



ADMINISTRATIVE COMMITTEE
NOTICE/AGENDA

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

DATE: Tuesday, April 14, 2015

TIME: 9:30 a.m. – 11:00 a.m.

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811

TELECONFERENCE SITE:

North Bay Regional Office
236 Georgia Street, Suite 201
Vallejo, CA 94590

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Robin Maitino at (916) 322-8481 or email robin.maitino@scdd.ca.gov. Requests must be received by 5:00 pm on April 9, 2015

AGENDA

	<u>Page</u>
1. CALL TO ORDER	S. Smith
2. ESTABLISH QUORUM	S. Smith
3. WELCOME/INTRODUCTIONS	S. Smith

4. PUBLIC COMMENTS

*This item is for members of the public only to provide comments and/or present information to the Council 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 three minutes.*

5.	APPROVAL OF FEBRUARY 2014 MINUTES	S. Smith	3
6.	MONTHLY BUDGET PROJECTIONS	A. Carruthers	5
7.	STAFF RESOURCES DISCUSSION	L. Cach	6
8.	REVIEW PROPOSED 2015-2016 SCDD BUDGET	L. Cach	11
9.	REVIEW EXECUTIVE DIRECTOR EVALUATION TOOL	A. Carruthers	12
10.	REVIEW SPONSORSHIP POLICY	S. Smith	22
11.	NEXT MEETING AND ADJOURN	S. Smith	

DRAFT
Administrative Committee Meeting Minutes
February 24, 2015

Attending Members

Eric Gelber
Max Duley (FA)
Sandra Smith (FA)
Ning Yang (SA)

Members Absent

Kris Kent

Others Attending

Aaron Carruthers
Mike Clark
Marnie Clark
Robin Maitino

1. **Call to Order**

Chairperson Sandra Smith(FA) called the meeting to order at 9:32 a.m.

2. **Establishment of Quorum**

A quorum was present.

3. **Welcome and Introductions**

Members and others introduced themselves.

4. **Public Comments**

There were no public comments.

5. **Approval of the September 24, 2014 Minutes**

It was moved/seconded (Gelber/Duley [FA]) and carried to approve the September 24, 2014 minutes as presented. (AYES: Gelber and Duley. ABSTENTIONS: Yang.)

6. **Organizational Charts and Structure**

Chief Deputy Director Carruthers provided a Q&A document to the Committee that was developed in response to ongoing questions staff has in regards to the role and responsibilities of regional office managers and regional advisory committees. Chief Deputy Carruthers also provided organizational charts further demonstrating the infrastructure of the Council.

7. **Monthly Budget Projections**

Chief Deputy Director Carruthers provided the monthly budget projections for fiscal year 2014-15 through December 2014. This documented a projected federal grant shortfall of \$172,028 at current staffing levels and shortfall of \$495,327 if all vacancies were to be filled.

Legend:
FA = Family Advocate
SA = Self-Advocate

8. **Structural Deficit**

Following the report on the monthly projections, Chief Deputy Carruthers segued into discussion surrounding the structural deficit, restating that, due to the use of rollover funds in the current fiscal year, the deficit would impact the Council next fiscal year. Once Chief Deputy Carruthers completes his outreach to staff regarding possible cost saving ideas, he will bring that information back to the Committee for consideration before it is presented to the Executive Committee and full Council.

Chairperson Smith (FA) requested that staff provide a list of funding sources for staff.

9. **Review of Governor’s Proposed 2015-16 SCDD Budget**

Chief Deputy Director Carruthers provided an outline of the Governor’s proposed budget for fiscal year 2015-16. This document provided both a 3-year overview of expenditures and positions and a detailed account of each category.

10. **Proportion of Budget Allocation by State Plan Goal**

Chief Deputy Director Aaron Carruthers presented the proposed budget allocation by State Plan goal. On January 22, 2015, the Council took action to consolidate the 2011-16 State Plan by reducing it from 15 goals and 32 objectives to 15 goals and 15 objectives. By taking this action, there was need for the Administrative Committee to evaluate the workload and resources needed for each of the 15 State Plan goal areas and realign the budget distribution accordingly. Following the review of the proposed changes, the Committee took the action below to recommend approval by the Executive Committee:

It was moved/seconded (Gelber/Duley [FA]) and carried to recommend that the Executive Committee approve the proposed budget distribution by State Plan goal. (AYES: Gelber, Smith, and Yang. ABSTENTIONS: Duley.)

11. **Adjournment**

The meeting was adjourned at 10:45 a.m.

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
FY 2014-2015 PROJECTED SPENDING
 (BASED ON EXPENDITURES THROUGH FEBRUARY 2015)

Projected without vacancies

FUNDING SOURCE	ANNUAL BUDGET			SPENDING TO DATE			CURRENT BALANCE			PROJECTED YEAR-END BALANCE			
	Personal Svc.	OE&E	Total	Personal Svc.	OE&E	Total	Personal Svc.	OE&E	Total	Personal Svc.	OE&E	Total	% Remain
BSG	\$5,131,546	\$1,247,454	\$6,809,000	\$3,002,299	\$894,233	\$3,896,532	\$2,129,247	\$353,221	\$2,912,468	\$534,233	(\$593,349)	(\$59,116)	-1%
QA	\$1,616,399	\$850,124	\$2,466,523	\$1,036,057	\$308,396	\$1,344,453	\$580,342	\$541,728	\$1,122,070	\$47,257	\$381,801	\$429,058	17%
CRA/VAS	\$1,322,055	\$557,945	\$1,880,000	\$855,149	\$124,312	\$979,461	\$466,906	\$433,633	\$900,539	\$48,317	\$372,132	\$420,449	22%
TOTAL	\$8,070,000	\$2,655,523	\$11,155,523	\$4,893,505	\$1,326,941	\$6,220,447	\$3,176,495	\$1,328,582	\$4,935,076	\$629,807	\$160,583	\$790,390	7%

Projected with filled vacancies

FUNDING SOURCE	ANNUAL BUDGET			SPENDING TO DATE			CURRENT BALANCE			PROJECTED YEAR-END BALANCE			
	Personal Svc.	OE&E	Total	Personal Svc.	OE&E	Total	Personal Svc.	OE&E	Total	Personal Svc.	OE&E	Total	% Remain
BSG	\$5,131,546	\$1,247,454	\$6,809,000	\$3,002,299	\$894,233	\$3,896,532	\$2,129,247	\$353,221	\$2,912,468	\$318,700	(\$593,349)	(\$274,649)	-4%
QA	\$1,616,399	\$850,124	\$2,466,523	\$1,036,057	\$308,396	\$1,344,453	\$580,342	\$541,728	\$1,122,070	\$35,143	\$381,801	\$416,944	17%
CRA/VAS	\$1,322,055	\$557,945	\$1,880,000	\$855,149	\$124,312	\$979,461	\$466,906	\$433,633	\$900,539	\$18,262	\$372,132	\$390,394	21%
TOTAL	\$8,070,000	\$2,655,523	\$11,155,523	\$4,893,505	\$1,326,941	\$6,220,447	\$3,176,495	\$1,328,582	\$4,935,076	\$372,105	\$160,583	\$532,688	5%

NUMBER OF MONTHS REMAINING	
Current Month	Federal
February 2015	7

*Tables based on State Fiscal Year

4100 - State Council on Developmental Disabilities
 2014-2015 Roster of Employees
 Column "E" Total Annual Salary reflects 2% Salary Increase

OFFICE	POSITION #	CLASS	SALARY	TIME BASE	BSG	QA	CRAWVAS	FEDERAL	QA2	CRAWVAS3	Total All Funds	(Check)
HQ	792-100-0618-001	Plan & Prog. Spec.	\$ 69,288	1.0	100.0%			69,288	0	0	\$ 69,288	
	792-100-0619-001	SMM II	\$ 80,844	1.0	100.0%			80,844	0	0	\$ 80,844	
	792-100-1139-002	OT (T)	\$ 40,052	1.0	100.0%			40,052	0	0	\$ 40,052	
	792-100-1139-005	OT (T)	\$ 36,993	1.0	55.0%	25.0%	20.0%	20,346	9,248	7,399	\$ 36,993	
	792-100-1441-002	OA (G)	\$ 34,920	1.0	55.0%	25.0%	20.0%	19,206	8,730	6,984	\$ 34,920	
	792-100-1470-001	AISA	\$ 74,340	1.0	55.0%	25.0%	20.0%	40,887	18,585	14,868	\$ 74,340	
	792-100-1728-001	SSA	\$ 50,376	1.0	100.0%			50,376	0	0	\$ 50,376	
	792-100-3094-001	Dep. Dir. P&P	\$ 106,464	1.0	100.0%			106,464	0	0	\$ 106,464	
	792-100-3095-001	Chief Dep. Director	\$ 114,144	1.0	65.0%	25.0%	10.0%	74,194	28,536	11,414	\$ 114,144	
	792-100-4800-017	SMM I	\$ 65,472	1.0	55.0%	25.0%	20.0%	36,010	16,368	13,094	\$ 65,472	
	792-100-4800-023	SMM I	\$ 70,788	1.0	55.0%	25.0%	20.0%	38,933	17,697	14,158	\$ 70,788	
	792-100-5090-001	Interim Exec. Directo	\$ 109,872	1.0	100.0%			109,872	0	0	\$ 109,872	
	792-100-5157-003	SSA	\$ 55,377	1.0	55.0%	25.0%	20.0%	30,457	13,844	11,075	\$ 55,377	
	792-100-5393-001	AGPA	\$ 67,416	1.0	55.0%	25.0%	20.0%	37,079	16,854	13,483	\$ 67,416	
792-100-5393-005	AGPA	\$ 65,958	1.0	55.0%	25.0%	20.0%	36,277	16,490	13,192	\$ 65,958		
792-100-5393-006	AGPA	\$ 53,856	1.0	100.0%			53,856	0	0	\$ 53,856		
792-100-5795-001	Staff Counsel III	\$ 95,208	1.0	40.0%	30.0%	30.0%	38,083	28,562	28,562	\$ 95,208		
792-100-8352-004	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416		
792-100-8352-005	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416		
792-100-9440-001	Legislative Specialist	\$ 54,144	1.0	100.0%			54,144	0	0	\$ 54,144		
			\$ 1,380,344	20.0			\$ 1,071,200	\$ 174,914	\$ 134,230	\$ 1,380,344		
Central Coast	792-101-1139-002	OT (T)	\$ 34,113	1.0	70.0%	30.0%		23,879	10,234	0	\$ 34,113	
	792-101-5098-001	Manager	\$ 85,860	1.0	70.0%	30.0%		60,102	25,758	0	\$ 85,860	
	792-101-8352-003	CPS II	\$ 67,416	1.0		100.0%		0	67,416	0	\$ 67,416	
	792-101-8352-005	CPS II	\$ 60,117	1.0	100.0%			60,117	0	0	\$ 60,117	
			\$ 247,506	4.0			\$ 144,098	\$ 103,408	\$ 0	\$ 247,506		
North State	792-102-1139-007	OT (T)	\$ 32,880	1.0	100.0%			32,880	0	0	\$ 32,880	
	792-102-5098-001	Manager	\$ 85,349	1.0	100.0%			85,349	0	0	\$ 85,349	
	792-102-8352-003	CPS II	\$ 59,870	1.0	100.0%			59,870	0	0	\$ 59,870	
			\$ 178,099	3.0			\$ 178,099	\$ 0	\$ 0	\$ 178,099		
Sacramento	792-103-1139-007	OT (T)	\$ 32,880	1.0	70.0%	30.0%		23,016	9,864	0	\$ 32,880	
	792-103-5099-001	Manager	\$ 80,844	1.0	70.0%	30.0%		56,591	24,253	0	\$ 80,844	
	792-103-8352-003	CPS II	\$ 53,856	1.0	100.0%			53,856	0	0	\$ 53,856	
	792-103-5098-001	Interim Manager	\$ 68,256	1.0		100.0%		0	68,256	0	\$ 68,256	
			\$ 235,836	4.0			\$ 133,463	\$ 102,373	\$ 0	\$ 235,836		

OFFICE	POSITION #	CLASS	SALARY	TIME BASE	BSG	QA	CRAWAS	FEDERAL	QA2	CRAWAS3	Total All Funds	(Check)
North Bay	792-104-1139-001	OT (T)	\$ 20,574	0.5			100.0%	0	0	20,574	\$ 20,574	
	792-104-1139-003	OT (T)	\$ 41,148	1.0	95.0%		5.0%	39,091	0	2,057	\$ 41,148	
	792-104-5098-001	Exec. Director II	\$ 90,048	1.0	95.0%		5.0%	85,546	0	4,502	\$ 90,048	
	792-104-8352-002	CPS II	\$ 67,416	1.0	100.0%		100.0%	67,416	0	0	\$ 67,416	
	792-104-8352-005	CPS II	\$ 67,416	1.0	100.0%		100.0%	0	0	67,416	\$ 67,416	
	792-104-8352-008	CPS II	\$ 64,172	1.0	100.0%		100.0%	0	0	64,172	\$ 64,172	
			\$ 350,774	5.5				\$ 192,052	\$ 0	\$ 158,722	\$ 350,774	
Bay Area	792-105-1139-002	OT (T)	\$ 36,542	1.0	70.0%	30.0%		25,579	10,963	0	\$ 36,542	
	792-105-5098-001	Manager	\$ 79,965	1.0	70.0%	30.0%		55,976	23,990	0	\$ 79,965	
	792-105-8352-001	CPS II	\$ 0	0.0	100.0%			0	0	0	\$ 0	
	792-105-8352-002	CPS II	\$ 67,416	1.0	100.0%	100.0%		0	67,416	0	\$ 67,416	
	792-105-8352-003	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416	
			\$ 251,339	4.0			\$ 148,971	\$ 102,368	\$ 0	\$ 0	\$ 251,339	
North Valley Hills	792-106-1139-701	OT (T)	\$ 41,148	1.0	70.0%	30.0%		28,804	12,344	0	\$ 41,148	
	792-106-5098-001	Manager	\$ 85,860	1.0	70.0%	30.0%		60,102	25,758	0	\$ 85,860	
	792-106-8352-004	CPS II	\$ 67,416	1.0	100.0%	100.0%		0	67,416	0	\$ 67,416	
	792-106-8352-005	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416	
				\$ 261,840	4.0			\$ 156,322	\$ 105,518	\$ 0	\$ 0	\$ 261,840
Silicon Valley	792-107-1139-002	OT (T)	\$ 41,148	1.0	100.0%			41,148	0	0	\$ 41,148	
	792-107-5098-001	Manager	\$ 80,607	1.0	100.0%			80,607	0	0	\$ 80,607	
	792-107-8352-006	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416	
				\$ 189,171	3.0			\$ 189,171	\$ 0	\$ 0	\$ 189,171	
Sequoia	792-108-1139-002	OT (T)	\$ 41,148	1.0	80.0%		20.0%	32,918	0	8,230	\$ 41,148	
	792-108-1139-003	OT (T)	\$ 41,148	1.0	50.0%		50.0%	20,574	0	20,574	\$ 41,148	
	792-108-5098-001	Manager	\$ 90,048	1.0	80.0%		20.0%	72,038	0	18,010	\$ 90,048	
	792-108-8352-002	CPS II	\$ 67,416	1.0	100.0%		100.0%	0	0	67,416	\$ 67,416	
	792-108-8352-011	CPS II	\$ 65,634	1.0	100.0%			65,634	0	0	\$ 65,634	
	792-108-8352-012	CPS II	\$ 64,560	1.0	100.0%		100.0%	0	0	64,560	\$ 64,560	
			\$ 369,954	6.0			\$ 191,165	\$ 0	\$ 178,789	\$ 0	\$ 369,954	
Central Coast	792-109-1139-001	OT (T)	\$ 32,880	1.0	100.0%			32,880	0	0	\$ 32,880	
	792-109-5098-001	Manager	\$ 85,860	1.0	100.0%			85,860	0	0	\$ 85,860	
	792-109-8352-001	CPS II	\$ 54,306	1.0	100.0%			54,306	0	0	\$ 54,306	
			\$ 173,046	3.0			\$ 173,046	\$ 0	\$ 0	\$ 0	\$ 173,046	

OFFICE	POSITION #	CLASS	SALARY	TIME BASE	BSG	QA	CRAVAS	FEDERAL	QA2	CRAVAS3	Total All Funds	(Check)
Los Angeles	792-110-1139-001	OT (T)	\$ 41,148	1.0		100.0%		0	41,148	0	\$ 41,148	\$ 41,148
	792-110-1139-002	OT (T)	\$ 41,148	1.0	70.0%	30.0%		28,804	12,344	0	\$ 41,148	\$ 41,148
	792-110-1441-003	OA (G)	\$ 34,920	1.0		100.0%		0	34,920	0	\$ 34,920	\$ 34,920
	792-110-1441-004	OA (G)	\$ 34,920	1.0			100.0%	0	0	34,920	\$ 34,920	\$ 34,920
	792-110-5099-001	Manager	\$ 90,048	1.0	65.0%	30.0%		58,531	27,014	4,502	\$ 90,048	\$ 90,048
	792-110-8352-001	CPS II	\$ 67,416	1.0		100.0%		0	67,416	0	\$ 67,416	\$ 67,416
	792-110-8352-004	CPS II	\$ 67,416	1.0		100.0%		0	67,416	0	\$ 67,416	\$ 67,416
	792-110-8352-005	CPS II	\$ 67,416	1.0	50.0%	50.0%		33,708	33,708	0	\$ 67,416	\$ 67,416
	792-110-8352-007	CPS II	\$ 53,856	1.0		100.0%		0	0	53,856	\$ 53,856	\$ 53,856
	792-110-8352-011	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416	\$ 67,416
	792-110-8352-012	CPS II	\$ 67,416	1.0	50.0%	50.0%		33,708	33,708	0	\$ 67,416	\$ 67,416
	792-110-8352-014	CPS II	\$ 62,367	1.0	50.0%	50.0%		31,184	31,184	0	\$ 62,367	\$ 62,367
			\$ 695,487	12.0				\$ 253,350	\$ 281,442	\$ 160,694	\$ 695,487	\$ 695,487
Orange County	792-111-5099-001	Manager	\$ 90,048	1.0	95.0%			85,546	0	4,502	\$ 90,048	\$ 90,048
	792-111-8352-005	CPS II	\$ 67,416	1.0		100.0%		0	0	67,416	\$ 67,416	\$ 67,416
	792-111-8352-006	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416	\$ 67,416
	792-111-8352-009	CPS II	\$ 67,416	1.0		100.0%		0	0	67,416	\$ 67,416	\$ 67,416
	792-111-8352-010	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416	\$ 67,416
	792-112-8352-003	CPS I	\$ 56,052	1.0		100.0%		0	56,052	0	\$ 56,052	\$ 56,052
			\$ 415,764	6.0				\$ 220,378	\$ 56,052	\$ 139,334	\$ 415,764	\$ 415,764
San Bernardino	792-112-1139-001	OT (T)	\$ 36,072	1.0	90.0%		10.0%	32,465	0	3,607	\$ 36,072	\$ 36,072
	792-112-5099-001	Manager	\$ 90,048	1.0	95.0%		5.0%	85,546	0	4,502	\$ 90,048	\$ 90,048
	795-112-8352-004	CPS II	\$ 67,416	1.0		100.0%		0	0	67,416	\$ 67,416	\$ 67,416
	795-112-8352-007	CPS II	\$ 57,252	1.0	100.0%			57,252	0	0	\$ 57,252	\$ 57,252
			\$ 250,788	4.0				\$ 175,262	\$ 0	\$ 75,526	\$ 250,788	\$ 250,788
San Diego Imperial	792-113-1139-001	OT (T)	\$ 32,880	1.0	70.0%	30.0%		23,016	9,864	0	\$ 32,880	\$ 32,880
	792-113-5098-001	Manager	\$ 85,860	1.0	70.0%	30.0%		60,102	25,758	0	\$ 85,860	\$ 85,860
	792-113-8352-002	CPS II	\$ 33,708	0.5	100.0%			33,708	0	0	\$ 33,708	\$ 33,708
	792-113-8352-006	CPS II	\$ 67,416	1.0	100.0%			67,416	0	0	\$ 67,416	\$ 67,416
	792-113-8352-009	CPS II	\$ 67,416	1.0		100.0%		0	67,416	0	\$ 67,416	\$ 67,416
			\$ 287,280	4.5				\$ 184,242	\$ 103,038	\$ 0	\$ 287,280	\$ 287,280
Regional Office Operations	792-114-0342-001	Dep. Dir. ROO	\$ 88,872	1.0	60.0%	30.0%		53,323	26,662	8,887	\$ 88,872	\$ 88,872
	792-114-8351-001	CPS IV	\$ 82,352	1.0		100.0%		0	0	82,352	\$ 82,352	\$ 82,352
	792-114-8362-002	CPS III	\$ 77,244	1.0		100.0%		0	77,244	0	\$ 77,244	\$ 77,244
			\$ 248,468	3.0				\$ 53,323	\$ 103,906	\$ 91,239	\$ 248,468	\$ 248,468
GRAND TOTALS			\$ 5,535,696	86.0				\$ 3,464,142	\$ 1,133,020	\$ 938,534	\$ 5,535,696	\$ 5,535,696

OFFICE	POSITION #	CLASS	SALARY	TIME BASE	BSG	QA	CRAVVAS	FEDERAL	QA2	CRAVVAS3	Total All Funds
RO Operations (Includes Deputy Director and Staff) and Local Office Cost:											
Totals, all staff			\$ 5,535,696					3,464,142	1,133,020	938,534	5,535,696
Less H. Q. staff			-\$ 1,380,344					-\$ 1,071,200	-\$ 174,914	-\$ 134,230	-\$ 1,380,344
Net, RO Operations / Local Office staff			\$ 4,155,352					2,392,942	958,106	804,305	4,155,352
Percentages to total funds								57.6%	23.1%	19.4%	100.0%
								37	41	8	
Personal Services Calculations:											
Totals, all staff all funds*			\$ 5,602,196					\$ 3,530,642	\$ 1,133,020	\$ 938,534	\$ 5,602,196
Less Budgeted Salary Savings (0%)			\$ 0					\$ 0	\$ 0	\$ 0	\$ 0
Net, Salaries and Wages			\$ 5,602,196					\$ 3,530,642	\$ 1,133,020	\$ 938,534	\$ 5,602,196
Plus Budgeted Benefits (48.15%)			\$ 2,703,782					\$ 1,715,988	\$ 560,099	\$ 437,695	\$ 2,703,782
Net, Personal Services			\$ 8,305,978					\$ 5,246,630	\$ 1,693,119	\$ 1,376,229	\$ 8,305,978

Non-Certified Bilingual Interpreters for SCDD

(As of April 1, 2015)

Name	Location	Phone/Email	Language
1. Anastasia Bacigalupo	Central Coast Regional Office	805-648-0220 Anastasia.Bacigalupo@dss.ca.gov	Spanish
2. Dinah Pio de Roda	Los Angeles Regional Office	818-548-3007 Dinah.PioDeRoda@dss.ca.gov	Tagalog
3. Jenny Villanueva	Los Angeles Regional Office	909-839-1359 Jenny.Villanueva@dss.ca.gov	Tagalog
4. Katie Bgatov	San Diego-Imperial Regional Office	619-688-3323 Katie.Bgatov@dss.ca.gov	Russian
5. Lucia Da Silva	Central Coast Regional Office	805-648-0220 Lucia.DaSilva@dss.ca.gov	Spanish
6. Natalie Bocanegra	Sacramento Headquarters Office	916-322-8481 Natalie.Bocanegra@dss.ca.gov	Spanish
7. Nelly Nieblas	Sacramento Headquarters Office	916-322-8481 Nelly.Nieblas@dss.ca.gov	Spanish

**State Council On Developmental Disabilities
State Council Budgeted Base Details
Fiscal Year 2015-16**

	<u>BSG</u>	<u>CRA/VAS</u>	<u>QA</u>	<u>TOTAL</u>
1. Personal Services:				
Net Salaries & Wages	\$ 2,657,500	\$ 950,000	\$ 1,161,050	\$ 4,768,550
Temporary Help / Honorarium	\$ 66,500	\$ -	\$ -	\$ 66,500
Staff Benefits	\$ 2,541,000	\$ 464,360	\$ 567,521	\$ 3,572,881
Total Personnel Services	<u>\$ 5,265,000</u>	<u>\$ 1,414,360</u>	<u>\$ 1,728,571</u>	<u>\$ 8,407,931</u>
2. Operating Expense:				
General Expense	\$ 15,000	\$ 75,000	\$ 29,000	\$ 119,000
Printing	\$ 40,000	\$ 9,000	\$ 21,000	\$ 70,000
Communications	\$ 95,000	\$ 25,000	\$ 30,000	\$ 150,000
Postage	\$ 16,000	\$ 13,967	\$ 135,000	\$ 164,967
Travel-in-State :	\$ 108,000	\$ 64,000	\$ 50,000	\$ 222,000
Out-of-State Travel	\$ 10,000	\$ -	\$ -	\$ 10,000
Training (Tuition and Registration)	\$ 6,000	\$ 15,000	\$ 1,000	\$ 22,000
Facilities Operations (Rent)	\$ 585,000	\$ 23,780	\$ 211,000	\$ 819,780
Utilities	\$ 8,000	\$ -	\$ 2,000	\$ 10,000
Interdepartmental Services:	\$ 411,000	\$ 134,040	\$ 154,890	\$ 699,930
External Contract Services	\$ 435,000	\$ 3,000	\$ 12,000	\$ 450,000
Data Processing (Software, Supplies & Misc.)	\$ -	\$ 18,000	\$ -	\$ 18,000
SWCAP	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ -	\$ 177,158	\$ 204,234	\$ 381,392
Total Operating Expense	<u>\$ 1,754,000</u>	<u>\$ 557,945</u>	<u>\$ 850,124</u>	<u>\$ 3,162,069</u>
3. Total Council Budget (1 + 2)	<u>\$ 7,019,000</u>	<u>\$ 1,972,305</u>	<u>\$ 2,578,695</u>	<u>\$ 11,570,000</u>
4. Total Basic State Grant Award	<u>\$ 6,459,004</u>			

*Includes Council Member Honorarium and Travel Costs.

**ADMINISTRATIVE COMMITTEE
AGENDA ITEM DETAIL SHEET**

ISSUE: EXECUTIVE DIRECTOR EVALUATION

BACKGROUND: The federal Developmental Disabilities Assistance and Bill of Rights Act (Federal DD Act), requires the State Council on Developmental Disabilities (Council) to evaluate the performance of the Executive Director on an annual basis.

To meet this requirement, the Council approved an evaluation tool to assess the Council's Executive Director. (See Minutes of March 16, 2011, Council Meeting.) The Council uses this tool for each annual Executive Director evaluation.

ANALYSIS/DISCUSSION: The attached evaluation tool is provided as a status update.

Staff is recommending that staff of the Council's Personnel Office will assist the Chairperson with the handling and processing of confidential information. In addition, Legal Counsel will conduct a legal review of materials collected and developed by the Chair and Evaluation Coordinator in order to confirm compliance with the evaluation process and applicable rules.

STATE PLAN GOAL: N/A

PRIOR COUNCIL ACTIVITY: Council approved and used the existing Executive Director evaluation tool.

RECOMMENDATION(S): Staff recommends review of the evaluation tool. Comments, if any, will be relayed by staff to the Executive Committee.

ATTACHMENTS(S): Evaluation method summary and form templates.

PREPARED: Legal Counsel Natalie Bocanegra, March 31, 2015



STATE COUNCIL ON DEVELOPMENTAL DISABILITIES 2015 EXECUTIVE DIRECTOR EVALUATION

I. PROCESS

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act) requires that the Executive Director of the Council be evaluated on an annual basis.

The process for evaluating the Executive Director is:

1. The Chairperson of the Council oversees and manages the Executive Director Evaluation. He/she distributes the Performance Evaluation Form.
2. Each Council member must complete the Performance Evaluation Form. Once completed, the form must be returned to the Chairperson.
3. Staff members will be sent Narrative Questions only. These must be returned to the Chairperson.
4. The Executive Director will complete the Performance Evaluation Form for herself/himself and discuss her/his self evaluation with the Chairperson.
5. Each Performance Evaluation Form is logged onto a worksheet and summarized by the Chairperson with the assistance of the Evaluation Coordinator.
6. A final summary report is produced by the Chairperson with the assistance of the Evaluation Coordinator. Legal Counsel will review materials to confirm compliance with the approved evaluation process.
7. The Executive Director Evaluation will be on the May Council Meeting agenda as a closed session item.

8. In open session, the Executive Director and Council then meet to discuss salary/bonus if applicable.
9. This information is then processed through the Council Personnel Department.

II. INSTRUCTIONS

Please use the rating levels: “**N/I**” (Needs Improvement) “**A**” (Meets Standards/Acceptable), or “**O**” (Exceeds Standards/Outstanding). If you do not know about a particular area, mark **Do Not Know**.

Rating Factor	Needs Improvement (N/I)	Meets Standards Acceptable (A)	Exceeds Standards Outstanding (O)
Work Quantity	Executive Director does not produce enough work.	Executive Director produces the proper amount of work.	Executive Director produces a lot of work.
Work Quality	Executive Director does not have work skills.	Executive Director has the work skills and works accurately.	Executive Director’s work is always accurate and orderly and works with superior skill.

III. EXECUTIVE DIRECTOR EVALUATION

Assistance to Council Members	Don't Know	Needs Improvement	Acceptable	Outstanding
Assists the Council in scheduling, planning and preparing for Council and committee meetings.				
Assists the Council in the development of agency policy, organizational goals, objectives and budgets.				
Assists the Council in the development of policy decisions regarding issues that affect the rights and interests of persons with disabilities.				
Assists the Council in making sure that the Council follows all federal and state laws and regulations, including providing and interpreting information.				
Assists the Council in the development of the goals and objectives of the Council's 5 year state and strategic plan.				
Provides regular reports to the Council on the state and strategic plan and emerging issues and provides recommendations.				

PERSONNEL	Don't Know	Needs Improvement	Acceptable	Outstanding
Assures that staff are supervised and coordinated effectively in order to carry out all of the Council's goals and objectives.				
BUDGET				
Develops, implements and manages the Council approved budget.				
Ensures that budget is legal and uses acceptable accounting and fiscal management practices.				
Assures that the Council receives budget information.				
Makes contracts on behalf of the Council consistent with approved goals, objectives, plans and budget actions.				

PUBLIC AND AGENCY LIAISON	Don't Know	Needs Improvement	Acceptable	Outstanding
Maintains effective relationships between the Council, the federal Administration on Developmental Disabilities and State funding agencies.				
Maintains effective relationships and works with other advocacy organizations with similar goals and objectives.				
Maintains effective relationship and liaison with the National Association of Councils on Developmental Disabilities (NACDD).				
ADAPTABILITY RATING				
Able to assume a variety of roles and responsibilities related to the position and perform with required knowledge/skills.				
Able to respond well to changing job requirements and work conditions, including unanticipated/exceptional administrative and/or programmatic events.				

EXPRESSION	Don't Know	Needs Improvement	Acceptable	Outstanding
Able to clearly/concisely convey information (e.g., interpreting regulations, presenting reports, articulating needs/priorities, giving instructions) orally and in writing.				
Able to organize coherent presentations and effectively highlight/summarize key points and issues.				
INTERPERSONAL RELATIONS				
Demonstrates sensitivity and good judgment.				
Is helpful and friendly.				
Resolves conflicts in an objective manner.				

IV. NARRATIVE QUESTIONS

1. What impressed you the most about the Executive Director's performance this year?

2. In what areas has the Executive Director shown exceptional improvement?

3. What specific recommendations do you have for the Executive Director?

4. What should be the priorities for the Executive Director over the next year?

5. Do you have any additional comments regarding the Executive Director's performance?

Council Member Signature

Date

EXECUTIVE DIRECTOR EVALUATION 2015 TIMELINE

- April 14, 2015 Present approved evaluation tool and method to the Administrative Committee to provide status update.
- April 14, 2015 Provide to the Executive Committee for ratification: the evaluation tool and method previously approved by the full Council and presented to the Administrative Committee. Executive Committee also considers selection of an Evaluation Coordinator to coordinate evaluation and the approval of timeline.
- April 15, 2015 Evaluation form will be sent out to evaluators with a return date of May 6, 2015, for submission to the Chair or Evaluation Coordinator, as appropriate.
- May 19, 2015 Evaluation Coordinator will present the evaluation materials, statistical data and all information to the Executive Committee during a closed session.
- May 20, 2015 Executive Committee will present the evaluation and their recommendation to the full Council during a closed session.

ADMINISTRATIVE COMMITTEE AGENDA ITEM DETAIL SHEET

ISSUE: REVIEW OF STATE COUNCIL SPONSORSHIP POLICY

BACKGROUND: The Council has had a sponsorship policy for a number of years that carries out Goal 1 of the State Plan. The current policy states that an agency or organization may apply for Council sponsorships to support events that promote consumer and family self-advocacy.

The current policy was approved in June 2011. At that time, the Council determined that sponsorships should be limited to agencies and organizations and should not be given to individuals. This decision was based on less available funds and the reason that more consumers benefit by funding activities involving a number of persons rather than only one individual.

ANALYSIS/DISCUSSION: Given recent requests, the Council should clarify the rules regarding how a sponsored agency or organization can use sponsorship funds. The Council recently received a request to fund activities that may have qualified as lobbying activities under the state's lobbying rules, creating potential issues for the Council. In addition, the Council often receives requests related to conferences. However, the California Constitution prohibits the making of a "gift of public funds." Therefore, the Council should explain the rules regarding the use of sponsorship funds for travel and conference registration - - Council funds may pay for travel or conference registration fees of an individual who is not an employee, but there must be a public benefit and the individual must officially perform a service for the Council.

The proposed policy language ensures that state law is being followed and clarifies that awardees of Council sponsorship funds must use the funds for events that benefit as many self-advocates and their families as possible. Specifically, the amendments clarify that:

Decision Point 1: The Council seeks to provide funding to entities providing services or conference registration at no cost or at discounted rates to self-advocates and their families or provides other help.

Decision Point 2: The Council seeks to support events where self-advocates participate as panelists and presenters.

Decision Point 3: Any request must be submitted by an individual authorized to represent the agency or organization requesting funds who will be responsible for making sure the rules are followed; and

Decision Point 4: The Council will look at whether at least 30% of the expected attendees will be consumers, but this will not be a requirement for sponsorship.

Decision Points 5(a) to (e): Sponsorship funds *may not* be used for:

- (a) Lobbying activities;
- (b) Campaign activities;
- (c) Events with the sole purpose of fundraising (such as events without any educational component);
- (d) Overhead expenses of the agency/organization that are not related to the event ; and
- (e) Earmarked travel payments or conference registration payments for any particular individual(s) unless the individual(s) act officially on behalf of the Council and follow the State of California reimbursement rules.

COUNCIL STATE PLAN GOAL: Goal 1 - Individuals with developmental disabilities have the information, skills, opportunities and support to advocate for their rights and services and to achieve self-determination, independence, productivity, integration and inclusion in all facets of community life.

PRIOR COUNCIL ACTIVITY: Approval of current sponsorship policy in June 2011. Previous version of policy approved in 2009.

RECOMMENDATION(S): Staff recommends approval of the proposed amendments to the sponsorship policy.

ATTACHMENTS(S): Sponsorship Policy

PREPARED: Legal Counsel Natalie Bocanegra, April 2, 2015



SCDD SPONSORSHIP POLICIES AND PROCEDURES

The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills. Toward that goal, organizations may apply for Council sponsorships for events that promote consumer and family self-advocacy. The Council will give special consideration to entities that provide free or discounted services or event registration fees to consumers and their families or offer other help so that consumers and their families can fully participate. The Council especially seeks to support events where consumers participate as panelists and presenters.

Section 1

Agencies and organizations may apply for a sponsorship. To apply, for an Agency/Organization Sponsorship you must the agency/organization must:

1. Submit a signed written request to the SCDD **at least 90 days** before the event. Request must be signed by an individual with authority to represent the agency/organization and the responsibility to ensure that all sponsorship requirements are met.

The request must include this information:

- a. The name, date, location and description of your event/conference;
- b. How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized;
- xx. How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers;
- c. The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members and whether the number of consumers will be 30% or more of the expected attendees;

- d. How you will conduct outreach to increase consumer and family involvement in the conference;
 - e. A complete and total budget, including the amount you are requesting (\$999 limit), details on the amount and sources of other funds solicited or obtained;
 - f. A list of other SCDD sponsorships and grants you have previously requested and/or received; and
 - g. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.
2. During the event, provide acknowledgement that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.

Section 2

Applicants should be aware of the following ~~policies and procedures~~:

- ~~1. 1.~~ The SCDD Executive Committee is responsible for all Sponsorship decisions.
- ~~2. 2.~~ All requests are subject to the availability of funds, and are paid as reimbursements in arrears, in accordance with State administrative procedures.
- ~~3. No portion of funds awarded may be used for lobbying or campaign activities, any event that is solely a fundraising event, or non-event related overhead expenses of the agency/organization.~~
- ~~4. No portion of funds awarded may be earmarked for payments for travel by any individual(s) or for conference registration fees for any individual(s). However, there is an exception if the individual is officially performing services for the State of California and all State of California rules are met.~~