

Alta California Regional Center  
Board of Directors

BOARD POLICY

**ACCOMMODATION/FACILITATION  
FOR BOARD AND COMMITTEE MEMBERS**

It shall be the policy of the Alta California Regional Center (ACRC) to provide ADA accommodation to the members of the Board of Directors and its committees in the course of their duties. This shall include, but is not limited to, interpreter, attendant, and transportation/mobility assistance. Accepting accommodation/shared facilitation and/or support services is at the discretion of the Board member.

The ACRC Board of Directors will release a request for proposal (RFP) to provide facilitation services to the Board for a three-year period commencing in 2022. The contract will be set at \$30,000 or up to \$10,000 per year of facilitation services. The deliverables for the contract will be created by the ACRC Board of Directors. The Board Executive Committee will be responsible for reviewing proposals every three years and making a recommendation of a service provider to the full Board. *If vendored with the regional center, there will be an opportunity to also receive funding for supporting Board members.*

Example Deliverables/Billable Activities:

- Transporting Board members to and from meetings
- Facilitating participation by regional center Board members
- Arranging for travel, accommodations and work space for one annual Board retreat

Facilitators will adhere to the same codes of conduct as ACRC Board members, although they are not members of the Board.

- Facilitators shall keep all assignment-related information strictly confidential.
- Facilitators shall render the message faithfully, always conveying the content and spirit of the speaker using language most readily understood by the person(s) whom they assist.
- Facilitators shall not counsel, advise or interject personal opinions/agendas.
- Facilitators shall accept assignments with discretion in regards to skills, setting, and the client's needs.

- Facilitators shall request compensation for services in a timely manner.

Adopted: 7/17/97  
Revised: 5/17/01  
Reviewed: 11/7/02  
Revised: 11/17/11  
Adopted: 9/23/21