

AGENDA
INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING
MONDAY, MARCH 9, 2020
Meeting: 5:00 p.m. to 7:00 p.m.
Inland Regional Center
Conference Center – Board Room
1425 S. Waterman Avenue
San Bernardino, CA 92408

Call to Order/Ms. Stark

Minutes of January 13, 2020 Board Meeting/Ms. Stark

Action

Public Input: (Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. Please submit Request to Speak Form noting the agenda item to be addressed at sign-in table.) **In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue/comment, contact your CSC or email your comments to Btrustees@inlandrc.org.**

Self Determination Update/Mr. Meza (Written Report)

Info

Executive Director's Report/Ms. Johnson

Info

Director's Reports/Directors

Info

Committee Reports (Written Reports)

1) Another Way/Ms. Gonzales

Info

2) Consumer Advisory Committee/Mr. Nelson

Info

3) Legislative Committee/Ms. Cummings

Info

4) Vendor Advisory Committee/Ms. Remington

Info

5) Master Trust Committee/Ms. Miller

Info

Old Business: None

New Business

1) CPA Draft Audit/Ms. Steuwer

Action

2) \$250,000 Contracts/Mr. Toms

Action

3) Revised Dress Code Policy/Mr. Beckett

Action

- | | | |
|----|---|--------|
| 4) | Revised Travel Expense Reimbursement Policy/Mr. Beckett | Action |
| 5) | Revised Fiscal Sponsorship Agreement/Mr. Beckett | Action |
| 6) | Approval of VAC New Committee Member/Ms. Remington | Action |
| 7) | Approval of VAC New Officers/Ms. Remington | Action |
| 8) | Change in Term of Membership/Ms. Remington | Action |

Trustee Input

Executive Session

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

Next Meeting Date: May 11, 2020

MINUTES OF JANUARY 13, 2020
Inland Counties Regional Center, Inc.
Board of Trustees Meeting

BOARD PRESENT: Kiana Buffington; Alicia Lara; Ted Leonard; Eric Naranjo; Cameron Page; Donita Remington; Elvia Sanders; Gizelle Siojo; Joshua Souder; Sheela Stark; Alva Stewart

MEMBERS ABSENT: Carmen Estrada; Rene Rojo

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

RECORDING SECRETARY: Sandra Guzman

BOARD FACILIATORS: Nikole Atkinson; Laura Castagnola; Ashwin Gaur; Phillip Botello; Robyn Souder

STAFF PRESENT: Robin Ferguson; Kurtis Franklin; Lilliana Garnica; Gabriel Ortiz

GUEST PRESENT: Peter Asten, Parent; Catalina Castillo, Parent; Jessica Carbenaro, CBEM; Margaret Daniels; Mary Hernandez, Interpreter; Uvence Martinez, DDS; Shannon Meehan, SCDD; Matthew Rodney, CBEM; Nikasia Simmons, DDS

CALL TO ORDER: Ms. Stark called the meeting to order at 5:07 p.m.

MINUTES OF NOVEMBER 4, 2019 BOARD MEETING: 1. Motion made to approve the minutes of the November 4, 2019 meeting as presented M/S/C Page/Naranjo.

PUBLIC INPUT:

Shannon Meehan shared information regarding an event that will take place on February 19th from 5:30 – 8:00 p.m. at San Bernardino Valley College Conference Center for Southern California Disability and Senior Communities. The Administration for Community Living wants to hear and learn from older adults, people with disabilities, their families or caregivers about their experiences with emergencies or disaster situations. Participants will participate in group discussions where questions in the areas of preparedness, evaluation, response and recovery will be asked one at a time by a facilitator and answered one at a time by the participants.

SELF DETERMINATION: Mr. Meza updated the Board on progress being made towards Self-Determination. IRC has several consumers completing their spending plan and will be starting the Self-Determination process soon.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson reported the following: 1) As of December 20, 2019, IRC has 39,659 active cases. That is a growth of 40 since November. 2) IRC continues to advertise, interview and hire to fill any vacancies and some growth positions. IRC currently has 768 employees. 499 of those 768 employees serve in some capacity as a case manager. 3) On December 4, 2019 several staff members and Board members attended the annual Top Workplace Award Luncheon at the Riverside Convention Center. Although we were named a Top Workplace in the Inland Empire, we were a little disappointed that we were not named the Top Workplace for the 3rd consecutive year. 4) Kevin recently attended Senator Leyva's Holiday Open House on December 6, 2019. On December 18th, Kevin and Lavinia met with Senator Roth and his staff. It is important that our local legislatures understand the needs of our consumers and the challenges we face in the Inland Empire especially with our size, growth, caseloads and underfunding. 5) Monday, December 2nd was the 4th anniversary of the mass shooting here at IRC. We did not hold a public commemoration but did decorate the conference center with mementos of the victims and the event. We also welcomed several victims and family members from 12:00 – 2:00 p.m. A special thank you to Daisy Quiroz, IRC's Event Developer/Outreach Specialist for doing such an amazing job setting up the conference room. 6) In November and December, Another Way handed out 450 \$50 Stater Bros Gift Cards to families in need. On December 11th, Another Way hosted their annual Toy Drive. Over 300 consumers and family members attended. Thank you, Andrea, and the Another Way Committee. 7) Congratulations to Osvaldo Guerra from the Facilities Department for being awarded the Hercules of the Month and Juan Castro in the school-age department as the Positively Contagious award winner. 8) We also want to thank and congratulate Jessica Ferrin and the Fun Community for putting on another very successful staff holiday party. 8) Daniel Savino from ARCA came to IRC and did a marvelous board training. He was able to live stream the fiscal budget and explain the budget items as they were presented.

DIRECTOR'S REPORTS: The Directors submitted written reports. No questions from the Board.

COMMITTEE REPORTS

1. **ANOTHER WAY:** Ms. Gonzales submitted a written report. There were no questions from the Board.
2. **CONSUMER ADVISORY COMMITTEE:** No report.
3. **LEGISLATIVE COMMITTEE:** No report.
4. **VENDOR ADVISORY COMMITTEE:** Ms. Remington submitted a written report and highlighted the following: 1) The committee thanked IRC for providing coffee at the December meeting. Holiday treats were provided by vendors. 2) Vendors thanked

Vince Toms and his department for all their support. 3) Transportation and Day Program vendors held a joint meeting to share issues and concerns. They would like to meet semi-annually and include Residential vendors next time.

5. **MASTER TRUST:** Ms. Miller submitted a written report. There were no questions from the Board.

NEW BUSINESS

1. **APPROVAL OF NEW BOARD MEMBER:** Ms. Stark asked for the Board's approval to appoint Mr. Peter Asten to the Board. **2. Motion made to approve Mr. Peter Asten to the Board M/S/C Buffington/Souder.**
2. **250,000 CONTRACTS:** Mr. Toms presented 5 contracts that have the potential to exceed the \$250,000 threshold. **3. Motion made to approve the 5 contracts as presented M/S/C Stewart/Naranjo. Mr. Asten abstained.**

TRUSTEE INPUT: None

Ms. Stewart adjourned the meeting at 5:30 p.m. to go into Executive Session. Executive Session was called to order at 5:40 p.m.

The Board reconvened at 6:06 p.m. The Board acted on a budget issue.

Ms. Stark adjourned the meeting at 6:07 p.m.

Sincerely,

Alva Stewart
Board Secretary

Cameron Page
Board Vice Chair

MOTIONS FOR THE JANUARY 13, 2020 MEETING:

1. Motion made to approve the minutes of the November 4, 2019 meeting as presented M/S/C Page/Naranjo.
2. Motion made to approve Mr. Peter Asten to the Board M/S/C Buffington/Souder.
3. Motion made to approve the 5 contracts as presented M/S/C Stewart/Naranjo. Mr. Asten abstained.



SELF-DETERMINATION PROGRAM (SDP) TARGET DATES

JUNE 29, 2018 NEW

Updated estimated timeline — The "Participant Selection" section below has been updated to include the date by which the Department must receive the names of the individuals who will be considered for selection of the initial 2,500 participants in the Self-Determination Program.

The Department, in collaboration with the self-determination advisory workgroup and other stakeholders, has been working on the major components necessary to implement the Self-Determination Program (SDP). Outlined below are some of the major components requiring completion prior to the SDP becoming operational. The list below is not exhaustive but includes the key components and steps under active development.

The Department will post updates on the progress of each component.

- **Federal Funding Approval**
Status: Completed. The application for federal funding, or Waiver, was approved by the Centers for Medicare and Medicaid Services on June 6, 2018.
- **Individual Budgets** - Target for completion: August 15, 2018
Task: Finalizing guidance information on how the individual budget amount is calculated, and the process for adjusting the budget when needed.



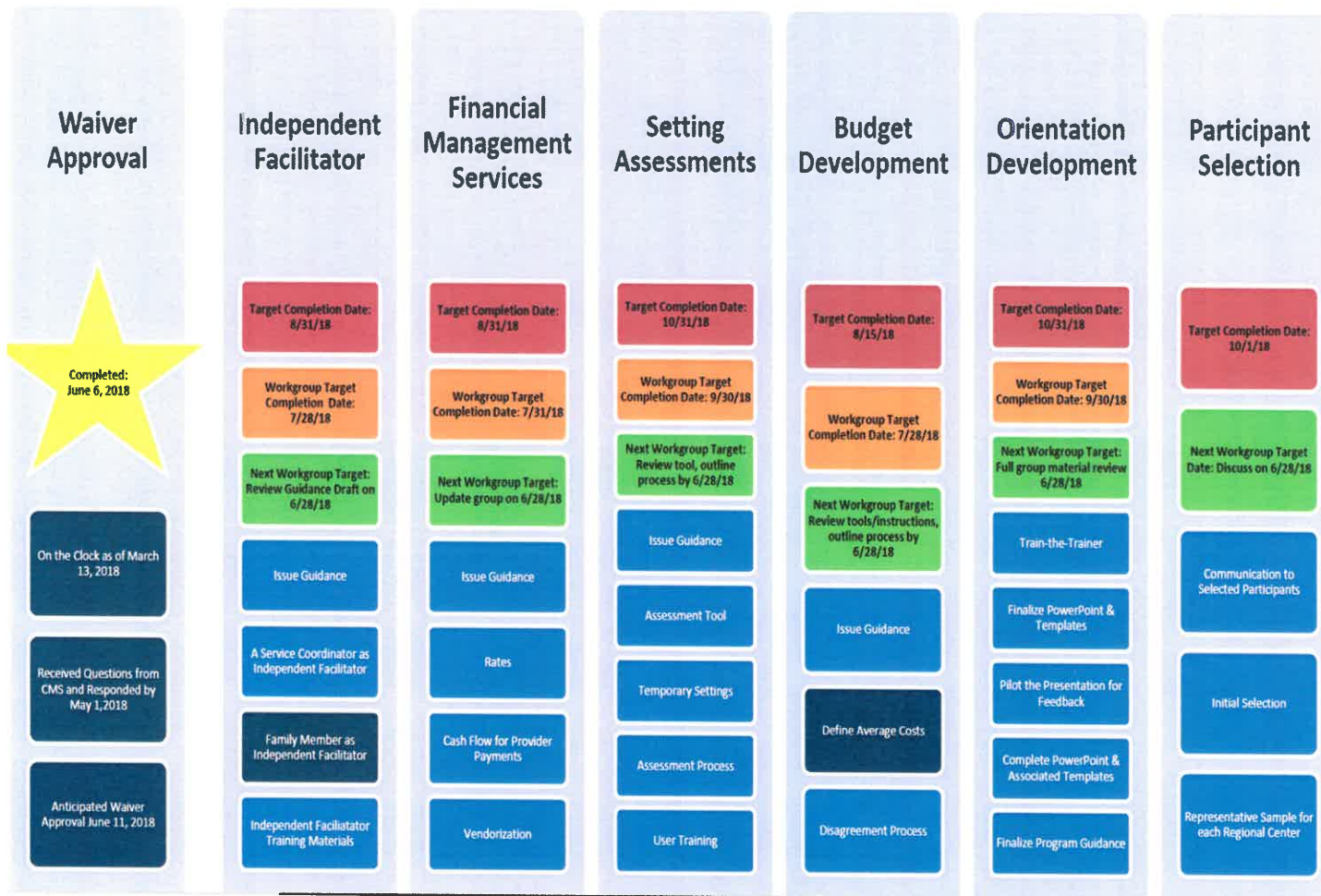
- **Financial Management Services (FMS)** - Target for completion: August 31, 2018.
Task: Finalizing FMS vendorization requirements and rates.
- **Independent Facilitators** - Target for completion: August 31, 2018.
Task: Defining the role(s) an independent facilitator may play and how this may be different if a participant chooses to select their service coordinator to fulfill the functions of an independent facilitator.
- **Participant Selection** - Target for completion: October 1, 2018
Task: Selection of the initial SDP participants. It's important to note that only those individuals who have participated in an informational meeting and whose names have been received by the Department by September 17, 2018 at 5:00 PM will be considered for selection (by the Department) of the initial 2,500 participants in the SDP. Individuals whose names are received after September 17, 2018 will be considered for subsequent selections of SDP participants. Subsequent participant selections will occur if some of the initial 2,500 participants choose not to enroll or they enroll, then decide not to continue in the SDP. Timing for future selections will be established at a later date. Information for those who are interested on how they can be considered for participation in the SDP can be found at www.dds.ca.gov/SDP/sdpEnrollment.cfm.
- **Home and Community-Based "Settings" Requirements** - Target for completion: October 31, 2018.
Task: Finalizing training materials on the federal requirements, how they apply to services in the SDP and the assessment process for ensuring all services, or "settings", meet the requirements. Due to federal regulations effective in March 2014, everywhere someone receives services (e.g. the "setting" where the service is provided,) must promote, and not prevent,



community participation and inclusion. The target date projects time needed to provide training to those who will be involved in the assessment process.

- **Orientation Materials** - Target for completion: October 31, 2018. Task: Finalize all orientation materials. The orientation materials will form the basis of the information participants need to support them in the SDP. In addition to the components above, the orientation will include information on what services are available in the SDP and tools to help participants choose qualified service providers. Training for those providing these orientations will also be necessary prior to participant orientations.

<https://www.dds.ca.gov/SDP/SDPUpdates.cfm>



DDS Timeline for Workgroup Completion





Self Determination Advisory Committee Meeting NOTICE and AGENDA

Inland Regional Center – Building 3

1425 S. Waterman Ave

San Bernardino, CA 92408

FEBRUARY 27, 2020

6:00PM to 8:00PM

“MEET & GREET” from 5:00pm to 6:00pm. Facilitated by Ronald Allan.

THE PUBLIC MAY LISTEN IN (BUT NOT PARTICIPATE) BY CALLING +1 (951) 394-

3547

PARTICIPANT CODE: Conference ID: 452 643 894#

Individuals with disabilities who need reasonable accommodations to participate in the meeting should contact Don Meza by phone: (909) 890-3425 or e-mail: dmeza@inlandrc.org by February 20, 2019.

5:00-6:00PM Meet and greet for SDP participants and families

6:00 PM - Call to Order and establishment of Quorum

- a. Welcome and notice of Spanish translation available
- b. Introductions
- c. Invitation for written comments
- d. Brief explanation of meeting etiquette (Robert’s Rules)
- e. Announcements – new OCRA representative, upcoming trainings

Public Comment Period*

Consent Items

- a. Approval of Agenda
- b. Secretary Position - taking of minutes & tool/s

Discussion Items:

- a. Position SDAC Vice Chair – Open position discussion - All
- b. Summary and highlights of Feb 10th SSDAC meeting – Maia Pawooskar
- c. Recap of Committee Orientation Training on Jan. 27th – SCDD
- d. Subcommittee update – Ron Allan, Rhonda Morris, Ryan Nelson, Stephanie Veniez
- e. PCP providers for SDAC vendor list – All



- f. Resources on how to identify reliable FMS vendors – SCDD and OCRA
- g. Review of most recent SSDAC newsletters and updates – Maia Pawooskar
- h. Newly added participants – Numbers, how many accepted / not accepted– Don Meza
- i. Number of IF and/or PCP trainings conducted or in the plan by IRC – Don Meza
- j. Number of IRC participants who have completed PCP, # Budgets approved, # have FMS - Don Meza
- k. Number/percentage of IRC participants who are in transition from traditional IPPs to SDP model – Jonathan Eckrich and Don Meza
- l. Update on the plan for orientation trainings for the newly added participants – Jonathan Eckrich
- m. Upcoming community events for potential SDAC involvement
- n. Recommendations for improvement – All
- o. Next month's "meet & greet" volunteer

Upcoming SDAC Meeting Schedule:

Thursday, March 26, 2020

Thursday, April 30, 2020

Thursday, May 28, 2020

Thursday, June 25, 2020

Thursday, July 30, 2020

Thursday, August 27, 2020

Thursday, September 24, 2020

All meetings begin at 6:00pm unless otherwise noted.

All meetings will be held at: Inland Regional Center (Conference Building C)
1425 S. Waterman Avenue
San Bernardino, CA 92408

Adjourn

* This item is for the members of the public to provide comments and/or present information to the Committee on matters not on the agenda. Please note that only those present will be able to make public comment, and time may not be ceded to a third party. Each person will be afforded up to three (3) minutes to



speaking. Written requests will be considered first.

Pursuant to Government Code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting should contact Don Meza by phone: (909) 890-3425 or e-mail: dmeza@inlandrc.org at least 5 days prior to the meeting.

Agenda items may be taken out of order to meet the Committee's and its guests' needs as necessary. Action may be taken under any agenda item.

Note: Breaks will be announced as needed.



INLAND REGIONAL CENTER
Serving Individuals with Developmental Disabilities in San Bernardino and Riverside Counties

Executive Director's Report

March 2020

Respectfully Submitted by Lavinia Johnson

CONSUMER TOTALS: IRC's current number of active cases is **39,930** which is an increase of 271 cases since December 2019. This number includes new and transfer-in cases from other Centers.

STAFFING: We currently have 774 employees of which 65% or 508 are service coordinators. We continue to hire for vacancies and for the growth that we have been allocated for this FY. Our caseloads continue to be at an average of 79:1.

LEGISLATIVE CONTACT:

Inland Empire Caucus: Kevin and I attended the Inland Empire Caucus 16th Annual Legislative Breakfast on February 7 at the Doubletree in Ontario. The Inland Empire Caucus is an advocacy network of several local agencies serving thousands of individuals with disabilities, providing personal growth skills, vocational training, job placement services, residential services, and independent living skills. This year's event honored Assembly member Eloise Gomez Reyes for her work as Chair of the Human Services Committee on behalf of persons with IDD.

Meeting with Assembly Reyes: Also, on February 7, accompanied with IRC staff Eric Hamler, PM RDTU, and Lilliana Garnica, Culture Diversity Specialist, we met with Assembly Member Reyes and her staff. The meeting was held in her San Bernardino office where we discussed IRC's staffing ratio, statewide median rates, and meeting the needs of our culturally diverse population.

STAFF RECOGNITION: Congratulations to Juanita Aguilar for being selected as the Hercules of the Month and to Marie Harris for being selected as the Positively Contagious recipient for January 2020.

RECENT EVENTS:

On February 18th, Anthony Hill the new Executive Director for SGPRC , visited IRC. He met with the directors for a Q & A session and participated on a tour of our campus.

On February 22, 8 of IRC's Board of Trustees travelled to Sacramento to participate in the ARCA Academy training. Thank you Sheela, Cameron, Alva, Ted, Alicia, Donita, Elvia and Joshua. We look forward to hearing from you about the training.

UPCOMING EVENTS:

IRC's Purchase of Service Data Presentation is on March 11, 2020 in the auditorium from 5:00—6:30 p.m. We invite the IRC Community to attend and learn how IRC budget dollars are spent on consumer services. IRC data is collected annually and categorized by age, ethnicity, diagnosis, primary language and residence.

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

January 15, 2020

4:00 p.m.

AGENDA

EXECUTIVE COMMITTEE: Sheela Stark, Chair; Cameron Page Vice Chair; Alva Stewart, Secretary; Kiana Buffington, Member at Large; Ted Leonard, Member at Large

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

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

1. Executive Committee Meetings
2. ARCA Academy Training
3. Off-Site Board Training

Next Executive Meeting: February 19, 2020

INLAND REGIONAL CENTER
Board of Trustees
Executive Committee Meeting
January 15, 2020
4:00 p.m.

PRESENT: Kiana Buffington; Sheela Stark

PRESENT VIA CONFERENCE CALL: Cameron Page; Ted Leonard

FACILITATOR: Nicole Atkinson

STAFF/EX-OFFICIO PRESENT: Steve Beckett; Lavinia Johnson; Merissa Steuwer; Sandra Guzman

1. Executive Committee Meetings: When the monthly Executive Committee meeting lands on the same week as the Board meeting, the committee will consider rescheduling it for a later date.
2. ARCA Academy Training: The ARCA Academy Training for Board Members will be held on Saturday, February 22, 2020. The training will be focused on the Board. If this becomes an annual board training, the board will need a separate budget for board trainings, travel and stay.
3. Off-Site Board Training: Sandra will be looking for a possible off-site location in early June. Proposed schedule will be Thursday: travel day, Friday: full day training and Saturday: half day training. Facilitators and Directors will be invited. Training topics for Thursday will be the following: Jonathan – Person Center Training; Lilliana – Disparity; Kurtis – Cyber Security. Beth or Andrew – Supported Employment; Don and Felipe – Specialized Caseloads. For Saturday: Merissa – Trail Bill Language; Steve – Legal Issues; Don – Self Determination; Vince – Housing, HCB final rule, Risk Mitigation; Treva – Update on Early Start and online application; Felipe – Foster Youths and MOUs. Each presenter will have approximately 35 minutes. Next fiscal year we would like to bring Debbie Cannon back.

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

February 19, 2020

4:00 p.m.

AGENDA

EXECUTIVE COMMITTEE: Sheela Stark, Chair; Cameron Page Vice Chair; Alva Stewart, Secretary; Kiana Buffington, Member at Large; Ted Leonard, Member at Large

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

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

1. \$250,000 Contracts
2. Revised Dress Code Policy
3. Revised Travel Expense Reimbursement Policy
4. Financials
5. CPA Draft Audit Report
6. Board Retreat
7. ARCA Academy Training
8. Building the March Board Meeting Agenda

Next Executive Meeting: March 18, 2020

INLAND REGIONAL CENTER
Board of Trustees
Executive Committee Meeting
February 19, 2020
4:00 p.m.

PRESENT: Kiana Buffington; Ted Leonard; Sheela Stark; Alva Stewart

FACILITATOR: Nicole Atkinson

STAFF/EX-OFFICIO PRESENT: Steve Beckett; Lavinia Johnson; Merissa Steuwer; Vince Toms

1. \$250,000 Contract: Vince stated the following contracts are the first of the 3-year rotation contracts up for renewal. He presented in detail 59 contracts that have the potential to exceed the \$250,000 threshold. 1 – 017 Crisis Intervention Services; 5 – 056 Interdisciplinary Assessment for Infants; 1 – 094 Creative Art Programs; 48 – 113 Specialized Residential Facility; 1 – 610 Legal Services; 1 – 742 Licensed Vocational Nurse Services; 1 – 775 Professional Physician Services; 1 – 896 Training and Habilitation/Supplemental Living Support Service. It is the committee's recommendation to present to the Board the \$250,000 contracts for approval.
2. Revised Dress Code Policy: Steve reviewed the draft Dress Code Policy and highlighted the changes. It is the committee's recommendation to present the revised policy to the Board for approval.
3. Revised Travel Expense Reimbursement Policy: Steve reviewed the revised Travel Expense Reimbursement Policy with the committee. It is the committee's recommendation to present the revised policy to the Board for approval.
4. Financials: Merissa reviewed the new 2019-2020 Operations Budget format. Merissa also discussed IRC's line of credit.
5. CPA Draft Audit Report: Merissa shared that IRC's CPA Audit Draft Report will be ready for the Board's approval at the March Meeting. She is also glad to report there were no findings.
6. Board Retreat: The Board Retreat is scheduled for August 27-29, 2020. The 27th will be a travel day and group dinner. The 28th will be a full day of training. The 29th will be a half day training then everyone is dismissed. More information will be available once we get closer to the date.
7. ARCA Academy Training: The ARCA Academy Training is this coming Saturday. IRC will have 8 Board Members attending.
8. Building the March Board Meeting Agenda: The following will be added to the agenda: \$250,000 Contract, the revised Dress Code Policy, the revised Travel Expense Reimbursement Policy and CPA Audit. The Board will discuss budget and financial issues in Closed Session.

Director Adult Services Report
March 2020
Respectfully submitted by Don Meza

Adult Services Team Update: The adult services team continues its steady growth with approximately 13,500 consumers being served. There are 13 teams with 200 service coordinators that cover the two-county area. The adult case management teams are looking forward to completing "Person Center Thinking" training over the next several months. We are also working on a major project developing 4 specialized caseloads with a 1:25 consumer ratio to better serve consumers in crisis. This is a requirement that was legislated in July 2019 to provide enhanced time-limited supports to consumers in crisis. Our case management team has identified the consumers to be served and we are in the process of hiring 4 new staff to cover these caseloads.

Medicaid Waiver (MW): IRC participated in an audit by DDS/DCHS of the Medicaid Waiver program. We facilitated a transparent review of documentation, with access to residential facilities as well as day programs, and visits with consumers in their own homes. At the exit interview, the Audit team from DDS shared that they were impressed by our documentation and diligence in maintaining records. According to the audit team we scored 100 percent in several areas, and any issues they found, were minor and easily correctable. IRC continues to serve over 14,000 active Medicaid Waiver enrolled consumers. The MW staff continues to add "Deeming" cases. DDS will continue to provide the accounting of 1915i cases directly to CMS. IRC's directive is to review and account for the 1915i cases. IRC has approximately 1,650 consumers that qualify for the 1915i Waiver program.

Self Determination (SD): The SD Advisory group met on February 27th. As you may remember, the initial list of consumers selected for Self Determination was released on October 1st, 2018. IRC had 259 consumers that were selected for the Self Determination pilot. On December 6, 2019, DDS had a second draw of consumers to fill vacancies of consumers that had dropped out of Self Determination or were no longer interested. The new list includes additional consumers that will remain in the "wings" as the total number of consumers allotted to IRC (259) comes into balance. IRC Consumers not selected will remain on the interest list and consumers that would like to be considered for future spots can still be added. All consumers selected to the SDP, including the newly added, are required to participate in an orientation of the Self Determination Program. The first orientation for the SDP was completed on May 1st at IRC and there have been multiple opportunities for consumers in the SDP to complete the orientation requirement since then. Additional orientations have been scheduled to accommodate the newly selected consumers. We appreciate all the efforts that Jonathan Eckrich and his team have made to schedule Self Determination orientations twice per month. As a regional center we have made progress with self-determination and as of this writing there are 5 consumers preparing to leave traditional service delivery and be fully transitioned to Self Determination.

Inland Regional Center Children & Transition Services

March 09, 2020 IRC Board of Trustees Report

Submitted by Felipe J. Garcia IRC Director of Children and Transition Services

Greetings, Children, and Transition services continue to grow at a rapid pace. Our statistics are as follows: as of January 31st, we currently have 19,186 cases under School Age and Transition services. School Age has 11,931 and Transition has 7,255 cases. There are 215 active caseloads of which 136 are in School Age and 79 are in Transition. This is a net growth of 231 cases since the last Board Report. We continue to grow and work closely with our families to assist our consumers with resources that are needed to be integrated into their local communities.

Networking Fridays

In an effort to increase customer service with families that we serve, the School Age and Transition teams are participating in Networking Fridays. Effective February 2020, each Consumer Service Coordinator (CSC) will reach out to families on their caseload, at random, to see how things are going. We encourage CSC's to do this on their office days, typically on their Fridays on. CSC's have been provided with a sample script they may use in an effort to keep some consistency with our message across units. They are encouraged to be positive and helpful calls for both CSC's and our families. Program Managers will also participate by calling at least 2-3 families on their unit, at random, to introduce themselves and promote a collaborative message to our families. The Director of Children Services, myself, will also call at least one family within the month to check in and promote our Networking Friday's campaign in an effort to improve our relationships with our families. We have posted flyers throughout the School Age and Transition areas at Inland Regional Center to remind everyone of our campaign. I believe CSC's and Program Managers are excited to participate in this effort. The plan is for all of us to participate and gather data on the number of calls placed. We will measure progress by reviewing the National Core Indicators (which come out every 2 years) and more closely while we are out in the community. We are hoping to have positive results.

Community Services

Board of Trustees Quarterly Report**March 9, 2020****Respectfully Submitted by Vince Toms**

The overall direction of Community Service is to provide quality customer service to our prospective and current vendors. We must create and keep high quality vendors and ensure the relationships are collaborative and mutually respectful. The following will detail the changes and status of the Vendorization Unit, Quality Assurance, Resource Development, Training and Community Engagement Units.

Vendorization continues to finalize new vendors and updates all license and insurance requirements. They have promoted the replacement staff, who started in October, as one of the longtime staff members promoted to a position in our Revenue Unit. The unit has been busily engaged in getting documents and data ready for the upcoming yearly audit by the Department.

Quality Assurance has finished the restructure and the vendors have been notified. The liaisons continue to investigate and process hundreds of Special Incident Reports (SIR) a month. They continue to incorporate technology to enhance work processes, like the use of Seamless Documents for SIRs and Placement Requests. A new project for the liaisons will be working with all of their vendors to complete the Department's Home and Community Based Services – Final Rule self-assessment.

The Training unit continues to focus on training the Self Determination participants and Person-Centered Trainings for our staff. They provided multiple community, vendor, IRC staff and family trainings. The community trainings included the San Bernardino Sheriff and Probation Departments. They have been recently engaged in providing New Staff Orientation for 11 new hires. The unit continues to monitor the Cal Fresh program and has set the Supervisor's 2020 training schedule.

The Community Engagement team continued to attend numerous outreaches in the community. As well, the Diversity Outreach Coordinator reviewed the 2019 Purchase of Services (POS) data, crafted the annual report, set disparity/diversity goals for the agency, reviewed surveys, and scheduled the public input meetings for March 11 in English and March 12 in Spanish from 5 pm until complete. Both sessions will also be live-streamed. Finally, the team hosted an employment conference for transition-aged clients here on February 29, 2020, with Chasing 7 Dreams.



**Intake, Early Start, Clinical Services and
The Early Start Family Resource Network
REPORT
February 2020**

This month we will focus on Clinical Services

Recent Activity

Annette Richardson & Rene Zambel gave a very well received presentation on the topic of Sensory Issues During Dental Evaluation and Treatment for Children with Autism to the Autism Collaborative. It was very well received and sparked discussion and ideas

In the month of January, three physicians attended the Clinical Services IRC orientation.

Clinical Services Manager attends the IEHP Joint Operations Management and many other important community partner meetings

Speech Therapist Consultant, Psychologist Consultant, and Forensic Psychologist Consultant vendorization and orientation complete

Jennifer Weniger, Ph.D, Director of Clinical Training at Loma Linda University Medical Center came to learn about Regional Center Eligibility Criteria and the application process

Monthly meetings are held with all the Psychologists for shared information, updates, and discussion

CDERs (Consumer Development Evaluation Reports) are updated by C. Schnepf, RN (Clinical Services)

Per DDS Website: The Client Development Evaluation Report (CDER) contains diagnostic and evaluation information for persons who have active status in the DDS system. In general, only persons of age three and above have a CDER completed. Prior to age three, an Early Start Report, which contains data items that are more appropriate for infants and toddlers, is completed. A CDER must be completed or updated at the time a person's Individual Program Plan (IPP) is developed

The Clinical Services Review Team is available to meet with the Service Coordinators every Monday afternoon. This multi-disciplinary team reviews the cases brought to them and makes recommendations on all types of questions related to needed clinical services. This includes but is not limited to Dental Care, Adaptive Equipment, Nutritional Services, and Pharmacology Services.



Inland Regional Center Board Report

Submitted by Andrea Gonzales, Another Way Coordinator

Date: February 27, 2020

➤ Grants:

- **E. Rhodes and Leona B. Carpenter Foundation** awarded Another Way \$40,000 for general operating expenses.
- **The Annenberg Foundation** approved grant funding for \$25,000 (strategic planning, salary and program support)
- **Kaiser Foundation** approved grant funding for \$22,000 (rent and utilities support)
- **BBVA Compass** proposal is pending
- **Cracker Barrel** denied focus is veterans and military families.
- **Community Foundation** in process

➤ Golf Tournament:

- \$96,000 in sponsorships paid to date
- Three Major raffle prizes secured – Pebble Beach Trip, 65 in TV and new to our raffle offerings this year is a Trip to Napa sponsored by Inland Respite details are below.

Tickets will available beginning March 19th.

➤ This Experience Includes:

- 3-night weekday stay at The Setting Inn for 2 at this beautiful property surrounded by vineyards
- Private tasting of The Setting Wines
- Schramsberg Winery Cave Tour and Tasting
- Culinary Institute of America culinary experience
- 6 consecutive hours of chauffeured luxury sedan service
- Round-trip coach class airfare for 2 from within the 48 contiguous U.S. to San Francisco or Oakland, CA

➤ Bowling Tournament

- \$12,000 committed
- 30 lanes reserved
- Many IRC staff are participating and some consumers

Calendar of Events for FY19/20

- **March 14th:** Bowling Tournament at Arlington Lanes - 7100 Arlington Ave. Riverside, CA 92503 from 12:00 – 2:30 p.m.
- **May 15th:** Another Way Training and Mixer. Advisory Committee Training from 12:00 to 3:00 p.m. Mixer from 7:00 p.m. to 10:00 p.m. at JW Marriott 74-74-855 Country Club Drive, Palm Desert, California, 92260
- **May 16th:** Another Way's 22nd Annual Golf Tournament from 8:00 am to 4:00 p.m. at JW Marriott 74-74-855 Country Club Drive, Palm Desert, California, 92260. Volunteers will be needed at 6:00 a.m.
- **October** – Strategic planning

VOLUNTEERS WILL BE NEEDED TO ASSIST WITH ALL EVENTS

CAC Report for the Inland Regional Center

March 9, 2020

Ryan Nelson

Thank you Board Chair and the Entire Board of Trustees and Executive Team, for allowing me to present my report.

Since my last update I been really busy with the CAC and DDS with events:

Fall Festival

On October 28, Inland Regional Center (IRC) transformed downtown Riverside into a Halloween-themed street fair for the 2019 IRC Fall Festival. This annual event connects IRC clients and their families with services available to people with developmental disabilities in the Inland Empire. The addition of shopping vendors and food trucks made the festival an event for the whole community.

The event took place on Main Street in downtown Riverside between 10th Street and University Avenue. The venue, which features fountains, public art, and the City Hall stage, provided the perfect backdrop for event festivities. CJ Cook, IRC Community Engagement Manager had this to say about the event moving to Riverside, "We are pleased to be partnering with the City of Riverside for the Fall Festival. It gives us the opportunity our clients in the Riverside area. The venue, as well as the assortment of food and shopping booths, allowed us to connect with the Riverside Community at large. That helps us spread the message about the work we are doing to serve folks with disabilities in the I.E."

More than 70 community agencies hosted elaborately decorated exhibitor booths to provide information about their services to festival attendants. Exhibitor also provided Halloween-themed, games, activities, raffles and giveaways at their booths. Thirty shopping vendors sold an array of items including art, books, jewelry, t-shirts, Christmas ornaments and more. Food offerings included tacos. Nachos, bacon-wrapped hot dogs and shaved ice!

Guests of all ages got into the Halloween spirit dressing as witches, cowboys, princesses and superheroes. Group costumes were very popular with entire families dressed as Star Wars characters or the cast of The Nightmare Before Christmas. Festival attendees were also treated to face painting, glitter tattoos, balloons, a photo-booth and more.

Daisy Quiroz, IRC's Event Developer worked hard to ensure that the event was provided to the community free of charge. The festival was presented by Pathway, Inc. with sponsorship from

In-Roads Creative Programs, California Mentor and Creating a Legacy. United Cerebral Palsy of the Inland Empire, Ability Center and Independent Options.

Annual BBQ

I hosted the annual CAC BBQ on October 29 at my home. We had many consumers and guest eating over 100 pounds of pulled pork, 48 hot dogs, potato salad, baked beans, cookies and candy.

CAC Cycle Club

We are expanding the Cycle Club to include those who would rather walk, jog or even roller skate for exercise. We are partnering with other clubs to promote a more inclusive environment and make new friends.

CAC Thanksgiving Dinner

On November 7th the CAC had a thanksgiving dinner at Hometown Buffet and we a great turnout.

CAC Voting Rights/Voters Registration

On January 28th we held our annual voters registration and voting rights at In-Roads in Colton were we had a two great presentations including one by Stephanie Veniez.

CAC Annual Election

On February 18th we held our annual CAC election and I am proud to announce that I have been re-elected as president and Rodney McClain as the Vice President also Tori Wilson as Secretary.

CAC Movie Night

On March 24th the CAC will be having Movie night at In-Roads Creative Program in Rancho Cucamonga from 5:30pm - 7:30pm with free entry, popcorn and also a photo booth.

Any questions or comments? Thank you for ur time!



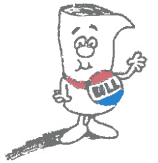
LEGISLATIVE REPORT
March 2020
 Respectfully Submitted by Jennifer Cummings
 Fair Hearings and Legal Affairs



Bill	Title	ARCA Position	Bill Location	STATUS
AB 167	Childcare and development services: infants and toddlers: state funding	Support	Assembly - Appropriations	DEAD
AB 177	Election day holiday.	Oppose Unless Amended	Assembly - Appropriations	DEAD
AB 196	Paid family leave.	-	Senate - Labor, Public Empl. & Retirement	ACTIVE
AB 216	Pupil discipline: restraint and seclusion.	Comments	Senate - Pending Referral	ACTIVE
AB 236	Special education programs: Family Empowerment Centers on Disability.	Support	Senate - Appropriations (Suspense)	ACTIVE
AB 243	Implicit bias training: peace officers.	Support	Senate - Appropriations	ACTIVE
AB 251	Personal income taxes: credit: family caregiver.	Support	Assembly - Appropriations	DEAD
AB 261	Developmental services: regional ctrs: suspension of services.	Support	Assembly - Appropriations	DEAD
AB 301	Hate crime data collection and outreach.	Support	Assembly - Appropriations	DEAD
AB 311	Half-day billing	Support	Assembly - Appropriations	DEAD
AB 316	Medi-Cal: benefits: beneficiaries with special dental care needs.	Support	Assembly - Appropriations	DEAD
AB 367	Presence at care facilities: conviction of crimes.	Support	Assembly - Human Services	DEAD
AB 385	Medi-Cal: EPSDT mental health services: outcomes	Support	Assembly - Appropriations	DEAD
AB 388	Alzheimer's disease.	Support	Senate - Appropriations (Suspense)	ACTIVE
AB 415	Victim compensation: relocation: pets.	-		CHAPTERED
AB 416	Personal income taxes: deductions: CalABLE contributions.	Support	Assembly - Appropriations	DEAD
AB 428	Special education funding.	-	Senate - Appropriations (Suspense)	ACTIVE
AB 438	Regional center services: holidays.	Support	Assembly - Appropriations	DEAD
AB 447	Care facilities: criminal record clearances.	-	Senate - Appropriations (Suspense)	ACTIVE
AB 468	Pesticides: schoolsites: organic landscape management practices.	-	Assembly - Education	DEAD
AB 531	Foster youth: housing. (cert. requirements for transitional housing placement providers)	-	Senate - Appropriations (Suspense)	ACTIVE
AB 536	Developmental services. (age of elig. to 22)	Support if Amended	Assembly - Appropriations	DEAD
AB 568	Caregiver resource centers: volunteer workforce.	Support	Assembly - Appropriations	DEAD
AB 627	Developmental services: regional ctrs. (rural satellite offices)	-	Senate - Appropriations (Suspense)	ACTIVE
AB 633	Health facilities. (spot bill about safety and sanitation practices)	-	Assembly - Pending Referral	DEAD
AB 641	Developmental services: integrated competitive employment.	Support	Assembly - Appropriations	DEAD
AB 680	Public safety dispatchers: mental health training.	Support	Senate - Appropriations (Suspense)	ACTIVE
AB 736	Taxation: savings plans: qualified ABLE program.	Support	Senate - Rules	ACTIVE
AB 812	Developmental services: Inspector General. (Work Group)	Support	Assembly - Appropriations	DEAD
AB 813	Developmental services: alternative dispute resolution.	-	Assembly - Appropriations	DEAD
AB 823	Developmental services. (CPP: mobile crisis svcs/paid emplymt)	-	Senate - Pending Referral	ACTIVE
AB 837	Peace officers: training: hate crimes.	Support	Assembly - Appropriations	DEAD
AB 850	Social workers: student loan repayment program.	Support if Amended	Assembly - Revenue & Taxation	DEAD
AB 856	Personal income tax: credit: home care services.	Support	Assembly - Revenue & Taxation	DEAD
AB 924	In-home supportive services.	-	Assembly - Human Services	DEAD



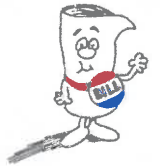
LEGISLATIVE REPORT
March 2020
 Respectfully Submitted by Jennifer Cummings
 Fair Hearings and Legal Affairs



Bill	Title	ARCA Position	Bill Location	STATUS
AB 934	Schoolbuses: video monitoring systems.	Support	Assembly - Transportation	DEAD
AB 996	Special education: pilot program.	Comments	Assembly - Education	DEAD
AB 999	Disability access: statutory damages: small businesses: technical	Comments	Assembly - Judiciary	DEAD
AB 1005	Foster children and youth: family urgent response system.	Support	Assembly - Human Services	DEAD
AB 1021	Pupils with exceptional needs: summer school.	Support	Assembly - Education	DEAD
AB 1034	Health and care facilities: emergency and disaster plan.	Support	Assembly - Appropriations	DEAD
AB 1042	Medi-Cal: beneficiary maintenance needs: home upkeep allowances: transitional needs funds.	Support	Senate - Appropriations	ACTIVE
AB 1052	Peace officer training: hate crimes.	Support	Senate - Appropriations	ACTIVE
AB 1136	California Department of Community Living.	-	Assembly - Appropriations	DEAD
AB 1169	Personal income taxes: credit: employer: qualified wages.	Support	Assembly - Appropriations	DEAD
AB 1170	Peace officer training: intellectual and developmental disabilities.	Support	Assembly - Appropriations	DEAD
AB 1224	Disability insurance: paid family leave program.	Operational Impact	Assembly - Appropriations	DEAD
AB 1295	Mental health: temporary housing and supportive services program.	-	Assembly - Appropriations	DEAD
AB 1544	Community Paramedicine or Triage to Alternate Destination Act.	Oppose	Senate Inactive File	ACTIVE
AB 1550	Crisis Stabilization reporting	-	Senate Inactive File	ACTIVE
AB 1572	Mental health services: gravely disabled.	-	Assembly - Health	DEAD
AB 1608	Community care facilities: criminal background checks	-	Senate - Rules	ACTIVE
AB 1643	Developmental services - fair hearings	Oppose	Senate - Human Services	ACTIVE
AB 1709	Nursing homes: staff.	-	Senate Inactive File	ACTIVE
AB 1712	Donor advised funds	-	Assembly - Judiciary	DEAD
AB 1721	Crimes: elder or dependent adult abuse.	-	Assembly	DEAD
AB 1764	Forced Sterilization Compensation Program.	Support	Assembly - Public Safety	DEAD
AB 1766	Community care facilities: data collection: severe mental illness.	-	Senate - Human Services	ACTIVE
AB 1777	Residential care facilities for the elderly: land use permits.	-	Assembly - Rules	DEAD
AB 1796	Community care facilities: criminal background checks.	-	Senate - Rules	ACTIVE
AB 1917	Budget Act of 2020		Assembly - Budget	ACTIVE
HR 582 (Federal)	Raise the Wage Act - Would raise federal min. wage to \$15 by 2025. Would phase out subminimum wage for workers with disabilities.	-	Passed House 7/18/19 (Senate next)	ACTIVE
SB 11	Health care coverage: mental health parity.	Support	Senate - Appropriations	DEAD
SB 12	Mental health services: youth.	Support	Assembly - Appropriations	ACTIVE
SB 135	Disability compensation: paid family leave.	-	Senate - Inactive	DEAD
SB 175	Health care coverage: minimum essential coverage.	-	Assembly - Pending Referral	ACTIVE
SB 214	Medi-Cal: California Community Transitions program.	Support	Assembly - Appropriations	ACTIVE
SB 217	Special education: individuals with exceptional needs: early education programs. (transitional kindergarten)	Support	Assembly - Education	ACTIVE
SB 263	Taxation: savings plans: qualified ABLE program: small business cash method of accounting.	Support	Senate - Appropriations	DEAD
SB 285	Public social services. (Cal-Fresh outreach - enrollment goals)	Support	Assembly - Appropriations	ACTIVE



LEGISLATIVE REPORT
March 2020
Respectfully Submitted by Jennifer Cummings
Fair Hearings and Legal Affairs



Bill	Title	ARCA Position	Bill Location	STATUS
SB 345	Residential care facilities for the elderly: placement agencies.	-	Senate - Human Services	DEAD
SB 361	Medi-Cal: Health Home Program.	Support	Assembly - Appropriations	ACTIVE
SB 412	Developmental services: fees. (repeals AFPF/FCPP)	ARCA Sponsored	Assembly - Appropriations	ACTIVE
SB 492	Property tax assistance: eligibility.	Support	Senate - Public Safety	DEAD
SB 512	Long-term services and supports.	-	Assembly - Appropriations	ACTIVE
SB 640	Mental health services: gravely disabled. (LPS Act)	-	Senate - Health	DEAD
SB 653	Dental hygienists: registered dental hygienist in alternative practice: scope of practice.	-	Assembly - Pending Referral	ACTIVE
SB 661	Long-term care.	-	Senate - Rules	DEAD
SB 683	Developmental services: regional centers. (website design, DDS transparency and public information policy for regional centers)	Concerns	Assembly - Appropriations	ACTIVE
SB 808	Budget Act of 2020	-	Senate - Pending Referral	ACTIVE
SB 721	Developmental services: rate methodology.	-	Senate - Human Services	DEAD

GRASSROOTS DAY 2020:

Grassroots Day is scheduled for April 21, 2020. IRC's representation will include the vendor community, a consumer advocate and IRC staff.

UPCOMING LEGISLATIVE DEADLINES & EVENTS:

Jan. 1 Statutes take effect
Jan. 10 Budget must be submitted by Governor
Jan. 17 Last day for **policy committees** to hear and report to **fiscal committees** fiscal bills introduced in their house in 2019
Jan. 24 Last day for any committee to hear and report to the **floor** bills introduced in 2019. Last day to **submit bill requests** to the Office of Legislative Counsel.
Jan. 31 Last day for each house to pass bills introduced in 2019
Feb. 21 Last day for bills to be **introduced**
Apr. 2 Spring Recess begins upon adjournment
Apr. 13 Legislature reconvenes
Apr. 21 Grassroots Day at the Capitol

Summary of VAC meeting on February 10, 2020

Donita Remington Chair, Vendor Advisory Committee

The following is a summary of the February 10, 2020 VAC meeting. The complete minutes (once approved) will be posted on the VAC section of IRC's website. Introductions of VAC members and attendees were made. Donita reminded VAC Representatives to give Coby Carwile written copies of their PreVAC reports.

Summary by Vendor Category:

Vendor Group:	Concerns / Priorities
Day Programs:	Lynn De Anda (ldanda@desertarc.org) reported the vendors discussed QA changes. Vince Toms was present and provided information to vendors. A presentation by Creating Behavioral Educational Momentum (CBEM) was well received. Vendor groups interested in this presentation are encouraged to contact Lynn. Vendors also discussed issues with local law enforcement. Donna Norum, Behavioral Mod Programs representative introduced herself to vendors.
Health Care Facilities	Shelly Dawson (sdawson@independentoptions.org) reported that vendors appreciated the QA liaison answering questions at the PreVAC meeting. Vendors discussed licensing trends, the delay in receiving IPPs and CDERs and the Night to Shine event.
Infant/Children's Programs:	Johanna Caicedo (Johana.caicedo@thementornetwork.com) reported that vendors discussed the Governor's budget. Vendors were encouraged to continue advocating to ensure that they are included in the proposed temporary rate increase. Vendors were presented with the new form that is being developed regarding openings. The Executive Committee for Infant/Children's Programs will be voting on officers. The Understanding Behavior training was well attended. The next training will be in June.
Residential (Level 2-3):	Position vacant.
Residential (Level 4):	Mumbi Kairu (mumbi.np@pamojainc.com) was present. She reported that vendors met via conference call. Vendors discussed development of a Facebook page for Residential Vendors. Issues with the large number of vacancies were discussed. The next meeting is scheduled for February 28 th . Residential vendors please email Mumbi for inclusion on the contact list.
Respite	Jenn Delgado (jdelgado@inlandrespite.com) reported for April Stewart (april@24hrcare.com). Vendors discussed the Rate Study and the Governor's budget. Cristina Gonzalez, the new liaison, discussed ways to get preferred providers more quickly approved for families. Vendors also received training on SIRs.
SLS	Paul Castanedo (ILSinc@live.com) reported that the PreVAC meeting will be held next week (VAC meeting was earlier than usual due to President's Day) Paul brought up how impossible it has become for vendors to hire new staff. Newly hired staff members are continuing to job shop and leave shortly after they are hired and trained. Worker's comp rates are going up substantially, placing an additional burden on vendors. Some vendors are not accepting new referrals and report that the challenges are becoming nearly insurmountable.
Specialist/ Support Programs	Doug McKown (dr.mckown@samaritancare.org) was absent. No report
Transportation	Felecia Arnold (nemt1stclasstransportation@yahoo.com) reported that Vendors discussed AB5, the rate increase, minimum wage, and TSRs. Vendors are working with IRC regarding the issue of independent contractors.
Vocational	Marie Chatman (mariechatman@weexceed.org) reported that vendors discussed the delay in scheduling DOR referrals, paid internships being handled differently, & ways to be more collaborative and work together. Information regarding LPAs can be found on the Health and Human Services website. Vendors discussed planning a Vocational Program Vendor Fair. Interested vendors please contact Marie. The State survey needs to be completed by mid-March. DDS will then be conducting site visits.

Behavior Mod Programs:	Donna Norum (dnorum@oparc.org) is in the process of contacting vendors. Interested vendors, please contact Donna and let her know of your preference for the type of meeting (i.e. virtual vs. in person).
Member-at-Large:	Bob Horrigan rphorrigan@gmail.com , Donna Gimm (donna.gimm@thementornetwork.com) Jenn Delgado (jdelgado@inlandrespice.com) had nothing to report as members-at-large. Donita Remington (donitar@csusb.edu) thanked the Representatives for their service.

Jennifer Cummings provided vendors with a comprehensive list of pending legislation. Vendors can email Jennifer with any questions.

Membership Committee: Bob Horrigan rphorrigan@gmail.com reported that the Membership Committee met January 29th. The following vendors complete their term on 2/28/2020: Bob Horrigan, Doug McKown and Shelly Dawson. Donita Remington will move from member-at-large to the Specialist Support Representative. Items recommended by the membership committee and voted and approved by the VAC are: 1.) Tim Heaslip as the new Health/ICF Representative. 2.) Officers nominated for the coming year are: Chair, Donita Remington; Vice-Chair, April Stewart; Secretary, Jenn Delgado and Membership Committee Chair, Donna Gimm. 3.) The terms of office for VAC representatives will be changed to be in line with the new by-laws (term = March 1 – February 28). These items will be presented to the IRC Board of Trustees for ratification. Donna Gimm reported that the membership committee is looking for another member. The membership committee process has been formalized, including face-to-face interviews for potential representatives and an orientation process. Current openings: Residential Level 2-3 and 2 members-at-large. Interested vendors please email Donna Gimm donna.gimm@thementornetwork.com.

Training & Resources: UC Davis is offering free training in Anaheim regarding visit coaching and promoting parent connections. CA Mentor will hold their annual Autism Festival on April 4th. Vendors were encouraged to participate.

Regional Center Update: Lavinia Johnson thanked the vendors who sponsored the Legislative Breakfast. Lavinia discussed the governor's proposed budget, including the extension of the supplemental rate increases and the extended suspension of the mandated holiday schedule. The importance of working together and advocacy, including Grass Roots Day, was emphasized. Lavinia stated that Eloise Reyes has been very supportive, active and knowledgeable about the needs of the Regional Center system.

Vince Toms thanked the VAC representative for their participation. He discussed the CMS Final Rule. The State approved survey is available for Residential and Day program vendors. Vendors will be receiving emails from Evolution Consulting, LLC with their user name and password. Some vendors were not included in the list and action will be taken to fix this problem. Vendors must complete the survey by mid to late March. It is an in-depth survey. DDS has FAQs and training regarding the survey on the website. DDS will be conducting site visits for approximately 50% of the vendors (including all who did not complete the survey). Keep the data used to complete the survey and your program design readily available. Site visits may include QA representatives. Vince stressed the importance of being collaborative and working together. Vendors provided a lot of public comment regarding the Burns Rate Study. Vince will send a summary of the SLS taskforce information to Paul and Cristina Gonzalez (new liaison) to present to the Vendors at the PreVAC meeting next week. The integrity of the 2011 policy was retained. The policy was re-tooled to be more consistent. The QA department has been restructured. IRC does training with law enforcement agencies. IRC must vendor anyone who meets the requirements, but is clear that there is currently a glut of level 4 homes. The FHA model is taking the place of level 2-3 homes. Consumers are also staying in family homes longer, adding to the number of vacancies.

Financial: Merissa Steuwer reported that the temporary increases for eligible vendors have been processed. Letters have been sent to vendors regarding minimum wage rate adjustments. Vendors must submit by March 31st. FY 2017-2018 billing must be submitted by March 10. The budget is on-target. The DDS audit is scheduled. Vendors need to submit any outstanding audits to the audit department ASAP.

Old Business: All prior items resolved. New item: The VAC Representatives will meet during March for the annual planning meeting.

Public Input: included throughout meeting, no additional input.

The next VAC meeting will be April 20, 2020 at 10:00 a.m. at IRC.



BOARD OF TRUSTEES REPORT

March 9, 2020

RESPECTFULLY SUBMITTED BY LAURA MILLER

As of 1/31/2020, Master Trust has 265 active trusts. Total assets are \$20,862,838.42

COMMITTEE MEMBERS

Tom Cosand, Drew Cutler, Bob McGuire, Debra Mannon, Cameron Page, Evan Page, Jack Padilla, Steve Spears, and Sheela Stark

OPERATIONS

In January 2020, Laura Miller, Master Trust Administrator, traveled to Sacramento to present to the Regional Center Executive Directors at the ARCA meeting. The purpose of the presentation was to improve transparency and ask that Regional Center staff be included in our meetings with beneficiaries.

Many Regional Center Executive Directors have graciously allowed us to meet at their offices. This minimizes travel costs, saves travel time, and most importantly allows us to increase the number of visits to consumers from once every two years to once per year. Persons supporting the beneficiary are included in these meetings so Trust Staff have a better understanding of consumer needs.

So far, in 2020, we have traveled to, Far Northern Regional Center, Alta Regional Center, Harbor Regional Center, and San Diego Regional Center. Next up on the schedule is San Gabriel Pomona Regional Center.

In February 2020, Vanesa Macias joined the Master Trust team as an Account Technician. Her duties include processing beneficiary payments, posting transactions to the accounting system, answering phones, and bank deposits to name a few. Vanesa has worked for IRC in our Vendorization Department and has a background in payroll and tax preparation. We are pleased to have her join the team. Trust staff have been busy processing 2019 statements to beneficiaries and submitting tax documents to our tax preparers.

ACCESS

For December 2019 and January 2020, distributions included televisions, computer, legal fees, bond payments, bedroom furniture, vehicle repairs, companion services, clothing, outings, vehicle purchase, salon services, pre-need burial policies, property taxes, home modifications, Christmas items, vehicle insurance, vehicle registration, pet supplies, medical & dental services not covered by insurance, pest control fees, iPad, sunglasses, smart watch, cell phone bills, cable bills, water bills, Ensure dietary supplements, incontinence supplies, Las Vegas Trip, Arizona trip, talking bible, CD player, hand control for lift, and mileage reimbursement.

P.O. Box 10338, San Bernardino, CA 92423 • Telephone 909.382.4678 • Facsimile 909.382.4687
Master Trust of California is a Program of Inland Counties Regional Center, Inc.
A California Non-Profit Corporation

VENDOR NAME	VENDOR#	Service Code		unit type	Service Code description/justification
CBEM	PJ5093	017		Monthly	Crisis intervention services to support consumers in crisis

VENDOR NAME	VENDOR#	Service Code		unit type	Service Code description/justification
Elysian Speech and Language Therapy	PJ5156	056		Flat rate; 8hours max per assessment; not to exceed 600 assessment per month	Interdisciplinary Assessments for infants
Charlotte Singleton	PJ5195	056		Flat rate; 8hours max per assessment; not to exceed 600 assessment per month	Interdisciplinary Assessments for infants
Rady Children's Hospital SD	PJ5062	056		Flat rate; 8hours max per assessment; not to exceed 600 assessment per month	Interdisciplinary Assessments for infants
Angelika Robinson	PJ4600	056		Flat rate; 8hours max per assessment; not to exceed 600 assessment per month	Interdisciplinary Assessments for infants
Julie Yang	PJ4284	056		Flat rate; 8hours max per assessment; not to exceed 600 assessment per month	Interdisciplinary Assessments for infants

VENDOR NAME	VENDOR#	Service Code		unit type	Service Code description/justification
Options For All (E&C.O.)	PJ4741	094		Hourly Direct	Creative Art Program, development of art vocational skills in art/filiming and production

Facility Name	Vendor #	Service Code	Service Code Description/justification		Unit type	# of beds
Jones Division	HJ2556	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Avalon Ranch	HJ3045	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	5
Benson House	H62591	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	6
Benson House 6	HJ0363	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	5
Benson House 7	HJ0663	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4

Benson House 9	HJ0710	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Benson House 10	HJ0711	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Benson House 11	HJ0713	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Benson House 12	HJ0712	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
CPES- Baxter	HJ2561	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
CPES- Joshua	HJ2562	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4

CPES- Muir Mtn.	HJ2563	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
CPES- Skyland	HJ2564	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Chateau Battiste	HJ2587	113	113 ARFPSHN- placed from LDC, Adult Residential for Person with Special Health Needs provides 24/7 care supervision for adults with severe medical needs. LVN, RN on duty per required staffing hours in addition to licensed consultants such as OT, PT and dietitians.		per monthly, per consumer	5
Anita Care Center	HJ3071	113	113 non-LDC —placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Ashley Care Center	HJ2898	113	113 non-LDC —placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Vista Care Center	HJ2572	113	113 non-LDC —placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4

Kheesa's Family Home	HJ3004	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Xavier Family Home	HJ0835	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	5
New Discovery- Union	HJ0860	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
New Discovery - Ave. H	HJ0862	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Casa Colina- Apple Valley	HJ0288	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	15-APT 1 Cons. Spec.
Padua Village	HJ0108	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	1

Kaiser Specialized- Serrano	HJ0889	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Apache	HJ0890	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Ofelia	HJ0936	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Ivanpah	HJ0938	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Merlot	HJ0948	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Viaggio	HJ0962	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4

Kaiser Specialized- Jordan	HJ0963	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Elisabeth	HJ2507	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Perignon	HJ2524	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Halbrook	HJ2525	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Alto	HJ2601	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Kaiser Specialized- Lupine	HJ2628	113	113 LDC enhanced- placed directly from LDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4

Orangecrest Villa- People's Care	HJ2971	113	113 non-CPP –placed from community 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
Trade Winds- People's Care	HJ2743	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
SUP- Broken Arrow	HJ0649	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
SUP- Chicago	HJ0995	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	6
SUP- Mayberry	HJ0730	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
SUP- Caitlin	HJ0766	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4

SUP- Mack	HJ0767	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
SUP- White Home	HJ0731	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
T&D- Hana	HJ2751	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
T&D- Hilo	HJ2819	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
T&D- Kalia	HJ0800	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
T&D- Koa	HJ0362	113	113 non-LDC –placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4

T&D- Kona	HJ0577	113	113 non-LDC —placed from community or SDC, 24/7 care supervision of adults with severe behavior and/or medical needs. Behavior consultation provided by a licensed consultants and therapists such as nutritionists, LVN, RN, recreational therapists, based on each individual needs.		per day, per consumer	4
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<i>VENDOR NAME</i>	<i>VENDOR#</i>	<i>Service Code</i>	<i>Service Code Description/justification</i>		<i>unit type</i>
Moore & Pico	PJ4709	610	Legal Services- Consumer Specific Legal Services, to include: consultation, investigation, mediation, and arbitration in accordance with the individual's IPP.		Per hour, maximum 80hrs per month

VENDOR NAME	VENDOR#	Service Code		unit type	Service Code description/justification
In Roads Creative Programs	PJ3657	742		monthly	Licensed Vocational Nurse Services- provided for Colton day service, administer appropriate medical care for individuals with RHCP's, monitor, document and write RHCP's, attend IDT meetings to discuss Health related issues, facilitate communication with other medical professionals.

<i>VENDOR NAME</i>	<i>VENDOR#</i>	<i>Service Code</i>	<i>Sub Codes</i>	<i>Service Code Description/justification</i>		<i>unit type</i>
Faculty Physicians & Surgeons	PJ2732	775	ASMNT	Provides professional services to individuals and validly licensed by the Medical Board of California as physician or surgeon		hourly direct
			ELRCT			hourly direct
			NEURO			hourly direct
			1LSMC			hourly direct

Vendor Name	Vendor #	Service Code	Sub code	Service Code description/justification		unit type
Advanced Resources for Independent Learning, LLC	Pending	896	HAB	training and habilitation service providing 1:1 support for independence and least restrictive environment		Hourly direct
			HA	supplemental living support to provide personal support to consumers to be independent in the least restrictive environment		



INLAND REGIONAL CENTER

... valuing independence, inclusion and empowerment

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

Telephone: (909) 890-3000

Fax: (909) 890-3001

POLICY AND PROCEDURES

Category: Employment	Policy No.: 100-017
Subject: Employee Dress Code and Personal Appearance	Application: All Employees
Approved by Board of Trustees: April 9, 2009	Revised: 8/1/2013; 3/9/2020

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POLICY STATEMENT

Inland Regional Center (IRC) is dedicated to providing a professional service to those Consumers, families, vendors and communities that we serve. Employees are required to present themselves as professionals with everyone that they interact with. IRC expects all of its employees to exemplify our values in their action and dress, whether or not their job responsibilities place them in direct contact with Consumers, families, vendors or the public.

PURPOSE

IRC respects our Consumers, families, vendors and the public and our employees are expected to reflect this in their dress and overall demeanor. Employees are expected and required to dress in a manner that is normally acceptable in a professional business establishment. One's appearance should never create a barrier between an employee and our Consumers, families, vendors and the public or prevent employees from performing their jobs. **Good judgment and common sense should always be used when dressing for work.**

APPROPRIATE DRESS AND APPEARANCE

BUSINESS DRESS/APPEARANCE

While at the office or when representing IRC in the communities we serve, employees are expected to be neat and clean in their appearance and to be appropriately dressed for a professional, business environment. Accordingly, the personal appearance and attire of employees during regular business hours or while on IRC business are to be governed by the following standards:

A. Clothing

1. **All Clothing:** Must be neat, clean, without rips, tears or holes and appropriate for a professional, business environment.
2. **Shirts/Blouses:** Shirts or blouses with or without collars that are pull-over, button-up or "polo" style; sweaters, sweater vests; and any IRC sanctioned shirts with an approved IRC or Consumer Advisory Committee (CAC) logo.

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<#>Hair should be neat, clean and styled appropriately for a professional, business environment. Dirty or unkempt hair is not acceptable. ¶

<#>Facial hair must be neat, clean and trimmed appropriately for a professional, business environment.¶

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3. **Pants:** Suit pants, dress pants, "Dockers" style pants, "Capri" style pants, and similar styles are acceptable. Solid color "Jeans" that do not have faded/bleached areas, rips, tears or holes are also acceptable. "Leggings" are acceptable if worn with a mid-thigh length top, jacket, etc. at all times.
 4. **Skirts and Dresses:** Skirts, dresses, Skorts or Split Skirts appropriate for a professional, business environment are acceptable.
 5. **Unacceptable Clothing:** Sweatshirts or T-shirts with printed designs, wording or graphics of any kind (other than IRC sanctioned shirts with an approved IRC or CAC logo); strapless tops, tank tops, tube-tops, crop-tops, miniskirts, bare-midriff shirts, sweatpants, sweatshirts, scrubs, sports jerseys, "Yoga" style tight fitting stretch pants, "leggings" worn without a mid-thigh length top, jacket, etc. exercise outfits, beach wear, "jeans" that have faded/bleached areas, rips, tears or holes; or shorts of any length.
- B. Footwear**
Footwear should be clean and presentable at all times and must not pose a safety hazard. High-heels may be worn but care should be taken to ensure that they are not so high that they are unsafe or are a danger for the individual wearer. Slippers, "flip-flops" "slides" and similar style footwear are not acceptable.
- C. Body Piercings**
Ear piercings are acceptable. Other facial piercings, e.g. nose, tongue, eyebrows, etc.; or other visible body piercings, may not be worn during regular business hours or while on IRC business. Earlobes with "ear plugs" in them are not acceptable and must be covered or concealed in some fashion.
- D. Tattoos**
Visible tattoos should not be offensive, vulgar or sexually suggestive in nature. IRC reserves the right to request that the employee cover a tattoo.

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CASUAL DRESS/APPEARANCE

- A. Casual Day**
1. Friday, or Thursday if the Friday is an IRC Holiday.
 2. Days on which specific pre-approved events, fundraisers or other occasions are occurring for which IRC management has allowed Casual Dress.
- B. Acceptable Casual Dress/Appearance**
1. Anything that is allowed under the section "Business Dress/Appearance" above.
 2. All clothing must be neat, clean, without rips, tears or holes and any printed designs, wording or graphics must not be offensive, vulgar or sexually suggestive in nature.
 3. Sweatshirts and solid color T-shirts as long as any printed designs, wording or graphics are not offensive, vulgar or sexually suggestive in nature.
 4. "Jeans" and other casual pants that do not have faded/bleached areas, rips, tears or holes.
 5. Footwear should be clean and presentable at all times and must not pose a safety hazard.
 6. Acceptable body piercings and tattoos are the same as in the "Business Dress/Appearance" section above.
- C. Unacceptable Casual Dress/Appearance**
1. Sweatshirts, T-shirts or any other clothing with printed designs, wording or graphics that are offensive, vulgar or sexually suggestive in nature.
 2. Strapless tops, tank tops, tube-tops, crop-tops, bare-midriff shirts and miniskirts.
 3. Scrubs, sports jerseys, sweatpants, shorts, "Yoga" style tight fitting stretch pants, "leggings" worn without a mid-thigh length top, jacket, etc. exercise outfits and beach wear.
 4. Slippers, "flip-flops" "slides" and similar style footwear.

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5. Unacceptable body piercings and tattoos are the same as in the “Business Dress/Appearance” section above.

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Please Note: Employees who are aware on the preceding business day, or earlier, that they will be meeting with Consumers, families, vendors or attending other business appointments on behalf of IRC on a Casual Day must wear appropriate Business Dress and not Casual Dress.

EXCEPTIONS/ACCOMMODATIONS

Employees seeking an exception/accommodation from the Dress Code and Personal Appearance Policy on ~~cultural~~, religious ~~or medical~~ grounds should speak to the Human Resources Manager. Appropriate exceptions or accommodations may be made in the discretion of IRC, pursuant to all applicable laws and regulations.

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~~In the discretion of IRC,~~ employees in designated departments may be ~~allowed~~/required to modify how they dress on either Business Days or Casual Days, or both, due to the requirements of the job or to ensure the safety of the employees or others. In addition, IRC reserves the right to ~~allow~~/require employees in particular departments to wear uniforms or other standardized clothing at all times while working.

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COMPLIANCE

If an employee reports for work improperly dressed or groomed, the employee’s manager may instruct the employee to leave in order to change clothes or take other appropriate corrective action. The employee may be required to use available leave time (excluding sick leave), in the discretion of the manager. Repeated violations of the Dress Code and Personal Appearance Policy may be cause for additional disciplinary action, up to and including termination.



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

Telephone: (909) 890-3000

Fax: (909) 890-3001

POLICY AND PROCEDURES

Category: Miscellaneous	Policy No.: 900-910
Subject: Reimbursement for Travel Expenses	Application: All Employees
Approved by Board of Trustees: June 2009, <u>Mar 2020</u>	Revised: <u>March 2020</u>

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MILEAGE REIMBURSEMENT

Employees are responsible for their time and travel expenses incurred while traveling to and from their home to their designated IRC office each day they report to work, including unscheduled workdays. Only those miles in excess of the distance to and from their home and their regional center office may be claimed for reimbursement regardless of the distance to the office or community destination. Accordingly, when travel originates or concludes at home the distance between the employee's home and their regional center office must be indicated and will be excluded from reimbursement. However, travel may also originate and/or conclude at their regional center office. Any mileage originating and/or concluding from their regional center office will not be excluded from reimbursement.

Mileage is allowed for authorized trips made by staff driving their personal automobiles on official regional center business. The employee must have a completed and approved ICRC 24 "Request to Operate a Privately Owned Automobile" on file before reimbursement will be approved.

VICINITY TRAVEL

"Vicinity Travel" means travel within a city or local area of an eligible employee's residence and/or assigned geographic area. Eligible employees include, but are not limited to, CSC's, QA Liaisons, Employment Specialists and other employees that are approved by their Manager and Director.

The number of miles of Vicinity Travel is determined by the actual odometer readings or other acceptable proof, e.g. Google Maps, and the total number of miles traveled is shown on the Travel Expense Report (ICRC 22) as a separate figure for each Vicinity Travel trip. The number of miles

between the employee's home and their regional center office will **not** be deducted from the mileage claim for Vicinity Travel.

Any employee wanting to participate in the Vicinity Travel program must submit a request to the employee's Manager and that request must be approved by both the employee's Manager and Director.

The following rules apply in order for the employee to qualify for and/or receive mileage reimbursement for Vicinity Travel:

1. The employee must live a minimum of 30 miles from their designated IRC office;
2. The employee must live in the geographic area in which they are providing services, or
3. If the employee does not live in the geographic area in which services are being provided, the geographic area must also be more than 30 miles from the employee's designated IRC office thereby providing IRC a benefit of having the employee start their day from their home.
4. The employee must plan to work their regular workday schedule and hours for that day in the field.
5. The employee may not return to their residence between any scheduled appointments unless it is for their Meal Break.
6. If emergency situations, personal appointments or cancellations occur, the employee must inform their Manager so that arrangements for sick or vacation time can be made or, in the discretion of the Manager, the employee may be required to go to their designated IRC office for the rest of the workday.

Note: Vicinity Travel is not considered telecommuting because agency business is being conducted in the field and not from the employee's residence.

EMPLOYEE'S RESPONSIBILITIES

The employee shall have in force at all times at least the minimum amount of automobile insurance required by law and shall provide evidence of such insurance coverage each year. The employee is responsible for the preparation of Travel Expense Report (ICRC 22 and 22a). By signing the Travel Expense Report, the employee is certifying the truth of the statement of expenses on the form.

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The employee is required to submit a Travel Expense Report (ICRC 22) for all travel expenses, including mileage claims. If more space is needed, additional travel expenses may be submitted on form ICRC 22a. The forms, supporting receipts and any other attachments should be stapled together. All forms must be signed by the employee. Electronic signatures are acceptable. Receipts and/or other acceptable proof of payment are required for reimbursement of every item of expense of \$1 or more.

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The employee must submit the Travel Expense Report to the employee's Manager on or before the 7th calendar day of the month following the month when the travel expenses were incurred. If the employee fails to submit Travel Expense Reports on a monthly basis, the employee may be

subject to discipline, up to and including termination.

NOTE: Submission of the Travel Expense Report by the employee is mandatory and IRC is required to pay/reimburse the employee for all approved travel expenses, including mileage claims, and the employee may not waive or decline payment/reimbursement.

MANAGERS'S RESPONSIBILITIES

Travel expense claims must be approved by the employee's Manager, the Manager's designee or the appropriate Director within 2 business days after receipt of the Travel Expense Report. Approved Travel Expense Reports must be submitted to the OPS Unit no later than the 10th calendar day of each month by sending them to: travelclaims@inlandrc.org.

Managers are required to review all travel expense claims for the validity of the hours traveled and reimbursements claimed. Employees should travel in the least expensive manner possible and claim reimbursement only for expenses actually incurred.

TRAVEL EXPENSE REPORT (ICRC 22)

Travel expenses shall be claimed by completing the Travel Expense Report (ICRC 22 and ICRC 22a) on a monthly basis. The allowable mileage rate, as determined by IRC in its discretion, is indicated on form ICRC 22.

Approved Travel Expense Reports must be submitted to the OPS Unit no later than the 10th calendar day of each month by sending them to: travelclaims@inlandrc.org. Travel expense payment/reimbursement checks will be issued in accordance with the OPS pay date schedule. Travel expense claims submitted 3 or more billing cycles late must be approved by the appropriate Director before payment/reimbursement may be made.

DESIGNATED IRC OFFICE

Each employee requesting payment/reimbursement for travel expenses must have their designated IRC office established prior to submitting any Travel Expense Reports.

TRAVEL EXPENSES CLAIMED AND ALLOWED

IRC relies on the rules and regulations of the California Board of Control Rules, Article 8 – Traveling Expenses (2 CCR § 700 *et seq*), the California State Administrative Manual and the U.S. General Services Administration as general guidelines for the following travel expense rules. IRC may deviate from these guidelines as it deems appropriate.

APPROVED VEHICLES

The privately-owned vehicle license number(s) entered on the Travel Expenses Report (ICRC 22) must be the same vehicle license number(s) that are on the employee's Request to Operate Privately-Owned Automobile (ICRC 24).

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PARKING AND TOLLS

Reasonable charges may be allowed for necessary highway tolls and parking while on regional center business, including a) day parking when on trips away from the employee's designated IRC office and b) overnight parking when on trips away from the employee's designated IRC office and city of residence. These expenses are in addition to mileage claims.

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PURCHASE OF A CONSUMER'S MEALS

With the prior approval of the Executive Director, Associate Executive Director or appropriate Director an employee authorized to transport/accompany a consumer on a trip may purchase and claim reimbursement for the consumer's meal(s). The Consumer's meal expense shall not exceed the published per diem rates for meals. Receipts and/or other acceptable proof of payment are required for reimbursement.

MEAL AND INCIDENTAL EXPENSES

The per diem rates for breakfast, lunch, dinner and incidentals will be posted on IRC's intranet page. The allowance for incidentals is intended to reimburse the employee for small miscellaneous expenses that are incurred during the course of travel.

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The per diem expenses are to be submitted on the Travel Expense Report (ICRC 22).

REIMBURSEMENT RATES FOR LESS THAN A 24-HOUR PERIOD

- a) The maximum allowable meal allowance is the actual cost up to the published per diem rates. Meal receipts are required for reimbursement. The allowance for incidental expenses does not apply for periods of travel of less than 24 hours.
- b) Overtime meal expenses are allowed if traveling 25 miles or more from the employee's designated headquarters. Employees must depart two hours prior to and/or return two hours after their regularly scheduled workday in order to claim reimbursement for overtime meals.

Example #1

An employee whose regular workday is 7:30 a.m. to 5:30 p.m. leaves their designated IRC office prior to 5:30 a.m., travels outside a twenty-five (25) mile radius from their office and returns to their office at 2:30 p.m. The employee would be eligible for reimbursement of the actual cost of breakfast and lunch, not to exceed the published per diem rates (receipts and/or other acceptable proof of payment must be provided).

Example #2

If the employee did not return from the above-noted trip until after 7:30 p.m., the employee would also be eligible for reimbursement of the actual cost of dinner, not to exceed the published per diem rate (receipts and/or other acceptable proof of payment must be provided).

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Example #3

If the employee leaves their office at 8:00 a.m., travels outside the twenty-five (25) mile radius from their office and returns to their office after 7:30 p.m., the employee is eligible for reimbursement of the actual cost of lunch and dinner (receipts and/or other acceptable proof of payment must be provided).

CONVENTIONS, CONFERENCES, SEMINARS, ETC.

Allowance is made for expenses for approved conferences, seminars, conventions, etc. Reimbursement will be allowed for the registration fee, transportation to and from the meeting site, hotel (if overnight travel is necessary) and per diem allowances. Receipts or vouchers shall be submitted for every item of expense of \$1 or more, e.g. parking receipts, airport shuttle, taxi, etc. For reimbursement, employees must submit a Reimbursement Claim form, (ICRC 46) with appropriate receipts and/or other acceptable proof of payment.

The Reimbursement Claim form must be approved by the employee's Manager or the Manager's designee and by the employee's Director before reimbursement can be made.

NOTE: Employees must submit the Reimbursement Claim form, ICRC 46, for attendance at the conference, seminar, convention, etc. prior to the date of the meeting.

On occasion, registration fees for approved conferences, seminars, conventions, etc. are paid in advance directly to the sponsoring or presenting organization. Employees who fail to attend a prepaid event, may be required to reimburse IRC for all fees/expenses paid.

The approved Reimbursement Claim form (ICRC 46), with appropriate receipts and/or other acceptable proof of payment must be submitted to the OPS Unit by the employee's Manager, the Manager's designee or the appropriate Director by sending it to: travelclaims@inlandrc.org.

AIRLINE TRAVEL

Airline travel requires an invoice to be approved by the Executive Director, Associate Executive Director or appropriate Director. It is recommended that this be requested as soon as possible, but at least 10 calendar days before the scheduled departure date.

The Executive Director's Executive Assistant, or other designee, will coordinate all airline reservations, invoices and ticket delivery.

RENTAL CARS

If traveling out of town or overnight, prior approval must be obtained from the Executive Director, Associate Executive Director or appropriate Director for the rental of a car. The Executive Director's Executive Assistant, or other designee, will coordinate all car rental reservations and invoices.

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Deleted: NOTE: Employees will not be reimbursed for the lunch meal unless the employee departs two hours prior to the start of their regularly scheduled workday. ¶
If authorized by the Executive Director, Associate Executive Director or appropriate Director, an employee will be allowed to claim an overtime meal when the employee is required to work 2 hours before and/or 2 hours after a regularly scheduled workday at locations within a 25 mile radius of the employee's designated IRC office, e.g. employee is required to attend a meeting of the Board of Trustees. Actual costs of allowable overtime meals will be reimbursed up to the published per diem rates (receipts must be provided). ¶

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Deleted: All approved airline travel will be purchased by the Executive Director's Executive Assistant, or other designee, prior to the departure date. ¶

The following information is needed by the Executive Director's Executive Assistant, or other designee, at least ten (10) days before the departure date:¶

Written approval of the Executive Director, Associate Executive Director or appropriate Director.¶

Purpose of the meeting.¶

Flight destination and location of the meeting.¶

Date(s) of the meeting.¶

Starting and ending times for the meeting.¶

Departure and return dates and times.¶

¶

Expenses claimed for out-of-state travel must be approved by the Executive Director or Associate Executive Director. All other expense claims may be approved by the Executive Director, Associate Executive Director or appropriate Director. Late claims must be approved by the Executive Director, Associate Executive Director or appropriate Director. ¶

PRIVATE VEHICLE LICENSE NUMBER(S)

An employee must enter the license number(s) of the privately-owned automobile(s) used to conduct regional center business on the Travel Expense Report (ICRC 22). (Note: If more than one automobile was used during the month, all license numbers are required.)

A new Request to Operate a Privately-Owned Automobile (ICRC 24) must be submitted when you purchase a replacement or additional automobile or change insurance policies. All current vehicle license number(s) and insurance information must be on file for travel reimbursement.

INSURANCE INFORMATION

Employees are required to have and maintain personal automobile insurance coverage as prescribed by law and are required to submit proof of automobile insurance annually to the Human Resources department.

SAFE DRIVING RECORD

Employees are required to have and maintain a current valid driver's license and to have and maintain a safe driving record.

IRC may request that employees provide their DMV driving record, as deemed necessary by IRC.

AUTOMOBILE TRIP REDUCTION PLAN

In support of California's efforts to clean the air and reduce traffic congestion, IRC has developed the following incentive package for all employees who commute to work using an alternative mode of transportation instead of a single occupant vehicle. These alternatives include:

1. Carpooling
2. Taking the bus or train
3. Walking
4. Riding a non-motorized bicycle (motorcycles, mopeds, etc. are considered the same as a single occupant vehicle)

Carpooling: This entails sharing a ride with at least one other person so that there is one less car on the highways and streets. This includes sharing a ride with a co-worker, family member or someone else who also commutes to work.

An employee earns 15 minutes of time off for every day he/she carools. This time off is accrued and may be used in half hour increments up to a maximum of one full working day (9 hours) at a time. This time off is an incentive available to the employee on a use it or lose it basis and accrued but unused time off is not paid out at the time of the employee's separation.

When carpooling, an employee can park in parking spots labeled "Carpool Only" located in the rear employee parking lot at the San Bernardino Headquarters. The designated spots are on a first come-first serve basis and are only to be utilized by employees who carooled that day.

Deleted: – defined as a person who shares a ride with at least one other person for a majority (51%) of the commute distance.

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Deleted: The manager is responsible for tracking the accumulated time. Employees must make arrangements for using available AQMD credits with their manager.

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Employees who carpool on their Friday workday with the usual work schedule of 8:00 a.m. - 5:00 p.m. with a one hour lunch from 12:00 p.m. - 1:00 p.m., may take a half hour lunch from 12:00 p.m. - 12:30 p.m. and end their workday at 4:30 p.m. However, the employee must obtain prior approval from their Manager, before they can implement an adjusted Friday schedule, IRC reserves the right to NOT implement this incentive or to limit its use based upon the needs of the agency.

Guaranteed Ride Home Program: One of the most common concerns shared by commuters who rideshare is becoming stranded at work, without a way to get home should an emergency arise. IRC works with a third party, IE Commuter, to provide the Guaranteed Ride Home (GRH) Program. This program alleviates the concern by providing a safety net which allows employees to rideshare to work free of worry should they experience an illness, unexpected overtime, or other valid emergency. The GRH Program ensures that ridesharing employees will be reimbursed (up to two times each fiscal year (July 1-June 30)) for rides using taxi's, transportation network and carsharing companies, or transit fare. Employees pay upfront for the transportation fees. To receive reimbursement for the fees, the employee must complete the GRH reimbursement claim form and submit a receipt within 60 days from the date the service was utilized. The reimbursement claim form is located by visiting the IRC intranet page, selecting the Human Resources Department, and by clicking on the AQMD Program link in the Resources section. The Employer Representative in the Human Resources Department must also sign the form before it is submitted to the GRH Program.

Other Information/Incentives: Other incentives and information available from IE Commuter can also be found by clicking on the AQMD Program link referenced above.

IRC's Automobile Trip Reduction Plan is reviewed and revised on an annual basis. Staff input is taken into consideration when IRC submits its Air Quality Management District Plan, however, IRC reserves the right to add or change incentives in its sole discretion.

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FISCAL SPONSORSHIP AGREEMENT
Between Inland Counties Regional Center, Inc. and Another Way

This Fiscal Sponsorship Agreement (Agreement) is entered into by and between Inland Counties Regional Center, Inc., a California nonprofit, public benefit, corporation (hereinafter the Fiscal Sponsor or IRC), and Another Way, an unincorporated association (hereinafter Another Way).

RECITALS

- A. IRC is headquartered in San Bernardino, California and is a tax-exempt organization under Internal Revenue Code § 501(c)(3) and is classified as a public charity under Internal Revenue Code §§ 509(a)(1) and 170(b)(1)(A)(vi).
- B. IRC's Board of Trustees (BOT) has approved the establishment of a restricted fund to receive donations of cash and other revenue or property earmarked for support of the project known as Another Way and to make disbursements in furtherance of Another Way's mission. Another Way was established to support the needs of those individuals with Intellectual and Developmental Disabilities living in IRC's catchment area, consisting of San Bernardino and Riverside Counties, that cannot be met by the services and supports provided by IRC under the Lanterman Developmental Disabilities Services Act (*Welfare & Inst. Code* § 4500 *et seq*) or by existing community resources.
- C. The BOT has determined that fiscal sponsorship of Another Way furthers IRC's charitable goals and, to that end, wishes to serve as the fiscal sponsor of Another Way in order to pursue the objectives and mission of Another Way. The purpose of this Agreement is to describe how IRC will operate Another Way and the other terms of this fiscal sponsorship arrangement.

AGREEMENT

- 1. **Term.** In December 1986 (the Effective Date), Fiscal Sponsor assumed the operations of Another Way, which operations have continued since then and shall continue unless and until terminated as provided in Section 9.
- 2. **Another Way Activities; Asset Use.** All activities conducted by Another Way including, without limitation, programs, external communications, fundraising, processing of contributions, bookkeeping, negotiation of contracts and disbursement of funds (including grants) will be the responsibility of Fiscal Sponsor. All assets received by Fiscal Sponsor under the terms of this Agreement will be devoted to Another Way within the tax-exempt purposes of Fiscal Sponsor.
- 3. **Property.** Unless otherwise agreed in writing by Fiscal Sponsor, all tangible or intangible property, including intellectual property, created by or on behalf of Another Way or obtained by Another Way from third parties during the time that Another Way has been a project of Fiscal Sponsor is the property of Fiscal Sponsor.

4. **Contact Persons and Communication.** Fiscal Sponsor and Another Way will each designate an individual or individuals to act as the primary contacts and to coordinate the activities of Another Way. The Another Way Coordinator is Another Way's designated contact person. The Fiscal Sponsor's designated contact person is its Executive Director or his/her designee.
5. **Another Way Personnel.**
 - 5.1 **Advisory Committee.** As of the effective date, the BOT delegates management of the program activities of Another Way to the Another Way Advisory Committee that has been created for that purpose (the "Committee"), subject to the ultimate direction of the BOT. The Committee is a group of individuals that serves as a subordinate body to the BOT and as an integral part of Fiscal Sponsor.
 - 5.2 **Employees; Independent Contractors.** As determined by Fiscal Sponsor, the Another Way Coordinator and any other Another Way personnel are at-will employees of Fiscal Sponsor and will be subject to the same personnel policies and benefits as are required by law to apply to all employees of Fiscal Sponsor. The Another Way Coordinator does not have the authority to make any personnel decisions.
 - 5.3 **The Another Way Coordinator.** The Another Way Coordinator will have day-to-day responsibility for Another Way as described in this Agreement. Fiscal Sponsor may rely on the statements and decisions of the Another Way Coordinator as binding on Another Way.
 - 5.4 **Capacity and Rights.** The Another Way Coordinator acknowledges that he/she will exercise his/her rights and responsibilities under this Agreement solely for the benefit of Another Way. The fact that the Another Way Coordinator has rights and responsibilities under this Agreement does not affect in any way his/her status as an at-will employee of Fiscal Sponsor.
 - 5.5 **Replacement.** If the Another Way Coordinator resigns, is terminated by Fiscal Sponsor, or otherwise ceases to be the Another Way Coordinator, Fiscal Sponsor will designate another individual who will serve as the Another Way Coordinator.
 - 5.6 **Authority to Sign Contracts.** The Another Way Coordinator will not have the authority to sign any grant agreements, leases, MOUs, licenses, consulting agreements or other contracts without first obtaining the prior approval of Fiscal Sponsor.
6. **Another Way Activities and Responsibilities.**
 - 6.1 **Fundraising and Grant Writing.** The Another Way Coordinator will be responsible for all fundraising and grant writing efforts on behalf of Another Way. Fiscal Sponsor has no

obligation to fundraise on behalf of Another Way. Fiscal Sponsor and the Another Way Coordinator will maintain open lines of communication regarding fundraising efforts in order to avoid any conflict of interest with Fiscal Sponsor's other activities. The Another Way Coordinator will not undertake any fundraising campaigns, submit any grant proposals, or charge a fee for any products or services in connection with Another Way without first obtaining the approval of Fiscal Sponsor.

- 6.2 **Budget.** Before the beginning of each fiscal year, the Another Way Coordinator will submit a budget for Another Way, in form and content acceptable to Fiscal Sponsor ("Annual Budget"), for Fiscal Sponsor's review and approval. In addition, the Another Way Coordinator will submit a separate budget for each grant that Another Way receives, in form and content acceptable to Fiscal Sponsor (a "Grant Budget"), for Fiscal Sponsor's review and approval. The parties recognize that budget factors change over time and, to that end, the Another Way Coordinator may submit a revised Annual Budget or Grant Budget during the fiscal year.
- 6.3 **Spending.** The Another Way Coordinator may spend Another Way funds subject to these requirements:
- (a) The Another Way Coordinator may only make expenditures in the advancement of or incidental to the tax-exempt purposes of Fiscal Sponsor.
 - (b) The Another Way Coordinator may only make expenditures if permitted by the Annual Budget or any Grant Budget.
 - (c) Before authorizing any expenditure, the Another Way Coordinator will verify that Another Way has currently available funds with Fiscal Sponsor that are sufficient to cover the particular expenditure.
 - (d) The Another Way Coordinator may only authorize expenditures with respect to a specific Grant Budget from funds available from the grant to which the Grant Budget relates. Grant funds from one grant may not be applied to expenditures related to a different grant or to other activities and programs of Another Way.
 - (e) If the Another Way Coordinator has any doubt about whether the expenditure requirements set out above in subsections (a)-(d) have been satisfied, the Another Way Coordinator will consult with Fiscal Sponsor before authorizing the expenditure.
- 6.4 **Reporting.** The Another Way Coordinator will provide written reports to Fiscal Sponsor, as Fiscal Sponsor may reasonably request, describing Another Way's activities and

accomplishments. The reports will be in a form and content that is acceptable to Fiscal Sponsor. The Another Way Coordinator will also provide Fiscal Sponsor with copies of the minutes of Committee meetings.

- 6.5 **Another Way Audit.** Fiscal Sponsor may, at any time and in its sole discretion, conduct an audit or review of Another Way's activities to confirm and document that Another Way is operating in accordance with this Agreement, Fiscal Sponsor's exempt purposes, and applicable laws. The Another Way Coordinator will fully cooperate and provide information as Fiscal Sponsor may request.
- 6.6 **Another Way Branding and Materials; Publicity.** The Another Way Coordinator will ensure that all Another Way materials and external communications, including, without limitation, any website, letterhead, registration forms, grant proposals, fundraising solicitations, donation acknowledgments and contracts, indicate in a form acceptable to Fiscal Sponsor that Another Way is a sponsored project of Fiscal Sponsor. Fiscal Sponsor may, in its sole discretion, identify and describe its work with Another Way in internal and external communications, including, without limitation, Fiscal Sponsor's website.
- 6.7 **Acknowledgment.** The Another Way Coordinator acknowledges and agrees that Fiscal Sponsor may have served or sponsored, is currently serving or sponsoring, or may in the future serve or sponsor other organizations or projects whose interests may be adverse to Another Way, including, without limitation, parties with whom Another Way may compete for funding.
- 6.8 **Location.** Fiscal Sponsor will provide adequate physical space, in its sole discretion, for the operation of Another Way. Fiscal Sponsor reserves the right to charge a reasonable amount of rent to Another Way and Another Way may pay any such rent with funds from any grant that allocates a portion of the grant funds for the payment of rent or other operating expenses of Another Way.

7. **Financial Management.**

- 7.1 **Restricted Fund.** Beginning on the Effective Date, Fiscal Sponsor will place all gifts, grants, contributions, and other revenues received by Fiscal Sponsor and identified with Another Way into a restricted fund to be used for the sole benefit of Another Way's mission as that mission may be defined by the Committee from time to time with the approval of Fiscal Sponsor and the BOT. Fiscal Sponsor retains the unilateral right to spend such funds to accomplish the purposes of Another Way as nearly as possible within Fiscal Sponsor's sole judgment, subject to any donor-imposed restrictions as to purpose on the charitable use of such assets.

- 7.2 **Bookkeeping; Tax-Exempt Status.** Fiscal Sponsor will maintain the books and records of Another Way based on Fiscal Sponsor's fiscal year. Fiscal Sponsor will establish separate bank accounts for Another Way funds. Fiscal Sponsor will provide financial reports to the Another Way Coordinator as agreed to between the Another Way Coordinator and Fiscal Sponsor. Fiscal Sponsor will notify the Another Way Coordinator of any change in its tax-exempt status within 30 days of Fiscal Sponsor's receipt of notification of such change.
- 7.3 **Financial and Tax Reporting.** Fiscal Sponsor will report all money and the fair market value of all property in the restricted fund as income of Fiscal Sponsor for financial reporting and tax purposes. It is the intent of Fiscal Sponsor and Another Way that this Agreement be interpreted to provide Fiscal Sponsor with variance powers necessary to enable Fiscal Sponsor to treat the restricted fund as Fiscal Sponsor's asset in accordance with FASB Accounting Standards Codification Subtopics 958-20, 958-605 (originally issued as FASB Statement No. 136, Transfers of Assets to a Not-for-Profit Organization or Charitable Trust That Raises or Holds Contributions for Others), while this Agreement is in effect.
- 7.4 **No Financial Obligations for Fiscal Sponsor.** Fiscal Sponsor has no obligation to provide any financial support to Another Way in any form, including, without limitation, making loans or grants, advancing cash, covering direct expenses, deferring or waiving rights to administrative fees, or forgiving loans. Any financial assistance provided by Fiscal Sponsor to Another Way does not and will not create any right to further financial support.
- 7.5 **Political Activity.** Fiscal Sponsor may limit expenditures by Another Way for any attempt to influence legislation within the meaning of Internal Revenue Code § 501(c)(3). Neither Fiscal Sponsor nor Another Way will use any portion of the assets to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with Internal Revenue Code § 501(c)(3).
8. **Direct Expenses.** Fiscal Sponsor, in its sole discretion, may pay from Another Way funds expenses that are directly related to Another Way, including, without limitation, payroll expenses, salaries and benefits, rent and utilities, supplies and equipment, legal fees, insurance, travel, and audit and bookkeeping expenses.
9. **Termination.** This Agreement will terminate as follows:
- 9.1 **Objectives Can No Longer Be Accomplished.** This Agreement will terminate when the objectives of Another Way can no longer reasonably be accomplished by Fiscal Sponsor, as Fiscal Sponsor may determine in its sole discretion. In that case, Fiscal Sponsor, in

consultation with the Another Way Coordinator and the Committee, will apply any remaining Another Way funds for purposes that are as close as possible to Another Way's goals and mission.

9.2 Termination Upon Party Election. This Agreement will terminate if either Fiscal Sponsor, or the Another Way Coordinator with the consent of the Committee, desires to terminate Fiscal Sponsor's fiscal sponsorship of Another Way. Either Fiscal Sponsor or the Another Way Coordinator may terminate this Agreement on 60 days' written notice to the other party. In that case, the following will apply:

- (a) Upon receipt (or delivery) of the notice, the Another Way Coordinator will identify another nonprofit corporation which (i) is tax-exempt under IRC Section 501(c)(3), (ii) is not classified as a private foundation under IRC Section 509(a), (iii) is willing and able to sponsor Another Way, and (iv) is acceptable to Fiscal Sponsor (a "Successor").
- (b) Fiscal Sponsor will not unreasonably withhold its approval of a proposed Successor. The Successor may be an existing entity or a new entity that has been formed by the Another Way Coordinator, with the consent of the Committee, and that has obtained, or applied for, a determination letter from the Internal Revenue Service as to its tax-exempt status.
- (c) If the parties agree upon a Successor within the 60-day notice period, Fiscal Sponsor will transfer the balance of assets in Fiscal Sponsor's restricted fund for Another Way, together with any other assets held or liabilities incurred by Fiscal Sponsor in connection with Another Way, to the Successor as soon as is reasonably practicable, subject to the approval of any third parties that may be required, and under terms of agreement that are reasonably acceptable to Fiscal Sponsor.
- (d) If the Another Way Coordinator does not find such a Successor within the 60-day notice period, then Fiscal Sponsor may dispose of Another Way assets and liabilities in any manner consistent with applicable tax, charitable trust laws, and other applicable laws.

9.3 Termination if Breach. Fiscal Sponsor may terminate this Agreement at any time if there is a material breach by Another Way that is not cured within 30 days after Fiscal Sponsor gives written notice of the breach. Fiscal Sponsor will, in its sole discretion, determine whether the breach has been cured. Such a termination will be effective on the date Fiscal Sponsor gives the Another Way Coordinator a written notice that the breach has not been cured. Fiscal Sponsor will dispose of Another Way's assets and liabilities at the end of the notice period in a manner consistent with the provisions of Section 9.2.

- 9.4 **Termination if Insufficient Funds.** Fiscal Sponsor may terminate this Agreement if funds being held for Another Way will, in the sole judgment of Fiscal Sponsor, be insufficient to continue to pay the ongoing expenses of Another Way. Such a termination will be effective 15 days after Fiscal Sponsor gives the Another Way Coordinator a written notice to that effect. Fiscal Sponsor will dispose of Another Way's assets and liabilities at the end of the notice period in a manner consistent with the provisions of Section 9.2
- 9.5 **Effect of Termination.** Upon termination of this Agreement, the Fiscal Sponsor employee(s) who are dedicated to Another Way may be terminated at a time determined by Fiscal Sponsor in its sole discretion. Fiscal Sponsor and the Another Way Coordinator will cooperate in transition activities and use reasonable efforts to minimize interruption and adverse impacts of the termination.

10. General Provisions.

- 10.1 **Entire Agreement; Modification.** This Agreement expresses the final, complete, and exclusive agreement and understanding between the parties, and supersedes any and all prior or contemporaneous written and oral agreements, negotiations, correspondence, course of dealing and communications relating to the same subject matter, including, without limitation, any and all prior fiscal sponsorship agreements between the parties. This Agreement may be modified only by a writing signed by both parties that specifically states that it is an amendment to this Agreement.
- 10.2 **Severability.** If any provision in this Agreement is held invalid or unenforceable, the other provisions will remain enforceable, and the invalid or unenforceable provision will be considered modified so that it is valid and enforceable in accordance with the intent of the parties to the maximum extent permitted by law.
- 10.3 **Assignment.** This Agreement may not be assigned to anyone else by either party without the prior written consent of both parties.
- 10.4 **Waiver.** Any waiver under this Agreement must be in writing and signed by the party granting the waiver. Waiver of any breach or provision of this Agreement will not be considered a waiver of any later breach or of the right to enforce any provision of this Agreement.
- 10.5 **No Third Party Beneficiaries.** This Agreement is for the exclusive benefit of Fiscal Sponsor and Another Way and not for the benefit of any third party including, without limitation, members of the Committee or any Another Way volunteer other than the Another Way Coordinator.

- 10.6 **Notices.** Notices and consents under this Agreement must be in writing and delivered by U.S. mail, overnight courier service, e-mail, or fax to the addresses and/or fax numbers set out on the signature page of this Agreement. These addresses and/or fax numbers may be changed by written notice to the other party. Notices given in the manner provided by this Section will be deemed to have been received three (3) business days after deposit in the U.S. mail, or on the first business day after delivery to an overnight courier service or delivery by fax or e-mail.
- 10.7 **Governing Law; Jurisdiction; Litigation.** This Agreement is governed by the laws of the State of California. Another Way and Fiscal Sponsor consent to the exclusive jurisdiction of the courts in San Bernardino, California. Another Way may not initiate any litigation in connection with the activities of Another Way against anyone, other than the parties to this Agreement, without prior written approval from Fiscal Sponsor.
- 10.8 **Captions.** The captions utilized herein have been inserted solely for identification and reference purposes only and shall not be used in the construction or interpretation of this Agreement.
- 10.9 **Counterparts.** This Agreement may be executed in counterparts, each of which will be deemed to be an original and all of which will be deemed to be one and the same instrument.
- 10.10 **Signatures.** A signed facsimile or PDF version of this Agreement shall have the same force and effect as an original.

ANOTHER WAY

Date: _____

By _____
Sheela Stark, Chair
IRC Board of Trustees

INLAND COUNTIES REGIONAL CENTER, INC.

Date: _____

By _____
Lavinia Johnson, Exec. Dir./CEO

VAC Membership Committee: The VAC Membership Committee is recommending the following:

- 1) New Member: Tim Heaslip as the new Health/ICF Representative.
- 2) Officers: Chair, Donita Remington; Vice-Chair, April Stewart; Secretary, Jenn Delgado and Membership Committee Chair, Donna Gimm.
- 3) Change in Term of Membership: VAC representatives will be changed to be in line with the new by-laws (term = March 1 – February 28).