



**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.