



**DRAFT**

State Plan Committee Meeting Minutes

DATE: July 5, 2016

**Attending Members**

Rebecca Donabed (SA)  
Carmela Garnica (FA)  
Sandra Smith (FA) Chair

**Members Absent**

Sandra Aldana (SA)  
Nancy Clyde (SA)  
Robin Hansen  
Janelle Lewis (FA)

**Others Attending**

Kristie Allensworth  
Janet Fernandez  
Dawn Morley  
Vicki Smith

**1. CALL TO ORDER**

Committee Chair, Sandra Smith, called the meeting to order at 9:55 p.m.

**2. ESTABLISHMENT OF QUORUM**

A quorum was not present.

**3. WELCOME AND INTRODUCTIONS**

Members and others in attendance introduced themselves.

**4. APPROVAL OF MARCH 21, 2016 MINUTES**

Due to a lack of quorum, minutes were carried over to the July 18, 2016 agenda.

**5. PUBLIC COMMENTS**

No public was present at the designated meeting sites.

By consensus, Item 7: Community Program Development Grant Cycle 39 will be addressed before agenda Item 6: Discussion of Work Plan Components of the State Plan.

**7. COMMUNITY PROGRAM DEVELOPMENT GRANT CYCLE 39**

Kristie Allensworth, staff, provided a status update regarding the grant process conducted with each of the local offices to review applications submitted in each region. Staff presented the SPC Grants Handouts dated July 5, 2016 to the committee. Members present reviewed the summaries and asked technical questions. Based on prior experience with the full Council, it requested an updated handout to include additional details for

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Legend:

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FA = Family Advocate

each grant. These handouts will be presented to the full Council on July 22, 2016.

To view the SPC Grants, please click on the link below which is located on the State Council's website:

<http://www.scdd.ca.gov/res/docs/pdf/State%20Plan/2016/SPC%20Grants%20Handouts%207.5.16.pdf>

## **6. DISCUSSION OF WORKPLAN COMPONENTS OF THE STATE PLAN**

As directed at the prior meeting, headquarters and regional staff have been meeting to develop the details of the work plan component of the State Plan. Staff reported that a sample of it has been forwarded to Cheryl Matney of ITACC requesting technical assistance and feedback. This is to determine if we are on the right track and are covering required elements. Based on the sample submitted, Ms. Matney indicated that, "California 'gets it!'"

Due to the common practice of using acronyms in the many forms and documents, staff developed an Acronym List document to assist individuals and entities outside of California who may not be familiar with the terminology or acronyms commonly used in the California's complex service system.

To view the Acronym List, please click on the link below which is located on the State Council's website:

<http://www.scdd.ca.gov/res/docs/pdf/State%20Plan/2016/Acronyms.docx>

The committee analyzed the Draft Work Plan to ensure the following: Major Activities align with the stated Goals and Objectives, the Expected Outputs and Outcomes align with Major Activities, and if they do not align; what information is missing. The committee members systematically reviewed and discussed each item in the work plan and provided input to the draft document based on required elements. The chair requested clarification and/or additional details regarding some of the plan elements in anticipation of the upcoming presentation to the July 22, 2016 full Council meeting. With regard to the Planned Collaborators component, Council

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Members will have the opportunity to verify that their agency/organization is not inadvertently omitted from the list of Planned Collaborators which can then be updated prior to the August 15, 2016 plan submission deadline.

To view the Draft Work Plan, please click on the link below which is located on the State Council's website:

<http://www.scdd.ca.gov/res/docs/pdf/State%20Plan/2016/WorkPlan%20Compilation%20SPC%207.05.2016.pdf>

Staff will incorporate the recommended changes and add/update requested details prior to the meeting of the State Plan Committee meeting scheduled for July 18, 2016.

## **8. ADJOURN**

Meeting ended at 4:17 p.m.

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