



**North Bay
Developmental
Disabilities
Services, Inc.**

*Sponsors of the
North Bay Regional Center
And other Programs
For persons with developmental disabilities
10 Executive Court
Napa, CA 94558
(707) 256-1224
FAX: (707) 256-1230*

*Promoting Opportunities
Supporting Choices*

BOARD OF DIRECTORS' MEMBERSHIP APPLICATION

Applicant's Name: _____

Address: _____

City/Zip: _____ E-mail Address: _____

Home Phone: _____

Work Phone: _____

Employer: _____

Position: _____

Spouse's Employer: _____

Spouse's Position: _____

Educational Background: _____

Professional Background: _____

Civic Affiliations: _____

The following excerpts from the corporation's Bylaws and the Lanterman Developmental Disabilities Act are the requirements for the composition of a Regional Center Board of Directors. Please check criteria that apply to you.

1. Directors shall be members of the corporation (Bylaws).
Are you a member of the corporation?
 Yes
 No
 No, but I have attached corporate annual dues. Please issue my membership card.

2. At least 51% of the directors shall be developmentally disabled persons, or related to developmentally disabled persons or parents, foster parents, siblings or guardians. One of the directors should be the parent of developmentally disabled person who is a resident in a State Hospital (Bylaws and Lanterman Act.)

Please check all appropriate areas:

- I am developmentally disabled.
- I am the parent of a developmentally disabled person.
- I am the foster parent of a developmentally disabled person.

- I am the sibling of a developmentally disabled person.
- I am the guardian of a developmentally disabled person.
- I am in some other way related to a developmentally disabled person.
- I am the parent of a developmentally disabled person who is a resident in a state hospital.

3. The Board of Directors shall include persons with legal, personnel, fiscal management, management, public relations and developmental disability program skills (Bylaws and Lanterman Act).

Please check all appropriate areas:

- I have legal skills.
- I have personnel skills.
- I have fiscal management skills.
- I have management skills.
- I have public relations skills.
- I have developmental disability program skills.

4. The Board of Directors should include representatives of the various categories of disability to be served by the Regional Center (Bylaws and Lanterman Act).

Are you an individual with, or the parent or guardian of an individual with, any of the following disabilities?

- Mental retardation
- Autism
- Cerebral Palsy
- Epilepsy
- Neurological Disorder

5. The governing Board . . . shall reflect the geographic and ethnic characteristics of the area to be served by the regional center (Lanterman Act).

Please indicate your ethnic group(s).

- Native American
- Black
- Hispanic
- Filipino
- Asian
- White
- Other: _____.

6. The governing Board . . . shall be composed of individuals with demonstrated interest in, or knowledge of, developmental disabilities (Lanterman Act).

Please state your interest in, or knowledge of, developmental disabilities.

Please say below why you are interested in becoming a member of the Board of Directors of North Bay Developmental Disabilities Services, Inc.:

Date: _____

Applicant's Signature



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Working together as a community of involved people who care, we can provide the necessary services to meet the unique needs of individuals with developmental disabilities and their families. A North Bay Regional Center Board member's active participation is important in implementation and direction of the system, which serves people with developmental disabilities in Sonoma, Solano and Napa counties. An individual Board member's unique perspective is incorporated as a whole with other Board members to determine goals of the agency. Through making policy, setting priorities and approving the budget, a Board member for North Bay Regional Center will be impacting the lives of 4,600 people with developmental disabilities and their families. For example, Board members involvement could include:

- 1) Learning how to access legislators
- 2) Participation in developing and implementing the Center's Performance Based Contract with DDS
- 3) Participation in community functions as a representative of North Bay Regional Center
- 4) Developing innovative, cost-effective methods to "do more with less" as we face difficult budget dilemmas

Time required for this volunteer position is reading prepared materials, attending monthly Board meetings which average 2 ½ hours, and attending occasional public meetings. A Board member serves on at least one committee which meets during the month when necessary.

North Bay Regional Center Board of Directors also has annual retreats; usually on a Saturday. As consumers, parents, professionals and supporters working together and advising one another, we foster the knowledge and skills to assure that people with developmental disabilities receive the services that give them the opportunities for full inclusion as part of the human family.

JOB DESCRIPTION

POSITION TITLE: Agency Board Member **DATE:** 9/09
UNIT/ORGANIZATION: Governing Body of a Regional Center
REPORTS TO: Lyn Isbell, President

Purpose of Position:

Together with other members of the Board is legally and morally responsible for all activities of the agency. The Board is solely responsible for determining agency policy, approving the annual budget, and determining the goals of the agency.

Key Responsibility Area: Policy Administration

Specific Duties - Establishes and/or continues the legal or corporate existence of the agency. Ensures that agency meets legal requirements for the conduct of the agency business and affairs. Responsible for adopting by-laws and ensuring that the agency operates within them. Acts on proposed revisions to the by-laws. Adopts policies which determine the purposes, governing principles, functions and activities, and courses of action of the agency. Assumes ultimate responsibility for internal policies, which govern the agency.

Key Responsibility: Evaluation

Specific Duties - Defines the direction of the agency by developing goals. Monitors the agencies activities to evaluate its effectiveness toward achieving these goals.

Key Responsibility Area: Public and Community Relations

Specific Duties - Gives sponsorship and prestige to the agency and inspires confidence in its services. Understands and interprets the work of the agency to the community. Relates the services of the agency to the work of other agencies and focuses on social reform and progress in the community as a whole.

Key Responsibility Area: Personnel

Specific Duties - Selects, employs, and evaluates the Executive Director. Approves policies which govern the administration of personnel. Participates in recruitment, selection and development of Board members, where primary responsibility for this activity is assigned to a nominating committee.

Key Responsibility Area: Finance

Specific Duties - Approves and monitors the corporate finances of the agency. Creates a financial climate for fulfilling the agency purpose. Sees that sufficient funds are available for the agency to meet its objectives. Authorizes and approves the annual audit. Responsible for all expenditures dealing with the facility, its improvements or purchase of additional land or buildings (unless a special committee has been designated for this purpose).

NORTH BAY DEVELOPMENTAL DISABILITIES SERVICES, INC.
CONFLICT OF INTEREST STATEMENTS

The following material is excerpted from Title 17 (54520) and outlines the conflict of interest standards for regional center governing board members:

- "(a) The following constitute conflicts of interest for regional center governing board members:
- (1) A conflict of interest exists when a member of the governing board or a family member of such person is a director, officer, owner, partner, shareholder, trustee or employee of any business entity or provider, holds any position of management in any business entity or provider, or has decision or policy making authority in such entity or provider.....
 - (2) A conflict of interest exists when the advisory committee board member, appointed pursuant to Welfare and Institutions Code, Section 4622(g) is an employee or member of the governing board of a provider from which the regional center purchases client services and engages in the activities prescribed in Welfare and Institutions Code Section 4622(h)...Fiscal matters, as used in the Welfare and Institutions Code Section 4622(h) include, but are not limited to, setting purchase of service priorities, transferring funds to the purchase of service budget, and establishing policies and procedures with respect to payment for services.
 - (3) A conflict of interest exists when a governing board member is any individual described to Welfare and Institutions Code Section 4626..."

I hereby declare that I have either: _____ no conflict of interest, or _____ a potential conflict of interest, a conflict of interest* as defined pursuant to Section 54520 of Title 17 of the California Administrative Code (regulations).

Date: _____

Signature

*If checked, fill out below

(If more space is needed,
continue on reverse side)

Print Name

The potential conflict of interest* and/or the conflict of interest* box is checked, therefore, I make the following full and final disclosure relative to that potential and/or conflict of interest, including a description of the nature of the conflict of interest and a list of my financial interest as required by Welfare and Institutions Code, Section 4622(h)(3):

I. _____

Conflict of Interest Declaration, Section 54520 (Continued)

_____ I request a waiver of the potential conflict of interest and/or the conflict of interest, and suggest the following plan of action for resolution:

II. _____

