

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 320, MS 3-9  
SACRAMENTO, CA 95814  
TTY: 711  
(916) 654-1958



March 10, 2021

Kathy Hebert, Board President  
Lisa Kleinbub, Executive Director  
Regional Center of the East Bay  
500 Davis Street, Suite 100  
San Leandro, CA 94577

Dear Ms. Hebert and Ms. Kleinbub:

This letter is in response to Regional Center of the East Bay's (RCEB) correspondence dated July 31, 2020, requesting a conflict of interest waiver for Elizabeth "Lisa" Soloway, an RCEB Board member. The Department of Developmental Services (Department) is in receipt of the Conflict of Interest Reporting Statement and proposed Conflict Resolution Plan for Ms. Soloway. The Department received written approval of the proposed Conflict Resolution Plan from the State Council on Developmental Disabilities on January 19, 2021, as required by Title 17, California Code of Regulations, §54534(a).

A potential conflict exists as Ms. Soloway, is a member on the board for Wellspring Educational Services (Wellspring). Wellspring is a non-public school and a registered non-public agency for children on the autism spectrum. Its main service is primary and secondary education and Ms. Soloway is a parent on the board. Wellspring provides a summer program and is vendored by RCEB as a camp. This vendorization occurred on June 2, 2020. Due to the pandemic, this service has not been utilized as out-of-home respite for children. RCEB reported Ms. Soloway has not been involved in the vendorization process.

Based on the information provided, the proposed Conflict Resolution Plan is approved for Ms. Soloway, effective for 12 months from the date of this letter. If, at any time, there is a change of status that creates a present or potential conflict of interest, RCEB must ensure that Ms. Soloway prepares and files a new Conflict of Interest Reporting Statement, and RCEB submits a new Conflict Resolution Plan, as appropriate, pursuant to Title 17 Regional Center Conflict of Interest Standards and Procedures.

**"Building Partnerships, Supporting Choices"**

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This approval is based on the implementation of the safeguards identified in your July 31, 2020, correspondence and the RCEB Governing Board's assurance that the following conditions are met:

1. As a member of the RCEB Board of Directors, Ms. Soloway will have no role or involvement with any matter that might affect Wellspring or out-of-home respite for children, including, but not limited to:
  - Participation in any discussions, recommendations, or decisions about contracts, service agreements, or any other fiduciary related items that may apply to Wellspring or out-of-home respite for children.
2. Ms. Soloway will fully disclose the existence and nature of the conflict of interest to the RCEB Board and have it noted in the official board records.
3. Ms. Soloway will abstain from voting on any matter pertaining to Wellspring or out-of-home respite, or any other fiduciary related items that may apply to Wellspring or out-of-home respite services for children and supports, or any competitor in the same service category.
4. Ms. Soloway will not use her position as a board member of RCEB to exert influence on decision-making regarding Wellspring or children's out-of-home respite services and supports, or any competitor in the same service category.
5. Should matters related to Wellspring or children's out-of-home respite arise during any RCEB Board meetings (e.g., board or committee meetings), Ms. Soloway will refrain from participating in the discussion.
6. Given the specific set of circumstances, RCEB's Board President and other board members are responsible for ensuring Ms. Soloway complies with Welfare & Institutions Code §4622(k)(2).
7. RCEB's Board President and members are responsible for ensuring the plan, and its safeguards are applied and monitored.

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If you have any questions regarding this correspondence, please contact Melissa Robinson, Primary Regional Center Liaison, Office of Community Operations, at (916) 516-0013, or by email, at [melissa.robinson@dds.ca.gov](mailto:melissa.robinson@dds.ca.gov).

Sincerely,

*Original signed by:*

ERNIE CRUZ  
Assistant Deputy Director  
Office of Community Operations

cc: Michi Toy, Regional Center of the East Bay  
Brian Weisel, California State Council on Developmental Disabilities  
Aaron Carruthers, California State Council on Developmental Disabilities  
Brian Winfield, Department of Developmental Services  
Erica Reimer Snell, Department of Developmental Services  
Rapone Anderson, Department of Developmental Services  
Erin Paulsen Brady, Department of Developmental Services  
Melissa Robinson, Department of Developmental Services