



EXECUTIVE COMMITTEE AGENDA

DATE: Wednesday, October 13, 2009

TIME: 12:00 P.M. – 2:00 P.M.

PLACE: State Council Headquarters Office
1507 21st Street, Suite 210
Sacramento, CA 95811

PHONE: Council Phone (916) 322-8481

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 the Executive Committee meeting, should contact Natalie Hannibal at the Council Office by Phone: 916-322-8481; TTY: 916-324-8420 or e-mail: natalie.hannibal@scdd.ca.gov.

- Items may be taken out of order to ensure appropriate flow of the meeting.

Agenda

- 1. CALL TO ORDER:** (Knott)
- 2. ESTABLISHMENT OF A QUORUM AND INTRODUCTIONS:** (Knott)
- 3. PUBLIC COMMENTS:** (Knott)
[This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information to the Committee on any matter that is not on the agenda. Each public member will be afforded up to three minutes to speak. Written requests, if any, will be considered first under this section. Additionally, the Committee will provide a public comment period not to exceed 5 minutes total for all public comments prior to Committee action on each agenda item.]
- 4. ACTION/DISCUSSION ITEMS:**
 - A. COMMITTEE CHAIR'S REPORT** (Knott)
 - B. EXECUTIVE DIRECTOR'S REPORT** (Kerzin)
 - C. MEETING MINUTES FROM AUGUST 2009** (Knott/Hannibal)
 - D. EXECUTIVE DIRECTOR EVALUATION PROCESS** (Knott)
 - E. COUNCIL AGENDA FOR NOVEMBER** (Knott/Kerzin)
 - F. NOMINATING COMMITTEE** (Knott/Kerzin)

- G. **SPONSORSHIPS** (Standing Item) (Januse)
- H. **WAIVERS** (Standing Item) (Barnes)
- I. **PROGRAM DEVELOPMENT COMMITTEE:** (L. Cooley/M. Januse)
- J. **COUNCIL STAFF VACANCY REPORT** (Standing Item) (Hoirup)

5. ADJOURNMENT

Next Executive Committee will be **Wednesday, December 09, 2009**
1:00 p.m. – 3:00 p.m.



EXECUTIVE COMMITTEE MINUTES

August 27, 2009

Members in Attendance: Randi Knott, Marcia Good, Olivia Raynor, Lisa Cooley, Dan Boomer, Jim Alves, Shirley Dove, Jorge Aguilar

Staff in Attendance: Alan Kerzin, Laurie Hoirup, Melissa Corral, Michael Januse, Kathy Barnes, Natalie Hannibal.

A quorum was established. There were no public comments as no one from the public was in attendance.

COMMITTEE CHAIR'S REPORT

Chair/ Vice Chair Randi Knott gave her first remarks as Chair of the Executive Committee. She suggested that the committee share the vision for where the Council is headed and stated that the purpose of the Council is to guide the public on policy. She stated that the Executive Committee needed to also give Executive Director (ED) Alan Kerzin and his team the policy of direction of Council and Committee priorities regarding resources, energies and monies. She stated that the ED Kerzin will need our direction to be thoroughly successful and gave an example to her ideas.

Chair Knott introduced Jorge Aguilar as the new Legislative Committee Chair and welcomed him to the Executive Committee. She finalized her remarks by thanking the Council for voting her in as the new Vice Chair of the Council and stated; "Our job as Executive Committee is to advise the Council to help them prioritize. We're going to have to make some tough choices."

EXECUTIVE DIRECTOR'S REPORT

ED Kerzin began his remarks by giving the Executive Committee his plans for visiting all thirteen (13) Area Boards by the end of the fiscal year. He gave a report on those Area Boards he had already visited. ED Kerzin continued by giving a brief update/overview of the current status of the layoff process with SCDD Staff. He then gave a brief update on the current fiscal year budget. He deferred to Staff Counsel Melissa Corral for detailed answers of questions from the Committee. She stated the line by line process required by the DPA and the Union regarding the state employee layoffs. The Committee was duly impressed and complimented Staff Counsel Corral and Associate Personnel Analyst, Szandra Keszthelyi, Budget Officer Mike Danti and Analyst Ed Steele for their diligent hard work in trying to save jobs and make budgetary ends meet.

The Committee and the ED had an extensive discussion around the latest update of the CRA/VAS and new QA project.

ED Kerzin finalized his report on the update of AB287 (Beall). He stated that the bill had been successful and was on its way to the Governor's office to be signed. ED Kerzin read the language from the bill to the Committee. The Committee discussed the ramifications of the employment bill and how it will impact the community and the Council's responsibilities.

MEETING MINUTES FROM APRIL 2009

MOTION: GOOD/DOVE approved as corrected. Motion carried. No abstentions, no oppositions.

EXECUTIVE DIRECTOR EVALUATION PROCESS

Chair Knott discussed the two fold evaluation process. One to create a more comprehensive evaluation of the Executive Director and Two discuss the Council's priorities with the Executive Director and how to measure Council successes in that process. Extensive discussion followed her statement.

MOTION: AGUILAR/ GOOD set up a subcommittee creating a working group made up the chairs of the standing committees to create a quantitative evaluation tool for the evaluation of the Executive Director. Motion carried. No abstentions, no oppositions.

COUNCIL AGENDA FOR SEPTEMBER

Chief Deputy Director (CDD) Hoirup and ED Kerzin discussed with the committee those standing items and new items to be placed on the September Council agenda. Jim Alves thanked everyone and announced that Megan Juring will be taking his role at the Council. He explained that Ms. Juring has worked on Long term care, Olmstead and Aging issues and will also be covering DDS.

The Committee gave high compliments to Mr. Alves for his commitment to the Council and his diligent work ethic. The Committee thanked Mr. Alves for his work over the last few years on the Council.

ADMINISTRATIVE COMMITTEE REPORT

Chair Dove gave an overview of the Administrative Committee. She reiterated ED Kerzin's comments regarding the SCDD layoff process and stated that she was quite impress with Staff in their organization and implementation of a very grim job. She stated that she wanted more details on what staff is responsible for and a more detailed report on the current budget without graphics.

LEGISLATIVE & PUBLIC POLICY COMMITTEE UPDATE

Chair Knott turned over the committee to Jorge Aguilar who commented that he hoped to learn much and do well by the Council in the coming months.

STRATEGIC PLAN SUBCOMMITTEE UPDATE

Chair Raynor stated that the aim with all the Area Boards is to create a unified Strategic and State Plan. She further stated that the process is going well and serving as a tool to unify many of the boards to understand their connection to the Council as a whole.

She requested Deputy Director (DD) Michael Januse to continue. DD Januse handed out what is known as a *fluid* schedule of visitation with his staff and Executive Director Rosenberg of Area Board 3 to discuss unification process. He further stated that the surveying process has begun online with Area Board 5. He gave positive feedback about the online survey outcomes. He stated that a meeting has been scheduled in October to discuss the current process with Area Board 5's Executive Director, Rocio Smith. He finished his comments by stating that "good tangible information is being gathered to carry out the mission of the Council."

SPONSORSHIP REQUESTS

DOVE/JORGE: move to pass the sponsorship as requested for MANKS. Motion carried. No abstentions, no oppositions.

WAIVER REQUESTS

There were no waivers presented at the Committee.

PDC COMMITTEE REPORT

Chair Lisa Cooley stated the PDC will be discussing the Conflict of Interest policy at the PDC meeting upcoming on Sept. 15th. She handed out a copy of the conflict of interest policy. She finalized her comments that the PDC will be making recommendations for future grant cycles in hopes to reduce that dollar number considering current funding. DD Januse added that the PDC will also be looking at the Committee's direction on process improvements and will report back to the Council based on the Executive Committee's recommendation.

SCDD WEBSITE UPDATE

Deputy Director Barnes gave the committee an update on the new SCDD website. She discussed with the Committee the complicated process due to DPA and State Government guidelines.

COUNCIL STAFF VACANCY REPORT

This item was tabled due to lack of time

BOARD GOVERNANCE

GOOD/DOVE: remove Board Governance off of the agenda as a standing item. Motion carried. No abstentions, no opposition.

ADJOURNMENT – Meeting adjourned at 3:04pm



Detail Sheet for: Council Agenda for November

What is this agenda item about?

The Executive Committee is charged with planning and identifying agenda items for upcoming Council meetings. This detail sheet is to highlight the items already brought to the attention of the Executive Director for further discussion.

What has the Council done about this so far?

The Executive Committee already does this on a bi-monthly basis.

What needs to be decided at this meeting?

The Executive Committee needs to decide which items listed below are those they want to include and any others:

- AB 287 Implementation
- Legislative Committee Update – Jorge Aguilar
- DDS to Update: Stakeholder Workgroup
- Area Board Directors: Reports & Roundtable
 - Exec Comm. to create bulleted talking points for AB E.D.s
- Executive Director Evaluation Workgroup
- Routine and Standing Items (i.e. sponsorships, waivers, committees etc.)
- Election of Officers
- Conflict of Interest

What is the Committee or Staff recommendation?

Staff recommends that the Executive Committee discuss and consider these items for the November Council agenda and include other items if needed.

Are there attachments?

No



Agenda Item: 4.G.
Date: October 13, 2009
Meeting: Executive Committee

Detail Sheet for:
Sponsorship Request - Segalman

What is this agenda item about?

This sponsorship request is made by Bob Segalman, Ph.D. of Sacramento, CA. He is requesting an individual sponsorship for \$999.00 to attend the "C.P. Conference VI: Six Years and Growing" to be held at the Double Tree Hotel on October 16- 19, 2009 in Crystal City located just outside of Washington D.C. This is his first request for a Council sponsorship.

What has the Council done about this so far?

Since the beginning of FY 09-10, the Council has awarded \$999.00 in sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2009.

What needs to be decided at this meeting?

The Council needs to decide whether or not to approve this sponsorship request.

What is the committee or staff recommendation?

Staff has reviewed the documentation submitted by Dr. Segalman and recommends that the Council approve the request.

Are there attachments?

Yes. 1.) Dr. Segalman's request.

September 27, 2009

SCDD, Sacramento Office

1507 21st Street, Suite 120

Sacramento, CA 95814

Subject: Request for Individual Sponsorship

Dear SCDD:

The conference is called "C.P. Conference VI: Six Years and Growing". It will be held at the Double Tree Hotel, Crystal City outside of Washington D.C October 16-19th 2009. It is a national conference of adults with CP. I understand that I am being asked to represent California. They are particularly anxious to have successful people with CP attend as role models. Like Dr. Dan Boomer, I am one of about 20 known people with CP in the US to have completed a Ph.D. It is a credit to the state of California that I was a full time state employee for 30 years. This Conference is an opportunity for the state be recognized for its role in educating and employing people with development disabilities.

I run a small non-profit based in downtown Sacramento to advocate for the telephone rights of people with speech disability under the ADA (see www.speechtospeech.org). This conference will give me an opportunity to make consumers aware of our mission and the leadership that California provides in this area.

My budget is as follows:

\$650 Assistant Flight

\$650 Bob's flight

\$300 Assistant Fee

\$250 Food (2 people)

\$250 Hotel 2 nights

Total: \$2,100

Our non-profit will provide \$600 and Semantic Compaction Corporation will provide \$500. With the \$999 from the DD Council, we will have enough funding. UCP and California DOR has been unable to assist us. This is the first SCDD request that I have made. In lieu of a letter from a local agency, I am providing the goals and objectives of our organization. Attending this conference fits well with those goals and objectives. Dr. Dan Boomer has also provided a written recommendation to Michael Januse. This recommendation is also attached.

I need to buy an airline ticket this week and I cannot do that until funding is certain. I look forward to hearing from you. Thank you!

Bob

Bob Segalman, Ph.D., Sc.D. (Hon.), Founder of Speech-to-Speech*
President, Speech Communications Assistance by Telephone, Inc.
515 P Street, #403; Sacramento, CA 95814
Call 1-888-877-5302 and then ask for me at 916-448-5517

Fax 1-916-441-4437

E-mail: <mailto:drsts@comcast.net>drsts@comcast.net

Website: www.speechtospeech.org

*The only American with cerebral palsy known to have two doctorates.

Speech Communication Assistance by Telephone, Inc. (501c3)
2008 Accomplishments

- Worked with Sacramento Friends Meeting to develop an STS
- Represented people with speech disabilities at national Meetings of the FCC Telecommunications Relay Service Advisory Council in Washington and Chicago
- Completed advanced training in Speech Output Software at the Semantic Compaction Corporation in Pittsburgh
- Organized two nationwide comment filing campaign at the FCC. About 150 STS supporters urged improvement of FCC regulations for STS.
- Worked with the Attainment Company to produce two pre-publication copies of: “Against the Stream: My Life with Cerebral Palsy”. Author’s proceeds from this full length autobiography will go to SCT.
- Promoted this book and STS at the Closing the Gap Conference on Assistive Technology in Minneapolis.
- Noted the establishment of STS as a permanent service in New Zealand
- Worked with the disability telecommunications industry on the design of a web based STS now under consideration at the FCC.

Goals for 2009

- Complete the requirements of a \$25,000 grant from Hamilton Relay for a Speech-to-Speech Outreach Pilot Study.
- Continue to work with the Sacramento Friends Meeting STS Interest Group to develop national Quaker interest in the work of SCT. Continue national fund raising efforts among Quakers.
- Monitor the upcoming STS and STS Internet Protocol regulations to be issued by the FCC. Work to ensure national compliance.
- Represent people with speech disabilities on the Telecommunications Relay Service Advisory Council through the National Exchange Carriers Association.
- Work with the Attainment Company to promote my book: *Against the Stream: My Life with Cerebral Palsy*. All my profits from the book will go to SCT.
- Continue to provide a national SCT office in Sacramento.



**Detail Sheet for:
Sponsorship Request - Hinkle**

What is this agenda item about?

This sponsorship request is made by Stephen Hinkle of San Diego, CA. He is requesting an individual sponsorship for \$948.00 to attend the TASH annual conference on November 18-21, 2009 in Pittsburgh, PA. This is his first request for a Council sponsorship.

If Mr. Hinkle attends the conference, he intends to share all materials and knowledge acquired with others.

What has the Council done about this so far?

Since the beginning of FY 09-10, the Council has awarded \$999.00 in sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2009.

What needs to be decided at this meeting?

The Council needs to decide whether or not to approve this sponsorship request.

What is the committee or staff recommendation?

Staff has reviewed the documentation submitted by Mr. Hinkle and since this is his first request for a sponsorship, staff recommends that the Council approve the request.

Are there attachments?

Yes; 1.) Mr. Hinkle's request 2.) Letter of support

Stephen Hinkle

P.O. Box 420496
San Diego, CA 92142
StpHinkle@aol.com

September 21, 2009

California State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95814

Dear Executive Committee:

I am writing to request an **Individual Sponsorship** to attend the annual conference of TASH, an organization devoted to the inclusion of people with disabilities. I am a resident of California and have Autism. Information about the conference:

LOCATION: Westin Convention Center
1000 Penn Ave.
Pittsburgh, PA

DATE: November 18 – 21, 2009

See: <http://www.tash.org/2009tash/>

By attending this conference, I will learn the most current information about self-advocacy, developing an employment plan, and best practices for being included in my community. I will also have the opportunity to network with colleagues from around the country. Several years ago, I was a keynote speaker at the TASH conference, and if I attended the conference I could use the information that I learned there to continue preparing presentations and other information to share with others.

I am estimating the cost for attending this conference will be:

RT Flight to Pittsburgh from San Diego:	\$400.00
Hotel for 3 nights at \$169/nt + tax:	\$548.00
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Total (I will pay for my own food):	\$948.00

The registration for the conference for the self-advocate rate is \$80, but my friends will pay for that expense.

I have asked my family and my colleagues who are associated with nonprofit organizations (like the MD Coalition for Inclusive Education) to assist me with this, but we cannot find another funding source. I have never asked for a SCDD sponsorship before. Attached is a letter from the Maryland Coalition for Inclusive Education who knows my work and can vouch for my self-advocacy and policy advocacy skills. In addition, I would be very happy to speak with the SCDD about what I learn at the TASH conference.

Thank you for your attention to my request. I sincerely hope you will be able to provide me with these funds. I can be reached by email (above) if you have any questions.

Sincerely,

Stephen Hinkle



September 21, 2009

California State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95814

Dear Executive Committee:

I am writing to recommend Stephen Hinkle for a SCDD Individual Sponsorship. I realize that I and my organization are not local, but we have many colleagues in California and I work closely with our Maryland Developmental Disabilities Council, so hope you will accept this from me.

I have known Stephen for over 10 years. My initial meeting was when he came to Maryland to do a keynote speech for us at a state-wide conference that we sponsored. Stephen was new to advocacy and presenting, and had been recommended by a colleague at San Diego State University. Stephen's incredible insight into his disability and how it affects his participation in life was an eye-opener for our audience. He is clear about his desires for inclusion and full participation in all aspects of life and is candid about how his disability requires a variety of accommodations. He has returned to speak to groups for us in Maryland, he has been highlighted in a video with Dr. Paula Kluth on autism, and he's been a speaker at the annual TASH conference on more than one occasion.

Stephen is currently not employed, but pursuing a further education. Consequently he has no funds for attending the TASH conference in November in Pittsburgh. I will be glad to find funding for his registration costs, and assist him when he is there, but cannot find any other source of funding to allow him to travel and stay at the conference.

I know that if Stephen can attend, he will not only learn from others who are presenting, but he will share his knowledge with the audience in each session that he attends. He will have more information to offer upon his return to California, and be able to not only advocate for himself, but also for others with disabilities. Thank you in advance for your time and consideration.

Sincerely,

Carol A. Quirk, Ed.D., Co-Executive Director
Professional Development Services Director



**Detail Sheet for:
Program Development Committee**

What is this agenda item about?

The PDC Committee met on September 15, 2009 and discussed several options for streamlining and enhancing the Grant Review Process for future cycles.

What has the Council done about this so far?

The Council routinely reviews, monitors, and participates in the grant process.

What needs to be decided at this meeting?

Informational only.

What is the committee or staff recommendation?

The PDC Committee and staff recommendation is that the Executive Committee supports the following best practices:

1. Change scoring and review process to a two day session to allow for more committee dialog.
2. Develop a process by which all grants can be submitted online.
3. The PDC Committee suggest that grants focus on areas that have been impacted by the budget.
4. PDC Committee also recommends that the Grants Evaluation Scoring Process continue to be done using a "batch reading" method.
5. Mini grant guidelines be developed in conjunction with all Area Boards.

Are there attachments?

No

State Council on Developmental Disabilities
Vacancy Report as of 10/1/09

Staff Positions	Status	Notes	First Month No Expenditures*
Headquarters <ul style="list-style-type: none"> • Special Advisor to OES (Exempt-FT) • Legislative Specialist • Staff Services Manager I (FT) • Office Technician – General (FT) 	Vacant Vacant Vacant Vacant	Exempt Admin Position Exempt Admin Position Filled by Ret. Annuitant ABO Position	Mar 09 Sep 09 Oct 09 Jun 09
Area Board 1 <ul style="list-style-type: none"> • CPS II (0.5) 	Vacant	Filled by Ret. Annuitant	Oct 09
Area Board 2 <ul style="list-style-type: none"> • Office Technician – Typing (FT) • CPS II (FT) 	Vacant Vacant		Jun 09 Jun 09
Area Board 3 <ul style="list-style-type: none"> • CPS II (0.3) 	Vacant		Feb 09
Area Board 4 <ul style="list-style-type: none"> • Secretary (FT) • CPS II (FT) 	Vacant Vacant	Filled by Ret. Annuitant	Jul 09 Oct 09
Area Board 6 <ul style="list-style-type: none"> • CPS II (FT) 	Vacant		Apr 09
Area Board 7 <ul style="list-style-type: none"> • Office Assistant – General (0.5) 	Vacant		Sep 09
Area Board 8 <ul style="list-style-type: none"> • Office Technician – Typing (FT) 	Vacant		Sep 09
Area Board 9 <ul style="list-style-type: none"> • CPS II (FT) • CPS II (FT) 	Vacant Vacant	Filled by Ret. Annuitant	Oct 09 Aug 09
Area Board 10 <ul style="list-style-type: none"> • CPS II (FT) 	Vacant		Jun 09
Area Board 11 <ul style="list-style-type: none"> • Office Technician – Typing (0.5) • CPS II (FT) 	Vacant Vacant		Jul 09 May 09
Area Board 12 <ul style="list-style-type: none"> • Office Assistant – Typing (FT) • CPS II (FT) 	Vacant Vacant		Jun 09 Feb 09

*Note: This is the first full month a vacant position does not have pay (expenditures) posted against it. Except for exempt positions, positions with no expenditures for six or more consecutive pay periods are lost at the end of the sixth pay period per Government Code 12439.