

Regional Center of Orange County

Board Member Application Information

Dear Prospective Board Member:

Thank you for considering service to persons with developmental disabilities in Orange County. The Regional Center of Orange County (RCOC) is one of 21 private, non-profit regional centers serving those with developmental disabilities in the State of California.

The RCOC's Board of Directors is comprised of volunteers from all sectors of the community. Board members play a vital role in providing policy leadership and oversight for our organization. Our regional center's Board of Directors not only helps keep RCOC connected to the community, but responsive to its needs as well.

Please review the enclosed materials, especially the Board Service Roles and Responsibilities document and then fill out the attached Board Member Application *completely* (full disclosure of information is required for consideration).

Please return completed applications to:

**Executive Office
Regional Center of Orange County
P.O. Box 22010
Santa Ana, CA 92702-2010**

Thank you for your interest in serving as a member of the RCOC's Board of Directors.

Sincerely,



Sandy Martin
Board Chairperson

Regional Center of Orange County

P.O. Box 22010

Santa Ana, CA 92702-2010

Board Member Application

Date:

Name:

Home Phone:

Home Address:

City:

Zip:

Occupation:

Employer:

Work Phone:

Email Address:

How did you develop your interest in or knowledge of developmental disabilities? Describe your employment, education or other activities which demonstrate your interest or knowledge.

Please describe your current or past membership in community and/or professional organizations.

Please describe your current or past membership and offices (if any) held on other boards.

Please describe your hobbies and interests.

Do you have any of the following special skills? If so, please check and describe more fully below.

- | | | |
|---|---|---------------------------------|
| <input type="checkbox"/> Business/Management | <input type="checkbox"/> Financial Analysis | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Marketing/Public Relations | <input type="checkbox"/> Political Activism | <input type="checkbox"/> Other: |

Are you currently employed by an organization providing services to people with developmental disabilities? Yes No If yes, please explain:

Are you a member of the governing board of any organization providing service to people with developmental disabilities? Yes No If yes, please explain:

Are you a: (Please check one)

- Person with a developmental disability
- Parent or family member of a person with a developmental disability
- Representative of the general public

Ethnic Background (optional):

| | | |
|------------------|------------------------|-------------------------------|
| African-American | Asian/Pacific Islander | Caucasian |
| Hispanic | Native American/Indian | Other (please specify: _____) |

If you are a person with a developmental disability or the parent or family member of a person with a developmental disability, please indicate the type of disability (e.g., intellectual disability, autism, cerebral palsy, epilepsy or other).

Please provide the following information for two people who know you well and can provide a personal and/or professional reference.

Name: Relationship:

Complete Address:

Phone Number: Best Time to Call:

Name: Relationship:

Complete Address:

Phone Number: Best Time to Call:

- After reviewing the Board Service Roles and Responsibilities Sheet, I understand what my duties would be as an RCOC Board Member.**
- I am willing to serve and have attached a statement saying why I wish to serve on the RCOC Board of Directors and why I believe I am qualified.**
- After reviewing the RCOC Conflict of Interest Governance Policy and the Title 17 Conflict of Interest Standards and Procedures, I assert that I do not have a potential conflict of interest.**

Signature:

Date:

Please return completed form to: Executive Office
Regional Center of Orange County
P.O. Box 22010
Santa Ana, CA 92702-2010

If you have questions, please call: 714-796-5205

Regional Center of Orange County

Board Member Roles and Responsibilities Information Sheet

Roles

The primary role of an RCOC Board Member is to (1) contribute to the defining of the organization's mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of board member and/or officer as stated in the bylaws.

The RCOC Board of Directors has adopted the Carver Model of governance. Therefore, the role of an RCOC Board member is to focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Executive Director, who determines the means of implementation. A document explaining the underlying principles of the Carver Model will be sent to Board applicants upon receipt of their application.

Responsibilities

1. Attend all meetings of the board and committees on which the member serves.
2. Be prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background information.
3. Work with and respect the opinions of others who serve on the board, and to leave personal prejudices out of all board discussions.
4. Act for the good of the RCOC and represent the interests of the people served by RCOC.
5. Represent the RCOC in a positive and supportive manner at all times.
6. Observe the parliamentary procedures and display courteous conduct in all board, committee and task force meetings.
7. Refrain from intruding on administrative and/or operational issues that are the responsibility of management except to monitor results.
8. Avoid conflicts of interest between the board member position and one's personal life. This includes using the board member position for the advantage of family, friends and business associates. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which there is a conflict.
9. Support in a positive manner all actions taken by the board of directors even when in a minority position on such actions.
10. Participate in (1) any scheduled strategic planning or other retreats, (2) board self-evaluation processes, and (3) board development activities that enhance board member skills.
11. Keep confidential information confidential.
12. Never exercise authority as a board member except when acting in a meeting with the full board or as delegated by the board.

Personal Statement

**Please describe why you wish to serve on the RCOC Board of Directors
and why you believe you are qualified**

Signature

Date

Conflict of Interest Information

We would like to identify any potential conflicts of interests before you complete the application process.

Are you or a family member a director, officer, owner, partner, employee, or shareholder of an organization that is a regional center provider?

Family member includes all of the following:

your spouse,
domestic partner,
parents,
stepparents,
grandparents,
siblings,
stepsiblings,
children,
stepchildren,
grandchildren,
parent-in-laws,
brother-in-laws,
sister-in-laws,
son-in-laws and
daughter-in-laws.

You may search a list of organizations that are regional center providers at:

<http://www.rcocdd.com/consumers/resources/> or, you may provide the organization's name and RCOC will notify you if the organization is a regional center provider.

If the answer is yes, you have a potential conflict of interest.

If you have a potential conflict of interest, please call RCOC's Executive Office at 714-796-5205 and we will let you know if you should proceed with the application.

REGIONAL CENTER OF ORANGE COUNTY

CONFLICT OF INTEREST POLICY

A. Background And Purpose

The purpose of this Conflict of Interest Policy is to protect the interests of Regional Center of Orange County, Inc. (RCOC) and ensure that the RCOC complies with all applicable law prohibiting conflicts of interest.

In 2011 the Lanterman Act was amended to provide revised conflict of interest obligations for regional centers. The current provisions regarding conflicts of interest in regional centers are set forth in Welfare & Institutions Code (WIC), Sections 4626, 4626.5, and 4627. In addition, on August 24, 2012, the Department of Developmental Services (DDS) announced that new conflict of interest (COI) regulations that became effective on August 15, 2012. The new regulations are found at Title 17 California Code of Regulations, Sections 54500 through 54535. These regulations implement the 2011 changes in the Lanterman Act that modified the COI obligations for regional centers.

This Policy is also intended to avoid excess benefit transactions under section 4958 of the Internal Revenue Code and comply with the California Nonprofit Integrity Act. This policy is intended to supplement but not replace any applicable state and federal laws governing COI applicable to the RCOC. This policy is intended to include all aspects of the COI provisions in Title 17, Sections 54520 through 54525 of the California Code of Regulations, which sets forth COI Standards for Regional Center Governing Board Members.

B. General Scope of Conflict Laws

The RCOC shall comply with the new regulations (Title 17, Sections 54500-54535) that contain COI rules and obligations that apply to regional centers:

- (1) executive directors,
- (2) governing board members,
- (3) advisory committee board members,
- (4) employees,
- (5) contractors,
- (6) agents, and
- (7) consultants.

1. Governing Board Members

The provisions for handling COI Statements and conflicts by Board Members are contained in WIC, Sections 4626(a), 4626(g), and Title 17, Sections 54532, 54533, and 54534.

2. Executive Directors

The provisions for handling COI Statements and Conflicts by an Executive Director are also similar to those for Board Members. The precise provisions are contained in WIC, Sections 4626(a), 4626(g), and Title 17, Sections 54532, 54533, and 54534.

3. Advisory Committee Board Members

The new regulations also identify possible conflicts for Advisory Committee Board Members. Title 17, Section 54521 states that there is a COI when a regional center advisory committee board member (appointed pursuant to WIC, Sections 4622(i)) is in any of the following positions for a business entity, entity, or provider:

(a) a member of the governing board, (b) a board committee member, (c) an owner, (d) a partner, (e) a shareholder, (f) an agent, (g) a manager, (h) an employee, (i) a contractor, or (j) a consultant, for a business entity, entity or provider from which the regional center purchases, obtains or secures consumer services and that person (a) serves as an officer of the RC board or (b) votes on any fiscal matter affecting purchase of services from RC provider or (c) votes on any matters where the member has a financial interest.

An “advisory committee board member,” as a board member, is required to complete a COI Reporting Statement just like all other board members (Title 17, Sections 54532, 54533, and 54534).

4. Employees

The provisions prohibiting conflicts of interest for employees are contained at Title 17, Sections 54526, 54527, 54528, 54529, and 52530. The basic concept is that regional center employees cannot place themselves in a position where their private, personal interests may conflict with their official duties (Title 17, Section 54529). Employees must be guided solely by the interests of the regional center and its consumers. They may not place themselves in a situation that creates a dilemma about advancing their personal interests instead of acting in the best interests of the regional center.

The new regulations generally provide that the only employees who will have a conflict are employees with “decision or policy making authority” (Title 17, Section 54526). This is generally defined to include all employees except those with purely secretarial or clerical duties. Service Coordinators are deemed to be employees with “decision or policy making authority.”

5. Contractors, Agents and Consultants

The provisions for handling COI Statements and Conflicts for Contractors, Agents and Consultants are also similar to those for employees. Title 17,

Sections 54526, 54527, 54528, 54529, and 54530 identify what will constitute a conflict. Finally, Title 17, Section 54533 addresses resolution of such conflicts.

C. Definitions

1. Decision or Policy Making Authority

The definition of “Decision or Policy-Making Authority” in Title 17, Section 54505(d) states that employees have such authority if they exercise judgment in making decisions that are not solely secretarial or clerical, including employees who make final decisions, compel decisions, make substantive recommendations, vote on obligations, or vote to approve selection of any director, trustee, agent employee contractor for his or her entity.

The law deems Service Coordinators to have “decision or policy-making authority.” This is because they generally participate on planning teams that make decisions, they make decisions about which programs and services to recommend to consumers and finally, Service Coordinators are listed in WIC, Section 4626(e), as persons who must complete the COI Reporting Statements.

2. Family Members

The regulations prohibit both the employee and a family member from holding certain positions and having certain financial interests, so the definition of a “family member” is critical. Most conflicts under these rules occur with family members. Title 17, Section 54505(f) states that the term “Family Member” includes the individual’s:

“spouse, domestic partner, parents, stepparents, grandparents, siblings, step-siblings, children, stepchildren, grandchildren, and in-laws.”

Cousins, aunts, uncles, nieces and nephews are not considered family members.

The RCOC’s employees should avoid conflicts before they occur. The best way to do so is to ensure that a family member does not accept a position that will create a conflict. If a family member does take such a position, it may threaten the position of the employee by creating a conflict.

3. Business Entity. Entity or Provider

Business Entity, Entity or Provider is defined as:

“...any individual or business venture from whom or from which the regional center purchases, obtains, or secures goods or services to conduct its operations. These entities include, but are not limited to, residential facilities, intermediate care facilities, skilled nursing supported and independent living, hospitals, medical groups, activity centers, housing

providers, entities formed in support of the regional center, infant programs, clinics, laboratories, pharmacies, drug stores, ambulance services, furniture stores, equipment and supply stores, physicians, psychologists, nurses, therapists, teachers, social workers, and contract case managers. For purposes of these COI regulations, “business entity, entity or provider” does not include a consumer or family member of a consumer who receives vouchers for consumer services.”

D. Prohibited Conflicts

1. Conflict By Holding Position With Provider

A conflict exists when a Board Member or Executive Director, or family member (Title 17, Section 54520), or an employee with decision making authority, or family member, or a Contractor, Agent or Consultant, or family member (Title 17, Section 54526), is any of the following for a provider:

- (1) a governing board member,
- (2) a board committee member,
- (3) a director,
- (4) an officer,
- (5) an owner,
- (6) a partner,
- (7) a shareholder,
- (8) a trustee,
- (9) an employee,
- (10) an agent,
- (11) a contractor,
- (12) a consultant,
- (13) holds any position of management, or
- (14) has decision or policy making authority for a business entity, entity, or provider.

2. Conflicts By Financial Interest in Provider

A conflict exists if a Board Member, Executive Director, employee, contractor, agent or consultant attempts to make or influence a decision in which the person, or a family member, has an interest. A Financial Interest is defined to include an ownership interest of \$2,000 or more, sources of income or future interests for income of \$500 or more within the prior 12 months, or future interests of \$250 or more (Title 17, Sections 54522 and Section 54527).

3. Conflict Making Contract in which Financially Interested

Under Title 17, Sections 54523 and 54528, Board Members, Executive Directors, and employees, contractors, agents, and consultants, shall not be guided by personal interests and shall not be financially interested in any

contract they make in their official capacity. Such persons shall not make any contract which financially benefits a family member, unless benefits associated with the contract are available to regional center consumers or their families generally. In interpreting and applying this section, the common law doctrine against COI and the authorities interpreting the doctrine shall govern.

4. General Prohibitions Against Conflicts

Board Members, Executive Directors, employees, contractors, agents and consultants must also avoid the general prohibitions against conflicts in Title 17, Sections 54524 and 54529, which are:

General Integrity – Must discharge their responsibilities with integrity and fidelity, and must not place themselves in a position where their private, personal interests conflict with their official duties.

Perform with Diligence – Must exercise powers conferred on the employee with disinterested skill, zeal and diligence for the benefit of regional center consumers.

Conflicts Not Addressed by Regulations - When a person becomes aware of a present or personal COI regarding a particular transaction that the regulations do not address, action must be taken. In that situation, the person must not participate in any discussion and must refrain from making any recommendation or decision regarding the present or potential COI that has not been specifically addressed in the regulations.

5. Conflicts Working with Family Members

Under Title 17, Section 54530(a), a COI exists where a regional center employee participates in the evaluation of an application for employment or bid for position or contract at the regional center, submitted by a family member. Under Title 17, Section 54530(b) a potential COI also exists when a regional center employee supervises his or her family member.

E. Obligations For a Regional Center To Identify Conflicts

1. New COI Reporting Statement (Form DS 6016)

As required by WIC, Section 4626(e), DDS also issued a new DDS COI Reporting Statement that the RCOC will use.

2. Persons Who Must Submit Conflict Statements

WIC, Section 4626(e), provides that this statement must be completed annually by;

“...each regional center governing board member and each regional center employee specified in the regulations, including, at a minimum, the executive director, every administrator, every program director, every service coordinator, and every employee who has decisionmaking or policymaking authority or authority to obligate the regional center’s resources.”

Further, Section 54531(b) of Title 17 provides:

“Each regional center employee, contractor, agent, and consultant, who has authority to act on behalf of the regional center, or who has decision or policy-making authority.., shall complete and file an annual COI Reporting Statement with his or her respective regional center, whether or not the individual has identified a present or potential COI, by August 1 of each year.”

Since some the of conflicts identified do not depend on having “decision making” authority, all employees of the RCOC must complete the COI Reporting Statement.

3. Process For Submission of Statements

- a. Annually: Regional Center Board Members, the Executive Director, and employees, contractors, agents and consultants shall complete and file an annual COI Statement by August 1 of each year (Title 17, Sections 54532(a) and 54531(b)). The statute mandates this for every employee referenced in WIC, Section 4626(e) (WIC, Section 4626(g)).
- b. New Board Members, Executive Directors, Employees, Contractors, Agents and Consultants: Such new persons shall file a COI statement within 30 days of assuming the position (Title 17, Sections 54532(c) and 54531(c); WIC, Section 4626(f)).
- c. Change in Status: Board Members, Executive Directors and regional center employees, contractors, agents and consultants shall complete and file a COI Reporting Statement with the regional center within 30 days of any change in status that creates a COI under Title 17, Sections 54532(d) and 54531(d). “Change in status includes, but is not limited to, a change in financial interests, legal commitment, regional center or board position or duties, or both, or outside position or duties, or both, whether compensated or not” (WIC, Section 4626(h)).
- d. Executive Director Review: The Executive Director shall review each COI Reporting Statement that is submitted and within ten (10) working days of receipt of the statement shall determine whether a COI exists (Title 17, Sections 54531(e); WIC, Section 4626 (k)). Under Title 17, Section 54532, statements submitted by Board Members and the

Executive Director must be submitted to DDS within ten (10) working days of receipt.

- e. Obligations When COI Discovered: Regional centers who learn of an employee with a present or potential COI must either (1) require the employee or other person to eliminate the conflict, or (2) mitigate and manage the conflict through a conflict resolution plan, or the individual shall resign (Title 17, Section 54533(a)).
- f. For Waiver. Regional Center Must submit COI Resolution Plan to DDS: When a regional center employee has identified a present/potential COI and the regional center decides to seek a waiver, it must submit a copy of the completed COI Reporting Statement and a proposed Conflict Resolution Plan to DDS within 30 calendar days of receipt of the statement (Title 17, Section 54533(a) and (b)).

4. Submission of COI Policy to DDS and Posting on Website

The regional center must submit a COI policy to DDS by July 1, 2011, and shall post the policy on its website by August 1, 2011 (WIC, Section 4626.5).

F. Obligation to Resolve Identified Conflicts

When a conflict is identified either through a COI Reporting Statement or by notification of DDS, the Executive Director then has a specific obligation to resolve the matter, and to take certain action.

1. Executive Director Reviews Conflict Statements

Under Title 17, Section 54531(e), a regional center Executive Director is required to review the completed COI Reporting Statement of each employee within ten (10) working days of receipt and determine whether a present or potential conflict exists.

2. Regional Center Must Eliminate Conflict or File Conflict Resolution Plan

Under Title 17, Section 54533(a) a regional center employee with a present or potential COI must eliminate the conflict, or if the regional center permits, manage and mitigate the conflict through a Conflict Resolution Plan, or the individual shall resign. There is no legal obligation to submit a Conflict Resolution Plan, since it is merely an option the regional center may choose to select. The regional center has every right to simply require that the conflict be eliminated.

3. Submission of Conflict Resolution Plan

Whether the Executive Director learns of a conflict either through review of submitted COI Reporting Statements, or from DDS, under Title 17, Section

54533(b) the Executive Director shall either require the conflict to be eliminated, or shall submit an employee's COI Reporting Statement and proposed Conflict Resolution Plan to DDS (1) within 30 days of receipt of the COI Reporting Statement or (2) within 30 days of receipt of DDS' notification of a conflict.

4. Content of Conflict Resolution Plan

Title 17, Section 54533(g) identifies the requirements of Conflict Resolution Plan. It must describe the precise nature of the conflict, including the type of conflict, the relationship between the individuals involved (when a family member is involved), and the roles and identity of each person, i.e. the employee and the family member (Title 17, Section 54533(g)(1)).

Under Title 17, Section 54533(g)(2) the plan must then identify the actions the regional center will take to eliminate or mitigate and manage the conflict. This can involve either, resignation of the family member creating the conflict, refraining from participation in a certain category of matters that create the conflict, a change of position, duties, or assignment, or a divestiture of financial interests.

Further, the plan must "provide a detailed explanation of how each of the proposed actions will eliminate, mitigate or manage the conflict (Title 17, Section 54533(g)(3)). The Plan must provide the name, position, and duties of the individuals who will be responsible for monitoring the plan, (Title 17, Section 54533(g)(4)), and the Plan must be signed by the individuals subject to the Plan under Title 17, Section 54533(g)(4).

5. Posting on Web Site of Conflict

Under Title 17, Section 54533(f), the regional center shall post on the internet each COI Reporting Statement that identifies a present/potential COI that cannot be resolved within 30 calendar days. This posting shall continue until the conflict has either been eliminated or the individual has resigned.

G. Role Of DDS In Monitoring Conflicts

1. Review of Conflict Resolution Plan by Department

Under Title 17, Section 54534(f), DDS shall issue a modification, approval or denial of the proposed Conflict Resolution Plan in writing to the regional center governing board or regional center designated party within 30 calendar days of receipt of a proposed Conflict Resolution Plan.

Title 17, Section 54534(g) provides that if DDS denies a Conflict Resolution Plan, the individual shall have 30 calendar days to eliminate the conflict or to resign.

If a Conflict Resolution Plan is approved, the employee shall fully comply with all the elements set forth in the approved Conflict Resolution Plan (Title 17, Section 54534(j)).

In addition, under Section 54534(k), a new Conflict Resolution Plan shall be submitted to DDS on an annual basis, and upon any change of status that creates a COI.

2. Submission of Conflict Resolution Plan Does Not Authorize Continued Activities that Create Conflict

The submission of a Conflict Resolution Plan does not authorize the employee to engage in the activities that created the conflict. In the words of the regulation, “Individuals shall not engage in activities in which there is a present or potential COI except in accordance with the terms of an approved Conflict Resolution Plan” (Title 17, Section 54534(d)).

3. Sanctions

The RCOC will be vigilant to eliminate and resolve conflicts, since if DDS finds a violation of these provisions, it can provide 30 days to eliminate or resolve the violation. Under WIC, Section 4635(b), if the violation is not so resolved or eliminated, DDS may “take immediate action to commence procedures for termination or nonrenewal of the regional center contract pursuant to W&I Code, Section 4635.”

H. Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a COI, the nature of the conflict, any decision made whether to (1) require the person to eliminate the conflict or (2) file a Conflict Resolution Plan to seek a waiver of the conflict.
2. The names of persons who were present for discussions and votes relating to any decision on the conflict, the content of the discussion, including any alternatives, and a record of any votes taken in connection with the proceedings.

I. Periodic Reviews

To ensure the RCOC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, determine whether compensation arrangements and benefits are reasonable, based on competent survey or other information, and the result of arm’s length bargaining. The RCOC shall review the total compensation of its Executive Director and its Chief Financial

Officer to determine that it is just and reasonable at the time of hiring, whenever an employment contract is reviewed or extended, and when compensation is modified. If employment of such an officer is at will, such a review shall be made at least every twelve months.

J. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the RCOC may, but does not need to, engage consultants. If consultants are used, their use shall not relieve the board or committee of its responsibility for ensuring that periodic reviews are conducted.

GUIDING PRINCIPLES

- The public funds that support the service system are expended in a fashion that is cost-effective, consumer-directed, consistent with good business practices, and that reflect careful stewardship.
- The governing Board of the Regional Center of Orange County is representative of and accountable to the community served by RCOC.
- RCOC Board of Directors will be actively involved in the organization (i.e., attendance and participation). The Board provides appropriate support to maximize effective participation by all its members.