

NOTIFICATION OF CONFLICT OF INTEREST,
AND
SUBMISSION OF CONFLICT RESOLUTION PLAN

JACQUIE COLTON - NLACRC BOARD MEMBER
NORTH LOS ANGELES COUNTY REGIONAL CENTER

I. Law Governing Conflicts of Interest

The prohibition against Regional Center employee or board member conflicts of interest has its origin in section 4626 of the Welfare & Institutions Code. Subsection (d) of said section 4626 provides: "The department shall ensure that no regional center employee or board member has a conflict of interest with an entity that receives regional center funding. "

That general prohibition is explained in more detail in Title 17 of the California Code of Regulations, section 54520 "Positions Creating Conflicts of Interests for Regional Center Governing Board Members and Executive Directors," which provides in pertinent part:

- (a) A conflict of interest exists when a regional center governing board member... or family member of such person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations... :
- (1) a governing board member
 - (2) a board committee member
 - (3) a director
 - (4) an officer
 - (5) an owner
 - (6) a partner
 - (7) a shareholder
 - (8) a trustee
 - (9) an agent
 - (10) an employee
 - (11) a contractor
 - (12) a consultant
 - (13) a person who holds any position of management
 - (14) a person who has decision or policy making authority.
(Emphasis added.)

Section 54505 states that: "Business Entity, Entity or Provider" means any individual or business venture from whom or from which the regional center purchases, obtains or secures goods or services to conduct its operations."

Further, Section 54533 states:

- (a) When a present or potential conflict of interest is identified for a regional center board member, executive director, employee, contractor, agent, or consultant, the present or potential conflict shall be either eliminated or mitigated and managed through a Conflict Resolution Plan, or the individual shall resign his or her position with the regional center or regional center governing board.

II. Potential Conflict of Jacquie Colton

Jacquie Colton is a Board Member at North Los Angeles County Regional Center (hereinafter "NLACRC" or "the Regional Center"). NLACRC Executive Director Angela Pao-Johnson confirms that Jacquie Colton is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Jacquie Colton's completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Jacquie Colton has a potential financial interest in Regional Center operations by virtue of her role as an LVN for ASAP Home Health –, a NLACRC provider; Ms. Colton is employed with ASAP Home Health, a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Ms. Colton as defined by regulation. This document constitutes a disclosure of this conflict, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Jacquie Colton remain in her position on the NLACRC Board of Trustees, but limit her actions as a board member so that she in no way participates in any role whatsoever with regard to ASAP Home Health or any other vendor who provides respite, personal assistance and daycare services.

III. Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Colton's duties and responsibilities as a board member and her roles with ASAP Home Health.

A. Jacquie Colton 's Duties as Board Member

As a board member, Jacquie Colton regularly meets with other board members of NLACRC to create policy for the operation of the regional center. Policy is developed through recommendations from board committees and the Executive Director. Direct operation is delegated to the Executive Director who is hired by the board. Staff recommendations for policy initiation or modification go the Executive Director, who, in turn, refers them to the board and/or an appropriate board committee. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

Jacquie Colton's responsibilities as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

1. Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at 6:30 p.m.
2. Membership and attendance on one (1) or more board committees.
3. Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
4. Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the Executive Administrative Assistant to the board.

5. Completion of the Conflict-of-Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
6. Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
7. Adherence to the board's Code of Conduct.
8. Attendance at the annual board orientation for all newly seated board members.
9. Participation in board-coordinated trainings and the annual board retreat.
10. Visitation to NLACRC-vendored programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).
11. Exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees and the bylaws.

B. Jacquie Colton's Duties at ASAP Home Health

ASAP Home Health is a service provider to NLACRC that provides the following services:

- In home respite services
- Personal assistance
- Daycare

As an employee of ASAP Home Health, Jacquie Colton provides respite, personal assistance and daycare services solely to her Son, who is an NLACRC consumer.

IV. Conflict Resolution Plan

The Regional Center and its Executive Director, Angela Pao-Johnson, have concluded that Jacquie Colton provides great value to the Board of NLACRC. After consideration of the totality of the circumstances and a careful review of the facts, the Executive Director believes it is in the best interests of the Regional Center to create and implement a Conflict Resolution Plan to eliminate any adverse consequences from this relationship and seek approval of this plan by DDS.

Initially, the first step in the Conflict Resolution Plan is to allow Ms. Colton to remain in her position on the Board of Trustees, but to cease any activity or action that might in any way impact ASAP Home Health. This will eliminate any instance in which Ms. Colton would have to vote, give her opinion, analyze, assess the performance of, or take action for or against ASAP Home Health, and would eliminate any possible action by Ms. Colton to recommend ASAP Home Health or other similar available respite, personal assistance and daycare vendors.

The second part of the plan is to insulate Ms. Colton from any involvement whatsoever with the generic type of provider like ASAP Home Health. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact ASAP Home Health and all other respite, personal assistance vendors. Any duties that potentially relate to ASAP Home Health or generic policies applicable to such a vendor represent a small portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members. Like other board members, Ms. Colton develops policy through recommendations from the Executive Director, and thus works with numerous vendors on a variety of services.

Further, as the Conflict Resolution Plan details below, when any matter arises with regard to ASAP Home Health respite, personal assistance and daycare vendors, she will agree not to be involved in the discussion of the matter, the presentation of options to the Board, or the decision or vote on such matter. NLACRC will require Ms. Colton to abstain from discussion with, or involvement in the matter, and require the other board members to take all such actions, including appropriate description of options, recommendations, analysis and ultimate decision and vote.

The Regional Center and Jacquie Colton suggested Conflict Resolution Plan for this conflict of interest is as follows:


1. Ms. Colton will have no interaction as a board member with any matter that might impact ASAP Home Health, and specifically she will recuse herself from any vote on any matter that could impact ASAP Home Health.
2. Ms. Colton will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact ASAP Home Health.
3. Ms. Colton will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding ASAP Home Health or any actions creating policy or approaches that would impact ASAP Home Health and other respite, personal assistance and daycare vendors.
4. Ms. Colton will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for ASAP Home Health and other respite, personal assistance and daycare vendors.
5. Ms. Colton will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about ASAP Home Health and other respite, personal assistance and daycare vendors.
6. Ms. Colton will not create, review, or in any way participate as a board member in, any corrective action plans for ASAP Home Health and other respite, personal assistance and daycare vendors.
7. Ms. Colton will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to ASAP Home Health and other respite, personal assistance and daycare vendors.
8. Ms. Colton will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving ASAP Home Health and other respite, personal assistance and daycare vendors.
9. Ms. Colton will not as a board member access vendor files or other information the regional center maintains about ASAP Home Health and respite, personal assistance and daycare vendors, either in electronic or hard copy form.
10. Ms. Colton shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to ASAP Home Health and other respite, personal assistance and daycare vendors. Instead, these tasks will become the responsibility of the other board members.
11. Ms. Colton will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action

- involving ASAP Home Health and other respite, personal assistance and daycare vendors.
12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Colton has no involvement whatsoever in any action or business whatsoever involving or affecting ASAP Home Health and other respite, personal assistance and daycare vendors.
 13. These restrictions only apply to ASAP Home Health and policies impacting other respite, personal assistance and daycare vendors. The bulk of Ms. Colton's duties regarding a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact ASAP Home Health. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Jacquie Colton provides to the NLACRC Board.
 14. In the event the board member changes to a different respite agency during the course of her term, each provision of this plan shall apply to with regard to the new agency for the duration of the trustee's term on the board.
 15. NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.


Request Approval of Conflict Resolution Plan

For the reasons provided above, and in accordance with the Conflict Resolution Plan set forth above, North Los Angeles County Regional Center hereby requests that DDS approve the Conflict Resolution Plan in this matter.


Respectfully submitted,

By: 

JACQUIE COLTON, NLACRC Board
Member Date: 28/02/25

By: 

Juan Hernandez, Board of Trustees President, NLACRC
Date: 28/02/25

By: 

Angela Pao-Johnson, Executive Director, NLACRC
Date: 28/02/25

Reset Form

**CONFLICT OF INTEREST REPORTING STATEMENT
DS 6016 (Rev. 08/2013)**

The duties and responsibilities of your position with the regional center require you to file this Conflict of Interest Reporting Statement. The purpose of this statement is to assist you, the regional center and the Department of Developmental Services (DDS) to identify any relationships, positions or circumstances involving you which may create a conflict of interest between your regional center duties and obligations, and any other financial interests and/or relationships that you may have. In order to be comprehensive, this reporting statement requires you to provide information with respect to your financial interests.

A "conflict of interest" generally exists if you have one or more personal, business, or financial interests, or relationships that would cause a reasonable person with knowledge of the relevant facts to question your impartiality with respect to your regional center duties. The specific circumstances and relationships which create a conflict of interest are set forth in the California Code of Regulations, title 17, sections 54500 through 54530. You should review these provisions to understand the specific financial interests and relationships that can create a conflict of interest.

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer. If the regional center identifies a conflict involving you, it will be required to prepare a conflict resolution plan. Some relevant definitions have been provided in the footnotes to assist you in responding to this statement.

You are required to file this Reporting Statement within 30 days of beginning your employment with the regional center or from the date that you are appointed to the regional center board or advisory committee board. You are then required to file an annual Reporting Statement by August 1st of every year while you remain employed with the regional center or while you are a member of the regional center board or advisory committee board. You must also file a Reporting Statement within 30 days of any change in your status that could result in a conflict of interest. Circumstances that can constitute a change in your status that can require you to file an updated Reporting Statement are described below in footnote one.

A. INFORMATION OF REPORTING INDIVIDUAL

Name: Jacquie Colton Regional Center: North Los Angeles County Regional Center

Regional Center Position/Title: Governing Board Member Executive Director
 Vendor Advisory Committee sitting on Board Employee
 Contractor Agent Consultant

Reporting Status: Annual New Appointment (date): 02/12/2025
 Change of Status¹

If a change in status, date and circumstance of change in status:

1. Please list your job title and describe your job duties at the regional center.
 Member of the Board of Trustees

¹ Change of status includes a previously unreported activity that should have been reported, change in the circumstance of a previously reported activity, change in financial interest, familial relationship, legal commitment, change in regional center position or duties, change in regional center, or change to outside position or duties. See California Code of Regulations, title 17, sections 54531(d) and 54532(d).

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

2. Do you or a family member² work for any entity or organization that is a regional center provider or contractor?
 yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity. **ASAP Home Health**

3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? yes no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest. **ASAP Home Health provides LVN respite hours for my son which I as an LVN provide**

4. Are you a regional center advisory committee board member? yes no -- If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers? yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.

5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest? yes no -- If yes, please explain.

² Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brother-in-laws, sister-in-laws, son-in-laws and daughter-in-laws. See California Code of Regulations, title 17, sections 54505(f).

³ For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member⁴? [Note: Governing board members do not have to answer "yes" to this question if the financial benefit would be available to regional center consumers or their families generally].
 yes no -- If yes, please explain.

7. Are you responsible for negotiating, making,⁵ executing or approving contracts on behalf of the regional center? yes no -- If yes, please explain.

As a NLACRC Board member, I will be responsible for approving contracts over \$250,000.00.

8. Do you have a financial interest in any contract⁶ with the regional center? yes no -- If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no -- If yes, please explain.

9. Do any of your family members have a financial interest in any contract with the regional center? yes no
 If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no
 If yes, please explain.

⁴ Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

⁵ California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

⁶ For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?
 yes no -- If yes, please explain.

11. Your job duties require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers? yes no -- If yes, please explain.

B. ATTESTATION

I Jacquie Colton (print name) HEREBY CONFIRM that I have read and understand the regional center's Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center's Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center's designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626.

Signature Jacquie Colton Date 02/12/25

INTERNAL USE ONLY

Date this Statement was received by Reviewer:

The reporting individual does does not have a present potential conflict of interest

Signature of Designated Reviewer

Date Review Completed

Betsy Stoneman

2-14-2025

Board Member Responsibilities

The role of the Board of Trustees of the North Los Angeles County Regional Center (NLACRC) is to make policy for the operation of the regional center. Policy is developed through recommendations from board committees and the executive director with final approval from the Board of Trustees.

Your responsibility as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

- Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held at 6:30 p.m. on the second Wednesday of each month at one of NLACRC's three offices. To be counted as "present", one must attend the meeting for at least 1 hour of the meeting's duration.
- Membership and attendance on one (1) or more board committees.
- Visitation to at least one disability community organization, service provider program/event or legislator/legislative event. Visits to NLACRC vendored programs informs board members about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g., school setting or transportation).
- Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
- Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the administrative assistant to the board.
- Completion of the Conflict of Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
- Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
- Adherence to the board's Code of Conduct policy.
- Attendance at the annual board orientation for all newly seated board members.
- Participation in board-coordinated trainings and the annual board retreat.