



EXECUTIVE COMMITTEE MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: August 16, 2011

TIME: 1:00-5:00 pm

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
(916) 322-8481

TELECONFERENCE SITE:

University of California Los Angeles
67-447 Semel Institute
760 Westwood Plaza
Los Angeles, CA 90095—1759

*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 this meeting should contact Robin Maitino at (916) 322-8481 or email robin.maitino@scdd.ca.gov. Requests must be received by 5:00 pm **August 11, 2011**.*

AGENDA

**Denotes action item*

	<u>Page</u>
1. CALL TO ORDER	M. Bailey
2. ESTABLISHMENT OF QUORUM	M. Bailey
3. WELCOME/INTRODUCTIONS	M. Bailey

***4. APPROVAL OF JUNE 15, 2011 MINUTES** M. Bailey 3

5. PUBLIC COMMENTS

*This item is for members of the public only to provide an opportunity to comments and/or present information to the Council on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.*

6. FINANCIAL UPDATE M. Danti 7

***7. SUPPORT FOR SAAC, SELF** C. Risley 10

**ADVOCATES ON EMPLOYMENT FIRST
COMMITTEE AND SELF-ADVOCACY NETWORK**

8. COMMITTEE UPDATES

a. LEGISLATIVE AND PUBLIC POLICY C. Risley

i. Legislative Update

b. EMPLOYMENT FIRST O. Raynor

c. STATE STRATEGIC PLAN O. Raynor

9. APPOINTMENTS UPDATE C. Risley

**10. AGENDA FOR SEPTEMBER COUNCIL
MEETING** L. Shipp

***11. CLOSED SESSION- EXECUTIVE DIRECTOR
EVALUATION** (pursuant to Government Code,
section 11126(a)(1), (2)) L. Shipp 15

12. ADJOURNMENT M. Bailey

Draft
Executive Committee and Subcommittee on Planning Meeting
Minutes
June 15, 2011

Attending Members

Jennifer Allen
Michael Bailey, Chairperson
Ray Ceragioli
Lisa Cooley
Shirley Dove
Marcy Good
Olivia Raynor
Leroy Shipp

Members Absent

Kerstin Williams

Others Attending

Melissa Corral
Michael Danti
Robin Maitino
Roberta Newton
Carol Risley

1. **Call to Order**

Michael Bailey, Chairperson called the meeting to order at 1:05 p.m. and established at quorum present at 1:10 p.m.

2. **Welcome and Introductions**

Members and staff introduced themselves.

3. **Approval of April 12, 2011 Minutes**

It was moved/seconded (Shipp/Raynor) and carried to approve the April 12, 2011, Executive Committee meeting minutes as presented.

4. **Public Comments**

There were no public comments.

5. **Financial Update**

Michael Danti reported that our spending level is good considering how far along we are in the fiscal year. All area boards are on target and within their allocations. Michael confirmed we have enough cash to make it through this fiscal year.

The Area Board Executive Director's are to be commended for good fiscal management especially in light of the current reductions.

6. Committee Updates

a. **Legislative and Public Policy**

- i. Assembly Bill 889 - It was moved/seconded (Good/Shipp) and carried to oppose AB 889 as recommended by the LPPC.
- ii. Assembly Bill 40- It was moved/seconded (Good/Cooley) and carried to support with amendments AB 40 as recommended by the LPPC.
- iii. Senate Bill 368- It was moved/seconded (Good/Dove) and carried to support SB 368 as recommended by the LPPC.
- iv. Senate Bill 411- It was moved/seconded (Good/Shipp) and carried to support SB 411 as recommended by the LPPC.
- v. Assembly Bill 443- It was carried by consensus to watch AB 443 as recommended by the LPPC.
- vi. Assembly Bill 1244- It was moved/seconded (Good/Shipp) and carried to support AB 1244 as recommended by the LPPC.
- vii. Senate Bill 472- It was moved/seconded (Good/Dove) and carried to oppose SB 472 as recommended by the LPPC.
- viii. Senate Bill 177- It was moved/seconded (Good/Dove) and carried to oppose SB 177 as recommended by the LPPC.
- ix. SCDD Legislative and Policy Platform - It was moved/seconded (Raynor/Good) and carried to approve the Legislative and Policy Platform with some minor corrections. 1 oppose.

b. **Employment First**

Olivia Raynor reported that the next Employment First committee meeting would be held on June 29, 2011 from 10-3:30. The purpose of this meeting is to discuss area board and council recommendations, policy, and development a summary.

c. State Plan

Olivia Raynor announced that she needed someone to step up and take over due to her current work load. She also stated that all area boards have provided their data/recommendations to her on the State Plan.

7. RCOC Waiver Request

The Regional Center of Orange County waiver request is pursuant to the California Code of Regulations, Title 17, Section 54524, which states, both the local area board and State Council must approve or disapprove conflict of interest (COI) requests submitted by regional centers with 20 days of receiving the COI request.

Melissa Corral brought this request to the Executive Committee recommending that the Committee oppose this waiver. It was moved/seconded (Good/Raynor) and carried to oppose the waiver.

8. Self Advocacy Mandate

As discussed at the May 25, 2011 Council meeting, the Council is committed to promote the stability and expansion of a statewide self-advocacy network through financial and in-kind support, which includes ensuring that local delegates are able to participate effectively in statewide meetings and events.

After much discussion, it was moved/seconded (Good/Shipp) and carried to approve the Council to develop a statewide advocacy network and provide People First of California at 90 day notice of intent not to renew contract. 1 abstention.

9. YLF Sponsorship

YLF is an innovative, intensive, five-day career and leadership training program for high school juniors and seniors with disabilities. The training provides students with resources to choose and reach their employment and personal goals.

The Council is requesting that the Executive Committee continue to support YLF as it has in 2006, 2008, 2009, and 2010 with funding of \$10,000.

It was moved/seconded (Good/Dove) and carried to approve the funding of \$10,000 for the 2011 YFL.

10. **SCDD Sponsorship Policy**

The Council is requesting the sponsorship policy eliminate the provision for individual sponsorships.

It was moved/seconded (Good/Cooley) and carried to amend the policy to eliminate individual sponsorships and replace with organizational sponsorships instead.

11. **Personnel Update**

Carol Risley submitted the 6-1-11 Vacancy Report to the Committee showing the following vacancies:

Headquarters

- Deputy Director
- Associate Information Systems Analyst
- Deputy Director – Policy and Planning
- Chief Deputy Director
- Staff Services Manager I
- Staff Services Analyst
- Legislative Specialist
- Deputy Director – Area Board Operations

Area Board I

- Executive Director I

Area Board III

- Community Program Specialist II
- Office Technician

Area Board VIII

- Community Program Specialist II
- Office Technician

Area Board IX

- Executive Director

Area Board X

- Community Program Specialist II

12. **Agenda for July Council Meeting**

Employment Report – 9:30-12:30
2011-2012 Budget

13. **Adjournment**

The meeting was adjourned at 4:30 p.m.

2010-11 EXPENDITURE REPORT

4100 State Council on Developmental Disabilities
 2010-11 Expenditure Report
 July 1, 2010 thru June 30, 2011 (12 Months or 100.00% of the Fiscal Year)
 (Whole Dollars)

	Personal Services			Operating Expenses and Equipment			Total Expenditures		
	Budgeted	Year-to-Date Expended	Percentage Expended	Budgeted	Year-to-Date Expended *	Percentage Expended	Budgeted	Year-to-Date Expended	Percentage Expended
Council Operations and Administration **	\$1,607,285	\$1,227,269	76.36%	\$927,785	\$980,695	105.70%	\$2,535,070	\$2,207,965	87.10%
Community Program Development Grants **	\$0	\$0	0.00%	\$1,000,000	\$451,110	45.11%	\$1,000,000	\$451,110	45.11%
Area Board 1	\$307,854	\$337,954	109.78%	\$121,246	\$105,630	87.12%	\$429,100	\$443,583	103.38%
Area Board 2	\$237,360	\$229,946	96.88%	\$59,694	\$49,415	82.78%	\$297,054	\$279,361	94.04%
Area Board 3	\$407,081	\$438,940	107.83%	\$169,105	\$177,423	104.92%	\$576,186	\$616,363	106.97%
Area Board 4	\$372,860	\$441,075	118.30%	\$144,718	\$94,328	65.18%	\$517,578	\$535,404	103.44%
Area Board 5	\$400,676	\$419,298	104.65%	\$191,306	\$122,871	64.23%	\$591,982	\$542,169	91.59%
Area Board 6	\$315,757	\$338,526	107.21%	\$140,361	\$85,021	60.57%	\$456,118	\$423,547	92.86%
Area Board 7	\$398,062	\$445,718	111.97%	\$181,660	\$124,776	68.69%	\$579,722	\$570,493	98.41%
Area Board 8	\$536,438	\$455,910	84.99%	\$238,902	\$197,930	82.85%	\$775,340	\$653,841	84.33%
Area Board 9	\$220,385	\$208,205	94.47%	\$96,066	\$72,651	75.63%	\$316,451	\$280,856	88.75%
Area Board 10	\$766,548	\$812,506	106.00%	\$418,861	\$292,412	69.81%	\$1,185,409	\$1,104,919	93.21%
Area Board 11	\$428,842	\$435,044	101.45%	\$151,086	\$92,552	61.26%	\$579,928	\$527,597	90.98%
Area Board 12	\$453,959	\$484,942	106.83%	\$176,434	\$121,713	68.98%	\$630,393	\$606,655	96.23%
Area Board 13	\$360,819	\$374,808	103.88%	\$199,670	\$159,513	79.89%	\$560,489	\$534,321	95.33%
Area Board Operations	\$386,580	\$181,541	46.96%	\$103,600	\$238,365	230.08%	\$490,180	\$419,905	85.66%
Subtotal, All Area Boards	\$5,593,221	\$5,604,413	100.20%	\$2,392,709	\$1,934,600	80.85%	\$7,985,930	\$7,539,013	94.40%
Total	\$7,200,506	\$6,831,682	94.88%	\$4,320,494	\$3,366,406	77.92%	\$11,521,000	\$10,198,087	88.52%

* Expenditures may reflect a lag in postings to CalSTARS Accounting Reports.

** OE&E year-to-date expenditures include encumbrances for the full year costs of contracts.

**4100 - State Council on Developmental Disabilities
2010-11 Program 40 Expenditure Report
July 1, 2010 thru June 30, 2011 (12 Months or 100.00% of the Fiscal Year)**

	<u>BSG</u>	<u>CRA/VAS</u>	<u>QA</u>	<u>Total</u>
AB 1 Allocation	\$277,325		\$151,775	\$429,100
Expenditures to date	\$290,112		\$153,471	\$443,583
Percentage Expended	104.61%		101.12%	103.38%
AB 2 Allocation	\$282,925		\$14,129	\$297,054
Expenditures to date	\$264,967		\$14,394	\$279,361
Percentage Expended	93.65%		101.88%	94.04%
AB 3 Allocation	\$404,345		\$171,841	\$576,186
Expenditures to date	\$447,168		\$169,000	\$616,167
Percentage Expended	110.59%		98.35%	106.94%
AB 4 Allocation	\$282,820	\$221,517	\$13,242	\$517,579
Expenditures to date	\$298,966	\$225,703	\$10,735	\$535,404
Percentage Expended	105.71%	101.89%	81.07%	103.44%
AB 5 Allocation	\$395,572		\$196,410	\$591,982
Expenditures to date	\$380,930		\$161,079	\$542,009
Percentage Expended	96.30%		82.01%	91.56%
AB 6 Allocation	\$301,645		\$154,472	\$456,117
Expenditures to date	\$289,884		\$133,483	\$423,367
Percentage Expended	96.10%		86.41%	92.82%
AB 7 Allocation	\$415,866		\$163,856	\$579,722
Expenditures to date	\$420,115		\$149,872	\$569,987
Percentage Expended	101.02%		91.47%	98.32%
AB 8 Allocation	\$270,896	\$322,879	\$181,565	\$775,340
Expenditures to date	\$238,537	\$246,028	\$169,275	\$653,841
Percentage Expended	88.05%	76.20%	93.23%	84.33%
AB 9 Allocation	\$279,809		\$36,641	\$316,450
Expenditures to date	\$247,826		\$32,753	\$280,579
Percentage Expended	88.57%		89.39%	88.66%

**4100 - State Council on Developmental Disabilities
2010-11 Program 40 Expenditure Report
July 1, 2010 thru June 30, 2011 (12 Months or 100.00% of the Fiscal Year)**

	<u>BSG</u>	<u>CRA/VAS</u>	<u>QA</u>	<u>Total</u>
AB 10 Allocation	\$406,120	\$252,398	\$526,891	\$1,185,409
Expenditures to date	\$401,156	\$222,203	\$481,423	\$1,104,783
Percentage Expended	98.78%	88.04%	91.37%	93.20%
AB 11 Allocation	\$322,635	\$225,908	\$31,385	\$579,928
Expenditures to date	\$295,430	\$200,537	\$31,578	\$527,545
Percentage Expended	91.57%	88.77%	100.62%	90.97%
AB 12 Allocation	\$269,892	\$167,440	\$193,061	\$630,393
Expenditures to date	\$277,303	\$129,506	\$199,390	\$606,199
Percentage Expended	102.75%	77.34%	103.28%	96.16%
AB 13 Allocation	\$364,960		\$195,528	\$560,488
Expenditures to date	\$363,010		\$170,975	\$533,984
Percentage Expended	99.47%		87.44%	95.27%
AB Ops Allocation	\$119,192	\$245,283	\$125,704	\$490,179
Expenditures to date	\$195,408	\$159,701	\$64,797	\$419,905
Percentage Expended	163.94%	65.11%	51.55%	85.66%
Program 40 Allocations	\$4,394,002	\$1,435,425	\$2,156,500	\$7,985,927
Program 40 Expenditures to date	\$4,410,810	\$1,183,678	\$1,942,225	\$7,536,713
Program 40 Percentage Expended	100.38%	82.46%	90.06%	94.37%

AGENDA ITEM DETAIL SHEET

ISSUE: Support for SCDD Self-Advocates Advisory Committee (SAAC), self-advocate participation on the SCDD Employment First Committee, and a statewide self-advocacy network.

BACKGROUND: The Council has formally activated its Self-Advocates Advisory Committee (SAAC) (formerly Consumer Advocacy Committee) composed of self-advocate members of the Council for the purposes of conducting plain language briefings on complex issues being addressed by the Council, leadership development, and responsible for addressing self-advocacy goals in the 2012-16 State Strategic Plan on Developmental Disabilities.

Chapter 231, Statutes of 2009 required the Council to establish a standing Employment First Committee, which consistent with the overall Council commitment to self-determination, includes members who are self-advocates.

On June 15, 2011, the Council Executive Committee committed to development and support of regional groups and a statewide self-advocacy network consistent with the self-advocacy goal in the 2012-16 State Strategic Plan.

ANALYSIS/DISCUSSION: Currently SAAC is being support by a professional consulting organization, Board Resource Center, and Council staff with Council funding; as are the self-advocate members of the Employment First Committee. Deliverables, in addition to group and individual supports, of the SAAC include a forthcoming five-part plain language video training series on boardsmanship, and a guide to facilitation. The self-advocate members of the Employment First committee, in addition to actively contributing to the overall development of the Employment First report and policy, produced a video and workbook, Work is for All. The regional and statewide self-advocacy network is a new endeavor in response to the ADD Commissioner's Self-Advocacy summit in March 2011, although the Council has expended funds over the past six years to support a self-advocacy organization as well as local organizations via the area boards. Estimated annual expenditures for these historic activities ranged from \$375,000 to \$400,000 depending upon the level of activity.

Staff is proposing to expend Council funds to continue the support these three major elements consistent with the State Strategic Plan over the next three years as follows:

SCDD SAAC/Employment First Self-Advocate Members

2011-12	\$90,645
2012-13	\$89,685
2013-14	\$88,820

Anticipated Outcomes:

A. Advocacy

1. Leadership through example (committee and member accomplishments)
2. Skills to actively participate in policy-making positions.
3. Increased advocate/consumer leadership at SCDD meetings.
4. Greater pool of trained and experienced facilitators

B. Community Awareness of SCDD

1. Greater awareness of SCDD strategic goals and statewide action plan.
2. Increased community presence for SCDD self-advocates and EF purposes.
3. Increased SCDD representation at community advocacy events.

C. Self-advocates and Leadership

1. Increased personal advocacy and self-direction.
2. Ongoing process of developing new leaders.
3. Increased advocacy voice at SCDD meetings.

D. Media Development

1. Easy to use SAAC sponsored webpage.
2. Annual media record of SAAC and EFC accomplishments and community perspective.

Regional and Statewide Self-Advocacy Network

Regional (through local area boards)

2011-12	\$130,000
2012-13	\$130,000
2013-14	\$130,000

Statewide Self-Advocacy Network

Facilitation/Support

2011-12	\$213,675
2012-13	\$199,265
2013-14	\$191,700

Travel

There will be travel costs and some individual attendant/facilitator costs for the quarterly statewide self-advocacy network meetings.

Anticipated Outcomes:

A. Advocacy

1. Advocacy plan at all state levels with implementation at community level.
2. Increased representation at decision-making meetings that impact quality of life services/programs.
3. Skills to actively participate in policy-making positions.
4. Increased advocate/consumer leadership at SCDD meetings.

B. Community Engagement

1. Increased number of advocacy groups that reflect community interests.
2. Increased community based advocacy events reflecting identified needs and plan.
3. Greater involvement with local service provision.

C. Self-advocates and Leadership

1. Increased personal advocacy and self-direction skills.
2. Greater participation in decision-making.
3. Ongoing process of developing new leaders.
4. Greater pool of experienced trained advocates.
5. Increased peer advocacy based on "leadership by example".

D. Facilitation Services

1. Greater pool of trained and experienced state facilitators.
2. Facilitator training guide.

E. Media Development

1. Easy to use SAAC sponsored webpage.
2. Annual media record of SAN accomplishments and community perspective.

Under separate cover, the Executive Committee is being provided a detailed proposal for the facilitation components of this plan. Because it is considered proprietary it is not a public document and must not be shared outside of those designated to see the content. **DO NOT MAKE OR PROVIDE COPIES OF THE PROPOSAL TO ANYONE.**

STATE STRATEGIC PLAN GOAL: Individuals with developmental disabilities have the information, skills, opportunities and support to advocate for their rights and services and to achieve self determination, independence, productivity, integration and inclusion in all facets of community life.

PRIOR COUNCIL ACTIVITY: Over the past six years, the Council invested \$1.2 million into People First of California. In addition, area boards provided in-kind support to local and regional self-advocacy activities. On June 15, 2011, the Executive Committee agreed to have the Council support the development and ongoing activities of regional groups and a statewide self-advocacy network.

RECOMMENDATION(S): Based upon the availability of funds, authorize the commitment of Council monies, as outlined herein, for the support of self-advocacy activities.

ATTACHMENT(S): None

PREPARED: Carol J. Risley, August 4, 2011



STATE COUNCIL ON DEVELOPMENTAL DISABILITIES EXECUTIVE DIRECTOR EVALUATION

I. PROCESS

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act), requires that the Executive Director of the Council be evaluated on an annual basis.

The process for evaluating the Executive Director is:

1. The Chairperson of the Council coordinates the Executive Director Evaluation. He/she distributes the Performance Evaluation Form.
2. Each Council member must complete the Performance Evaluation Form. Once completed, the form must be returned to the Chairperson.
3. Staff members will be sent Narrative Questions only. These must be returned to the Chairperson.
4. The Executive Director will complete the Performance Evaluation Form for herself/himself and discuss her/his self evaluation with the Chairperson.
5. Each Performance Evaluation Form is logged onto a worksheet and summarized.
6. A final summary report is produced.
7. The Executive Director Evaluation will be on the September Council Meeting agenda as a closed session item.
8. In open session, the Executive Director and Council then meet to discuss salary/bonus, etc.
9. This information is then processed through the Council Personnel Department.

II. INSTRUCTIONS

Please use the rating levels: “N/I” (Needs Improvement) “A” (Meets Standards/Acceptable), or “O” (Exceeds Standards/Outstanding). If you do not know about a particular area, mark **Do Not Know**.

Rating Factor	Needs Improvement (N/I)	Meets Standards Acceptable (A)	Exceeds Standards Outstanding (O)
Work quantity	Executive Director does not produce enough work.	Executive Director produces the proper amount of work.	Executive Director produces a lot of work.
Work Quality	Executive Director does not have work skills.	Executive Director has the work skills and works accurately.	Executive Director's work is always accurate and orderly and works with superior skill.

III. EXECUTIVE DIRECTOR EVALUATION

ASSISTANCE TO COUNCIL MEMBERS	Don't Know	Needs Improvement	Acceptable	Outstanding
Assists the Council in scheduling, planning and preparing for Council and committee meetings.				
Assists the Council in the development of agency policy, organizational goals, objectives and budgets.				
Assists the Council in the development of policy decisions regarding issues that affect the rights and interests of persons with disabilities.				
Assists the Council in making sure that the Council follows all federal and state laws and regulations, including providing and interpreting information.				
Assists the Council in the development of the goals and objectives of the Council's 5 year state and strategic plan.				
Provides regular reports to the Council on the state and strategic plan and emerging issues and provides recommendations.				

PERSONNEL	Don't Know	Needs Improvement	Acceptable	Outstanding
Assures that staff are supervised and coordinated effectively in order to carry out all of the Council's goals and objectives.				
BUDGET				
Develops, implements and manages the Council approved budget.				
Ensures that budget is legal and uses acceptable accounting and fiscal management practices.				
Assures that the Council receives budget information.				
Makes contracts on behalf of the Council consistent with approved goals, objectives, plans and budget actions.				

PUBLIC AND AGENCY LIAISON	Don't Know	Needs Improvement	Acceptable	Outstanding
Maintains effective relationships between the Council, the federal Administration on Developmental Disabilities and State funding agencies.				
Maintains effective relationships and works with other advocacy organizations with similar goals and objectives.				
Maintains effective relationship and liaison with the National Association of Councils on Developmental Disabilities (NACDD).				
ADAPTABILITY RATING				
Able to assume a variety of roles and responsibilities related to the position and perform with required knowledge/skills.				
Able to respond well to changing job requirements and work conditions, including unanticipated/exceptional administrative and/or programmatic events.				

- 3. What specific recommendations do you have for the Executive Director?

- 4. What should be the priorities for the Executive Director over the next year?

- 5. Do you have any additional comments regarding the Executive Director's performance?

Council Member Signature

Date

EXECUTIVE DIRECTOR EVALUATION 2011 TIMELINE

December 14, 2010	Provide a draft evaluation tool to the Executive Committee Meeting for revision.
January 19, 2011	Provide the revised draft tool from the Executive Committee to the full Council for comments and revision.
February 8, 2011	Executive Committee will review the comments and suggested revisions and incorporate/revise the tool as appropriate
March 16, 2011	Final evaluation tool submitted to the full Council for approval.
June 15, 2011	Evaluation will be sent out to all appropriate persons with a return date of July 30, 2011 to the evaluation coordinator.
August 9, 2011	Evaluation coordinator will present the evaluation materials, statistical data and all information to the Executive Committee during a closed session.
September 20 -21, 2011	Executive Committee will present the evaluation and their recommendation to the full Council during a closed session.