

**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.)*

**Attachment A**  
**ADMINISTRATIVE EXPENDITURES REPORT**  
**2024-2025**

Regional Center: **REGIONAL CENTER OF THE EAST BAY**  
Date Completed: **12/1/2025**  
Contact Person: **Lynn Nguyen**  
Telephone: **(510) 618-7709**

[Welfare & Institutions Code \(WIC\) 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) 2024-2025, 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  
*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 24-25
440 CREATES	Creating and Printing	Catalog	8,441.75
501(C) AGENCIES TRUST	Insurance	Unemployment	121,305.61
716 OCCASIONS	Event Coordination and Services	LACC Event - Facility rental	4,272.75
ACCENT ON LANGUAGES, INC.	Consultant	Translation Services	33,522.47
ACCESS INFORMATION	Document Destruction	Paper shredding	17,396.57
ADCLUB ADVERTISING	Advertisement Services	Staff Recruitment	9,000.00
ADP, LLC	Payroll/Admin Service	Payroll processing fees	7,093.79
AGT CPAS & ADVISORS	Accountancy Firm	CPA Consultant/Independent Audit Firm	53,200.00
ALLIANCE MEMBER SERVICES	Insurance	General Liability/Directors and Officers	317,113.00
APEX EMPLOYMENT LAW, LLP	Legal Fees	Legal-Employment Issues	9,000.00
ARCA	Association Dues	Annual Dues	145,565.66
ARTHUR J. GALLAGHER & CO.	Insurance	General Liability/Directors and Officers	85,404.74
AV STRUCTURAL, INC.	IT Services	Conference AV System	8,922.41
BAY AREA COMMUNICATION	Language Interpretation	ASL Interpreter	2,892.40
BAY AREA ERGONOMICS	Consultant	Ergonomic Assessment	7,140.00
BERKSHIRE HATHAWAY	Insurance	Worker's Compensation	244,016.00
BEST BEST & KRIEGER LLP	Legal Fees	Legal Consultant	14,415.00
BETTER LIFE FOR A CHANGE	Event Coordination and Services	LACC Event - Event Coordinator	10,000.00
BILLUPS, DENNIS	Event Coordination and Services	LACC Event	1,500.00
BUSINESS POINT IMPRESSION	Printing	Brochures	63,807.76
CARAHSOFT TECHNOLOGY CORP	Software subscription	DocuSign	59,060.20
CARE PARENT NETWORK	Promote Equity Grant - DDS	Promote Equity Grant - DDS	29,929.82
CHAPMAN AND CUTLER LLP	Legal Fees	Legal Consultant	7,500.00
CLOUDSAFE GROUP LLC	IT Consultant	IT support services	33,265.00
COLLABORATIVE PSYCHOLOGY	Training / Presentation	LACC consultant - Deaf Plus Conference	5,000.00
COLUMBUS MEDICAL SERVICES	Consultant	Staffing Startup costs	793,157.44
CORODATA	Records Management	Records storage/retrieval	8,708.13
CORODATA SHREDDING, INC.	Document Destruction	Paper shredding	8,981.05
CPS HR CONSULTING	Consultant	Document Transcription	4,612.50
CYNTHIA J. JINDRICH,	Consultant	Occupational Therapy - Client Appointments	21,750.00
DEPT OF DEVELOPMENTAL SRV	Ongoing- State Staff Contract	State Staff Contract	624,176.41
DIVERSITY HEALTH INSTITUT	Training / Presentation	LACC consultant - Afghan Community	22,500.00
DNAM, INC.	IT Consultant	IT Consultant	12,500.00
DREAMERS' EVENT LLC	Event Coordination and Services	LACC Event - Facility rental, Catering	57,000.00
DRV TECHNOLOGIES, INC.	IT Consultant	IT Software Consultant	924.00
EAST BAY SANCTUARY COVENA	Language Interpretation	Translation Services	31,666.40
ECS IMAGING, INC.	Records Management	Scanning Project Consulting	60,535.56
EDMOND, BRITNEY K	Consultant	SDPLAC Consultant	1,581.25
ENRIGHT & OCHELTRREE, LLP	Legal Fees	Legal-Consumer Issues	66,836.56
EVERON, LLC	Security Services	Repair Key Card Access	3,400.97
FLUID NETWORKS	IT consultant	IT support services	27,184.71
FRIENDS OF CHILDREN w/ SPEC. NEEDS	Promote Equity Grant - DDS	Promote Equity Grant - DDS	1,550.00
GREENHOUSE SOFTWARE, INC.	Payroll/Admin Service	Recruiting Software	33,027.60
GREENWELL, ROCHELLE	Consultant	HR Consulting	3,200.00
HANNA INTERPRETING	Consultant	Translation Services	1,500.00
HELPING HANDS EAST BAY	Promote Equity Grant - DDS	Promote Equity Grant - DDS	22,887.30
HIRERIGHT, LLC	Payroll/Admin Service	Employment Background	5,387.70
HOANG, KHANH	Consultant	Clinical Review for Eligibility	275,600.00
INKAS SCREEN PRINTING LLC	Event Coordination and Services	LACC Event - Screenprinting	4,997.17
J.J. KELLER & ASSO, INC.	HR Admin services	FMLA tracking	3,685.00
JEW, TERRANCE	IT Consultant	POS Module consultant	2,844.31
JORODA, INC.	Event Coordination and Services	LACC Event - Catering	3,033.06
JOYNER, JOHN	Consultant	Intake	95,833.33
JUSTIFACTS CREDENTIAL	Software subscription	HR Software	957.44
KEEPER SECURITY, INC.	Software subscription	Not on PY Rpt. Software subscription	2,027.25
KING, D'ET	Agnews Ongoing-Dental Coordinator	Dental Consultant	124,800.00
KONG, MAN-CHUN	Event Coordination and Services	LACC Event - Facility rental, Catering	1,550.50
KRAMER, ANNA B	Event Coordination and Services	LACC Event - Photography	2,650.00
LA FAMILIA COUNSELING	Client Services	Case Mgmt-Delegate Agency	1,050,290.72

LANGUAGE LINE SRVCS, INC.	Language Interpretation	Interpreter Service	15,282.55
LANGUAGE NETWORK, INC.	Consultant	Translation Services	4,281.71
LINGUABEE	Language Interpretation	Translation Services	46,482.00
MAPTICIAN, INC.	Software subscription	HR Software	622.00
MARIA M. MOSQUEDA, LMFT	Event Coordination and Services	LACC Event - consultant	4,200.00
MEDICAL INSURANCE	Insurance	Malpractice Insurance	13,057.00
METCON TI, INC.	IT Services	Speaker/intercom Installation	3,125.00
MODERN EXPRESS	Courier Service	Mail Courier	26,871.22
MODUS	Consultant	Workspace Design	10,380.00
MOORE, TRACEY MICHELLE	Vendor/Staff Training Consultant	Vendor/Staff Training	287,400.00
MOVING FORWARD PSYCHOLOG	Training / Presentation	LACC Event - Trainer	6,656.03
MUSICK, PEELER & GARRETT	Legal Fees	Legal-General	138,230.05
NAVIGATE HRC	Payroll/Admin Service	Benefits reporting	12,003.00
NECTAR HR	Software subscription	HR Software	2,000.00
NEDASOFT, INC.	IT Consultant	IT Software Renewal	28,000.00
NEO LAW GROUP	Legal Fees	Legal-Employment Issues	1,400.00
NEW GENERATION SOFTWARE,	IT Consultant	IT Software Renewal	7,276.57
NGUYEN, TONY TAI, SPECIAL	Event Coordination and Services	LACC consultant	7,650.00
NICKELSON, EMERY D	Event Coordination and Services	LACC Event - Catering	2,626.78
NICOLAY CONSULTING GROUP	Consultant	CalPERS OPEB valuation	8,000.00
NINJIO, LLC	IT Consultant	IT Security training	16,149.80
NORCO PRINTING	Printing	Printing Letterhead/Envelopes	13,445.06
O RASCON LLC	Vendor/Staff Training Consultant	Vendor/Staff Training	30,600.00
OAKLAND MARRIOTT CITY CTR	Event Coordination and Services	LACC Event - Facility rental, Catering	25,618.63
OCEAN KANAMU TIN YING HO	Event Coordination and Services	LACC Event - Videography	5,000.00
OSBORNE, LIANN	Event Coordination and Services	LACC Event - consultant	1,500.00
PEAK ADVANCEMENTS LLC	Consultant	Consultant for policies and procedures	370.00
PERKCITY, INC.	Software subscription	HR Software	9,000.00
RACHMAN, JULIE	Consultant	HR Consulting	64,137.50
RASCON, OMAR J	Vendor/Staff Training Consultant	Vendor/Staff Training	63,000.00
ROBERT HALF	Staffing	Temp help	131,912.71
S5S, LLC	Language Interpretation	Interpreter Service	1,152.30
SAN RAMON MARRIOTT	Event Coordination and Services	RCEB Staff Event	41,183.63
SDICDSI, FUND 49	IT Consultant	SANDIS Annual Fee	28,750.00
SEPAH, SEPEHR SAM	Event Coordination and Services	LACC Event - ASL Translation and Videos	18,040.00
SOTO ACEVEDO, HERNAN	Event Coordination and Services	LACC Event - Photography	1,200.00
STRATTON, KRISTEN	Event Coordination and Services	LACC Event - consultant	2,500.00
TRACY L. LAWRENCE, LLC	Staffing	Exec Director Search Consultant	35,000.00
TURNER, ROBERT L	Event Coordination and Services	RCEB Staff Event	1,400.00
WAGeworks	Payroll/Admin Service	Flexible Benefit Services	13,304.77
WAGeworks, INC.	Payroll/Admin Service	Cobra Administration	5,755.50
YANG, MINGCHEN	Event Coordination and Services	LACC Event - Videography	1,200.00
ZOHO CORPORATION	Software subscription	Helpdesk Software subscription	1,360.80

**Attachment A**

**PERSONNEL CLASSIFICATIONS REPORT  
2024-2025**

Regional Center:	<b>REGIONAL CENTER OF THE EAST BAY</b>
Date Completed:	<b>12/1/2025</b>
Contact Person:	<b>Lynn Nguyen</b>
Telephone:	<b>(510) 618-7709</b>

[Welfare & Institutions Code \(WIC\) 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 (FY) 2024-2025.

Personnel Classification	Salary Range	
	Biweekly Salary (Low)	Biweekly Salary (High)
Consumer Advocate(spec. salary) - U	1,731.23	1,731.23
File Clerk - U	1,731.23	2,557.82
Mail / File Clerk - U	1,914.47	2,828.54
Receptionist - U	1,914.47	2,828.54
Records Technician - U	1,914.47	2,828.54
Secretary - U	1,940.75	2,867.37
Account Clerk - U	2,049.61	3,028.19
Record Clerk - U	2,049.61	3,028.19
Vendor Clerk - U	2,202.55	3,254.17
Administrative Secretary I - U	2,202.55	3,254.17
Database Coordinator - U	2,202.55	3,254.17
Admin Assistant, Case Mangt POS - C	2,378.12	3,513.57
Administrative Assistants - C	2,378.12	3,513.57
Administrative Secretary II - U	2,378.12	3,513.57
Case Manager Intern Bilingual - U	2,378.12	3,513.57
F CPP Coordinator - C	2,378.12	3,513.57
Information Systems Assistant - C	2,378.12	3,513.57
Senior Account Clerk - U	2,378.12	3,513.57
Transportation Assistant - U	2,378.12	3,513.57
Vendor Database Coordinator - U	2,378.12	3,513.57
Associate Case Manager - U	2,416.60	3,570.42
Family Transition Coordinator - U	2,416.60	3,570.42
Intake Coordinator- U	2,416.60	3,570.42
Technology Trainer- C	2,435.76	3,598.74
Human Resource Recruiting Technician - C	2,555.57	3,775.76
Human Resource Technician - C	2,555.57	3,775.76
Information Systems Analyst - C	2,555.57	3,775.76
Network Systems Technician - C	2,555.57	3,775.76
Payroll Technician - C	2,555.57	3,775.76
Accounting Rate Specialist- U	2,570.17	3,797.29
Accounting Specialist - U	2,570.17	3,797.29
Case Manager I - U	2,570.17	3,797.29
Community Services Rate Specialist- U	2,570.17	3,797.29
Fiscal Monitor - U	2,570.17	3,797.29
Purchase of Services (POS) Specialist - U	2,570.17	3,797.29
Case Manager II - U	2,672.94	3,949.16
Complex Needs Case Manager- U	2,806.58	4,146.60
Executive Assistant - C	2,953.52	4,363.70
Human Resources Recruiting Specialist - C	2,953.52	4,363.70
Human Resources Specialist - C	2,953.52	4,363.70
Payroll Specialist - C	2,953.52	4,363.70
Intake Administrative Supervisor - M	2,953.52	4,363.70
Intake Coordinator Supervisor - M	2,953.52	4,363.70
Staff Accountant - C	2,953.52	4,363.70
Support Services Supervisor - M	2,953.52	4,363.70
Autism Spectrum Coordinator - U	3,031.64	4,479.11
Culture & Community Engagement Specialist- U	3,031.64	4,479.11
Deaf & Hard of Hearing Specialist (BL-ASL)- U	3,031.64	4,479.11
Diversity & Equity Specialist- U	3,031.64	4,479.11
Early Intake & Assesment Specialist - U	3,031.64	4,479.11
Emergency Coordination Specialist- Exempt	3,031.64	4,479.11
Employment Specialist - U	3,031.64	4,479.11
Forensic Services Specialist - U	3,031.64	4,479.11

HCBS Specialist- U	3,031.64	4,479.11
Health & Safety Specialist- U	3,031.64	4,479.11
Housing Specialist- U	3,031.64	4,479.11
Living Options Specialist - U	3,031.64	4,479.11
Medicaid Waiver Specialist - U	3,031.64	4,479.11
Quality Assurance Specialists - U	3,031.64	4,479.11
Self-Determination Program / Participant Choice Specialist - U	3,031.64	4,479.11
Senior Resource Specialist - U	3,031.64	4,479.11
Special Incident Coordinator - U	3,031.64	4,479.11
Transportation Manager - M	3,031.64	4,479.11
Appeals Specialist - C	3,380.16	4,994.04
Associate Case Manager Supervisor- M	3,380.16	4,994.04
Case Management Supervisor - M	3,380.16	4,994.04
Community Services Supervisor- M	3,380.16	4,994.04
Early Start Intake Supervisor - M	3,380.16	4,994.04
Fair Hearing Specialist - Exempt	3,380.16	4,994.04
Federal Programs Supervisor - M	3,380.16	4,994.04
Fiscal Supervisor- Client Trust - M	3,380.16	4,994.04
Fiscal Supervisor- POS - M	3,380.16	4,994.04
IDEA Specialist Individuals with Disabilities Action - U	3,380.16	4,994.04
Intake & Assessment Supervisor - M	3,380.16	4,994.04
Quality Assurance Supervisor - M	3,380.16	4,994.04
Training Coordinator - Exempt	3,380.16	4,994.04
High Risk Infant Specialist - U	3,438.63	5,080.40
Case Management Supervisor, Coordinated System of Care (AB	3,539.34	5,229.23
Information Technology Supervisor - M	3,539.34	5,229.23
Nurse Specialist - U	3,539.34	5,229.23
Occupational Therapist - U	3,539.34	5,229.23
Speech Specialist - U	3,539.34	5,229.23
Behavior Analyst - U	3,638.92	5,376.37
Manager, Accounting - M	3,811.89	5,631.89
Manager, Administrative Services - M	3,811.89	5,631.89
Manager, Client Services - M	3,811.89	5,631.89
Manager, Compliance - M	3,811.89	5,631.89
Manager, Federal Programs - M	3,811.89	5,631.89
Manager, Human Resources - M	3,811.89	5,631.89
Manager, Intake & Assessment - M	3,811.89	5,631.89
Manager, Training - M	3,811.89	5,631.89
Autism Spectrum Psychologist - U	3,985.94	5,889.06
Psychologist - U	3,985.94	5,889.06
Assoc. Director of Adults Services - M	4,257.56	6,290.35
Assoc. Director of Childrens Services - M	4,257.56	6,290.35
Assoc. Director of Client Services - M	4,257.56	6,290.35
Assoc. Director of Early Start & Young Children - M	4,257.56	6,290.35
Clinical Supervisor - M	4,257.56	6,290.35
Controller - M	4,257.56	6,290.35
Manager, Culture & Community Engagement - M	4,257.56	6,290.35
Manager, Information Systems - M	4,257.56	6,290.35
Manager, Outreach, Intake & Clinical Services - M	4,257.56	6,290.35
Manager, Risk Management & Q.A. - M	4,257.56	6,290.35
Manager, Specialized Services & Support - M	4,257.56	6,290.35
Director of Equity & Engagement - M	4,470.44	6,604.87
Director of Human Resources - M	4,470.44	6,604.87
Director Community Services - M	5,042.65	7,450.30
Director, SDC/ CPP - M	5,042.65	7,450.30
Director of Health & Behavioral Services - M	5,181.40	7,655.29
Director Finance & Administration - M	5,882.61	8,691.29
Director, Client Services - M	5,882.61	8,691.29
Physician - U	6,101.87	9,015.24
Associate Executive Director - M	6,508.07	9,615.39
Executive Director - M	11,036.79	12,692.31