

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 320, MS 3-9
SACRAMENTO, CA 95814
TDD 654-2054 (For the Hearing Impaired)
(916) 654-1958



October 26, 2011

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: PERSONNEL AND ADMINISTRATIVE SERVICES REPORT

Welfare and Institutions Code (Welf. & Inst. Code) section 4639.5 (enclosed) requires regional centers to provide the Department of Developmental Services (Department) a complete and current salary schedule for all personnel classifications used by the regional center. In addition, regional centers are required to report expenditures from the regional center operations budget for all administrative services, except for maintenance, repair, or purchase of equipment or property. This information is to be reported by regional centers in a format prescribed by the Department and will be made available to the public upon request.

To respond to the requirements of Welf. & Inst. Code section 4639.5, the Department has prepared the enclosed forms for you to complete and submit to the Department by December 1, 2011. Please mail, fax, or email the survey to the following address:

Armando Parra
Department of Developmental Services
1600 Ninth Street, Room 320 (MS 3-9)
Sacramento, CA 95814
FAX: (916) 654-3641
Armando.Parra@dds.ca.gov

Please note, Trailer Bill, SB 74 (Chapter 9, Statutes of 2011) added Welf. & Inst. Code section 4629.5 (enclosed), requiring each regional center to include on its Internet Website, as expeditiously as possible, reports required by Welf. & Inst. Code section 4639.5.

"Building Partnerships, Supporting Choices"

Regional Center Executive Directors
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Your timely and complete response to this survey is appreciated. If you have any questions, please contact Armando Parra at (916) 654-2297.

Sincerely,

Original Signed By

BRIAN WINFIELD
Acting Deputy Director
Community Operations Division

Enclosures

cc: ARCA

Welfare and Institutions Code
Section 4639.5

4639.5. (a) By December 1 of each year, each regional center shall provide a listing to the State Department of Developmental Services a complete current salary schedule for all personnel classifications used by the regional center. The information shall be provided in a format prescribed by the department. The department shall provide this information to the public upon request. From February 1, 2009, to June 30, 2010, inclusive, the requirements of this subdivision shall not apply.

(b) By December 1 of each year, each regional center shall report information to the State Department of Developmental Services on all prior fiscal year expenditures from the regional center operations budget for all administrative services, including managerial, consultant, accounting, personnel, labor relations, and legal services, whether procured under a written contract or otherwise. Expenditures for the maintenance, repair, or purchase of equipment or property shall not be required to be reported for purposes of this subdivision. The report shall be prepared in a format prescribed by the department and shall include, at a minimum, for each recipient the amount of funds expended, the type of service, and purpose of the expenditure. The department shall provide this information to the public upon request. Regional centers shall not be required to prepare or submit the report required by this subdivision in 2009.

Welfare and Institutions Code
Section 4629.5

4629.5. (a) In addition to the requirements set forth in Section 4629, the department's contract with a regional center shall require the regional center to adopt, maintain, and post on its Internet Web site a board-approved policy regarding transparency and access to public information. The transparency and public information policy shall provide for timely public access to information, including, but not limited to, 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.

(b) To promote transparency, each regional center shall include on its Internet Web site, as expeditiously as possible, at least all of the following:

- (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.

(c) The department shall establish and maintain a transparency portal on its Internet Web site that allows consumers, families, advocates, and others to access provider and regional center information. Posted information on the department's Internet Web site transparency portal shall include, but need not be limited to, all of the following:

- (1) A link to each regional center's Internet Web site information referenced in subdivision (b).
- (2) Biannual fiscal audits conducted by the department.
- (3) Vendor audits.
- (4) Biannual Home and Community-based Services Waiver program reviews conducted by the department and the State Department of Health Care Services.
- (5) Biannual targeted case management program and federal nursing home reform program reviews conducted by the department.
- (6) Early Start Program reviews conducted by the department.
- (7) Annual performance contract and year-end performance contract reports.

**REDWOOD COAST REGIONAL CENTER
09/10 Administrative Services**

Contact: Robert Avery

Telephone: 707-462-3832

<u>Recipient of Funds</u>	<u>Type of Service</u>	<u>Purpose of Expenditures</u>	<u>Amount Expended in FY 09-10</u>
Accounting Fees			
Windes & McClaughry	Consultant	Accounting	52,500.00
			52,500.00
Legal Fees			
Kern Regional Center	Consultant	Legal	20,118.60
Littler Mendelson	Consultant	Legal	712.50
Mitchell, Brisso, Delaney	Consultant	Legal	264.00
Nancy W. Ryan	Consultant	Legal	5,509.60
			26,604.70
Contract/consultant Svs-Adm			
Lefebvre, Thomas	Consultant	Consumer Services	3,440.00
Malaspina, Erin	Consultant	Consumer Services	1,680.00
Mordhorst Services Inc.	Consultant	POS Guidelines	6,657.00
Sullivan, Cindy (community svcs)	Consultant	Consumer Services	24,756.27
Sullivan, Cindy (training consultant)	Consultant	Consumer Services	20,968.75
			57,502.02
Contract/consultant Svs-Adm CPP			
Pittam, Jennifer	Consultant	Consumer Services	47,633.62
			\$47,633.62
General Admin Expenses			
DMV	Personnel	Pull Notices	\$215.00
C3 Intelligence	Personnel	Background Check	\$746.50
		TOTAL	\$184,240.34

REPORT ON PERSONNEL CLASSIFICATIONS

Regional Center: Redwood Coast Regional Center

Year: 2011

INSTRUCTIONS: Please provide a listing of ALL personnel classifications used by the regional center and their associated salary schedule (range). You may copy and use additional sheets of this form.

Personnel Classification	Salary Range
Consumer Advocate	1685 to 2371 per month
File Clerk	1685 to 2371 per month
Support Staff	1685 to 2371 per month
Senior Support Staff	1832 to 2578 per month
Fiscal Clerk	1832 to 2578 per month
Unit Assistant	1832 to 2578 per month
Fiscal Assistant	1832 to 2578 per month
Administrative Assistant	2221 to 3125 per month
Transportation Coordinator	2346 to 3301 per month
Vendorization and Rates Coordinator	2346 to 3301 per month
Service Coordinator	2749 to 3868 per month

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Salary Range
Accounting Assistant	2714 to 3819 per month
Office Operations Manager	2714 to 3819 per month
Senior Fiscal Clerk	2714 to 3819 per month
Executive Assistant	2740 to 3855 per month
ASD Program Coordinator	3712 to 4463 per month
Client Services Specialist-CPP	3172 to 4463 per month
Intensive Services Coordinator-CPP	3172 to 4463 per month
Sr. Service Coordinator/Team Leader	3172 to 4463 per month
Fiscal Monitor	3073 to 4324 per month
Nurse Consultant	3269 to 4600 per month
Early Start Coordinator/Nurse Specialist	3269 to 4600 per month
Early Start Coordinator/Resource Developer	3269 to 4600 per month
Nutritionist	3395 to 4777 per month

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Salary Range
Director of Community Services	5002 to 7038 per month
Community Resource Manager	3465 to 4875 per month
Network Administrator	3465 to 4875 per month
Special Projects Coordinator	3465 to 4875 per month
Client Services Manager	3667 to 5159 per month
Human Resources Manager	3667 to 5159 per month
Manager of Special Programs	3667 to 5159 per month
Behavioral Psychologist	3950 to 5558 per month
Behavioral Psychologist/ASD Clinical Specialist	5330 to 7515 per month
Director of Clinical Services	5002 to 7038 per month
Controller	5002 to 7038 per month
Clinical Psychologist	4839 to 6809 per month
Physician	5839 to 8216 per month

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Salary Range
Associate Executive Director	6083 to 8559 per month
Director of Client Services	6672 to 9389 per month
Director of Administration	6672 to 9389 per month
Executive Director (contract)	10848 per month