



## **Westside Regional Center Board of Trustees**

### **Transparency and Public Information Policy**

#### **1. General**

The purpose of the Transparency and Public Information Policy is to establish guidelines for timely public access to information and records in accordance with Welfare and Institutions Code (WIC), Section 4629.5, 4640.6(k), 4639, the Internal Revenue Service (IRS), and the state's contract with the regional center.

#### **2. Departments Affected**

This policy applies to all WRC employees.

#### **3. Responsibility**

The center's publications information officer shall have the overall responsibility to monitor compliance of the Transparency and Public Information Policy. All WRC employees must ensure that they comply with the policy as outlined below.

#### **4. Policy**

A. To promote transparency, WRC shall include on its Internet Website the following information:

- Annual independent audits. WIC 4629.5 (b) (1)
- Bi-annual fiscal audits conducted by the Department of Developmental Services (DDS). WIC 4629.5 (b) (12)
- Current salary schedule for all personnel classifications. WIC 4629.5(b) (3) and (13)
- Prior fiscal year expenditures from the regional center operations budget for all administrative services, including managerial, consultant, accounting, personnel, labor relations, and legal services, whether procured under a written contract or otherwise. WIC 4629.5 (b) (3) and (13).
- The annual performance contract and year-end performance contract entered into with the department. WIC 4629.5(b)(9)

- The bi-annual Home and Community-Based Services Waiver program review conducted by DDS and the state Department of Health Care Services. WIC 4629.5(b)(10)
- Purchase of service policies. WIC 4629.5(b) (S)
- The names, type of service, and contact information of all purchase of service vendors, except consumers or family members of consumers. WIC 4629.5(b) (6)
- Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award. WIC 4629.5(b) (4)
- Bylaws of the regional center governing board. WIC 4629.5(b) (8)
- Board meeting agendas and approved minutes of open meetings of the board and all committees of the board. WIC 4629.5(b)(7)
- The board approved Transparency and Public Information Policy. WIC 4629.5(b) (11)
- The board approved Conflict-of-Interest Policy. WIC 4629.5(b) (12)
- The board approved Request for Proposal Policy.
- The board approved Service Provider Attendance File Policy
- The Board approved Whistleblower Policy
- Notice of privacy practices

B. To promote timely public access to information, WRC shall provide timely access to information, upon written request by a member of the public, that includes but is not limited to:

- Service provider rates. WIC 4629.5(a)
- Documentation related to establishment of negotiated rates for service providers. WIC 4629.5(a)
- Department of the Treasury Internal Revenue Service (IRS) Return of Organization Exempt From Income Tax, Form 990, for the past three (3) years. WIC 4629.5(a) & IRS

- Management letter issued to WRC by WRC's independent audit firm. WIC 4639
- Employment contracts with regional center staff or contractors. WIC 4640.6(k)
- Articles of Incorporation. IRS
- IRS determination letter that established WRC as a non-profit corporation. IRS
- Tax Exemption Application (if organization was formed after July 1, 1987). IRS

## 5. Procedure

- A. Public records maintained by WRC are available for inspection in its Culver City office by members of the public during WRC's regular business hours or on WRC's web site at [www.westsiderc.org](http://www.westsiderc.org)
- B. Requests by the public for inspection or copying of public records shall be made in writing unless the request involves records that are maintained on WRC's web site for the purpose of immediate public inspection.
- C. WRC shall maintain the most current document or records required by Welfare and Institutions Code, Section 4629.5 on its website. All prior documents and records will be available on request by the public.
- D. Written and email requests for records shall be directed to the following department at *WRC*:

Public Information Officer  
 Westside Regional Center  
 5901 Green Valley Circle, Suite 320  
[info@westsiderc.org](mailto:info@westsiderc.org)

- E. Written or e-mail requests may take up to ten (10) days for WRC to review the request and inform the requestor whether or not the records are available and whether or not the records may be provided. All notifications by WRC will either be made in writing or by e-mail to the .requestor. Additionally, WRC will notify the requestor, in WRC's written response, of the amount of any applicable photocopying fees.
- F. If the records are available on WRC's web site, the .requestor shall be directed to WRC's web site to obtain the records.

- G. If the records are available, and not on WRC's web site, WRC will either: 1) provide a copy of the records to the requestor; or 2) notify the requestor, in writing, the date that the records will be available. In some cases, WRC will require an extension of time to make the records available to the requestor due to "unusual circumstances." Unusual circumstances may include, but are not limited to, the following:
- The need to search for and collect the requested records from off-site storage
  - The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request
  - The need for consultation, which shall be conducted with all practicable speed, with another agency or legal counsel
  - The need to compile data
- H. If the records are not available or maintained, WRC will notify the requestor, in writing or e-mail, of the reasons for not providing the records requested.
- I. WRC shall not disclose any records or information which is exempt from disclosure by statute or regulation or the disclosure of records or information violates Welfare and Institutions Code, Section 4514.
- J. WRC shall not disclose to a member of the public the Social Security number reported in the employment contract between regional center and an employee or contractor. WIC 4640.6(k) (2) Therefore, Social Security numbers shall be redacted by WRC personnel from all employment contracts prior to inspection by the public.
- K. WRC shall not disclose any records or information to a member of the public that contains confidential information about consumers or family members of consumers.
- L. Requests by the public for inspection of records shall not interfere with the ordinary business of WRC.
- M. The operational functions of WRC shall not be suspended to permit public inspection of records during periods in which such records are reasonably required by WRC personnel in the performance of their duties.
- N. If the request requires review of numerous records, a mutually agreeable time will be established for the inspection of the records.

- O. Requests by the public should be specific and focused. The request should sufficiently describe records so that the identification, location, and retrieval of the records can be achieved by WRC personnel. WRC personnel may assist a member of the public in making a focused request, based on the purpose of the request, by describing the information technology and physical location in which the records exist, and by providing suggestions for overcoming any practical basis for denying access to the records or information sought.
- P. In those cases where the records exist in an electronic format, if the requestor elects to have the records e-mailed rather than photocopied, WRC will not charge a photocopying fee to the requestor for the records.
- Q. In those cases where the records exist in an electronic format, the requestor may elect to provide WRC with their portable electronic device, such as a thumb drive, and WRC will copy the records electronically to the requestor's portable electronic device. WRC will not charge a photocopying fee to the requestor for records that are provided to the requestor electronically.
- R. WRC will charge a rate of \$0.20 per page for the photocopying of records. A minimum charge of \$10.00 will apply for photocopying fees. Payment must be received by WRC in advance from the requestor prior to photocopying the records. WIC 4725(a)
- S. When data compilation involving an electronic record is required, the requesting party must pay full costs, which will be estimated before the information is prepared by WRC. Payment of fees must be received by WRC in advance from the requestor prior to producing the records.