

**Executive Committee Meeting Minutes
December 16, 2014**

Attending Members

April Lopez
Janelle Lewis
Kecia Weller
Molly Kennedy
Nancy Clyde
Ning Yang
Sandra Smith

Members Absent

Others Attending

Aaron Carruthers
Robin Maitino
Mike Clark
Natalie Bocanegra
Bob Giovati

1. **Call to Order**

Chairperson April Lopez called the meeting to order at 1:30 p.m. and established a quorum present.

2. **Welcome and Introductions**

Members and others introduced themselves.

3. **Public Comments**

There were no public comments.

4. **Approval of October Meeting Minutes**

It was moved/seconded (Lewis/Clyde) and carried to approve the October 21, 2014 Executive Committee minutes as presented. (AYES: Lopez, Lewis, Clyde, and Yang. ABSTENTIONS: Weller and Smith)

5. **AIDD Compliance Task Chart**

Chief Deputy Director Aaron Carruthers provided an update on the Council's compliance task progress stating that the December 15th call with AIDD was overall positive with 8 out of 12 deliverables being compliant; 3 deliverables needing more information; and 1 deliverable being held open. With the December 1, 2014 submission completed, the Council has submitted 24% of the compliance tasks.

6. **Budget Update**

Chief Deputy Director Carruthers presented a handout detailing the monthly budget projections for fiscal year 2014-15. This handout included expenditures through October 2014 which indicated a \$606,372 in the federal grant shortfall if all vacancies were to be filled.

Chief Deputy Director Carruthers further reported that the August reimbursement is the last package approved by AIDD and that November's reimbursement packet will be submitted to AIDD by the end this week.

Per the action taken by this Committee in October, Chief Deputy Director Carruthers will begin to reach out to Council staff in order to start the process of addressing the federal structural deficit which is estimated to be \$815k.

7. **Designated State Agency (DSA) Memorandum of Understanding (MOU)**
Chief Deputy Director Carruthers provided an update on the status of the MOU negotiations stating that Council staff is scheduled to meet with the DSA on December 22, 2014.
8. **DD System Sustainability**
At the November 19, 2014 Council meeting the Council took action to refer this issue to the Executive Committee to work in collaboration with other agencies and groups to be a convener. Interim Director Michal Clark reported that he and Councilmember Molly Kennedy are in the process of scheduling a "next steps" meeting with Steve Miller of Tierra del Sol.
9. **Facilitation Policy**
Legal Counsel Natalie Bocanegra presented the December 4, 2014, version of the Facilitation and Attendant Services Policy along with other relevant materials mentioned in the Policy to the Committee for consideration. Legal Counsel recommended approval of the Policy and materials with a minor edit to add "remembering" at the suggestion of the SAAC.

It was moved/seconded (Kennedy/Yang) and carried to approve the December 4, 2014, version of the SCDD Facilitation and Attendant Services and Guidelines for Non-Agency Members with edit as noted. (Motion passed unanimously: Clyde Kennedy, Lopez, Lewis, Smith, Weller, and Yang)
10. **Strategic Planning Process**
Councilmember Kennedy provided a draft SCDD Planning Chart for 2014-2016 to the Committee. This chart identifies planning in the following categories: Strategic Plan; State Plan Development; Structural Deficit; Assembly Bill 1595; MTARS; Self-Determination; Employment First; Statewide RFP/Grant; and DD System Sustainability.

11. **Streamline Current State Plan Objectives**

Chief Deputy Director Carruthers presented a streamlined version of the Council's 2012-16 State Plan for consideration and approval.

It was moved/seconded (Yang/Lewis) and carried to recommend approval of the streamlined state plan objectives to the full Council in January 2015. (Motion passed unanimously: Clyde Kennedy, Lopez, Lewis, Smith, Weller, and Yang)

12. **Direction for Regional Office and Advisory Committees**

Director Michal Clark updated the Committee on the direction of the regional offices and advisory committees post Assembly Bill 1595. Director Clark stated that Executive staff will create a FAQ sheet to address concerns that area boards and staff may have. Executive staff will also be developing a Governance Policy to be taken to the full for approval in January.

13. **Lanterman Act: Update on Authorized Representative Issue**

Councilmember Kennedy presented the following questions brought up by Councilmember David Forderer to the Committee.

- How are we to maintain our role to help people in residential treatment who don't have family involved?
- Are we going to be allowed to deal with advocacy on an individual basis regarding, education as well as other parts of the system?
- What are our duties going to be regarding oversight of the Regional Centers?
- How are we to maintain our role as an oversight body of the Regional Centers? Or do we lose that?

Director Clark stated that he, Chief Deputy Director Carruthers, and Legal Counsel Bocanegra met with DDS to discuss these concerns. Until such time that agreements are reached and protocol can be established, will come to SCDD Headquarters for consideration and approval.

14. **Council Meeting Structure and Agenda Format**

Councilmember Kennedy provided a presentation on the Plain Writing Act of 2010 which requires executive (federal) agencies to use plain language in documents. Following the presentation, the below action was taken.

It was moved/seconded (Yang/Clyde) and carried to refer this information to the full Council for consideration. (AYES: Lopez, Lewis, Clyde, Yang, and Smith. ABSTENTIONS: Weller)

15. **Committee 2015 Work Plans**

Chairperson Lopez presented a draft Committee Work Plan sheet to the Committee. The purpose of this sheet is to track the work of the different committees and report that work back to the Executive Committee at each meeting.

It was moved/seconded (Kennedy/Yang) and carried to adopt this template to be used to track and report the work of the different committees within the Council. (Motion passed unanimously: Clyde Kennedy, Lopez, Lewis, Smith, Weller, and Yang)

16. **Establish January Council Agenda**

The January agenda will include the following items:

- Committee Reports
- Plain Language Presentation
- Governance Policy
- State Budget Update
- WIOA Presentation
- Promise Grant Update
- State Plan Objective Consolidation
- DAC Presentation
- SSAN Presentation

17. **Adjournment**

Chairperson Lopez adjourned the meeting at 4:15 p.m.