



EXECUTIVE COMMITTEE AGENDA

DATE: Wednesday, February 10, 2010

TIME: 1:00 P.M. – 4:00 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. CLOSED SESSION: INTERRUM EXECUTIVE DIRECTOR'S APPOINTMENT**
(Knott/Good)
Pursuant to Government Code Section 11126(a)(1), the Committee will hold a closed session under the personnel exception of the Bagley-Keene Open Meeting Act to consider the appointment, employment, evaluation of performance or dismissal of a public employee.
- 5. ACTION/DISCUSSION ITEMS:**
 - A. COMMITTEE CHAIR'S REPORT** (Knott)
 - B. ACTING EXECUTIVE DIRECTOR'S REPORT** (Hoirup)
 - C. MEETING MINUTES FROM DECEMBER 2009** (Knott/Hannibal)
 - D. EXECUTIVE DIRECTOR SELECTION COMMITTEE** (Knott)

- E. **JANUARY COUNCIL MEETING FOLLOW UP** (Hoirup)
 - F. **COUNCIL AGENDA FOR MARCH 2010** (Knott/Hoirup)
 - G. **AB 287 COMMITTEE** (Hoirup)
 - H. **HONORARIUM/CAIATERS** (Garcia/Hoirup)
 - I. **CLERK OF THE COUNCIL PRESENTATION** (Garcia/Hoirup)
 - J. **SPONSORSHIPS** (Standing Item) (Hoirup)
 - K. **WAIVERS** (Standing Item) (Hoirup)
 - L. **COUNCIL STAFF VACANCY REPORT** (Standing Item) (Hoirup)
6. **ADJOURNMENT**

Next Executive Committee will be:
Wednesday, April 21, 2010
1:00 p.m. – 4:00 p.m.



EXECUTIVE COMMITTEE AGENDA **Wednesday, December 9, 2009**

Members in Attendance: Randi Knott, Shirley Dove, Olivia Raynor, Jennifer Allen, Lisa Cooley, Dan Boomer, Marcia Good

Members Absent: Bill Moore, Megan Juring

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

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

Chair Knott dispensed her comments and moved on in the agenda.

B. EXECUTIVE DIRECTOR'S REPORT

Executive Director Kerzin began his remarks that staff is "stepping up" and effective in the areas of employment, special education, budget advocacy and system realignment. SCDD is in the process of finalizing the layoff process. Only 6 people received notices and will be the final laid off. ED Kerzin announced that 2 of those 6 employees had already found employment.

The Administrative Committee will be receiving regular updates on expenditure reports. ED Kerzin gave comments about his Area Board visits. He finalized his comments that the project tool showing HQs projects to the Council was well received by the Administrative Committee.

C. MEETING MINUTES FROM OCTOBER 2009

BOOMER/DOVE: approved as written no changes; Motion carried None opposed. No abstentions.

D. EXECUTIVE DIRECTOR EVALUATION UPDATE

Council Chair Marcia Good, Strategic Planning Subcommittee Chair Olivia Raynor and Council Vice Chair Randi Knott stated that they would be meeting

the following day to go over last details on the evaluation and a better evaluation tool and so it really reflects the work done and should at the end of the day be a more functional tool for all of us. It is more meaningful.

E. NOVEMBER COUNCIL MEETING FOLLOW UP

The Committee discussed follow-ups from the November Council which included the following:

- Strategic Plan
- State Plan
- Employment First Committee

They segued into the next agenda item.

F. COUNCIL AGENDA FOR JANUARY 2010

The Committee decided on the agenda items for the January Council. Council Member Boomer requested and was granted guidance regarding direction for his portion of the required agency report from Department of Education.

G. AB 287 COMMITTEE RECOMMENDATIONS

The Committee discussed the Employment First Committee and moved the discussion to continue to the next Executive Committee in February.

H. HONORARIUM

The aspects of honorarium were discussed and it was decided to have the Clerk of the Council return to the next Executive Committee meeting and give a report.

I. BYLAWS TECHNICAL ASSISTANCE

1. The Number of Council Members
2. Employment Advisory Committee
3. Employment First Committee

BOOMER/DOVE: Accept staff recommendation for 3 technical changes to the bylaws; including; increasing the number of council members from 29 to 31 and adding the employment first committee and changing the name of the LC the LPPC with the draft changes due to the council by March 2010.

AMENDMENT RAYNOR/ also the chairs of the standing committees to be members of the strategic planning subcommittee to the Executive Committee in Feb. to be given to the committee in March. Motion Passed. No abstentions. Non opposed.

J. POLICY APPROVAL

1. Sponsorship Policy
2. Grant Conflict of Interest Policy

The Committee requested a draft watermark be added to the sponsorship policy. The Committee also decided that the conflict of interest policy would be tabled for further review and discussion.

BOOMER/GOOD: approve the changes to the Draft Sponsorship Policy. To become a final policy and no longer a draft. Motion carried, no abstentions. None opposed.

After an extensive discussion, it was decided that the conflict of interest policy would be reviewed further.

K. SPONSORSHIPS (Standing Item) Tabled for the next Council Meeting.

L. WAIVERS (Standing Item) None

M. COUNCIL STAFF VACANCY REPORT

Tabled until the next Executive Committee

5. **ADJOURNMENT**

Next Executive Committee will be:

Wednesday, February 10, 2010

1:00 p.m. – 4:00 p.m.



**Detail Sheet for:
COUNCIL AGENDA FOR MARCH**

What is this agenda item about?

The following bullet points are discussion items to be placed on the March 2010 Council Agenda.

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?

Adding to or taking away of agenda items for the March 2010 Council Agenda.

- By-Law update
- AB287
- Grant Report
- Possible closed session
- Leg Report/Bill discussion
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What is the Committee or Staff recommendation?

Council Agenda Items (listed above bullet points) to be added or taken away at the March 2010 Council Agenda.

Are there attachments?

No



Detail Sheet for:
HONORARIA & CalATERS

What is this agenda item about?

A presentation will be made that will provide information on how Council members will receive honoraria payments and what forms need to be completed in order for you to receive payments in a timely manner. SCDD is now “live” on the CalATERS system. A presentation will be given on what CalATERS is and what it means to Council members and staff.

What has the Council done about this so far?

SCDD is new to CalATERS. In the past all travel was completed with hard copy documentation. Now it will all be done electronically. Honoraria checks have been distributed to Council members monthly.

What needs to be decided at this meeting?

Nothing, this is informational only.

What is the committee or staff recommendation?

No recommendation will be given; information only.

Are there attachments?

No.



Detail Sheet for:
CLERK OF THE COUNCIL PRESENTATION

What is this agenda item about?

A presentation will be made that will provide information on the responsibilities of the Clerk of the Council duties and recommendations for changing the SCDD protocol regarding this position.

What has the Council done about this so far?

Staff has served as the Clerk of the Council for the meetings.

What needs to be decided at this meeting?

Discussion and possible changes of the Clerk to the Council's responsibilities and duties.

What is the committee or staff recommendation?

Staff recommendations will be made during the meeting.

Are there attachments?

No.