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GAVIN NEWSOM  
GOVERNOR

September 20, 2023

TO: REGIONAL CENTER BOARD PRESIDENTS AND  
EXECUTIVE DIRECTORS

SUBJECT: BOARD OF DIRECTORS' TRAINING PLAN AND REPORT

**This supersedes the September 19, 2023, correspondence regarding this subject.**

Welfare and Institutions (W&I) Code section 4622(g), requires regional centers to provide training and support to board members to facilitate their understanding and participation. The Department of Developmental Services (Department) is required to review and approve the method by which training and support is provided to all board members. Additionally, each regional center website must contain information regarding board member training and support.

The following board training requirements were agreed to in the Regional Center Contract, Article VII, Section 11:

- a. Contractor shall submit to the State by December 15 of each year, a proposed comprehensive board of directors' training plan for the next calendar year. At minimum, training topics shall include a review of board governance (e.g., board members' role and responsibilities), conflict of interest and whistleblower policies, and linguistic and cultural competency.
- b. The training plan shall detail training topics, including frequency, length of each training session and, if known, the name, affiliation, and qualifications of the individual or entity who will provide training to the board.
- c. Contractor shall post on its website information regarding the training and support provided to board members pursuant to W&I Code section 4622(g)(3), to include the annual board of directors' training plan and schedule.
- d. Contractor shall submit to the State by December 15 of each year, a report on the actual trainings provided to its board of directors in that calendar year, to include the information specified in subsections (b) and (c).

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Additionally, Article I, Section 9 in the Regional Center Contract requires:

- e. Contractor shall review and provide, at minimum, annual training to all board members regarding the regional center governing board's approved Whistleblower Policy to include, but not be limited to the board's role in implementing the policy.

To assist regional centers in meeting these requirements, the enclosed template may be used for submitting the training report and plan.

By December 15, 2023, please submit your regional center's 2024 Board Training Plan and 2023 Board Training Report to:

[OCO@dds.ca.gov](mailto:OCO@dds.ca.gov)

If you have questions, please contact your regional center's primary liaison or Aaron Christian, Assistant Deputy Director, Office of Community Operations, at (916) 879-6960, or by email at [aaron.christian@dds.ca.gov](mailto:aaron.christian@dds.ca.gov).

Sincerely,



ERNIE CRUZ  
Deputy Director  
Community Services Division

Enclosure

cc: Amy Westling, Association of Regional Center Agencies  
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