

NLACRC Self-Determination Local Advisory Committee
Lori Walker and Richard Dier - Co-Chairs
NLACRCSDLAC@gmail.com
Final Proposal 8/17/23

Self-Governance and Standards of Conduct, Attendance, and Participation

A. SDLAC Function and Membership defined per Welfare and Institutions Code¹

“To ensure the effective implementation of the Self-Determination Program and facilitate the sharing of best practices and training materials commencing with the implementation of the Self-Determination Program, local and statewide advisory committees shall be established as follows:

“Each regional center shall establish a local volunteer advisory committee to provide oversight of the Self-Determination Program and identify a regional center liaison to the committee.

“The regional center and the State Council on Developmental Disabilities shall each appoint one-half of the membership of the committee. The committee shall consist of the regional center clients’ rights advocate, consumers, family members, and other advocates, and community leaders, including a representative from a family resource center. A majority of the committee shall be consumers and their family members. The committee shall reflect the multicultural diversity and geographic profile of the catchment area.”

Note: Annually, the regional center shall confirm, in writing, that the committee meets the requirements specified in this paragraph and provide the department with the name of the staff liaison and the names of the committee members, the positions they fill on the committee, and which entity appointed them to the committee.

B. These Self-Governance Rules and Standards of Conduct, Attendance, and Participation, after the language was reviewed over the May and June 2023 SDLAC meetings of the full committee, are now adopted by the NLACRC SDLAC by a roll call majority vote of the members, with a quorum present, on August 17, 2023.

¹ WIC 4685.8 (11) (w)(1) Language in italics and bold is directly copied from WIC 4685.8

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These rules and standards are adopted to allow the SDLAC to remain effective in performing the unique roles, purposes, and functions of the SDLAC as defined by statute and/or by DDS Directives. The NLACRC SDLAC has adopted the following standards of conduct, attendance, and participation for all SDLAC members that are appointed or designated as members.

These SDLAC standards are in addition to those standards that may be established by the appointing agencies (NLACRC, SCDD, OCRA, and Family Focus Resource Center). These standards represent the SDLAC's expectations of conduct, attendance, and participation of members during all SDLAC activities, including meetings, working sub-committees, or SDP trainings or community events planned or conducted by the SDLAC. The standards do not apply to guests at these SDLAC functions that are not current voting members of NLACRC SDLAC.

C: What are the unique roles, purposes, and function of the SDLAC ?

per Welfare and Institutions Code WIC 4685.8 and/or DDS Directives

1. Quoted from Legislation WIC 4685.8

"Each regional center shall establish a local volunteer advisory committee to provide oversight of the Self-Determination Program...."

"The committee shall review the development and ongoing progress of the self-determination program, including whether the program advances the principles of self-determination and is operating consistent with the requirements of this section, and may make ongoing recommendations for improvement to the regional center and to the department."

"To ensure the effective implementation of the Self-Determination Program and facilitate the sharing of best practices and training materials commencing with the implementation of the Self-Determination Program, local and statewide advisory committees shall be established as follows...."

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The regional center shall “Contract with local consumer or family-run organizations and consult with the local volunteer advisory committee ... to conduct outreach through local meetings or forums to consumers and their families to provide information about the Self-Determination Program and to help ensure that the program is available to a diverse group of participants, with special outreach to underserved communities.”

“The regional center shall consult with the local voluntary advisory committee ... in planning for the training, the local voluntary advisory committee may designate members to represent the advisory committee at the training.”

“Train all service coordinators and fair hearing specialists in the principles of self-determination, the mechanics of the Self-Determination Program, and the rights of consumers and families. The training shall be conducted in collaboration with the local volunteer advisory committee.”

2. Summary of DDS Directives related to NLACRC SDLAC

9/27/22 Grants for SDP Implementation *“The LVACs play a vital role in the implementation and oversight of the SDP. Therefore, regional centers and LVACs must work collaboratively to prioritize the use of available funds to meet the needs of participants in their local area. Funds may only be expended after agreement is reached on local needs.”*

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7/15/21 Supports for Transitioning into Program “*transition supports are also available in the following ways: Regional centers working with their Self-Determination Local Volunteer Advisory Committee to arrange for entities to assist with person-centered planning or transition.*”

3. Role of SDLAC elected CHAIR within the Statewide-Self-Determination Advisory Committee quoted from WIC 4685.8 (w)(2)

“Statewide Self-Determination Advisory Committee comprised of the chairs of the 21 local advisory committees or their designees. ... to identify self-determination best practices, effective consumer and family training materials, implementation concerns, systemic issues, ways to enhance the program, and recommendations regarding the most effective method for participants to learn of individuals who are available to provide services and supports. The council (SCDD) shall synthesize information received from the Statewide Self-Determination Advisory Committee, local advisory committees, and other sources, share the information with consumers, families, regional centers, and the department, and make recommendations, as appropriate, to increase the program’s effectiveness in furthering the principles of self-determination.”

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D. Rules - Election and Roles of SDLAC Chair/Co-Chair - two-year term.

1. Any current member of the SDLAC can accept a nomination from any other member, or self-nominate, for the role of LAC Chair or Co-Chair of the NLACRC SDLAC.
2. The regular Election of Chair/Co-Chair shall be properly announced as an agenda discussion item at the August SDLAC meeting in the years ending in even numbers (next in 2024). The election will be an agenda item at the September meeting.
3. Any SDLAC member accepting nomination or self-nominating for Chair or Co-Chair will submit a statement of intent and qualifications that will be shared with the entire SDLAC membership and be published with the agenda items for the September Meeting. The election will remain on the agenda each month until there is a quorum that elects the SDLAC Chair and Co-Chair.
4. The election will be conducted by the current chair or co-chair (or a designee of the chair). The election will be by separate roll-call vote and majority of a quorum, first for the Chair, and then for the Co-chair. If there is no majority, the two members with the highest tally shall begin the next round of votes. Any member that was nominated for Chair and not elected, may choose to be added to consideration for Co-chair. The election is effective immediately at the close of the meeting after a majority vote selects the Chair and/or Co-chair.
5. The term of office for the Chair and Co-Chair is two years and shall be through the next election beginning with nominations in August of the next even numbered year, and the term of the Chair and Co-Chair continues until that subsequent election is completed.
6. The Chair or Co-Chair may resign at any time, and make that resignation effective either immediately, at some specific future date, or as soon as a new nomination and election can be held. The term for any Chair or Co-Chair elected in a special election shall be through the next regular nomination and election cycle in August/September of years ending in an even number (next is 2024).

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7. If the Chair resigns, the Co-Chair shall function as Chair through the date of the next special election that should be scheduled as soon as practical. The Co-Chair may self-nominate or accept nomination to become the Chair. But, if the Co-Chair is not elected as Chair, the Co-Chair will continue in that Co-Chair role for the balance of the term. If the Co-Chair is elected as Chair, then there will be an election as soon as practical for a new Co-Chair.
8. The term for any Chair or Co-Chair elected in a special vote because of a vacancy will be through the balance of the term until the next even year election in September.
9. At any public meeting, any SDLAC single committee member may request that a public agenda item be added to the next full committee meeting to allow a motion to remove either the SDLAC Chair or Co-chair. If there is a second to a motion made and seconded at that subsequent SDLAC meeting, and if a quorum of members is present, the committee will then hold a public discussion on the motion, and if there is a quorum present, a majority vote will remove the Chair or Co-Chair and create a vacancy that would be filled as if the Chair or Co-Chair had resigned.
10. Any of the part of this SDLAC Self-Governance and Code of Conduct, Attendance and Participation can be amended, changed, or added by a majority vote, with a quorum present, if that action is announced as an agenda item and published ten days before the meeting. If a motion to change the Self-Governance/Standards document is made during a meeting for which no agenda item was published, that action will be added to next possible agenda and be properly published.
11. The activities of NLACRC SDLAC will be conducted in compliance with DDS Directives, the most recent dated 7/20/23 - SELF-DETERMINATION PROGRAM: MEETINGS OF THE LOCAL VOLUNTEER ADVISORY COMMITTEE (LVAC),

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E Role and authority of the Chair and Co-Chair

1. Whenever there is a reference in a DDS directive, rule, or law related to the “SDLAC Chair,” then the person elected as Chair is specifically designated. However, the SDLAC (elected) Chair may then designate the Co-Chair, or any other SDLAC member, for that purpose. An example is that WIC specifies that the Chair of SDLAC shall become a member of the Statewide Committee of SDLAC Chairs, so that person is the individual member elected as “Chair.”
2. The Chair and Co-Chair are otherwise equivalent and collaborative for all other functions and share the following authority and responsibilities.
 - a. The Chair or Co-Chair receive input from the members and public, but then have the authority to set agendas and conduct the SDLAC meetings.
 - b. The Chair or Co-Chair are part of every standing working committee, such as
 - i. Best Practice sub-committee.
 - ii. Staff training sub-committee.
 - iii. Any other sub-committee formed by the SDLAC.
 - c. The Chair and Co-Chair select members that volunteer for special assignments or sub-committees.
 - d. The Chair and Co-Chair maintains the SDLAC email list (NLACRCSDLAC@gmail.com) and approves all publications from that email address. The list belongs to the SDLAC and is passed from Chair to newly elected Chair.
 - e. The Chair and Co-Chair have the authority listed below regarding SDLAC member’s conduct, attendance, and/or participation.
3. Only the Chair or Co-Chair (or specifically designated SDLAC Members) may speak or present to the Board of Trustees, Executive Director, or senior NLACRC staff on behalf of the SDLAC. The exception is limited to a

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complaint about the Chair or Co-Chair that is to be reported to appointing agencies (NLACRC, SCDD, Family Focus Resource Center, or OCRA). This specifically excludes the Board Liaison to the SDLAC as a representative of, or from, the SDLAC, for any discussion of NLACRC Policy or Procedure related to Self-determination. The Chair or Co-Chair may designate the Board Liaison to represent the SDLAC in discussions with the Board or senior staff.

4. Current SDLAC members may represent that they are members in meetings related to SDP, but unless specifically designated by the Chair or Co-Chair, they should not give the impression that they represent NLACRC SDLAC.
5. The Chair or Co-Chair participates with NLACRC in reviewing Requests for Proposal (RFP) and selecting Grantees and reviewing based on the priorities created by the full SDLAC committee.

F NLACRC SDLAC Standards of Conduct

1. This SDLAC has established expectations that individual members participate in a manner that is professional, honest, respectful, efficient, and focused on the roles, purposes, and functions of the SDLAC. This includes refraining from communication that might be considered rude or disrespectful of any member, person, or agency. (This list may be expanded)
2. The SDLAC may work with appointing agencies to assist prospective SDLAC members in understanding and following these standards of conduct before appointment.
3. Individual SDLAC members that are selected to participate in working sub-committees, such as the Best Practice working group, must agree to follow the standards of confidentiality related to that assignment. This may allow for more detailed discussion of specific NLACRC SDP cases, proposed

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policy or procedures, or applicants for SDP grants. There is no standard of confidentiality for information discussed or reviewed at the public meetings of the full committees.

4. The SDLAC members will follow and observe the rules of Bagley-Keene for as long as those rules define the operation of the SDLAC committee. Members will be provided with those standards and training.
5. Members that repeatedly violate any of the above standards of conduct may be:
 - a. Counseled by the Chair or Co-chairs (or designee),
 - b. Subject to referral to the appointing agency for counseling or removal from the SDLAC.
 - c. Members can be suspended from participation for the balance of any meeting by either Chair or Co-chair if the standards of conduct have been violated.
 - d. The Chair or Co-Chair may request the assistance of any appointing or designating agency prior to a vote for removal.
 - e. Members may be recommended to the appointing agency for removal and replacement by a quorum-based majority vote of the SDLAC members as a properly announced agenda item. The results of that vote will be communicated to the appointing agency for potential further action.

G NLACRC SDLAC Standards of Attendance

1. Members must be available to attend our scheduled meetings, which are currently scheduled in the evening on the 3rd Thursday of every month. That schedule may be changed by a quorum-based vote when it is properly added to the agenda. Note: The committee may choose not to meet in July or December, or to schedule special agenda meetings for those months. Prospective members that are not available to attend Scheduled SDLAC meetings should consider not accepting assignment to the SDLAC.

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2. Committee members are expected to assist the SDLAC in our ongoing roles, purposes, and functions described above, which includes promoting the effective and fair implementation of SDP within NLACRC, the development of Best Practices, collaborative oversight and reporting, training of community and NLACRC staff. The SDLAC is a working committee and members must attend to perform the work of the SDLAC.
3. Therefore, NLACRC SDLAC's expectations for the attendance of members are as follows.
 - a. Members are expected to avoid two consecutive unannounced absences, or the member may receive inquiry from the SDLAC Chair or Co-Chair regarding ongoing availability to assist the committee in achieving goals and oversight responsibility.
 - b. If Members miss four consecutive regularly scheduled SDLAC meetings, the Chair or Co-Chair will inquire and may report that fourth absence will be referred to their appointing agency for discussion and clarification of the members ongoing availability.
 - c. If a member is absent four meetings in a calendar year, and after counseling by Chair or Co-Chair, if there is no expectation of improvement in the attendance of the member, then the Appointing or Designating Agency may be asked by the Chair, Co-Chair, or motion of the committee to consider the appointment to be vacated and begin to make a new appointment.
 - d. Members may choose to resign from the SDLAC at any time by giving notice to the SDLAC Chair and the Appointing Agency. Members that have difficulty attending should give notice to the Chair or Co-Chair to avoid issues related to two consecutive absences (item a). A resigning member may elect to continue to serve until the appointing agency replacement is approved and announced.
 - e. Members may resign immediately at any time with notice to the appointing agency and the LAC Chair or Co-Chair.

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H SDLAC Standards of Participation for members

1. In order for the SDLAC to meet its specific roles, purposes, and functions, all members must participate. In addition to attendance, SDLAC members are expected to actively participate in carrying out the roles, functions, and purpose of the committee outlined above.
2. SDLAC Members may participate in a variety of ways within the meetings of the SDLAC committee or working sub-committees. This may include sharing resources or information, telling stories of SDP success or challenges, or even by encouraging and welcoming members of the community.
3. SDLAC members can participate by networking with groups that are related to Self-Determination and reporting back to the full committee, or by volunteering to participate in SDLAC community or staff training, organizing resource fairs, or researching Self-Determination Program related information.
4. Participation in SDLAC meetings may be direct, or through chat or postings.
5. Each member should determine how their perspective, information, and resources are shared within the committee to advance the roles, functions, and purposes of the committee.
6. Annual self-review Therefore, every appointed member of the SDLAC must annually (September) complete a written self-review that is shared with the Chair and Co-Chair. The content of the self-review is focused on whether or not the member believes they are participating in a manner that continues to advance the roles, functions, and purpose of the committee.

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7. By approving these participation standards, the SDLAC declares that appointment to the NLACRC SDLAC membership is not an honor for past achievements, it is an expectation to attend and participate in the ongoing meetings of the SDLAC.
8. Although any person may attend any SDLAC meeting or event, only committee members can vote. Therefore, a member that is not participating is a loss to the full SDLAC committee. Therefore, it is the expectation of this SDLAC that Members that do not submit a self-review indicating that they continue to meet their own standards of participation to the Chair by October of each year, should be counseled to consider notice to their appointing agency that they either resign or will only continue to serve until they can be replaced.

Verification of Motion, Second and roll-call vote on regarding NLACRC SDLAC Self-Governance and Standards of Conduct, Attendance, and Participation.

Motion made by - Jon Francis Seconded by – Michael Carey

Members Approving - 9

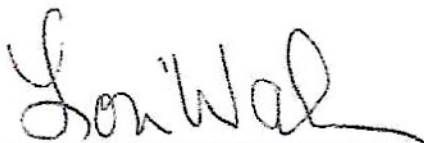
Victoria Berry, Michael Carey, Richard Dier, Jordan Feinstock, Jon Francis, Josephina Romo Gutierrez , Ellen Jannol, Wilmary Torres, Lori Walker

Members Not Approving - 0

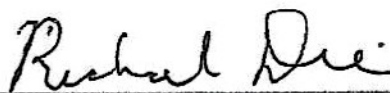
Members Abstaining - 0

Members Absent – 1

Diana Padilla Garcia



Chair and Co-Chair



8/17/23

Date of vote



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

July 20, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: MEETINGS OF THE LOCAL
VOLUNTEER ADVISORY COMMITTEE (LVAC)

The Department values the contributions of LVAC members and is providing this guidance to support the LVACs in carrying out their responsibilities pursuant to Welfare and Institutions Code section 4685.8(w)(1). The purpose of this directive is to provide clarification on conducting meetings of local volunteer advisory committees and supersedes the [August 6, 2015](#) memo and the [July 22, 2022](#) guidance.

Regional centers and the State Council on Developmental Disabilities should work together to support LVAC members' and the public's participation in adherence with the below guidelines. LVACs are invited to provide feedback to sdp@dds.ca.gov on the guidelines included in this directive no later than September 30, 2023. This directive is effective through October 31, 2023.

Guidelines for Self-Determination Program Local Volunteer Advisory Committees

LVAC Membership, Attendance, and Voting

- Entities that appoint members to the LVAC are encouraged to fill positions timely.
- Generally, a meeting should be attended by a majority of LVAC members to ensure that LVAC recommendations are informed by the whole committee.
- A majority of members means more than one-half of the members who currently fill LVAC positions. It is not necessary to count vacant positions.
- Generally, the LVAC should not take formal action if there is not a majority of members present to vote. Without a majority of members in attendance, the LVAC may still meet to hear information items, ask the regional center questions about its Self-Determination Program and hear from members of the public.

Meeting Notice Requirements

LVACs should provide its members and members of the public with advance notice of the meeting.

- Notice of meetings should be provided at least 10 days before the meeting.
- Meeting notices should be sent to all LVAC members and to members of the public who have provided contact information.
- A copy of the notice should also be posted on the regional center's website in an easy to find location.
- The meeting notice should include the meeting agenda and provide information about how to obtain disability accommodations and interpretation.

Meeting Agendas

There should be an agenda for each meeting. An agenda helps LVAC members and members of the public understand what will be discussed at the meeting. An agenda should include the following:

- The address of any physical location where the meeting will be held.
- Information about how to join the meeting using remote meeting technology, if applicable.
- The items to be discussed at the meeting including identification of items the LVAC plans to discuss or vote on.
- Information about how members of the public can provide public comment.

Location and Accessibility of LVAC Meetings

- Members do not need to participate from the same physical meeting location and any or all members may participate remotely. The option of participation through remote technology is encouraged to be available at all meetings.
- All LVAC meetings must be open and accessible to the public and allow for public participation, whether the LVAC is being held in-person and/or by using remote technology.
- To support the participation of the public, interpreters should be provided, as needed, so individuals can participate in their preferred language. LVACs should develop procedures so that they can obtain information about interpretation needs in advance of the meeting.

Regional Center Executive Directors
July 20, 2023
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If LVACs, participants, and/or their families have questions regarding this directive, they should contact their regional center. Questions from regional centers should be directed to sdp@dds.ca.gov.

Sincerely,

Original signed by

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
State Council on Developmental Disabilities
Nancy Bargmann, Department of Developmental Services
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Jim Knight, Department of Developmental Services
Suzy Requarth, Department of Developmental Services
Kathleen Dempsey, Department of Developmental Services