



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

P. O. Box 6127, San Bernardino, CA 92412-67127

Telephone: (909) 890-3000

Fax: (909) 890-3001

March 30, 2011

Terri Delgadillo, Director
Department of Developmental Services
1600 9th Street, Room 240, MS 2-13
Sacramento, CA 95814

Dear Ms. Delgadillo:

This letter is to serve as cover for Inland Counties Regional Center, Inc.'s response to the addendum contract language noted in your correspondence of January 19, 2011 that places the corporation on probation.

We understood that during the Department of Developmental Services audit many of the areas of concern identified in the Bureau of State Audit Report were further reviewed and many substantiated.

ICRC Board and staff recognize the seriousness of this matter and have worked with diligence to provide the information requested. Compiling, analyzing, and reporting on the requested items gave Inland Regional Center an opportunity to review current practices and has made corrections as needed. You will find a response to each area cited in the addendum language.

Also, I would like to confirm that board members were involved with review of this submittal. We were pleased with the diligence, support and guidance offered as our new director and staff worked through the information that comprises this report. We will look forward to hearing from you and your staff as additional questions or clarification if needed. Please know that ICRC is moving forward as we bring the center's operation into compliance with contract, laws and regulation.

Page 2

Terri Delgadillo, Director

March 30, 2011

If you have any questions or require additional information please contact Carol Fitzgibbons at (909) 890-3400 or me at (951) 203-8295.

Sincerely,

LaVesta Locklin

President, Board of Trustees

cc: Board of Trustees
Carol A. Fitzgibbons, Executive Director
Area Board XII

Table of Contents
INLAND REGIONAL CENTER SPECIAL CONTRACT LANGUAGE
January 2011

ARTICLE X. ADDITIONAL PROVISIONS

1. BOARD FISCAL MANAGEMENT, OVERSIGHT OF CONTRACTOR AND STEWARDSHIP OF PUBLIC DOLLARS

- A. For Inventory, click here
 - (1) Narrative
 - (2) Fixed Assets Listing as of March 30, 2011
 - (3) 7.2.5 Inventory Control Procedures
 - (4) 7.2.5(a) Instructions for Ordering and Receiving Supplies
 - (5) 7.2.5(b) Life Cycle of Information Technology (IT) and Computer Equipment

- B. For Negotiated Rates, click here
 - (1) Narrative
 - (2) Blank Rate Determination Worksheet for Vendored Services
 - (3) Rate Determination Worksheet for Vendored Service Category 113
 - (4) Median Rates Negotiated by Vendor with Corresponding Service Code
 - (5) Rate Determination (for Negotiated Rates)

- C. For POS Funds used for Start-Up of New Programs not approved in CPP Plan (2002-03 to present), click here
 - (1) Narrative
 - (2) Exhibit A - Summary of All Start Up Payments
 - (3) Exhibit B — For Residential Development Projects, Completed or in Progress
 - (4) Exhibit C — IRC CPP Plan & Allocation Amount
 - (5) Exhibit D — Payments Not Listed on DDS Worksheet
 - (6) Exhibit E — CPP Cost Projection — Start Up Costs
 - (7) Exhibit F — Start-Up Payments Not Expensed as CPP
 - (8) Exhibit G — DDS Letter dated November 22, 2006 re \$3 Million Startup Funding

- D. For POS Funds used for Housing Services (Service Code 101) (2002-03 to present), click here
 - (1) Narrative
 - (2) List of Recipients (with UCI Numbers) Receiving Independent Living Grants (2002-03 to present)
 - (3) Fiscal Statement
 - (4) California Housing Foundation Grant Agreement
 - (5) CHF Projected Budget
 - (6) ILS Grant Purchasing List Guidelines
 - (7) CHF Independent Living Grant Request
 - (8) CHF Independent Living Grants Program
 - (9) CHF Monthly Income and Expense Summary

- E. For Bungalow Project, click here

- F. For Processes and Safeguards to ensure CPP funding allocated by State is solely used for its approved purpose, [click here](#).

- G. For Procurement Policy, [click here](#)
 - (1) Draft 1.2.4(s) Policy on Procurement of Services and Supports and Use of Start-Up Funds for Resource Development
 - (2) 1.2.4(t) Policy on Rate Setting
 - (3) 2.2.9 Resource Development and Transportation Unit (RDTU) Procedures
 - (4) 6.14(a) Purchase Requisition Procedures
 - (5) 6.1.4(b) Purchase Orders Procedures
 - (6) 7.50.9 Negotiated Contracts
 - (7) 7.52 Rate Determinations

- H. For Board Training, [click here](#)

2. EMPLOYEE & COMMUNITY COMPLAINTS

- A. For Swift Action to address and remediate culture within organization, [click here](#)
 - (1) Narrative for A and C
 - (2) Communications Plan
 - (3) Consumer Insights
 - (4) Vendor Insights
 - (5) Communiqué with Carol
 - (6) Training Plan for Staff for 2011-2012

- B. For Actions to ensure working environment in compliance with contract and law, [click here](#)

- C. For Plan to fully address and identify community concerns and develop an open and collaborative relationship, [click here](#)
 - (1) See Narrative for A & C
 - (2) List of Community Partners
 - (3) Draft By Laws of Vendor Advisory Committee of IRC Narrative

- D. For Review and ensure current Conflict of Interest disclosure statements are on file for all employees and Board members, [click here](#)
 - (1) Narrative for D and E
 - (2) Conflict of Interest Form and Procedure for Employees
 - (3) Conflict of Interest Form and Procedure for Board Members

- E. Develop Board Approved Conflict of Interest Policy addressing employees and Board members

- F. For Whistleblower Policy, [click here](#)
 - (1) Narrative
 - (2) Draft 510 Whistleblower Policy
 - (3) Whistleblower Log