

Policy on Transparency and Access to Public Information

Approved by RCDSC Board of Directors on: November 5, 2011

Policy:

It is the policy of Redwood Coast Regional Center (RCRC) to assure that the public has timely access to information regarding agency operations, meetings of the Redwood Coast Developmental Services Corporation Board of Directors (the governing board of Redwood Coast Regional Center), and information regarding available client services. It is also the policy of RCRC to provide services with transparency, allowing access to records and information while upholding client confidentiality according to applicable law.

Access to Records:

In support of Redwood Coast Regional Center's commitment to its policy of transparency and public access to information, the following information and documents will be maintained on the RCRC web site (www.redwoodcoastrc.org) and may be accessed at any time:

1. Regional center annual independent audits.
2. Biannual fiscal audits conducted by the department
3. Regional center annual report 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 clients or family members of clients.
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 conflict-of-interest policy.
12. The regional center annual IRS Form 990 (tax return).
13. The regional center annual independent audit.
14. Requests For Proposals (RFP's)

Information related to the establishment of negotiated rates and service provider rates may be obtained upon written request. All requests for copies of records or additional information will be responded to in writing and provided within a reasonable amount of time. Responses to all such requests will ensure that requirements for client confidentiality, information protected from disclosure by Welfare and Institutions Code, Section 4514, and all other information prohibited by law from disclosure are maintained.