



**ADMINISTRATIVE COMMITTEE**  
**NOTICE/AGENDA**

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<b>PARTICIPANT CODE:</b>	<b>2982825</b>

**DATE:** Monday, April 4, 2016

**TIME:** 1:30 p.m. – 3:30 p.m.

**LOCATION:** State Council on Developmental Disabilities  
1507 21<sup>st</sup> 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](mailto:robin.maitino@scdd.ca.gov). Requests must be received by 5:00 pm on August 25, 2015*

**AGENDA**

	<b><u>Page</u></b>
1. <b>CALL TO ORDER</b>	C. Nutt
2. <b>ESTABLISH QUORUM</b>	C. Nutt
3. <b>WELCOME/INTRODUCTIONS</b>	C. Nutt

**DRAFT**

**Administrative Committee Meeting Minutes  
January 26, 2016**

**Attending Members**

Charles Harmon-Nutt (SA)  
Eric Gelber  
Ning Yang (SA)  
Sandra Smith (FA)

**Members Absent**

Kris Kent  
Max Duley (FA)

**Others Attending**

Aaron Carruthers  
David Grady  
Gabriel Rogin  
Lynn Cach  
Natalie Bocanegra  
Robin Maitino

1. **Call to Order**

Chairperson Charles Harmon-Nutt (SA) called the meeting to order at 1:05 p.m.

2. **Establishment of Quorum**

A quorum was present.

3. **Welcome and Introductions**

Members and others introduced themselves.

4. **Public Comments**

Committee member Sandra Smith (SA) provided a report of the items discussed at the January 26<sup>th</sup> SCDD Sacramento Regional Advisory Committee meeting.

5. **Approval of the September 1, 2015 Minutes**

It was moved/seconded (Smith [FA]/Yang [SA]) and carried to approve the September 1, 2015 minutes as presented. (For: Smith (FA), Yang (SA). Abstain: Gelber; Harmon-Nutt.)

6. **Monthly Budget Projections**

Executive Director Aaron Carruthers provided an overview of the November and December monthly budget expenditures for fiscal year 2015-16. Director Carruthers explained that the difference in the totals reported in December's expenditures versus November's is due to end of year payouts from inherited obligations.

## 7. **Structural Deficit Recommendations**

On November 19, 2015, the Structural Deficit Workgroup met with the task of identifying cost savings to address the Council's \$700,000 deficit in the Basic State Grant. The Workgroup reviewed the following information during discussions: 1) the Executive Director's e-mail to staff soliciting input from all SCDD staff for recommended cost savings ideas; 2) the on-line survey questions; 3) a summary of SCDD staff's responses to that survey; 4) the objectives and values for which the Structural Deficit Workgroup worked by; and 5) budget details for headquarters and all 13 regional offices.

Chief Deputy Director (A) Gabriel Rogin presented the Committee with the ten (10) recommendations that resulted from that workgroup meeting, they are:

- (1) Eliminate the vacant CPS II position in the Orange County Office.
- (2) Eliminate the vacant CPS II position in the Bay Area Office.
- (3) Eliminate the MTARS Committee.
- (4) Limit LPPC to 6 face-to-face meetings per year.
- (5) Limit Employment-First Committee to statutorily-required members.
- (6) Limit Executive Committee to 5 face-to-face meetings per year.
- (7) Co-Locate SCDD Headquarters with the Sacramento Office.
- (8) Eliminate the Central Coast Office and expand the geographic area of the Silicon Valley/Monterey Bay Office.
- (9) Eliminate the Legislative Specialist position at SCDD Headquarters.
- (10) Eliminate the OT position at the North State Office.

Chief Deputy Rogin went on to state that if adopted, these recommendations would achieve an estimated total cost savings of \$733,500.

Committee members discussed each recommendation at length taking into consideration the pros and cons of each one. After careful consideration the following actions were taken.

It was moved/seconded (Harmon-Nutt [SA]/Yang [SA]) and carried to approve recommendations 1 through 7 as well as 9 through 10 and to forward these recommendations to the Executive Committee for further action. (Unanimous: Smith (FA); Yang (SA); Gelber; and Harmon-Nutt.)

It was moved/seconded (Smith [FA]/Harmon-Nutt [SA]) and carried to solicit the additional information listed below from staff for recommendation 8 and bring to the Executive Committee for consideration. (Unanimous: Smith (FA); Yang (SA); Gelber; and Harmon-Nutt.)

*Additional Information Requested*

- 1) How long has the Central Coast Office been vacant?
- 2) What are the needs of the population in the Central Coast region?
- 3) How often do people access the Central Coast Office in-person vs. by phone or email?
- 4) Which Area Boards were the Central Coast Office and Silicon Valley-Monterey Bay Office before they became SCDD regional offices?
- 5) How were the original Area Board regions determined?
- 6) If we decide to have a small satellite office in the Central Coast region, what would be the impact on the structural deficit recommendations?

8. **FY 2016-17 Budget**

Budget Officer, Lynn Cach presented the proposed FY 2016-17 SCDD budget to Committee members for review. Ms. Cach provided an explanation on why there were several line items with no funds allocated to them in the "Basic State Grant" column, stating that staff vacancies were covering the costs for those line items until such time that the Council is able to capture cost savings by implementing some or all of the structural deficit recommendations. Committee members appreciated the explanation and referred the proposed budget to the Executive Committee for action before going on to the full Council for consideration.

9. **Adjournment**

The meeting was adjourned at 3:00 p.m.

February Report  
Expenditures through

**February-16**

**FEDERAL GRANT (BSG)**

Based on Federal Fiscal Year

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance	Projected Y E Surplus/Deficit
Personal Services & Benefits	\$ 5,374,900	\$ 369,329	\$ 2,112,535	\$ 3,262,365	\$ 127,007
Operating Expenses	\$ 1,168,480	\$ 97,059	\$ 618,493	\$ 549,987	\$ -438,377
Grants / Special Items	\$ -	\$ -	\$ -	\$ -	\$ -260,000
<b>Total</b>	<b>\$ 6,543,380</b>	<b>\$ 466,388</b>	<b>\$ 2,731,028</b>	<b>\$ 3,812,352</b>	<b>\$ -571,370</b>

**QUALITY ASSESSMENT (QA)**

Based on State Fiscal Year

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$ 1,743,876	\$ 143,273	\$ 1,100,085	\$ 643,791
Operating Expenses	\$ 892,234	\$ 34,394	\$ 418,703	\$ 473,531
<b>Total</b>	<b>\$ 2,636,110</b>	<b>\$ 177,667</b>	<b>\$ 1,518,788</b>	<b>\$ 1,117,322</b>

**CRA/VAS**

Based on State Fiscal Year

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$ 1,215,055	\$ 95,632	\$ 773,872	\$ 441,183
Operating Expenses	\$ 557,945	\$ 14,715	\$ 137,761	\$ 420,184
<b>Total</b>	<b>\$ 1,773,000</b>	<b>\$ 110,347</b>	<b>\$ 911,633</b>	<b>\$ 861,367</b>



State Council on Developmental Disabilities

• website • [www.scdd.ca.gov](http://www.scdd.ca.gov) • email • [council@scdd.ca.gov](mailto:council@scdd.ca.gov)

1507 21st Street, Suite 210  
Sacramento, CA 95811



STATE OF CALIFORNIA

Edmund G. Brown Jr.  
Governor

(916) 322-8481  
(916) 443-4957 fax  
(916) 324-8420 TTY

March 21, 2016

Andrew Morris  
Office of the Commissioner  
Administration on Disabilities  
U.S. Department of Health and Human Services  
330 C Street S.W.  
Washington, D.C. 20201

Sent via email to [AIDDformula@acl.hhs.gov](mailto:AIDDformula@acl.hhs.gov)

Dear Mr. Morris:

The California State Council on Developmental Disabilities (SCDD) respectfully submits the following comments regarding the Notice of Guidance with respect to the New Funding Formula for State Councils on Developmental Disabilities and Protection and Advocacy Systems. As you are aware, SCDD is the council established in California under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) Section 125. SCDD undertakes advocacy, capacity, building, and system change activities in a multi-layered complex delivery system serving approximately 39 million Californians and 618,000 people with an intellectual and/or developmental disability.

SCDD applauds the Administration on Disabilities (AOD) efforts to clarify the funding formula. The current formula was last adjusted decades ago, uses unreliable data, and is so complicated that it largely cannot be validated. SCDD appreciates AOD's efforts to update and simplify the formula while creating transparency.

SCDD supports the formula as drafted for the following reasons.

The draft formula follows the DD Act intentions

The formula is concise, transparent, and consistent with Congressional intent to provide funds based on greatest need. The draft formula follows Congressional intent for population, need for services, and financial need.

*"The Council advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families."*

Andrew Morris  
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March 21, 2016

The draft allocation selects the appropriate amount for the minimum allocation for states and territories

It is important that small states and territories have a minimum allocation to execute the DD Act's mission throughout the country. The draft allocation strikes the right balance. California has 12.2% of the population and need, is a high poverty state, yet would likely receive 9.49% of the funding under the formula. An additional allocation to minimum needs states would dilute the DD Act priorities of population, needs for services, and financial need.

The draft formula uses the correct data sources

July census estimates, the National Health Interview Survey on Disability prevalence rate of 1.58% and poverty and unemployment counts are reliable and verifiable. These sound data sources increase the validity of the formula.

SCDD appreciates the work of the formula workgroup for creating a sound draft formula. 63% of states and territories are largely unaffected by this formula, showing the draft strikes the right balance of correcting inequities without over adjusting more than what needs to be addressed.

Thank you for the opportunity to provide comment on this proposed funding formula. SCDD urges you to support the formula as drafted.

Sincerely,

A handwritten signature in blue ink, appearing to read "April Lopez", with a long horizontal flourish extending to the right.

Dr. April Lopez  
Chairperson

# State Council on Developmental Disabilities

Allocation Based on the New AIDD Formula

## **SCDD Budget with Reduction Impact**

Structural Deficit	-\$700,000
Structural Deficit Reduction	\$733,000
Total Structural Deficit	\$33,000

## **AIDD Fund Increase**

New Formula Increase	\$380,000
Total Funds Available	\$413,000
Infrastructure Improvements	-\$59,000
Net Funds Available	\$354,000

## **Cost-Savings Recommendation Reversal**

Status quo on Employment First Membership	-\$20,000
No office consolidations	-\$334,000
Total Reduction Impact	-\$354,000