

Breakdown of Survey Responses – Cost Saving Ideas – November 19, 2015

1. Reduce Travel/Lodging Costs - 29 Responses

- a) Video/Skype/Web based/Conference Calls instead of in-person meetings – 18 Responses
(#6, #14, #24, #25, #28, #41, #42, #48, #51, #62, #63, #74, #78, #90, #103, #110, #113, #114)
- b) Reduce Regional Managers travel to State Council meetings (use call in) - 4 Responses
(#3, #54, #61, #96)
- c) Purchase cheaper, non-refundable airline tickets – 2 Responses
(#18, #37)
- d) Book travel in advance when tickets are cheaper – 1 Response
(#22)
- e) Coordinate travel through Super Shuttle – 1 Response
(#55)
- f) Keep SSAN meetings at Hawthorne Suites – 1 Response
(#77)
- g) Hold SAAC and Council meetings on same day – 1 Response
(#94)
- h) Hold Council meetings at cheaper locations (e.g. Alta Regional Center) – 1 Response
(#95)

2. Reduce Committee Meetings/Members – 25 Responses

- a) Reduce the number of State Council and/or committee meetings – 8 Responses
(#5, #8, #36, #69, #81, #82, #101, #111)
- b) Reduce the number of SSAN meetings – 6 Responses
(#52, #60, #79, #80, #81, #87)
- c) Limit the number of Regional Advisory Committee meetings – 3 Responses
(#23, #53, #90)
- d) Reduce membership on the Employment First Committee – 3 Responses
(#86, #102, #120)
- e) Limit the number of State Council committees – 2 Responses
(#9, #34)
- f) Stop funding the SSAN – 1 Response
(#38)
- g) Eliminate the Administrative Committee/Merge with Executive Committee – 1 Response
(#117)
- h) Eliminate the MTARS Committee – 1 Response
(#119)

3. Office Mergers/Reductions – 20 Responses

- a) Consolidate HQ with the Sacramento Regional Office – 6 Responses
(#12, #26, #27, #43, #105, #118)
- b) Consolidate regional offices – 5 Responses
(#7, #25, #30, #58, #85)
- c) Reduce regional offices through staff attrition – 2 Responses
(#10, #100)
- d) Regional offices share office space with DRC/OCRA – 2 Responses
(#15, #85)
- e) Merge regional offices that don't currently have Managers – 1 Response
(#32)
- f) Co-locate offices with other State departments (EDD, DOR, etc.) – 1 Response
(#67)
- g) Identify smaller office spaces – 1 Response
(#88)
- h) Close the Ventura Office and merge with other offices – 1 Response
(#2)
- i) Eliminate offices and let staff Telework from home – 1 Response
(#13)

4. Staff Reductions – 12 Responses

- a) Reduce staff through attrition – 5 Responses
(#44, #47, #72, #89, #108)
- b) Eliminate BSG funding for CPS II's, OT's & OA's – 1 Response
(#19)
- c) Reduce BSG staff at Los Angeles Office – 1 Response
(#39)
- d) Eliminate BSG funding for OT's – 1 Response
(#40)
- e) Mandatory retirement for all employees 67 years and older – 1 Response
(#50)
- f) Eliminate the legal position – 1 Response
(#57)
- g) Eliminate 4 OT's through rearranging regions – 1 Response
(#121)
- h) Eliminate funding for the OA position – 1 Response
(#122)

5. Management Reductions – 12 Responses

- a) Reduce management by attrition – 5 Responses
(#44, #47, #72, #89, #108)
- b) Combine regions and reduce the number of Regional Managers – 4 Responses
(#4, #29, #73, #121)
- c) Eliminate Managers at regional offices – 1 Response
(#35)
- d) Leave one Deputy position open at HQ – 1 Response
(#11)
- e) Eliminate the Deputy Director of Regional Office Operations position – 1 Response
(#116)

6. Realign/Evaluate – 12 Responses

- a) Realign all job duties to fit within capacity of current staff – 1 Response
(#33)
- b) Evaluate necessity of all positions in relation to contribution to State Plan goals – 1 Response
(#49)
- c) Conduct a thorough budget review by State Council – 1 Response
(#56)
- d) Convene former SCDD Chairs for recommendations – 1 Response
(#59)
- e) Evaluate all regional offices to determine whether they are over staffed – 1 Response
(#71)
- f) Review current administrative processes and eliminate waste and redundancy – 1 Response
(#76)
- g) Develop a SCDD Strategic Plan – 1 Response
(#104)
- h) Review existing committee structure and membership – 1 Response
(#106)
- i) Fund Executive Director’s salary with BSG, QA, and CRA/VAS contracts – 1 Response
(#115)
- j) Upgrade the 15 OT’s to Staff Services Analyst positions – 1 Response
(#123)
- k) Invest more resources in NCI and request additional funding for BSG – 1 Response
(#31)
- l) Free up staff time by hiring a stenographer dedicated to taking minutes – 1 Response
(#97)

7. Purchasing/Office Supplies – 8 Responses

- a) Make use of surplus supplies (including brochures) within and between offices – 2 Responses
(#91, #109)
- b) Centralize Purchasing – 1 Response
(#70)
- c) Allow purchases to be made from cheaper vendors than the State requires – 1 Response
(#84)
- d) Increase scrutiny of office supply purchasing to avoid unnecessary purchases – 1 Response
(#107)
- e) Consolidate paper purchases for all offices – 1 Response
(#107)
- f) Provide the Council with a summary of the report on monthly activities – 1 Response
(#21)
- g) Reimburse staff for out-of-pocket expenses on a timely basis – 1 Response
(#16)
- h) Send NCI surveys in batches instead of all at once – 1 Response
(#92)

8. Technology/Equipment – 6 Responses

- a) Cancel cell phone service for staff (encourage use of personal phones) – 2 Responses
(#64, #83)
- b) Use OTech's Server Based Computing Service instead of DSS as our IT provider – 1 Response
(#93)
- c) Use Comcast Business or similar provider instead of Verizon as internet provider – 1 Response
(#98)
- d) Change our AT & T desk phones to Voice Over IP (VOIP) phone lines – 1 Response
(#99)
- e) Reduce the number of individual office jet printers – 1 Response
(#112)

9. Reduce Hours of Staff & Management – 6 Responses

- a) Voluntary reductions of hours for all employees – 2 Responses
(#17, #68)
- b) Change all employees to a schedule of four days per week – 1 Response
(#85)
- c) Reduce OT's to three quarter or half time – 1 Response
(#85)
- d) Use Workability students to do copying/mailling, etc. – 1 Response
(#85)
- e) Require staff to use up excess vacation/annual leave – 1 Response
(#20)

10. Increase Revenue – 6 Responses

- a) Bid on contract to monitor transition of residents from Developmental Centers – 1 Response
(#45)
- b) Obtain funding for individual advocacy – 1 Response
(#46)
- c) Apply for funding from foundations for specific program activities – 1 Response
(#65)
- d) Establish partnerships with organizations that raise funds for agency activities – 1 Response
(#66)
- e) Increase income – 1 Response
(#75)
- f) Rent out office space to other agencies – 1 Response
(#85)