



# NOTICE/AGENDA

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<b>PARTICIPANT CODE:</b>	<b>298-2825</b>

**STATE COUNCIL ON DEVELOPMENTAL DISABILITIES  
ADMINISTRATIVE COMMITTEE MEETING  
POSTED AT: [www.scdd.ca.gov](http://www.scdd.ca.gov)**

**DATE:** January 17, 2018

**TIME:** 10:00 AM – 12:00 PM

**MEETING LOCATION:**

Crowne Plaza Hotel  
5321 Date Avenue  
Sacramento, CA 95841

**TELECONFERENCE LOCATION(S):**

Department of Developmental Services  
1600 9<sup>th</sup> Street, Room 322  
Sacramento, CA 94224

**COMMITTEE CHAIR:**

Charles Nutt

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**Item 1. CALL TO ORDER**

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**Item 2. ESTABLISH QUORUM**

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**Item 3. WELCOME AND INTRODUCTIONS**

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**Item 4. APPROVAL OF OCTOBER 2017 MINUTES **

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**Item 5. 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.*

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**Item 6. CURRENT BUDGET PROJECTIONS**

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*Presented by Aaron Carruthers*

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**Item 7. CYCLE 41 GRANT ALLOCATION **

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*Presented by: Aaron Carruthers*

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**Item 8. SCDD COUNCILMEMBER TRAVEL POLICY **

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**Item 9. ADJOURNMENT**

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**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.



**DRAFT**

**Administrative Committee Meeting Minutes  
October 27, 2017**

**Attending Members**

Kristopher Kent  
Eric Gelber  
Charles Nutt (SA)  
Sandra Smith (FA)  
Ning Yang (SA)

**Attending In-Person**

Aaron Carruthers  
Gabriel Rogin  
Robin Maitino  
Gwendolyn Gill  
Lucia Bogacki  
Amber Garcia  
Jennifer Carpentier  
Marr Angeles

**Attending via Phone**

Clyde Pomeroy  
Mary Ellen Stives  
Scarlett VonThenen  
Sarah May  
Lisa Hooks  
Debra Kindley  
Denise Gorny  
Jenny Villanueva  
Mary Agnes Nolan

1. **Call to Order**

Committee Chair Charles Nutt (SA) called the meeting to order at 10:09 a.m.

2. **Establishment of Quorum**

A quorum was not present.

3. **Welcome and Introductions**

Members and others introduced themselves.

4. **Approval of the March 7, 2017 Minutes**

It was moved/seconded (Smith [FA]/Kent) and carried to approve the March 7, 2017 meeting minutes as presented. (For: Kent, Nutt, Smith, Yang; Abstain: Gelber)

5. **Introductions and Overview of SCDD Budget**

Executive Director Aaron Carruthers introduced himself to public members and provided an in-depth overview of the SCDD budget and budget process, as well as the history of addressing SCDD's deficit in 2015. The budget overview provided detailed information on the current budget pressures SCDD is facing and an explanation of where the pressures are stemming from. In short, the Council's deficit is largely caused by an increase in costs related to personal services, rent, and other facility costs.

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Legend:  
SA = Self-Advocate  
FA = Family Advocate

Following Director Carruthers overview of the budget, he opened up the meeting for questions/public comment on the process that was used in determining and/or addressing the deficit.

## 6. **Public Comments**

The following questions were asked during the first public comment period.

- **Q: Is there another way to achieve cost savings other than consolidating the North Coast and North Bay regions?**  
*A: This question will be addressed later in the presentation of recommendations.*
- **Q: What is the lease status for the Vallejo (North Bay) Office?**  
*A: The North Bay Office is currently in a soft lease, meaning SCDD could give notice without penalty.*
- **Q: What is the plan to address increases in personal service costs?**  
*A: Staff is researching a number of options.*
- **Q: Who is currently the Regional Manager in the North Coast Office?**  
*A: The North State Regional Manager is currently overseeing both offices.*
- **Q: How many vacancies are currently in the Vallejo (North Bay) Office?**  
*A: There are currently 2 vacancies.*
- **Q: Where does SCDD get their funding and how is it broken down?**  
*A: The sources and breakdown of SCDD's funding are on page 23 of the packet. This information can also be found at [Oct 27 2017.AdminPacket](#).*

### **Public Comments by Phone**

- **Q: What is SCDD's role in the Developmental Centers?**  
*A: Department of Developmental Services (DDS) oversees the Developmental Centers. However, DDS has a contract with SCDD to provide CRA/VAS services to clients residing inside the Developmental Centers.*

## 7. **Addressing the Structural Deficit**

The Structural Deficit Workgroup (Workgroup) met on September 12, 2017 to identify \$765,000 in cost savings and develop recommendations for senior management and the Administrative Committee. The Workgroup was able

to identify recommendations that would achieve approximately \$554,000 in cost savings. Those recommendations are listed below.

1. Consolidate the North Bay and North Coast regions and close the North Bay office. (Estimated savings \$250,000)
2. Co-locate the Sacramento office with Headquarters, including a shared Office Technician. (Estimated savings \$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 \$20,000)
4. Keep two Office Technician positions at Headquarters vacant (Estimated savings \$52, 000)
5. Achieve savings from move of San Diego regional office (Estimated savings \$50,000)
6. Achieve savings from move of San Bernardino regional office. (Estimated savings \$25, 000)
7. Require use of "Wanna Get Away" fares, whenever possible, for Council member and staff travel. (Estimated savings \$5,000)
8. Provide the Council and Committee members with iPads instead of paper packets. (Estimated savings \$60,000)

The Workgroup also discussed a number of other possible cost saving ideas that included telework opportunities, co-location of offices, sub-leasing office space, and merging offices together. Although, none of these are being put forth for consideration at this time, the Workgroup may consider them at a later time.

In addition, staff will continue to explore future funding opportunities, utilize QA funding whenever possible, and seek delegated authority on leases under \$50,000.

Following the proposed recommendations put forth by the Workgroup, the floor was reopened for questions/public comments. Below captures those questions/comments.

## 8. Public Comments

- **Q: Please provide a cost savings breakdown for the consolidation of the North Bay and North Coast regions?**

A: The cost breakdown is as follows:

<u>Category</u>	<u>Savings</u>
Manager II	\$ 89,639
CPS II	\$ 57,200
Office Technician	\$ 36,200
<b>Salaries &amp; Wages</b>	<b>\$ 183,039</b>
Staff Benefits	\$ 87,898
<b>Total Salaries &amp; Wages</b>	<b>\$ 270,898</b>
Facilities (rent)	\$ 24,500
OTECH	\$ 24,000
<b>GRAND TOTAL</b>	<b>\$ 319,398</b>

- **Q: Why did the Workgroup recommend closing the Vallejo office instead of the Ukiah Office?**

A: Closing the Vallejo (North Bay) Office would have less staff impact and Ukiah is more centrally located geographically.

Note: The public responded by stating that Vallejo has a larger population and requested that the Council consider population size when evaluating the impact of the closure.

### Phone Comments

- **Q: Can the Council received funds from endowments or private parties?**

A: No, I State agency may not accept private donations.

- **Q: If the Council received a grant from an endowment would that make us a non-profit?**

A: The Council may apply for and receive grant funding because work would be performed in order to receive funds, whereas a donation from an endowment or private party would be considered a gift.

### Follow-Up Questions/Comments

- **Q: Can the North Bay and North Bay office be moved to the center of the geographic location?**

A: Staff will research all Council recommendations.

- **Q: What will happen to the three Sonoma Developmental Center employees?**

A: At this time they will continue to work out of the Developmental Center

- **Q: Where is the money from the Developmental Center closures going?**

*A: Back into the State's General Funds*

- **Q: What is the transition period for Developmental Center clients?**

A: The Clients Rights Advocates will follow the clients for 12 months, after that Disability Rights of California will assist clients.

Upon conclusion of the public comment period, a public member handed out letters opposing the consolidation, and Assemblymember Jim Frazier's office offered their assistance in this matter.

## 9. **Final Recommendations**

It was moved/seconded (Kent/Yang [SA]) and carried to refer the Structural Deficit Workgroup's (Workgroup) recommendation one (1), to Consolidate the North Bay and North Coast regions and close the North Bay office, to the Executive Committee with the understanding that staff will continue to research the follow-up actions listed in the Workgroup recommendations. The Committee also requested that staff research North Coast and North Bay utilization and impact to the communities served. It was further moved to recommend the approval of Workgroup recommendations 2 – 8, which are stated below.

- Co-locate the Sacramento office with Headquarters, including a shared Office Technician (front office staff).
- Share Office Technicians between offices (roughly one Office Technician for every two offices) and upgrade Office Technicians to Program Techs, as allowable.
- Keep two Office Technician positions at Headquarters vacant.
- Downsize San Diego regional office.
- Downsize San Bernardino regional office.
- Require use of "Wanna Get Away" fares, whenever possible, for Council member and staff travel.
- Provide the Council and committee members with iPads instead of paper packets.

## 10. **Adjournment**

The meeting was adjourned at 11:54 a.m.

Council Report for FY 17-18  
Expenditures through

**November-17**

State Council on Developmental Disabilities

FEDERAL GRANT (BSG)

Based on Federal Fiscal Year

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance	Deficit
					YTD
Personal Services & Benefits	\$ 4,663,771	\$ 365,327	\$ 732,805	\$ 3,930,966	\$ -389,098
Operating Expenses	\$ 1,603,439	\$ 145,475	\$ 252,807	\$ 1,350,632	\$ -141,951
Grants / Special Items	\$ 260,000	\$ -	\$ -	\$ 260,000	
<b>Total</b>	<b>\$ 6,527,210</b>	<b>\$ 510,802</b>	<b>\$ 985,612</b>	<b>\$ 5,541,598</b>	<b>\$ -531,049</b>

QUALITY ASSESSMENT (QA)

Based on State Fiscal Year

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$ 1,899,000	\$ 128,956	\$ 664,470	\$ 1,234,530
Operating Expenses	\$ 1,347,000	\$ 51,647	\$ 199,113	\$ 1,147,887
<b>Total</b>	<b>\$ 3,246,000</b>	<b>\$ 180,603</b>	<b>\$ 863,583</b>	<b>\$ 2,382,417</b>

CRA/VAS

Based on State Fiscal Year

	Annual Budget	Monthly Expenditure	Year-To-Date Expenditure	Balance
Personal Services & Benefits	\$ 1,397,000	\$ 98,997	\$ 516,584	\$ 880,416
Operating Expenses	\$ 472,000	\$ 24,903	\$ 101,055	\$ 370,945
<b>Total</b>	<b>\$ 1,869,000</b>	<b>\$ 123,900</b>	<b>\$ 617,639</b>	<b>\$ 1,251,361</b>



## **ADMINISTRATIVE COMMITTEE AGENDA ITEM DETAIL SHEET**

**ISSUE:** Grant Cycle 41 Allocation Approval

**BACKGROUND:** On May 25, 2018, the Council approved SCDD's proposed FY 2017-18 Budget for approximately \$12.2M. The proposed budget included \$260,000.00 for Community Grants. The State Plan Committee (SPC) met on December 12, 2017, and acted to award Community Grant funding at the regional level for Grant Cycle 41. SPC recommended approval of the proposed Cycle 41 Request for Proposal based on the Administrative Committee's approval of available funds at the amount of \$240,000. This amount is based on the formula of \$20,000 per regional area.

**ANALYSIS/DISCUSSION:** The Administrative Committee is charged with, among other things, assisting with monitoring the administrative and budgetary activities of the Council. This includes:

- Making recommendations to the Council regarding allocation of discretionary fiscal resources and other budgetary issues.
- Making recommendations to the Council regarding budgeting for anticipated fiscal resources among Council operations and specific service priorities for inclusion in the State Plan and the Governor's budget.
- Making recommendations to Council regarding contracts and agreements in accordance with the Council's contracting rules.

**PRIOR COMMITTEE ACTIVITY:** N/A

**RECOMMENDATION(S):** Allocate regional funding for \$240,000 for Grant Cycle 41.

**ATTACHMENTS(S):** SCDD FY 2017-18 Budget.

**PREPARED:** Robin Maitino, January 4, 2018



## State Council on Developmental Disabilities

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

Categories	Basic State Grant (BSG)	Clients' Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Funds	State Grants	State Grants	
<b><u>1. Personal Services:</u></b>				
Net Salaries & Wages	\$ 3,497,568	\$ 927,000	\$ 1,288,239	\$ 5,712,807
Temporary Help / Honorarium	\$ 66,500	\$ -	\$ -	\$ 66,500
Staff Benefits	\$ 1,735,701	\$ 441,000	\$ 630,637	\$ 2,807,338
<b>Total Personnel Services</b>	<b>\$ 5,299,769</b>	<b>\$ 1,368,000</b>	<b>\$ 1,918,876</b>	<b>\$ 8,586,645</b>
<b><u>2. Operating Expense and Equipment:</u></b>				
General Expense	\$ 62,007	\$ 75,000	\$ 20,000	\$ 157,007
Printing	\$ 60,768	\$ 9,000	\$ 5,000	\$ 74,768
Communications	\$ 76,525	\$ 25,000	\$ 10,000	\$ 111,525
Postage	\$ 33,006	\$ 14,000	\$ 45,000	\$ 92,006
Travel-in-State :	\$ 327,000	\$ 64,000	\$ 50,000	\$ 441,000
Out-of-State Travel	\$ 3,000	\$ -	\$ -	\$ 3,000
Training (Tuition and Registration)	\$ 5,000	\$ 15,000	\$ 1,000	\$ 21,000
Facilities Operations (Rent)	\$ 643,000	\$ 24,000	\$ 245,000	\$ 912,000
Utilities	\$ 6,000	\$ -	\$ 2,000	\$ 8,000
Interdepartmental Services:	\$ 411,000	\$ 134,040	\$ 156,000	\$ 701,040
External Contract Services	\$ 67,000	\$ 3,000	\$ 2,500	\$ 72,500
Data Processing (Software, licenses, etc.)	\$ 19,000	\$ 18,000	\$ 6,624	\$ 43,624
Statewide Cost Allocation Plan (SWCAP)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Items of Expense	\$ 5,000	\$ 91,000	\$ 664,000	\$ 760,000
<b>Total Operating Expense and Equipment</b>	<b>\$ 1,743,306</b>	<b>\$ 472,040</b>	<b>\$ 1,207,124</b>	<b>\$ 3,422,470</b>
<b>3. Community Grants</b>	<b>\$ 260,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,000</b>
<b>4. Total Council Budget (1 + 2 + 3)</b>	<b>\$ 7,303,000</b>	<b>\$ 1,840,000</b>	<b>\$ 3,126,000</b>	<b>\$ 12,269,000</b>
<b>5. Total Estimated Grants &amp; Contracts</b>	<b>\$ 6,480,000</b>	<b>\$ 1,840,000</b>	<b>\$ 3,126,000</b>	<b>\$ 11,446,000</b>
<b>6. Prior-Year Unexpended BSG Savings</b>	<b>\$ 823,000</b>			