

October 24, 2025

G-2025-Reporting Requirements-003

TO: REGIONAL CENTER BOARD PRESIDENTS
EXECUTIVE DIRECTORS

SUBJECT: BOARD OF DIRECTORS' TRAINING PLAN AND REPORT

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. Welfare and Institutions (WIC) Section [4622\(g\)](#) requires regional centers to provide training and support to board members to facilitate their understanding and participation. 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](#):

- 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.
- The training plan shall detail training topics, which include 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.
- Contractor shall post on its website information regarding the training and support provided to board members pursuant to WIC Section 4622(g)(3), to include the annual board of directors' training plan and schedule.
- 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.

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

- 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.

Please submit your regional center's 2025 Board Training Report and 2026 Board Training Plan by December 15, 2025, using the attached templates to: OCO@dds.ca.gov. The full template also must be posted on your regional center's

website.

Questions regarding this letter should be directed to your primary regional center liaison in the Office of Community Operations at (916) 654-1958, or by email to OCO@dds.ca.gov.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

Attachment

cc: Regional Center Administrators
Regional Center Directors of Client Services
Regional Center Community Services Directors
Association of Regional Center Agencies