STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
ADMINISTRATIVE COMMITTEE MEETING
POSTED AT: www.scdd.ca.gov

DATE: October 27, 2017
TIME: 10:00 AM – 12:00 PM

MEETING LOCATION:
SCDD HQ OFFICE
1507 21st Street, Suite 210
Sacramento, CA 95811

COMMITTEE CHAIR:
Charles Nutt

Item 1. CALL TO ORDER

Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

Item 4. APPROVAL OF MARCH 2017 MINUTES
Item 5. **INTRODUCTIONS AND OVERVIEW OF SCDD’S BUDGET**

*Presented by Aaron Carruthers and Gabriel Rogin*

- a. Current Budget
- b. Budget Pressures

Item 6. **PUBLIC COMMENTS**

*This item is for members of the public only to provide comments and/or present information to the Committee. Each person will be afforded up to three minutes to speak.*

Item 7. **ADDRESSING THE STRUCTURAL DEFICIT**

*Presented by: Aaron Carruthers and Gabriel Rogin*

- a. Structural Deficit workgroup values, objectives
- b. Workgroup summary and recommendations

Item 8. **PUBLIC COMMENTS**

*This item is for members of the public only to provide comments and/or present information to the Committee. Each person will be afforded up to three minutes to speak.*

Item 9. **FINAL RECOMMENDATIONS**

Item 10. **ADJOURNMENT**

**Accessibility:**

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 (916) 322-8481. Requests must be received by 5 business days prior to the meeting.

**Materials:**

Meeting documents and presentations for an agenda item must be submitted to SCDD no later than 2 business days prior to the meeting.
ITEM #4

MARCH 2017

MINUTES
Administrative Committee Meeting Minutes
March 07, 2017

Members Present
Kris Kent
Charles Nutt (SA) (Chair)
Sandra Smith (FA)
Ning ‘Jenny’ Yang (SA)

Members Absent
Eric Gelber

Others Attending
Aaron Carruthers
Gabriel Rogin

1. CALL TO ORDER
Chairperson Charles Nutt called meeting to order at 1:05 p.m.

1. ESTABLISH QUORUM
A quorum was established.

2. WELCOME/INTRODUCTIONS
Members and others in attendance introduced themselves.

3. PUBLIC COMMENTS
There was no public comment.

4. APPROVAL OF ARIL AND AUGUST 2016 MINUTES
Motion was moved/seconded (Smith [FA]/Yang [SA]) and carried to approve the April meeting minutes with no corrections. Kris Kent abstained. (See attendance list for voting members)

Motion was moved/seconded (Yang [SA]/Nutt [SA]) and carried to approve the August meeting minutes with no corrections. Kris Kent and Sandra Smith abstained. (See attendance list for voting members)
5. SCDD BUDGET
   a. BUDGET PRESSURES
   b. MANAGING BUDGET GAP
   c. CURRENT YEAR BUDGET PROJECTIONS
   d. PROPOSED FY 17-18 BUDGET

Director Carruthers reviewed existing budget pressures and described how SCDD is managing the budget gap through vacancy savings, office relocations, and prior year unexpended funds. He also stated that SCDD’s current funding through the federal government runs through 4/28/17. The amount of SCDD’s allocation after that is unknown at this time. Concrete recommendations from staff will provided after we have more clarity on SCDD’s allocations for the remainder of this year and next year. In the meantime, SCDD will rely on unexpended funds from prior years.

Chairperson Nutt stated that we will cross that bridge when we come to it.

Councilmember Kent suggested that it would be helpful to explain to the Council how prior year funds can be spent and to compare SCDD’s current budget to last year’s budget.

Director Carruthers stated that we have two years to encumber prior year funds and one year to spend them. He also stated that in previous years, there were fewer Council meetings, and many staff vacancies. He stated that SCDD currently spends about $25,000 per Council meeting. He reminded the committee that the Council will have two opportunities to review the proposed 17-18 budget, in March and in May.

Council Members Yang and Smith agreed with the staff recommendation, as long as the Council is clear on all the relevant information.

Motion was moved/seconded (Kent/Smith [FA]) and carried to approve staff recommendation with a recognition that the budget may need to be adjusted when we receive more information on SCDD’s federal allocation. Unanimous Approval.
Director Carruthers stated that the budget that we are proposing only buys SCDD one year – the prior year unexpended funds will be spent down quickly.

The committee directed staff to help prepare Chairperson Nutt for his presentations to SAAC and the Council.

6. FACILITATION GUIDELINES AND PAY
Staff recommended increasing the rates paid to facilitators and attendants that support Council, committee and SSAN members by the following amounts, in order to remain competitive:

Facilitator - $13.09 to $18.71 per hour
Attendant - $13.46 to $18.56 per hour

The committee asked staff to research the following questions:
1) What are the rates for comparable services in the community?
2) How much are we currently spending on these services per year and how much will our spending increase, if these rates are approved?
3) Do we have any data or anecdotal information to demonstrate that we are having difficulty securing qualified facilitators and attendants at our current rates?
4) Why did we base our rates on information from DDS in 2013 and CalHR in 2017? If we continued to use information from DDS, how would our proposed rates change?

Motion was moved/seconded (Yang [SA]/Smith[FA]) and carried to bring staff recommendation to the Council for discussion, with the above questions addressed by staff. Unanimous Approval.

7. BYLAW REVIEW
Director Carruthers stated that the by-laws were last updated in 2014. He stated that the proposed updates fall into several broad categories – bringing the by-laws into conformity with statute, changes to membership and changes to practice.
Councilmember Yang pointed out that the header “with proposed 2017 amendments” should be removed or changed until the new version is adopted. She suggested that it could be kept in parenthesis instead of underlined.

Councilmember Kent suggested that we should be consistent and use integrated and competitive employment instead of integrated and gainful (e.g. on page 39)

Director Carruthers stated that the term gainful is used in statute. However, after discussion, the committee agreed to switch all references from gainful to competitive.

Councilmember Smith asked whether Legal had conducted a review. Director Carruthers responded by confirming that Legal completed the first draft.

Director Carruthers then listed the following changes to the by-laws:

Pg. 31 – The Council can’t keep doing business after loss of quorum
Pg. 34 – Added language around other non-BSG work
Pg. 36 – Not every Council member – Chair may excuse a person.
Pg. 35 – Only Councilmembers can chair committees – non-Councilmembers can sit on committees but not chair

Councilmember Yang asked who determines who the vice-chair of committees. Director Carruthers stated that the by-laws are not clear on that point. He suggested that we make it clear by adding that the Chairperson will appoint vice-chairs to committees, as necessary, along with the chairs.

Pg. 38 - Incorporated broader language in role of LPPC to comply with state and federal rules

Included Employment First language from statute.

Changed membership language to get in compliance with AIDD.

Legend
SA = Self-Advocate
FA = Family Advocate
Pg. 44 – Added reference to Policy Questions for Regional Advisory Committees

Pg. 45 Indemnification – Director Carruthers stated that we need clarity on origin and intent and asked whether we should we strike it?

Councilmember Kent suggested that SCDD reach out to the AG or DGS and CalHR for guidance. He suggested that we may need to strike it, unless we get guidance that we need it. He also pointed out that Councilmembers should be covered by state law, unless there is something piercing their official capacity.

The committee then summarized their recommendations:
- Take proposed header off top
- Chair appoints Chair & Vice-Chair
- Integrated & Competitive vs Gainful
- AG or DGS Re Indemnifications and strike otherwise

Motion was moved/seconded (Smith [FA]/Yang [SA]) and carried to bring proposed by-law changes with the committee’s recommendations to the Executive Committee for discussion. Unanimous Approval.

Chairperson Nutt also mentioned that the Executive Committee wanted the Administrative Committee to be informed regarding the Executive Director Evaluation process. They plan to streamline the process and remove staff from the process. They plan to hire an outside entity to perform the work going forward.

8. ADJOURN
Meeting adjourned at 3:00 p.m.

Legend
SA = Self-Advocate
FA = Family Advocate
ITEM #5

INTRODUCTION AND OVERVIEW OF SCDD'S BUDGET
SCDD EXECUTIVE DIRECTOR
E-MAIL TO STAFF
Hello everyone,

As I mentioned at two Council meetings, we have a structural deficit as a result of a couple of factors, including the Governor and Legislature giving us all raises. The raises are good news. The other good news is that we have the collective brainpower to figure out how to manage within the amount given to us by AIDD.

So I decided to reconvene SCDD's Structural Deficit Workgroup. The Workgroup will meet on September 12th, in order to identify cost-saving ideas that can be forwarded to Executive Management for consideration. Management will then prioritize the ideas and discuss with Council leadership the next steps. Depending on the ideas, staff could implement the solutions administratively or the ideas may be seen by Committees and the Council.

The Workgroup includes a cross-section of SCDD staff and management:

Northern Manager - Sarah May
Southern Manager - Mary Ellen Stives
Northern CPS II - Angel Wiley
Southern CPS II - Christine Tolbert
Northern OT - Marigene Tacan-Regan
Southern OT - Marina Bchtikian
Budget Officer - Lynn Cach
Personnel Officer - Janet Butts
Deputy Director, Regional Office Operations - Vicki Smith

Chief Deputy Director, Gabriel Rogin, and I will also participate.

As I have reported to the Council, our current federal budget deficit is roughly $750,000. Assuming that all of our positions are filled, we spend about $750,000 more each year than we are allocated in our Basic State Grant (BSG). The reason for the deficit is simple and largely outside of control - our costs continue to increase (salaries, rent, etc.) and the amount we receive from the federal government does not (in contrast, our QA and CRA/VAS
budgets do not have deficits, as the amounts are routinely increased by the state to address cost increases).

While our BSG budget deficit is significant, I remain very optimistic for the following reasons:

1) We currently have approximately $1.2 million in prior-year unexpended funds. This provides us with a sizable budget cushion, as we implement cost-saving measures. Additionally, we achieve on-going savings from the vacant positions that often exist at HQ and regional offices.

2) We are not waiting for the Workgroup to develop recommendations. We have been implementing cost-saving measures proactively and consistently over the last two years. For example, we eliminated vacant selected vacant positions, downsized office locations, and reduced expenditures.

3) We periodically receive one-time budget increases that help offset our deficit. For example, last month we received a one-time increase of about $175,000. These are one-time gifts. They help manage funds, and we use them prudently.

4) In 2015, our Structural Deficit Workgroup successfully identified roughly $700,000 of cost-saving ideas, which were approved by the Council. I'm confident that our Workgroup can do it again.

I'll keep you posted, as this process moves forward. We are fortunate because our staff generated dozens of additional cost-saving ideas in 2015. The Workgroup will begin by reviewing the many ideas that have not been implemented yet. If you have additional ideas to reduce our federal spending (or increase our revenue), feel free to email them to Rihana Ahmad at rihana.ahmad@scdd.ca.gov. Rihana will make sure the suggestions are included in the Workgroup's discussion materials (if you want your suggestion to be anonymous, just let Rihana know and she can remove your name).

The Workgroup will proceed according to the same values that it followed in 2015:

- SCDD must live within our means
- Cost saving recommendations must be aligned with SCDD's mission
- Recommendations should minimize impact on SCDD staff
- The workgroup is part of a larger, public process
- Actions will only be taken in a thoughtful, deliberate manner

Thank you. Feel free to contact me if you have any questions or would like more information.
2015 RECOMMENDATIONS
Recommendations Staff Positions

Eliminate the vacant Community Program Specialist II (field representative) position in the Orange County Office
Estimated Cost Savings - $100,000
Rationale: 1) The position is currently vacant; 2) The Orange County Office has an over-allocation of CPS II personnel relative to other SCDD offices.

Eliminate the vacant Community Program Specialist II (field representative) position in the Bay Area Office
Estimated Cost Savings - $80,000
Rationale: 1) The position is currently vacant; 2) The Bay Area Office has an over-allocation of CPS II personnel relative to other SCDD offices.

Recommendations Staff Positions

Eliminate the Legislative Specialist position at SCDD Headquarters
Estimated Cost Savings - $82,000
Rationale: 1) The position is currently vacant; 2) The position was to be converted to a CPS II position. However, upon further review, the current CPS II distribution is sufficient.

Eliminate the Office Technician (front office staff) position at the North State Office
Estimated Cost Savings - $52,000
Rationale: 1) The position is currently vacant; 2) The OT at the North Coast Office can cover both regions, given the relatively low population sizes.
Recommendations Committees

Eliminate the Monitoring and Technical Assistance Review System (MTARS) Committee
Estimated Cost Savings - $6,000
Rationale: Given progress with the MTARS process, the MTARS Committee is no longer necessary.

Limit the Legislative and Public Policy Committee (LPPC)
Limit the Legislative and Public Policy Committee (LPPC) to 6 face-to-face meetings per year
Estimated Cost Savings - $20,000
Rationale: 1) 6 meetings per year should be sufficient, given the legislative cycle; 2) The Committee can meet more often by phone (or in-person), as needed.

Limit the Employment-First Committee to the statutorily-required members (State and federal partners plus a self-advocate)
Estimated Cost Savings - $12,000
Rationale: 1) Bring Committee into alignment with statute; 2) Committee can still consult with additional stakeholders, as necessary; 3) Smaller size will allow Committee to hold meetings at SCDD Headquarters instead of a hotel.

Limit the Executive Committee to 5 face-to-face meetings per year
Estimated Cost Savings - $2,500
Rationale: 1) Committee only needs to meet every other month (between full Council meetings); 2) There is typically no need for the Committee to meet in December, given natural workflow; 3) The Committee can meet more often by phone (or in-person), as needed.
Recommendations
Office Consolidation

Consolidate the Central Coast and Silicon Valley/Monterey Bay Regions into one region and have one office
Estimated Cost Savings - $334,000
Rationale: 1) The Central Coast Office is currently vacant. Therefore, there will be minimal staff impact; 2) This change will result in significant cost savings; 3) The Silicon Valley/Monterey Bay Region would still have a manageable population size (relative to other SCDD offices); 4) There are cultural similarities between the two regions; 5) This would create the same office and staff structure of regions with large geographic regions and populations.

Regional Office Population and Square Miles

113
Recommendations
Office Co-Location

Co-Locate SCDD Headquarters with the Sacramento Office
Estimated Cost Savings - $45,000
Rationale: Sharing common space will decrease overhead costs and increase efficiencies.

Recommendations
Office Consolidation (Option 2)

Consolidate the Central Coast and Silicon Valley/Monterey Bay Regions into one region and maintain a physical presence in both the north and south part of the counties
Estimated Cost Savings - $202,304
Pros: 1) A logical consolidation given the culture of the areas; 2) Allows for a physical presence and one staff person in an area of California that has long had a physical presence and staff.
Cons: 1) Additional $98,000 in cost savings need to be identified to close the structural deficit; 2) Would create unequal resources, in that regions of the same large geographic and population size have only one office and a standard compliment of staff.
Possible Solutions for Additional Cost Savings

Consolidate the North Coast and North State Regions into one region and maintain a physical presence in both regions.

Estimated Cost Savings - $83,000

Pros: 1) Creates additional savings; 2) Combines two regions with low populations; 3) Would have less impact on staff than other possible consolidations.

Cons: 1) Cost savings only come from one salary savings by eliminating the Manager (the savings from the OT position was already scored in a different recommendation); 2) Would result in laying off a Manager; 3) Would require additional cost savings; 4) Would create unequal resources, in that regions of the same large geographic and population size have only one office and a standard compliment of staff.

Possible Solutions for Additional Cost Savings

Consolidate the North Bay and Sacramento Regions into one region and maintain a physical presence in both regions.

Estimated Cost Savings - $135,000

Pros: 1) Cost savings achieved.

Cons: 2) Combines another region; 2) Results in laying off a Manager and eliminating an OT.

Note: This approach raises the question about why these large areas have additional offices and staff when Sequoia and San Bernardino are as large or larger and do not have additional offices and staff. To be equitable, the Council may need to consider additional offices and staff in these regions too.
BUDGET DOCUMENTS
# SCDD Budget Pressures

## Increase in Personal Service Cost:

<table>
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<tr>
<th>Item</th>
<th>Amount</th>
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<tr>
<td>SEIU General Salary Increase</td>
<td>$179,368</td>
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<td>5% GSI + Merit (Legal)</td>
<td>$5,861</td>
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<td>5% Merit Increase</td>
<td>$73,853</td>
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<td>Temp. Help &amp; Lump Sum</td>
<td>$49,500</td>
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<td>Worker's Compensation Claim</td>
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<td><strong>Total</strong></td>
<td><strong>$327,582</strong></td>
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## Increase in Rent & Other Expenses:

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<td>Rent</td>
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<td>Facilities Planning (Department General Services)</td>
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<td><strong>Total</strong></td>
<td><strong>$89,000</strong></td>
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## Decrease in Grant Funding:

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<td>Prior Year</td>
<td>$6,527,210</td>
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<td>Current Year (TBA)</td>
<td>$6,527,210</td>
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<tr>
<td><strong>Difference</strong></td>
<td><strong>$0</strong></td>
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<tr>
<td><strong>Sub Total</strong></td>
<td><strong>$416,582</strong></td>
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## Carry-Over Deficit

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<td><strong>$114,000</strong></td>
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## Total FY 17-18 Budget Gap

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## Projected SEIU Salary Increase FY 18-19

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## Projected SEIU Salary Increase FY 19-20

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## Total Projected Budget Gap

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<td><strong>$1,033,088</strong></td>
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**Personal Services and Authorized Positions**  
(Fiscal Years 2014-2020)

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<th>Personal Services</th>
<th>Authorized Positions</th>
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<td>2014-15</td>
<td>$5.91M</td>
<td>87</td>
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<tr>
<td>2015-16</td>
<td>$6.03M</td>
<td>87</td>
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<tr>
<td>2016-17</td>
<td>$5.96M</td>
<td>83.5</td>
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<tr>
<td>2017-18</td>
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<td>2018-19</td>
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<tr>
<td>2019-20</td>
<td>$6.38M</td>
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## STATE COUNCIL ON DEVELOPMENTAL DISABILITIES (SCDD)  
### Fiscal Year 17-18

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<tr>
<th>Lease Number</th>
<th>Unit</th>
<th>Occupant</th>
<th>Address</th>
<th>City</th>
<th>Zip</th>
<th>Sq.Ft.</th>
<th>Rent FY 2017-18</th>
<th>New Monthly Rent</th>
<th>Current Monthly Rent</th>
<th>Price Per Sq.Ft.</th>
<th>Lease Exp.</th>
<th># Staff</th>
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<td>2344 - 022</td>
<td>100</td>
<td>SCDD - Headquarters</td>
<td>1507 21st St., Suite 210</td>
<td>Sacramento</td>
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<td>$162,983.52</td>
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<td>$12,196.80</td>
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<td>1,104</td>
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<td>1515 Clay St., 3rd Floor</td>
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<td>94612</td>
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<td>$61,332.00</td>
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<td>2560 N. First St., Ste. 280A</td>
<td>San Jose</td>
<td>95131</td>
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<td>1/30/2016*</td>
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<tr>
<td>0755 - 003**</td>
<td>108</td>
<td>Sequoia Office</td>
<td>770 E. Shaw Ave., Suite 100 &amp; 123</td>
<td>Fresno</td>
<td>93726</td>
<td>1,134</td>
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<td>Orange County Office</td>
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<td>Santa Ana</td>
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<td>06/30/18</td>
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<td>4912 - 001**</td>
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<td>San Bernardino</td>
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<td>$6,500.64</td>
<td>$2.32</td>
<td>11/30/16</td>
<td>6</td>
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<tr>
<td>2612 - 003</td>
<td>113</td>
<td>San Diego Imperial Office</td>
<td>8880 Rio San Diego Dr., Ste. 250</td>
<td>San Diego</td>
<td>92101</td>
<td>2,560</td>
<td>$114,337.56</td>
<td>$9,526.13</td>
<td>$9,238.94</td>
<td>$3.72</td>
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<td>2344 - 022</td>
<td>100</td>
<td>Reg. Office Operations</td>
<td>1507 21st St., Suite 210</td>
<td>Sacramento</td>
<td>95811</td>
<td>1,497</td>
<td>$36,300.00</td>
<td>$3,025.00</td>
<td>$2,950.00</td>
<td>$2.02</td>
<td>12/31/17</td>
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Total per month: $70,288.67
# State Council on Developmental Disabilities

**State Council Budgeted Base**  
**Fiscal Year 2017-18 Budget**

<table>
<thead>
<tr>
<th>Categories</th>
<th>Basic State Grant (BSG)</th>
<th>Clients' Rights Advocates/ Volunteer Advocacy</th>
<th>Quality Assessment</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal Funds</td>
<td>State Grants</td>
<td></td>
<td>State Grants</td>
</tr>
</tbody>
</table>

1. **Personal Services:**

   **Net Salaries & Wages**  
   - Federal Funds: $3,497,568  
   - State Grants: $927,000  
   - Quality Assessment: $1,288,239  
   - TOTAL: $5,712,807

   **Temporary Help / Honorarium**  
   - Federal Funds: $66,500  
   - State Grants: $-  
   - Quality Assessment: $-  
   - TOTAL: $66,500

   **Staff Benefits**  
   - Federal Funds: $1,735,701  
   - State Grants: $441,000  
   - Quality Assessment: $630,637  
   - TOTAL: $2,807,338

   **Total Personnel Services**  
   - Federal Funds: $5,299,769  
   - State Grants: $1,388,000  
   - Quality Assessment: $1,918,876  
   - TOTAL: $8,586,645

2. **Operating Expense and Equipment:**

   **General Expense**  
   - Federal Funds: $62,007  
   - State Grants: $75,000  
   - State Grants: $20,000  
   - TOTAL: $157,007

   **Printing**  
   - Federal Funds: $60,768  
   - State Grants: $9,000  
   - Quality Assessment: $5,000  
   - TOTAL: $74,768

   **Communications**  
   - Federal Funds: $76,525  
   - State Grants: $25,000  
   - State Grants: $10,000  
   - TOTAL: $111,525

   **Postage**  
   - Federal Funds: $33,006  
   - State Grants: $14,000  
   - State Grants: $45,000  
   - TOTAL: $92,006

   **Travel-in-State:**  
   - Federal Funds: $327,000  
   - State Grants: $64,000  
   - State Grants: $50,000  
   - TOTAL: $441,000

   **Out-of-State Travel**  
   - Federal Funds: $3,000  
   - State Grants: $-  
   - Quality Assessment: $-  
   - TOTAL: $3,000

   **Training (Tuition and Registration)**  
   - Federal Funds: $5,000  
   - State Grants: $15,000  
   - State Grants: $1,000  
   - TOTAL: $21,000

   **Facilities Operations (Rent)**  
   - Federal Funds: $643,000  
   - State Grants: $24,000  
   - State Grants: $245,000  
   - TOTAL: $912,000

   **Utilities**  
   - Federal Funds: $6,000  
   - State Grants: $-  
   - State Grants: $2,000  
   - TOTAL: $8,000

   **Interdepartmental Services:**  
   - Federal Funds: $411,000  
   - State Grants: $134,040  
   - State Grants: $156,000  
   - TOTAL: $701,040

   **External Contract Services**  
   - Federal Funds: $67,000  
   - State Grants: $3,000  
   - State Grants: $2,500  
   - TOTAL: $72,500

   **Data Processing (Software, licenses, etc.)**  
   - Federal Funds: $19,000  
   - State Grants: $18,000  
   - State Grants: $6,624  
   - TOTAL: $43,624

   **Statewide Cost Allocation Plan (SWCAP)**  
   - Federal Funds: $25,000  
   - State Grants: $-  
   - State Grants: $-  
   - TOTAL: $25,000

   **Other Items of Expense**  
   - Federal Funds: $5,000  
   - State Grants: $91,000  
   - State Grants: $664,000  
   - TOTAL: $760,000

   **Total Operating Expense and Equipment**  
   - Federal Funds: $1,743,306  
   - State Grants: $472,040  
   - State Grants: $1,207,124  
   - TOTAL: $3,422,470

3. **Community Grants**  
   - Federal Funds: $260,000  
   - State Grants: $-  
   - State Grants: $-  
   - TOTAL: $260,000

4. **Total Council Budget (1 + 2 + 3)**  
   - Federal Funds: $7,303,306  
   - State Grants: $1,840,000  
   - State Grants: $3,126,000  
   - TOTAL: $12,269,000

5. **Total Estimated Grants & Contracts**  
   - Federal Funds: $6,480,000  
   - State Grants: $1,840,000  
   - State Grants: $3,126,000  
   - TOTAL: $11,446,000

6. **Prior-Year Unexpended BSG Savings**  
   - Federal Funds: $1,279,000

9/11/2017
## 2017-18 Vacancies (BSG)

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
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<tbody>
<tr>
<td>HQ Information Officer</td>
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<tr>
<td>HQ Office Technician</td>
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<tr>
<td>HQ Office Technician</td>
<td>$20,050</td>
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<tr>
<td>HQ Staff Service Analyst</td>
<td>$22,075</td>
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<tr>
<td>North Coast Regional Manager</td>
<td>$58,068</td>
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<tr>
<td>Sacramento Office Technician</td>
<td>$36,454</td>
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<tr>
<td>North Bay Office Technician</td>
<td>$36,454</td>
</tr>
<tr>
<td>North Bay Comm. Prog. Specialist II</td>
<td>$57,408</td>
</tr>
<tr>
<td>North Valley Hills Comm. Prog. Specialist II</td>
<td>$57,408</td>
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<tr>
<td>Orange County Office Technician</td>
<td>$17,526</td>
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<tr>
<td><strong>Sub Total</strong></td>
<td><strong>$414,253</strong></td>
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<tr>
<td><strong>Benefits</strong></td>
<td><strong>$186,414</strong></td>
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<td><strong>Grand Total</strong></td>
<td><strong>$600,667</strong></td>
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### FEDERAL GRANT (BSG)
Based on Federal Fiscal Year

<table>
<thead>
<tr>
<th></th>
<th>Annual Grant Award</th>
<th>Monthly Expenditure</th>
<th>Year-To-Date Expenditure</th>
<th>Balance</th>
<th>Deficit YTD</th>
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</thead>
<tbody>
<tr>
<td>Operating Expenses</td>
<td>$1,740,236</td>
<td>$72,023</td>
<td>$1,275,646</td>
<td>$464,590</td>
<td>$166,073</td>
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<td>Grants / Special Items</td>
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<td><strong>Total</strong></td>
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<td><strong>$546,706</strong></td>
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<td><strong>$1,211,044</strong></td>
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### QUALITY ASSESSMENT (QA)
Based on State Fiscal Year

<table>
<thead>
<tr>
<th></th>
<th>Annual Budget</th>
<th>Monthly Expenditure</th>
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<th>Balance</th>
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</thead>
<tbody>
<tr>
<td>Personal Services &amp; Benefits</td>
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<td>$133,392</td>
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<td>Operating Expenses</td>
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<td><strong>Total</strong></td>
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<td><strong>$154,014</strong></td>
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### CRA/VAS
Based on State Fiscal Year

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<thead>
<tr>
<th></th>
<th>Annual Budget</th>
<th>Monthly Expenditure</th>
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<th>Balance</th>
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<tbody>
<tr>
<td>Personal Services &amp; Benefits</td>
<td>$1,368,000</td>
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<td>Operating Expenses</td>
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<td><strong>Total</strong></td>
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<td><strong>$108,764</strong></td>
<td><strong>$1,731,236</strong></td>
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Updated 10/2/17
ITEM #7

ADDRESSING THE STRUCTURAL DEFICIT
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
STRUCTURAL DEFICIT WORKGROUP MEETING
Tuesday, September 12th, 2017    10:00 A.M. - 5:00 P.M.

Meeting Objectives
1) Identify at least $765,000 in cost savings
2) Develop recommendations for senior management/Administrative Committee

Workgroup Values
1) Cost saving recommendations must be aligned with SCDD’s mission
2) Recommendations should minimize impact on SCDD staff
3) The workgroup is part of a larger, public process
4) Actions will only be taken in a thoughtful, deliberate manner
5) SCDD must live within our means

Workgroup Ground Rules
1) All workgroup members get a vote
2) What is discussed during the workgroup stays with the workgroup (all information is confidential)
3) Decisions should be made based on what is best for SCDD vs. what is best for specific individuals
4) There are no bad ideas – workgroup members should be free to think creatively
5) Treat each other with respect at all times, especially during sensitive discussions
2017 WORKGROUP SUMMARY
AND RECOMMENDATIONS
Recommendations

1) Consolidate the North Bay and North Coast regions and close the North Bay office

**Estimated savings of $250,000**

2) Co-locate the Sacramento office with Headquarters, including a shared Office Technician (front office staff)

**Estimated savings of $92,000**

3) Share Office Technicians between offices (roughly one Office Technician for every two offices) and upgrade Office Technicians to Program Techs, as allowable

**Estimated initial savings of $20,000** (additional future savings achieved through attrition)

4) Keep two Office Technician positions at Headquarters vacant

**Estimated savings of $52,000**

5) Achieve savings from move of San Diego regional office

**Estimated savings of $50,000**

6) Achieve savings from move of San Bernardino regional office

**Estimated savings of $25,000**

7) Require use of “Wanna Get Away” fares, whenever possible, for Council member and staff travel

**Estimated savings of $5,000**

8) Provide the Council and committee members with iPads instead of paper packets

**Estimated savings of $60,000**

**Total Estimated Savings - $554,000** (plus any savings achieved from future subleasing, revenue increases, Office Technician sharing, reduction in Office of Technology (OTech) costs, etc.)
Ideas Discussed (but not recommended at this time)

1) Co-locate the Bay Area and Central Coast offices near Fremont
2) Merge the North Bay and Sacramento regions. Use the office in Sacramento. North Bay staff telework.
3) Create a sub-lease opportunity in the North Coast region
4) Close the North State office and have the Community Program Specialist II telework
5) After exhausting sub-lease opportunities in Oakland and Stockton, co-locate the Bay Area and North Valley Hills offices near Tracy and have staff primarily telework
6) Co-locate the North Valley Hills, Sacramento, and Headquarters offices in Sacramento
7) Co-locate the Orange County and San Diego offices near Oceanside
8) Sub-lease space from Regional Center of the East Bay for the Bay Area office
9) Continue using a shared Regional Manager for the North Coast and North State offices
10) Reduce number of Managers attending Council meetings
11) Reduce number or duration of Statewide Self-Advocacy Network (SSAN) meetings
12) Limit Managers to three face-to-face meetings per year
Follow Up Actions/Best Practices

1) HR to develop forecast of pending retirements

2) Managers routinely remind staff to decrease leave balances and mandate use for anyone over 640 hours

3) Pursue funding for the following:
   a. Monitoring/evaluating HCBS compliance
   b. Purchase of Service disparities (possibly as regional center vendor)
   c. Grants from regional center foundations
   d. POST trainings that we are already conducting
   e. Trainings for regional center staff
   f. Trainings for Community Care Licensing staff

4) Utilize QA funding for activities that are consistent with BSG goals (systemic issues)

5) Request permission from Department of Developmental Services to follow up on needs identified during QA interviews. Can we utilize existing funds for this purpose and/or create analyst positions for information & referral? Families are currently frustrated with the lack of follow up.

6) Create on-going staff workgroup to review different revenue possibilities — connect with other departments to discuss options (Department of Rehabilitation, Education)

7) Contact the California Endowment regarding potential grant opportunities

8) Investigate what Department of General Services would require if we were to sub-lease space with community organizations

9) Inform all staff and Council members of STD 236 Form, which allows hotels the option of not charging taxes

10) Provide all staff with a training webinar on purchasing

11) Eliminate all unused phone numbers

12) Inform staff how long offices need to keep records

13) Instruct Regional Managers to report back with 3 potential sub-lease options in their local communities (not regional centers and not including HQ or LA office). Things to keep in mind include workspaces, conference rooms, storage and accessibility.

14) Seek delegated authority from Department of General Services for leases under $50,000

15) Check with Office of Technology on cost to support teleworkers in regional offices
ITEM #8

PUBLIC COMMENTS

• Written Public Comments
Subject: Join us for our State Council Meeting on Tuesday, September 19th!

From: Nicole Neff
Sent: Tuesday, September 26, 2017 2:47 PM
Subject: RE: Join us for our State Council Meeting on Tuesday, September 19th!

Hello Nancy Bargmann and Pete Sanchez,

I facilitate our Parents Empowering Parents (PEP) Special Needs Support Group here in Solano County, where we have over 250 members, and I routinely email blast all of our local special needs happenings including the State Council on Developmental Disabilities. I was recently made aware from multiple Special Needs Parents that our local SCDD in Vallejo will be closing. Our representative, Lisa Hooks, has been an avid supporter of our families and has made multiple presentations for our families in the last two + years that she has been here. Last summer she facilitated our meet & greet / tour of the Vacaville Police Station as well as a Vacaville Fire Fighter Station. She has spoken at our Monday Night Support Group Educational Trainings on various topics ranging from Bullying, IEP’s, IPP’s and how to advocate your for our families and file complaints. Lisa has even spoken at Liberty Church in Fairfield with Gerald Huber (Solano County IHSS) and myself. Lisa is such an asset to Solano County where we have nearly 4,000 special needs persons in our community! We cannot lose Lisa Hooks nor our local office that is doing such fabulous things for our community members.

In your last meeting (see below) on Sept. 19th you sent out a budget from Sept. 1, 2017 that shows we are only in a deficit of $100,000 (I attached the last page). Ever since Lisa Hooks was assigned to our area she has not had any staff members. I am sure she has been saving Solano County thousands by taking on all of the work herself. Surely you can find another way to generate funds or make cuts from a different county. Having an office in Ukiah does not make sense based on the number of special needs families that live here vs. small rural Ukiah. Not to say that they don’t need services, however Solano County needs them more based on sheer numbers.

If you take Lisa Hooks and our local office away from us in Vallejo, who will be her replacement?

I am urging all of our Special Needs Families to email our local representatives: Pete Sanchez and Nancy Bargmann to Save our SCDD office in Vallejo! We cannot let our community be deprived of these crucial services.

Sincerely,

Nicole Neff Ⅱ Special Needs Advocate

"All great achievements require time”  Maya Angelou
Dear Mr. Sanchez and Ms. Bargmann,

My name is Marr Angeles, I am a member of (PEP) Parents Empowering Parents and serve on Regional Advisory Committee for SCDD's North Bay region as a family advocate. I am thankful that Nicole Neff has informed our parents about this matter and I am very concerned about possible closure of our Vallejo office. The Vallejo office is our only representation in Solano county. Lisa Hooks has been very instrumental at providing support to self advocates and families all throughout Solano and Sonoma county. She has been a great resource for families, she has helped to provide trainings and support requested by self advocates in all aspects of employment, transportation, and listening to all their concerns on daily living struggles as individuals with disabilities. For families she has been supportive of recent and ongoing IEP clinics, aiding families to improve advocating for their children in the school system. She has also been involved in Self Determination seminars which is helping families be more informed of upcoming changes. She is doing amazing things in our community, relocating our local representative and office will be detrimental to Solano county. I am urging you all to reconsider and keep our local resources in our community.

Sincerely,

Marr Angeles
September 26, 2017

To whom it may concern:

My name is Marr Angeles, I am a parent to a 14 year old child with moderate autism. I am also a member of PEP – Parents Empowering Parents and serve on Regional Advisory Committee for SCDD’s North Bay region as a family advocate. I thank Nicole Neff for a recent update to parents regarding the possibilities of closing our local SCDD in Vallejo, California and losing our local representative, Lisa Hooks.

As a member or RAC (Regional Advisory Committee), Lisa Hooks has been instrumental in providing support to self-advocates as well as family advocates. I’ve been able to attend self-advocate trainings where she supports individuals with intellectual disabilities learn how to advocate for themselves, how to hold and attend public meetings, discuss transportation options, inform them in lay terms of all of the changes in our community, and listen to their concerns regarding daily living struggles as individuals with disabilities. Ms. Hooks has always presented herself as a caring individual toward individuals with disabilities, taking the extra time to explain things to those who do not understand their rights. As a mother of a disabled child, this truly has impressed me, it shows that there is someone in the community that truly cares about this population. As the Regional Manager, I have worked with her on trying to find the disparities in Solano county and trying to reach out to different communities. She has always made the extra effort to find communities that are not aware of their local resources.

As a parent, Ms. Hooks has been much involved with parents. She has supported many of our local trainings on IPP, Self Determination, Bullying and Autism Awareness, recent and ongoing IEP trainings, just to name a few. Her role as Regional Manager has helped empower parents to advocate for their children, she has helped me as well. There have many community outreach programs such as Fire department and police department tours, attending school outreach booths to let parents know that we have a representative in the area. Overall, her presence in the community is strong, respected and appreciated.

I strongly ask that you please reconsider keeping the Vallejo office, we need a good representative such as Ms. Lisa Hooks in our county. The Vallejo office is our only representation in Solano and Sonoma county. I am urging you to keep our local resources in our community, there is indeed a strong need to have Disability Rights office here in Solano county.

Sincerely,

Marr Angeles
September 28, 2017

To Whom It May Concern:

I am writing on behalf of the Parents Empowering Parents of Solano County. I am a mother of 2 special needs children and we need to keep the Vallejo office SCDD and Lisa Hooks here in our county where she serves both Solano and Sonoma counties. We have a current explosion of people both self-advocates and children in this area that need these resources. My family has directly been served from SCDD, with the trainings on IEPs, the self-determination act, bullying, childcare council, Vacaville PD tour and awareness, Vacaville Fire Station Tour, helping our kids to become self-advocates in the school and community. The need is definitely here in the county, the special needs community is ever growing I can't imagine not having all the great resources and direct representation from Lisa Hooks the manager at the Vallejo SCDD office. This county needs this office and all it provides. Please consider our plea as we are the voice of our children now. One day they will be their own voice in self advocacy and will need the guidance and support from this council office. Thank you for your time.

Sincerely,

Lucia Bogacki
September 29, 2017

To the State Council on Developmental Disabilities:

We are writing to you to express our gratitude for Lisa Hooks and the local Vallejo office. Lisa has been instrumental in helping our daughter Rayna achieve an accurate and complete IPP with North Bay Regional Center. Lisa went above and beyond to meet with us and discuss our goals for Rayna and how to properly have them worded and categorized in her IPP. Lisa even took the time to educate and coach Rayna's Service Coordinator on her IPP. Because of Lisa we were able to get detrimental services funded by North Bay, including gaining our Respite Hours back as well as Parent Paid Trainings to help advocate for our special needs daughter.

Lisa not only has helped Rayna but hundreds of families in Solano County. I run a special needs parent support group called Parents Empowering Parents, where Lisa has come out to give various trainings on Bullying, IEP’s, IPP’s, how to advocate using the Lanterman Act, how to file complaints etc. She even hosted two events last summer where our Special Needs Families did a meet and greet plus tour of the Vacaville Police Station and a Vacaville Fire Station. Lisa has also participated in our Child Care Council, advocating with us on the need for local child care so parents are able to return back to their careers in hopes of having qualified and trained special needs care givers.

Solano County has nearly 4,000 special needs individuals living in residential homes and soon the Sonoma Developmental Center will be closing causing this number to greatly increase. We cannot lose our local representation in Solano County with these numbers. Lisa has been our local representative for over 2 years now and in this time, she has been managing the Vallejo SCDD office solo! She has been saving thousands by going above and beyond to service Solano and Sonoma counties. Moving her to Ukiah would devastate our community, leaving our special needs community without any representation. We must keep our local office so that we may continue to have Lisa hold her local education trainings, attend IEP’s, IPP’s and any other special needs matter. Thank you for your review of this matter. I assure you the $100,000 deficit can surely be made up elsewhere. If Lisa can manage Solano and Sonoma counties on her own these past 2 years with making such a huge impact, we can find another area where cuts can be made!

Sincerely,
Nicole and Chris Neff
September 30, 2017

Debbi Davis, RN
Special Care Supported Living Services

To the State Council on Developmental Disabilities:

I was appalled when I heard that the Solano County office with Lisa Hooks is slated to be closed! Lisa has been so helpful over the years with linking our special needs families to resources and services. She is an integral part of the disabilities community in Solano and participates on many task forces, collaborative groups, and planning meetings as we work together to help advocate for the needs of children and adults with disabilities in our local communities.

She has assisted us with events and training opportunities across the County. Solano County has nearly 4,000 special needs individuals living in our communities in Solano. With the upcoming closure of the Sonoma Developmental Center, many more high intensity high needs individuals will be transitioned to community based settings, many of them in Solano. Without her presence and leadership, many of these families, as well as providers, will go without the necessary support and training that they need in order to integrate into Solano County and be connected to local resources and services.

The loss of Lisa Hooks and the Solano SCDD office would leave a huge void in our community. We ask you to reconsider your geographical changes in order to best meet the needs of the communities you serve.

Sincerely,
Debbi Davis, RN
October 1, 2017

To whom it may concern:

My name is Karim Calle, I am a parent to a 4 year old child with a diagnosis of moderate-severe autism. I am also a social worker currently serving Foster Youth and a member of Parents Empowering Parents (PEP). It has been brought to my attention that due to the new budget there is a possibility of closing our local SCDD in Vallejo, California and losing our local representative, Lisa Hooks.

Ms. Hooks has been instrumental in providing support to self-advocates, family advocates and professionals in the field of advocacy. I’ve been provided with the opportunity to attend trainings where her support has been instrumental in my professional and personal growth. These trainings have provided me with tools I need to prepare me for my daughter’s future. Most importantly, I have been able to pass this information to my colleagues to better serve our youth who are at risk for homelessness. Ms. Hooks has demonstrated the effort, compassion, courage and respect that our special needs community demands. In many occasions, Ms. Hooks so humbled by her presence is consistently providing the information of local resources.

I strongly urge that you please reconsider keeping the Vallejo office, we need a good representative such as Ms. Lisa Hooks in our county. Parents and professionals as myself need a determine representative in Solano and Sonoma County. Overall, her presence in the community is strong, respected and appreciated.

Sincerely,

Karim Calle
Oct. 2, 2017
Maricarmen Dorigatti

To the state council on developmental disabilities

It has been brought to my attention that a valuable and much needed service in my community is at risk of being removed. This is not only upsetting for myself and my family, but to the many individuals and families that have received valuable information from your team that has had presence here in Solano County. Lisa Hooks and the SCDD has helped empower many families and individuals through the various training and presentations offered in our county. Moving such a valuable asset in our community would affect nearly 4,000 families. Moving such assets to rural Ukiah, where the need may not be as intense due to population, would cost your organization more money in the long run.

My deep concern for this issue stems from being a parent advocate and community member in Solano County who cares deeply about our families and individuals with special needs. I Maricarmen have 2 children with developmental disabilities my daughter who is 10 with severe ADHD, OCD, and anxiety, and my son with moderate to severe autism ADHD, and anxiety. I also am deeply involved in the special needs community in Solano County as I help facilitate Vacaville parents empowering parents support group, on the committee for the Play for all park, as well as serve as the board secretary for the Matrix parent network board of Directors. Being in these roles in our community has truly let me see what a benefit it has been to have a local SCDD office and valuable representative Lisa hooks is. Moving these services would be tragic to our community.

In conclusion as a concerned member of our community I plead with you not to relocate these services and Lisa hooks to rural Ukiah. Please consider other ways to adjust your budget at would not affect this many families and individuals.

Thank you for your time.

Sincerely,
Maricarmen Dorigatti
Parent Advocate || Vacaville Parents Empowering Parents (V.P.E.P.) parent support group facilitator ||
Matrix Parents Network-Board of Directors – Secretary
Oct 2, 2017

To whom it may concern:

My name is Desiree Bada and my three-year-old daughter, Aria, has been diagnosed with Autism Spectrum Disorder. I have heard through PEP - Parents Empowering Parents, news of the possible closing of our local SCDD in Vallejo, California and losing our local representative, Lisa Hooks.

Parents of children with autism need the support of people like Lisa Hooks who provide trainings to help us in the care of our children. Many of us do not know how to advocate for our children and the help she provides help our children reach their highest potential. This will lead to decreased costs in the long run because as adults, many of these children will need less long-term services if they are provided with resources early on.

As the mother of a young child, I have relied strongly on the support and teachings of these trainings and it would be unfortunate for resources like Lisa Hooks to disappear.

I ask that you please reconsider keeping the Vallejo office, and Ms. Lisa Hooks in our county. The Vallejo office is our only representation in Solano and Sonoma county. We need to keep our local resources in our community to help take care of those with disabilities.

Sincerely,
Desiree P. Bada
October 2, 2017

To whom it may concern:

My name is Daphne Dunstan and I am a mother of two special needs boys with Autism. William is 16 and Edward is 12 years old. I serve on Regional Advisory Board for SCDD as a family advocate and I am also a member of Parents Empowering Parents. I was recently informed through my support group that there is a possibility that SCDD Vallejo office may close and our Regional Manager, Lisa Hooks will be relocated to Ukiah.

This would be very detrimental to Solano and Sonoma counties. Our Regional Manager, Lisa Hooks has been a big part of the special needs community for both self-advocates and family advocates. Helping our families with IEP’s, IPP’s, Self Determination, Safety Awareness, Bullying and so many other aspects that affect families and individuals with disabilities. It is important to keep a physical office in Solano county so that families and individuals with disabilities can feel supported. Just having a representative via phone is not ideal. Many of these self-advocates want personal connections and need to know the person they are trusting. I cannot express enough how impressed I am at the level of care and compassion Lisa Hooks has for our communities, she is an outstanding advocate for this population.

I understand there is a deficit and it all comes down to budget. But please consider keeping the office in Solano county, even if it means relocating to another building or area. Right now, the current building is ideal because it’s near the library and accessible to those who take public transportation.

Thank you for taking the time to read this. I will be attending your public meeting when this topic is discussed. Please make sure the public is aware of when the meeting will occur because we truly care about the resources and the support that SCDD has provided Solano county.

Sincerely,

Daphne Dunstan
Hello Aaron, Gabriel, Pete and Nancy. Our PEP (Parents Empowering Parents) Special Needs Support Group is very active in Solano County. We are urging you to keep our local SCDD office here in Solano County and we wrote letters about Lisa Hooks and her dedicated advocacy. Please take a moment to read these letters and let us know when we can attend one of your meetings regarding this issue.

Parents, if you would like to write Aaron Carruthers, Gabriel Regin, Pete Sanchez and Nancy Bargman a letter expressing your experiences with Lisa Hooks and her advocacy, please do so ASAP.

We cannot lose our local representation when we have nearly 4,000 individuals with Special Needs in Solano County and that does not include the numerous persons from the Sonoma Developmental Center that is closing! Moving our representative and office to rural Ukiah does not work. There are other ways to recoup the $100,000 deficit (see attached chart from Sept meeting), but not from our local office where Lisa has been running efficiently without a staff/team to assist her for these past 2 years!

Sincerely,

Nicole Neff Il Special Needs Advocate
Rayna's Resistance

"All great achievements require time"  Maya Angelou
October 3, 2017

To Whom It May Concern:

My name is Mary Bustamante. I am a special needs mom who is raising a 10 year old name Jaiden. I had a privilege of attending the monthly RAC meetings twice now. Through these meetings as a public attendee, I saw firsthand of how much work and dedication Lisa hooks has worked in our community. The meetings have taught me that I am never alone in I.E.P. meetings because there are so many resources available. I have learned that not many people attend these meetings because people are just learning about it through Lisa Hook’s efforts and hard work.

I recently receive an email from Nicole Neff saying that Lisa hooks office in Vallejo might be closing. I am saddened by this news because this is the only office that serves the Solano and Sonoma families. My recent meeting i have learned that Lisa Hooks is trying to help special needs parents in Vallejo. As a mom who grew up in Vallejo and now have a child in a Vallejo school district i have realized how important the community needs to be together instead of separating. I have seen so many changes with teacher shortages and kids not getting the right support but Lisa hooks are working with other parents to change so much not only in Vallejo but in all Solano and Sonoma. She is a big advocate of North Bay regional centers and i know so many families depend on the therapy and support. Meeting Lisa hooks made me see that our community as a whole needs each one of us.

If you take away someone who has big plans than the community falls apart. We are all in this together. I was raised to believe it takes a whole village to raise a child and a special needs child needs more than a village. They need everyone working together. Lisa hooks is the missing piece of the puzzle, take her out and you will be taking out the big picture. I urge you to keep the office open since this is the only one that everyone relies on for support.

Thank you

Mary Bustamante
Dear State Council on Developmental Disabilities:

I am writing this letter to express our gratitude for Lisa Hooks and the local Vallejo Office and also to express concern that there are talks to close this local office. I am Gladys Fanning, the mother of a 9 year old boy diagnosed with moderate autism, ADHD and anxiety. I am an active member with the support group Parents Empowering Parents (PEP) in Solano County as well as an elementary school teacher at a local charter school.

As a parent to a child with special needs, I rely on information from workshops that are offered to parents and all the extra supports and resources Ms. Hooks has provided our county not only for my son but for families I teach that may need this information. She has been instrumental in trainings such as IPP, Self-Determination, Bullying and Autism Awareness, IEP training and even field trips to the Vacaville Fire Department and the Vacaville Police Department. My son has participated in these field trips that he otherwise would not have had a chance as students with special needs are often overlooked when schools plan these kinds of field trips. All these resources and many more that Ms. Lisa Hooks has planned and assisted with in our county have been valuable not only for my family but the countless other families in Solano and Sonoma Counties.

I am asking that you strongly reconsider your decision to close the Vallejo Office. There are other ways to cut back on costs. However, closing this only local office and leaving the families in this area without a caring, hard-working and respected individual like Ms. Lisa Hooks, will cost more in the long run. People with developmental disabilities and their families will not have the knowledge and support that Ms. Hooks has offered to create a better quality of life for themselves and the ones they love.

Sincerely,

Gladys Fanning, M. Ed.

Special Needs Advocate, Parent & Teacher
October 4, 2017

To Whom it May Concern,

I am a grandmother of a special needs grandson living in Vacaville, Ca. I am also a member of the support group Parents Empowering Parents (PEP). I have attended workshops where Lisa Hooks informed us of beneficial information. She has taught us what we should do; how we should do; and when we should do. There is something about a physical presence that truly helps people that cannot be helped by speaking over a phone.

There are still many parents lost in the world of special needs and Lisa is doing an absolute great job in reaching those individuals and families. Here in Solano alone there is nearly 4,000 special needs individuals who need her help and direction. When I attended workshops she has facilitated, she is full of information, well organized and attendees walk away with much knowledge. She makes everyone feel important and heard. She takes her time answering all questions and will speak individually with a person if needed.

We need Lisa present in this area. She has not only been serving Solano county but Napa and Sonoma as well. Moving her to far away Ukiah would leave our area unserved and be detrimental to the special needs community she serves. I am sure that Solano, Napa and Sonoma's special needs population is much greater than Ukiah's. Please do not take that I am saying Ukiah is not worthy of help, not so. I am simply saying that Lisa should stay where she is established and has fine tuned her operation making her very efficient with time and money.

The cost in moving out of the area, setting up everything new, plus then having to also find a way to take care of our area, seems would be money not spent wisely. I would highly reconsider any thought of closing the Vallejo office.

Respectfully,
Dena Self
October 5, 2017

RE: Closing Vallejo SCDD Office

To whom it may concern:

My name is Christa Poe and I am the mother of a 13yr old disabled young lady. My daughter is considered severely disabled and has been diagnosed with Cerebral Palsy, Ataxia, Autism, Epilepsy, ADD, Mobility Impairment, and she is non-verbal. I am writing you today to express my grave concern over the discussion to close our local SCDD office in Vallejo and move it to Ukiah. As a special needs parent, I have been faced with many challenges and I can honestly say the greatest challenge that I have been faced with over the years, is the lack of local support, resources and knowledgeable people. This has been a struggle since the first week my daughter was born and we were in Neonatal Infant Care Unit. I felt alone and abandoned. Those feelings have continued over the years.

I first met Lisa Hooks during a parent driven group of people, that came together to help address the lack of local child care options. She was one of the very first community organization leaders to step up and offer her expertise. At the time, I did not know who she was, but what I learned immediately was that she knew her stuff, she was a go getter, and her heart was in her job, which as I’m sure we can all agree, is not “the average” person.

What I later learned about Lisa, was that she had follow through. I have come across people during my journey through the special needs world that have good intentions, but don’t have follow through. Lisa has proven time and again, that she is not only an expert in her field, she not only has a heart and true calling for it, but she is willing to go the extra mile until her responsibility with the matter is complete. When I heard that there was consideration of closing our local SCDD office I was astonished. Solano County is UNDERSERVED! Truth is though, she doesn’t just serve Solano County, she serves over 10,000 individuals with special needs in 3 different counties which includes Solano, Sonoma and Napa County. How could you even consider closing an office that is already maxed out, in fact, we should be discussing options to expand our local office and build a larger team to support our area. Lisa Hooks, is a one woman show! She ALONE runs an office and provides services, resources and guidance to families that have no one else. She is efficient, but she should NOT be doing this alone.

It has been discussed to relocate the SCDD office to Ukiah to save money, but I think it is safe to say that there is more at stake here than just saving a few dollars. I think we should be looking at how to improve services, processing times and spending money wisely. Moving the office does not improve ANY of those items. It takes much needed resources and makes them inaccessible for special needs families, and this alienates our families that are severely struggling. This move would sabotage the local area. I am asking you to reconsider your options and find an alternative way to save the money that you think closing the Vallejo office would save. There is much more at stake! I appreciate your time and consideration.

Sincerely,

Christa Poe
Special Needs Parent
October 5, 2017

To: Gabriel Rogin

State Council on Developmental Disabilities

I want to share my opposition to closing the local State Council office in Vallejo. Closing this office would result in a loss of services and supports that is critical to my 18 year old son with autism. Please vote not to close the Vallejo office as we have very limited resources in Solano county. This is a resource that has provided much support to all of us that need it.

Thank you for your time and your consideration.

Sofya Al-Ezzani
Dear State Council on Developmental Disabilities,

I want to share my opposition to closing the local State Council office in Vallejo. Closing this office would result in a loss of services and supports that is critical to me and/or my family having the tools I and/or we need in order to be fully included in the community. Please vote not to close the Vallejo office.

Thank you for your consideration.

Name  ___Roxanne Moyà________________________

Sent from my iPhone
Roxie Moya
Dear State Council on Developmental Disabilities,

I want to share my opposition to closing the local State Council office in Vallejo. Closing this office would result in a loss of services and supports that is critical to me and my family having the tools we need in order to be fully included in the community. Please vote not to close the Vallejo office.

Thank you for your consideration.

Dawnelle Jackson