



ADMINISTRATIVE COMMITTEE
NOTICE/AGENDA

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DATE: Tuesday, February 24, 2015
TIME: 9:30 a.m. – 11:00 a.m.
LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811

THE PUBLIC MAY LISTEN IN BY CALLING:	1-800-839-9416
PARTICIPANT CODE:	2982825

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AGENDA

Page

- | | | | |
|----|--|----------|---|
| 1. | CALL TO ORDER | S. Smith | |
| 2. | ESTABLISH QUORUM | S. Smith | |
| 3. | WELCOME/INTRODUCTIONS | S. Smith | |
| 4. | PUBLIC COMMENTS
<i>This item is for members of the public only to provide an opportunity to comments and/or present information to the Committee on matters not on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Committee will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.</i> | | |
| 5. | APPROVAL OF SEPTEMBER 2014 MINUTES | S. Smith | 3 |

6.	ORGANIZATIONAL CHARTS AND STRUCTURE	A. Carruthers	5
	i. Regional Offices and Regional Advisory Committees Questions and Answers		
7.	MONTHLY BUDGET PROJECTIONS	A. Carruthers	24
8.	STRUCTURAL DEFICIT	A. Carruthers	
9.	REVIEW OF GOVERNOR'S PROPOSED 15-16 SCDD BUDGET	L. Cach	25
10.	REVIEW PROPORTION OF BUDGET ALLOCATION BY STATE PLAN GOAL	A. Carruthers	
11.	NEXT MEETING AND ADJOURN	S. Smith	

DRAFT

**Administrative Committee Meeting Minutes
September 24, 2014**

Attending Members

Eric Gelber
Max Duley
Molly Kennedy

Members Absent

Kris Kent
Ning Yang

Others Attending

Aaron Carruthers
Mike Clark
Natalie Bocanegra
Robin Maitino

1. **Call to Order**
Molly Kennedy called the meeting to order at 1:10 p.m.
2. **Establishment of Quorum**
A quorum was present.
3. **Welcome and Introductions**
Members and others introduced themselves.
4. **Approval of the June 18 and July 23, 2014 Minutes**
It was moved/seconded (Gelber/Duley) and carried to approve the June 18 and July 23, 2014 minutes as presented.
5. **Public Comments**
There were no public comments.
6. **Designated State Agency (DSA) Memorandum of Understanding (MOU)**
Staff Counsel, Natalie Bocanegra presented the August 11, 2014 version of the "draft" MOU to the Committee. Committee members provided feedback and requested clarification/rewording in a couple of sections. There was also much discussion incorporating the Interagency Agreement into the MOU. Staff and the Committee agreed that given the review time needed by the DSA that the timeline was not adequate and would be pushed to the spring of 2015.

Natalie invited members to email her by October 3, 2014 if they had additional input they would like to see addressed.

7. **Monthly Budget Projection**

Aaron Carruthers, Chief Deputy Director presented a handout detailing the monthly budget projections for fiscal year 2013-14. This handout included expenditures through July 2014 which indicated a \$638,173 shortfall without filling current vacancies, or a \$1,172,479 shortfall if all vacancies were filled.

Aaron is in the process of obtaining clarification on the amount of rollover funds the agency currently has and will report back to the Committee once he receives that clarification. Aaron plans on reaching out to staff and possibly create a staff workgroup to come up with cost savings that could be presented to the Executive Committee and full Council.

Aaron will continue to provide these detailed projections at every Administrative Committee meeting as well as share the most current information at the November Council meeting.

8. **Policy Manual**

Aaron Carruthers, Chief Deputy Director distributed the SCDD Policy List outlining policies by subject area and status (i.e., existing, updating needed, and needs created). Committee members were appreciative of the thoroughness of the listing and requested that a listing of the policies under the subject categories of Councilmembers, Communications, Conflict of Interest, and Administrative be shared with the full Council at the November meeting.

9. **Future Agenda Items**

The following agenda items will be included on the next agenda:

- MOU Development Update
- Policy Update
- Budget Update

10. **Adjournment**

The meeting was adjourned at 2:30 p.m.



**Question and Answers About
Regional Offices and Regional Advisory Committees
January 2015**

Since July 2014, State Council on Developmental Disabilities (SCDD) Executive Leadership and Managers of Regional Offices (formerly known as Area Board Executive Directors) have engaged in a series of ongoing, regular in-person meetings, teleconferences, and email conversations about the changes happening with the organization. The changes are necessary because of amendments to the Lanterman Act, the SCDD governing statute (Chapter 409, Statutes of 2104). Conversations have included the reasons for the change in statute, various options for the statutory change, the desires of the SCDD Council, the general approach by the Executive Leadership, possible protections of individuals as employees during the changes, various options for future civil service classifications for the Managers, the exam and hiring process, benefits analysis, duties and responsibilities, and a continuous conversation about the vision for the SCDD's future.

Statute gives the Council the option to have Regional Offices (ROs) and Regional Advisory Committees (RACs). In November 2014, the Council chose to exercise this option and authorized the establishment of ROs and RACs in the SCDD bylaws. In January 2015, the Council reviewed policy principles further detailing the governance of the ROs and RACs. The questions and answers in this document reflect the discussion during the past six months of conversations and the answers often reflect consensus around that question. This document gives further administrative detail to the management of ROs and RACs.

**If I was an Area Board Executive Director, what will my title be as of January 1, 2015?
Manager**

What will my Area Board Office be called?

Prior Area Board Name:	Regional Office Name:
AB 1	SCDD North Coast Office
AB 2	SCDD North State Office
AB 3	SCDD Sacramento Office
AB 4	SCDD North Bay Office
AB 5	SCDD Bay Area Office
AB 6	SCDD North Valley Hills Office

AB 7	SCDD Silicon Valley Monterey Bay Office
AB 8	SCDD Sequoia Office
AB 9	SCDD Central Coast Office
AB 10	SCDD Los Angeles Office
AB 11	SCDD Orange County Office
AB 12	SCDD San Bernardino Office
AB 13	SCDD San Diego Imperial Office

What will my full, functional title be?

The format that will be used is: Manager, (insert office name).

For example for the North Coast office, the title will be:

Manager, SCDD North Coast Office

What will be the civil service classification of each RO Manager?

Statutory changes and CA Constitutional requirements create the need to re-establish former exempt positions as civil service positions. The comparable civil service classification is the Staff Services Manager II. Therefore, each civil service Manager position will ultimately be classified as Staff Services Manager II (Managerial) (class code 4969).

What about the classifications of other members of RO staff?

No such changes were triggered by changes to the Lanterman Act. Those classifications stay the same.

Will the job of Manager differ from that of Area Board Executive Director?

Generally speaking, the job of the Manager will be managing and overseeing a team that does the basics: conducts activities that promote advocacy, capacity building, and systemic change at the state level. Of course, offices will operate consistent with the Federal DD Act, the Lanterman Act, in accordance with the laws, policies, and procedures established by SCDD and the State of California, and with direction from SCDD HQ. To the extent that any prior duties do not clearly relate to these areas of law, the job of Manager may slightly differ as directed by the Council.

But what does this mean?

Managers are advocacy, systems change, and capacity building experts in the field of intellectual and developmental disabilities. SCDD values their ability to define what this can mean in order to serve Californians on a statewide basis. Additionally, it is key to utilize our regional structure to advance statewide advocacy, systems, change, and capacity building.

To be a bit more specific, the following activities are appropriate:

- I&R (information and referral);
- Trainings, clinics, publications for self-advocates and parent-advocates;
- Building and maintaining collaboration with local agencies;
- Representing SCDD within the area;
- Educating community members and organizations about SCDD goals, objectives, and activities;
- Providing and maintaining a directory information about accessing services locally;
- Tracking community referrals and outcomes;
- Promote Council positions on policy and legislation to local elected officials;
- Liaise with local legislative offices (while looping in HQ about activities and outcomes) with a focus of moving SCDD positions forward;
- Providing accurate information on use of funds in relation to state plan goals and objectives;
- Gathering community feedback for planning purposes and at other times as requested;
- Gathering information and data on relevant programs, policies, proposals, and laws of the area;
- Maintaining, updating, and transmitting regional information distribution lists;
- Participating in Council Standing Committees
- Other duties as mentioned in statute;
- Other duties as assigned.

As in the past, please report RO activities to HQ as required for completing PPR's and activity reports to AIDD.

Are there activities that ROs may not engage in?

Regional Offices will not be able to:

- Provide direct services;
- Provide direct service in the form of individual advocacy;
- Take positions or make commitments (e.g., programmatic, legislative, operational) that are not at the direction of the Council;
- Legally obligate SCDD;
- Enter into contracts independently;
- Renegotiate executed contracts;
- Accept gratuities, payments, or gifts unless otherwise permitted by SCDD, State of California, and federal rules;
- Create, run, or direct a non-profit organization;
- Contact media, elected officials, or ballot measure committee personnel on behalf of SCDD without prior approval.

There may be appropriate exceptions to these rules. Any exceptions to these activities must be approved in advance by the Executive Director, Chief Deputy Director, or appropriate Deputy Director.

What about general management responsibilities?

Managers are managers for purposes of civil service classification and will, in accordance with state agency rules:

- Hire and supervise staff in consultation with the Deputy Director of Regional Office Operations and Human Resources at HQ;
- Manage the RO budget in consultation with HQ and report budget/expenditure information to HQ as required.

Of course, personnel and budget work will be done consistent with State of California standards. To support Managers in their success, HQ will provide information and training on these processes as needed.

What about branding? Is there a uniform way we should identify ourselves?

Yes. A unified look and message will bring the organization together. Each RO will “brand” themselves consistently with practices provided by HQ. This “branding” shall extend to:

- Logo;
- Phone greetings;
- Brochures;
- Websites;
- Letterhead;
- Communications/media policies;
- Signage.

HQ will provide specific guidance with regard to each of these categories of agency publications.

Will my RO have a RAC?

Yes, unless the Council decides otherwise, the area of each RO will have a RAC supported by the RO. Each RAC shall be constituted and operate according to policies and procedures that may be established by the SCDD.

Who should be a member of the RAC?

RACs must meet the diversity requirements of the statutes “...to ensure the responsiveness of the state council to the geographic, ethnic, and language diversity of the state...” (Welfare and Institutions Code 4544 (b)).

Who appoints members of the RAC?

The Council has the authority to appoint and remove RAC members. RAC members will be appointed based on policies and procedures established by the Council.

Can we provide support to RAC members?

SCDD may reimburse RAC members for necessary expenses incurred in connection with performance of their duties. Any such reimbursements are to be consistent with policies and protocols established by SCDD.

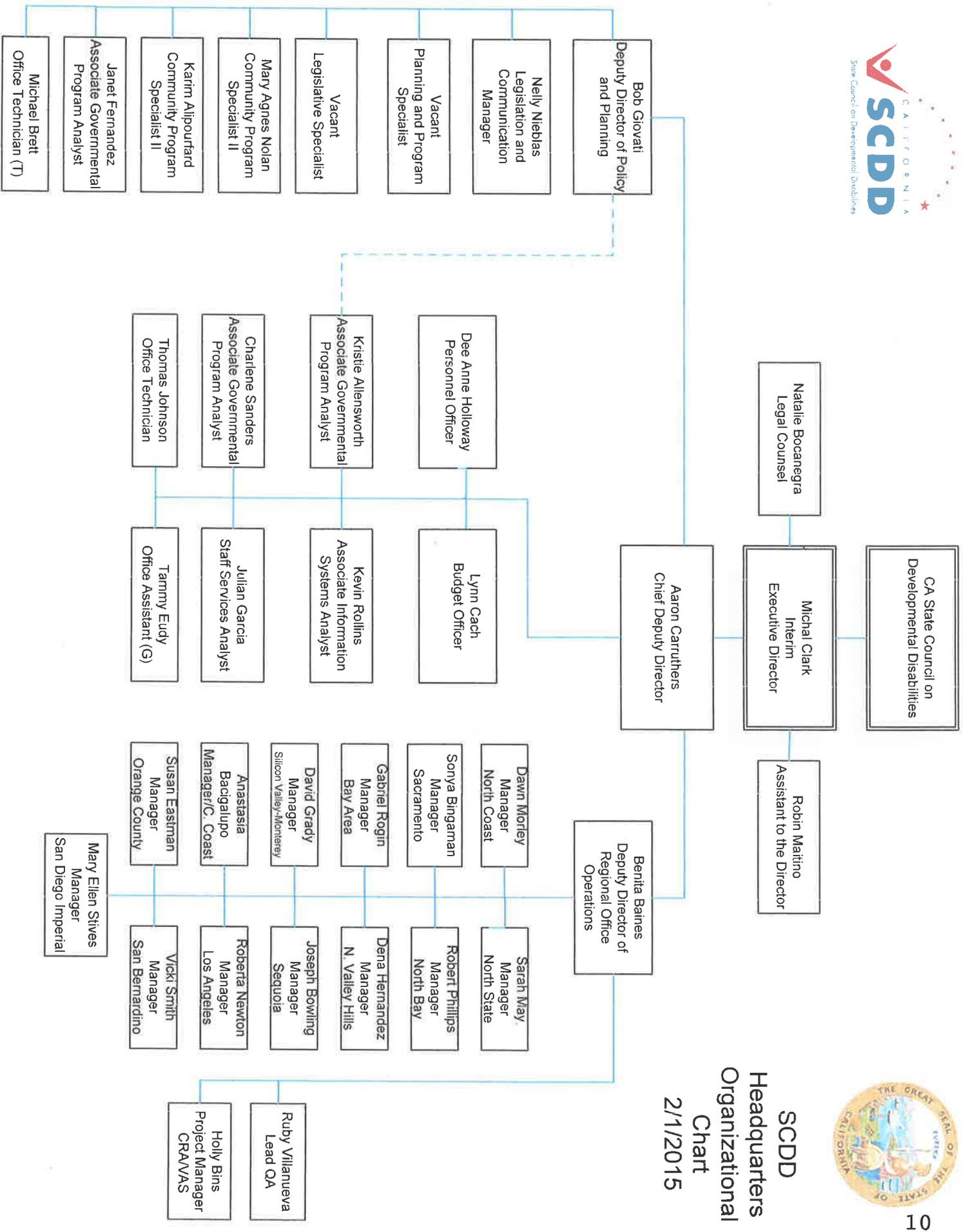
What is my role as Manager with the RAC?

Managers and their staff provide administrative and program support to the RAC. The RAC and its members are to:

- Advise SCDD and its RO on local issues and identify and provide input regarding local systemic needs within its communities;
- Provide input and be a source for data for the SCDD to consider in the formulation of the state plan;
- Provide public information programs for consumers, families, professional groups, and the general public to increase professional and public awareness of areas identified within the state plan;
- Engage in other activities as requested by SCDD.

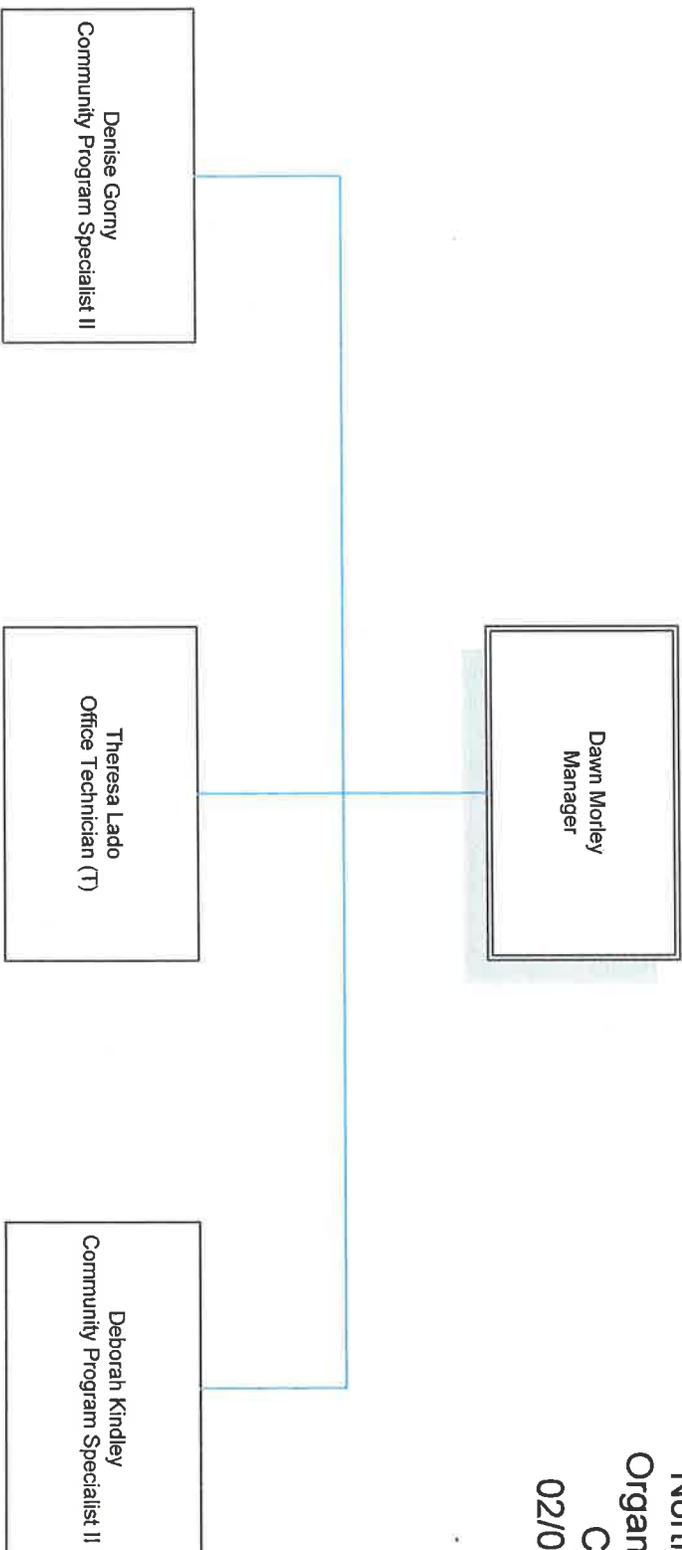


SCDD
Headquarters
Organizational
Chart
2/1/2015



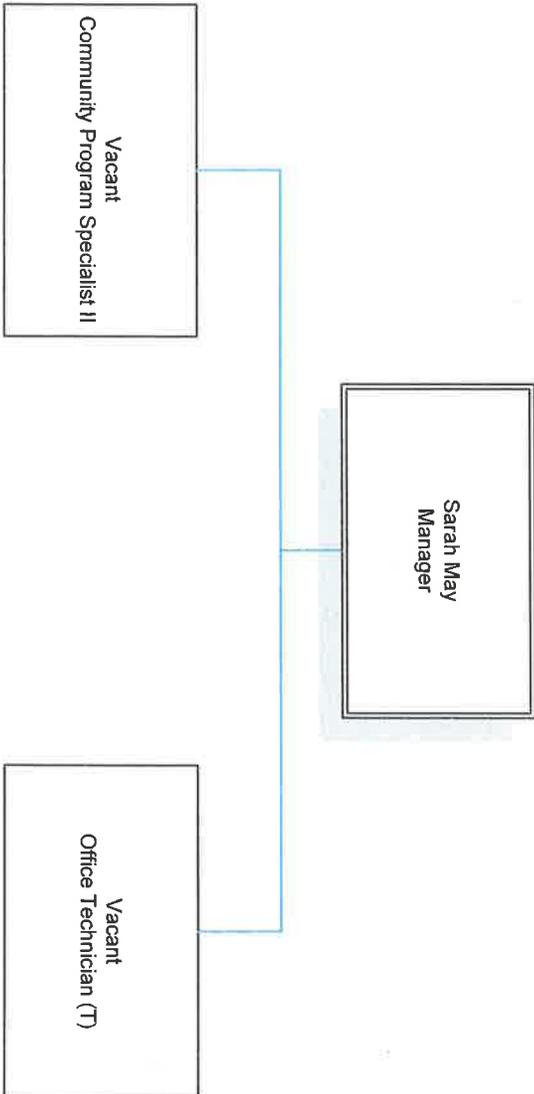


SCDD
North Coast
Organizational
Chart
02/01/2015



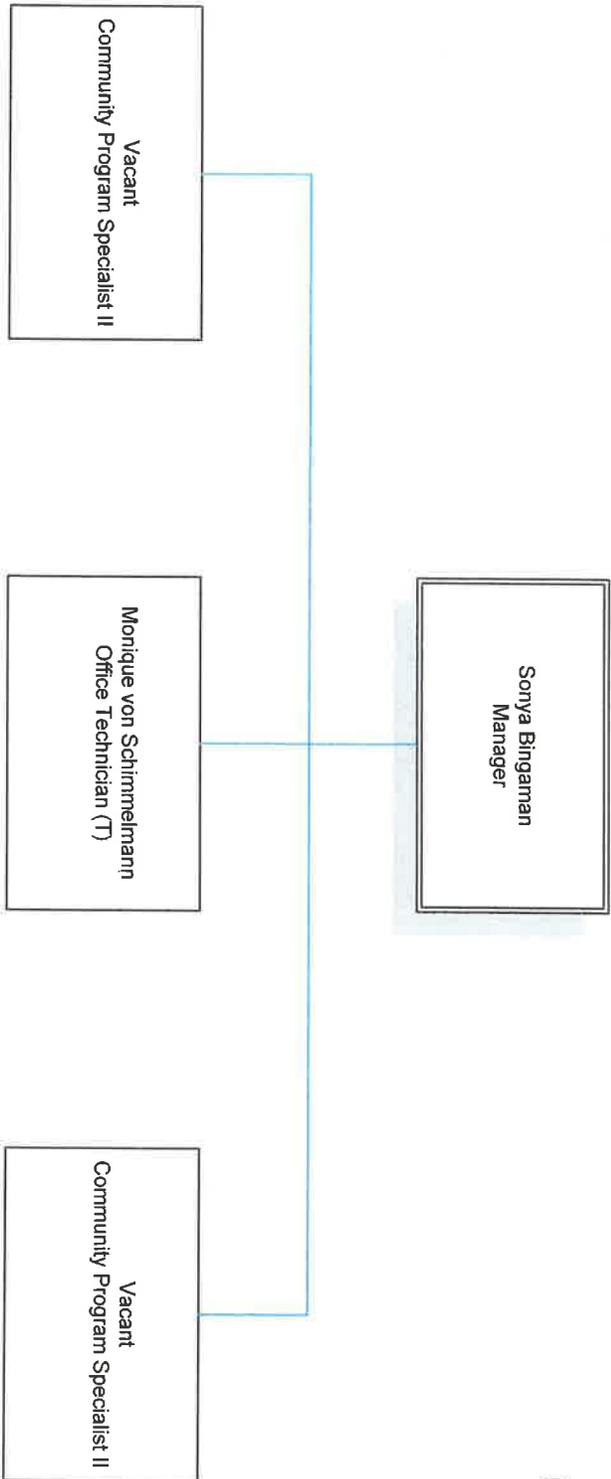


SCDD
Current
North State
Organizational
Chart
02/01/2015



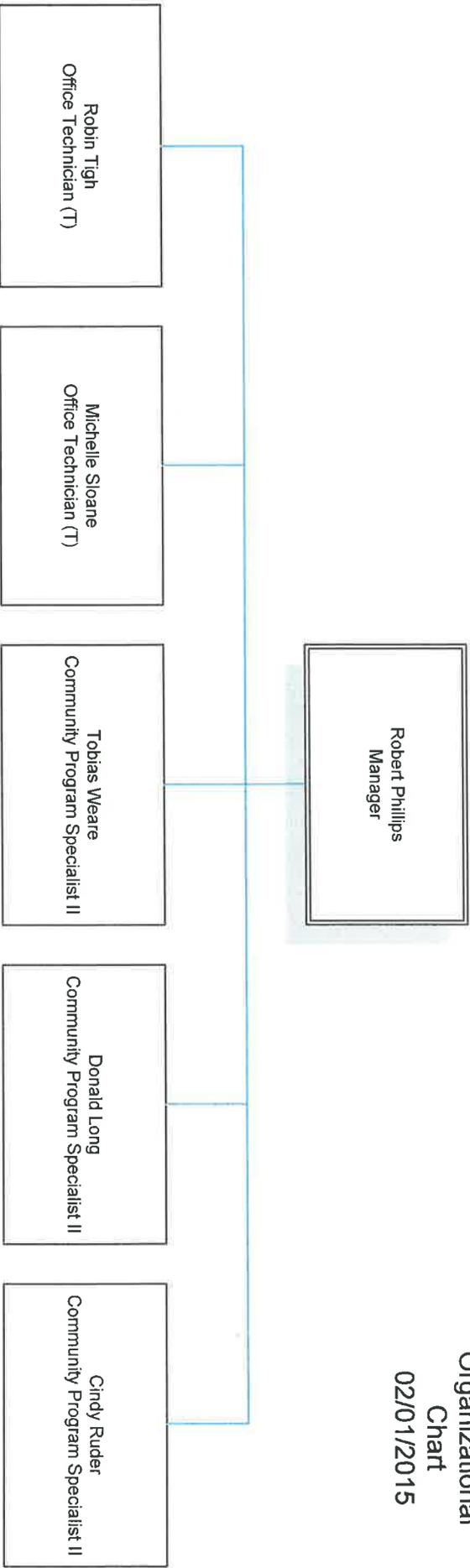


SCDD
Sacramento
Organizational
Chart
02/01/2015



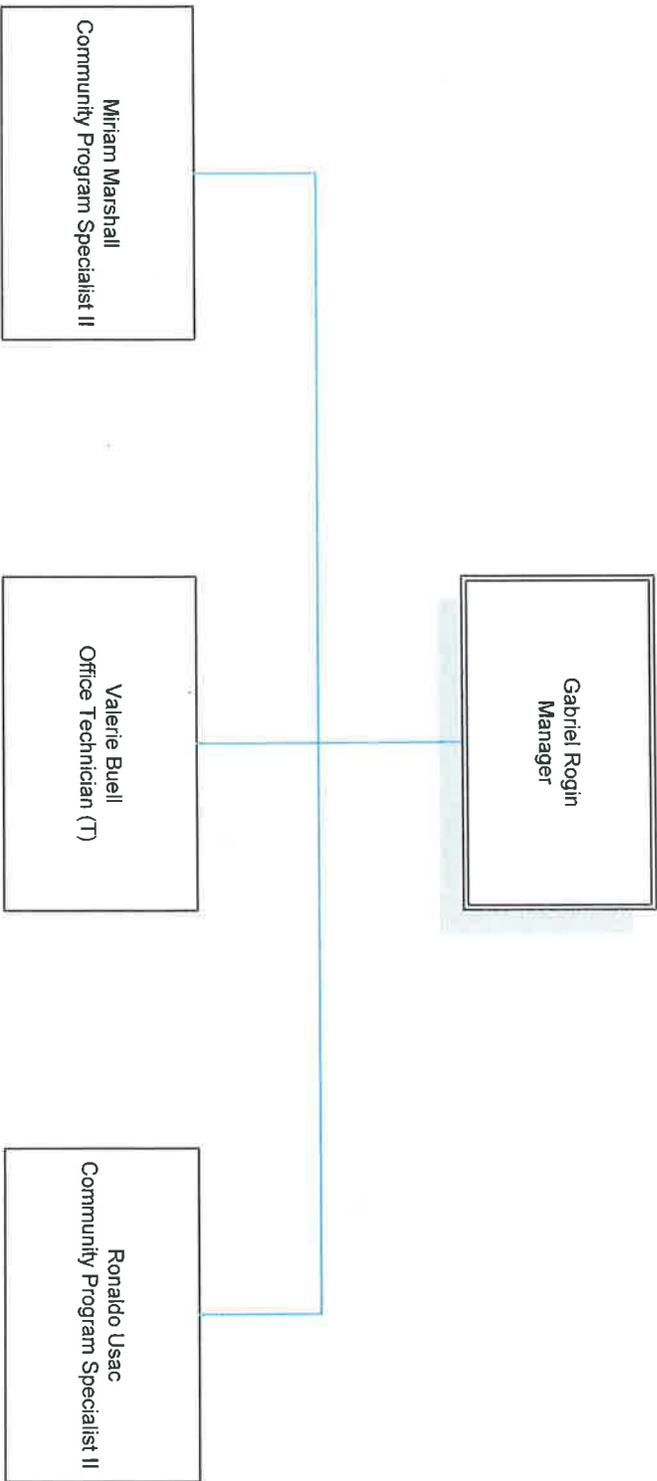


SCDD
North Bay
Organizational
Chart
02/01/2015



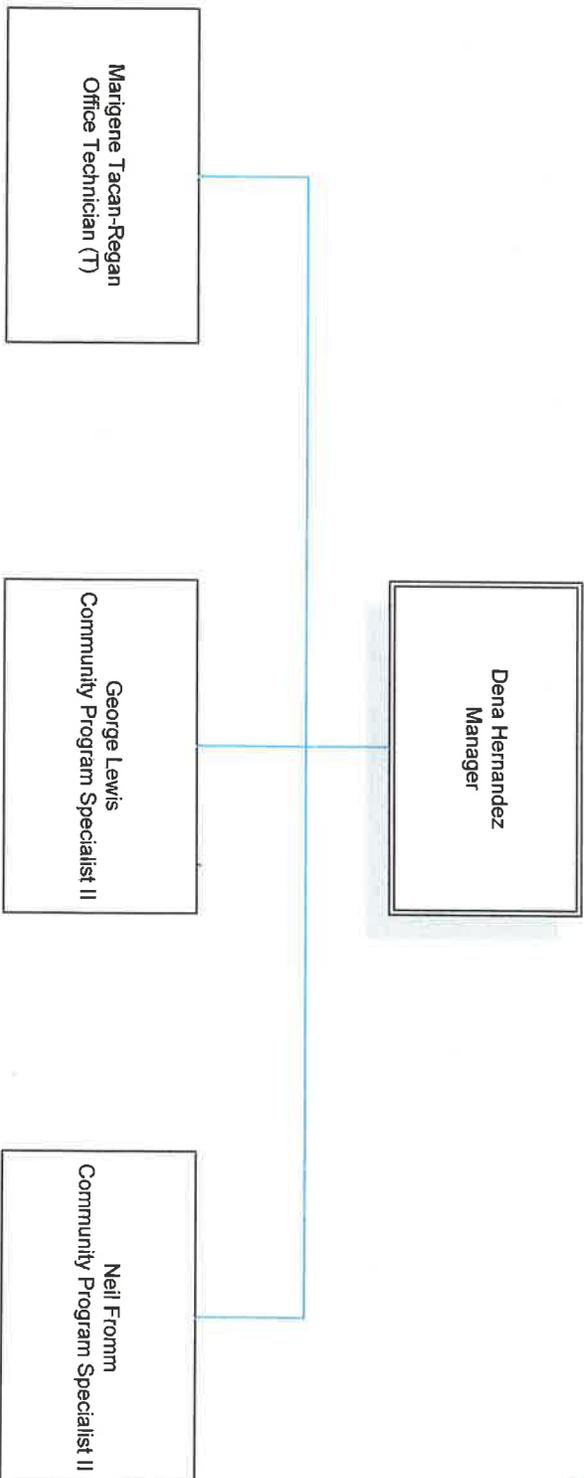


SCDD
Bay Area
Organizational
Chart
02/01/2015



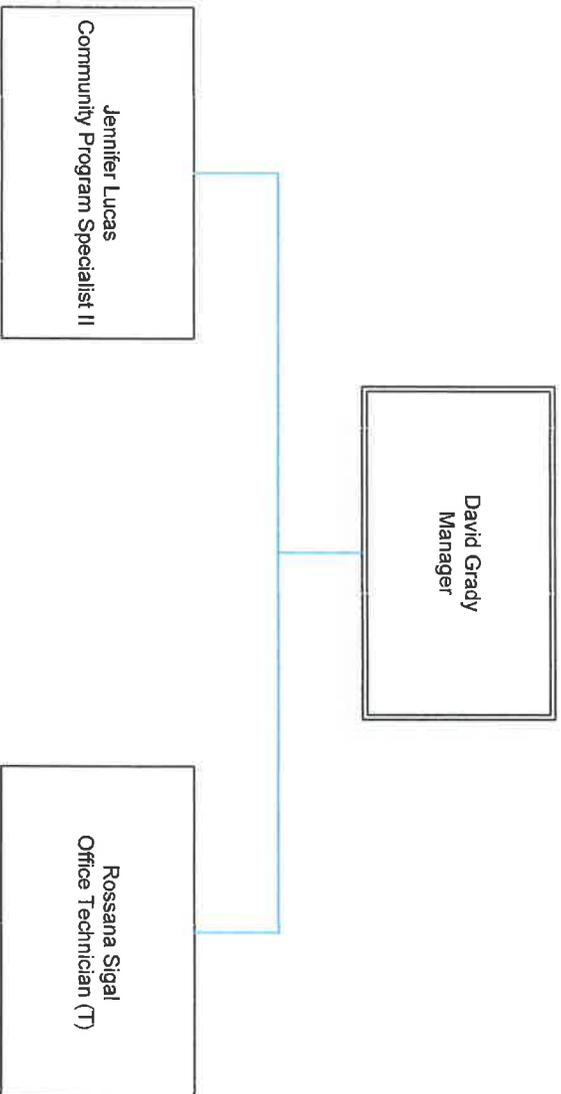


SCDD
N. Valley Hills
Organizational
Chart
02/01/2015



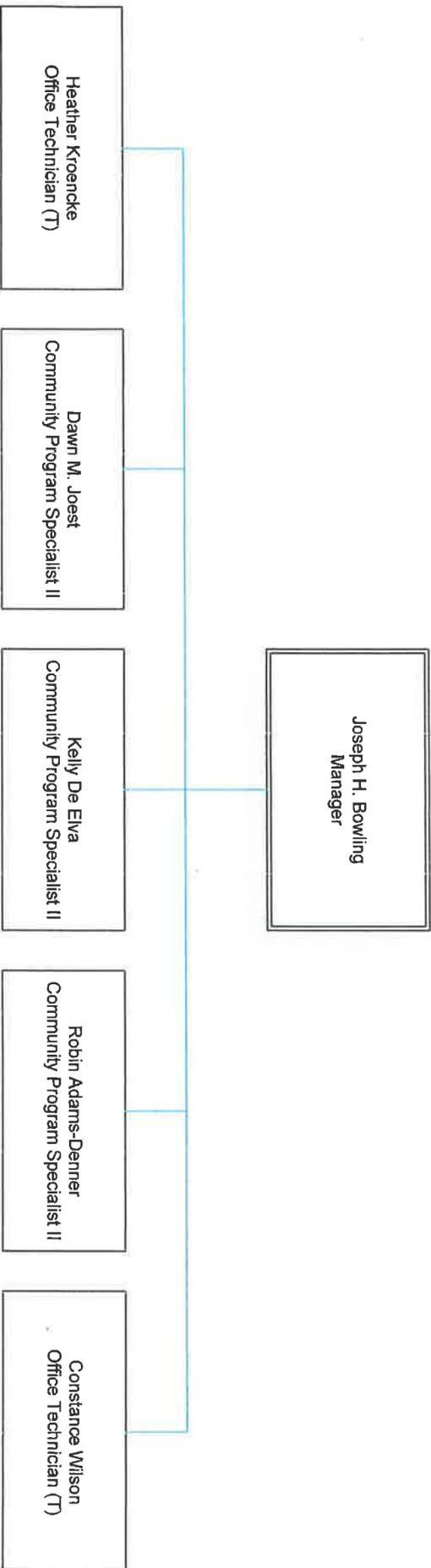


SCDD
Silicon Valley - Monterey
Organizational Chart
02/01/2015



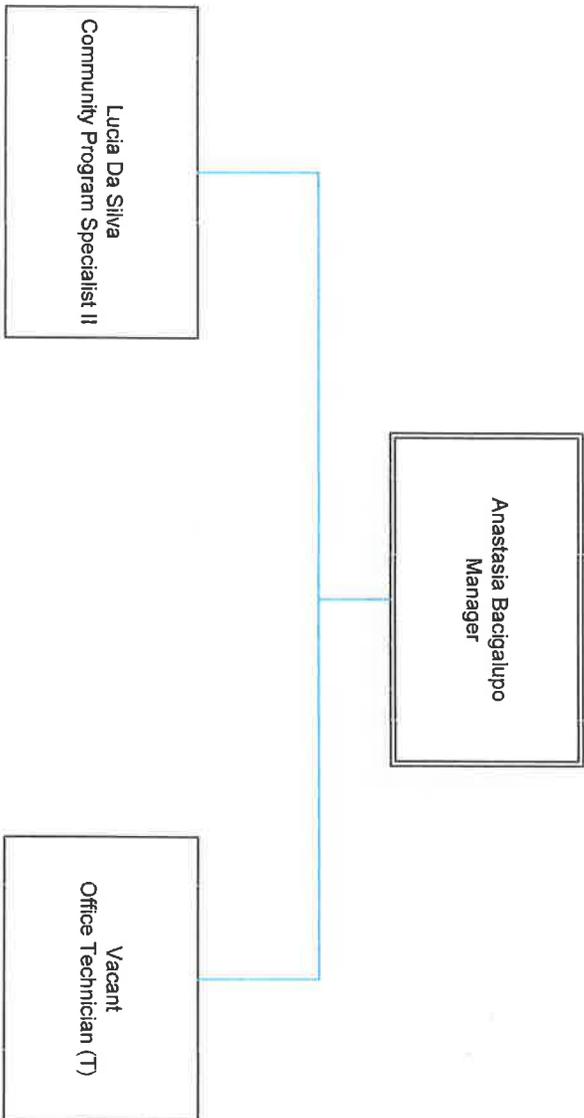


SCDD
Sequoia
Organizational
Chart
02/01/2015



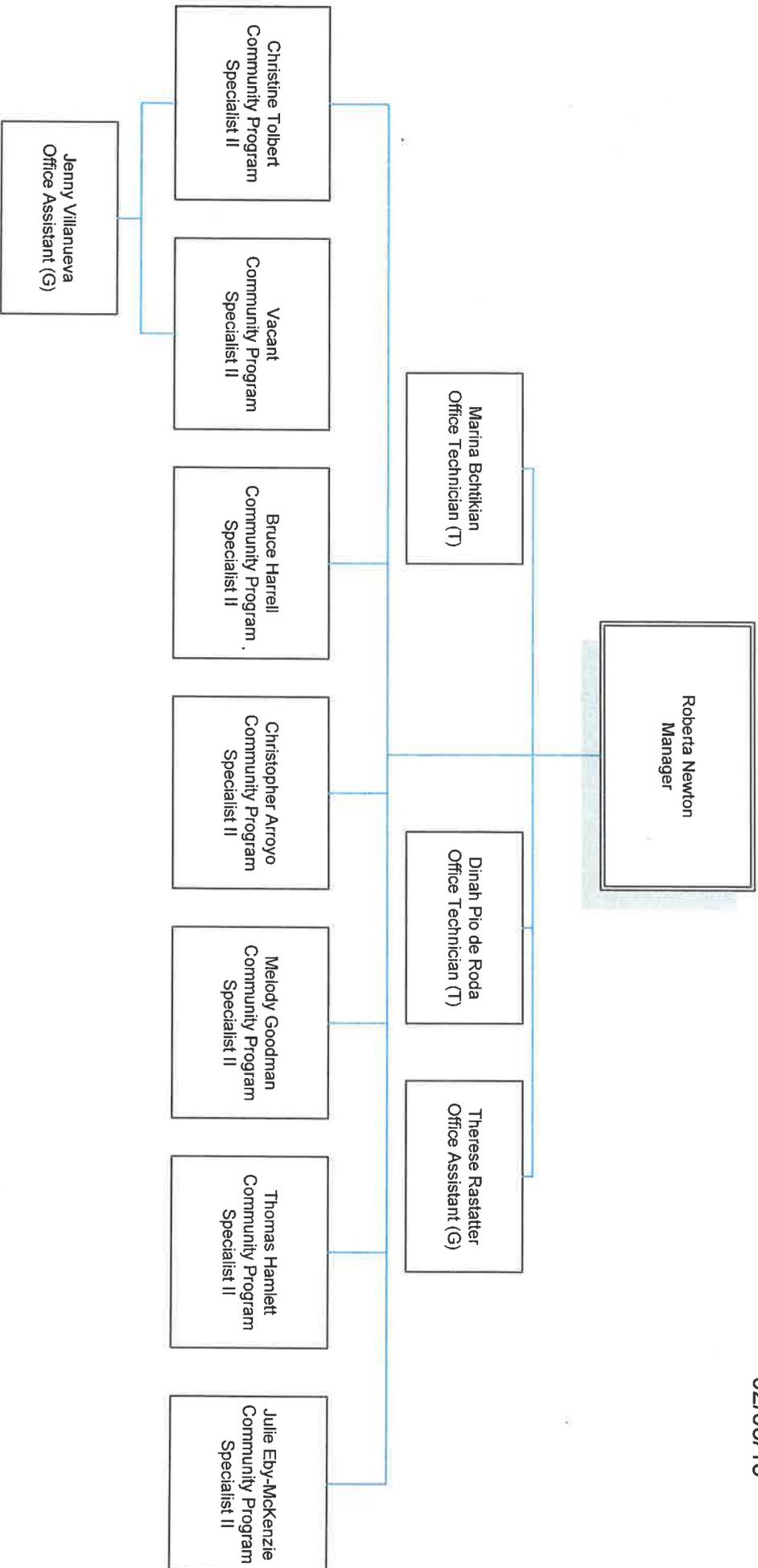


**SCDD
Central Coast
Organizational
Chart
02/01/2015**



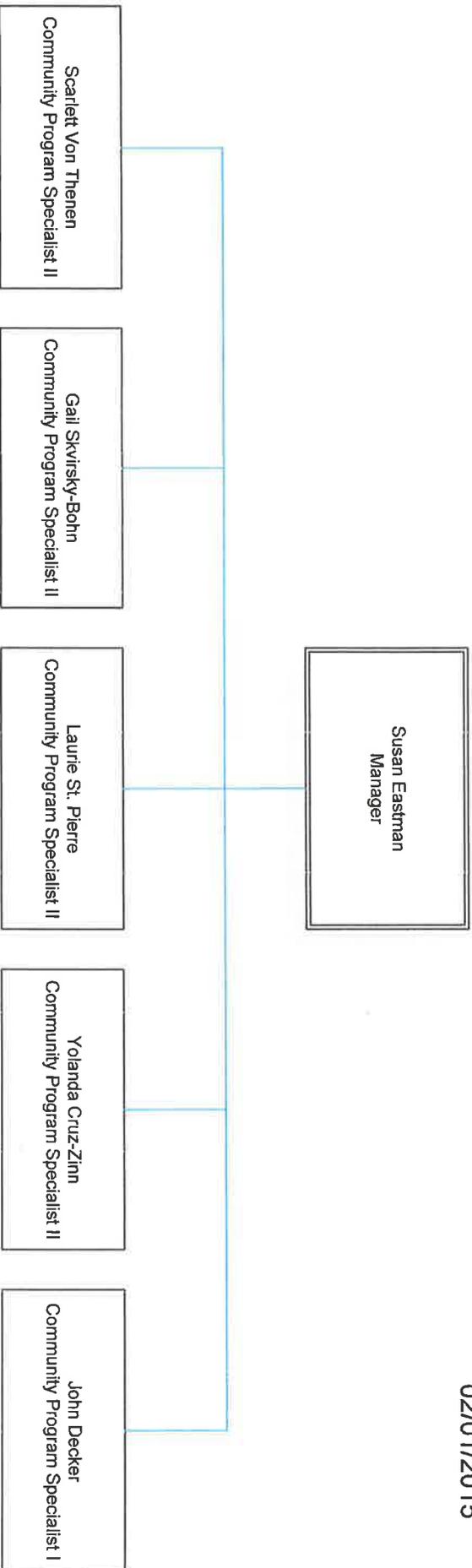


SCDD
Los Angeles
Organizational
Chart
02/05/15



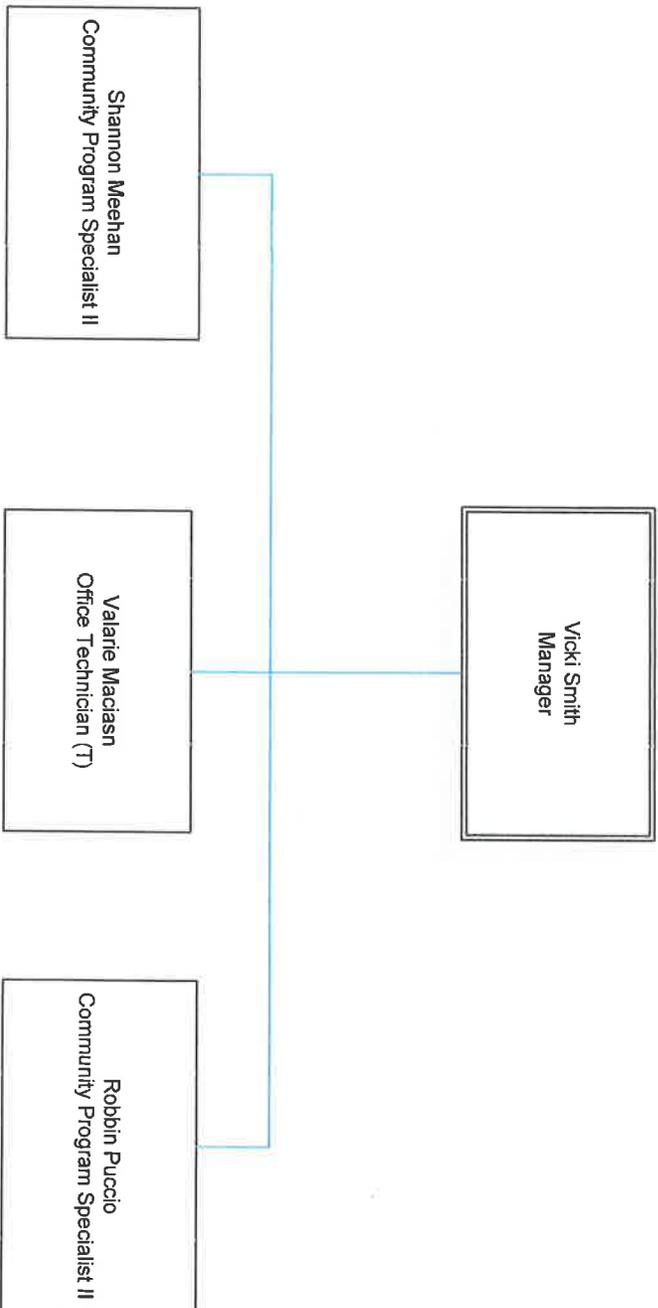


SCDD
 Orange County
 Organizational
 Chart
 02/01/2015



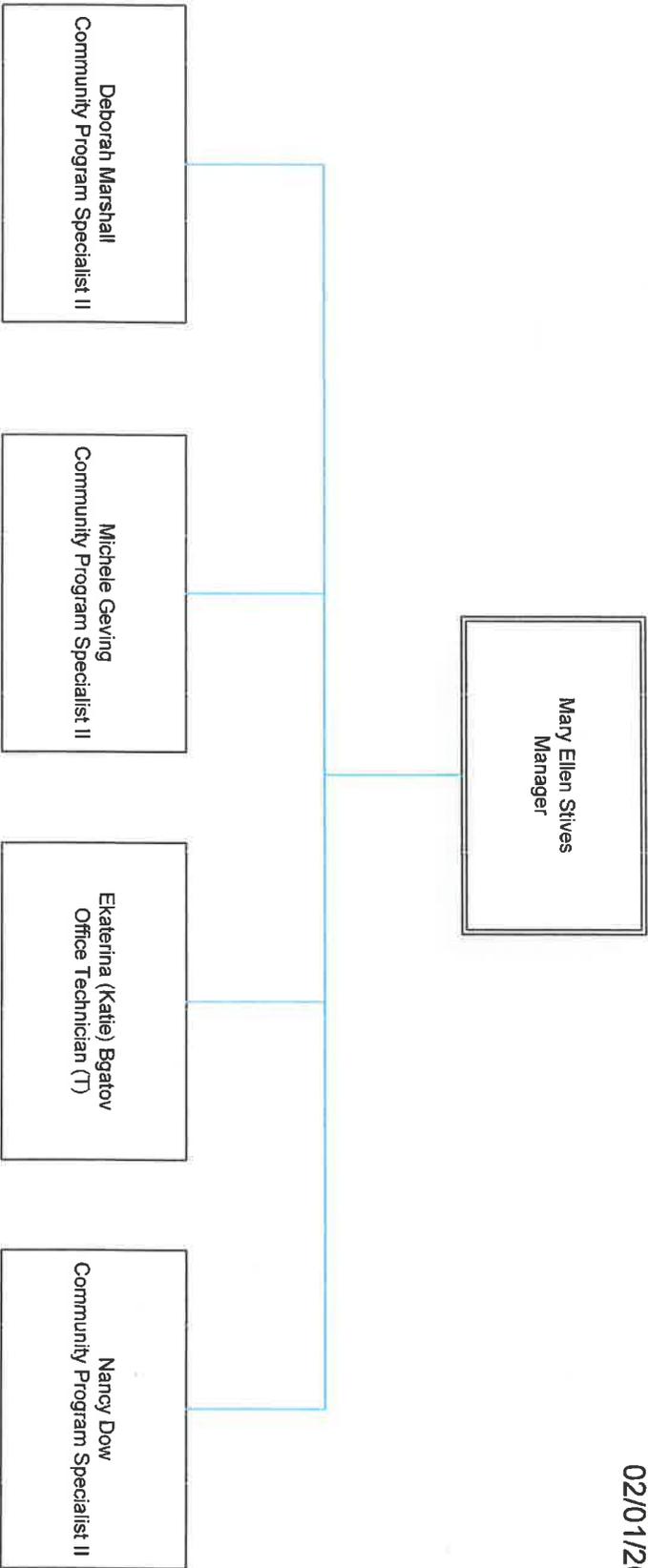


**SCDD
San Bernardino
Organizational
Chart
02/01/2015**





SCDD
San Diego Imperial
Organizational
Chart
02/01/2015



Projected w/out Vacancies Filled

FUNDING	ANNUAL BUDGET			SPENDING TO DATE			CURRENT BALANCE			PROJECTED YEAR-END BALANCE				
	Personal Services	OE&E	Total	Personal Services	OE&E	Total	Personal Services	OE&E	Total	% Remain	Personal Services	OE&E	Total	% Remain
BSG	\$5,131,546	\$950,454	\$6,809,000	\$2,226,108	\$606,636	\$2,832,745	\$2,905,438	\$343,818	\$3,976,255	58%	\$714,040	(\$886,068)	(\$172,028)	-3%
QA	\$1,616,399	\$850,124	\$2,466,523	\$770,355	\$176,441	\$946,796	\$846,044	\$673,683	\$1,519,727	62%	\$65,281	\$491,687	\$556,968	23%
CRA/VAS	\$1,322,055	\$557,945	\$1,880,000	\$645,337	\$86,679	\$732,016	\$676,718	\$471,266	\$1,147,984	61%	\$64,746	\$386,557	\$451,303	24%
TOTAL	\$8,070,000	\$2,358,523	\$11,155,523	\$3,641,801	\$869,756	\$4,511,557	\$4,428,199	\$1,488,767	\$6,643,966	60%	\$844,066	(\$7,824)	\$836,242	7%

Projected with Vacancies Filled

FUNDING	ANNUAL BUDGET			SPENDING TO DATE			CURRENT BALANCE			PROJECTED YEAR-END BALANCE				
	Personal Services	OE&E	Total	Personal Services	OE&E	Total	Personal Services	OE&E	Total	% Remain	Personal Services	OE&E	Total	% Remain
BSG	\$5,131,546	\$950,454	\$6,809,000	\$2,226,108	\$606,636	\$2,832,745	\$2,905,438	\$343,818	\$3,976,255	58%	\$390,741	(\$886,068)	(\$495,327)	*7%
QA	\$1,616,399	\$850,124	\$2,466,523	\$770,355	\$176,441	\$946,796	\$846,044	\$673,683	\$1,519,727	62%	\$47,109	\$491,687	\$538,796	22%
CRA/VAS	\$1,322,055	\$557,945	\$1,880,000	\$645,337	\$86,679	\$732,016	\$676,718	\$471,266	\$1,147,984	61%	\$19,663	\$386,557	\$406,220	22%
TOTAL	\$8,070,000	\$2,358,523	\$11,155,523	\$3,641,801	\$869,756	\$4,511,557	\$4,428,199	\$1,488,767	\$6,643,966	60%	\$457,513	(\$7,824)	\$449,690	4%

# OF MONTHS REMAINING	
Current Month	Federal
December 2014	9

*Tables based on State Fiscal Year

4100 State Council on Developmental Disabilities

Through programs, projects, and activities consistent with the federal Developmental Disabilities Act and the California Lanterman Developmental Disabilities Services Act, the State Council on Developmental Disabilities is responsible for engaging in advocacy, capacity building, and activities that promote self-determination, independence, productivity, and inclusion in all aspects of community life for Californians with developmental disabilities and their families.

3-YR EXPENDITURES AND POSITIONS

		Positions			Expenditures		
		2013-14	2014-15	2015-16	2013-14*	2014-15*	2015-16*
3800	State Council Planning and Administration	14.0	20.0	20.0	\$1,792	\$2,070	\$2,072
3805	Community Program Development	-	-	-	652	430	430
3810	Regional Offices and Regional Advisory Committees	63.0	67.0	67.0	8,005	9,063	9,068
TOTALS, POSITIONS AND EXPENDITURES (All Programs)		77.0	87.0	87.0	\$10,449	\$11,563	\$11,570
FUNDING					2013-14*	2014-15*	2015-16*
0890	Federal Trust Fund				\$6,841	\$7,014	\$7,019
0995	Reimbursements				3,608	4,549	4,551
TOTALS, EXPENDITURES, ALL FUNDS					\$10,449	\$11,563	\$11,570

LEGAL CITATIONS AND AUTHORITY

DEPARTMENT AUTHORITY

Welfare and Institutions Code, Division 4.5, commencing with Section 4520; and Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402; 42 United States Code Section 15001).

DETAILED BUDGET ADJUSTMENTS

	2014-15*			2015-16*		
	General Fund	Other Funds	Positions	General Fund	Other Funds	Positions
Workload Budget Adjustments						
Other Workload Budget Adjustments						
• Retirement Rate Adjustments	\$-	\$169	-	\$-	\$168	-
• Salary Adjustments	-	110	-	-	110	-
• Benefit Adjustments	-	47	-	-	55	-
• Miscellaneous Baseline Adjustments	-	-	-	-	-	-
Totals, Other Workload Budget Adjustments	\$-	\$326	-	\$-	\$333	-
Totals, Workload Budget Adjustments	\$-	\$326	-	\$-	\$333	-
Totals, Budget Adjustments	\$-	\$326	-	\$-	\$333	-

PROGRAM DESCRIPTIONS

3800 - STATE COUNCIL PLANNING AND ADMINISTRATION

The Council is responsible for developing and implementing a State Plan containing goals, objectives, activities, and projected outcomes designed to improve and enhance the availability and quality of services and support to individuals with developmental disabilities and their families. The appointed Council members engage in policy planning and implementation to ensure system coordination, monitoring, and evaluation.

3805 - COMMUNITY PROGRAM DEVELOPMENT

The Council administers grants to community-based organizations that fund new and innovative community program development projects to implement State Plan objectives and improve and enhance services for individuals with developmental disabilities and their families.

3810 - REGIONAL OFFICES AND REGIONAL ADVISORY COMMITTEES

Thirteen Regional Offices and Regional Advisory Committees provide administrative support and assist with advocacy, training, coordination, and implementation of State Plan objectives in Council Regions throughout California. These offices

* Dollars in thousands, except in Salary Range. Numbers may not add or match to other statements due to rounding of budget details.

† Past year appropriations are net of subsequent budget adjustments.

4100 State Council on Developmental Disabilities - Continued

and advisory committees provide regional information and data to the Council to assess regional needs and implementation of the State Plan and for inclusion in reports to the federal government and the Legislature.

In addition to implementation of State Plan activities, Regional Office staff support the following activities to improve and enhance the availability and quality of services for residents of state developmental centers and state-operated community facilities:

- Individualized advocacy services through volunteers recruited by Council staff for individuals who have no legally appointed representative to assist them in making choices and decisions.
- Clients' rights advocacy services to ensure that laws, regulations, and policies pertaining to the rights of persons with developmental disabilities are observed.
- Quality Assessments for individuals who receive community residential services and support.

DETAILED EXPENDITURES BY PROGRAM

		<u>2013-14*</u>	<u>2014-15*</u>	<u>2015-16*</u>
PROGRAM REQUIREMENTS				
3800	STATE COUNCIL PLANNING AND ADMINISTRATION			
	State Operations:			
0890	Federal Trust Fund	\$1,792	\$2,070	\$2,072
	Totals, State Operations	\$1,792	\$2,070	\$2,072
PROGRAM REQUIREMENTS				
3805	COMMUNITY PROGRAM DEVELOPMENT			
	State Operations:			
0890	Federal Trust Fund	\$652	\$430	\$430
	Totals, State Operations	\$652	\$430	\$430
PROGRAM REQUIREMENTS				
3810	REGIONAL OFFICES AND REGIONAL ADVISORY COMMITTEES			
	State Operations:			
0890	Federal Trust Fund	\$4,397	\$4,514	\$4,517
0995	Reimbursements	3,608	4,549	4,551
	Totals, State Operations	\$8,005	\$9,063	\$9,068
TOTALS, EXPENDITURES				
	State Operations	10,449	11,563	11,570
	Totals, Expenditures	\$10,449	\$11,563	\$11,570

EXPENDITURES BY CATEGORY

1 State Operations	<u>Positions</u>			<u>Expenditures</u>		
	2013-14	2014-15	2015-16	2013-14*	2014-15*	2015-16*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A)	77.0	87.0	87.0	\$4,933	\$5,644	\$5,644
Total Adjustments	-	-	-	-	110	110
Net Totals, Salaries and Wages	77.0	87.0	87.0	\$4,933	\$5,754	\$5,754
Staff Benefits	-	-	-	2,197	2,648	2,655
Totals, Personal Services	77.0	87.0	87.0	\$7,130	\$8,402	\$8,409
OPERATING EXPENSES AND EQUIPMENT				\$2,667	\$2,731	\$2,731
SPECIAL ITEMS OF EXPENSES				652	430	430
TOTALS, POSITIONS AND EXPENDITURES, ALL FUNDS (State Operations)				\$10,449	\$11,563	\$11,570

* Dollars in thousands, except in Salary Range. Numbers may not add or match to other statements due to rounding of budget details.

† Past year appropriations are net of subsequent budget adjustments.

4100 State Council on Developmental Disabilities - Continued

DETAIL OF APPROPRIATIONS AND ADJUSTMENTS

1 STATE OPERATIONS	2013-14*†	2014-15*	2015-16*
0890 Federal Trust Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$6,841	\$6,809	\$7,019
Allocation for employee compensation	-	69	-
Allocation for staff benefits	-	30	-
Section 3.60 pension contribution adjustment	-	106	-
TOTALS, EXPENDITURES	\$6,841	\$7,014	\$7,019
0995 Reimbursements			
APPROPRIATIONS			
Reimbursements	\$3,608	\$4,549	\$4,551
TOTALS, EXPENDITURES	\$3,608	\$4,549	\$4,551
Total Expenditures, All Funds, (State Operations)	\$10,449	\$11,563	\$11,570

CHANGES IN AUTHORIZED POSITIONS

	Positions			Expenditures		
	2013-14	2014-15	2015-16	2013-14*	2014-15*	2015-16*
Totals, Authorized Positions	77.0	87.0	87.0	\$4,933	\$5,644	\$5,644
Salary and Other Adjustments	-	-	-	-	110	110
Totals, Adjustments	-	-	-	\$-	\$110	\$110
TOTALS, SALARIES AND WAGES	77.0	87.0	87.0	\$4,933	\$5,754	\$5,754

* Dollars in thousands, except in Salary Range. Numbers may not add or match to other statements due to rounding of budget details.
† Past year appropriations are net of subsequent budget adjustments.