

## **XVIII. TRANSPARENCY AND PUBLIC INFORMATION POLICY**

### **BACKGROUND**

The Regional Center of Orange County (RCOC) recognizes the importance of transparency and accountability to the community it serves. As established in the Lanterman Developmental Disabilities Services Act, RCOC is committed to reporting information with accuracy and transparency and maintaining full compliance with the laws, rules and regulations that govern RCOC's business. This includes Board composition and other public information posting requirements.

### **POLICY**

#### **Reporting on RCOC Board Composition**

By August 15<sup>th</sup> of each year, RCOC will provide the Department of Developmental Services (DDS) detailed documentation, as determined by DDS, demonstrating that the composition of the RCOC Board of Directors is in compliance with the statutory requirements identified in WIC 4622 (WIC 4622.5).

#### **Posting of Public Information**

The Board shall comply with the provisions of the Lanterman Developmental Disabilities Services Act (and any revisions or amendments thereto). For example, as cited in Welfare and Institutions Code 4629.5(a)(b), RCOC will post on its Internet Web site all of the following:

Information regarding requests for proposals and contract awards, service provider rates, documentation related to establishment of negotiated rates, audits, and IRS Form 990. The transparency and public information policy shall be in compliance with applicable law relating to the confidentiality of consumer service information and records, including, but not limited to, Section 4514.

- (1) Regional center annual independent audits.
- (2) Biannual fiscal audits conducted by the department.
- (3) Regional center annual reports pursuant to Section 4639.5.
- (4) Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award.
- (5) Purchase of service policies.
- (6) The names, types of service, and contact information of all vendors, except consumers or family members of consumers.
- (7) Board meeting agendas and approved minutes of open meetings of the board and all committees of the board.
- (8) Bylaws of the regional center governing board.
- (9) The annual performance contract and year-end performance contract entered into with the department pursuant to this division.

- (10) The biannual Home and Community–based Services Waiver program review conducted by the department and the State Department of Health Care Services.
- (11) The board–approved transparency and public information policy.
- (12) The board–approved conflict–of–interest policy.
- (13) Reports required pursuant to Section 4639.5.

Under no circumstances shall this policy be construed to require production of confidential consumer information which is protected by law from disclosure.

### **GUIDING PRINCIPLES**

- The governing Board of the Regional Center of Orange County is representative of and accountable to the community served by RCOC.
- RCOC aspires to the highest standards of ethical conduct: doing what we say; reporting information with accuracy and transparency; and maintaining full compliance with the laws, rules and regulations that govern RCOC’s business.
- The RCOC Board of Directors will possess the highest personal and professional ethics, integrity and values, and be committed to representing the long-term interests of the Orange County community it serves.

*New Policy Development Date: March 16, 2015*

*No Revisions Recommended to the Board: May 7, 2015*

*Date of Next Review: on or before May 7, 2017*