



ADMINISTRATIVE COMMITTEE
NOTICE/AGENDA

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PARTICIPANT CODE:	2982825

DATE: Tuesday, January 26, 2016

TIME: 1:00 p.m. – 3:00 p.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 August 25, 2015

AGENDA

Page

- | | |
|---------------------------------|---------------|
| 1. CALL TO ORDER | C. Horne-Nutt |
| 2. ESTABLISH QUORUM | C. Horne-Nutt |
| 3. WELCOME/INTRODUCTIONS | C. Horne-Nutt |

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 SEPT 1, 2015 MINUTES C. Horne-Nutt 3



6. MONTHLY BUDGET PROJECTIONS A. Carruthers 6



7. STRUCTURAL DEFICIT RECOMMENDATIONS G. Rogin 7



8. FY 2016-2017 BUDGET L. Cach 27

9. ADJOURN C. Horne-Nutt

DRAFT

**Administrative Committee Meeting Minutes
September 1, 2015**

Attending Members

Ning Yang (SA)
Kris Kent
Max Duley (FA)
Sandra Smith (FA)

Members Absent

Eric Gelber

Others Attending

Aaron Carruthers
Gabriel Rogin
Natalie Bocanegra
Robin Maitino
Sandra Aldana
Donna Meltzer, NACDD
Julian Garcia

1. **Call to Order**

Chairperson Sandra Smith(FA) called the meeting to order at 1:09 p.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 April 14, 2015 Minutes**

It was moved/seconded (Yang [SA]/Duley [FA]) and carried to approve the April 14, 2015 minutes as presented. (Unanimous: Duley (FA), Smith (FA), Yang (SA), Kent.)

6. **NACDD Introduction and AIDD Funding Formula Discussion**

Donna Meltzer, CEO of NACDD introduced herself to the Committee and provided a broad overview of NACDD and its role in the DD system and how it relates to the Council.

She stated that NACDD is the national association for all 56 DD Councils. They provide supports, resources, and tools to the DD Councils throughout the nation. Ms. Meltzer spoke about several items including their role in securing funding for the Councils; acting as the Councils liaison on Capitol Hill for legislation; and providing technical support.

Ms. Meltzer also spoke about AIDD's funding formula, how it is currently calculated and the changes that will take place to the formula in the future. This topic sparked much discussion and Committee members asked several questions regarding how the formula is established, if Councils would have an opportunity to provide input on how the new formula is established; and how much of NACDD's budget is made up from the 56 DD Council dues.

The Committee directed staff to gather more information on how the formula is calculated and bring that information back to the Council.

7. **Monthly Budget Projections**

Executive Director Aaron Carruthers provided an overview of the year-end monthly budget projections for fiscal year 2014-15 stating that the total-year balance amount will change as more expenditures come in. Prior year unspent funds of approximately \$1.1 million will be used to bridge the structural deficit leaving the Council with approximately \$800k of prior year funds.

8. **Structural Deficit Update**

Executive Director Carruthers continued discussions relating to the structural deficit stating that although the Council has a remaining \$800k of prior year funds, that staff continues to seek cost saving wherever possible.

There was also discussion around possible upfront costs to achieve bottom line cost savings. One example that was given was the consolidation of the Sacramento and Headquarter offices. Should that happen, there would be one-time costs associated with the move in order to achieve future cost savings.

9. **Conflict of Interest Code (COI)**

Legal Counsel Natalie Bocanegra provided information to Committee members regarding the Fair Political Practices Commission (FPPC) COI Code Form 700 stating that the Council is required to review its COI code every other year and report to FPPC whether the code needs to be amended.

Since AB 1595 made changes relating to SCDD staff positions. These changes make it necessary to now amend the COI code. Additionally, the

Council must review the categories that tell what information must be reported. Changes to Category 1 are proposed in order to follow the FPPC rules. The proposed language is meant to capture the reporting of financial interests (e.g. assets) that may give rise to a potential conflict of interest. Following Legal Counsel's analysis, the Committee took the below action:

It was moved/seconded (Kent/Smith [FA]) and carried to direct staff to continue developing revisions to the COI Code language under Category 1 and bring those revisions back to the Executive Committee in October.
(Unanimous: Duley (FA), Smith (FA), Yang (SA), Kent.)

10. **Adjournment**

The meeting was adjourned at 2:15 p.m.

January Report
Expenditures through
November-15

FEDERAL GRANT (BSG)

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Year - End Balance	Projected Y E Surplus/Deficit
Personal Services & Benefits	\$ 5,374,900	\$ 376,512	\$ 751,585	\$ 4,623,315	\$ 144,232
Operating Expenses	\$ 1,089,000	\$ 110,548	\$ 189,949	\$ 899,051	\$ -433,469
Grants / Special Items	\$ -	\$ -	\$ -	\$ -	\$ -260,000
Total	\$ 6,463,900	\$ 487,060	\$ 941,534	\$ 5,522,366	\$ -549,237

QUALITY ASSURANCE (QA)

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Year - End Balance
Personal Services & Benefits	\$ 1,749,000	\$ 140,253	\$ 687,456	\$ 1,061,544
Operating Expenses	\$ 835,000	\$ 49,999	\$ 249,961	\$ 585,039
Total	\$ 2,584,000	\$ 190,252	\$ 937,417	\$ 1,646,583

CRA/VAS

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Year - End Balance
Personal Services & Benefits	\$ 1,219,055	\$ 91,038	\$ 495,074	\$ 723,981
Operating Expenses	\$ 557,945	\$ 8,839	\$ 53,581	\$ 504,364
Total	\$ 1,777,000	\$ 99,877	\$ 548,655	\$ 1,228,345

Hi, hope you're doing well.

For the past 16 months or so, the Council has talked about the structural deficit in the Basic State Grant (BSG) (federal) part of the budget. I'm pretty sure you and I have talked about it too.

Over the years, the Governor and Legislature have approved raises for us as State employees. The Administration on Intellectual and Developmental Disabilities (AIDD), our federal funding source, doesn't adjust our grant amount based on these raises. Their formula is based on the amount of funding they receive from Congress and a formula they apply to all states. As the years have passed, the formula we receive from AIDD has not kept pace with the increases to salaries and benefits, including a 2 ½% raise that went into effect this past July 1. The total structural BSG deficit is \$700,000.

I'm reaching out to get your ideas on how we can reduce costs and close this structural deficit. You see this organization from a different point of view than I do; you see it from a different point of view from the person sitting next to you. From how you see the organization, what do you think? How can we reduce our federal spending? I'm also asking everyone in the organization and all Council Members for their thoughts.

To ensure big ideas are offered at no risk, here's a Survey Monkey link. <https://www.surveymonkey.com/r/scddcostsavings> Here you can give your idea anonymously. What's your idea? How much do you think it will save? Will it cost anything to implement the idea? What are the pros? The cons? Remember, one idea per form. Please fill out a new form for each of your ideas.

The survey will be open for 3 weeks. Please submit your ideas by October 5.

After October 3rd, we will collect all the ideas and a staff workgroup will meet to develop them. If you'd like to be a member of this workgroup, please respond to this email and let me know. I'm looking for a good mix of headquarter and regional office staff as well as a blend of classifications.

After the workgroup develops the ideas, we'll take all ideas to the Administration Committee, which will review and make their recommendations. The ideas will then go to the Executive Committee. After they review and make their recommendations, the ideas will go to the full Council for final action. Once the Council decides its spending priorities, we'll put them into effect. Ideally, the ideas are in effect by the start of the 2016-17 fiscal year.

Together, we can come up \$700,000 worth of great ideas for the Council to consider.

As we go through this, please keep in mind that these types of conversations and decisions create an amount of anxiety. No one knows what will be the final decisions, so there is usually a lot of speculation and a lot of worry. Remember, no decision is final until the Council decides. It will all happen in a public process, and you're part of that process.

As we go through this together, be patient with each other, be gentle with each other.

We will all work together to align the grant we receive with our mission and State Plan.

Again, give your ideas by October 5th. Survey Monkey means all ideas are anonymous. If you want to be a part of the staff workgroup, reply and let me know.

Thank you,

Aaron Carruthers
Executive Director
State Council on **Developmental Disabilities**
(916) 322-1284





Survey - Cost Saving Ideas

1. Please describe your cost saving idea.
2. How much money do you estimate that this idea will save?
3. Do you think that there will be any costs necessary to implement your idea? If so, please explain.
4. What are the pros of your idea?
5. What are the cons of your idea?
6. Are there any additional considerations that you think SCDD should be aware of?

Breakdown of Survey Responses – Cost Saving Ideas – November 19, 2015

1. Reduce Travel/Lodging Costs - 29 Responses

- a) Video/Skype/Web based/Conference Calls instead of in-person meetings – 18 Responses
(#6, #14, #24, #25, #28, #41, #42, #48, #51, #62, #63, #74, #78, #90, #103, #110, #113, #114)
- b) Reduce Regional Managers travel to State Council meetings (use call in) - 4 Responses
(#3, #54, #61, #96)
- c) Purchase cheaper, non-refundable airline tickets – 2 Responses
(#18, #37)
- d) Book travel in advance when tickets are cheaper – 1 Response
(#22)
- e) Coordinate travel through Super Shuttle – 1 Response
(#55)
- f) Keep SSAN meetings at Hawthorne Suites – 1 Response
(#77)
- g) Hold SAAC and Council meetings on same day – 1 Response
(#94)
- h) Hold Council meetings at cheaper locations (e.g. Alta Regional Center) – 1 Response
(#95)

2. Reduce Committee Meetings/Members – 25 Responses

- a) Reduce the number of State Council and/or committee meetings – 8 Responses
(#5, #8, #36, #69, #81, #82, #101, #111)
- b) Reduce the number of SSAN meetings – 6 Responses
(#52, #60, #79, #80, #81, #87)
- c) Limit the number of Regional Advisory Committee meetings – 3 Responses
(#23, #53, #90)
- d) Reduce membership on the Employment First Committee – 3 Responses
(#86, #102, #120)
- e) Limit the number of State Council committees – 2 Responses
(#9, #34)
- f) Stop funding the SSAN – 1 Response
(#38)
- g) Eliminate the Administrative Committee/Merge with Executive Committee – 1 Response
(#117)
- h) Eliminate the MTARS Committee – 1 Response
(#119)

3. Office Mergers/Reductions – 20 Responses

- a) Consolidate HQ with the Sacramento Regional Office – 6 Responses
(#12, #26, #27, #43, #105, #118)
- b) Consolidate regional offices – 5 Responses
(#7, #25, #30, #58, #85)
- c) Reduce regional offices through staff attrition – 2 Responses
(#10, #100)
- d) Regional offices share office space with DRC/OCRA – 2 Responses
(#15, #85)
- e) Merge regional offices that don't currently have Managers – 1 Response
(#32)
- f) Co-locate offices with other State departments (EDD, DOR, etc.) – 1 Response
(#67)
- g) Identify smaller office spaces – 1 Response
(#88)
- h) Close the Ventura Office and merge with other offices – 1 Response
(#2)
- i) Eliminate offices and let staff Telework from home – 1 Response
(#13)

4. Staff Reductions – 12 Responses

- a) Reduce staff through attrition – 5 Responses
(#44, #47, #72, #89, #108)
- b) Eliminate BSG funding for CPS II's, OT's & OA's – 1 Response
(#19)
- c) Reduce BSG staff at Los Angeles Office – 1 Response
(#39)
- d) Eliminate BSG funding for OT's – 1 Response
(#40)
- e) Mandatory retirement for all employees 67 years and older – 1 Response
(#50)
- f) Eliminate the legal position – 1 Response
(#57)
- g) Eliminate 4 OT's through rearranging regions – 1 Response
(#121)
- h) Eliminate funding for the OA position – 1 Response
(#122)

5. Management Reductions – 12 Responses

- a) Reduce management by attrition – 5 Responses
(#44, #47, #72, #89, #108)
- b) Combine regions and reduce the number of Regional Managers – 4 Responses
(#4, #29, #73, #121)
- c) Eliminate Managers at regional offices – 1 Response
(#35)
- d) Leave one Deputy position open at HQ – 1 Response
(#11)
- e) Eliminate the Deputy Director of Regional Office Operations position – 1 Response
(#116)

6. Realign/Evaluate – 12 Responses

- a) Realign all job duties to fit within capacity of current staff – 1 Response
(#33)
- b) Evaluate necessity of all positions in relation to contribution to State Plan goals – 1 Response
(#49)
- c) Conduct a thorough budget review by State Council – 1 Response
(#56)
- d) Convene former SCDD Chairs for recommendations – 1 Response
(#59)
- e) Evaluate all regional offices to determine whether they are over staffed – 1 Response
(#71)
- f) Review current administrative processes and eliminate waste and redundancy – 1 Response
(#76)
- g) Develop a SCDD Strategic Plan – 1 Response
(#104)
- h) Review existing committee structure and membership – 1 Response
(#106)
- i) Fund Executive Director's salary with BSG, QA, and CRA/VAS contracts – 1 Response
(#115)
- j) Upgrade the 15 OT's to Staff Services Analyst positions – 1 Response
(#123)
- k) Invest more resources in NCI and request additional funding for BSG – 1 Response
(#31)
- l) Free up staff time by hiring a stenographer dedicated to taking minutes – 1 Response
(#97)

7. Purchasing/Office Supplies – 8 Responses

- a) Make use of surplus supplies (including brochures) within and between offices – 2 Responses (#91, #109)
- b) Centralize Purchasing – 1 Response (#70)
- c) Allow purchases to be made from cheaper vendors than the State requires – 1 Response (#84)
- d) Increase scrutiny of office supply purchasing to avoid unnecessary purchases – 1 Response (#107)
- e) Consolidate paper purchases for all offices – 1 Response (#107)
- f) Provide the Council with a summary of the report on monthly activities – 1 Response (#21)
- g) Reimburse staff for out-of-pocket expenses on a timely basis – 1 Response (#16)
- h) Send NCI surveys in batches instead of all at once – 1 Response (#92)

8. Technology/Equipment – 6 Responses

- a) Cancel cell phone service for staff (encourage use of personal phones) – 2 Responses (#64, #83)
- b) Use OTech's Server Based Computing Service instead of DSS as our IT provider – 1 Response (#93)
- c) Use Comcast Business or similar provider instead of Verizon as internet provider – 1 Response (#98)
- d) Change our AT & T desk phones to Voice Over IP (VOIP) phone lines – 1 Response (#99)
- e) Reduce the number of individual office jet printers – 1 Response (#112)

9. Reduce Hours of Staff & Management – 6 Responses

- a) Voluntary reductions of hours for all employees – 2 Responses
(#17, #68)
- b) Change all employees to a schedule of four days per week – 1 Response
(#85)
- c) Reduce OT's to three quarter or half time – 1 Response
(#85)
- d) Use Workability students to do copying/mailing, etc. – 1 Response
(#85)
- e) Require staff to use up excess vacation/annual leave – 1 Response
(#20)

10. Increase Revenue – 6 Responses

- a) Bid on contract to monitor transition of residents from Developmental Centers – 1 Response
(#45)
- b) Obtain funding for individual advocacy – 1 Response
(#46)
- c) Apply for funding from foundations for specific program activities – 1 Response
(#65)
- d) Establish partnerships with organizations that raise funds for agency activities – 1 Response
(#66)
- e) Increase income – 1 Response
(#75)
- f) Rent out office space to other agencies – 1 Response
(#85)

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
STRUCTURAL DEFICIT WORKGROUP MEETING
Thursday, November 19th, 2015 10:00 A.M. - 5:00 P.M.
State Council Headquarters, Sacramento**

Meeting Objectives

- 1) Identify \$700,000 in cost savings
- 2) Develop recommendations for SCDD's Administrative Committee

Workgroup Values

- 1) Cost saving recommendations must be aligned with SCDD's mission
- 2) Recommendations should minimize impact on SCDD staff
- 3) The workgroup is part of a larger, public process
- 4) Actions will only be taken in a thoughtful, deliberate manner
- 5) SCDD must live within our means

Workgroup Ground Rules

- 1) All workgroup members get a vote
- 2) All workgroup votes are weighted equally
- 3) What is discussed during the workgroup stays with the workgroup (all information is confidential)
- 4) Decisions should be made based on what is best for SCDD vs. what is best for specific individuals
- 5) There are no "bad" ideas – workgroup members should be free to think creatively
- 6) Treat each other with respect at all times, especially during sensitive discussions



Table 2

Location	Address	Floor/ Suite	City	Lease Eff	Firm Date	Expires	Staff	Monthly Rent	Sq Feet	Price Sq Ft	Price Employee	Parking
Headquarters	1507 21st Street	210	Sacramento	1/1/2010	12/31/2013	12/31/2017		23	\$13,071.00	6808	\$1.92	\$568.30
North Coast	505 So. State Street		Ukiah	2/1/2013	1/31/2017	1/31/2021		4	\$2,295.00	1541	\$1.49	\$573.75
North State	1367 E. Lassen Avenue	B3	Chico	1/1/2004	12/31/2007	12/31/2017		3	\$1,016.40	924	\$1.10	\$338.80
Sacramento	2033 Howe Avenue	160	Sacramento	9/1/2010	8/31/2014	8/31/2018		4	\$5,317.65	2727	\$1.95	\$1,329.41
North Bay	236 Georgia Street	201	Vallejo	4/1/2012	3/31/2016	3/31/2017		5.5	\$1,930.19	1104	\$1.75	\$350.94
Bay Area	1515 Clay Street	3rd, 300	Oakland	7/1/2003	6/30/2025	6/30/2025		5	\$5,111.04	1452	\$3.52	\$1,022.21
North Valley Hills	2529 West March Lane	105	Stockton	11/1/2009	10/31/2013	10/31/2017		4	\$3,682.94	1789	\$2.06	\$920.74
Silicon Valley	2580 N. First Street	240	San Jose	5/1/2007	4/30/2011	4/30/2015		3	\$4,802.40	1507	\$3.19	\$1,600.80
Sequoia	770 E. Shaw Avenue	123	Fresno	9/1/2012	8/31/2012	8/31/2016		6	\$2,076.80	1134	\$1.83	\$346.13
Central Coast	200 E. Santa Clara Str	210	Ventura	10/1/2013	6/30/2011	6/30/2015		3	\$4,166.66	2060	\$2.02	\$1,388.89
Los Angeles	411 N. Central Avenue	620	Glendale	12/1/2006	11/30/2010	11/30/2014		12	\$7,261.80	2714	\$2.68	\$505.15
Orange	2000 E. Forth Street	120	Santa Ana	7/1/2010	6/30/2014	6/30/2018		5	\$4,231.30	1945	\$2.18	\$846.26
San Bernardino	650 E. Hospitality Lane	280	San Bernardino	12/1/2011	11/30/2014	11/30/2014		5	\$4,166.66	2802	\$1.49	\$833.33
San Diego	8880 Rio San Diego	250	San Diego	12/1/2009	11/30/2013	11/30/2019		4.5	\$8,959.38	2560	\$3.50	\$1,990.97
Total Monthly								\$68,089.22				

* Central city location for Bay Area and San Jose office is Russel and Sorenson - under 20miles from each office

** Los Angeles and Orange County- Santa Fe Springs and Norwalk== 20 miles each office

Potential Savings

* Bay Area + San Jose = 9,913/month
Share location would save estimated roughly 60,000 a year

** Los Angeles + Orange = 11,492
Share location could save an estimated of at least 60,000 a year

*** HQ + Sacramento office = 45,000 savings

State Council on Developmental Disabilities
Regional Offices Operational Cost Analysis

Table 3

BSG Fund

Regional Office	Salaries & Benefits	Operational Equipment & Expenses *	Total
North Coast	\$ 224,961	\$ 34,817	\$ 259,778
North State	\$ 262,990	\$ 31,029	\$ 294,019
Sacramento	\$ 226,138	\$ 63,215	\$ 289,353
North Bay	\$ 291,347	\$ 43,744	\$ 335,091
Bay Area	\$ 313,868	\$ 64,396	\$ 378,264
North Valley Hills	\$ 237,137	\$ 49,049	\$ 286,186
Silicon Valley/ Monterey	\$ 293,096	\$ 86,412	\$ 379,508
Sequoia	\$ 292,704	\$ 45,939	\$ 338,643
Central Coast	\$ 248,516	\$ 85,200	\$ 333,716
Los Angeles	\$ 383,742	\$ 65,529	\$ 449,271
Orange County	\$ 334,304	\$ 57,467	\$ 391,771
San Bernardino	\$ 271,567	\$ 61,776	\$ 333,343
San Diego/Imperial	\$ 284,971	\$ 83,513	\$ 368,484
Regional Offices Operations	\$ 82,914	\$ 6,171	\$ 89,085

4100 - State Council on Developmental Disabilities

Table 4

2015-2016 Roster of Employees

Column "E" Total Annual Salary reflects 2.5% Salary Increase & 87 positions

OFFICE	POSITION #	Federal	Classification/Title	VACANCY SAVINGS
HEADQUARTERS	792-100-0618-001	\$ 71,016	Plan & Prog. Spec.	\$105,104
	792-100-1139-005	\$ 21,719	OT (T)	\$32,144
	792-100-1441-002	\$ 19,688	OA (G)	\$29,138
	792-100-3095-001	\$ 68,242	Chief Deputy Director	\$100,998
	792-114-0342-001	\$ 56,023	Dep. Director ROO	\$82,914
	792-100-9440-001	\$ 55,500	Legislative Specialist	\$82,140
		\$ 292,188		\$432,438
North State	792-102-1139-007	\$ 35,388	OT (T)	\$52,374
	792-102-8352-003	\$ 55,200	CPS II	\$81,696
		\$ 90,588		\$134,070
Bay Area	792-105-8352-001	\$ 55,200	CPS II	\$81,696
		\$ 55,200		\$81,696
Central Coast	792-109-1139-001	\$ 33,708	OT (T)	\$49,888
	792-109-8352-001	\$ 55,200	CPS II	\$81,696
		\$ 88,908		\$131,584
Orange County	792-111-8352-006	\$ 69,096	CPS II	\$102,262
	792-111-8352-010	\$ 69,096	CPS II	\$102,262
		\$ 138,192		\$204,524
TOTAL SAVINGS				\$984,312

Table 6

	Hotel Facility & Av Rental	Meals & Incidentals	Hotel Guest Rooms	Transportation	Honorarium	Support Services/ Facilitation	Miscellaneous	Total Cost per Meeting	Meeting Frequency	Total Cost
Council Meeting	\$7,920.00	\$1,310.00	\$2,600.00	\$5,710.00	\$2,800.00	\$1,050.00	\$700.00	\$22,090.00	6	\$132,540.00
Executive Committee	\$0.00	\$164.00	\$240.00	\$1,440.00	\$550.00	\$0.00	\$120.00	\$2,514.00	6	\$15,084.00
Administrative Committee	\$0.00	\$41.00	\$120.00	\$200.00	\$150.00	\$0.00	\$0.00	\$511.00	4	\$2,044.00
EFC Meeting	\$327.21	\$395.00	\$764.65	\$3,242.77	\$0.00	\$0.00	\$0.00	\$4,729.63	4	\$18,918.52
LPPC	\$436.09	\$320.00	\$0.00	\$1,176.72	\$0.00	\$517.70	\$0.00	\$3,450.51	12	\$41,406.12
State Plan Committee	\$109.07	\$135.00	\$0.00	\$587.21	\$0.00	\$0.00	\$0.00	\$831.28	12	\$9,975.36
Membership Committee	\$109.07	\$249.00	\$0.00	\$1,219.62	\$0.00	\$0.00	\$0.00	\$1,577.69	2	\$3,155.38
MTARS	\$218.14	\$183.00	\$0.00	\$1,172.28	\$0.00	\$0.00	\$0.00	\$1,573.42	4	\$6,293.68
Nominating Committee	\$115.00	\$0.00	\$0.00	\$240.50	\$0.00	\$0.00	\$0.00	\$365.50	2	\$711.00
SSAN	\$3,350.02	\$1,789.00	\$5,652.67	\$4,837.79	\$0.00	\$578.88	\$0.00	\$16,208.36	4	\$64,833.44
All Meetings	\$12,594.60	\$4,596.00	\$9,377.32	\$20,826.89	\$9,500.00	\$2,146.58	\$820.00	\$53,841.39	0	\$254,961.50

No limit

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
STRUCTURAL DEFICIT WORKGROUP MEETING
Thursday, November 19th, 2015 10:00 A.M. - 5:00 P.M.
State Council Headquarters, Sacramento**

A G E N D A

10:00 Welcome and Introductions – Aaron Carruthers

- Overview of current structural deficit
- Purpose of workgroup
- SCDD process and values

10:20 Review Meeting Agenda – Gabriel Rogin

- Overview of survey responses
- Review workgroup process and ground rules

10:30 Review Cost Information – Lynn Cach

10:40 Discussions – Cost Saving Ideas

- 1) Increase Revenue
- 2) Technology/Equipment
- 3) Purchasing/Office Supplies
- 4) Reduce Travel/Lodging Costs
- 5) Realign/Evaluate
- 6) Reduce Committee Meetings/Members
- 7) Office Mergers/Reductions
- 8) Management Reductions
- 9) Reduce Hours of Staff and Management
- 10) Staff Reductions

3:30 Develop Recommendations for Administrative Committee

4:30 Wrap-Up/Next Steps – Aaron Carruthers

5:00 Meeting Adjourned



Structural Deficit Workgroup Recommendations
SCDD Administrative Committee
January 26, 2016

Between September and November of 2015, SCDD engaged in a comprehensive process to gather feedback from Council Members and staff, in order to develop recommendations regarding the existing \$700,000 structural deficit. The recommendations within this report will be presented to the SCDD Administrative Committee on January 26, 2015. The Administrative Committee will conduct their review and make recommendations to the SCDD Executive Committee, which will conduct their review and make recommendations to the full State Council for action.

Process

On September 14, 2015, SCDD's Executive Director emailed all Council Members and staff (Attachment 1), explained the reasons for the structural deficit, asked for staff volunteers to form a Structural Deficit Workgroup, and encouraged staff to provide their ideas to reduce costs through an on-line survey (Attachment 2). The survey was open for three weeks, through October 5, 2015. There were 136 survey responses from staff within the following 10 categories (See Attachment 3 for more details):

- 1) **Reduce Travel/Lodging Costs** (29 Survey Responses)
- 2) **Reduce Committee Meetings/Members** (25 Survey Responses)
- 3) **Office Mergers/Reductions** (20 Survey Responses)
- 4) **Staff Reductions** (12 Survey Responses)
- 5) **Management Reductions** (12 Survey Responses)
- 6) **Realign/Evaluate** (12 Survey Responses)
- 7) **Purchasing/Office Supplies** (8 Responses)
- 8) **Technology/Equipment** (6 Responses)
- 9) **Reduce Hours of Staff and Management** (6 Responses)
- 10) **Increase Revenue** (6 Responses)

SCDD formed a Structural Deficit Workgroup to analyze the survey responses from staff and develop recommendations. The Workgroup was comprised of a cross-section of staff, including a representation from each job classification and north/south representation. The following 10 SCDD staff members participated in the Structural Deficit Workgroup:

- Dawn Morley, Northern Regional Manager
- Vicki Smith, Southern Regional Manager
- Angel Wiley, Northern CPS II
- Yolanda Cruz, Southern CPS II
- Marigene Tacan-Regan, Northern OT
- Marina Bchtikian, Southern OT
- Lynn Cach, Budget Officer
- Sabrina Smith, Personnel Officer
- Gabriel Rogin, Administrative Committee Co-Staff
- Aaron Carruthers, Administrative Committee Co-Staff

The Workgroup met on November 19, 2015 from 10:00 a.m. to 5:00 p.m. at SCDD Headquarters and was charged with the following objectives (Attachment 4):

- 1) Identify \$700,000 in cost savings
- 2) Develop recommendations for SCDD's Administrative Committee

The Workgroup agreed to adhere to the following values during their discussion process (Attachment 4):

- 1) Cost saving ideas must be aligned with SCDD's mission
- 2) Recommendations should minimize impact on existing SCDD staff
- 3) The workgroup is part of a larger, public process
- 4) Actions will only be taken in a thoughtful, deliberate manner
- 5) SCDD must live within our means

The Workgroup reviewed the survey responses from staff, relevant cost information from the Budget Officer (Attachment 5), and conducted a thorough review of the cost saving ideas within the identified categories (Attachment 6). The following list represents some of the ideas that were reviewed and discussed within the Workgroup meeting:

Increase Revenue

- Renegotiate leases
- Rent out space from the Bay Area Office
- Rent out space to Disability Rights California (e.g. from the Orange County Office)
- Bid on contract to monitor residents transitioning from Developmental Centers
- Apply for grants that are aligned with State Plan goals
- Advocate for cost of living adjustments from the State
- Advocate for funding of all State mandates
- Advocate for a line-item in the State's General Fund

Office Mergers/Closures

- Merge the Bay Area Office with the Silicon Valley/Monterey Bay Office
- Merge SCDD Headquarters with the Sacramento Office
- Merge the Los Angeles Office with the Orange County Office
- Merge the Silicon Valley/Monterey Bay Office with the Central Coast Office
- Close the Silicon Valley/Monterey Bay Office
- Close the Central Coast Office
- Close the North State Office
- Co-Locate the North State Office with another State agency
- Restructure regions based on population and regional center areas
- Split the Los Angeles Office into two separate regions

Personnel

- Eliminate CPS II position from Bay Area Office
- Eliminate OTs and CPS IIs from offices with budgets under \$1,000,000
- Limit accrued leave time to State limit of 640 hours
- Downsize the Los Angeles Office by attrition
- Downsize the San Diego Office by attrition

Committees

- Eliminate all Regional Advisory Committees

- Limit Regional Advisory Committees to \$5,000 per meeting
- Limit Regional Advisory Committees to 2 face-to-face meetings per year
- Eliminate the MTARS Committee
- Limit the SSAN to 2 face-to-face meetings per year
- Limit the LPPC to 6 face-to-face meetings per year
- Limit the Executive Committee to 5 face-to-face meetings per year
- Educate all committee chairpersons on the costs associated with meetings
- Allocate specific dollar amounts for each committee per year
- Ask committees to only meet when it is “mission critical”
- Cut a percentage from each committee budget
- Ask the Employment-First Committee to meet at SCDD Headquarters
- Reduce the membership of the Employment-First Committee

Technology/Equipment

- Centralize purchasing
- Monitor viability of existing equipment; optimize timing for new purchases
- Limit staff cell phone use (e.g. 1 floating phone per office)
- Eliminate all non-manager cell phones
- Eliminate all unused phone lines

Travel

- Book travel in advance whenever possible
- Coordinate travel through Super Shuttle

Recommendations

After carefully weighing the pros and cons of each cost saving idea, according to the agreed-upon values, the SCDD Structural Deficit Workgroup unanimously agreed to the following recommendations:

1) Eliminate the vacant CPS II position in the Orange County Office

Estimated Cost Savings - \$100,000

Rationale: 1) The position is currently vacant; 2) The Orange County Office has an over-allocation of CPS II personnel relative to other SCDD offices.

2) Eliminate the vacant CPS II position in the Bay Area Office

Estimated Cost Savings - \$80,000

Rationale: 1) The position is currently vacant; 2) The Bay Area Office has an over-allocation of CPS II personnel relative to other SCDD offices.

3) Eliminate the MTARS Committee

Estimated Cost Savings - \$6,000

Rationale: Given progress within the MTARS process, the MTARS Committee is no longer necessary.

4) Limit LPPC to 6 face-to-face meetings per year

Estimated Cost Savings - \$20,000

Rationale: 1) 6 meetings per year should be sufficient, given the legislative cycle; 2) The Committee can meet more often by phone, if necessary.

5) Limit Employment-First Committee to statutorily-required members

Estimated Cost Savings - \$12,000

Rationale: 1) Brings Committee in alignment with statute; 2) Committee can still consult with additional stakeholders, as necessary; 3) Smaller size will allow Committee to hold meetings at SCDD Headquarters instead of a hotel.

6) Limit Executive Committee to 5 face-to-face meetings per year

Estimated Cost Savings - \$2,500

Rationale: 1) Committee only needs to meet every other month (between full Council meetings); 2) There is typically no need for Committee to meet in December, given the natural workflow.

7) Co-Locate SCDD Headquarters with the Sacramento Office

Estimated Cost Savings - \$45,000

Rationale: Sharing common space will decrease overhead costs and increase efficiencies.

8) Eliminate the Central Coast Office and expand the geographic area of the Silicon Valley/Monterey Bay Office

Estimated Cost Savings - \$334,000

Rationale: 1) Central Coast Office is currently vacant. Therefore, there will be minimal staff impact; 2) This change will result in significant cost savings; 3) The Silicon Valley/Monterey Bay Office would still have a manageable population size (relative to other SCDD offices); 4) There are cultural similarities between the two regions.

9) Eliminate the Legislative Specialist position at SCDD Headquarters

Estimated Cost Savings - \$82,000

Rationale: 1) Position is currently vacant; 2) Position was to be converted to a CPS II position. However, upon further review, the current CPS II distribution is sufficient.

10) Eliminate the OT position at the North State Office

Estimated Cost Savings - \$52,000

Rationale: 1) The position is currently vacant; 2) The OT at the North Coast Office can cover both regions, given the relatively low population sizes.

Total estimated cost savings - \$733,500

The Workgroup also identified the following “tier 2” cost saving ideas (i.e. cost saving ideas that should be explored at a later date) and best practices:

- 1) Explore the possibility of eliminating the Office Assistant position at SCDD Headquarters
- 2) Explore the possibility of downsizing the San Diego Office by a half-time position through attrition (given that the San Diego Office is currently over-allocated relative to other offices)
- 3) Explore the possibility of shifting Office Tech positions to Program Tech III positions. This change would gradually allow the exiting Office Tech staff to engage in higher-level BSG work and increase their promotional opportunities.
- 4) Centralize purchasing; monitor viability of existing equipment; optimize timing for new purchases (e.g. with Master Service Agreements expire on copy machines).
- 5) Ensure that DSS has eliminated all of SCDD’s unused phone lines.
- 6) Book all travel in advance, whenever possible.

**State Council On Developmental Disabilities
State Council Budgeted Base
Proposed 2016-17 Budget**

	Fiscal Year 2016-17			
	Basic State Grant (BSG)	Clients' Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Funds	State Grants	State Grants	
1. Personal Services:				
Net Salaries & Wages	\$ 3,596,000	\$ 821,000	\$ 1,183,000	\$ 5,600,000
Temporary Help / Honorarium	\$ 66,500	\$ -	\$ -	\$ 66,500
Staff Benefits	\$ 1,776,000	\$ 398,000	\$ 566,000	\$ 2,740,000
Total Personnel Services	\$ 5,438,500	\$ 1,219,000	\$ 1,749,000	\$ 8,406,500
2. Operating Expense and Equipment:				
General Expense	\$ -	\$ 75,000	\$ 29,000	\$ 104,000
Printing	\$ -	\$ 9,000	\$ 21,000	\$ 30,000
Communications	\$ -	\$ 25,000	\$ 30,000	\$ 55,000
Postage	\$ -	\$ 14,000	\$ 40,000	\$ 54,000
Travel-in-State :	\$ -	\$ 64,000	\$ 55,000	\$ 119,000
Out-of-State Travel	\$ -	\$ -	\$ -	\$ -
Training (Tuition and Registration)	\$ -	\$ 15,000	\$ 1,000	\$ 16,000
Facilities Operations (Rent)	\$ 465,000	\$ 24,000	\$ 211,000	\$ 700,000
Utilities	\$ -	\$ -	\$ 2,000	\$ 2,000
Interdepartmental Services:	\$ 275,400	\$ 134,000	\$ 155,000	\$ 564,400
External Contract Services	\$ -	\$ 3,000	\$ 12,000	\$ 15,000
Data Processing (Software, Supplies & Misc.)	\$ -	\$ 18,000	\$ 95,000	\$ 113,000
Statewide Cost Allocation Plan (SWACAP)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ -	\$ 177,000	\$ 184,000	\$ 361,000
Total Operating Expense and Equipment	\$ 765,400	\$ 558,000	\$ 835,000	\$ 2,158,400
3. Community Grants	\$ 260,000	\$ -	\$ -	\$ 260,000
4. Total Council Budget (1 + 2 + 3)	\$ 6,463,900	\$ 1,777,000	\$ 2,584,000	\$ 10,824,900
5. Total Governor's Budget Authority	\$ 7,128,000			
5. Total Basic State Grant Award	\$ 6,463,909			

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