

**Welfare & Institutions Code
Section 4639.5**

(a) By December 1 of each year, each regional center shall provide a listing to the State Department of Developmental Services a complete current salary schedule for all personnel classifications used by the regional center. The information shall be provided in a format prescribed by the department. The department shall provide this information to the public upon request. From February 1, 2009, to June 30, 2010, inclusive, the requirements of this subdivision shall not apply.

(b) By December 1 of each year, each regional center shall report information to the department on all 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. Expenditures for the maintenance, repair, or purchase of equipment or property shall not be required to be reported for purposes of this subdivision. The report shall be prepared in a format prescribed by the department and shall include, at a minimum, for each recipient the amount of funds expended, the type of service, and purpose of the expenditure. The department shall provide this information to the public upon request. Regional centers shall not be required to prepare or submit the report required by this subdivision in 2009.

(c) Beginning July 1, 2016, and to the extent funds are appropriated in the annual Budget Act for this purpose, the department shall allocate thirty-one million one hundred thousand dollars (\$31,100,000), plus any associated matching funds, to provide a salary increase, benefit increase, or both, excluding unfunded retirement liabilities, for regional center operations. Of this amount, twenty-nine million seven hundred thousand dollars (\$29,700,000) shall be used for salary, benefit increases, or both, for regional center staff, and shall not supplant funding currently scheduled to be used for this purpose. These funds shall not be used to provide salary or benefit increases to regional center executive staff or for unfunded retirement liabilities. The remaining one million four hundred thousand dollars (\$1,400,000) shall be used for an increase for administrative costs, consistent with those specified in subdivision (b) of section 4629.7, for both regional centers and clients' rights advocates contracts pursuant to subdivision (b) of section 4433. Regional centers shall maintain documentation, subject to audit, on how this funding was allocated.

(d) By March 10, 2017, and again by October 1, 2017, and in a format prescribed by the department, each regional center shall report the following information to the department:

- (1) The total amount provided to staff for purposes of subdivision (c).
- (2) The position titles of staff receiving the increase and amounts of increases by title.
- (3) The number of service coordinators receiving the increase.
- (4) Data on staff turnover.
- (5) The classification of expenditures and amount for each of the administrative costs outlined in subdivision (b) of section 4629.7.
- (6) The allocation methodology used by a regional center to distribute the funding.
- (7) Any other information determined by the department.

(e) In its 2017–18 May Revision fiscal estimate, the department shall describe the implementation of the increase provided in subdivision (c), including, but not limited to, the data described in subdivision (d), aggregated by regional center and statewide, and the impact of the increase on caseload ratios.

(f) Any regional center that fails to report the information required by subdivision (d) to the department shall forfeit the increases described in subdivision (c).

(Amended by Stats. 2016, 2nd Ex. Sess., Ch. 3, Sec. 3. Effective June 9, 2016.)

Survey B

ADMINISTRATIVE EXPENDITURES REPORT - 2024

Regional Center: **REGIONAL CENTER OF THE EAST BAY**
 Date Completed: **12/02/2024**
 Contact Person: **Lynn Nguyen**
 Telephone: **(510) 618-7709**

Welfare & Institutions (W&I) Code section 4639.5 requires regional centers to report expenditures from the regional center operations budget for all administrative services, except for maintenance, repair, or purchase of equipment or property.

INSTRUCTIONS:

Please list all regional center expenditures for administrative services for Fiscal Year (FY) 2023-2024, including:
 • only those expenditures made from the regional center Operations Budget;
 • all administrative services purchased including, but not limited to, managerial, consultant, accounting, personnel, labor relations, and legal services; and
 • expenditures procured under a contract or otherwise.
Do not include contracts for the maintenance, repair or purchase of equipment or property.

Recipient of Funds	Type of Service	Purpose of Expenditure	Amount Expended FY 23-24
440 CREATES	Creating and Printing	Catalog	\$5,725.00
440 SHIFT LLC	Creating and Printing	Brochures	\$29,725.00
501(C) AGENCIES TRUST	Insurance	Unemployment	\$108,050.49
ACCENT ON LANGUAGES, INC.	Consultant	Translation Services	\$492.37
ACCESS INFORMATION	Document Destruction	Paper shredding	\$20,712.03
ADCLUB ADVERTISING	Advertisement Services	Staff Recruitment	\$28,480.00
ADP, LLC	Payroll/Admin Service	Payroll processing fees	\$73,584.41
ADT COMMERCIAL	Security Services	Repair Key Card Access	\$3,195.66
AGT CPAS & ADVISORS	Accountancy Firm	CPA Consultant/Independent Audit Firm	\$42,000.00
ALLIANCE MEMBER SERVICES	Insurance	General Liability/Directors and Officers	\$237,942.00
APEX EMPLOYMENT LAW, LLP	Legal Fees	Legal-Employment Issues	\$19,350.00
ARCA	Association Dues	Annual Dues	\$138,107.37
ARTHUR J. GALLAGHER & CO.	Insurance	General Liability/Directors and Officers	\$51,386.93
BERKSHIRE HATHAWAY	Insurance	Worker's Compensation	\$233,067.00
BUSINESS POINT IMPRESSION	Printing	Brochures	\$13,571.60
CARASOFT TECHNOLOGY CORP	Software subscription	DocuSign	\$82,935.60
CHAPMAN AND CUTLER LLP	Legal Fees	Legal Consultant	\$7,500.00
CIRCLEUP EDUCATION	Consultant	Cultural Training	\$3,850.00
CLOUDSAFE GROUP LLC	IT Consultant	IT support services	\$16,805.00
COLUMBUS MEDICAL SERVICES	Consultant	Staffing Startup costs	\$505,977.92
CORODATA	Records Management	Records storage/retrieval	\$10,327.54
CORODATA SHREDDING, INC.	Document Destruction	Paper shredding	\$7,110.10
CPS HR CONSULTING	Consultant	Document Transcription	\$44,715.63
DEPT OF DEVELOPMENTAL SRV	Ongoing- State Staff Contract	State Staff Contract	\$542,983.22
DLB ASSOCIATES, INC.	IT Consultant	IT support services	\$15,352.55
DRV TECHNOLOGIES, INC.	IT Consultant	IT Software Consultant	\$693.00
ECS IMAGING, INC.	IT Consultant	Scanning Project Consulting	\$250,095.00
ENRIGHT & OCHELTREE, LLP	Legal Fees	Legal-Consumer Issues	\$69,703.13
FLUID NETWORKS	IT consultant	IT support services	\$54,489.72
GLYPTODON, INC.	Software subscription	VPN Remote access	\$2,709.00
GREENHOUSE SOFTWARE, INC.	Payroll/Admin Service	Recruiting Software	\$29,336.40
HANNA INTERPRETING	Consultant	Translation Services	\$412.50
HELEN SANDERSON	Staffing	Exec Dir Search Consultant	\$47,569.22
HIRERIGHT, LLC	Payroll/Admin Service	Employment Background	\$13,092.80
HOANG, KHANH	Consultant	Clinical Review for Eligibility	\$200,400.00
KING, D'ET	Agnews Ongoing-Dental Coordinator	Dental Consultant	\$123,825.00
LA FAMILIA COUNSELING	Client Services	Case Mgmt-Delegate Agency	\$975,277.92
LANGUAGE NETWORK, INC.	Consultant	Translation Services	\$10,930.36
LINGUABEE	Language Interpretation	Translation Services	\$12,137.50
MEDICAL INSURANCE	Insurance	Malpractice Insurance	\$20,324.00
MODERN EXPRESS	Courier Service	Mail Courier	\$13,443.57
MOONEY, SUSAN	Staffing	Exec Director Search Consultant	\$3,263.00
MUSICK, PEELER & GARRETT	Legal Fees	Legal-General	\$74,869.86
NEDASOFT, INC.	IT Consultant	IT Software Renewal	\$26,500.00
NEO LAW GROUP	Legal Fees	Legal-Employment Issues	\$4,850.00
NEW GENERATION SOFTWARE,	IT Consultant	IT Software Renewal	\$8,696.65
NICOLAY CONSULTING GROUP	Consultant	CalPERS OPEB valuation	\$8,000.00
NINJIO, LLC	IT Consultant	IT Security training	\$14,898.00
NORCO PRINTING	Printing	Printing Letterhead/Envelopes	\$7,375.95
PEAK ADVANCEMENTS LLC	Consultant	Consultant for policies and procedures	\$8,278.75
RACHMAN, JULIE	Consultant	HR Consulting	\$71,190.00
ROBERT HALF	Staffing	Temp help	\$94,526.28
SDICDSI, FUND 49	IT Consultant	SANDIS Annual Fee	\$57,500.00
SYNTEX GLOBAL, INC.	Consultant	Translation Services	\$700.00
TECA DATA SAFE CORP.	IT Consultant	IT support services	\$5,400.00

TRACY L. LAWRENCE, LLC	Staffing	Exec Director Search Consultant	\$90,000.00
UNH-INSTITUTE ON DISABTY	Consultant	START Consultant	\$55,903.43
WAGEWORKS	Payroll/Admin Service	Flexible Benefit Services	\$9,952.98
WAGEWORKS, INC.	Payroll/Admin Service	Cobra Administration	\$4,585.92

Survey A

PERSONNEL CLASSIFICATIONS REPORT - 2024

Regional Center: **REGIONAL CENTER OF THE EAST BAY**
 Date Completed: **12/02/2024**
 Contact Person: **Lynn Nguyen**
 Telephone: **(510) 618-7709**

[Welfare & Institutions \(W&I\) Code section 4639.5 requires regional centers to provide the Department a complete and current salary schedule for all personnel classifications used by the regional center.](#)

INSTRUCTIONS: Please provide a listing of all personnel classifications used by the regional center and their associated salary schedule (range) for Fiscal Year 2023-2024.

Salary Range		
Personnel Classification	BW Salary (Low)	BW Salary (High)
Consumer Advocate(spec. salary)	636.48	636.48
File Clerk	1,697.28	2,507.65
Mail / File Clerk	1,876.93	2,773.09
Receptionist	1,876.93	2,773.09
Records Technician	1,876.93	2,773.09
Secretary	1,902.70	2,811.17
Account Clerk	2,009.42	2,968.82
Record Clerk	2,009.42	2,968.82
Administrative Secretary I	2,159.36	3,190.38
Database Coordinator	2,159.36	3,190.38
Vendor Clerk	2,159.36	3,190.38
Admin Assistant, Case Mangt POS	2,331.49	3,444.66
Administrative Assistants	2,331.49	3,444.66
Administrative Secretary II	2,331.49	3,444.66
Case Manager Intern Bilingual	2,331.49	3,444.66
FCPP Coordinator	2,331.49	3,444.66
Information Systems Assistant	2,331.49	3,444.66
Senior Account Clerk	2,331.49	3,444.66
Transportation Assistant	2,331.49	3,444.66
Vendor Database Coordinator	2,331.49	3,444.66
Associate Case Manager	2,369.22	3,500.41
Family Transition Coordinator	2,369.22	3,500.41
Intake Coordinator	2,369.22	3,500.41
Technology Trainer	2,388.00	3,528.17
Human Resource Technician	2,505.46	3,701.70
Information Systems Analyst	2,505.46	3,701.70
Network Systems Technician	2,505.46	3,701.70
Accounting Rate Specialist	2,519.77	3,722.86
Accounting Specialist	2,519.77	3,722.86
Case Manager I	2,519.77	3,722.86
Community Services Rate Specialist	2,519.77	3,722.86
Fiscal Monitor	2,519.77	3,722.86
Purchase of Services (POS) Specialist	2,519.77	3,722.86
Case Manager II	2,620.53	3,871.73
Payroll Specialist	2,620.53	3,871.73
Complex Needs Case Manager	2,751.55	4,065.31
Accounts Payable Manager	2,895.61	4,278.13
Client Trust Manager	2,895.61	4,278.13
Executive Assistant	2,895.61	4,278.13
Human Resources Recruiting Specialist	2,895.61	4,278.13
Human Resources Specialist	2,895.61	4,278.13
Staff Accountant	2,895.61	4,278.13
Support Services Supervisor	2,895.61	4,278.13
Autism Spectrum Coordinator	2,972.20	4,391.29
Culture and Community Engagement Specialist (Previously Diversity & Equity Specialist)	2,972.20	4,391.29
Deaf & Hard of Hearing Specialist (BL-ASL)	2,972.20	4,391.29
Early Intake & Assesment Specialist	2,972.20	4,391.29

Emergency Coordination Specialist- Exempt	2,972.20	4,391.29
Employment Specialist	2,972.20	4,391.29
Forensic Services Specialist	2,972.20	4,391.29
HCBS Specialist	2,972.20	4,391.29
Health & Safety Specialist	2,972.20	4,391.29
Housing Specialist	2,972.20	4,391.29
Living Options Specialist	2,972.20	4,391.29
Medicaid Waiver Specialist	2,972.20	4,391.29
Quality Assurance Specialists	2,972.20	4,391.29
Self-Determination Program / Participant Choice Specialist	2,972.20	4,391.29
Senior Resource Specialist	2,972.20	4,391.29
Special Incident Coordinator	2,972.20	4,391.29
Transportation Manager	2,972.20	4,391.29
Associate Case Manager Supervisor	3,313.88	4,896.11
Case Management Supervisor	3,313.88	4,896.11
Community Services Supervisor	3,313.88	4,896.11
Early Start Intake Supervisor	3,313.88	4,896.11
Fair Hearing Specialist - Exempt	3,313.88	4,896.11
Federal Programs Supervisor	3,313.88	4,896.11
IDEA Specialist Individuals with Disabilities Action	3,313.88	4,896.11
Intake & Assessment Supervisor	3,313.88	4,896.11
Quality Assurance Supervisor	3,313.88	4,896.11
Training Coordinator Exempt	3,313.88	4,896.11
High Risk Infant Specialist	3,371.21	4,980.82
Nurse Specialist	3,469.94	5,126.68
Occupational Therapist	3,469.94	5,126.68
Speech Specialist	3,469.94	5,126.68
Behavior Analyst	3,567.57	5,270.93
Autism Spectrum Psychologist	3,585.12	5,296.86
Psychologist	3,585.12	5,296.86
Manager, Accounting	3,737.15	5,521.48
Manager, Administrative Services	3,737.15	5,521.48
Manager, Human Resources	3,737.15	5,521.48
Assoc. Director of Adults Services	4,174.08	6,167.02
Assoc. Director of Childrens Services	4,174.08	6,167.02
Assoc. Director of Client Services	4,174.08	6,167.02
Assoc. Director of Early Start & Young Children	4,174.08	6,167.02
Clinical Supervisor	4,174.08	6,167.02
Controller	4,174.08	6,167.02
Culture and Community Engagement Manager	4,174.08	6,167.02
Information Systems Manager	4,174.08	6,167.02
Manager of Risk Management & Q.A.	4,174.08	6,167.02
Manager, Outreach, Intake & Clinical Services	4,174.08	6,167.02
Manager, Specialized Services & Support	4,174.08	6,167.02
Director of Human Resources	4,382.78	6,475.37
Director Community Services	4,943.77	7,304.21
Director, SDC/ CPP	4,943.77	7,304.21
Director of Health & Behavioral Services	5,079.80	7,505.18
Director Finance & Administration	5,767.26	8,520.87
Director, Client Services	5,767.26	8,520.87
Physician	5,982.23	8,838.48
Executive Director	6,967.66	8,012.81