

June 27, 2025

TO: REGIONAL CENTER BOARD PRESIDENTS AND EXECUTIVE DIRECTORS

SUBJECT: CONFLICT OF INTEREST REPORTING STATEMENTS FOR BOARD MEMBERS AND EXECUTIVE DIRECTORS

Welfare & Institutions Code (WIC) [Section 4626](#) and Title 17 of the California Code of Regulations (CCR) [Section 54500](#) through 54535 govern the matter of Regional Center Conflict of Interests.

In accordance with WIC Section 4626(g), each regional center governing board member and each regional center executive director are required to complete and file a [Conflict of Interest \(COI\) Reporting Statement, Form DS 6016](#) (Attachment), with their respective regional center governing board by August 1, 2025.

Pursuant to WIC Section 4626(i), the regional center governing board must also submit a copy of the completed COI reporting statements to the Department of Developmental Services (Department) within ten (10) days of receipt of the statements, or no later than August 10, 2025.

Tips for Common Issues:

To facilitate the accurate completion of the COI reporting statements, the Department offers the following feedback to address issues that commonly arise:

- A conflict may exist if the individual completing the form, or the individual's family member, works for or holds a position with a regional center service provider or contractor. This is delineated in questions 2 and 3 of the COI Reporting Statement. Please review the footnotes for further clarification.
- Regional center governing board members are responsible for reviewing and approving regional center contracts of \$250,000 or more before the regional center enters into the contract. Please note this responsibility in question 7 of the COI Reporting Statement, citing WIC [Section 4625.5\(b\)](#). Board members, with the exception of the Vendor Advisory Committee (VAC) representative, should answer "Yes". The VAC Representative should not vote on any contracts.

- Please note there are two regulations that discuss the topic “financial interest.”
 - For general decisions, please refer to Title 17, CCR [Section 54522\(b\)](#) for the definition of “financial interest.” It sets forth different threshold dollar amounts for each type of financial interest.
 - For decisions specifically about contracts, please refer to Title 17, CCR [Section 54523\(b\)\(1\)](#) for the definition “financially interested.” This section does not require a minimum threshold dollar amount for the various types of “financial interest.”
- A regional center governing board member or executive director who has a COI is prohibited from serving as a board member or executive director unless the individual has eliminated the COI or obtained an approved Conflict Resolution Plan (CRP). This prohibition does not apply to the extent it is permitted by WIC [Section 4622](#) and Section 4626 and Title 17, CCR [Section 54525\(b\)](#).
- The individual completing the COI reporting statement must sign and date the “Attestation” section on page 4, confirming responses are complete, true, and correct. Subsequent changes require the individual completing that section to initial each revised item.
- The comprehensive review of each reporting statement and the completion of the “Internal Use Only” section on page 4 must be completed by the regional center executive director, board president, or their designee.

Reminders:

- Regional center board members and executive directors are required to complete and file a COI reporting statement with their respective regional center governing board within 30 days of being selected, appointed, or elected [WIC Section 4626(f)]. Please note the date of selection, appointment, or election is not necessarily the same as term start date.
- Title 17, CCR [Section 54534\(a\)](#) prevents the Department from approving a CRP of a regional center governing board member or executive director without the approval of the State Council on Developmental Disabilities (Michael Santiago Michael.Santiago@scdd.ca.gov and Yaritza Sanchez Yaritza.Sanchez@scdd.ca.gov).
- When board members or executive directors experience a change of status that creates a potential or present conflict of interest, a new COI reporting statement must also be completed and filed with the regional center governing board [WIC

Section 4626(h)]. COI reporting statements completed under these conditions must be submitted to the Department within ten (10) days of completion [WIC Section 4626(i)].

- Pursuant to Title 17, CCR [Section 54533](#)(f) the regional center shall post on its internet website each completed COI reporting statement that identifies a present or potential COI which cannot be resolved within 30 calendar days. The COI reporting statement shall remain posted on the regional center's internet website until the conflict has been eliminated or the individual has resigned their regional center position. An approved CRP mitigates but does not eliminate a present or potential conflict. To promote transparency, COI reporting statements posted to the regional center's internet website, shall not have the board member or employee name redacted. However, a family member's name may be redacted from the COI reporting statement.

Please email annual COI reporting statements no later than August 10, 2025, to:

oco@dds.ca.gov

If you have questions, please contact your regional center's primary liaison in the Office of Community Operations, at (916) 654-1958, or by email at the above address.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

Attachment

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