

## **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 or not in compliance with the statutory requirements identified in Welfare and Institutions Code (WIC) Section 4622 (WIC §4622.5).

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

RCOC shall comply with the provisions of the Lanterman Developmental Disabilities Services Act and RCOC's contract with DDS regarding transparency and access to public information.

Information regarding requests for proposals and contract awards, service provider rates, documentation related to establishment of negotiated rates, audits, and IRS Form 990 will be posted to RCOC's website and available upon request from RCOC's Custodian of Records.

In accordance with RCOC's contract with DDS, RCOC will also post to its website all of the following:

- (1) Regional center annual independent audits.
- (2) Biennial fiscal audits conducted by DDS.
- (3) Regional center annual reports pursuant to WIC 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 persons served or family members of persons served.
- (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 DDS.

- (10) The biennial Home and Community-based Services Waiver program review conducted by DDS 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) The board-approved Zero Tolerance Policy.
- (14) Regional center data relating to purchase of service authorization, utilization, and expenditure in accordance with WIC Section 4519.5 and RCOC's contract with DDS.
- (15) A link to the DDS website.
- (16) The salaries, wages and employee benefits for all managerial positions for which the primary purpose is the administrative management of the regional center, including, but not limited to, directors and chief executive officers.
- (17) Regional center-specific reports generated pursuant to WIC Section 4571(h).

Under no circumstances shall this policy be construed to require production of confidential information regarding persons served 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.

***Last Policy Review Date: May 15, 2023***

***Date Revisions Approved by Board: June 1, 2023***

***Date of Next Review: on or before June 1, 2025***