

NOTICE/AGENDA

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Administrative Committee Meeting Notice/Agenda

POSTED AT: <u>www.scdd.ca.gov</u>

DATE: February 19, 2020

TIME: 10:00 AM until 11:30 AM

MEETING LOCATION:

SCDD San Bernardino Office 685 East Carnegie Drive, Suite 125 San Bernardino, CA 92408

TELECONFERENCE LOCATION

SCDD Bay Area Office 1515 Clay Street, Suite 300 Oakland, CA 94612

Lee Bycel

- COMMITTEE CHAIR:
- Item 1. CALL TO ORDER
- Item 2. ESTABLISH QUORUM

Item 3. WELCOME AND INTRODUCTIONS

Item 4. PUBLIC COMMENTS

This item is for members of the public only to provide 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.

Item 5. APPROVAL OF JUNE 2019 MINUTES

Item 6. NOMINATING COMMITTEE PROCEDURE

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Item 7. BUDGET UPDATE

Presented by: Aaron Carruthers

- FFY 2018/19 Year End Report
- FFY 2019/20 1st Quarter Report
- FFY 2019/20 2nd Quarter Report
- Proposed SCDD FY 2020/21 Budget
- Prior Year Unexpended Funds
- Budget Process Timeline

Item 8. OUT-OF-STATE TRAVEL RESTRICTION UPDATE Presented by: Aaron Carruthers

Item 14. ADJOURN

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) 263-7919. 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.

All times indicated and the order of business are approximate and subject to change.

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FEBRUARY 19, 2020

AGENDA ITEM 5. ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Approval of June 2019 Minutes

The June 2019 Administrative Committee meeting minutes will be considered for approval.

Action Recommended

Approve the June 2019 minutes.

Attachments

June 18, 2019 Meeting Minutes



DRAFT Administrative Committee Meeting Minutes June 18, 2019

Francis Lau (FA) Maria Marquez (SA) Jackie Nguyen (FA) Charles Nutt (SA) Members Absent Kris Kent

Others Attending

Aaron Carruthers Adam Lewis Robin Maitino-Erben Sandra Aldana

1. CALL TO ORDER

Committee Chair Jackie Nguyen called the meeting to order at 10:08 AM.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

Public member Sandra Aldana provided comment to the Committee requesting clarification on the Council's privacy policy relating to medical needs while traveling and how they were addressed when requesting travel accommodations. Public member Aldana also requested the status of the annual budget audit.

5. APPROVAL OF THE OCTOBER 2018 & FEBRUARY 2019 MEETING MINUTES

Members reviewed the October 2018 and February 2019 meeting minutes.

It was moved/seconded (Nutt[SA]/Marquez[SA]) and carried to adopt the October 9, 2018, meeting minutes as presented. (Abstain: Nguyen, all others in favor. See attendance on page one for list of members present)

It was moved/seconded (Nutt[SA]/Lau[FA]) and carried to adopt the <u>February 11, 2019, meeting minutes as presented.</u> (Abstain: Marquez, all others in favor. See attendance on page one for list of members present)

6. SCDD BUDGET UPDATE

Executive Director Aaron Carruthers presented the Council's expenditures through April 2019, as well as the line by line explanations of the budget expenditures. Executive Director Carruthers began his presentation by explaining that state departments were having delays in getting expenditure reports due to the states new reporting system, Fi\$Cal.

During Executive Director Carruthers' presentation, he addresses Ms. Aldana's question about annual budget audits and when they were necessary. Committee member Francis Lau stated he found an error in math on the SFY 18/19 report which Executive Director Carruthers responded to by working directly with Committee member Lau to correct.

7. REVIEW DESIGNATED STATE AGENCY EVALUATION

The DD Act requires that Councils periodically review their DSA and activities and recommend changes to the Governor, as appropriate. Therefore, the Committee was provided an informational copy of the Council's DSA Evaluation for fiscal year 2017-2018. The California Health and Human Services Agency operates at the Council's DSA to provide accounting, financial management, personnel, and other reasonable support services.

8. ACCOMMODATION REQUEST RELATING TO TRAVEL ON COUNCIL BUSINESS

Executive Director Carruthers reviewed the current Reasonable Accommodation Policy with members and presented the Councilmember guidelines/expectations relating to travel preferences and accommodations when traveling on Council business. These guidelines provide insight into how the Council operationalizes the policy as it pertains to Councilmember business travel. Executive Director Carruthers also went over the state's privacy policy relating to all private/HIPPA information to address Ms. Aldana's question during public comment.

9. ADJOURNMENT

The meeting was adjourned at 11:39 AM.

FEBRUARY 19, 2020

AGENDA ITEM 6. ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Nominating Committee Procedure

Members will review Nominating Committee member responsibilities and the current practices for holding Nominating Committee meetings.

Action Recommended

Recommend approval of the draft procedure to the Executive Committee.

Attachment

Draft Nominating Committee Responsibilities and Guidelines

Nominating Committee Responsibilities and Guidelines

Background

Welfare and Institutions (W&I) Code and the Council's Bylaws provide the rules for electing Members to the positions of Chair and Vice-Chair.

Under W&I Code Section 4535(b), the Council is required to elect its Chair and Vice-Chair by a majority vote. The Council must hold the election for its officers every two years during the last Council meeting of the election year. The first steps of the process should begin no later than August, and the elected officers will begin their new terms in January. The process is detailed below.

Process

Recommendations for officers shall be in the form of nominations reported from the Nominating Committee. However, nominations may also be received from the floor before the election but after the Nominating Committee's report.

Self and family-advocate members of the Council may serve in the Chair and Vice-Chair positions. (See W&I Sections 4535(b) and 4521(b)(1))

Those who may not serve in these officer positions are those members who represent a State of California agency or federal partner or who serve on the Council as the representative of "a nongovernmental agency or group concerned with the provision of services to persons with developmental disabilities." These are the members listed in W&I Section 4521(b)(2).

The Executive Committee will present a slate of Councilmembers to serve on the Nominating Committee at the September Council meeting. Nominating Committee members are appointed by a vote of the Council and serve for one year.

Once appointed, the Chair of the Nomination Committee reaches out to family and self-advocates inviting nominations from those interested in

being either chair and/or vice chair for a two-year term. Members who express interest are then put forth to the entire Committee.

Guidelines

Candidates are to be given the opportunity to present a statement to the full Council regarding their experience, qualifications, and desire to being elected as a Chair or Vice-Chair. Candidates will have 3 minutes to present an oral statement of qualifications in front of the full Council. Reasonable accommodations will be given if requested. Each candidate may submit a one-page statement addressing three questions: (1) Why would you like to serve? (2) What is your previous leadership experience? (3) What are your priorities for the Council?

FEBRUARY 19, 2020

AGENDA ITEM 7. ACTION ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

SCDD BUDGET

Executive Director Aaron Carruthers will present Committee members with following budget items for consideration.

- 2018/19 Year End Report
- 2019/20 First Quarter Report
- 2019/20 Second Quarter Report
- Proposed SCDD 2020/21 Budget
- Budget Process Timeline

Additional documents for the Prior Year Unexpended Funds will be provided at the meeting as handouts.

Attachments

2019/20 Year End Report 2019/20 First Quarter Report 2019/20 Second Quarter Report Proposed 2020/21 Budget Budget Process Timeline

Actions Recommended

Recommend approval to the Executive Committee of the Proposed SCDD FY 2020/21 Budget.

Make recommendations to the Executive Committee on priorities for unexpended funds.



SFY 18/19 Year End Budget Cover Page

The package before the Committee includes a budget process timeline, the budget expenditure report and statement of activities for State Fiscal Year (SFY 2018/19) expenditures through June 2019, and a description of the budget line items. As a reminder, on May 31, 2018, the Council approved the SFY 2018/19 BSG budget.

Methodology

Personal Services

The Department of Finance requires all state departments to fully fund their authorized staff positions in the State Budget. Therefore, Personal Services line items reflect all BSG authorized positions filled for the entire year, resulting in no difference from the original BSG budget.

Operating Expense and Equipment (OE&E)

The OE&E line items are based on the actual expenditures from prior SFYs, taking into considerations trends upward or downward. Several line items are trending downward (showing a savings) due in part to the implementation of the structural deficit recommendations previously approved by the Council.

Calculation of Total BSG Award

Because the Council approves the BSG budget on the SFY (July-June) and federal BSG funds are awarded on the Federal Fiscal Year (FFY) (October-September), the SFY 2018/19 budget reflects 3 months of FFY 2018 funding (July-September) and 9 months of FFY 2019 funding (October-June) resulting in a total BSG award of \$7,480,624 for SFY 2018/19. (Note: The \$18,405 reduction to FFY 2019 funding is being applied fully to SFY 2018/19)

Difference Between Council Budget & BSG Award

This represents the combined budgeted amounts for Personal Services, OE&E and Community Grants subtracted by the Total BSG Award. The approved SFY 2018/19 budget showed a BSG Award of \$7,499,029 which included \$215,624 that was not allocated to other line items. The BSG award was reduced to \$7,480,624 due to a provision in the federal budget that allowed DD Council funding to be used for services to migrant children.

Prior Year Unexpended Funds

Prior year unexpended funds primarily result from Personal Services savings due to vacant positions and from OE&E and Community Grantee expenditures that are not paid by June 30.

Current Year Unexpended Funds

The current year unexpended funds total is the sum of all projected savings to the Personal Services, OE&E and Unallocated line items.

Expenditures through June-19

State Council on Developmental Disabilities Council Report for FY 18-19

EEDERAL GRANT (RSG)		Annial	Monthly	Vear-To-Date	Balance	BCG
		Grant Award	Expenditure	Expenditure		
Based on State Fiscal Year						
July 1 through June 30	Personal Services & Benefits	\$5,385,000	\$437,961	\$4,861,504	\$523,496	# Positions 46
	Operating Expenses	\$1,640,000	\$117,281	\$1,480,348	\$159,652	# Vacancies 5
	Program Development Grants	\$240,000	\$23,235	\$28,626	\$211,374	
	Unallocated Funds	\$215,624	\$0	\$18,405	\$197,219	
		\$7,480,624	\$578,477	\$6,388,883	\$1,091,741	Vacancy % 11%
QUALITY ASSESSMENT (QA)		Contract Amount	Monthly Expenditure	Year-To-Date Exnenditure	Balance	QA
Based on State Fiscal Year						
July 1 through June 30	Personal Services & Benefits	\$1,991,000	\$141,708	\$1,718,847	\$251,153	# Positions 18
	Operating Expenses	\$1,031,000	\$48,848	\$646,346	\$384,654	# Vacancies 4
		\$3,022,000	\$190,556	\$2,365,193	\$635,807	Vacancy % 22%
CRA/VAS		Contract	Monthly	Year-To-Date	Balance	CRA/VAS
		Amount	Expenditure	Expenditure		
Based on State Fiscal Year						
July 1 through June 30	Personal Services & Benefits	\$1,368,000	\$103,912	\$1,283,615	\$84,385	# Positions 12
	Operating Expenses	\$472,000	\$20,002	\$240,174	\$231,826	# Vacancies 0
		\$1,840,000	\$123,924	\$1,523,789	\$316,211	Vacancy % 0%
						Total

Positions 76
Vacancies 9
Vacancy % 12%
Updated 1/31/20

State Council on Developmental Disabilities

Council Report for FY 18-19

June-19

FEDERAL GRANT (BSG)	Budgeted	Current Month	YTD	Remaining	Remaining
	DdSE	Experiment	Experimente	Dalalice	reruentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	5,385,000	437,961	4,861,504	523,496	9.7%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	50,000	3,049	61,860	(11,860)	-23.7%
Printing	45,000	29,003	62,447	(17,447)	-38.8%
Communications	40,000	ı	59,845	(19,845)	-49.6%
Postage	20,000	ı	24,826	(4,826)	-24.1%
Travel-in-State :	335,000		407,230	(72,230)	-21.6%
Out-of-State Travel	20,000	631	2,275	17,725	88.6%
Training (Tuition and Registration)	10,000	7,585	25,590	(15,590)	-155.9%
Facilities Operations (Rent)	583,000	45,110	605,249	(22,249)	-3.8%
Facilities Plng/Maint. & Utilities	6,000	I	3,886	2,114	35.2%
Interdepartmental Services	411,000	29,725	157,983	253,017	61.6%
External Contract Services	75,000	I	35,049	39,951	53.3%
Data Processing (Software, Supplies	15,000	I	5,693	9,307	62.0%
& Misc.)					
SWCAP	25,000	I	25,000	I	0.0%
Other Items/ Client Services	5,000	2,178	3,281	1,719	34.4%
Subtotal OE&E	1,640,000	555,242	1,480,348	159,786	9.7%
Unallocated Funds	215,624	0	0	215,624	100.0%
PROGRAM DEVELOPMENT GRANTS	240,000	23,235	28,626	211,374	88.1%
TOTAL	7,480,624	578,477	6,370,478	894,656	12.0%

Quality Assessment (QA)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	1,991,000	141,708	1,718,847	272,153	13.7%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	20,000	205	24,768	(4,768)	-23.8%
Printing	25,000	23,630	153,020	(128,020)	-512.1%
Communications	10,000	92	16,531	(6,531)	-65.3%
Postage	45,000	1	71,224	(26,224)	-58.3%
Travel-in-State :	80,000	2,840	34,257	45,743	57.2%
Training (Tuition and Registration)	3,000			3,000	100.0%
Facilities Operations (Rent)	245,000	17,888	250,283	(5,283)	-2.2%
Facilities Plng/Maint. & Utilities	2,000	ı	1,431	569	28.5%
Interdepartmental Services	156,000		31,282	124,718	79.9%
External Contract Services	1,000		1,081	(81)	-8.1%
Data Processing (Software, Supplies	15,000	1,002	3,308	11,692	77.9%
& Misc.)					
Other Items/ Client Services	429,000	3,190	59,161	369,839	86.2%
Subtotal OE&E	1,031,000	48,848	646,346	384,654	37.3%
TOTAL	3,022,000	190,556	2,365,193	656,807	21.7%

Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB) Salaries & Wages w/ Benefits	1,368,000	103,912	1,283,615	84,385	6.2%
OPERATING EXPENSE (OE&E) General Expense (Meeting/Conf) Printing	75,000 9 000	4,221	6,414 858	68,586 8 147	91.4% 90 5%
Communications	25,000	ı	6,044	<u>3,2 15</u> 18,956	75.8%
Postage Travel-in-State :	14,000 64,000	- 1,242	338 38,616	13,662 25,384	97.6% 39.7%
Training (Tuition and Registration)	15,000			15,000	100.0%
Interdepartmental Services	24,000 134,000	- 2,091	3,804 22,569	20,190 111,431	84.2% 83.2%
External Contract Services	3,000	ı	930	2,070	69.0%
Data Processing (Software, Supplies & Misc.)	18,000	2,773	2,773	15,227	84.6%
Other Items/ Client Services	91,000	9,675	157,828	(66,828)	-73.4%
Subtotal OE&E	472,000	20,002	240,174	231,826	49.1%
TOTAL	1,840,000	123,914	1,523,789	316,211	17.2%



SFY 18/19 YEAR END EXPENDITURE REPORTS STATEMENT OF ACTIVITIES AND PROJECTIONS

This is a narrative description of the year-to-date expenditure reports, which are attached. It is important to understand that these projections are based on an analysis of expenditure data at a specific point in time-June 2019-and are subject to change. SFY 18/19 expenditures will continue to be processed and will be reflected in the SFY 19/20 expenditure reports.

SFY 2018/19 BSG Expenditures and Unexpended Funds

Total BSG award was \$7,480,624, (\$18,405 less than anticipated). This is due to a shift in funding from DD Councils to fund migrant children services that was included in the federal budget. With 0% of the SFY remaining, total expenditures of \$6,370,478 reflect a remaining balance of \$1,091,741 (14.8%). The remaining balance does not reflect outstanding encumbrances that have not yet been paid. The final unexpended carryforward amount will be provided with the 2nd Quarter 2019/20 expenditure report.

- <u>Personal Services</u>: With 0% of the SFY remaining, total expenditures of \$4,861,504 reflect a remaining balance of \$523,496 (9.7%). The vacancy rate fell to 11%. There are two vacancies in headquarters (IT Analyst and Communications Manager/Information Officer) and three vacancies in the field (one CPS II and two Office Technicians) with none of the five vacancies filled by June 30. Based on analysis of the salaries, benefits and estimated duration of each vacant position, staff projected a salary savings of approximately \$500,000 for the year, which was accurate. For the third straight year, we offered employees the opportunity to cash out up to 80 hours of vacation/annual leave per CalHR recommendation to maintain prudent leave balances within the 640-hour limit.
- OE&E: With 0% of the SFY remaining, total expenditures of \$1,480,348 reflect a remaining balance of \$159,652 (9.7%). The largest savings occurring in the Interdepartmental Contracts (61.6% remaining) and External Contracts (53.3%) line items. However, the Interdepartmental Contracts line item savings was due to DSS not yet charging its annual administrative support fee. Several line items were over budget, such as Travel-In State at 121.6% spent, General Expense at 123.7% spent and communications at 149.6% spent. The Travel-In State increase is due to additional Council and staff events such as the Council Fundamentals sessions, the All-Staff Convening, and increases in committee meetings. The General Expense increase is due to increased hotel/meeting room costs as well as office supply and minor equipment costs associated with increased staffing, increased number of Council/committee and staff meetings, etc. Communications increases are due to the one-time costs from the conversion from analog to Voice over Internet Protocol telephones, increases in cellular phone rates, and increased expenditures for our Communications Manager. Staff projected we would over expend the OE&E budget by \$50,000. If DSS had invoiced the full amount of its IA, we would have overspent OE&E by \$93,231. It is important to remember that these OE&E line items were not increased after we received our increase in BSG funding. This is why we have the unallocated line item of \$215,624, which is detailed below.
- <u>Community Grants</u>: With 0% of the SFY remaining, total expenditures of \$28,626 reflect a remaining balance of \$211,374 (88.1%). There are minimal posted expenditures to date from the Cycle 41 grants, which began 10/1/2018 and the grantees could not submit invoices until the end of the first quarter (1/1/2019). These unspent funds should not be considered as excess funds available for other expenditures.

<u>Unallocated</u>: There is an unallocated line item of \$215,624. This was listed in the 5/31/2018 approved SFY 2018/19 budget as "Difference Between Council Budget and Basic State Grant Award." Our projected savings in Personal Services were more than enough to cover the overage in OE&E and as staff projected, the \$18,405 was spent on the initial purchase of the Qualtrics survey and data analysis suite.

SFY 18/19 Quality Assurance (QA) Reimbursements from DDS

Total QA dollars available are \$3,001,000. With 0% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of \$635,807 (21.2%).

- <u>Personal Services</u>: With 0% of the SFY remaining, total expenditures of \$1.718.847 reflect a remaining balance of \$251,153 (12.7%). The vacancy rate remained at 22% (4 vacancies). These vacancies are not negatively impacting SCDD's ability to meet the QA contract deliverables. All four positions were filled by September 1.
- <u>OE&E</u>: With 0% of the SFY remaining, total expenditures of \$646,346 reflects a remaining balance of \$384,654 (37.3%). The largest savings occurred in the Interdepartmental Services (21.1% spent), In-State Travel (42.8% spent), and Other Items/Client Services (13.8% spent) line items. Interdepartmental Contracts savings are due to DSS not invoicing the QA program timely for IT infrastructure and DSS administrative support costs. In-State Travel savings are due to the reduced need for staff to travel for in-person interviews as this year calls for mail surveys. Other Items/Client Services savings are due to a lower than expected need for paid interviewers to complete the required surveys, which are primarily by mail and online. Several line items were overspent, such as General Expense (123.8%), Printing (512.1%) Communications (65.3%), and Postage (158.3%). The General Expense, Printing, Communications, and Postage over expenditures are all related to the printing, mailing and handling of 75,000 surveys statewide.

SFY 18/19 Client's Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Reimbursements from DDS

Total CRA/VAS dollars available are \$1,925,000. With 0% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a remaining balance of \$401,211 (20.8%).

- <u>Personal Services</u>: With 0% of the SFY remaining, total expenditures of \$1,238,615 reflects a remaining balance of \$169,385 (11.7%). There were no vacancies for much of the year, which explains why Personal Services expenses saw a savings. The ongoing closure of most of the Developmental Centers is resulting in a diminished need for CRA/VAS services. SCDD is working with DDS to identify other services SCDD CRA/VAS staff can provide to former Developmental Center consumers in their community.
- <u>OE&E</u>: With 0% of the SFY remaining, total expenditures of \$240,174 reflects a remaining balance of \$231,826 (49.1%). All line items except for Other Items/Client Services were underspent. Other Expense/Client Services expenditures are higher than average because of the increase in VAS services associated with the transition of consumers from the developmental centers into the community. With most of the CRA/VAS staff located at Developmental Centers, they are utilizing DDS supplies and equipment, which is resulting in much of the savings. As the Developmental Centers close and staff are relocated to SCDD offices, these expenditures are expected to increase. Delays in DSS charging CRA/VAS for IT infrastructure and DSS administrative support costs are also a factor.

State Council on Developmental Disabilities

State Council Budgeted Base

Fiscal Year 2018-19 Budget

Categories	Basic State Grant (BSG)	Client's Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Grant	State Reimbursement	State Reimbursement	
1. Personal Services				
Net Salaries & Wages	\$3,413,000	\$927,000	\$1,340,000	\$5,680,000
Temporary Help / Honorarium	\$66,000	\$0	\$0	\$66,000
Worker's Compensation	\$55,000	\$5,000	\$3,000	\$63,000
Staff Benefits	<u>\$1,851,000</u>	\$441,000	\$648,000	\$2,940,000
Total Personal Services	<u>\$5,385,000</u>	<u>\$1,373,000</u>	<u>\$1,991,000</u>	<u>\$8,749,000</u>
2. Operating Expense and Equipment				
General Expense	\$50,000	\$75,000	\$36,000	\$161,000
Printing	\$45,000	\$9,000	\$170,000	\$224,000
Communications	\$40,000	\$25,000	\$10,000	\$75,000
Postage	\$20,000	\$14,000	\$251,000	\$285,000
Travel In-State	\$335,000	\$64,000	\$60,000	\$459,000
Travel Out-of-State	\$20,000	\$0	\$0	\$20,000
Training (Tuition & Registration)	\$10,000	\$1,500	\$3,000	\$18,000
Facilities Operations (Rent)	\$583,000	\$24,000	\$245,000	\$852,000
Utilities	\$6,000	\$0	\$2,000	\$8,000
Interdepartmental Services	\$411,000	\$134,000	\$156,000	\$701,000
External Contract Services	\$75,000	\$3,000	\$3,000	\$81,000
Data Processing (Software, licenses, etc.)	\$15,000	\$18,000	\$10,000	\$43,000
Statewide Cost Allocation Plan (SWCAP)	\$25,000	\$0	\$0	\$25,000
Other Items of Expense	<u>\$5,000</u>	<u>\$91,000</u>	<u>\$85,000</u>	<u>\$181,000</u>
Total Operating Expense and Equipment	<u>\$1,640,000</u>	<u>\$472,000</u>	<u>\$1,031,000</u>	<u>\$3,413,000</u>
3. Community Grants	<u>\$240,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$240,000</u>
4. Total Council Budget (1 + 2 + 3)	<u>\$7,265,000</u>	<u>\$1,845,000</u>	<u>\$3,022,000</u>	<u>\$12,132,000</u>
5. Total Basic State Grant Award	\$7,480,624			
6. Difference between Council Budget and Basic State Grant Award	\$215,624			
7. Prior Year's Unexpended BSG Savings	\$1,488,000			



SFY 19/20 First Quarter Budget Cover Page

The package before the Committee includes a budget expenditure report and statement of activities for State Fiscal Year (SFY) 2019/20 expenditures through September 2019, and a description of the budget line items. As a reminder, on May 21, 2019, the Council approved the SFY 2019/20 BSG budget.

Methodology

Personal Services

The Department of Finance requires all state departments to fully fund their authorized staff positions in the State Budget. Therefore, Personal Services line items reflect all BSG authorized positions filled for the entire year, resulting in no difference from the original BSG budget.

Operating Expense and Equipment (OE&E)

The OE&E line items are based on the actual expenditures from prior SFYs, taking into considerations trends upward or downward.

Calculation of Total BSG Award

Because the Council approves the BSG budget on the SFY (July-June) and federal BSG funds are awarded on the Federal Fiscal Year (FFY) (October-September), the SFY 2019/20 budget reflects 3 months of FFY 2019 funding (July-September) and 9 months of FFY 2020 funding (October-June) resulting in a total estimated BSG award of \$7,499,029 for SFY 2019/20. (Note: On 9/5/19, California received a \$207,213 reallotment award. This award is being applied fully to SFY 2019/20 and is identified as unallocated items).

Difference Between Council Budget & BSG Award

This represents the combined budgeted amounts for Personal Services, OE&E and Community Grants subtracted by the Total BSG Award. The approved SFY 2019/20 budget is \$7,675,000 and the BSG Award plus the Reallotment award is \$7,687,837 for a projected budget surplus of \$12,837.

Prior Year Unexpended Funds

Prior year unexpended funds primarily result from Personal Services savings due to vacant positions and from OE&E and Community Grantee expenditures that are not paid by June 30.

Current Year Unexpended Funds

The current year unexpended funds total is the sum of all projected savings to the Personal Services, OE&E and Unallocated line items.

Expenditures through September-19

State Council on Developmental Disabilities Council Report for FY 19/20

FEDFRAI GRANT (RSG)		Annual	Monthly	Year-To-Date	Balance	RSG
		Grant Award	Expenditure	Expenditure	5	
Based on State Fiscal Year						
July 1 through June 30	Personal Services & Benefits	\$5,483,000	\$444 , 489	\$1,275,299	\$4,207,701	# Positions 46
	Operating Expenses	\$1,742,000	\$118,873	\$283,012	\$1,458,988	# Vacancies 3
	Program Development Grants	\$450,000	\$0	\$198,612	\$251,388	
	Unallocated Funds	\$207,213	\$0	\$18,405	\$188,808	
		\$7,882,213	\$563,362	\$1,775,328	\$6,106,885	Vacancy % 7%
QUALITY ASSESSMENT (QA)		Contract Amount	Monthly Expenditure	Year-To-Date Exnenditure	Balance	QA
Based on State Fiscal Year						
G July 1 through June 30	Personal Services & Benefits	\$2,060,000	\$148,008	\$435,934	\$1,624,066	# Positions 17
	Operating Expenses	\$1,228,000	\$26,134	\$273,208	\$954,792	# Vacancies 1
		\$3,288,000	\$174,142	\$709,142	\$2,578,858	Vacancy % 6%
CRA/VAS		Contract	Monthly	Year-To-Date	Balance	CRA/VAS
Based on State Fiscal Year		AIIIOUIIL		Experimine		
July 1 through June 30	Personal Services & Benefits	\$1,368,000	\$116,591	\$356,217	\$1,011,783	# Positions 13
	Operating Expenses	\$472,000	\$32,686	\$175,111	\$296,889	# Vacancies 0
		\$1,840,000	\$149,277	\$531,328	\$1,308,672	Vacancy % 0%
						Total

Total# Positions76# Vacancies4Vacancy5%Updated2/3/20

Disabilities
Developmental
State Council on I

Council Report for FY 19-20

September-19

FEDERAL GRANT (BSG)	Budgeted	Current Month	OTY 	Remaining	Remaining
	Base	Expenditure	Expenditure	Balance	Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	5,483,000	444,489	1,275,299	4,207,701	76.7%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	5,707	22,610	52,390	60.6%
Printing	45,000	94	3,132	41,868	93.0%
Communications	100,000	8,018	10,902	860'68	89.1%
Postage	20,000	464	1,370	18,630	93.2%
Travel-in-State :	335,000	45,176	38,194	296,806	88.6%
Out-of-State Travel	20,000	ı	ı	20,000	100.0%
Training (Tuition and Registration)	10,000	1,100	2,010	2,990	79.9%
Facilities Operations (Rent)	600,000	39,161	138,705	461,295	76.9%
Facilities Plng/Maint. & Utilities	6,000	764	1,265	4,735	78.9%
Interdepartmental Services	411,000	13,139	22,995	388,005	94.4%
External Contract Services	75,000	ı	318	74,682	9.6%
Data Processing (Software, Supplies	15,000	5,140	41,308	(26,308)	-175.4%
& Misc.)					
SWCAP	25,000	I	I	25,000	100.0%
Other Items/ Client Services	5,000	110	203	4,797	95.9%
Subtotal OE&E	1,742,000	118,873	283,012	1,458,988	83.8%
Unallocated Funds	207,213		18,405	188,808	91.1%
PROGRAM DEVELOPMENT GRANTS	450,000		198,612	251,388	55.9%
TOTAL	7,882,213	563,362	1,775,328	6,106,885	77.5%

Quality Assessment (QA)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	2,060,000	148,008	435,934	1,624,066	78.8%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	55,000	64	48,808	6,192	11.3%
Printing	245,000	149	11,339	233,661	95.4%
Communications	10,000	2,319	3,403	6,597	66.0%
Postage	380,000	241	18,497	361,503	95.1%
Travel-in-State :	40,000	3,417	8,344	31,656	79.1%
Training (Tuition and Registration)	2,000			2,000	100.0%
Facilities Operations (Rent)	245,000	16,967	35,016	209,984	85.7%
Facilities Plng/Maint. & Utilities	2,000	186	435	1,565	78.3%
Interdepartmental Services	156,000	2,163	114,183	41,817	26.8%
External Contract Services	3,000			3,000	100.0%
Data Processing (Software, Supplies	10,000	18	29,933	(19,933)	-199.3%
& Misc.)					
Other Items/ Client Services	80,000	610	3,250	76,750	95.9%
Subtotal OE&E	1,228,000	26,134	273,208	954,792	77.8%
TOTAL	3,288,000	174,142	709,142	2,578,858	78.4%

Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB) Salaries & Wages w/ Benefits	1,368,000	116,591	356,217	1,011,783	74.0%
OPERATING EXPENSE (DE&E) General Expense (Meeting/Conf) Printing	75,000 9.000	- - 100	4,793 178	70,207 8 877	93.6% 98.6%
Communications	25,000	962	1,343	23,657	94.6%
Postage	14,000	510	612	13,388	95.6%
Travel-in-State :	64,000	4,776	7,833	56,167	87.8%
Training (Tuition and Registration)	15,000	ı	I	15,000	100.0%
Facilities Operations (Rent)	24,000	4,035	8,070	15,930	66.4%
Interdepartmental Services	134,000	2,115	122,860	11,140	8.3%
External Contract Services	3,000	ı	5,592	(2,592)	-86.4%
Data Processing (Software, Supplies & Misc.)	18,000	ı	I	18,000	100.0%
Other Items/ Client Services	91,000	20,160	23,880	67,120	73.8%
Subtotal OE&E	472,000	32,686	175,111	296,889	62.9%
TOTAL	1,840,000	149,277	531,328	1,308,672	71.1%



SFY 19/20 FIRST QUARTER EXPENDITURE REPORTS STATEMENT OF ACTIVITIES AND PROJECTIONS

This is a narrative description of the year-to-date expenditure reports, which are attached. It is important to understand that these projections are based on an analysis of expenditure data at a specific point in time-September 2019-and are subject to change.

SFY 2019/20 BSG Expenditures and Unexpended Funds

Total estimated BSG expenditures plus reallotment award is \$7,882.213. With 75% of the SFY remaining, total expenditures of \$1,775,328 reflect a remaining balance of \$6,106,885 (77.5%).

- <u>Personal Services</u>: With 75% of the SFY remaining, total expenditures of \$1,275,299 reflect a remaining balance of \$4,207,701 (76.7%). The vacancy rate is 7%. There are two vacancies in headquarters (IT Analyst and Deputy Director of Planning and Regional Office Operations) and one vacancy in the field (one Office Technician). Based on analysis of the salaries, benefits and estimated duration of each vacant position, staff projects a salary savings of approximately \$50,000 for the year. This conservative projection is due to the vacancy rate expecting to remain at or below 5% for the year, plus salary and benefit increases due to approved collective bargaining agreements. Two CRA/VAS employees are also projected to be transferred to BSG effective 1/1/20 due to the closure of Sonoma Developmental Center.
- <u>OE&E</u>: With 75% of the SFY remaining, total expenditures of \$283,012 reflect a remaining balance of \$1,458,988 (83.8%). It is too early to project line item savings estimates. The data processing line item is already over budget due to the delayed posting of IT infrastructure purchases from SFY 18/19. At this early stage, staff projects we will fully expend the OE&E budget. It is important to remember that these OE&E line items were not increased after we received our reallotment award. Therefore, we have the "unallocated" line item of \$207,213, which is detailed below.
- <u>Community Grants</u>: With 75% of the SFY remaining, total expenditures of \$198,612 reflect a remaining balance of \$251,388 (55.9%). This large amount of posted expenditures is attributed to delayed posting of SFY 18/19 Cycle 41 grants, which began 10/1/2018. At this early stage staff projects this line item will be almost fully expended. Any unspent funds should not be considered as excess funds available for other expenditures.
- <u>Unallocated</u>: There is an unallocated line item of \$207,213 due to reallotment award received in September 2019. The \$18,405 charge is for the BSG share of the Qualtrics data analysis platform which is being used to conduct and analyze our state plan activity reporting and statewide needs assessment. At this early stage staff projects this line item will be fully expended due to the costs associated with two, one-time infrastructure improvements: 1. Regional Office data line upgrade project (\$30,000) and 2. Regional Office firewall and switch project (\$150,000). These long overdue infrastructure improvements are needed so that Regional Offices data lines can support data transfers and can be remotely supported by DSS IT staff in Sacramento and comply with information security standards.

SFY 19/20 Quality Assurance (QA) Reimbursements from DDS

Total QA dollars available are \$3,288,000. With 75% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of \$2,578,858 (78.4%).

- <u>Personal Services</u>: With 75% of the SFY remaining, total expenditures of \$435,934 reflect a remaining balance of \$1,624,066 (78.8%). The vacancy rate has fallen to 6% (1 vacancy). This vacancy is not negatively impacting SCDD's ability to meet the QA contract deliverables. Recruitments are under way to fill this position and it should be filled by January 1.
- <u>OE&E</u>: With 75% of the SFY remaining, total expenditures of \$273,208 reflects a remaining balance of \$954,792 (77.8%). It is too early to project line item year-end balances. The 2nd quarter expenditure report will include this analysis. The \$29,933 Data Processing charge is for the QA share of the Qualtrics data analysis platform which is being used to analyze QA survey data to inform DDS and the Council on consumer satisfaction. QA will also pay its share of the Regional Office data line upgrade project Regional Office firewall and switch project.

SFY 19/20 Client's Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Reimbursements from DDS

Total CRA/VAS dollars available are \$1,840,000. With 75% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a remaining balance of \$1,308,672 (71.1%).

- <u>Personal Services</u>: With 75% of the SFY remaining, total expenditures of \$356,217 reflects a remaining balance of \$1,011,783 (74.0%). There are no vacancies, which explain why Personal Services expenses are on track to be almost fully expended. The ongoing closure of most of the Developmental Centers is resulting in a diminished need for CRA/VAS services. SCDD is working with DDS to identify other services SCDD CRA/VAS staff can provide to former Developmental Center consumers in their community. As of 11/30/19, DDS has not agreed to allow two CRA/VAS staff to continue to work on the project beyond 12/31/19. Therefore, staff projects a reduction in Personal Services expenditures if these two staff are transferred to BSG. We will know DDS's final decision by 12/31/19.
- <u>OE&E</u>: With 75% of the SFY remaining, total expenditures of \$175,111 reflects a remaining balance of \$296,889 (62.9%). It is too early to project year-end line item balances. The 2nd quarter expenditure report will include this analysis. CRA/VAS will also pay its share of the Regional Office data line upgrade project Regional Office firewall and switch project.

State Council on Developmental Disabilities State Council Budgeted Base Fiscal Year 2019-20 Budget

Categories	Basic State Grant (BSG)	Client's Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Grant	State Reimbursement	State Reimbursement	
1. Personal Services				
Net Salaries & Wages	\$3,469,000	\$927,000	\$1,393,000	\$5,789,000
Temporary Help / Honorarium	\$87,000	\$0	\$0	\$87,000
remporary neip / nonoranam	ψ01,000	φυ	ψυ	φ07,000
Worker's Compensation	\$55,000	\$5,000	\$3,000	\$63,000
Staff Benefits	<u>\$1,872,000</u>	\$436,000	\$664,000	\$2,972,000
Total Personal Services	<u>\$5,483,000</u>	<u>\$1,368,000</u>	<u>\$2,060,000</u>	<u>\$8,911,000</u>
2. Operating Expense and Equipment				
General Expense	\$75,000	\$75,000	\$55,000	\$205,000
Printing	\$45,000	\$9,000	\$245,000	\$299,000
Communications	\$100,000	\$25,000	\$10,000	\$135,000
Postage	\$20,000	\$14,000	\$380,000	\$414,000
Travel In-State	\$335,000	\$64,000	\$40,000	\$439,000
Travel Out-of-State	\$20,000	\$0	\$0	\$20,000
Training (Tuition & Registration)	\$10,000	\$1,500	\$2,000	\$27,000
Facilities Operations (Rent)	\$600,000	\$24,000	\$245,000	\$869,000
Utilities	\$6,000	\$0	\$2,000	\$8,000
Interdepartmental Services	\$411,000	\$134,000	\$156,000	\$701,000
External Contract Services	\$75,000	\$3,000	\$3,000	\$81,000
Data Processing (Software, licenses, etc.)	\$15,000	\$18,000	\$10,000	\$43,000
Statewide Cost Allocation Plan (SWCAP)	\$25,000	\$0	\$0	\$25,000
Other Items of Expense	<u>\$5,000</u>	<u>\$91,000</u>	<u>\$80,000</u>	<u>\$176,000</u>
Total Operating Expense and Equipment	<u>\$1,742,000</u>	<u>\$472,000</u>	<u>\$1,228,000</u>	<u>\$3,442,000</u>
3. Community Grants	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$450,000</u>
4. Total Council Budget (1 + 2 + 3)	<u>\$7,675,000</u>	<u>\$1,840,000</u>	<u>\$3,288,000</u>	<u>\$12,803,000</u>
5. Total Basic State Grant Award	\$7,480,624			
5. Total Basic State Statit Award	ψ1,400,024			
6. Reallotment Award Received 9/4/19	\$207,213			
7. Total Estimated BSG Award + Reallotment Award	\$7,687,837			
8. Difference between Total Council Budget and Basic State Grant Award + Reallotment Award	\$12,837			
9. Prior Year's Unexpended Balance as of December 31, 2018	\$1,831,686			



SFY 19/20 Second Quarter Budget Cover Page

The package before the Committee includes the budget expenditure report and statement of activities for State Fiscal Year (SFY) 2019/20 expenditures through December 2019, and a description of the budget line items. As a reminder, on May 21, 2019, the Council approved the SFY 2019/20 BSG budget.

Methodology

Personal Services

The Department of Finance requires all state departments to fully fund their authorized staff positions in the State Budget. Therefore, Personal Services line items reflect all BSG authorized positions filled for the entire year, resulting in no difference from the original BSG budget.

Operating Expense and Equipment (OE&E)

The OE&E line items are based on the actual expenditures from prior SFYs, taking into considerations trends upward or downward.

Calculation of Total BSG Award

Because the Council approves the BSG budget on the SFY (July-June) and federal BSG funds are awarded on the Federal Fiscal Year (FFY) (October-September), the SFY 2019/20 budget reflects 3 months of FFY 2019 funding (July-September) and 9 months of FFY 2020 funding (October-June). On 9/5/19, California received a \$207,213 reallotment award. This award is being applied fully to SFY 2019/20 and is identified as unallocated items. On 1/31/2020 California received its full grant award of \$7,521,523 for FFY 2020.

Difference Between Council Budget & BSG Award

This represents the combined budgeted amounts for Personal Services, OE&E and Community Grants subtracted by the Total BSG Award. The approved SFY 2019/20 budget is \$7,675,000 and the BSG Award plus the Reallotment award is \$7,687,837 for a projected budget surplus of \$12,837.

Prior Year Unexpended Funds

Prior year unexpended funds primarily result from Personal Services savings due to vacant positions and from OE&E and Community Grantee expenditures that are not paid by June 30.

Current Year Unexpended Funds

The current year unexpended funds total is the sum of all projected savings to the Personal Services, OE&E and Unallocated line items.

Expenditures through December-19

State Council on Developmental Disabilities Council Report for FY 19/20

FEDERAL GRANT (BSG)		Annual	Monthly	Year-To-Date	Balance	BSG
Based on State Fiscal Year		Grant Award	Expenditure	Expenditure		
July 1 through June 30	Personal Services & Benefits	\$ 5,483,00 0	\$462,713	\$2,672,672	\$2,810,328	# Positions 46
	Operating Expenses	\$1,742,000	\$161,740	\$676,065	\$1,065,935	# Vacancies 3
	Program Development Grants	\$450,000	\$59,268	\$357,609	\$92,391	
	Unallocated Funds	\$207,213	0\$	\$18,405	\$188,808	
		\$7,882,213	\$683,721	\$3,706,346	\$4,157,462	Vacancy % 7%
QUALITY ASSESSMENT (QA)		Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	QA
Based on State Fiscal Year						
July 1 through June 30	Personal Services & Benefits	\$2,060,000	\$157,723	\$913,983	\$1,146,017	# Positions 18
	Operating Expenses	\$1,228,000	\$60,650	\$420,656	\$807,344	# Vacancies 1
		\$3,288,000	\$218,373	\$1,334,639	\$1,953,361	Vacancy % 6%
CRA/VAS		Contract	Monthly	Year-To-Date	Balance	CRA/VAS
Based on State Fiscal Year						
July 1 through June 30	Personal Services & Benefits	\$1,368,000	\$111,421	\$699,994	\$668,006	# Positions 12
	Operating Expenses	\$472,000	\$57,586	\$307,604	\$164,396	# Vacancies 0
		\$1,840,000	\$169,007	\$1,007,598	\$832,402	Vacancy % 0%
						Total

Total# Positions76# Vacancies4Vacancy5%Updated2/3/20

Disabilities
Developmental
State Council on I

Council Report for FY 19-20

December-19

FEDERAL GRANT (BSG)	Budgeted	Current Month	YTD	Remaining	Remaining
	Base	Expenditure	Expenditure	Balance	Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	5,483,000	462,713	2,672,672	2,810,328	51.3%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	30,778	68,839	6,161	8.2%
Printing	45,000	914	7,649	37,351	83.0%
Communications	100,000	7,521	23,795	76,205	76.2%
Postage	20,000	1,502	16,666	3,334	16.7%
Travel-in-State :	335,000	37,621	103,665	231,335	69.1%
Out-of-State Travel	20,000			20,000	100.0%
Training (Tuition and Registration)	10,000	207	4,725	5,275	52.8%
Facilities Operations (Rent)	600,000	46,157	270,670	329,330	54.9%
Facilities Plng/Maint. & Utilities	6,000	294	2,229	3,771	62.9%
Interdepartmental Services	411,000	24,259	99,264	311,736	75.8%
External Contract Services	75,000			75,000	100.0%
Data Processing (Software, Supplies	15,000	11,677	41,476	(26,476)	-176.5%
& Misc.)					
SWCAP	25,000	I	ı	25,000	100.0%
Other Items/ Client Services	5,000	810	37,087	(32,087)	-641.7%
Subtotal OE&E	1,742,000	624,453	676,065	1,065,935	61.2%
Unallocated Funds	207,213	\$0	18,405	188,808	91.1%
PROGRAM DEVELOPMENT GRANTS	450,000	59,268	357,609	92,391	20.5%
TOTAL	7,882,213	683,721	3,706,346	4,157,462	52.7%

Quality Assessment (QA)	Budgeted	Current Month	YTD -	Remaining	Remaining
	base	Expenditure	Expenditure	balance	Percentage
PERSONAL SERVICES (PS & PB)					
Salaries & Wages w/ Benefits	2,060,000	157,723	913,983	1,146,017	55.6%
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	55,000	4,194	55,415	(415)	-0.8%
Printing	245,000	7,051	21,821	223,179	91.1%
Communications	10,000	3,402	8,494	1,506	15.1%
Postage	380,000	1,277	85,092	294,908	77.6%
Travel-in-State :	40,000	4,915	15,722	24,278	60.7%
Training (Tuition and Registration)	2,000		1,193	807	40.4%
Facilities Operations (Rent)	245,000	17,802	119,218	125,782	51.3%
Facilities Plng/Maint. & Utilities	2,000	306	994	1,006	50.3%
Interdepartmental Services	156,000	3,045	10,024	145,976	93.6%
External Contract Services	3,000			3,000	100.0%
Data Processing (Software, Supplies	10,000	487	17,207	(7,207)	-72.1%
& Misc.)					
Other Items/ Client Services	80,000	18,171	85,476	(5,476)	-6.8%
Subtotal OE&E	1,228,000	60,650	420,656	807,344	65.7%
TOTAL	3,288,000	218,373	1,334,639	1,953,361	59.4%

Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB) Salaries & Wages w/ Benefits	1,368,000	111,421	699,994	668,006	48.8%
General Expense (Meeting/Conf) Printing	75,000 9.000	- 2.228	6,861 2.356	68,139 6.644	90.9% 73.8%
Communications Postage	25,000 14.000	1,319 169	3,362 883	21,638 13.117	86.6% 93.7%
Travel-in-State : Training (Tuition and Registration)	64,000 15,000	3,069	15,270 6.960	48,730 8,040	76.1% 53.6%
Facilities Operations (Rent) Interdepartmental Services	24,000 134.000	4,298 2.368	21,084 37.465	2,916 2,916 96.535	12.2% 72.0%
External Contract Services Data Processing (Software, Supplies	3,000 18,000	-, - 24,257	5,592 24,257	(2,592) (6,257)	-86.4% -34.8%
& Misc.) Other Items/ Client Services Subtotal OE&E	91,000 472,000	19,878 57,586	183,514 307,604	(92,514) 164,396	-201.7% 34.8%
TOTAL	1,840,000	169,007	1,007,598	832,402	45.2%



SFY 19/20 EXPENDITURE REPORTS STATEMENT OF ACTIVITIES AND PROJECTIONS

This is a narrative description of the year-to-date expenditure reports, which are attached. It is important to understand that these projections are based on an analysis of expenditure data at a specific point in time-December 2019-and are subject to change.

SFY 2019/20 BSG Expenditures and Unexpended Funds

Total estimated BSG expenditures plus reallotment award is \$7,882.213. With 50% of the SFY remaining, total expenditures of \$3,706,346 reflect a remaining balance of \$4,157,462 (51.3%).

- <u>Personal Services</u>: With 50% of the SFY remaining, total expenditures of \$2,672,672 reflect a remaining balance of \$2,810,328 (51.3%). The vacancy rate remained at 7%. There are two vacancies in headquarters (IT Analyst and Deputy Director of Planning and Regional Office Operations) and one vacancy in the field (one Office Technician). Based on analysis of the salaries, benefits and estimated duration of each vacant position, staff projects this line item will be fully expended for the year. Staff also projects we will maintain an average vacancy rate of less than 10%.
- <u>OE&E</u>: With 50% of the SFY remaining, total expenditures of \$676,065 reflect a remaining balance of \$1,065,935 (61.2%). The largest savings are occurring in the Printing (17% spent), Communications (23.8% spent), In-State Travel (30.9% spent) and Interdepartmental Contracts (24.2% spent) line items. General Expense (91.8% spent), Postage (83.3% spent) and Other Items of Expense (640% spent) are the only line items that are over budget so far. General Expense increases are due to the purchase of IT equipment at the end of SFY 2018/19 too late to make it into the SFY 2018/19 year-end report. Postage increase is mainly due to the statewide renewal of postage meter leases in addition to normal Council and committee mailings. The Other Items of Expense increase is due to the purchase of additional Qualtrics data collection and analysis software. Staff projects we will fully expend the OE&E balance due to costs associated with supporting more Council and committee meetings and more staff.
- <u>Community Grants</u>: With 50% of the SFY remaining, total expenditures of \$357,609 reflect a remaining balance of \$92,391 (20.5%). This large amount of posted expenditures is attributed to delayed posting of SFY 18/19 Cycle 41 grants, which began 10/1/2018. Staff projects this line item will be almost fully expended. Any unspent funds should not be considered as excess funds available for other expenditures.
- <u>Unallocated</u>: There is an unallocated line item of \$207,213 due to the reallotment award received in September 2019. The \$18,405 charge is for the BSG share of the original Qualtrics data analysis platform purchase, which is being used to conduct and analyze our state plan activity reporting and statewide needs assessment. Staff projects this line item will be fully expended due to the costs associated with the following one-time infrastructure improvements:
 - 1. Regional Office data line upgrade project \$39,000
 - 2. Regional Office firewall and switch project \$150,000.

These long overdue infrastructure improvements are needed so that Regional Offices data lines can support high speed data transfers, can be remotely supported by DSS IT staff in Sacramento, and comply with information security standards.

- Prior Year Unexpended Funds: At the end of FFY 2019 (September 30, 2019) the unexpended funds balance was \$2,610,280, which consists of the \$1,500,000 3-month reserve plus \$1,110,280 in savings. There are \$480,000 of FFY 2019 unpaid encumbrances that reduce the unexpended funds balance to \$2,130,280.
 - Current Year Unexpended Funds: As of December 31, 2019: • Personal Services projected savings: \$ 0 \$ • OE&E projected savings: 0 \$ • Unallocated projected savings: 0 \$ • Federal Funding Increase 40,899 • Prior year FFY 2019 Unexpended funds balance: \$2.130.280 • Less \$1,750,000 reserve (\$1,750,000)Unexpended Funds Available for Council to Spend: \$ 421,179
- <u>Unexpended Funds Available for the Council to Spend:</u> Due to the increase in average monthly expenditures mostly due to higher personnel costs and higher operating costs across the board, staff recommends the Council increase the three-month reserve from \$1,500,000 to \$1,750,000 to cover unexpected delays in funding. This would leave \$421,179 available for the Council to spend.

SFY 18/19 Quality Assurance (QA) Reimbursements from DDS

Total QA dollars available are \$3,288,000. With 50% of the SFY remaining, total reimbursements from DDS for QA Program expenses reflect a remaining balance of \$1,953,361 (59.4%).

- <u>Personal Services</u>: With 50% of the SFY remaining, total expenditures of \$913,983 reflect a remaining balance of \$1,146,017 (55.6%). The vacancy rate is 6% due to an unexpected retirement. These vacancies are not negatively impacting SCDD's ability to meet the QA contract deliverables.
- <u>OE&E</u>: With 50% of the SFY remaining, total expenditures of \$420,656 reflects a remaining balance of \$807,344 (65.7%). The largest savings are occurring in the Interdepartmental Services (7.0% spent) and Other Items/Client Services (7.7% spent) line items. These savings are due to delays in charging QA for IT infrastructure and DSS administrative support costs and a lower than expected need for paid interviewers to complete the required surveys, which are primarily by mail and online.

SFY 18/19 Client's Rights Advocates/Volunteer Advocacy Services (CRA/VAS) Reimbursements from DDS

Total CRA/VAS dollars available are \$1,840,000. With 50% of the SFY remaining, total reimbursements from DDS for CRA/VAS Program expenses reflect a remaining balance of \$832,402 (45.2%).

- <u>Personal Services</u>: With 50% of the SFY remaining, total expenditures of \$699,994 reflects a remaining balance of \$668,006 (48.8%). There are no vacancies, which explain why Personal Services expenses are on track to be fully expended. The ongoing closure of most of the Developmental Centers is resulting in a diminished need for CRA/VAS services. SCDD is working with DDS to identify other services SCDD CRA/VAS staff can provide to former Developmental Center consumers in their community.
- <u>OE&E</u>: With 50% of the SFY remaining, total expenditures of \$307,604 reflects a remaining balance of \$164,396 (34.8%). The largest expense is \$183,514 in Other Items/Client Services (201.7% spent). DSS Accounting confirmed that this was a posting error that should have been posted to Interdepartmental Services. Savings are occurring in the General Expense (1.5% spent), Printing (0% spent), Communications (11.1% spent), In-State Travel (27.8% spent), and Data Processing (0% spent) line items. With most of the CRA/VAS staff located at Developmental Centers, they are utilizing DDS supplies and equipment, which is resulting in much of the savings. As the Developmental Centers close and staff are relocated to SCDD offices, these expenditures are expected to increase. Delays in charging CRA/VAS for IT infrastructure and DSS administrative support costs are also a factor.

State Council on Developmental Disabilities State Council Budgeted Base Fiscal Year 2019-20 Budget

Categories	Basic State Grant (BSG)	Client's Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Grant	State Reimbursement	State Reimbursement	
1. Personal Services				
Net Salaries & Wages	\$3,469,000	\$927,000	\$1,393,000	\$5,789,000
Temporary Help / Honorarium	\$87,000	\$0	\$0	\$87,000
Worker's Compensation	\$55,000	\$5,000	\$3,000	\$63,000
Staff Benefits	<u>\$1,872,000</u>	\$436,000	\$664,000	\$2,972,000
Total Personal Services	<u>\$5,483,000</u>	<u>\$1,368,000</u>	<u>\$2,060,000</u>	<u>\$8,911,000</u>
2. Operating Expense and Equipment				
General Expense	\$75,000	\$75,000	\$55,000	\$205,000
Printing	\$45,000	\$9,000	\$245,000	\$299,000
Communications	\$100,000	\$25,000	\$10,000	\$135,000
Postage	\$20,000	\$14,000	\$380,000	\$414,000
Travel In-State	\$335,000	\$64,000	\$40,000	\$439,000
Travel Out-of-State	\$20,000	\$0	\$0	\$20,000
Training (Tuition & Registration)	\$10,000	\$1,500	\$2,000	\$27,000
Facilities Operations (Rent)	\$600,000	\$24,000	\$245,000	\$869,000
Utilities	\$6,000	\$0	\$2,000	\$8,000
Interdepartmental Services	\$411,000	\$134,000	\$156,000	\$701,000
External Contract Services	\$75,000	\$3,000	\$3,000	\$81,000
Data Processing (Software, licenses, etc.)	\$15,000	\$18,000	\$10,000	\$43,000
Statewide Cost Allocation Plan (SWCAP)	\$25,000	\$0	\$0	\$25,000
Other Items of Expense	<u>\$5,000</u>	<u>\$91,000</u>	<u>\$80,000</u>	<u>\$176,000</u>
Total Operating Expense and Equipment	<u>\$1,742,000</u>	<u>\$472,000</u>	<u>\$1,228,000</u>	<u>\$3,442,000</u>
3. Community Grants	<u>\$450,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$450,000</u>
4. Total Council Budget (1 + 2 + 3)	<u>\$7,675,000</u>	<u>\$1,840,000</u>	<u>\$3,288,000</u>	<u>\$12,803,000</u>
5. Total Basic State Grant Award	\$7,480,624			
6. Reallotment Award Received 9/4/19	\$207,213			
7. Total BSG Award + Reallotment Award	\$7,687,837			
8. Difference between Total Council Budget and Basic State Grant Award + Reallotment Award	\$12,837			
9. Prior Year's Unexpended Balance as of December 31, 2019	\$2,130,280			

State Council on Developmental Disabilities State Council Budgeted Base Fiscal Year 2020-21 Budget

Categories	Basic State Grant (BSG)	Client's Rights Advocates/ Volunteer Advocacy	Quality Assessment	TOTAL
	Federal Grant	State Reimbursement	State Reimbursement	
1. Personal Services				
Net Salaries & Wages	\$3,568,744	\$927,000	\$1,393,000	\$5,888,744
Temporary Help / Honorarium	\$87,000	\$0	\$0	\$87,000
	* 55 000	#5 000	#0.000	\$00.000
Worker's Compensation	\$55,000	\$5,000	\$3,000	\$63,000
Staff Benefits	<u>\$1,802,000</u>	\$436,000	\$664,000	\$2,902,000
olan Benenits	<u>\u002,000</u>	φ+00,000	φ004,000	ψ2,002,000
Total Personal Services	<u>\$5,513,000</u>	<u>\$1,368,000</u>	<u>\$2,060,000</u>	<u>\$8,941,000</u>
2. Operating Expense and Equipment				
	* 75 000	\$75,000	\$00.000	\$ 170.000
General Expense	\$75,000 \$45,000	\$75,000	\$20,000 \$25,000	\$170,000 \$79,000
Printing Communications	\$45,000 \$100,000	\$9,000 \$25,000	\$25,000 \$10,000	\$135,000
Postage	\$20,000	\$25,000	\$10,000 \$45,000	\$79,000
Travel In-State	\$335,000	\$14,000 \$64,000	\$45,000 \$80,000	\$558,000
Travel Out-of-State	\$20,000	\$04,000 \$0	\$00,000	\$20,000
Training (Tuition & Registration)	\$25,000	\$15,000	\$3,000	\$41,000
Facilities Operations (Rent)	\$600,000	\$15,000 \$24,000	\$3,000	\$869,000
Utilities	\$6,000	\$24,000 \$0	\$245,000 \$2,000	\$8,000
Interdepartmental Services	\$411,000	\$134,000	\$2,000	\$701,000
External Contract Services	\$75,000	\$134,000	\$130,000	\$79,000
Data Processing (Software, licenses, etc.)		\$3,000	\$1,000	\$48,000
Statewide Cost Allocation Plan (SWCAP)	\$15,000 \$25,000	\$18,000 \$0	\$15,000 \$0	\$48,000
Other Items of Expense	\$23,000 \$5,000	\$0 <u>\$91,000</u>	\$0 \$745,000	\$23,000 \$841,000
	<u>\$0,000</u>	<u>\$91,000</u>	<u>\$743,000</u>	<u>4041,000</u>
Total Operating Expense and Equipment	<u>\$1,757,000</u>	<u>\$472,000</u>	<u>\$1,347,000</u>	<u>\$3,576,000</u>
3. Community Grants	<u>\$260,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$260,000</u>
4. Total Council Budget (1 + 2 + 3)	<u>\$7,530,000</u>	<u>\$1,840,000</u>	<u>\$3,407,000</u>	<u>\$12,777,000</u>
E Total Estimated David Otate Oract Avenue	¢7 504 500			
5. Total Estimated Basic State Grant Award	\$7,521,523			
8. Difference between Total Council Budget and Basic State Grant Award	-\$8,477			
9. Prior Year's Unexpended Balance as of December 31, 2019	\$2,130,280			

Dates	State Budget Process	Federal Budget Process	SCDD Budget Process
January	January 10 Governor releases proposed budget for State Fiscal Year (SFY) starting July 1. Legislative Analyst's Office (LAO) submits analysis of the proposed budget.	Federal agencies develop their funding proposals for potential inclusion in the President's proposed budget for the upcoming FFY.	HHSA Secretary reports to the Council on the Governor's proposed HHSA budget for the upcoming budget year (BY) beginning July 1. Staff prepares the 6-month expenditure report, analysis and expenditure projections for the current year (CY) budget.
February 36	<u>February 1</u> Department of Finance (DOF) provides to the Legislature all provosed statutory changes (Budget Trailer Bills), that are necessary to implement the Governor's Budget. <u>February-April</u> Legislative budget subcommittee staff hold budget pre-hearings with LAO, DOF and departments. (SCDD funding is included in the Health & Human Services Agency budget assigned to Assembly and Senate Budget Sub Committees.	Typically, by the first Monday in February The President gives Congress his proposed budget for the Federal Fiscal Year (FFY) starting October 1.	Eebruary-April Staff monitor both the Governor's proposed budget and the President's proposed HHS budget and incorporates the proposed funding into the SCDD's proposed operating budget. Staff presents the proposed SCDD operating budget to the Executive and Administration Committees for approval as well as CY expenditure data, analysis and projections.

State Council on Developmental Disabilities Budget Process Timeline

	Legislative budget subcommittees hold budget hearings.		Staff presents the proposed SCDD operating budget to the full Council for preliminary approval, pending any May Revision changes or federal funding changes.
March		<u>March-September</u> The House and Senate each draft a budget resolution setting overall spending levels.	
		A conference committee of House and Senate members resolves differences to create a final version that each chamber votes on.	
		House and Senate appropriations committees divide the budget resolution into 12 appropriations bills. (SCDD funding is included in the Labor, Health & Human Services appropriations bills	
		assigned to the Labor, Health & Human Services and Related Agencies subcommittees)	

State Council on Developmental Disabilities Budget Process Timeline

May May

June	<u>June 15</u> Constitutional deadline for the Legislature to pass the Budget Act. <u>By June 30</u> The Governor signs the Budget Act.		
July	<u>July 1</u> SFY begins		<u>July-June</u> Staff monitors expenditures to the approved budget.
August	Departments begin preparing the next year's budget change proposals (BCPs) and submit them to DOF for possible inclusion in the January 10 Governor's proposed budget.		<u>August</u> Staff prepares the year-end expenditure report. <u>August-September</u> Staff determines if any BCPs are needed for the next year. If yes, submits them to DOF (BCPs are confidential until released as part of the Governor's proposed budget on January 10)
September	<u>September-December</u> DOF approves/rejects BCPs and works with departments on the completion of required adjustments.	<u>By September 30</u> The President signs the 12 bills into law. (Short term continuing resolutions (CR) to temporarily fund the government while Congress and the President negotiate have become common)	

October	Departments submit their budget	October 1	October-December
	galleys to DOF for inclusion in the January 10 Governor's proposed	FFY begins. If bills are not signed and there is no CR, all	Staff calculates the federal funds carryforward from the FFY ending
	puaget.	or part of the government shuts down.	September 30.
			Depending on the timing of award of our federal funding, staff may
			recommend one-time and
			ungoung pudget increases/reductions to the
			Executive and Administration
			committees and the full Council.
November		November-December	
		Federal agencies develop their	
		funding proposals for potential	
		inclusion in the President's	
		proposed budget for the	
		upcoming FFY.	
December	The details of the Governor's		
	proposed budget are confidential		
	UTURINE STERASED OF JAINARY 10.		

State Council on Developmental Disabilities Budget Process Timeline

FEBRUARY 19, 2020

AGENDA ITEM 8. INFORMATIONAL ITEM

ADMINISTRATIVE COMMITTEE STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Out-of-State Travel (OST) Restriction Update

Members will be provided an update on the state's travel restrictions pertaining to California's Travel Prohibition list.

Pursuant to Gov. Code, § 11139.8, subd. (a)(5) and SCDD Policy #1-460, lowa and South Carolina have been added to the state's travel prohibition list. Therefore, SCDD Policy #1-460 has been updated to reflect this. A copy of the updated SCDD policy is being provided to members.

Attachments

SCDD Policy 1-460

State Council on Developmental Disabilities Adopted by Council: February 12, 2019 Federal Law: No State Law: Yes

TRAVEL OUT OF STATE

Purpose:

To provide Councilmembers with the annual Out-of-State Travel policy and procedures.

Authority/Reference:

Governor's Executive Order B-06-11 Government Code, § 11139.8 Travel and Expense Planning and Reimbursement Policy.

Applies To:

Councilmembers

POLICY

Policy Statement

Governor's Executive Order B-06-11 states that no travel, either in-state or outof-state, is permitted unless it is mission critical or there is no cost to the state.

Mission critical means travel that is directly related to:

- Enforcement responsibilities
- Auditing.
- Revenue collection.
- A function required by statute, contract or executive directive.
- Job-required training necessary to maintain licensure or similar standards required for holding a position.

For the State Council on Developmental Disabilities (SCDD), this means that travel directly related to federal requirements such as the following items would be considered mission critical: meetings or training fulfilling a requirement of a federal grant or to maintain federal grant funding; requests by the federal government to appear before committees; required attendance at any litigation or compliance related events (e.g. interviews, depositions, or testimony) related to federal funding.

Page 1 of 2

For example, to stay in good standing with SCDD's federal funding agency, the U.S. Administration on Intellectual and Developmental Disabilities (AIDD), the SCDD Chairperson (or designee) and the SCDD Executive Director (or designee) should attend the National Association of Councils on Developmental Disabilities (NACDD) annual in-person training. Generally, travel for this NACDD training is the only mission critical out-of-state travel required of any Councilmembers. However, there may be an exception if a particular trip's purpose is to maintain compliance with SCDD's AIDD basic state grant contract. The Executive Director in consultation with Legal Counsel will make this determination.

Additionally, the following states are currently subject to California's ban on statefunded and state-sponsored travel:

- 1. Alabama
- 2. Kansas
- 3. Kentucky
- 4. Mississippi
- 5. North Carolina
- 6. Oklahoma
- 7. South Dakota
- 8.. Tennessee
- 9. Texas
- 10. South Carolina
- <u>11. Iowa</u>

Please visit the Attorney General's prohibited state travel website at <u>https://oag.ca.gov/ab1887</u> for the most current list of prohibited states.

Furthermore when traveling, the Chairperson (or designee) shall comply with the rules set forth in SCDD's Travel and Expense Planning and Reimbursement Policy.