

June 26, 2025

TO: REGIONAL CENTER BOARD PRESIDENTS
REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REGIONAL CENTER 2025 BOARD COMPOSITION SURVEY

The purpose of this correspondence is to obtain updated information on the composition of the regional center governing board to determine compliance with the requirements of Welfare & Institutions Code (WIC) Section [4622](#). WIC Section [4622.5](#) states:

“By August 15 of each year, the governing board of each regional center shall submit to the department detailed documentation, as determined by the department, demonstrating that the composition of the board is in compliance with Section 4622.”

Additionally, WIC Section 4622.5 requires that if the governing board’s composition is not in compliance with WIC Section 4622, the governing board shall submit a plan to the Department of Developmental Services (Department) with its board composition documentation setting forth how and, in as expeditious a manner as possible, when the board will come into compliance, in part or in whole, with WIC Section 4622.

The most recent American Community Survey (ACS) dataset is used to calculate the racial and ethnicity demographic of each regional center area. Further analysis of each board’s composition will determine compliance with the racial and ethnic composition. It is recommended that individual members of the board are interviewed to determine their race and ethnicity to accurately confirm and represent the composition of each regional center board, as part of completing this survey.

The attachment is an Excel workbook containing detailed instructions, a sample survey, the survey itself and auto-populated results upon completion of the survey. Please read all instructions carefully prior to completing the survey. Additionally, the Department is offering two technical assistance sessions to aid with the completion of the board composition survey, if needed.

- **July 16, 2025, 1:30 p.m. – 2:30 pm**
Meeting registration link: <https://cal-dds.zoom.us/j/2254377496?pwd=RVRRaU5PdTY2TmllN0pwZDZScDZaQT09&omn=88146298974&from=addon>

- **July 23, 2025, 11:30 a.m. – 12:30 p.m.**

Meeting registration link: <https://cal-dds.zoom.us/j/2254377496?pwd=RVRRaU5PdTY2TmlIN0pwZDZScDZaQT09&omn=86153320360&from=addon>

If the composition of the governing board is not in compliance with WIC Section 4622, a plan setting forth how and when the governing board will come into compliance must be submitted with the survey. Please submit the survey, and if required, a plan, by August 15, 2025, to:

OCO@dds.ca.gov

If you have general questions regarding statutory requirements or for technical assistance when completing the survey, please contact your Primary Regional Center Liaison.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

Attachment

cc: Amy Westling, Association of Regional Center Agencies
Michi Gates, Department of Developmental Services
Tiffani Andrade, Department of Developmental Services
Yasir Ali, Department of Developmental Services
Jacqueline Gaytan, Department of Developmental Services
Jamie Van Dusen, Department of Developmental Services
Maxine Milam, Department of Developmental Services
Elizabeth Tom, Department of Developmental Services
Primary Regional Center Liaisons, Department of Developmental Services