

AGENDA
INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING
MONDAY, JULY 10, 2023
Inland Regional Center
Conference Center – Board Room
1425 S. Waterman Avenue
San Bernardino, CA 92408
or Via Live Stream at [Inlandrc.org/live](https://inlandrc.org/live)

Call to Order/Ms. O'Connell

Minutes of May 8, 2023 Annual Board Meeting/Ms. O'Connell	Action
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Minutes of May 8, 2023 Board of Trustees Meeting/Ms. O'Connell	Action
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Public Input: Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. **In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue or comment, contact your CSC or email your comments to Btrustees@inlandrc.org.** You may also submit Public Input Comments electronically via inlandrc.org/live.

Executive Director's Report/Ms. Johnson	Info
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Director's Reports/Directors	Info
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Committee Reports (Written Reports)

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

Old Business: None

New Business

- | | |
|----------------------------------------------------------------|--------|
| 1) Approval of Another Way Officers/Ms. Gonzales | Action |
| 2) Master Trust Investment Objectives and Policies/Mr. Beckett | Action |
| 3) Revised Bylaws/Ms. Johnson | Action |
| 4) Tuition Reimbursement Program/Mr. Beckett | Action |
| 5) Salary Structure/Mr. Beckett | Action |
| 6) Longevity Policy/Mr. Beckett | Action |
| 7) Health Benefits/Ms. Steuwer | Action |
| 8) Extension of Board Member's Term/Ms. O'Connell | 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: September 11, 2023

MINUTES OF MAY 8, 2023
Inland Counties Regional Center, Inc.
ANNUAL Board of Trustee Meeting

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

BOARD MEMBERS ABSENT: None

BOARD FACILITATOR: Amparo Mercado; Robyn Souder; Jorge Tamayo

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

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Meeting was called to order by Ms. O'Connell at 5:00 pm.

1. **ANY NOMINATIONS FOR OFFICERS:** Ms. O'Connell opened the floor to any nominations. No new nominations were received.

2. **APPROVAL OF BOARD OFFICERS:** Ms. O'Connell presented the following:

Joshua Souder for an additional two-year term as Member at Large

Maureen O'Connell, Chair; Carmela Garnica, Vice Chair; Alicia Lara, Secretary
Jay Connor, Member at Large to remain in current positions to complete their first term as officers.

Motion made to approve the slate of officers as presented M/S/C Connor/Rojo.

Meeting adjourned at 5:06 p.m.

MINUTES OF MAY 8, 2023
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

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

BOARD MEMBERS ABSENT: None

BOARD FACILITATOR: Amparo Mercado; Robyn Souder; Jorge Tamayo

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

STAFF PRESENT: Amalia Barcelo-Huizar; CJ Cook; Maria Rodriguez

GUEST PRESENT: Rene Abraham; David Banda; Sofia Benitez; Beth Burt; Tauna Butler; Tamika Doyle; Martha Garcia; Araceli Gil; Patricia Herrera; Veronica Juarez; Haydee M; Esteban Ortiz; John P; Juan Ruiz; Nikisia Simmons; Isabel Torres; Elvira Velasquez

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Meeting was called to order by Ms. O'Connell at 5:07 pm.

MINUTES OF MARCH 13, 2023 BOARD MEETING: 1. Motion made to approve the minutes of the March 13, 2023 Board Meeting as presented M/S/C Rojo/Connor.

PUBLIC INPUT:

BETH BURT, Parent and Executive Director of Autism Society, Inland Empire: Thanked IRC for support and partnership during COVID. One issue of concern that was identified as the result of the survey was an increase in crisis calls. Calls that are going to police, hospitals and families that are afraid to come forward. 97% have a loved one who is a danger to themselves and others. Do not have services including medical & behavioral available to them. Results of the survey will be released this week. Looking forward to continuing working with IRC.

MARTHA GARCIA, Parent: Wanted to thank IRC for the ASL pilot program in Coachella Valley. Has a couple of suggestions on how to better the program. In Coachella there is farm workers and a huge Hispanic community. The teacher was excellent but Spanish and ASL translators were needed. Having this pilot program, showed the needs for the deaf of hearing and their families. During the pandemic, they remembered there was supposed to be a satellite office that would be closer. The Coachella people feel underserved because nothing has happened. Pandemic showed that we have the technology to do this and do not understand how you are not working with the school districts to make it happen.

TAUNA BUTLER, Parent: Here to talk about the difficulties and challenges in her life with her diagnosis of Autism, Intellectual Disabilities and being deaf. She was taught to hide her autism and her intellectual

disabilities. She was always told growing up to act normally. She learned to mask in public, hold back her flapping, clapping, stimming and other unnormal behaviors. Behind closed doors, she had meltdowns and severe outbursts with anger issues. She started having hearing loss in kindergarten and got worse throughout her life. In 2019, she was diagnosed with sensory hearing loss and one day she would be completely deaf. In 2021, she was totally deaf, and it was difficult to learn a new language. She is in need of IRC's services now more than ever. She has no interpreter for when she's out in public. She is hoping IRC will be able to fill in the cracks. Everyone deserves equal services and to be included and not excluded.

ISABEL TORRES, Parent and Executive Director of Yves Torres Foundation: Spanish speakers have lots of barriers such as language, technology, and transportation. They are underserved because they are not aware of what is happening in their community, do not know how to use technology or have transportation. She asked that everyone keep that in mind because you want to be able to serve these families and provide services to them.

PATRICIA HERRERA, Regional Manager for State Council on DD: Looking for high priority things to do in the community. She wants to join forces with IRC to reach as many Spanish speaking families as possible. Maybe there's an opportunity for her to do a presentation.

LAURIE CORANZA, Conservator: Is concerned that residential care facility is not properly adhering to the proper diet given by the doctor. Ms. O'Connell stated this concern has already been assigned to staff and are already working on it.

LILLIANA RAMIREZ, Co-founder of Padres Excepcionales: Ms. Ramirez stated she is the mother of an autistic child and benefited from the ASL pilot program out in Coachella Valley. Having such a short program is like giving someone one pill and then taking the rest of their medication away. They need a longer program in order to connect with their children. Also, asking the Board to consider adding an additional minute to public comment for people who use a translator.

GLADIS OROZCO, Parent: Here with similar concerns as previous speakers. She participated in the Coachella ASL pilot program. Is here to ask for a more intensive program, longer period of time and more interpreters for Spanish speaking families.

VERONICA JUAREZ, Family Member: There are barriers that Coachella Valley Psychoeducational Support Group face. 1. Barriers prevent consumers from accessing services and preparing for independent and inclusive living in the community. 2. From personal experience, the Service Coordinators are not trained or informed to guide and provide services offered by IRC. 3. Service Coordinators are not qualified to explain the guidelines that govern each service. 4. Language barrier when conducting IPP meetings. 5. Service Coordinators and Program Managers do not inform the consumers or families on how and when to fill out a 35c. 6. There is a communication barrier between service providers and the department that authorizes the services. 7. Lack of service providers and lack of staff wanting to work in the Coachella area. 8. Transportation as a barrier in order to attend board meetings.

Based on the barriers mentioned, the Coachella Valley Psychoeducational Support Group is requesting the following: 1. That Service Coordinators be trained so that they have a better performance in their work. 2. Training for Service Coordinators so that they can submit the service renewal to the corresponding department on time. 3. Training support groups to be able to advocate before legislators.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson thanked everyone for attending the first in-person board meeting post pandemic and reported the following: 1. As of March 31, 2023, IRC serves 48,086 consumers. 2. IRC currently employs 950 staff of which 609 are in case management. 3. IRC's HR department held a job fair on Saturday, March 25. 38 verbal job offers were made. 4. IRC is offering a Bilingual Language Stipend to any staff who demonstrates proficiency in reading and speaking or speaking. Staff must demonstrate ability by taking a knowledge/skill test. 5. IRC is also offering a monthly stipend for staff who mentor new staff. Stipend is giving to mentor until new staff has completed their initial training. 6. As of March 1, due to end of the State of Emergency, IRC's buildings are open to the public. All visitors must have an appointment through IRC's Envoy system. We continue to have security guards at both San Bernardino and Riverside locations. 7. IRC continues with hybrid model of remote and office days. Directors, Managers, and all case management staff have been coming in and working in the building a minimum of once per week or as needed. The check in system has been discontinued. 8. Congratulation to Eric Hamler who has been promoted to Director of Transition and Specialized Services.

DIRECTOR'S REPORT: Written reports were submitted. Ms. Garnica requested additional information on the Pre-School units. Mr. Garcia explained Pre-School units are for children ages 3 to 6. There are two units in San Bernardino and 2 in Riverside counties. Cases coming out of Early Start transition to the Pre-School units. Caseloads are 40 to 1. Currently there are 52 service coordinators in these units and are looking to hire 90 more. Units are designated by county and not cities currently. Once the case get through the intake process and eligibility is determined, they get assigned a case worker.

COMMITTEE REPORT:

- 1) **ANOTHER WAY:** Ms. Gonzales submitted a written report. There were no questions from the Board.
- 2) **EXECUTIVE COMMITTEE:** The minutes from the March 2023 Executive Committee Meeting was included in the board packet. No questions from the Board.
- 3) **LEGISLATIVE COMMITTEE:** No Report.
- 4) **MASTER TRUST COMMITTEE:** Ms. Miller submitted a written report. There were no questions from the Board.
- 5) **VENDOR ADVISORY COMMITTEE:** No Report.

NEW BUSINESS:

1. **REVISED BYLAWS:** Ms. Johnson stated that at the March Board meeting, the Board approved the request of the Vendor Advisory Committee (VAC) term extension for certain members of the VAC. The request would result in some VAC members serving more than two consecutive terms, which would be a violation of the Bylaws. Ms. Johnson is seeking the Board's approval to revise Article VIII, Section 5 of the Bylaw to allow extending these terms. **2. Motion made to approve Article VIII of the Bylaws M/S/C Rojo/Souder.**

2. **\$250,000 CONTRACTS:** Mr. Toms is seeking approval of 56 contracts. All these contracts are renewals, and all are in good standing. **3. Motion made to approve the 56 contracts presented by Mr. Toms M/S/C Connor/Rojo. Ms. Stewart abstained from voting.**
3. **VACATION POLICY:** Mr. Beckett is requesting the Board's approval of IRC's amended Vacation Policy. Full-time employees who have worked at IRC for less than 5 years can earn up to 3 weeks of vacation per year. Full-time employees who have worked at IRC for at least 5 years but less than 10 years, can earn up to 4 weeks of vacation. Full-time employees who have worked at IRC for at least 10 years can earn up to 5 weeks of vacation. The maximum amount of vacation that can be accrued is 240 hours. **4. Motion made to approve the revised Vacation Policy as presented M/S/C Connor/Rojo. Ms. Stewart abstained from voting.**
4. **SICK LEAVE POLICY:** Mr. Beckett is seeking the Board's approval to amend IRC's Sick Leave Policy. Due to the number of IRC employees, amending the Sick Leave Policy as a cost containment effort was necessary. Full-time employees hired after July 1, 2023, who have worked for less than 5 years, can earn up to 80 hours of sick leave per year. For employees who have worked at IRC at least 5 years but less than 10 years, can earn up to 120 hours of sick leave per year. Full-time employees who have worked at IRC for at least 10 years can earn up to 160 hours of sick leave per year. The maximum amount of sick leave that can accrue is 480 hours. Full-time employees hired before June 30, 2023, regardless of how long they have worked for IRC, can earn up to 96 hours of sick leave per year. There is no cap on the amount of sick leave that can be accrued. **5. Motion made to approve changes to the Sick Leave Policy as presented M/S/C Connor/Rojo. Ms. Stewart abstained from voting.**

TRUSTEE INPUT:

Mr. Rojo commended Ms. Beth Burk for all that she does out in the community. He has a family member that has Autism.

Mr. Connor thanked Sandra Guzman and Claudia Mora for all that they did for the Board during the pandemic. Could not have gotten through it without them.

Mr. Naranjo commended everyone for their hard work. He stated it is great to be back. Looking forward to more in-person meetings.

Mr. Rojo stated he is available to new Board Members if they have any questions.

Mr. Leonard apologized for not attending in-person, but he injured his knee and cannot drive. Is looking forward to seeing everyone in-person.

Ms. O'Connell adjourned the meeting at 5:49 p.m. to go into Executive Session. Executive Session was called to order at 6:04 p.m.

Ms. O'Connell reconvened at 6:13 p.m. The Board acted on employee salary and benefits in accordance with W&I Code 4663(a)(3).

Ms. O'Connell adjourned the meeting at 6:14 p.m.

Sincerely,

Alicia Lara
Board Secretary

Sandra Guzman
Assistant Secretary

MOTIONS FOR THE May 8, 2023 Board of Trustees Meeting:

- 1. Motion made to approve the minutes of the March 13, 2023 Board Meeting as presented M/S/C Rojo/Connor.**
- 2. Motion made to approve Article VIII of the Bylaws M/S/C Rojo/Souder.**
- 3. Motion made to approve the 56 contracts presented by Mr. Toms M/S/C Connor/Rojo. Ms. Stewart abstained from voting.**
- 4. Motion made to approve the revised Vacation Policy as presented M/S/C Connor/Rojo. Ms. Stewart abstained from voting.**
- 5. Motion made to approve changes to the Sick Leave Policy as presented M/S/C Connor/Rojo. Ms. Stewart abstained from voting.**

Director Adult Services Report
July 2023
Respectfully submitted by Don Meza

Adult Services Team Update: The adult services team has been working using a hybrid model of service. The CSCs are required to be in the office at least one day per week. The managers have been asked to be in the office at least two days per week. The CSCs share office space and schedule themselves to work in the office on days when their peers are working remotely. The case management teams have been completing in-person visits with consumers in a conscientious and safe manner. The focus of in-person visits has been for consumers residing in Board and Care and Specialized Facilities, in Skilled Nursing Facilities, and for independent consumers with Supported Living services. In Adult services there are currently 13 teams with approximately 210 service coordinators that cover the two-county catchment. We are expanding the teams with new staff which will result in smaller caseload ratios for the CSCs. As growth continues, the Senior consumers team will be split into two units, one serving San Bernardino County and the other serving Riverside County, effective in Summer of 2023.

Federal Programs/Medicaid Waiver (MW): A Federal Programs audit will be conducted at IRC in October 2023. The MW team is actively preparing to accommodate a fully virtual audit. The audit will be completed jointly by DDS and the Department of Health Services (DHS). They will review consumer documentation and interview staff, consumers, and vendors.

As of June 2023, IRC serves 16,191 active Medicaid Waiver consumers, 5,434 in "1915i Waiver" and 128 consumers on the "Self Determination Waiver". IRC's total number of Waiver cases is 21,753. The Waiver team is also continues to add cases to the program to increase active waiver numbers. The review process and reaccreditation of Waiver cases continues to be challenging in the current remote working model. Regardless of the challenges, the MW staff continues to add "Institutional Deeming" cases. The Waiver team staff work closely with Early Start and Pre-School Age Teams to encourage consumer/family participation in Institutional Deeming. They will provide support and training to these two teams. DDS will continue to provide the accounting of 1915i cases directly to CMS.

Consumers returning to Work and Programs : Adult consumers continue to return to daily activities through "traditional" services. The overall situation has been challenging due to several factors, primary of which is that the programs continue having difficulty finding staff. Some programs have not been able to return to a full-time schedule due to this issue. The state of emergency was lifted effective 2/28/2023. This will create additional stress and challenges for the programs serving consumers since the consumers will need to return to a traditional service delivery model like what they had before COVID. The consumers maintain the option, if requested, to continue receiving remote services until 12/31/2023. Regardless, we will continue to work with our consumers and offer them appropriate options.

Inland Regional Center Children & Transition Services

July 10, 2023 IRC Board of Trustees Report

Submitted by Felipe J. Garcia IRC Director of Pre-School and Children and Services

Greetings s of June 01,, 2023, we currently have 14,934 cases under School Age and Pre-School services. School Age units have 11,348 and Pre-School units have 3,586 cases. We continue to hire replacements as soon as possible to ensure that consumers have a Consumer Services Coordinator (CSC).

Preschool Units

Hiring is a priority for the four Program Managers who oversee the Pre-School Units (ages 3-6) and have been interviewing on an ongoing basis. We continue to hire in an effort to meet the established requirements of 1:40 cases per Consumer Services Coordinator (CSC). It has been challenging to hire staff as in most fields, we are all competing for staff. IRC's job fair was held on June 24, 2023, where we made several job offers to candidates for pre-school and school age units. The job fairs are a success in hiring multiple staff at one time. We have yet to see what the results will be from the job fair, but we are confident that we will be onboarding several new staff to assist the pre-school units to meet the caseload ratios. We continue to have interest from existing school age CSC's in serving our Pre-School age children. We are excited that we have such an interest, however we have to move existing staff from School Age Units to Pre-School units, slowly. This is due to the replacements that we would have to have happen to back fill open positions.

School Age Units

School Age units were recently restructured and all staff that were part of the restructuring have moved into their new units. With the recent changes in the Pre-School and School Age Units, the Director of the Pre-School and School age Unit will be meeting with unit representatives on a semi-annual basis in an effort to have direct communication with Consumer Services Coordinators. (CSC's). This was a direct result of meetings that were held with all units when we discussed the restructuring of the school age units. This open communication will allow CSC's to provide feedback and updates on what CSC's would like to see in case management.

Community Services

Board of Trustees Quarterly Report - Respectfully Submitted by Vince Toms

June of 2023

Community Services continues to roll out the new Department of Developmental Services (DDS) directives. We have added an assessment to the social recreation program for children, as we are finding that many families and clients need additional time and conversation around what they think is an appropriate social outing. We have also teamed up with DDS and Chelsea Development for an additional 10 affordable housing units, in Coachella. The project broke ground on construction this month and we are very excited to begin filling the units in the summer of 2024, when the project is complete.

Our Training Unit is being built out for all the new DDS directives and performance measures. There are currently three staff, but we hope to bring on an additional four staff by the end of summer. The goal for the next fiscal year is to have all staff complete training on Cultural Diversity and finish our Person-Centered Training modules. Both are tied into performance measures, set by DDS. The unit is completing a second update training for staff on Social Recreation and developing training on Coordinated Family Services and Non-medical Therapies/Services.

The Resource and Development Unit continues to work on the large number of vendor Health and Safety requests, as the state of the economy and the rate structure are starting to be an issue for some vendors. The requests assist the vendors in securing additional funds to do business and programming for those hard to serve clients.

Our Community Engagement Unit has filled most of the newly funded positions, related to Language Access and Cultural Competency. The intent is to decrease all things that are related to client disparity within our section of the system. The unit is also gearing up for the summer fire season and working with local authorities to ensure IRC has a seat at the table, for any large-scale emergency.

The Quality Assurance Unit has grown beyond the current structure, so we have created a new position for a Senior Program Manager and then split the team into San Bernardino and Riverside Counties. We will fill the senior position first and then work on promoting two people to lead the two divisions, as Program Managers. After filling the positions, we will begin our restructuring and redesign of the staff and job duties within the two units.

Overall, there continues to be growth within the division. We are excited to develop all the new services for our clients and hope to bring additional quality services to our two-county area.



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

May-June 2023

**Submitted by Treva Webster,
Director Intake, Early Start, and Clinical Services**

EARLY START

We have been working diligently on hiring for the growth positions within Early Start. After the IRC Job Fair on June 24, we are almost fully staffed and have filled the 40+ growth positions needed to bring the high caseloads down to an appropriate level. Of course, the caseloads reduction won't happen instantly, because the new individuals need extensive training before managing cases but if we are patient, we will ensure a strong Service Coordinator presence moving forward.

The Early Start staff restructure (redistribution) is finished. The Early Staff team, including the eight Program Managers made the process easier and almost seamless for our clients by staying positive and flexible with the changes.

INTAKE

Our Intake restructure including Mary Joseph Bacon, previously Intake Program Manager, now promoted to Intake *Senior* Program Manager of Intake continues with the hiring of Sandra Ruiz, Program Manager Intake, Riverside County and Giuseppe Ancona, Program Manager Intake, San Bernardino County. This is both for Early Start as well as Lanterman Intake.

CLINICAL SERVICES

We are still looking for qualified Clinical Psychologists to work with us either as staff psychologists or as vendored psychologists to assist with the eligibility process.



CURRENT PRIORITIES

- Continuing Atlas improvements
- Hiring vacancies in IT
- Supporting IRC staff



DIVISION MANAGERS

Case Control

Denise Adame

Communications

Sandra Guzman

Information Technology

Vacant

Facilities, Office Services & Procurement

Gabriel Ortiz

IT AND ADMIN SERVICES

ADMINISTRATIVE SERVICES

The past two months have been a flurry of work for the Administrative Services division as we prepare for the fiscal year end. Our biannual fixed asset inventory was completed in record time thanks to the impressive work by our Facilities and IT staff and the speed at which all IRC staff were able to report back on remote assets. In addition, IRC completed a much-needed project to resurface all of the parking lots around the San Bernardino building in the final weeks of May. The results are greatly appreciated by our staff and visitors.

Our Case Control department has been as busy as ever with rapidly processing information requests and intakes. Over the last two months they have processed:

Social Security Requests

- 652 Received
- 367 Processed

Case Status Changes

- 5,773 Submitted
- 5,755 Processed

New Intakes

- 333 Received
- 333 Processed

In addition, working through a backlog of documents to be scanned and digitized is progressing nicely. In November 2022 there were 130 boxes waiting to be scanned, and as of the end of June there are 89 boxes remaining.

INFORMATION TECHNOLOGY

The Inland Regional Center Information Technology Department is continuing to focus our efforts on our Atlas case management system. We suffered a bit of a setback in our data reporting processes due to the release of SANDIS 8 in June, however, the project team has worked diligently throughout the month, and we are pleased to announce that we have roughly 90% of our processes re-written for the new SANDIS version and expect the final 10% of those to be completed in early July.

IT has selected 2 candidates to fill the vacant helpdesk positions and plans to recruit for the vacant IT Manager soon. We look forward to welcoming the new staff to the IT Department in the coming weeks.

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

July 2023

Inland Regional Center Transition Services & Specialty Services

July 2023 IRC Board of Trustees Report

Submitted by: Eric Hamler IRC Director of Transition Services and Specialty Services

Enhanced Service Coordinator Unit:

Inland Regional Center (IRC) has formed a new unit to provide coordination of services at a 1 to 40 coordinator to consumer ratio for clients in underserved communities with low or no purchased services (POS). This unit is called the Enhanced Service Coordination (ESC) Unit. This is an option for our low to no POS clients who live in underserved communities. This unit was developed to fulfill the enhanced service coordination mandate from DDS which is “intended to improve service access and delivery” by providing clients with “focused support and increased service coordination.” The uniqueness of enhanced service coordination includes the consideration of cultural, linguistic, systemic, and societal barriers and implementation of best practices to reduce such barriers through a service access and equity lens. The Program Manager of this unit is Lilliana Garnica. Ms. Garnica currently has 336 consumers enrolled in this program. 9 out of the 10 positions have been filled. Ms. Garnica provided a training presentation on the ESC unit IRC’s Service Access and Equity (SAE) Conference on April 19, 2023. Ms. Garnica will also be participating in a cultural proficiency project this summer in which she will be a co-presenter with a consultant that is leading the training portion.

Self Determination Program:

We have a total of 177 Self-Determination cases 15 of these cases are upcoming as the official effective date has not been determined. Alejandra Rivera has been promoted from Participant Choice Specialist to a Program Manager who will oversee Self Determination, Individuals with Disabilities Education Act (IDEA) and the Systems of Care position. Our participant Choice Specialists (PCS) have been assisting in expanding awareness of self-determination service options through efforts to identify concerns and barriers to enrollment, reduce identified barriers and by providing information and training to consumers, families, IRC staff and providers about self-determination options. The PCPs continue to collaborate closely with the local volunteer advisory committee (LVAC) to support implementation of the Self-Determination Program. The PCS provided a training presentation on Self-Determination at the IRC’s Service Access and Equity (SAE) Conference. Ms. Rivera also provided a training presentation on Self-Determination for SAE CBO Training on April 19, 2023.

Systems-Care Coordinator:

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

Transition Units:

Transition Units serves ages 16-25 years old. 6 Program Managers oversee these programs which are as follows:

- Anthony Duenez-West End Transition
- Angelica Serrano-San Bernardino High Desert Transition
- Robert Garcia-San Bernardino Transition
- Brandie Parhm-Riverside South Transition
- Elizabeth Tagle-Riverside Transition
- Amira Abdelmageed-Riverside East Transition

There is a total of 8,113 cases in all transition units. Our Transition Units are continuing to collaborate with school districts and Special Education Local Plan Areas (SELPA) on providing information about IRC's services for adults that are transitioning out of school and into a pre-vocational or vocational programs per consumer's Individual Program Plans.



Inland Regional Center Board Report
Submitted by Andrea Gonzales, Another Way Coordinator
Date: June 23, 2023

To: The Board of Trustees

- I. **Golf Tournament Date: Saturday, September 9th, 2023; Mixer, Friday, September 8th, 2023, at Omni Rancho las Palmas.**
 - A. All golf spots filled. There is currently a waitlist.
 - B. Room rate is \$219 a night for standard rooms, plus applicable fees & taxes. There are a few rooms left.
 - C. Pathways, Inc.; In-Roads; Inland Respite; CA Mentor; IEHP; Redwood Family Care Network (formerly People's Care); Care Rite; Creating a Legacy, Sevita (formerly CA Mentor); U.S. Bank; Augustine Band of Cahuilla Indians; Arthur J. Gallagher; Loza, Beck and Associates; 24 HR Home Care; and Tiarna have either paid or pledged to support tournament. Total committed sponsorships is \$151,075.
 - D. Board and Employee rate is \$175 golfer. Dinner is only \$80.
 - E. Banquet will be held on Saturday, September 9th, 2023. We are working on a video with Inland Respite that will share the work we do in the community. We will show this video during the banquet.
 1. The video will include testimonials from consumers we have assisted.
 - F. A goal this year is to engage golfers who participated in the tournament as part of a sponsorship to become individual monthly donors.
- II. **Officer Nominations and elections**
 - A. Another Way Advisory Committee selected its officers and presented a memo to IRC's Board of Directors for consideration.
- III. **Bowling**
 - A. The Advisory Committee agreed to host the bowling tournament in February of 2024.
 - B. Empire Bowl presented pricing for bowling tournament, and we are seriously considering them.
 - C. The theme is 1950s.
- IV. **Toy Drive** – Tentative date is Wednesday, December 6th, 2023.
 - A. The event will take place at Club Events Center in San Bernardino, pending COVID is not an issue.
 - B. In-Roads donated Christmas socks for children's stockings.

- C. Cal Wellness Foundation is donating \$7500 to use for props and decorations for the Toy Drive.

V. Grants

Approved	Pending	Denied	Extensions
Annenberg - \$25,000 (general operating)	The Chatlos Foundation (\$5,000). New funder and is a bit of a stretch but we are reaching out. Currently under review at June Board Meeting.	The Lawrence Foundation (\$5000)	Cal Wellness thru December 31st 2023
Carpenter FY22/23 - \$35,000 (general operating)	The Annette Williams Charitable Foundation (\$5,000)	Network for Good (\$5000)	Kaiser thru August of 2023
Stater Brothers - \$2,500 (Safety-Net Program).	FY23/24-Carpenter (\$35,000).	Kaiser Riverside/Moreno Valley for Access to Healthcare. (\$25,000) – Denied because we already have a grant with Kaiser and are currently on an extension period.	
		S. Mark Taper (\$50,000)	

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

June 21, 2023

4:30 p.m.

Notes

EXECUTIVE COMMITTEE: Maureen O'Connell; Alicia Lara, Carmela Garnica, Joshua Souder

STAFF/EX OFFICIO: Lavinia Johnson, Steve Beckett, Merissa Steuwer

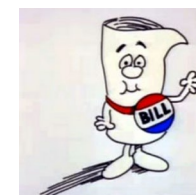
RECORDING SECRETARY: Sandra Guzman, Executive Assistant

1. Salary Structure: Steve went over the proposed Salary Structure and explained why the changes were necessary. The Board authorized the Executive Committee the authority to approve the Salary Structure. **1. Motion made to approve the Salary Structure as presented M/S/C Souder/Garnica.**
2. Longevity Policy: The changes to the Longevity Policy will only affect employees hired on July 1 and after. With the increase in vacation accrual, Longevity leave will be eliminated. Everything will stay the same for existing employees. The Board authorized the Executive Committee to approve the Longevity Leave. **2. Motion made to approve the Longevity Leave as presented M/S/C Souder/Garnica.**
3. Master Trust Report for May 2023: Merissa reviewed the Master Trust Investment Portfolio for the month of May 2023.
4. Building the July Agenda: Add Salary Structure, Longevity Leave and Health Benefits.

Next Executive Committee is scheduled for July 19th.



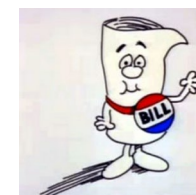
LEGISLATIVE REPORT
June 28, 2023
Respectfully Submitted by Jennifer Cummings
Fair Hearings and Legal Affairs



Bill	Title	ARCA Position	Bill Location
Federal	H.R. 2941/S.1332 - The Recognizing the Role of Direct Support Professionals Act Makes DSPs their own federal Standard Occupation Classification.	Support	Introduced April 2023
Federal	H.R. 3082/S.1459 - MOBILE Act-Mobility Aids on Board Improve Lives and Empower All Act – Increase oversight and data tracking related to mobility devices and air transport.	Support	Introduced May 2023
AB 35	Personal Income Tax Law: exclusion: student loan debt.	Support	Assembly - Budget
AB 48	Nursing Facility Resident Informed Consent Protection Act of 2023. Informed consent for psych meds – Expanded to include not just SNFs, but ICFs.	Support, Amendments Requested	Senate - Appropriations
AB 87	Pupils: Section 504 plans: meetings and team meetings.	Support	Senate - Second Reading
AB 221	Budget Act of 2023.	Watch	Assembly - Budget
AB 248	Individuals with disabilities: The Dignity for All Act. Current law includes the terms “mentally retarded persons,” “mentally retarded children,” “retardation,” and “handicap.” This bill, The Dignity for All Act, would make nonsubstantive changes to those provisions to eliminate this obsolete terminology.	Support	Senate - Third Reading
AB 249	Water: schoolsites: lead testing: conservation.	Support	Senate - Environmental Quality
AB 262	Children’s camps: safety and regulation.	Watch	Senate - Human Services
AB 312	State Partnership for Affordable Housing Registries in California Grant Program.	IRC Support	Assembly - Appropriations
AB 339	Qualified ABLE Program: age limit.	Support	Senate - Appropriations
AB 365	Medi-Cal: diabetes management. Would add continuous glucose monitors and related supplies as a covered benefit.	Support	Senate - Appropriations
AB 366	County human services agencies: workforce development.	Watch	Senate - Human Services
AB 387	Alzheimer’s disease.	Watch	Senate - Appropriations
AB 424	Neurodegenerative disease registry.	Watch	Senate - Health
AB 438	Pupils with exceptional needs: individualized education programs: postsecondary goals and transition services.	Watch	Senate - Education
AB 440	<input type="checkbox"/> Density Bonus Law: maximum allowable residential density.	Watch	Senate - Third Reading
AB 447	Public postsecondary education: students with disabilities: inclusive college programs.	Support	Senate - Appropriations
AB 449	Hate crimes: law enforcement policies.	Support	Senate - Appropriations
AB 459	California Behavioral Health Outcomes and Accountability Review.	Watch	Senate - Health
AB 486	Long-term health facilities: citation appeals.	Support	Senate - Health
AB 488	Medi-Cal: skilled nursing facilities: vision loss.	Watch	Assembly - Health



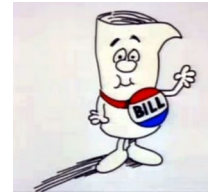
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AB 517	Health Professions Career Opportunity Program.	Watch	Senate - Health
AB 524	Discrimination: family caregiver status.	Support	Senate - Second Reading
AB 539	Unruh Civil Rights Act: high-frequency litigants.	Watch	Assembly - Judiciary
AB 545	Elections: access for voters with disabilities.	Support	Senate - Appropriations
AB 551	Medi-Cal: specialty mental health services: foster children.	Watch	Senate - Human Services
AB 611	Special education: nonpublic, nonsectarian schools or agencies: change in certification status: parental notification.	Support IRC Support	Senate - Consent
AB 624	Public postsecondary education: disabled student services: assessments.	Watch	Senate - Rules
AB 649	Developmental services.	ARCA Sponsored IRC Support	Senate - Appropriations
AB 719	Medi-Cal benefits. Would require managed care plans to contract with public transit operators for the purpose of establishing reimbursement rates for nonmedical and nonemergency medical transportation trips based on fee-for-service rates for nonmedical and nonemergency medical transportation.	Support	Senate - Health
AB 723	Pupil placement: special education: foster children: nonpublic, nonsectarian schools or agencies: school of origin.	Support	Senate - Human Services
AB 839	Residential care facilities for the elderly: financing.	Watch	Senate - Human Services
AB 871	Safety in employment: conveyances.	Watch	Senate - Labor, Public Empl. & Retirement
AB 946	Emergency services: endangered missing advisory.	Support	Senate - Consent
AB 979	Long-term care: family councils.	Watch	Senate - Human Services
AB 1001	Health facilities: behavioral health response.	Support	Senate - Health
AB 1006	Aging and Disability Resource Connection program: No Wrong Door System.	Watch	Senate - Appropriations
AB 1022	Medi-Cal: Program of All-Inclusive Care for the Elderly.	Watch	Assembly - Health
AB 1031	Employee rest periods: employees providing direct support to individuals with intellectual and developmental disabilities.	Watch	Assembly - Labor & Employment
AB 1048	Dental benefits and rate review. Would prohibit a health care service plan or health insurer that covers dental services from imposing a dental waiting period provision or preexisting condition provision.	Support	Senate - Health
AB 1147	Disability Equity and Accountability Act of 2023.	Oppose Unless Amended	Senate - Human Services
AB 1157	Rehabilitative and habilitative services: durable medical equipment and services.	Support	Senate - Health
AB 1219	Elections: ballots. (Plain language, size of font and text, etc.)	Support	Senate - Third Reading



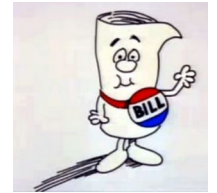
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AB 1230	Medi-Cal and Medicare: dual eligible beneficiaries: special needs plans.	Watch	Assembly - Health
AB 1309	Long-term health care facilities: admission contracts.	Watch	Senate - Appropriations
AB 1316	Emergency services: psychiatric emergency medical conditions.	Watch	Assembly - Health
AB 1340	School accountability: pupils with exceptional needs.	Watch	Senate - Education
AB 1387	In-Home Supportive Services Program: provider shortage: grant-based outreach program.	Watch	Assembly - Appropriations
AB 1417	Elder and dependent adult abuse: mandated reporting.	Watch	Senate - Human Services
AB 1466	Pupil discipline: restraint and seclusion: reporting.	Support IRC Support	Senate - Appropriations
AB 1517	Special education: special education local plan areas: local plans.	Support	Senate - Education
AB 1518	Service dogs. Would require the Department of Consumer Affairs to inform places of business, through an educational campaign throughout the state, of the problems faced by qualified service dog users, as provided. The bill would define the term "service dog" for these purposes.	Watch	Assembly - Appropriations
AB 1522	Foster Care: LGBTQ youth.	Watch	Assembly - Appropriations
AB 1537	Skilled nursing facilities: direct care spending requirement.	Watch	Senate - Health
AB 1568	Developmental services: independent living skills services: rates.	Support	Senate - Human Services
AB 1584	Criminal procedure: competence to stand trial. Speeds up the process by which someone is determined to be incompetent to stand trial. (Potentially creates a pressure for, in the case of individuals with developmental disabilities, regional centers to place a client who may have significant support needs.)		Senate - Public Safety
AB 1601	Cannabis: enforcement by local jurisdictions.	Watch	Assembly - Business & Professions
AB 1624	Mental health: patients' rights programs.	Watch	Assembly - Pending Referral
AB 1672	In-Home Supportive Services Employer-Employee Relations Act.	Watch	Senate - Labor, Public Empl. & Retirement
AB 1674	Mental health advocacy.	Watch	Assembly - Pending Referral
AB 1680	Developmental services. Would require the State Department of Social Services and Department of Developmental Services to provide the specified data to the Joint Legislative Budget Committee 3 times a year, on March 1, July 1, and November 1 of each year.	Watch	Assembly - Human Services
ACR 11	National Caregivers Day.	Support	CHAPTERED
ACR 12	Trisomy Awareness Month.	Support	CHAPTERED
ACR 26	California Down Syndrome Awareness Week and Day.	Support	CHAPTERED
ACR 35	World Behavior Analysis Day.	Support	CHAPTERED
ACR 41	Special Olympics Day.	Support	CHAPTERED



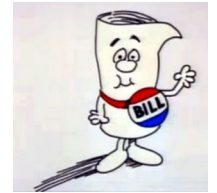
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ACR 48	Autism: sensory-friendly movie screenings.	Support	CHAPTERED
SB 43	Behavioral health.	Watch	Assembly - Judiciary
SB 72	Budget Act of 2023.	Watch	Senate - Budget & Fiscal
SB 88	Pupil transportation: driver qualifications.	Comments	Assembly - Public Safety
SB 90	Health care coverage: insulin affordability.	Support	Assembly - Appropriations
SB 94	Recall and resentencing: special circumstances.	Watch	Assembly - Public Safety
SB 232	Mental health services: gravely disabled.	Watch	Senate - Health
SB 238	Health care coverage: independent medical review.	Support	Assembly - Appropriations
SB 246	California Interagency Council on Homelessness. Would add a representative from the State Council on Developmental Disabilities to the council.	Support	Assembly - Appropriations
SB 267	Credit history of persons receiving government rent subsidies.	Watch	Assembly - Housing & Comm Dev't
SB 268	Crimes: serious and violent felonies. Would include the rape of an intoxicated person wherein the defendant drugged the victim, as specified, in the list of violent felonies.	Support	Assembly - Public Safety
SB 271	Powered wheelchairs: repair.	Support	Assembly - Judiciary
SB 274	Suspensions and expulsions: willful defiance.	Support	Assembly - Education
SB 280	Review of conservatorships: care plans. Would require a conservator to file a care plan regarding the care, custody, and control of the conservatee.	Watch	Assembly - Second Reading
SB 299	Medi-Cal eligibility: redetermination.	Support	Assembly - Health
SB 302	Compassionate Access to Medical Cannabis Act. Would expand provisions to allow patients' use of medicinal cannabis within health care facilities who are over 65 years of age with a chronic disease.	Watch	Assembly - Appropriations
SB 318	"2-1-1" information and referral network.	Support	Assembly - Human Services
SB 323	Pupils with exceptional needs: individualized education programs: emergency safety procedures.	Support	Assembly - Education
SB 326	Mental Health Services Act. (Related to reimbursement claims)	Watch	Assembly - Health
SB 349	Criminal procedure: competence to stand trial.	Watch	Assembly - Public Safety
SB 354	Special education: inclusive education: universal design for learning: inclusive practices.	Watch	Assembly - Education
SB 363	Facilities for inpatient and residential mental health and substance use disorder: database.	Support	Assembly - Appropriations
SB 402	Emergency services: limiting police response.	Watch	Senate - Health
SB 408	Foster youth with complex needs: regional health teams.	Support	Assembly - Health
SB 424	Medi-Cal: Whole Child Model program.	Watch	Assembly - Health
SB 445	Special education: individualized education programs: translation services.	Support IRC Support	Assembly - Education



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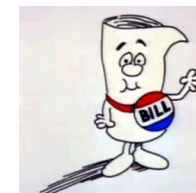
<u>SB 447</u>	GO-Biz. Would establish the Building and Reinforcing Inclusive, Diverse, Gender-Supportive Equity Project (BRIDGE Project) to promote social equity, civil rights, and antidiscrimination through marketing and advertising campaigns.	Watch	Assembly - Jobs, Economic Dev't & Economy
<u>SB 463</u>	Dependent children.	Watch	Assembly - Human Services
<u>SB 483</u>	Pupil rights: prone restraint.	Watch	Senate - Education
<u>SB 496</u>	Biomarker testing. Would require a health care service plan contract or health insurance policy to provide coverage for medically necessary biomarker testing.	Support	Assembly - Health
<u>SB 509</u>	School employee and pupil training: youth mental and behavioral health: mental health education.	Watch	Assembly - Education
<u>SB 525</u>	Minimum wage: health care workers.	Support if Amended	Assembly - Labor & Employment
<u>SB 544</u>	Bagley-Keene Open Meeting Act: teleconferencing. Would remove the requirements that a state body post agendas at all teleconference locations, that each teleconference location be identified in the notice and agenda of the meeting or proceeding, and that each teleconference location be accessible	Support	Assembly - Governmental Organization
<u>SB 578</u>	Juvenile court: dependents: removal.	Watch	Assembly - Human Services
<u>SB 582</u>	Health records: EHR vendors.	Watch	Assembly - Second Reading
<u>SB 585</u>	Disability access: construction-related accessibility claims: statutory damages: attorney's fees and costs	Watch	Assembly - Judiciary
<u>SB 600</u>	California CalFresh Minimum Benefit Adequacy Act of 2023.	Support	Assembly - Human Services
<u>SB 635</u>	Early education and childcare.	Support	Assembly - Health
<u>SB 639</u>	Alzheimer's disease.	Watch	Assembly - Third Reading
<u>SB 673</u>	Emergency notification: Ebony Alert: missing Black youth.	Watch	Assembly - Emergency Management
<u>SB 686</u>	Domestic workers: occupational safety.	Watch	Assembly - Labor & Employment
<u>SB 717</u>	County mental health services.	Watch	Assembly - Health
<u>SB 805</u>	Health care coverage: pervasive developmental disorders or autism. Would expand the criteria for a qualified autism service professional to include a behavioral health professional and a psychology associate, an associate marriage and family therapist, an associate clinical social worker, or an associate professional clinical counselor. Would expand the criteria for a qualified autism service paraprofessional to include a behavioral health paraprofessional.		Assembly - Human Services
<u>SB 819</u>	Medi-Cal: certification.	Watch	Assembly - Health
<u>SB 824</u>	Foster care.	Watch	Assembly - Appropriations



LEGISLATIVE REPORT

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SB 842	California Interagency Council on Homelessness. Would add the Director of Developmental Services to the council.	Support	Assembly - Appropriations
SB 875	Referral source for residential care facilities for the elderly: duties.	Watch	Senate - Human Services
SCR 51	Special Olympics Day.	Support	CHAPTERED

Color Key: Blue - Developmental Services, Orange - Education, Green - Health

LEGISLATIVE UPDATES:

Since the last IRC Board of Trustees meeting on May 8, 2023, IRC has sent letters of support for AB 649, AB 312, SB 445, AB 1466, AB 611. On April 14, 2023, the CE Cultural Competency Team attended and provided public input at Assembly Member Dr. Corey Jackson's listening session. The comments were on the need for the D/HH Plus clients of IRC, support of AB 649, and the need to allocate funds to the Regional System of Care from the Master Mental Health Plan for crisis intervention services.

Grassroots Day was held virtually on March 29, 2023. This year's team met with seven state senators and assembly members or their staff. The team was composed of Managers Dr. CJ Cook and Lilliana Garnica, Enhanced Case Services; Stephen Donahue, IRC Client Advocate; April Stewart, IRC Vendor Committee (VAC) Chair and Director of Government Relations at 24Hour Home Care. This year's team added four new members: Amalia Barcelo-Huizar, Parent Ambassador Spanish Language – Riverside County; Martin Morales, Language Access and Cultural Competency (LACC) Specialist; Estefania Pena, IRC's Deaf and Hard of Hearing Cultural Specialist; and Maria Rodriguez, IRC Cultural Specialist.

Key advocacy points included the repeal of fees on families, provider rate reform, stabilizing regional center service coordination and advocacy for AB 649 (Wilson) to repeal an administrative appeal mandate.

UPCOMING LEGISLATIVE DEADLINES & EVENTS:

June 15 **Budget Bill** must be passed by midnight
July 14 Last day for **policy committees** to meet and report bills. Summer Recess begins upon adjournment.
Aug. 14 Legislature reconvenes from Summer Recess
Sept. 1 Last day for **fiscal committees** to meet and report bills/Last day for suspense hearings
Sept. 5-14 **Floor session only.** No committee may meet for any purpose except Rules Committee and Conference Committees
Sept. 8 Last day to **amend** bills on the Floor
Sept. 14 Last day for each house to pass bills. Recess begins upon adjournment.
Oct. 14 Last day for Governor to sign or veto bills passed by the Legislature
Jan. 1, 2024 Statutes take effect



**BOARD OF TRUSTEES REPORT, RESPECTFULLY SUBMITTED BY LAURA MILLER
July 10, 2023**

Cash Assets May 31, 2023	\$22,764,654.37
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COMMITTEE MEMBERS

Tom Cosand, Drew Cutler, Bob McGuire, Debra Mannon, Stephen May,
Evan Page, Jack Padilla, and Steve Spears

WHY DO I NEED A SPECIAL NEEDS TRUST (SNT)?

SSI and Medi-Cal are needs based public benefits. Many disabled individuals will be eligible for SSI because they have assets under \$2,000.00. If a disabled person receives a personal injury settlement or inheritance, they may lose their eligibility for these programs. Master Trust is a pooled trust which satisfies the requirements of 42 USC §1396p(d)(4)(C) and California Code of Regulations §50489.9(a)(4).

Certain types of trusts that are funded from the disabled person's own funds are exempt from being counted as a resource of the disabled person for purposes of determining eligibility for SSI and Medi-Cal if they meet the following requirements:

1. The trust is established and managed by a non-profit association.
2. A separate account is maintained for each beneficiary of the trust, but for purposes of investment and management of funds, the trust pools these accounts.
3. Accounts in the trust are established solely for the benefit of individuals who are disabled (as defined in 42 USC §1382c (a) (3)) by the parent, grandparent, conservator, or legal guardian of such individuals, by such individuals, or by a court.
4. To the extent that amounts remaining in the beneficiary's account upon the death of the beneficiary or other termination of the trust are not retained by the trust, the trust pays to the State from such remaining amounts in the account an amount equal to certain government benefits paid on behalf of the beneficiary, subject to certain limitations.

ACCESS

In April and May of 2023, 173 distribution requests were processed totaling \$169,951.92. Requests included; association dues, attendant services, bus pass, cable bills, cell phone bills, cleaning services, clothing, companion services, electronics, entertainment, gym membership, hygiene products, incontinence supplies, landscape services, legal fees, medical/dental expenses not covered by insurance, nicotine patches, quarterly taxes, pest control, pool maintenance, pre-need burial, rent, salon services, storage fees, utilities, vacations, vehicle insurance, and vehicle repairs.

memo

Another Way

To: Board of Trustees
From: Andrea Gonzales
CC: Lavinia Johnson, Sandra Guzman
Date: 6-23-23
Re: Announcement of New Another Way Officers

Please share this information with Inland Regional Center's Board of Directors at the July 2023 Board Meeting. Below is a list of our new officer nominations.

New Officers Roster:

Carolina Saucedo – Vice Chair: I have been with IRC since 2013 and am currently a Consumer Services Coordinator with West End School Age. I have volunteered with Another Way since 2014 and enjoy serving my community because of the direct connection with the consumers. As a CSC, I can see firsthand what some families experience, and as an Another Way volunteer, I am able to bridge the gap to have their needs met. Events such as the food drives and toy drives, when we have opportunities to see families, is a reminder of why I continue to volunteer; their smiles of gratitude are priceless!

Katie Lee- Treasurer: I am the Program Manager for the Riverside Pre-School East unit. I have volunteered with Another Way for the past 6 years. I enjoy volunteering because I am contributing to a good cause that is important to me. It brings me joy to be able to assist consumers and families that are in need and/or are experiencing a temporary setback.

Ramon Quezada – Assistant Treasurer: I currently hold the position of Consumer Services Coordinator at IRC. I have had the privilege of working with and helping children with disabilities and their families for almost 10 years. I have also had the privilege for the past 6 years to work as a volunteer for Another way. I have learned so much from my coworkers who willingly and with great enthusiasm provide their valuable time to Another Way. Their sense of humbleness and wanting to help those in need is what drives my own willingness to invest in helping these children and their families. Within the past 7 years I have laughed and overcome with many emotions for the rewards of helping those in needs are not measured with standard tools but rather with the positive outcomes, results, and joy that I have seen in many families faces after being able to help and provide some relief to their situations. My goal is to continue to grow and learn ways on how to continue to assist those in need.

Guadalupe Lara – Secretary: I hold the position of Consumer Service Coordinator. I've have worked at IRC and been an official Another Way Advisory Member for 6 years. I have been an honorary volunteer with Another for over 20 years. I started my volunteer service by picking up turkeys from Stater Brothers for Thanksgiving Gift Baskets. This began my journey of helping at Toy Drives and Food Drives and now serving as the Another

Way Secretary. I believe in helping people when they do not have the economic means to help themselves, that is why I believe in donating and contributing.

Gabriela Hernandez – Assistant Secretary: I have had the opportunity to work for Inland Regional Center for 23 years. The last 8 years as Program Manager for a school age unit. Volunteering for Another Way gives me the opportunity to stay connected with IRC families of all ages. I have volunteered for 7 years; it is an amazing opportunity to make a difference in someone's life.

MASTER TRUST OF CALIFORNIA INVESTMENT OBJECTIVES AND POLICIES

I. INTRODUCTION

Master Trust of California (MTC) is a pooled special needs trust program operated by Inland Counties Regional Center, Inc. a California Non-Profit Corporation, and is committed to serving the needs of individuals with special needs and their families. All of the trusts administered by MTC are Special Needs Trusts, which allow the disabled beneficiary to hold assets in trust to provide for their current and future supplemental needs while retaining eligibility for public benefits such as SSI and Medi-Cal.

II. PORTFOLIO COMPOSITION AND ASSET ALLOCATION

Objectives

The primary investment objective is to preserve capital balanced with conservative growth.

Investments will be focused on quality securities that are diversified among asset classes and within a broad range of government and industry categories for each asset class to help minimize risk. Low cost, high quality, institutional style investment solutions will be used where available and present.

Risk and return are considered inseparable. There exists a correlation between portfolio returns and the amount of portfolio risk one is willing to accept. Portfolio's emphasizing solely long-term growth tend to experience high price fluctuations over the short-term. Growth comes with a price of higher volatility and larger valuation swings.

Diversification

Diversification is a risk management strategy that combines a wide variety of investments within a portfolio. It attempts to limit exposure to any singular investment or asset class. Diversification is an all-weather portfolio advantage.

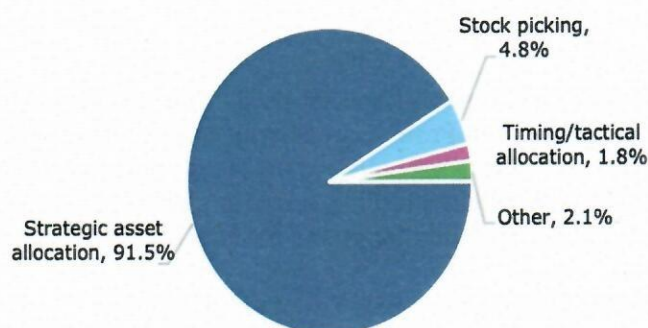
By combining assets through diversification, the MTC seeks to minimize volatility yet optimize returns for a given level of risk. The rationale behind this technique is that a portfolio constructed of different asset classes will, in theory, yield higher long-term returns with lower volatility compared to the risk of any individual holding or security.

Diversification is an admission that we cannot predict the future. Since the future is unknowable, diversification, the combining of different assets with different return characteristics and risk profiles, is a core Master Trust principle.

Strategic Asset Allocation

Asset allocation is an investment theory that aims to determine portfolio return attribution. In other words, "What makes a portfolio go up, and what makes it go down".

Widely accepted research by Brinson, Beebower and Singer determined that a portfolio's asset allocation decision was responsible for the majority of its variation of return. According to their research, individual security selection and market timing contributed less than 7% of a portfolio's return.



MTC will focus on the asset allocation decision and minimize individual security selection and short-term market timing.

Asset Classes		
U.S. Equities	International Equities	Government Debt
Corporate Debt	Commodity	Real Estate
Precious Metals	Certificate of Deposits	Foreign Exchange

Investment vehicles that compliment a strategic asset allocation strategy are:

- low-cost institutional style mutual funds
- exchange traded funds (ETFs) from experienced, reputable providers

Many large pensions, trust and foundations rely on these investment vehicles as primary tools in implementing their strategic asset allocation strategy.

Re-Balance

Over time, the return of asset classes can be quite uneven. If left unattended, a portfolio's risk characteristics can be altered by market returns. Periodic re-balancing allows investment portfolios to keep its risk levels in check and prevent imbalances. The Master Trust portfolio will be re-balanced, as necessary, but at least once a year.

Cost Efficiency

Investment management, transaction, custodial, research and consulting fees are all money management realities. Acknowledging and monitoring these costs are part of a successful investment process.

Minimizing or eliminating costs like frequent transactions, commissions, high expense mutual funds, front-end load mutual funds and contingent deferred sales charges contributes to enhanced portfolio returns.

Time Horizon

The MTC portfolio is invested with a time horizon outlook of between 7 to 10 years.

Risk Profile

The risk profile for the MTC portfolio is to preserve capital balanced with conservative growth.

Restricted Direct Investment Securities

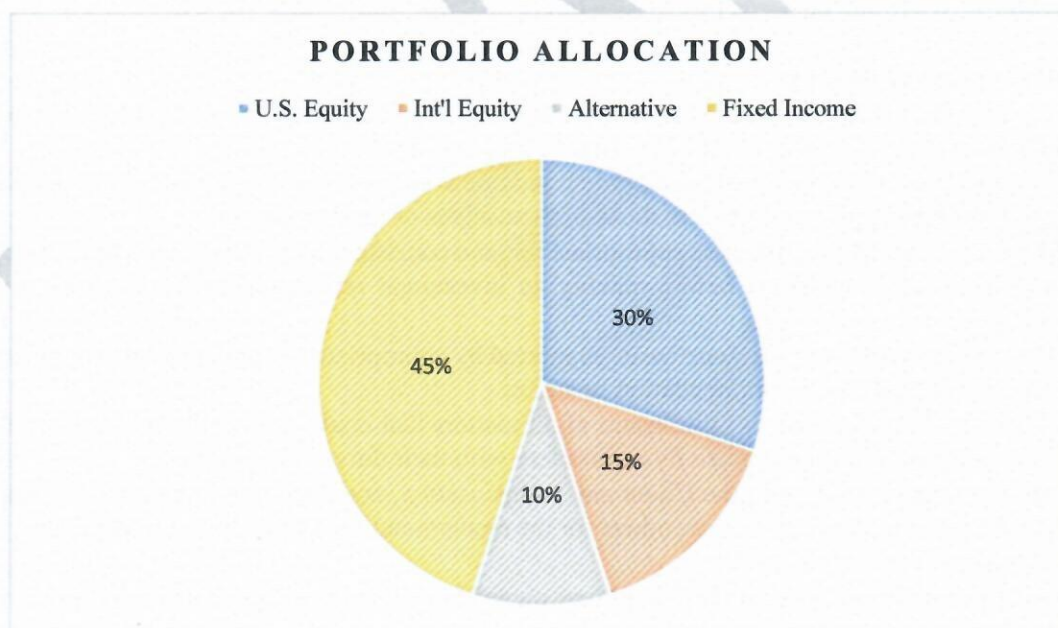
The MTC portfolio shall not include any of the following types of investments:

- Annuities
- Cryptocurrency
- Non-Fungible Tokens (NFTs)
- Leveraged Exchange Traded Funds
- Stand alone Futures
- Stand alone Options
- Stand alone REIT's
- Special Purpose Acquisition Companies (SPAC)
- Private Equity
- Individual Bonds

Target Portfolio

Investment objective and risk profile are two primary asset allocation determinants. Also important are general market investment conditions: interest rates, economic growth expectations, inflation outlook, valuation levels, political stability.

With the understanding that Policy Targets are long-term in nature and will change given general investment market conditions, a target portfolio example would be:



Target Allocation	Asset Class	Range
30%	U.S. Equity	10 – 60%
15%	International Equity	0 – 30%
10%	Alternative	0 – 20%
45%	Fixed Income / Cash	20 – 80%

Actual portfolio allocations will vary within the above ranges given the Investment Committee's outlook for optimal returns given prevailing market conditions.

U.S. Equity: U.S. Domestic Stocks

International Equity: Foreign Stocks

Alternative: Commodity, Real Estate, Precious Metals

Fixed Income/Cash: Bills, Notes and Bonds (Govt, Corporate, Domestic and Foreign)

Benchmarks*		
Asset Class	Benchmark	General Description
U.S. Equity	S&P 500	U.S. Domestic Stocks
International Equity	MSCI EAFE	Foreign Stocks
Alternative: Commodity	MSCI World Na Resources	Natural Resources
Alternative: Precious Metals	LBMA Gold Price	Gold
Fixed Income Govt Bond	US Bloomberg Long Treasury	US Bloomberg Long Treasury
Fixed Income Corporate Bond	Bloomberg US 5-10 Yr Corp	Corporate Bonds
Cash	1-3 Month US Treasury Index	ST Money Market

*Note: particular funds may be benchmarked to a more specific benchmark than listed above.

Taxation

Designated as a California Special Needs Trust (SNT), the MTC is subject to taxation.

The tax impact of purchasing and selling securities and their interest and dividends will be taken into consideration as one of the many factors in developing the portfolio.

Duty and Conflicts of Interest

All members of the Master Trust Committee, the Investment Committee and any investment advisor or consultant have a duty of loyalty to the MTC (the Client) and must:

- Act with reasonable care, exercise prudent judgment and must act for the benefit of the Client and place the Client's interests before those of themselves or their employer.
- Determine that an investment is appropriate for, and consistent with, the Client's written objectives, mandates, and constraints before making an investment recommendation or taking investment action.
- Have a reasonable and adequate basis, supported by appropriate research and investigation, for any investment analysis, recommendation or action.
- Promptly make full and fair disclosure of all matters that could reasonably be expected to impair their independence and objectivity or interfere with their duty to the Client.
- Must promptly disclose to the Client any compensation, consideration or benefit that has been or will be received from, or paid to, others for the recommendation of, or investment in, any particular investment product or service.
- Must promptly disclose to the Client any ownership of, or financial interest in, any investment product or service that is recommended to the Client.

III. MONITORING OF OBJECTIVES AND RESULTS

- A. All objectives and policies are in effect until modified by the Investment Committee, which will review them as needed for their continued appropriateness. The Investment Committee will meet as needed to review the performance of the portfolio.

- B. If at any time any investment manager or consultant believes that any policy guideline inhibits his or her investment performance, it is his or her responsibility to communicate this view to the Investment Committee.
- C. The trust portfolio will be monitored on a periodic basis for consistency of investment philosophy, return relative to objectives, and investment risk. Risk will be evaluated as a function of asset concentration, exposure to extreme economic conditions, and performance volatility. The trust portfolio will be reviewed by the Investment Committee as needed, but results will be evaluated over rolling five-year periods. However, the Investment Committee will regularly review the investment advisors or consultants to confirm that the factors underlying the performance expectations remain in place.
- D. Investment advisors or consultants will report the following information to the Investment Committee at least annually: total return (on time-weighted basis, before fees and after fees) in the aggregate, and disaggregated for the equity and fixed income portions, net of all commissions, and purchases and sales for the quarter. Regular communication concerning investment strategy and outlook is expected. Additionally, the investment advisors or consultants are required to promptly inform the Investment Committee of any change in firm ownership or fundamental investment philosophy, any significant change in organizational structure or professional personnel, any change in portfolio manager(s) for the MTC's account or any change in the investment advisors' or consultants' registration status with any regulatory agencies such as the S.E.C.
- E. At all times the investment and management of the assets in the Master Trust portfolio shall comply with the California Uniform Prudent Investor Act (*Probate Code §§ 16045 et seq.*).

IV. PERIODIC INVESTMENT REVIEWS

- A. Trust performance will be measured by the asset allocation and appropriate established benchmarks. Reviews must be periodic and not less than annually. Should performance in any particular asset class lag, changes would be considered.
- B. The investment advisor or consultant is required to report to the Investment Committee any areas of underperformance. Watchlists will be created for underperforming funds and/or securities. Underperforming funds and/or securities can be monitored and removed or replaced, if warranted.
- C. The Investment Committee will periodically review the related services provided to the trust, including custodial services and consulting.



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

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MEMORANDUM

To: Lavinia Johnson

Date: June 2, 2023

From: Steven K. Beckett

Re: Amendment of Bylaws

In connection with the operations of Master Trust of California (MTC), there are situations when it would be useful for the Trust Administrator to have the authority to sign on behalf of IRC in connection with the operations of MTC. Also, the Bylaws need to be clarified to show that the General Counsel also acts as a Director of certain departments. Finally, the names of certain Director positions also need to be updated in ARTICLE X, Section 11.

Therefore, I am proposing that ARTICLE VI, Section 13 and ARTICLE X, Section 11 of the Bylaws be amended to read as follows (new language in red):

ARTICLE VI – OFFICERS

Section 13. GENERAL COUNSEL.

The General Counsel/**Director of Human Resources and Legal Affairs**, shall be the chief legal officer of the Corporation; shall have general charge of all legal matters pertaining to the Corporation; shall attend meetings of the Board and its Committees, as necessary; shall represent or arrange for the representation of the Corporation in all legal proceedings; shall provide general corporate legal advice and consultation to the Executive Director, Associate Executive Director, Directors, Managers and staff as necessary or as directed by the Executive Director; shall oversee the provision of all legal services to or by the Corporation to the extent allowed under the law; may provide information, advice and training to the Board of Trustees to the extent allowed under the law; and, **as their Director**, shall have general supervision and oversight of the Human Resources Department, Master Trust of California and the Legal Affairs Unit. Except as otherwise provided in these Bylaws, the General Counsel shall be an *ex officio* member of all committees. The General Counsel shall also have such other powers and perform such other duties as these Bylaws may provide.

ARTICLE X - MISCELLANEOUS

Section 11. EXECUTION OF CONTRACTS AND OTHER DOCUMENTS.

Any contract, memorandum of understanding, conveyance or other instrument in writing, and any assignment or endorsement thereof, which is to be entered into between the Corporation and any other person, organization or public or private entity shall be signed by either the Executive Director/CEO or the Associate Executive Director/COO. If both the Executive Director/CEO and the Associate Executive Director/COO are absent or are unable or unwilling to act, then either the Chair or Vice-Chair of the Board may act in their place. If both the Chair and Vice-Chair of the Board are absent or are unable or unwilling to act, then any other Trustee may act in their place.

The General Counsel/**Director of Human Resources and Legal Affairs**, Director of Financial Services/CFO, Director of Community Services, Director of Adult Services, Director of **Pre-School and Children Services**, **Director of Transition & Special Services**, Director of Intake, Clinical Services and Early Start, and the Directors of any other programs that may be established by the Corporation, have the authority to execute any contract, memorandum of understanding, conveyance or other instrument in writing, and any assignment or endorsement thereof, which is to be entered into between the Corporation and any other person, organization or public or private entity with respect to those items that relate to their respective areas of responsibility. In the event a Director is absent or is unable or unwilling to act, then any other Director may act in their place. If all of the Directors are absent or are unable or unwilling to act, then any Trustee, who is not already acting in place of a Director, may act in their place.

The Trust Administrator for the Master Trust of California, a fictitious business name of the Corporation and previously known as the Inland Counties Master Trust, has the authority to execute any contract, memorandum of understanding, conveyance or other instrument in writing, and any assignment or endorsement thereof, which is to be entered into between the Corporation and any other person, organization or public or private entity with respect to those items that relate to the Master Trust of California and/or the Inland Counties Master Trust. In the event the Trust Administrator is absent or is unable or unwilling to act, then the Executive Director or any other Director may act in their place.

The Executive Director/CEO may designate other individuals within the Corporation who are authorized to execute any contract, memorandum of understanding, conveyance or other instrument in writing, and any assignment or endorsement thereof, which is to be entered into between the Corporation and any other person, organization or public or private entity with respect to items that relate to each individual's area of responsibility.

Unless so authorized by the Board or these Bylaws, no Trustee, officer, agent, or employee shall have any power or authority to bind the Corporation to any contract or other instrument in writing, or to pledge its credit or render it liable for any purpose or in any amount.

This can be presented at the July 10, 2023 Board meeting with the request that the Board approve it as of July 1, 2023.

Thank you.

TUITION REIMBURSEMENT PROGRAM

Introduction

Pursuant to *Welfare and Institutions Code (WIC)* § 4699.4, the Regional Center Employee Tuition Reimbursement Program was established by the Department of Developmental Services (DDS) and is being administered by each of the individual Regional Centers. The program is for regional center employees who are seeking a degree or certification in a health or human services related field. The purpose of this program is to enhance regional center services received by our consumers, recruit new employees, increase subject matter expertise and career advancement options within IRC, and improve employee retention rates. The implementation of the program is contingent upon funding from DDS. Once IRC's allocated funding has been exhausted, the program will be suspended until there is additional funding.

IRC may reimburse a qualifying employee up to a maximum of ten thousand dollars (\$10,000) per fiscal year for up to three (3) years. Eligible academic courses must be from an accredited educational institution in a health or human services related field and must be a part of the employee's degree or certification course of study or continuing education courses, seminars or certification exams that are necessary for the employee to maintain an eligible certification or degree. A determination of which accredited educational institutions are approved and what are eligible degree or certification programs, academic courses, continuing education courses, seminars or certification exams is in the sole discretion of IRC.

In order to be eligible for the tuition reimbursement, a participating employee must receive a passing grade in the academic courses for which they are seeking reimbursement, i.e., must meet the minimum requirements of the educational institution in order to receive credit for the course, and be in good academic standing in their degree or certification program. For continuing education courses, seminars or certification exams, the participating employee must submit proof of completion and a passing grade, if required by the institution giving the course, seminar or exam. If any of the above are offered on a "Pass/Fail" basis, the participating employee must receive a "Pass" in order to be eligible for tuition reimbursement.

Tuition expenses must be verified by dated receipts and copies of the final grade(s) or a "Pass" or proof of completion of the academic courses, continuing education courses, seminars or certification exams and/or a copy of the degree or certification must be provided.

The employee's participation in the degree or certificate program, academic courses and/or continuing education courses, seminars or certification exams must be done outside of the employee's usual and customary work schedule unless other arrangements are approved by IRC.

Program Effective Date

Tuition reimbursements are currently available for the three-year period of July 1, 2022 through June 30, 2025.

Eligibility Requirements

An IRC employee may be eligible to participate in the program if they meet all of the following requirements:

- a) Must be a current, active employee at IRC for at least six (6) months and must be working a regular schedule of at least 20 hours per week.
- b) Must be in good standing in regard to their job performance with no Written Warnings or Performance Improvement Plans in the previous six (6) months.
- c) Must be currently enrolled in an approved degree or certification program or in continuing education courses, seminars or certification exams that are necessary for the employee to maintain an eligible degree or certification.
- d) Approval of one tuition reimbursement request does not guarantee approval of subsequent tuition reimbursement requests, whether for the same degree or certification program or a different program.

Program Requirements

- a) The degree or certification program must be offered by an accredited educational institution in a health or human services related field. Programs relating to the management and/or administration of social service agencies or programs will be considered human services related fields.
- b) The employee's pursuit of a degree or certificate program and attendance at any academic courses and/or continuing education courses, seminars or certification exams must be done outside of the employee's usual and customary work schedule unless other arrangements are approved by IRC.
- c) In consideration for receiving tuition reimbursement under this program, participants must agree to work at IRC for no less than one year for each year of tuition reimbursement following either the last year of tuition reimbursement or completion of their degree or certificate program. If any tuition reimbursement is for a period of less than one year, then the work requirement will be prorated to match the length of time of the tuition reimbursement.
- d) An employee may transfer to another regional center to complete the post-tuition reimbursement work requirement in (b). IRC will notify DDS within 30 days after a request from an employee to transfer to another regional center to complete the post-tuition reimbursement work requirement. The receiving regional center is responsible for reporting the information required in *WIC* § 4699.4(g).
- e) Other than an employee transferring to another regional center to complete the post-tuition reimbursement work requirement, should a participating employee be terminated for cause or decides to retire or voluntarily resigns their employment with IRC before completing the required post-tuition reimbursement work requirement, the employee will be subject to repayment of the tuition reimbursements on a pro-rated basis. This does not change the employee's at-will status.

Application Process

- a) Complete the Tuition Reimbursement Application and submit it to the Human Resources Department (HR) for approval.

630 Tuition Reimbursement Program

- b) The requesting employee must provide HR with detailed information about the degree or certification program, academic courses, continuing education courses, seminars or certification exams for which they would like to apply for tuition reimbursement, including the cost and how it meets the program's eligibility requirements.
- c) Once the Tuition Reimbursement Application has been received and reviewed by HR, the HR Manager will notify the applicant if the request is approved.

Reimbursement

- a) Each participant is eligible to receive up to ten thousand dollars (\$10,000) each fiscal year for up to three fiscal years.
- b) IRC will issue tuition reimbursement payments to the approved participants on a quarterly basis.
- c) Consistent with IRS rules, some of the tuition reimbursement payments in a calendar year may be paid to the participants tax-free. The balance of any tuition reimbursement payments over and above the tax-free amount in the calendar year may be taxable income for the participants. Participants are encouraged to consult with their own tax advisor.

Covered Expenses

Only the cost of tuition will be eligible for reimbursement. The cost of school supplies, books, equipment, computers, food, rent, travel, etc. and other non-tuition expenses are not eligible for reimbursement.

Request for Reimbursement Process

- a) Submit the Tuition Reimbursement Request form to HR with the required documents listed in the form.
- b) An employee will not be eligible for tuition reimbursement if they do not complete an approved academic course, continuing education course, seminar or certification exam or if the approved academic course, continuing education course, seminar or certification exam is cancelled. The employee is required to immediately notify HR if either of these situations occur.

Reporting to DDS

IRC is required to submit quarterly reports to DDS on both applicants and participants including, but not limited to, applicant/participant demographics, Regional Center position, degree and field sought, and the length of time employed after completing the degree or certification program.

TUITION REIMBURSEMENT APPLICATION

Employee name: _____ Employee No.: _____

Position: _____

Unit/department: _____

Manager/Supervisor: _____

Degree/Certificate program: _____

Degree/Certificate program description: Attach program description from the educational institution.

Expected completion date for the Degree/Certificate program: _____

Course/Seminar/Exam name: _____

Course/Seminar/Exam description: Attach course/seminar/exam description from the educational institution.

Course/Seminar/Exam date(s): _____

Name, address and phone number of the educational institution:

Educational Institution's minimum grade to receive credit for the course: _____

Tuition:

Tuition for the Degree/Certificate Program: \$ _____

OR

Tuition for the Course/Seminar/Examination: \$ _____

Explain why the Degree/Certificate program and/or the Course/Seminar/Examination meet the eligibility requirements for the Tuition Reimbursement Program:

631 Tuition Reimbursement Application

Post-Tuition Reimbursement Work/Repayment Agreement:

I understand and agree that if this application is approved, reimbursement of tuition will be contingent upon successful completion of the Degree/Certificate program and/or each continuing education course, seminar or examination and submission of a Tuition Reimbursement Request, with all required documentation and dated receipts for tuition payments, within 30 days of being awarded a degree or certification or the successful completion of each academic course, continuing education course, seminar or certification exam; and as long as IRC's allocated funding has not been exhausted.

Initial

I understand and agree that my participation in the degree or certificate program, academic courses and/or continuing education courses, seminars or certification exams must be done outside of my usual and customary work schedule unless other arrangements are approved by IRC.

Initial

I understand and agree that in consideration for receiving tuition reimbursement under this program, I agree to work at IRC for no less than one year for each year of tuition reimbursement following either the last year of tuition reimbursement or completion of my degree or certificate program. If any tuition reimbursement is for a period of less than one year, then the work requirement will be prorated to match the length of time of the tuition reimbursement.

Initial

I understand and agree that I may transfer to another regional center to complete my post-tuition reimbursement work requirement and that I must notify IRC of my intent to do so prior to starting work for the other regional center.

Initial

Other than if I transfer to another regional center to complete my post-tuition reimbursement work requirement, I understand and agree that in consideration for receiving tuition reimbursement under this program, if I am terminated for cause by IRC or if I decide to retire or voluntarily resign my employment with IRC before completing the required post-tuition reimbursement work requirement, then I agree to repay the tuition reimbursements received from IRC on a pro-rated basis.

Initial

I understand and agree that participation in the tuition reimbursement program does not change my status as an at-will employee of IRC.

Initial

I have initialed each of the above paragraphs to confirm that I have read them and understand and agree with them.

Date: _____

Signature of employee

600 TRAINING AND DEVELOPMENT

631 Tuition Reimbursement Application

For HR use only:

Application Approved []

Application Denied []

Reason for Denial: _____

Date: _____ HR Manager: _____

TUITION REIMBURSEMENT REQUEST

Claims for tuition reimbursement must be submitted to the Human Resources Department within 30 days after the employee has been awarded a degree or certification or after the successful completion of each academic course, continuing education course, seminar or certification exam.

Employee name: _____ Employee No.: _____

Position: _____

Unit/Department: _____

Manager/Supervisor: _____

I am requesting reimbursement for the cost of tuition for the following academic course, continuing education course, seminar or certification exam:

Name: _____

Description: _____

Date completed: _____

Grade: _____ Cost of Tuition: \$ _____

The following documents must be provided for each tuition reimbursement request:

1. Dated receipts showing payment of the cost of tuition by the participating employee.
2. Documents showing the successful completion of the academic course, continuing education course, seminar or certification exam and the grade received.

Date: _____

Signature of employee

For HR use only:

Approved []

Denied []

Reason for Denial: _____

Date: _____ HR Manager: _____

INLAND REGIONAL CENTER SALARY SCHEDULE CHANGES FOR FY 2023/2024

Proposed Date of Board Approval: 7/10/2023

Changes are in Green. For employees whose current hourly rate on 6/30/23 is less than the new starting hourly rate for their position, their hourly rate will be changed to the new starting hourly rate effective 7/1/23 with no change in their annual review date. For all other employees, the new salary schedule will be applied at their next annual review date. The use of pre-set steps within salary ranges is being discontinued to avoid confusion.

				Current FY 2022/2023				Proposal for FY 2023/2024			
Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual
Exempt				Exempt							
A	110	11	Executive Director/Chief Executive Officer	\$ 95.5412	\$198,725.70	\$ 128.0343	\$266,311.34	\$ 103.1845	\$214,623.76	\$ 138.2770	\$287,616.16
AC	112	11	General Counsel/Director, HR & Legal Affairs	\$ 187.4426	\$389,880.61	\$ 251.1910	\$522,477.28	\$ 193.0659	\$401,577.07	\$ 258.7267	\$538,151.54
CA	161	11	Director, Financial Services/Chief Financial Officer	\$ 84.5775	\$175,921.20	\$ 113.3419	\$235,751.15	\$ 87.1148	\$181,198.78	\$ 116.7422	\$242,823.78
C	140	21	Director, Adult Services	\$ 76.7143	\$159,565.74	\$ 102.8045	\$213,833.36	\$ 79.0157	\$164,352.66	\$ 105.8886	\$220,248.29
C	141	21	Director, Early Start & Clinical Services								
C	142	21	Director, Community Services								
C	143	11	Director, Transition & Special Services								
C	160	21	Director, IT and Administrative Services								
C	162	21	Director, Pre-School and Children Services								
DB	251	11	Information Technology Manager	\$ 53.8776	\$112,065.41	\$ 83.5820	\$173,850.56	\$ 55.4939	\$115,427.31	\$ 86.0895	\$179,066.16
DB	260	11	Senior Programmer/Analyst								
DC	201	11	Financial Services Manager	New Position and Salary Range				\$ 54.3888	\$113,128.70	\$ 84.3749	\$175,499.79
DA	150	11	Asst. Dir., Transition & Special Services (delete position)	\$ 47.8954	\$ 99,622.43	\$ 74.3015	\$154,547.12	\$ 49.3323	\$102,611.18	\$ 76.5305	\$159,183.44
DA	205	11	Facilities & Procurement Manager								
DA	271	11	Human Resources Manager								
DA	405	11	Controller								
D	211	22	Staff Psychologist	\$ 43.4426	\$ 90,360.61	\$ 58.2171	\$121,091.57	\$ 44.7459	\$ 93,071.47	\$ 59.9636	\$124,724.29
D	218	21	PM - Fair Hearings								
D	219	25	Behavior Specialist								
D	220	25	PM - Clinical Services								
D	221	21	PM - Medicaid Waiver								
D	222	21	Sr. PM - ES and Lanterman Intake								
D	272	21	ES PM & Federal Compliance Specialist								
D	273	25	Board Certified Behavior Analyst (BCBA) - CPP								
D	510	11	Executive Assistant								
H	212	21	PM - Program Manager	\$ 38.5668	\$ 80,218.94	\$ 49.2221	\$102,381.97	\$ 40.5858	\$ 84,418.46	\$ 54.3890	\$113,129.12
H	213	21	PM - Early Start Program								
H	214	21	PM - CIT Program								
H	215	21	PM - Intake & Assessment Program								
H	216	21	PM - Quality Assurance								
H	217	21	PM - RDT Program								
H	223	21	PM - Enhanced Service Coordination								
H	224	21	PM - IDEA and SDP Programs								

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual
H	406	11	Audit Manager								
H	408	11	Payroll Manager								
H	412	11	Case Control Manager								
H	416	11	POS Manager								
H	417	11	Revenue Manager								
H	418	11	Vendorization Manager								
H	438	11	Master Trust Administrator								
P	250	11	Network Administrator	\$ 35.7414	\$ 74,342.11	\$ 47.8969	\$ 99,625.55	\$ 36.8136	\$ 76,572.29	\$ 49.3338	\$102,614.30
P	252	11	Application Developer (I.T. Programmer)								
P	253	11	Business Systems Analyst								
L	309	21	Diversity Outreach Coordinator (Cultural Specialist)	\$ 31.0064	\$ 64,493.31	\$ 39.5728	\$ 82,311.42	\$ 32.5500	\$ 67,704.00	\$ 43.6200	\$ 90,729.60
L	312	21	Consumer Program Liaison Specialist (CMS Specialist)								
L	317	21	Fair Hearings Representative								
L	319	21	Employment Specialist								
L	331	21	Emergency Services Coordinator								
L	342	21	Forensic Liaison/Specialist								
L	346	21	Another Way Coordinator								
L	347	21	Sr. Training Specialist								
L	353	21	Cultural Spec. Deaf & Hard of Hearing								
L	354	21	System of Care Coordinator								
L	355	21	Sr. CSC - SDP Participant Choice Specialist								
UA	420	11	Fiscal Technician	\$ 31.0000	\$ 64,480.00	\$ 45.8010	\$ 95,266.08	\$ 32.5500	\$ 67,704.00	\$ 48.0911	\$100,029.49
UA	440	11	HR Generalist								
UA	522	11	Secretary 5 - Case Management								
UA	608	11	Paralegal								
Non-Exempt				Non-Exempt							
HB	313	25	Occupational Therapist	\$ 34.0394	\$ 70,801.95	\$ 47.8969	\$ 99,625.55	\$ 35.4861	\$ 73,811.09	\$ 49.9325	\$103,859.60
HB	338	25	Physical Therapist								
K	240	25	Clinical Nurse Specialist 2	\$ 30.2679	\$ 62,957.23	\$ 38.6303	\$ 80,351.02	\$ 31.5543	\$ 65,632.94	\$ 42.2857	\$ 87,954.26
K	241	25	Nurse Specialist - CDER								
K	242	25	Nurse Specialist - Medicaid Waiver								
K	243	25	Nurse Spec CPP								
K	244	21	Clinical Services Risk Mitigation Nurse								
K	344	21	CPP & Affordable Housing Specialist								
LA	314	11	IT Specialist	\$ 30.0000	\$ 62,400.00	\$ 44.3237	\$ 92,193.30	\$ 31.2750	\$ 65,052.00	\$ 46.2074	\$ 96,111.39
LA	410	11	Auditor 3								
LA	419	11	Account Tech II - POS								
LA	427	11	Account Tech - Payroll								
LS	306	21	Sr Trust Associate	\$ 29.5299	\$ 61,422.19	\$ 37.6884	\$ 78,391.87	\$ 30.9324	\$ 64,339.39	\$ 41.4524	\$ 86,220.99
LS	308	23	Sr CSC - Intake								
LS	318	24	Early Start Infant Services Coordinator								

[illegible]

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual
M	341	23	Preschool Service Coordinator								
M	343	11	Master Trust Associate								
M	345	24	Early Intervention Service Coordinator								
M	348	24	Family Support Specialist								
M	351	21	Resource Specialist - Transportation								
DF	720	23	Case Management Trainee (Full-time)	\$ 21.5000	\$ 44,720.00	\$ 21.5000	\$ 44,720.00	\$ 23.2523	\$ 48,364.78	\$ 23.2523	\$ 48,364.78
DP	721	23	Case Management Trainee (Part-time, 20 hrs/wk)	\$ 21.5000	\$ 22,360.00	\$ 21.5000	\$ 22,360.00	\$ 23.2523	\$ 24,182.39	\$ 23.2523	\$ 24,182.39
N	340	11	Consumer Intake Coordinator	\$ 21.0800	\$ 43,846.40	\$ 29.6616	\$ 61,696.13	\$ 23.1037	\$ 48,055.70	\$ 32.5092	\$ 67,619.14
N	349	11	I.T. Technician 1								
N	350	11	Consumer Intake Transfer-in & Coordination Specialist								
N	352	11	Administrative Project Specialist								
N	431	11	Consumer Svcs Reimbursement Specialist 1								
N	432	11	Consumer Revenue Specialist 1								
N	433	11	Account Clerk - Operations								
N	437	11	Audit Assistant								
N	439	11	Account Clerk - Payroll								
N	569	11	Vendor Data Specialist 2								
W	511	11	Office Asst. to Exec. Asst.	\$ 18.8291	\$ 39,164.53	\$ 26.4947	\$ 55,108.98	\$ 20.9557	\$ 43,587.86	\$ 29.4868	\$ 61,332.54
W	601	21	Legal Affairs Technician - Fair Hearings								
W	602	21	Legal Affairs Technician - Forensic								
W	603	11	Legal Tech - General Counsel								
V	541	11	Quality Assurance Technician - Medicaid Waiver	\$ 18.0311	\$ 37,504.69	\$ 24.1635	\$ 50,260.08	\$ 19.9578	\$ 41,512.22	\$ 28.0827	\$ 58,412.02
V	552	11	Custodian of Records								
V	582	11	Legal Affairs Support Technician - Fair Hearings								
V	583	11	Legal Affairs Support Technician - Forensic								
V	584	11	CST 4 - Communications								
V	585	11	CST 4 - Office Services								
Q	425	11	Facilities Coordinator	\$ 17.1735	\$ 35,720.88	\$ 23.0141	\$ 47,869.33	\$ 19.0074	\$ 39,535.39	\$ 26.7454	\$ 55,630.43
Q	523	11	CST 3 - Program Managers								
Q	524	25	CST 3 - Clinical Support Team								
Q	525	25	CST 3 - Chief, Medical Services								
Q	532	11	CST 3 - Consumer Transfer-In Coordinator								
Q	542	11	CST 3 - Intake								
Q	543	11	CST 3 - Communications								
Q	544	11	CST 3 - Resource Development								
Q	545	11	CST 3 - Case Control								
Q	546	11	CST 3 - Office Services								
Q	549	11	CST 3 - Revenue								
Q	550	11	CST 3 - Consumer Support Tech 3								
Q	554	11	CST 3 - Early Start Secretary								
Q	555	11	CST 3 - Early Start Federal Compliance								
Q	556	11	CST 3 - Early Start Intake								

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual	
Q	559	11	HR Assistant									
Q	563	11	CST 3 - Quality Assurance									
Q	579	11	Facilities Support Technician									
Q	581	11	CST 3 - General Counsel									
AA	526	11	Consumer Intake Clerk - Early Start	\$ 16.4655	\$ 34,248.24	\$ 22.0653	\$ 45,895.82	\$ 18.1023	\$ 37,652.78	\$ 25.4718	\$ 52,981.34	
AA	560	11	CST 2 - Consumer Support Tech 2									
AA	562	21	Training Specialist Assistant									
AA	564	11	Receptionist - Branch Office									
AA	565	11	CST 2 - Case Control/Central File									
AA	566	11	Receptionist - HQ									
AA	567	11	CST 2 - Office Services									
AA	574	11	Vendor Data Specialist 1									
AA	577	11	Consumer Intake Clerk									
AA	580	11	Consumer Data Clerk									
Y	570	11	CST 1 - Consumer Support Tech 1	\$ 15.7500	\$ 32,760.00	\$ 21.1065	\$ 43,901.52	\$ 17.2403	\$ 35,859.82	\$ 24.2589	\$ 50,458.51	
Y	571	11	CST 1 - Medicaid Waiver									
Y	572	11	CST 1 - File Clerk									
Y	573	11	CST 1 - Copier Clerk									
Y	575	11	CST 1 - Quality assurance									
Y	576	11	CST 1 - Fair Hearings and Legal Affairs									
Y	578	11	HR - Clerk									
BB	712	11	Clerical Assistant; part-time 960hrs/yr.	\$ 15.5000	\$ 14,880.00	\$ 19.7824	\$ 18,991.10	\$ 17.2403	\$ 16,550.69	\$ 24.2589	\$ 23,288.54	
EE	715	21	Consumer Advocate; part-time 960hrs/yr.									
Early Start Family Resource Network				Early Start Family Resource Network								
Exempt				Exempt								
FRN10	810 FE34880 HE32860	27	ES FRN Manager - FT FRN Manager - FT (FEC) Manager - FT (Heluna)	ES ES FRN	\$ 31.0000	\$ 64,480.00	\$ 31.0000	\$ 64,480.00	\$ 31.0000	\$ 64,480.00	\$ 31.0000	\$ 64,480.00
Non-Exempt				Non-Exempt								
FRN15	815 FE34881 HE32861	27	ES FRN Program Coordinator - FT ES FRN Program Coordinator - FT (FEC) ES FRN Program Coordinator - FT (Heluna)	New position.				\$ 24.0000	\$ 49,920.00	\$ 24.0000	\$ 49,920.00	
FRN20	820 FE34882 HE32862	27	ES FRN Training Coordinator - 30 hrs/wk ES FRN Training Coordinator - 30 hrs/wk (FEC) ES FRN Training Coordinator - 30 hrs/wk (Heluna)	New position.				\$ 22.0000	\$ 34,320.00	\$ 22.0000	\$ 34,320.00	
FRN25	825 FE34883 HE32863	27	ES FRN Data Clerk - FT FRN Data Clerk - FT (FEC) Data Clerk - FT (Heluna)	ES ES FRN	\$ 22.0000	\$ 45,760.00	\$ 22.0000	\$ 45,760.00	\$ 22.0000	\$ 45,760.00	\$ 22.0000	\$ 45,760.00

Salary Range	Job Code	Dept	Position	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual	Starting Hourly Rate	Starting Annual	Ending Hourly Rate	Ending Annual
FRN30	830 FE34884 HE32864	27	ES FRN Parent Rep. - FT (has prior exp. in pos) ES FRN Parent Rep. - FT (FEC) FRN Parent Rep. - FT (Heluna)	\$ 20.0000	\$ 41,600.00	\$ 20.0000	\$ 41,600.00	\$ 20.0000	\$ 41,600.00	\$ 20.0000	\$ 41,600.00
FRN32	832 FE34885 HE32865	27	ES FRN Parent Rep. - 20 hrs/wk (has prior exp. in pos) ES FRN Parent Rep. - 20 hrs/wk (FEC) ES FRN Parent Rep. - 20 hrs/wk (Heluna)	\$ 20.0000	\$ 20,800.00	\$ 20.0000	\$ 20,800.00	\$ 20.0000	\$ 20,800.00	\$ 20.0000	\$ 20,800.00
FRN35	835 FE34886 HE32866	27	ES FRN Parent Rep. - 30 hrs/wk (no prior exp. in pos) ES FRN Parent Rep. - 30 hrs/wk (FEC) ES FRN Parent Rep. - 30 hrs/wk (Heluna)	New position.				\$ 19.0000	\$ 29,640.00	\$ 19.0000	\$ 29,640.00
FRN40	840 FE34887 HE32867	27	ES FRN Community Navigator - 20 hrs/wk ES FRN Community Navigator - 20 hrs/wk (FEC) ES FRN Community Navigator - 20 hrs/wk (Heluna)	New position.				\$ 19.0000	\$ 19,760.00	\$ 19.0000	\$ 19,760.00
FRN50	850 FE34888 HE32868	27	ES FRN Family Support Specialist - 30 hrs/wk ES FRN Family Support Specialist - 30 hrs/wk (FEC) ES FRN Family Support Specialist - 30 hrs/wk (Heluna)	New position.				\$ 19.0000	\$ 29,640.00	\$ 19.0000	\$ 29,640.00
FRN60	860 FE34889 HE32869	27	ES FRN Secretary - FT FRN Secretary - FT (FEC) Secretary - FT (Heluna)	\$ 18.2500	\$ 37,960.00	\$ 18.2500	\$ 37,960.00	\$ 18.2500	\$ 37,960.00	\$ 18.2500	\$ 37,960.00
FRN70	870 FE34890 HE32870	27	ES FRN Data/Outreach Assistant - 30 hrs/wk ES FRN Data/Outreach Assistant - 30 hrs/wk (FEC) ES FRN Data/Outreach Assistant - 30 hrs/wk (Heluna)	New position.				\$ 18.2500	\$ 28,470.00	\$ 18.2500	\$ 28,470.00
DDS Grant - LACC				DDS Grant - LACC							
Exempt				Exempt							
GR3001	LACC001	30	Language Access & Cultural Competency (LACC) Specialist	\$ 31.0064	\$ 64,493.31	\$ 39.5728	\$ 82,311.42	\$ 32.5500	\$ 67,704.00	\$ 43.6200	\$ 90,729.60
GR3001	LACC009	30	American Sign Language (ASL) Facilitator								
Non-Exempt				Non-Exempt							
GR3002	LACC002	30	CST 3 - LACC	\$ 17.1735	\$ 35,720.88	\$ 23.0141	\$ 47,869.33	\$ 19.0074	\$ 39,535.39	\$ 26.7454	\$ 55,630.43
GR3003	LACC003	30	Parent Ambassador - Tagalog (PT - 24 hrs/wk)	\$ 22.8200	\$ 28,479.36	\$ 22.8200	\$ 28,479.36	\$ 23.7899	\$ 29,689.80	\$ 23.7899	\$ 29,689.80
GR3004	LACC004	30	Parent Ambassador - Mandarin (Chinese) (PT - 24 hrs/wk)	\$ 22.8200	\$ 28,479.36	\$ 22.8200	\$ 28,479.36	\$ 23.7899	\$ 29,689.80	\$ 23.7899	\$ 29,689.80
GR3005	LACC005	30	Parent Ambassador - Arabic (PT - 24 hrs/wk)	\$ 22.8200	\$ 28,479.36	\$ 22.8200	\$ 28,479.36	\$ 23.7899	\$ 29,689.80	\$ 23.7899	\$ 29,689.80
GR3006	LACC006	30	Parent Ambassador - Vietnamese (PT - 24 hrs/wk)	\$ 22.8200	\$ 28,479.36	\$ 22.8200	\$ 28,479.36	\$ 23.7899	\$ 29,689.80	\$ 23.7899	\$ 29,689.80
GR3007	LACC007	30	Parent Ambassador - Spanish - Riverside County - FT	\$ 25.0000	\$ 52,000.00	\$ 25.0000	\$ 52,000.00	\$ 26.0625	\$ 54,210.00	\$ 26.0625	\$ 54,210.00
GR3008	LACC008	30	Parent Ambassador - Spanish - San Bernardino County - FT	\$ 25.0000	\$ 52,000.00	\$ 25.0000	\$ 52,000.00	\$ 26.0625	\$ 54,210.00	\$ 26.0625	\$ 54,210.00

300 EMPLOYEE BENEFITS AND SERVICES

341 Longevity Leave of Absence Policy and Procedures

1. This type of leave is granted to full-time, regular employees whose usual and customary schedule is to work 40 hours per week and were hired on or before June 30, 2023.
2. Eligible employees hired on or before August 31, 1999 are entitled to 240 hours of paid Longevity Leave after 10 years of employment and after each additional 10 years of employment.
3. Eligible employees hired on or after September 1, 1999 and on or before June 30, 2023 are entitled to 160 hours of paid Longevity Leave after 10 years of employment and after each additional 10 years of employment.
4. Longevity Leave does not accrue, nor is it earned, on a pro rata basis. The full 10 years of employment must be completed before Longevity Leave is earned.
5. Employees hired on or after July 1, 2023 are not eligible for a Longevity Leave of Absence.
6. Longevity Leave must be taken in increments of 40 hours.
7. Longevity Leave must be taken within twenty-hour (24) months after each of the employee's 10-year anniversary dates. An eligible employee's Director may grant an extension of up to 6 months for the employee to use their Longevity Leave. Extensions after 6 months may only be approved by the Executive Director.
8. Eligible employees requesting a Longevity Leave of Absence must complete the appropriate HR form and submit it to their manager for approval 60 days in advance of the date the Longevity Leave is to start or, if a 60-day advance notice isn't possible, then as soon as possible once the employee decides to request a Longevity Leave. Once the Longevity Leave of Absence request form has been approved by their manager, it must also be approved by the HR Manager and the employee's Director. Once the Leave of Absence request has been approved by the HR Manager and the employee's Director, it must then be submitted to the Executive Director for final approval. IRC reserves the right, in its sole discretion, to deny any request for a Longevity Leave of Absence that is submitted less than 60 days in advance, if there are pending disciplinary actions against the employee or if granting the request would be detrimental to the operations of IRC.
9. If an eligible employee has not been able to use all of their Longevity Leave during the initial 24-month period plus at least one 6-month extension, and the employee will not be able to use the rest of their Longevity Leave, even if an additional 6-month extension was granted, then the eligible employee will be paid for the unused Longevity Leave at a time to be determined in the sole discretion of IRC based upon IRC's financial condition and the funding provided by DDS. To be eligible to be paid for their unused Longevity Leave, the eligible employee must have made good faith attempts to schedule and use their Longevity Leave during the initial 24-month period and must have been granted at least one 6-month extension.
10. Upon separation/termination of employment, eligible employees will be paid for any unused Longevity Leave.

Memo

To: Board of Trustees
From: Maureen O'Connell, Board Chair
Date: July 10, 2023
Re: Term Extension

Alicia Lara's first term as a Board of Trustee termed on March 10, 2023. Ms. Lara wishes to remain on the Board for a second 3-year term (March 11, 2023 – March 10, 2026). Thank you.