

DEPARTMENT OF DEVELOPMENTAL SERVICES

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April 28, 2023

Dan Lake, Board President
Lori Banales, Executive Director
Alta California Regional Center
2241 Harvard Street, Suite 100
Sacramento, CA 95815

Dear Mr. Lake and Ms. Banales:

This letter is in response to Alta California Regional Center's (ACRC) correspondence dated May 26, 2022, requesting a conflict of interest waiver for Jacqueline Armstrong, an ACRC Board member. The Department of Developmental Services (Department) is in receipt of the Conflict of Interest Reporting Statement and proposed Conflict Resolution Plan for Ms. Armstrong. The Department received written approval of the proposed Conflict Resolution Plan from the State Council on Developmental Disabilities on August 22, 2022, as required by Title 17 California Code of Regulations section 54534(a).

A potential conflict exists as Ms. Armstrong is employed by Progressive Employment Concepts, an ACRC vendor that provides community integration services to adult individuals. Ms. Armstrong works part-time as an administrative assistant. No decision-making authority, or any financial interest is related to her employment with Progressive Employment Concepts.

Based on the information provided, the proposed Conflict Resolution Plan is approved for Ms. Armstrong, effective for 12 months from the date of this letter. If at any time, there is a change of status that creates a new conflict of interest, ACRC must ensure that Ms. Armstrong prepares and files a new Conflict of Interest Reporting Statement, and ACRC submits a new Conflict Resolution Plan, as appropriate, pursuant to Title 17 Regional Center Conflict of Interest Standards and Procedures.

This approval is based on the implementation of the safeguards identified in your May 26, 2022, correspondence and the ACRC Governing Board's assurance that the following conditions are met:

1. As a member of ACRC's Board of Directors, Ms. Armstrong shall have no role or involvement with any matter that might affect Progressive Employment Concepts, including but not limited to:
 - Participation in any discussions, recommendations, or decisions about contracts, service agreements, or any other fiduciary related items that may apply to Progressive Employment Concepts.

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2. Ms. Armstrong shall fully disclose the existence and nature of the conflict of interest to the ACRC Board and have it noted in the official board records.
3. Ms. Armstrong shall abstain from voting on any matter pertaining to Progressive Employment Concepts or any matter which could impact Progressive Employment Concepts' services and supports or any competitor in the same service categories.
4. Ms. Armstrong shall not use their position as a board member of ACRC to exert influence on decision-making regarding Progressive Employment Concepts' services and supports or any competitor in the same service categories.
5. Should matters related to Progressive Employment Concepts arise during any of ACRC's Board of Trustees' meetings (e.g., board or committee meetings), Ms. Armstrong shall refrain from participating in the discussion.
6. Given the specific set of circumstances, ACRC's Board President and other board members are responsible for ensuring Ms. Armstrong complies with Welfare & Institutions Code section 4622(k)(2).
7. ACRC's Board President and other board members are responsible for ensuring that the plan and its safeguards are applied and monitored.

If you have any questions regarding this correspondence, please contact Jaclyn Balanay, Primary Regional Center Liaison, Office of Community Operations, at (916) 654-3425, or by email, at jaclyn.balanay@dds.ca.gov.

Sincerely,



ERNIE CRUZ
Deputy Director
Community Services Division

cc: See next page

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cc: Lisa West, Alta California Regional Center
Jacqueline Armstrong, Alta California Regional Center
Aaron Carruthers, California State Council on Developmental Disabilities
Brian Weisel, California State Council on Developmental Disabilities
Brian Winfield, Department of Developmental Services
Aaron Christian, Department of Developmental Services
Yasir Ali, Department of Developmental Services
Maxine Milam, Department of Developmental Services
Jaclyn Balanay, Department of Developmental Services