	Martha Soto	Feb 2017~Jan 2018	Feb 2018~Jan 2021	Feb 2021~Jan 2024	Retires
	Shirley Nakawatase	Feb 2018~Jan 2019	Feb 2019~Jan 2022	Feb 2022~Jan 2025	
	Timothy Riemann	Feb 2018~Jan 2019	Feb 2019~Jan 2022	Feb 2022~Jan 2025	
	Norma Ramos	Feb 2019~Jan 2020	Feb 2020~Jan 2023	Feb 2023~Jan 2026	
	Erik Rascon	Feb 2019~Jan 2020	Feb 2020~Jan 2023	Feb 2023~Jan 2026	
	Terri Colachis	Feb 2020~Jan 2021	Feb 2021~Jan 2024	Feb 2024~Jan 2027	Up for reelection
	Johny Espinoza	Feb 2020~Jan 2021	Feb 2021~Jan 2024	Feb 2024~Jan 2027	Up for reelection
	Chris Hodge	Feb 2020~Jan 2021	Feb 2021~Jan 2024	Feb 2024~Jan 2027	Up for reelection
	Kimberly Rucker	Feb 2020~Jan 2021	Feb 2021~Jan 2024	Feb 2024~Jan 2027	Up for reelection
	Wendy Forkas	Feb 2021~Jan 2022			

## 2023

NAME	CLIENT	FAMILY MEMBER	RESIDENCE	DISABILITY EXPERTISE	KNOWLEDGE	ETHNICITY
Virginia Bayer		X	Central SD County	ID	Board Governance	Caucasian
Beth Blair	X		East SD County	ID	DD Program Experience	Caucasian
Tessie Bradshaw		X	Central SD County	ID	Program Skills, Public Relations, Board Governance	Latina
Terri Colachis		X	North SD County	AU	Management, Board Governance, Finance, DD Program Experience	Caucasian
Pam Ehlers		X	Central SD County	AU	DD Program Experience	African American
Johny Espinoza	X		Central SD County	CP	DD Program Experience	Latino
Wendy Forkas			Central SD County	All	Management, Board Governance, Finance, DD Program Experience	Caucasian
James Gonzalez		X	Imperial County	AU	Board Governance, DD Program Experience	Latino
David Hadacek		X	North SD County	ID	Management, Board Governance	Caucasian
Chris Hodge		X	North SD County	CP	Management	Latino
Yasuko Mason		X	North SD County	AU, EP	DD Program Experience	Asian
Shirley Nakawatase		X	South SD County	AU	Management, Board Governance, Finance	Asian
Norma Ramos		X	South SD County	ID, AU	DD Program Experience	Latina
Julie Randolph		X	North SD County	ID, AU	DD Program Experience	Caucasian
Erik Rascon	X		Imperial County	CP	DD Program Experience	Latino
Timothy Riemann	X		East SD County	ID	DD Program Experience	Caucasian
Kimberly Rucker	X		East SD County	CP	DD Program Experience	Caucasian
Martha Soto-Aceves		X	South SD County	AU	Management, Finance	Latina
Matthew Storey			South SD County	CP	Legal, Board Governance, DD Program Experience	Caucasian



**San Diego  
Regional Center**

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

Approved by the Board of Directors  
September 13, 2022

**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, the applicable provisions of the emergency bylaws stated in Article 8 shall override any inconsistent provisions in this Section. [Rev. 6/07; 1/21]

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 each month. If any such day falls on a holiday, the meeting shall be held on the next succeeding business day. Notice of regular meetings need not be given to Directors. [Rev. 6/83; 6/91; 12/93; 4/08; 11/19; 1/21]

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, 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]

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, 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 3.17 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 through use of conference telephone or video communications equipment, so long as all Directors participating in such meetings can hear

one another. Such participation will constitute presence in person at the meetings. [Rev. 7/02; 10/17; 11/19; 1/21]

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 eight (8) standing committees:  
[Rev. 11/19]

(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]

The members of the Executive Committee shall be 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.

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]

(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. The Chair of the Board shall appoint the members and chair of the Nominating and Bylaws Committee provided the members consist of at least three (3) Directors, one of whom serves as the chair of this Committee. Only Directors may serve as members of this Committee. [Rev. 1/21]

(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. The Chair of the Board shall appoint the members and chair of the Personnel Committee provided the members consist of at least three (3) Directors, one of whom serves as the chair of this Committee. Only Directors may serve as members of this Committee. [Rev. 1/21]

(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]

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 5.6, 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 Board Authority Committees shall serve at the pleasure of the Board. [Rev. 11/19; 1/21]

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, and Audit Committee (as described in Sections 5.1(b) through 5.1(h) 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 be Directors and/or not 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]

**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-Related Documents. 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 (e.g., Form 990, 990 PF or 990 EZ) 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]

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 is authorized to utilize all, any, or none of these emergency bylaws during an Emergency as, if, and when it deems 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:

(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]



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

4355 Ruffin Road, San Diego, California 92123 (858) 576-2996 [www.sdrc.org](http://www.sdrc.org)

Date: May 26, 2023

To: Members, SDICDSI Personnel Committee  
Beth Blair  
Pam Ehlers  
Julie Randolph  
Martha Soto-Aceves

From: Yasuko Mason, Chair

Subject: Personnel Committee Meeting

The next Personnel Committee meeting will be held on Tuesday, June 13, 2023 at 11:00 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  
Gabriella Ohmstede  
Seth Mader  
Christine Lux-Whiting



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

4355 Ruffin Road, San Diego, California 92123 (858) 576-2996 [www.sdrc.org](http://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 13, 2023  
11:00 A.M. – 12:00 P.M.

## AGENDA

1. Call to Order
2. Approval of the May 2023 Meeting Minutes (Enclosure 1)
3. Delinquent Performance Reviews
4. New Hire, Exit, and Turnover Reports (Enclosure 2)
5. ADP Time Reporting
6. Tuition Reimbursement Program
7. EEOC Update
8. Harassment Claim
9. Catastrophic Leave Bank
10. Other Business



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

4355 Ruffin Road, San Diego, California 92123 (858) 576-2996 [www.sdrc.org](http://www.sdrc.org)

### **PERSONNEL COMMITTEE MINUTES**

**May 8, 2023**

**Members:** Yasuko Mason (Chair), Beth Blair, Pam Ehlers, Julie Randolph, Martha Soto-Aceves  
**Absent:** None  
**Staff Present:** Christine Lux-Whiting, Gabriella Ohmstede, Tami West Harman

1. **CALL TO ORDER**  
Yasuko Mason called the meeting to order.
2. **MEETING MINUTES**  
The minutes from the last Personnel Committee meeting held in April 2023 were approved.
3. **DELINQUENT EMPLOYEE PERFORMANCE REVIEWS**  
There were 10 performance reviews overdue by 60 days.
4. **NEW HIRE, EXIT AND TURNOVER REPORTS**  
For April 2023, there were 20 new hires and 10 departures.
5. **EMPLOYEE HANDBOOK (PERSONNEL POLICIES)**  
Handbook changes were discussed and approved by the Committee. The handbook will go to the full Board for approval today.
6. **TUITION REIMBURSEMENT**  
The DDS tuition reimbursement is stalled at this time due to various concerns.
7. **VACATION BUYBACK**  
We are offering another opportunity to cash in vacation hours.
8. **OTHER BUSINESS**  
Distributed and discussed California Pay Data Report.

The meeting was adjourned by Yasuko Mason.

Respectfully Submitted,

Christine Lux-Whiting  
Director, Human Resources

# SD-ICDSI NEW HIRE REPORT

Enclosure 2

July 1, 2022 - June 30, 2023

<u>DOH</u>	<u>TITLE</u>	<u>UNIT/DEPT</u>
5/22/2023	Facilities Asst.	Business Svcs.
5/22/2023	Service Coordinator	Unit 1
5/22/2023	Service Coordinator	Unit 38
5/15/2023	Service Coordinator	Unit 12
5/15/2023	Service Coordinator	Unit 21
5/15/2023	Admin. Supp. Asst.	KMSG
5/8/2023	Service Coordinator	Unit 13
5/8/2023	Service Coordinator	Unit 45
5/8/2023	Service Coordinator	Unit 44
5/8/2023	Service Coordinator	Unit 26
5/8/2023	Service Coordinator	Unit 5
5/8/2023	Admin. Supp. Asst.	NCSG
5/8/2023	Service Coordinator	Unit 13
4/24/2023	Service Coordinator	Unit 34
4/24/2023	Service Coordinator	Unit 34
4/24/2023	Service Coordinator	Unit 12
4/24/2023	Service Coordinator	Unit 4
4/17/2023	Service Coordinator	Unit 7
4/17/2023	Service Coordinator	Main (EC) Float
4/17/2023	Service Coordinator	Unit 18
4/17/2023	Service Coordinator	Unit 44
4/17/2023	Service Coordinator	Unit 26
4/10/2023	Service Coordinator	Unit 43
4/10/2023	Service Coordinator	Unit 28
4/10/2023	Service Coordinator	Unit 4
4/10/2023	Service Coordinator	Unit 28
4/3/2023	Service Coordinator	Unit 13
4/3/2023	Service Coordinator	Unit 33
4/3/2023	Service Coordinator	Unit 25
4/3/2023	Service Coordinator	Unit 25
4/3/2023	Service Coordinator	Unit 22
4/3/2023	Service Coordinator	Unit 13
4/3/2023	Service Coordinator	Unit 1
3/20/2023	Staff Psychologist	Clinical Svcs.
3/20/2023	Receptionist	CMSG
3/13/2023	Service Coordinator	Unit 1

## SD-ICDSI NEW HIRE REPORT

July 1, 2022 - June 30, 2023

Enclosure 2

3/13/2023	Service Coordinator	Unit 13
3/13/2023	Service Coordinator	Unit 25
3/13/2023	Service Coordinator	Unit 42
3/13/2023	Service Coordinator	Unit 17
3/13/2023	Service Coordinator	Unit 16
3/13/2023	Service Coordinator	Unit 4
3/6/2023	Client Information Specialist	SDP
3/6/2023	Service Coordinator	Unit 22
3/6/2023	Service Coordinator	Unit 12
3/6/2023	Service Coordinator	Unit 34
3/6/2023	Service Coordinator	Unit 43
3/6/2023	Service Coordinator	Unit 43
3/6/2023	Program Manager	Unit 45
3/6/2023	Service Coordinator	Unit 21
2/27/2023	Service Coordinator	Unit 34
2/27/2023	Service Coordinator	Unit 41
2/27/2023	Service Coordinator	Unit 41
2/27/2023	Service Coordinator	Unit 41
2/27/2023	Service Coordinator	Unit 42
2/27/2023	Admin. Supp. Asst.	ISG
2/13/2023	Service Coordinator	Unit 40
2/13/2023	Service Coordinator	Unit 9
2/6/2023	Service Coordinator	Unit 41
2/6/2023	Service Coordinator	Unit 16
2/6/2023	Physician	Clinical Svcs.
1/30/2023	Service Coordinator	Unit 19
1/30/2023	Service Coordinator	Unit 27
1/30/2023	Service Coordinator	Unit 42
1/23/2023	Fiscal Asst.	Business Svcs.
1/23/2023	Service Coordinator	Unit 4
1/23/2023	Service Coordinator	Unit 18
1/23/2023	Service Coordinator	Unit 6
1/23/2023	Intake Coordinator	Intake - Imp.
1/9/2023	Service Coordinator	Unit 38
1/9/2023	Service Coordinator	Unit 38
1/9/2023	Service Coordinator	Unit 8
1/9/2023	Service Coordinator	Unit 1

## SD-ICDSI NEW HIRE REPORT

July 1, 2022 - June 30, 2023

Enclosure 2

1/9/2023	Service Coordinator	Unit 1
1/9/2023	Service Coordinator	Unit 41
1/9/2023	Service Coordinator	Unit 38
1/9/2023	Service Coordinator	Unit 18
1/9/2023	Admin. Supp. Asst.	IVSG
1/9/2023	Admin. Supp. Asst.	IVSG
12/12/2022	Resource Coordinator	Community Svcs.
12/12/2022	Service Coordinator	Unit 6
12/12/2022	Service Coordinator	Unit 24
12/5/2022	Service Coordinator	Unit 24
12/5/2022	Service Coordinator	Unit 40
12/5/2022	Service Coordinator	Unit 3
12/5/2022	Service Coordinator	Unit 29
12/5/2022	Service Coordinator	Unit 7
12/5/2022	Service Coordinator	Unit 18
11/28/2022	Service Coordinator	Unit 33
11/21/2022	Receptionist	SBSG
11/21/2022	Service Coordinator	Unit 42
11/21/2022	Service Coordinator	Unit 42
11/21/2022	Service Coordinator	Unit 32
11/21/2022	Service Coordinator	Unit 1
11/21/2022	Service Coordinator	Unit 12
11/14/2022	Service Coordinator	Unit 14
11/14/2022	Service Coordinator	Unit 23
11/14/2022	Service Coordinator	Unit 10
11/7/2022	Service Coordinator	Unit 33
11/7/2022	Service Coordinator	Unit 13
11/7/2022	Service Coordinator	Unit 15
11/7/2022	Service Coordinator	Unit 28
11/7/2022	Service Coordinator	Unit 32
11/7/2022	Service Coordinator	Unit 31
10/31/2022	Service Coordinator	Unit 1
10/31/2022	Service Coordinator	Unit 41
10/31/2022	Service Coordinator	Unit 28
10/31/2022	Service Coordinator	Unit 36
10/31/2022	Service Coordinator	Unit 11
10/31/2022	Service Coordinator	Unit 16

## SD-ICDSI NEW HIRE REPORT

July 1, 2022 - June 30, 2023

Enclosure 2

10/31/2022	Service Coordinator	Unit 41
10/24/2022	Language Access Spec.	Mktg/Communications
10/24/2022	Service Coordinator	Unit 33
10/24/2022	Service Coordinator	Santee Float
10/24/2022	Program Manager	Unit 1
10/24/2022	Service Coordinator	Unit 42
10/24/2022	Service Coordinator	Unit 17
10/24/2022	Service Coordinator	Unit 31
10/10/2022	Service Coordinator	Unit 41
10/10/2022	Service Coordinator	Unit 17
10/10/2022	Service Coordinator	Unit 17
10/10/2022	Service Coordinator	Unit 18
10/10/2022	Service Coordinator	Unit 42
10/10/2022	Service Coordinator	Unit 42
10/10/2022	Service Coordinator	Unit 25
10/3/2022	Service Coordinator	Unit 24
10/3/2022	Service Coordinator	Unit 40
10/3/2022	Service Coordinator	Unit 35
10/3/2022	Service Coordinator	Unit 42
10/3/2022	Service Coordinator	Unit 33
9/26/2022	Service Coordinator	Unit 24
9/26/2022	Service Coordinator	Unit 24
9/19/2022	Service Coordinator	Unit 15
9/19/2022	Service Coordinator	Unit 31
9/12/2022	Intake Support Group 2	Clinical Svcs.
9/12/2022	Service Coordinator	Unit 2
9/12/2022	Service Coordinator	Unit 11
9/12/2022	Service Coordinator	Unit 24
9/12/2022	Service Coordinator	Unit 1
9/12/2022	Service Coordinator	Unit 36
9/12/2022	Service Coordinator	Unit 13
9/12/2022	Service Coordinator	Unit 4
9/12/2022	Service Coordinator	Unit 36
9/12/2022	Service Coordinator	Unit 16
8/29/2022	Service Coordinator	Unit 18
8/29/2022	Service Coordinator	Unit 24
8/29/2022	Service Coordinator	Unit 24

## SD-ICDSI NEW HIRE REPORT

July 1, 2022 - June 30, 2023

Enclosure 2

8/29/2022	Service Coordinator	Unit 12
8/29/2022	Service Coordinator	Unit 10
8/29/2022	Service Coordinator	Unit 38
8/29/2022	Service Coordinator	Unit 15
8/29/2022	Service Coordinator	Unit 4
8/22/2022	Service Coordinator	Eastlake Float
8/22/2022	Service Coordinator	Unit 25
8/22/2022	Service Coordinator	Unit 31
8/22/2022	Service Coordinator	Unit 13
8/22/2022	Service Coordinator	Unit 36
8/22/2022	Service Coordinator	Unit 15
8/22/2022	Service Coordinator	Unit 20
8/22/2022	Service Coordinator	Unit 31
8/15/2022	Facilities Supervisor	Business Svcs.
8/15/2022	Service Coordinator	Unit 36
8/15/2022	Service Coordinator	Unit 14
8/15/2022	Service Coordinator	Unit 28
8/15/2022	Service Coordinator	Unit 38
8/15/2022	Service Coordinator	ECSG
8/15/2022	Service Coordinator	Unit 11
8/1/2022	Service Coordinator	Unit 31
8/1/2022	Service Coordinator	Unit 25
8/1/2022	Service Coordinator	Santee Float
8/1/2022	Service Coordinator	Unit 33
7/25/2022	Service Coordinator	Unit 33
7/25/2022	Service Coordinator	Early Start Float
7/25/2022	Service Coordinator	Unit 10
7/25/2022	Service Coordinator	Unit 20
7/18/2022	Service Coordinator	Unit 11
7/18/2022	Service Coordinator	Unit 12
7/18/2022	Service Coordinator	Unit 16
7/18/2022	Service Coordinator	Unit 25
7/18/2022	Service Coordinator	Unit 3
7/18/2022	Admin. Supp. Asst.	KMSG
7/18/2022	Admin. Supp. Asst.	ISG2
7/18/2022	Service Coordinator	Unit 29
7/11/2022	Admin. Supp. Asst.	CMSG

## Enclosure 2

Enclosure 2

Enclosure 2

# SD-ICDSI EXIT REPORT

Enclosure 2

July 1, 2022 - June 30, 2023

<u>DOT</u>	<u>TERM REASON</u>	<u>DOH</u>	<u>LENGTH OF SERVICE</u>	<u>TITLE</u>	<u>UNIT/DEPT</u>
5/31/2023	Personal	2/7/2011	12 years, 4 months	SC	Intake
5/25/2023	Another job	11/22/2021	1 year, 6 months	SC	Unit 10
5/23/2023	Another job	3/14/2022	1 year, 2 months	SC	Unit 16
5/11/2023	Another job	4/17/2023	0 years, 1 month	SC	Unit 18
5/11/2023	School	8/22/2022	0 years, 8 months	SC	Unit 31
5/10/2023	Another job	7/16/2018	4 years, 10 months	SC	Unit 5
5/10/2023	School	1/3/2023	0 years, 4 months	SC	Unit 6
5/3/2023	Another job	11/21/2022	0 years, 5 months	SC	Unit 1
4/25/2023	Personal	9/19/2022	0 years, 7 months	SC	Unit 31
4/21/2023	Moving	11/22/2021	1 year, 4 months	SC	Unit 16
4/18/2023	Another job	9/26/2016	6 years, 7 months	PM	SDP
4/17/2023	Personal	11/21/2022	0 years, 5 months	SC	Unit 12
4/14/2023	Personal	5/23/2022	0 years, 11 months	SC	Unit 34
4/6/2023	Another job	11/7/2005	17 years, 4 months	SC	Unit 18
3/31/2023	Moving out of country	11/7/2016	6 years, 4 months	PM	Unit 37
3/31/2023	Retirement	10/7/1991	31 years, 5 months	CAC	Bus. Svcs
3/31/2023	Moving out of state	2/14/2022	1 year, 11 months	ASA	KMSG
3/29/2023	Another job	8/7/2017	5 years, 7 months	Fisc.Asst.	Bus. Svcs
3/16/2023	Personal	7/15/2019	3 years, 8 months	SC	Unit 25
3/3/2023	School/hours	7/11/2022	0 years, 8 months	SC	Unit 29
3/2/2023	Personal	6/28/2021	1 year, 7 months	SC	Unit 17
3/2/2023	Personal	10/24/2022	0 years, 4 months	SC	Unit 31
2/28/2023	Retirement	10/15/2001	21 years, 4 months	SC	Unit 22
2/28/2023	Retirement	10/1/2013	9 years, 4 months	MD	Clinical Svcs.
2/23/2023	Personal	11/18/2019	3 years, 3 months	SC	Unit 4
2/17/2023	Another job	11/7/2022	0 years, 3 months	SC	Unit 15
2/15/2023	Moving	9/20/2021	1 year, 5 months	SC	Unit 12
2/6/2023	Personal	1/9/2023	0 years, 1 month	SC	Unit 1
1/31/2023	Personal	9/12/2022	0 years, 5 months	SC	Unit 4

## SD-ICDSI EXIT REPORT

Enclosure 2

July 1, 2022 - June 30, 2023

<u>DOT</u>	<u>TERM REASON</u>	<u>DOH</u>	<u>LENGTH OF SERVICE</u>	<u>TITLE</u>	<u>UNIT/DEPT</u>
1/27/2023	Personal	10/1/2018	4 years, 3 months	SC	Unit 28
1/24/2023	Personal	11/21/2022	0 years, 2 months	Recept.	SBSG
1/23/2023	Personal	11/7/2022	0 years, 2 months	SC	Unit 28
1/17/2023	Moving out of state	1/6/2020	3 years, 0 months	SC	Unit 5
1/4/2023	Moving	8/9/2021	1 year, 5 months	SC	Unit 16
12/30/2022	Retirement	3/30/1990	32 years, 9 months	RC	Comm. Svcs.
12/30/2022	Retirement	5/23/2001	21 years, 7 months	ASA	ISG
12/27/2022	Moving out of state	5/2/2022	0 years, 7 months	SC	Unit 20
12/27/2022	Moving out of state	11/25/2019	3 years, 1 month	SC	Unit 19
12/20/2022	Another job	12/20/2022	0 years, 7 months	NC	Clinical Svcs.
12/16/2022	Moving	10/4/2021	1 year, 2 months	SC	Unit 1
12/9/2022	Another job	5/9/2022	0 years, 7 months	NC	Clinical Svcs.
12/1/2022	Moving	8/9/2021	1 year, 4 months	SC	Unit 9
12/1/2022	Moving	6/3/2019	3 years, 6 months	SC	Unit 18
12/1/2022	Another job, hours	9/18/2017	5 years, 2 months	SC	Unit 1
11/22/2022	Moving	1/27/2020	2 years, 10 months	PM	Unit 16
11/18/2022	Moving out of state	9/20/2021	1 year, 2 months	SC	Unit 7
11/11/2022	Another job	3/9/2020	2 years, 8 months	SC	Unit 18
11/11/2022	Another job	6/27/2022	0 yrs, 4 months	SC	Unit 38
11/10/2022	Moving	6/10/2019	3 years, 5 months	SC	Unit 14
11/3/2022	Another job/vendorizing	4/26/2021	1 year, 6 months	SC	Unit 23
11/3/2022	Another job	5/2/2022	0 years, 6 months	SC	Unit 38
11/2/2022	Another job	7/5/2016	6 years, 4 months	SC	Unit 17
11/1/2022	Another job	5/23/2022	0 years, 5 months	SC	Unit 38
10/27/2022	Personal	2/7/2022	0 years, 8 months	SC	Unit 1
10/19/2022	Personal	8/15/2022	0 years, 2 months	SC	Unit 38
10/19/2022	Another job	9/11/2017	5 years, 1 month	Res.Coord.	CS
10/14/2022	Another job	9/18/2017	5 years, 1 month	SC	Unit 11
10/14/2022	Another job	6/13/2016	6 years, 4 months	SC	Unit 2
9/30/2022	Personal	8/22/2022	0 years, 1 month	SC	EL Float
9/30/2022	Retirement	9/30/2022	21 years, 2 months	SC	Unit 26
9/22/2022	Personal	11/8/2021	0 years, 10 months	SC	Unit 17
9/16/2022	Personal	4/12/2021	1 year, 5 months	SC	Unit 22
9/16/2022	Personal	9/20/2021	1 year, 0 months	SC	Unit 8

## SD-ICDSI EXIT REPORT

Enclosure 2

July 1, 2022 - June 30, 2023

<u>DOT</u>	<u>TERM REASON</u>	<u>DOH</u>	<u>LENGTH OF SERVICE</u>	<u>TITLE</u>	<u>UNIT/DEPT</u>
9/16/2022	Another job	12/6/2021	0 years, 9 months	SC	Unit 8
9/6/2022	Personal	7/2/2018	4 years, 2 months	SC	Unit 26
9/6/2022	Retirement	6/4/2001	21 years, 3 months	CIS	Comm. Svcs.
9/2/2022	Moving out of state	2/2/1998	24 years, 7 monhts	SC	Unit 10
9/1/2022	Another job	5/2/2022	0 years, 4 months	SC	Unit 12
8/31/2022	Another job	7/18/2022	0 years, 1 month	SC	Unit 25
8/24/2022	Personal	6/6/2022	0 years, 2 months	SC	Unit 18
8/19/2022	Personal	8/30/2021	1 year, 0 months	SC	Unit 7
8/19/2022	School	7/29/2019	3 years, 1 month	SC	Unit 31
8/19/2022	Another job	8/30/2021	2 years, 0 months	SC	Unit 24
8/15/2022	Personal	8/1/2022	2 weeks	SC	Unit 33
8/14/2022	Deceased	3/29/2021	1 year, 4 months	SC	Unit 11
8/4/2022	School another field	9/10/2018	3 years, 11 months	SC	Unit 20
7/29/2022	Moving	11/8/2021	0 years, 8 months	SC	Unit 14
7/29/2022	Retirement	12/12/2011	10 years, 7 months	MFBH	Comm. Svcs.
7/28/2022	Moving	1/10/2022	0 years, 6 months	SC	Unit 1
7/20/2022	Personal	4/9/2018	4 years, 3 months	SC	Unit 12
7/8/2022	Another job/hours	6/18/2018	4 years, 1 month	SC	Unit 11

**SD-ICDSI TURNOVER REPORT**  
**July 1, 2022 - June 30, 2023**

	Average Number of Employees	New Job, School, Personal, Other	Moved, Retirement, Death	Total Number of Departures	Year to Date Turnover %
July	701	5	3	8	
August	723	7	1	8	
September	724	7	3	10	
October	740	5	0	5	
November	750	7	3	10	
December	757	4	7	11	
January	759	5	2	7	
February	773	4	3	7	
March	773	7	3	10	
April	777	9	1	10	
May	785	9	0	9	
June					
<b>Totals</b>	751	69	26	95	12.6%



San Diego Regional Center  
4355 Ruffin Road, San Diego, CA 92123  
858-576-2996 / [www.sdrc.org](http://www.sdrc.org)

Serving individuals with developmental disabilities in San Diego and Imperial Counties

May 25<sup>th</sup>, 2023

To: Members, SDICDSI Client Advisory Committee

Beth Blair	Cali Williams
Debbie Marshall	Gary Grecco
Erik Rascon	Kim Rucker
Timothy Riemann	

From: Johnny Espinoza, Chair

Re: June 13<sup>th</sup>, 2023: Client Advisory Committee Meeting

There will be a meeting of the Client Advisory Committee held at **1:30 pm on Tuesday, June 13<sup>th</sup> in Suite 104.**

The proposed agenda is:

1. Call to Order
2. Approval of minutes
3. Viridiana Salgado, Client Information Specialist will attend
4. Debbie Marshall, Community Program Specialist II; State Council on Developmental Disabilities- San Diego, Imperial Office
5. Review of 2023 CAC Goals
6. Discuss CAC flyer/brochure
7. Discuss local community groups and presentations
8. People First/Advocacy update
9. Other

Please contact Robin Bello (619) 489-3280 if you have any questions, or if you are unable to attend the meeting.

cc: Norma Ramos, SDICDSI Chair  
Mark Klaus



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## CLIENT ADVISORY COMMITTEE (CAC) MINUTES

May 9, 2023

**Members Present:** Johnny Espinoza, Tim Riemann, Beth Blair, and Erik Rascon

**Staff Present:** Robin Bello

**Call to Order:** Johnny Espinoza, CAC member, called the meeting to order at 1:30 pm.

**Approval of March 2023 minutes:** Members voted to approve minutes as is.

**Family Coordinated Support Services:** Raquel Zaragoza, Comm. Services presented this service to the CAC and discussed the process and how it will help families and clients.

**Self Determination Update:** The Committee discussed the new SDP Unit at SDRC.

**San Diego People's First/Self-Advocacy:** The Committee discussed attending the monthly meetings; Robin emailed Cali to verify times/dates of the meetings for 2023. Viri has provided the flyer with information for San Diego People First Conference Planning meetings. Debbie Marshall will be attending our June 13<sup>th</sup> CAC Meeting.

**Goals for 2023:** The Committee wants to have a presence at local community meetings that include the Filipino American Association for Developmental Disabilities (FAADD), and SD People First Conference Planning Meetings. The Committee also is reviewing the development of flyers/brochures that describe what our committee does, and share it with families and participants of SDRC.

**Other:** Next meeting will be June 13, 2023

Johnny Espinoza adjourned the meeting at 2:30 pm.

## San Diego Regional Center Upcoming Trainings June, July and August 2023

### June 2023

<b>SDRC Staff</b>			
Tues	Every Tues	1:00 – 2:00 PM	Residential Team Training (SDRC Staff) (SDRC Carmel Mountain Office)
Thurs	6/1/23	8:30 – 10:00 AM	Cultural Awareness presentation (SDRC Staff) (SDRC Kearny Mesa Office)
Tues	6/6/23	10:00 – 11:00 AM	Gender, Sexuality and Disability (SDRC Staff) (SDRC Imperial Office)
Tues	6/13/23	1:00 – 2:00 PM	Self Sufficiency Service (SDRC Staff) (Via Zoom)
Mon	6/26/23		Staff Forum (SDRC Staff) (Eastlake 8:30 AM – National City 11:00 AM – Santee 2:00 PM)
Tues	6/27/23		Staff Forum (SDRC Staff) (Carmel Mountain 12:30 PM – Carlsbad 3:00 PM)
Wed	6/28/23	8:30 AM	Staff Forum (SDRC Staff) (SDRC Kearny Mesa Office)
Wed	6/29/23	1:15 – 4:15 PM	CPR, AED & First Aid Training (SDRC Staff) (SDRC Kearny Mesa Office)
Thurs	6/29/23	2:30 PM	Staff Forum (SDRC Staff) (SDRC Imperial Office)
<b>Public</b>			
Tues	6/6/23	1:00 – 2:00 PM	Overview presentation (The Charter School of San Diego) (Via Zoom)
Fri	6/9/23	12:45 – 3:00 PM	IHSS Public Authority Advisory Committee Meeting (IHSS) (COC County Operations Center & Via Zoom)
Sat	6/10/23	9:00 AM – 12:00 PM	ARPA Resource Event (Neighborhood House)
	6/13/23	12:00 PM	SDRC Board Meeting (SDRC Board Members) (SDRC Kearny Mesa Office)
Fri	6/16/23	9:00 AM – 12:00 PM	ARPA Resource Event (La Maestra Clinic)
Mon	6/26/23	6:30 – 8:00 PM	FAADD, Filipino American Association for Developmental Disabilities, meeting will be on June 26 <sup>th</sup> here at the main. The topic is Social Rec, Camp & Non-Medical Therapies. (Filipino Families) (FAADD, SDRC Kearny Mesa Office)
Thurs	6/29/23	10:30 AM – 2:30 PM	DOR Awards (Consumers, Employers, Community Partners) (Shelter Island)
<b>Service Providers</b>			
Thurs	6/15/23	11:30 – 1:00 PM	Vendor Resource Fair (SDRC Service Providers) (SDRC Kearny Mesa Office)
Thurs	6/1/23	2:00 - 3:00 PM	Vendor Roundtable Meeting (SDRC Service Providers) (Via Zoom)

## San Diego Regional Center Upcoming Trainings June, July and August 2023

### July 2023

<b>SDRC Staff</b>			
Sat	7/15/23	11:00 AM – 4:00 PM	Employee Picnic (SDRC Staff) (DeAnza Cove)
<b>Public</b>			
Tues	7/11/23	12:00 PM	SDRC Board Meeting (SDRC Board Members) (SDRC Kearny Mesa Office)
Tues	7/18/23	12:00 PM	Foundation for Developmental Disabilities Board Meeting (Board Members) (SDRC) Kearny Mesa Office)
	7/29/23	9:30 – 11:30 AM	Special Education Fundamentals (Via Zoom)
<b>Service Providers</b>			
Thurs	7/6/23	2:00 – 3:00 PM	Vendor Roundtable (SDRC Service Providers) (Via Zoom)
Thurs	7/13/23	12:00 – 1:00 PM	Meet and Greet (Sharp Mesa Vista)
Thurs	7/27/23	10:00 AM	Vendor Advisory Committee Meeting (SDRC Service Providers) (Via Zoom)

### August 2023

<b>Service Providers</b>			
Thurs	8/3/23	2:00 – 3:00 PM	Vendor Roundtable (SDRC Service Providers) (Via Zoom)
<b>Public</b>			
Tues	8/8/23	12:00 PM	SDRC Board Meeting (SDRC Staff) (SDRC Kearny Mesa Office)
Tues	8/31/23		FDD Day at The Races (SDRC Staff) (Del Mar Fairgrounds)