



**COMMISSION OF THE
VENDOR ADVISORY COMMITTEE**
Approved by RCOC Board of Directors June 1, 2017

1.0 PURPOSE OF THE VENDOR ADVISORY COMMITTEE

The Vendor Advisory Committee (VAC) is commissioned by the Board of Directors of the Regional Center of Orange County, Inc. (RCOC) to provide advice, guidance, recommendations, and technical assistance on matters relating to the provision of services to its constituencies, as well as to communicate issues, concerns, best practices, data, etc. to the RCOC, in accordance with Welfare and Institutions Code (WIC), § 4622 (i). As discussed below, the Advisory Committee shall designate one of its members to serve as a member of the regional center board.

2.0 GOALS OF THE VENDOR ADVISORY COMMITTEE

- 2.1 Participate in the development, review, evaluation, and dissemination of policies, regulations, and best practices relating to the provision of services to people with developmental disabilities.
- 2.2 Participate in the review and discussion of the changing support needs of persons with developmental disabilities and in the technical assistance needs of vendors.
- 2.3 Participate in the development, administration, and evaluation of community-based standards of quality for services and supports provided by the vendor community.

3.0 COMPOSITION OF THE VENDOR ADVISORY COMMITTEE

The Committee shall be composed of persons representing various categories of providers from which the RCOC purchases services. Representatives shall be appointed from the major service categories:

- 1) Adult Behavior Management Programs
- 2) Adult Day Programs
- 3) Adult Family Home (AFHA)/Foster Family Agency (FFA)
- 4) Behavior Services
- 5) Community Care Facilities (CCF)
- 6) Early Intervention
- 7) Independent/Supported Living (ILS/SLS)
- 8) Intermediate Care Facilities (ICF)
- 9) Habilitation
- 10) Respite and Allied Health Services

- 3.1 In addition to the above voting members, the VAC will identify and appoint non-voting liaisons from various service partners, e.g., OCTA, CalOptima.
- 3.2 Membership of the VAC shall represent, to the extent feasible, the geographic and ethnic characteristics found in the RCOC's catchment area.

4.0 ACCOUNTABILITY

As per Section 4.10 of RCOC's Bylaws, "Each Committee shall exist for the purpose of providing advice, recommendations and technical assistance to the Board. A Committee shall not have authority to take any action which requires approval of the Board, unless specifically provided for in (RCOC's) Bylaws."

The VAC shall report to the RCOC Board of Directors, through its designated representative, during scheduled meetings of the Board of Directors.

5.0 SELECTION AND TERMS OF COMMITTEE MEMBERSHIPS

- 5.1 Each service category listed under Section 3.0 shall elect and present its primary representative to the RCOC Board of Directors. The RCOC Board of Directors shall, at its sole discretion, be responsible for the appointment of VAC members.
- 5.2 Each service category listed under Section 3.0 may select an alternate voting representative who will serve in the absence of the primary representative. Alternate representatives shall also be appointed at the sole discretion of the RCOC Board of Directors.
- 5.3 VAC members shall be either an employee or a member of the governing body of a vendor within the category they represent on the committee. VAC members shall meet the requirements and standards established by law and regulation for their specific provider categories, as well as applicable RCOC Bylaws and governance policies.
- 5.4 VAC members shall be elected on a rotating basis with one-half of the members, or as close to one-half as is possible, elected annually. Each member shall hold office for a term of two years.
 - 5.4.1 Annually in February, RCOC shall notify service providers and invite them to apply to serve as a member of the VAC in those service categories for which members' terms are ending. In March, applications received will be distributed to the appropriate committee of each service category for which members' terms are ending. Those committees shall elect their VAC representatives, and alternate representatives, and present them at the April VAC meeting.

5.4.2 Annually at the April VAC meeting, the representatives elected from each vendor category shall be reviewed and recommendations for appointments to the VAC shall be made to the RCOC Board of Directors at their May Board meeting. Terms of newly appointed VAC members shall commence in June.

6.0 SELECTION AND TERMS OF OFFICERS

Annually in June, the VAC shall elect a Chairperson and Vice Chairperson to serve a one year term, commencing in July. Each major service category shall have one vote in this election.

6.1 The VAC will elect one of its appointed primary representatives to serve as the Chairperson of the committee and concurrently represent VAC as a member of the RCOC Board of Directors, in accordance with (WIC § 4622 (i)).

6.2 The VAC shall elect one of its appointed members to serve as the Vice Chairperson of the VAC who, in the absence of the VAC Chairperson, will serve as Chairperson. In the absence of the VAC Chairperson, the Vice Chairperson will also report to the Board during scheduled public meetings of the Board of Directors. The Vice Chairperson shall not, however, serve on the RCOC Board of Directors in the absence of the VAC Chairperson.

7.0 TERMINATIONS AND/OR VACANCIES OF VAC MEMBERS

7.1 The RCOC Board of Directors shall have the authority to terminate VAC membership when a member misses three (3) consecutive meetings with unexcused absences and/or when the RCOC Board elects to terminate a member for cause by a vote of two-thirds of the Board members present at any meeting of the Board of Directors and/or when the VAC recommends termination of a VAC member.

7.2 Should a vacancy occur on the VAC, providers of the service category in which the vacancy exists will elect and present to the RCOC Board of Directors for appointment, the individual they are recommending to represent them on the VAC. If a vacancy occurs with the VAC Chairperson position, the VAC shall elect a new Chairperson who shall serve as the replacement on the RCOC Board of Directors for the remainder of the term.

8.0 CONFLICTS OF INTEREST

8.1 Prior to the election of the VAC Chairperson, who also serves on the RCOC Board of Directors, the VAC shall determine the financial interest of each member considered for selection as the designated Board member to assure compliance with WIC § 4622 (k) and 4626, California Code of Regulations, Title 17, Sections 54500-54535 and Welfare and Institutions Code, Section 4626.

COMMISSION OF THE VENDOR ADVISORY COMMITTEE

As defined in Title 17 Section 54522(b), “Financial Interest” includes any current or contingent ownership, equity or security interest that could result, directly or indirectly, in receiving a pecuniary gain or sustaining a pecuniary loss as a result of the interest in any of the following:

- (1) business entity worth two thousand dollars (\$2,000) or more.
 - (2) real or personal property worth two thousand dollars (\$2,000) or more in fair market value.
 - (3) stocks or bonds worth two thousand dollars (\$2,000) or more.
 - (4) intellectual property rights worth five hundred dollars (\$500) or more.
 - (5) Sources of gross income aggregating five hundred dollars (\$500) or more within the prior 12 months.
 - (6) future interests for compensation of five hundred dollars (\$500) or more.
 - (7) personal finances of two hundred fifty dollars (\$250) or more.
- 8.2 The VAC Chairperson is subject to all other provisions of the Lanterman Act regarding RCOC Board membership.
- 8.3 The VAC Chairperson shall not serve on more than one regional center Board at a given time.
- 8.4 In accordance with Title 17, Section 54521, the VAC Chairperson/Board Member, to avoid a legal conflict of interest, is prohibited from:
- 8.4.1 Serving as an officer of the RCOC Board of Directors.
 - 8.4.2 Voting on any fiscal matter affecting the purchase of services from any regional center provider; or
 - 8.4.3 Voting on any matters in which the member has a financial interest as that term is defined in WIC § 4622 (k) and Title 17, section 54522(b).
- 8.5 The Vendor Advisory Committee sitting on the Board must also complete the regional center “Conflict of Interest Reporting Statement” in the same fashion and at the same times as other Board Members.

9.0 FREQUENCY OF MEETINGS

The VAC shall meet monthly, or as determined necessary by VAC members, but not less than quarterly.