



NOTICE/AGENDA

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EXECUTIVE COMMITTEE MEETING NOTICE/AGENDA POSTED AT: www.scdd.ca.gov

DATE: February 19, 2020

TIME: 12:30 PM until 3:30 PM

MEETING LOCATION:

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

**TELECONFERENCE
LOCATION(S):**
See last page

COMMITTEE CHAIR: Julie Austin







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 Committee on matters not on the agenda.

<u>Item 5.</u>	<u>APPROVAL OF OCTOBER 2019 MINUTES</u>		Page 5
<u>Item 6.</u>	<u>EXECUTIVE DIRECTOR REPORT</u>		Page 15
<u>Item 7.</u>	<u>SCDD BUDGET UPDATE</u>		Page 17
	Presented by: D. Sale		
	<i>Attachments:</i>		
	A. 2018-19 Year End Report		
	B. 2019-20 First Quarter Report		
	C. 2019-20 Second Quarter Report		
	D. Proposed SCDD 2020-21 Budget		
	E. Budget Process Timeline		
	F. Prior Year Unexpended Funds		
<u>Item 8.</u>	<u>SSAN MEMORANDUM OF UNDERSTANDING</u>		Page 81
<u>Item 9.</u>	<u>OUT OF STATE TRAVEL RESTRICTION POLICY</u>		Page 97
	Presented by: A. Lewis		
<u>Item 10.</u>	<u>NOMINATING COMMITTEE PROCEDURES</u>		Page 101
<u>Item 11.</u>	<u>SPONSORSHIP REQUESTS</u>		Page 105
	Presented by: D. Sale		
	<i>Attachments:</i>		
	A. Care Parent Network		
	B. Family Voices of California		
	C. ZMB Consulting Educational Center		
<u>Item 12.</u>	<u>CONFLICT OF INTEREST WAIVER REQUEST</u>		Page 149
	Presented by: A. Lewis		
	<i>Attachment:</i>		
	A. Waiver request from L. Martinez, North Los Angeles County		

Regional Center

Item 13. NEXT MEETING DATE AND ADJOURNMENT

Next meeting: April 14, 2020

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.

TELECONFERENCE LOCATIONS:

North Bay Regional Center
2351 Mendocino Avenue
Santa Rosa, CA 95403

California State University, Stanislaus
One University Circle
Turlock, CA 95382

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FEBRUARY 19, 2020

**AGENDA ITEM 5
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Approval of October 2019 Minutes

Minutes from the October 29, 2019 Executive Committee meeting are included in the packet for review.

Action Recommended

Approve the October 2019 Minutes.

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Executive Committee Meeting Minutes

October 29, 2019

Members Attending

Catherine Blakemore
Julie Austin (F.A.)
Kilolo Brodie (F.A.)
Lee Bycel (F.A.)
Maria Marquez (S.A.)
Wesley Witherspoon
(S.A.)

Members Absent

Jeana Eriksen (S.A.)
Kara Ponton (S.A.)

Others Attending

Aaron Carruthers
Adam Lewis
Charlotte Endres
Cindy Smith
Connie Lapin (phone)
Douglas Sale
Harvey Lapin (phone)
Judy Mark (phone)
Robin Maitino-Erben
Sandra Aldana (phone)
Sandra Smith (phone)

1. CALL TO ORDER

Chairperson Julie Austin (F.A.) called the meeting to order at 10:29 A.M.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. PUBLIC COMMENTS

During Public Comment, community member Sandra Smith called attention to the recent fires in California and the lack of response from PG&E and other utilities. Executive Director Aaron Carruthers and members of the Committee discussed the impact of the fires as well as

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the Public Safety Power Shutoffs. Committee Chair Julie Austin requested that the Executive Director keep everyone informed at the local level whenever possible. Additionally, the Committee requested that a letter be sent from SCDD to the utilities, expressing concern for the lack of response and safety measures being put in place for the I/DD community.

5. APPROVAL OF THE AUGUST 2019 MEETING MINUTES

It was moved/seconded (Witherspoon [S.A.]/Marquez [S.A.]) and carried to approve the August 2019 meeting minutes. (Unanimous)

6. EXECUTIVE DIRECTOR REPORT

Executive Director Aaron Carruthers provided Committee members with a report on his recent activities and priorities for the State Council. His report included details about the following items.

Recently Executive Director Carruthers met with the Lanterman Housing Alliance during a thought leaders conference to come up with policy recommendations to pursue. They addressed updates to the 2019 strategic housing framework and reviewed ongoing goals.

Carruthers also attended the annual Executive Director Leadership Summit (EDLS) that took place in September in Little Rock, Arkansas. He reported that Jennifer Johnson of the Administration on Community Living (ACL) came to present, noting that her strategic message to Councils across the country is that the focus should be on outcomes – what can be accomplished and what can be done to help the ACL with their goals and priorities.

In October Executive Director Carruthers worked with leadership staff from Georgetown University's National Center on Cultural Competence. The team spent time at both the North Bay Regional Center and the Valley Mountain Regional Center working together to develop strategies and plans to reduce disparities.

Lastly, the Nominating Committee met on October 1st and put forth a slate of names for the upcoming November elections for Council Chair and Vice Chair.

7. STATEWIDE SELF-DETERMINATION ADVISORY COMMITTEE UPDATE

At the June meeting of the Statewide Self-Determination Advisory Committee (SSDAC), the Committee put forth several goals, including a request to establish a coordinating subcommittee independent of the Council. At the June Executive Committee meeting, that request was denied. In response to this, SSDAC member Rick Wood sent an email to the SCDD that asked the Committee to reconsider their decision. It was requested that the letter be read aloud at the October Executive Committee meeting. After the letter was read, Executive Committee members and community representatives from SSDAC discussed options for moving forward. At the conclusion of the discussion, a motion was offered.

It was moved/seconded (Blakemore/Marquez [S.A.] and carried to approve that the Executive Committee of the Council should recognize more autonomy and responsibilities of the SSDAC as set forth in statute, that the SSDAC will have a co-chair (selected by the SSDAC), and that the Executive Committee Chair and SSDAC members will meet by the end of the calendar year to map out further details. (Unanimous)

8. SCDD BUDGET UPDATE

Deputy Director of Administration Douglas Sale gave a report on budget updates since the last Executive Committee meeting. This is the first year of reporting with the new financial management system (Fi\$cal), which means there have been delays in receiving accurate information from the Department of Social Services. Overall, we know that SCDD spent less than what was allocated to us by federal funding. SCDD staff recommendation is to continue to retain \$1.5 million on reserve, and if the carryforward is higher, the Council can choose to spend it elsewhere. The carryforward of funds from year to year may decrease. A report will be available on October 31 that will provide us with more details.

The staff vacancy rate is currently at 7%, with three vacancies in the Headquarters office and two vacancies in the field offices.

9. SPONSORSHIP REQUESTS

Deputy Director of Administration Douglas Sale presented five sponsorship requests to the Committee for discussion and approval.

The Developmental Disabilities Provider Network (DDPN) requested \$1,500 to help sponsor their annual Leading the Charge event in San Diego. The funding would go towards the cost of programs, lanyards, name tags, signs and banners. DDPN has previously received four sponsorships from the Council for similar purposes.

Disability Voices United (DVU) requested \$1,500 to assist with the cost of providing Spanish interpreters and translation of conference materials for their statewide conference on the Self-Determination Program. DVU was previously awarded funds for translation and interpreters for a series of town hall meetings in 2017.

Family Voices of California (FVCA) requested \$1,500 for materials reproduction and supplies for a workshop they are presenting, Project Leadership Training of Trainers. FVCA has previously received funding from the Council for event materials and meeting room fees for their annual health summit.

NICU Family Alliance requested \$1,500 to assist with sponsoring the NICU Symposium. The funds would cover costs for venue fees and printing costs for event materials. NICU has never received a sponsorship from SCDD.

The Tichenor Clinic for Children requested \$1,277 to support their Teen Tiger Life Skills Group. The funds would be used for translation, materials, printing and binders. Tichenor Clinic has previously received funding from the Council for event materials, printing and presentation equipment for their Super Heroes Carnival event in 2019. A question was raised about whether this request would fall into the category of providing direct services. It was determined that even though the funds would support direct services, they would not provide direct services.

It was moved/seconded (Bycel [F.A.]/Marquez [S.A.]) and carried to approve the sponsorship request from DDPN. (Unanimous)

It was moved/seconded (Blakemore/Marquez [S.A.]) and carried to approve sponsorship requests from DVU and FVCA (agenda items B and C as a group). (For: Austin, Blakemore, Bycel, Marquez. Abstain: Witherspoon.)

It was moved/seconded (Marquez [S.A.]/Witherspoon [S.A.] and carried to approve the sponsorship request for the NICU Family Alliance. (For: Austin, Bycel, Marquez, Witherspoon. Abstain: Blakemore.)

It was moved/seconded (Witherspoon [S.A.]/Bycel [F.A.] to vote on approving the sponsorship request for Tichenor Clinic for Children. (Opposed: all members.) The sponsorship request was not approved.

10. **CONFLICT OF INTEREST WAIVER REQUESTS**

SCDD Legal Counsel Adam Lewis presented seven Conflict of Interest waiver requests. Staff recommendation was to approve all the requests, most of which were renewals.

Far Northern Regional Center (FNRC) board member William Battles is employed on a part time basis with the We Care A Lot Foundation, which is a vendor for FNRC. To mitigate the potential conflict of interest, Mr. Battles shall not participate in any recommendations, planning, decision making, or individual or group projects that involve the We Care A Lot Foundation. A previous waiver submitted by Mr. Battles was approved by the Executive Committee in August 2017.

FNRC board member Adam Beals is employed on a part time basis in the mail room and Marble Project for the Siskiyou County Opportunity Center, which is a vendor for FNRC. To mitigate the potential conflict of interest, Mr. Beals shall not participate in any recommendations, planning, decision making, or individual or group projects that involve the Siskiyou County Opportunity Center. Previous waivers submitted by Mr. Beals were approved by the Council in 2016, 2017 and 2018.

FNRC board member Roger Hatton is employed on a part time basis with CPE Food Pantry, which is a vendor for FNRC. To mitigate the potential conflict of interest, Mr. Hatton shall not participate in any recommendations, planning, decision making, or individual or group projects that involve the CPE Food Pantry. Previous waivers submitted by Mr. Hatton were approved by the Council in 2016, 2017 and 2018.

FNRC board member Colleen Ryberg has a daughter-in-law who is a provider of occupational therapy services to FNRC consumers. To mitigate the potential conflict of interest, Ms. Ryberg shall not participate in any recommendations, planning, decision making, or individual or

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group projects that involve her daughter-in-law or any other FNRC vendor of occupational therapy services; nor will she promote her daughter-in-law to FNRC staff or consumers. Previous waivers submitted by Ms. Ryberg have been approved by the Council on an annual basis from 2013-2018.

Tri-Counties Regional Center (TCRC) consumer and board member Howard Krauss is employed by Pathpoint, which is a TCRC vendor. To mitigate the potential conflict of interest, Mr. Krauss shall not participate in any recommendations, planning, decision making, business dealings, or individual or group projects that involve Pathpoint. Previous waivers submitted by Mr. Krauss were approved by the Council in 2017 and 2018.

North Los Angeles County Regional Center (NLARC) board member Adam Breall is employed with Etta Israel (ETTA), which is a vendor that provides employment services for NLARC consumers. To mitigate the potential conflict of interest, Mr. Breall shall not participate in any recommendations, planning, decision making, actions, or individual or group projects that involve ETTA. Mr. Breall has not previously requested a waiver.

Redwood Coast Regional Center (RCRC) board member Diane Larson's husband is employed with Chance 4 Change, which is a vendor for RCRC. To mitigate the potential conflict of interest, Ms. Larson shall not participate in any recommendations, planning, decision making, or individual or group projects that involve Chance 4 Change. Ms. Larson has not previously requested a waiver.

It was moved/seconded (Bycel [F.A.]/Witherspoon [S.A.] and carried to approve all Conflict of Interest Waiver requests. (For: Austin, Bycel, Marquez, Witherspoon. Abstain: Blakemore)

11. **CLOSED SESSION – PERSONNEL**

The Committee went into closed session to determine the evaluation of the Executive Director and compile recommendations to present to the full Council at the upcoming meeting in November.

12. **RECONVENE OPEN SESSION**

Due to time constraints, the closed session was continued to November 5th, 2019, at which time the Executive Director evaluation was completed and approved to be brought to the full Council at its November 14th meeting.

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13. **NEXT MEETING DATE & ADJOURNMENT**

The next Executive Committee meeting will be held on February 19, 2020. Meeting adjourned at 3:47 P.M.

Legend:

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FEBRUARY 19, 2020

**AGENDA ITEM 6
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

Executive Director Report

Executive Director Aaron Carruthers will provide Committee members with a verbal report regarding recent Council activities and goals.

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FEBRUARY 19, 2020

**AGENDA ITEM 7
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

SCDD BUDGET

Deputy Director of Administration Douglas Sale will provide Committee members with an update on Council budget items.

The following documents have been provided in the packet for review:

- A. 2018-19 Year End Report
- B. 2019-20 First Quarter Report
- C. 2019-20 Second Quarter Report
- D. Proposed SCDD 2020-21 Budget
- E. Budget Process Timeline
- F. Prior Year Unexpended Funds

Additional documents for the Prior Year Unexpended Funds will be provided at the Executive Committee meeting as handouts for members to review.

Action Recommended

Approve the proposed SCDD 2020-21 budget to be presented for recommendation to the full Council in March.

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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.

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

FEDERAL GRANT (BSG)

Based on State Fiscal Year

July 1 through June 30

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance	BSG
Personal Services & Benefits	\$5,385,000	\$437,961	\$4,861,504	\$523,496	# Positions 46 # Vacancies 5
Operating Expenses	\$1,640,000	\$117,281	\$1,480,348	\$159,652	
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)

Based on State Fiscal Year

21

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	QA
Personal Services & Benefits	\$1,991,000	\$141,708	\$1,718,847	\$251,153	# Positions 18 # Vacancies 4
Operating Expenses	\$1,031,000	\$48,848	\$646,346	\$384,654	
	\$3,022,000	\$190,556	\$2,365,193	\$635,807	

CRA/VAS

Based on State Fiscal Year

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	CRA/VAS
Personal Services & Benefits	\$1,368,000	\$103,912	\$1,283,615	\$84,385	# Positions 12 # Vacancies 0
Operating Expenses	\$472,000	\$20,002	\$240,174	\$231,826	
	\$1,840,000	\$123,924	\$1,523,789	\$316,211	Vacancy % 0%

Total
Positions 76
Vacancies 9
Vacancy % 12%

Updated 1/31/20

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State Council on Developmental Disabilities

Council Report for FY 18-19

June-19

FEDERAL GRANT (BSG)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
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)					
Printing	50,000	3,049	61,860	(11,860)	-23.7%
Communications	45,000	29,003	62,447	(17,447)	-38.8%
Postage	40,000	-	59,845	(19,845)	-49.6%
Travel-In-State :	20,000	-	24,826	(4,826)	-24.1%
Out-of-State Travel	335,000	-	407,230	(72,230)	-21.6%
Training (Tuition and Registration)	20,000	631	2,275	17,725	88.6%
Facilities Operations (Rent)	10,000	7,585	25,590	(15,590)	-155.9%
Facilities Ping/Maint. & Utilities	583,000	45,110	605,249	(22,249)	-3.8%
Interdepartmental Services	6,000	-	3,886	2,114	35.2%
External Contract Services	411,000	29,725	157,983	253,017	61.6%
Data Processing (Software, Supplies & Misc.)	75,000	-	35,049	39,951	53.3%
SWCAP	15,000	-	5,693	9,307	62.0%
Other Items/ Client Services	25,000	-	25,000	-	0.0%
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%

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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	-	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 & Misc.)	15,000	1,002	3,308	11,692	77.9%
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%

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Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)	1,368,000	103,912	1,283,615	84,385	6.2%
Salaries & Wages w/ Benefits					
OPERATING EXPENSE (OE&E)	75,000	4,221	6,414	68,586	91.4%
General Expense (Meeting/Conf)	9,000	-	858	8,142	90.5%
Printing	25,000	-	6,044	18,956	75.8%
Communications	14,000	-	338	13,662	97.6%
Postage	64,000	1,242	38,616	25,384	39.7%
Travel-in-State :	15,000	-	-	15,000	100.0%
Training (Tuition and Registration)	24,000	-	3,804	20,196	84.2%
Facilities Operations (Rent)	134,000	2,091	22,569	111,431	83.2%
Interdepartmental Services	3,000	-	930	2,070	69.0%
External Contract Services	18,000	2,773	2,773	15,227	84.6%
Data Processing (Software, Supplies & Misc.)					
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%

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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.

- Personal Services: 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.
- Community Grants: 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.

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- Unallocated: 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%).

- Personal Services: 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.
- OE&E: 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%).

- Personal Services: 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.
- OE&E: 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.

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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			

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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.

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

FEDERAL GRANT (BSG)

Based on State Fiscal Year

July 1 through June 30

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance	BSG
Personal Services & Benefits	\$5,483,000	\$444,489	\$1,275,299	\$4,207,701	# Positions 46 # Vacancies 3
Operating Expenses	\$1,742,000	\$118,873	\$283,012	\$1,458,988	
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)

Based on State Fiscal Year

37

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	QA
Personal Services & Benefits	\$2,060,000	\$148,008	\$435,934	\$1,624,066	# Positions 17 # Vacancies 1
Operating Expenses	\$1,228,000	\$26,134	\$273,208	\$954,792	
	\$3,288,000	\$174,142	\$709,142	\$2,578,858	

CRA/VAS

Based on State Fiscal Year

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	CRA/VAS
Personal Services & Benefits	\$1,368,000	\$116,591	\$356,217	\$1,011,783	# Positions 13 # Vacancies 0
Operating Expenses	\$472,000	\$32,686	\$175,111	\$296,889	
	\$1,840,000	\$149,277	\$531,328	\$1,308,672	Vacancy % 0%

Total
Positions 76
Vacancies 4
Vacancy % 5%

Updated 2/3/20

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State Council on Developmental Disabilities

Council Report for FY 19-20

September-19

FEDERAL GRANT (BSG)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining 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	69.9%
Printing	45,000	94	3,132	41,868	93.0%
Communications	100,000	8,018	10,902	89,098	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	-	-	20,000	100.0%
Training (Tuition and Registration)	10,000	1,100	2,010	7,990	79.9%
Facilities Operations (Rent)	600,000	39,161	138,705	461,295	76.9%
Facilities Ping/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	-	318	74,682	99.6%
Data Processing (Software, Supplies & Misc.)	15,000	5,140	41,308	(26,308)	-175.4%
SWCAP	25,000	-	-	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%

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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)		64	48,808	6,192	11.3%
Printing	55,000	149	11,339	233,661	95.4%
Communications	245,000	2,319	3,403	6,597	66.0%
Postage	10,000	241	18,497	361,503	95.1%
Travel-in-State :	380,000	3,417	8,344	31,656	79.1%
Training (Tuition and Registration)	40,000	-	-	2,000	100.0%
Facilities Operations (Rent)	2,000	16,967	35,016	209,984	85.7%
Facilities Plng/Maint. & Utilities	245,000	186	435	1,565	78.3%
Interdepartmental Services	2,000	2,163	114,183	41,817	26.8%
External Contract Services	156,000	-	-	3,000	100.0%
Data Processing (Software, Supplies & Misc.)	3,000	18	29,933	(19,933)	-199.3%
Other Items/ Client Services	10,000	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%

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Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)	1,368,000	116,591	356,217	1,011,783	74.0%
Salaries & Wages w/ Benefits					
OPERATING EXPENSE (OE&E)					
General Expense (Meeting/Conf)	75,000	-	4,793	70,207	93.6%
Printing	9,000	128	128	8,872	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	-	-	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	-	5,592	(2,592)	-86.4%
Data Processing (Software, Supplies & Misc.)	18,000	-	-	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%

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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%).

- Personal Services: 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.
- OE&E: 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.
- Community Grants: 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.
- Unallocated: 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.

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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%).

- Personal Services: 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.
- OE&E: With 75% of the SFY remaining, total expenditures of \$273,208 reflect 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%).

- Personal Services: With 75% of the SFY remaining, total expenditures of \$356,217 reflect 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.
- OE&E: With 75% of the SFY remaining, total expenditures of \$175,111 reflect 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.

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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 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			

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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.

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

FEDERAL GRANT (BSG)

Based on State Fiscal Year

July 1 through June 30

	Annual Grant Award	Monthly Expenditure	Year-To-Date Expenditure	Balance	BSG
Personal Services & Benefits	\$5,483,000	\$462,713	\$2,672,672	\$2,810,328	# Positions 46 # Vacancies 3
Operating Expenses	\$1,742,000	\$161,740	\$676,065	\$1,065,935	
Program Development Grants	\$450,000	\$59,268	\$357,609	\$92,391	
Unallocated Funds	\$207,213	\$0	\$18,405	\$188,808	Vacancy % 7%
	\$7,882,213	\$683,721	\$3,706,346	\$4,157,462	

QUALITY ASSESSMENT (QA)

Based on State Fiscal Year

05

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	QA
Personal Services & Benefits	\$2,060,000	\$157,723	\$913,983	\$1,146,017	# Positions 18 # Vacancies 1
Operating Expenses	\$1,228,000	\$60,650	\$420,656	\$807,344	
	\$3,288,000	\$218,373	\$1,334,639	\$1,953,361	

CRA/VAS

Based on State Fiscal Year

July 1 through June 30

	Contract Amount	Monthly Expenditure	Year-To-Date Expenditure	Balance	CRA/VAS
Personal Services & Benefits	\$1,368,000	\$111,421	\$699,994	\$668,006	# Positions 12 # Vacancies 0
Operating Expenses	\$472,000	\$57,586	\$307,604	\$164,396	
	\$1,840,000	\$169,007	\$1,007,598	\$832,402	

Total
Positions 76
Vacancies 4
Vacancy % 5%

Updated 2/3/20

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State Council on Developmental Disabilities

Council Report for FY 19-20

December-19

FEDERAL GRANT (BSG)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining 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 Ping/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 & Misc.)	15,000	11,677	41,476	(26,476)	-176.5%
SWCAP	25,000	-	-	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%

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

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Client's Rights Advocates/ Volunteer Advocacy Services (CRA/VAS)	Budgeted Base	Current Month Expenditure	YTD Expenditure	Remaining Balance	Remaining Percentage
PERSONAL SERVICES (PS & PB)	1,368,000	111,421	699,994	668,006	48.8%
Salaries & Wages w/ Benefits					
OPERATING EXPENSE (OE&E)	75,000	-	6,861	68,139	90.9%
General Expense (Meeting/Conf)	9,000	2,228	2,356	6,644	73.8%
Printing	25,000	1,319	3,362	21,638	86.6%
Communications	14,000	169	883	13,117	93.7%
Postage	64,000	3,069	15,270	48,730	76.1%
Travel-in-State :	15,000	-	6,960	8,040	53.6%
Training (Tuition and Registration)	24,000	4,298	21,084	2,916	12.2%
Facilities Operations (Rent)	134,000	2,368	37,465	96,535	72.0%
Interdepartmental Services	3,000	-	5,592	(2,592)	-86.4%
External Contract Services	18,000	24,257	24,257	(6,257)	-34.8%
Data Processing (Software, Supplies & Misc.)					
Other Items/ Client Services	91,000	19,878	183,514	(92,514)	-201.7%
Subtotal OE&E	472,000	57,586	307,604	164,396	34.8%
TOTAL	1,840,000	169,007	1,007,598	832,402	45.2%

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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%).

- Personal Services: 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%.
- OE&E: 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.
- Community Grants: 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.
- Unallocated: 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.

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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	<u>(\$1,750,000)</u>
Unexpended Funds Available for Council to Spend:	\$ 421,179
- Unexpended Funds Available for the Council to Spend: 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%).

- Personal Services: 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.
- OE&E: 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.

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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%).

- Personal Services: 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.
- OE&E: 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.

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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			

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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
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
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				
General Expense	\$75,000	\$75,000	\$20,000	\$170,000
Printing	\$45,000	\$9,000	\$25,000	\$79,000
Communications	\$100,000	\$25,000	\$10,000	\$135,000
Postage	\$20,000	\$14,000	\$45,000	\$79,000
Travel In-State	\$335,000	\$64,000	\$80,000	\$558,000
Travel Out-of-State	\$20,000	\$0	\$0	\$20,000
Training (Tuition & Registration)	\$25,000	\$15,000	\$3,000	\$41,000
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	\$1,000	\$79,000
Data Processing (Software, licenses, etc.)	\$15,000	\$18,000	\$15,000	\$48,000
Statewide Cost Allocation Plan (SWCAP)	\$25,000	\$0	\$0	\$25,000
Other Items of Expense	<u>\$5,000</u>	<u>\$91,000</u>	<u>\$745,000</u>	<u>\$841,000</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>
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			

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State Council on Developmental Disabilities Budget Process Timeline

Dates	State Budget Process	Federal Budget Process	SCDD Budget Process
January	<p><u>January 10</u> Governor releases proposed budget for State Fiscal Year (SFY) starting July 1.</p> <p>Legislative Analyst's Office (LAO) submits analysis of the proposed budget.</p>	Federal agencies develop their funding proposals for potential inclusion in the President's proposed budget for the upcoming FFY.	<p>HHSA Secretary reports to the Council on the Governor's proposed HHSA budget for the upcoming budget year (BY) beginning July 1.</p> <p>Staff prepares the 6-month expenditure report, analysis and expenditure projections for the current year (CY) budget.</p>
February	<p><u>February 1</u> Department of Finance (DOF) provides to the Legislature all proposed statutory changes (Budget Trailer Bills), that are necessary to implement the Governor's Budget.</p> <p><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.</p>	<p><u>Typically, by the first Monday in February</u> The President gives Congress his proposed budget for the Federal Fiscal Year (FFY) starting October 1.</p>	<p><u>February-April</u> 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.</p> <p>Staff presents the proposed SCDD operating budget to the Executive and Administration Committees for approval as well as CY expenditure data, analysis and projections.</p>

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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)	

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State Council on Developmental Disabilities Budget Process Timeline

		<p>The full House and Senate vote on their bills.</p> <p>Both versions of each bill go to a conference committee to merge the two.</p> <p>Both chambers vote on the merged version and if approved, it goes to the President.</p>	
April	<u>April 1</u> DOF issues May Revision update of revenues and expenditures.		
May	<u>May 11</u> Governor releases May Revision proposed budget. Legislative budget committees hold May Revise budget hearings to approve changes. Budget Act and Trailer Bills are sent to the floors for a vote. Conference committee of Assembly and Senate reconciles differences.		<u>May-June</u> Staff presents the final proposed SCDD operating budget to the full Council for final approval as well as the final estimate of unspent funds from the CY.

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State Council on Developmental Disabilities Budget Process Timeline

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)	

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State Council on Developmental Disabilities Budget Process Timeline

October	Departments submit their budget galleys to DOF for inclusion in the January 10 Governor's proposed budget.	<u>October 1</u> FFY begins. If bills are not signed and there is no CR, all or part of the government shuts down.	<u>October-December</u> Staff calculates the federal funds carryforward from the FFY ending September 30. Depending on the timing of award of our federal funding, staff may recommend one-time and ongoing budget increases/reductions to the Executive and Administration committees and the full Council.
November		<u>November-December</u> 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 until it is released on January 10.		

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FEBRUARY 19, 2020

**AGENDA ITEM 8
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

SSAN MEMORANDUM OF UNDERSTANDING (MOU)

The Memorandum of Understanding (MOU) between SCDD and SSAN was signed in 2017 in order to define the relationship between the State Council on Developmental Disabilities and the Statewide Self-Advocacy Network. The MOU is reviewed every three years. Executive Director Carruthers will go over the revisions that were made to the MOU after the September 2019 SSAN meeting.

Action Recommended

Adopt the changes to the SSAN MOU.

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Memorandum of Understanding

Between

The Statewide Self Advocacy Network (SSAN)

and

The State Council on Developmental Disabilities (SCDD).

This Memorandum of Understanding (MOU) defines the relationship between the Statewide Self Advocacy Network (SSAN) and the State Council on Developmental Disabilities (SCDD). The purpose of this MOU is to clarify the roles, responsibilities and expectations of both groups in order to facilitate a working relationship which benefits both parties.

1. MOU Background

- 1.1.** The following document is a reflection of efforts by both SSAN and SCDD to define their roles and responsibilities.
- 1.2.** SSAN established an MOU workgroup at their March 2015 meeting to express their ideas during the MOU process. Members of SSAN were identified to participate in the MOU drafting process in order to ensure that the voices of self-advocates were reflected in the MOU. This resulted in a SSAN DRAFT MOU presented at the June 2016 SSAN meeting and was given to SCDD for consideration.

2. Mission of SCDD and SSAN

SCDD Mission

- 2.1.** The mission of SCDD is to advocate, promote, and implement policies and practices that achieve self-determination, independence, productivity and inclusion in

all aspects of community life for Californians with intellectual/developmental disabilities (I/DD) and their families.

- 2.1.1.** To carry out its mission regarding self-advocacy, SCDD has adopted Goal 1 of its State Plan, which states Californians with I/DD and their families reflecting the diversity of the state will have increased information and supports to advocate for civil and service rights to achieve self-determination, integration and inclusion in all areas of community life.

SSAN Mission

- 2.2.** The mission of SSAN, a project of SCDD, is to promote leadership and build bridges that strengthen advocacy among disability communities by focusing on policy change.

- 2.2.1.** SSAN exists to encourage people with disabilities to organize and create change for good. The goal is for SSAN members to further and strengthen their skills as advocates and to share their knowledge and skills with their communities and elected officials. As a cross-disability network, SSAN connects individual members with organizations and leaders across the state of California in order to advance the self-advocacy movement. It is the goal of SSAN to provide members with the resources, knowledge and tools that will empower them to become effective, informed leaders within their communities across the state, so that they may train others.
- 2.2.2.** SSAN is dedicated to demonstrating that Californians with disabilities are strong, independent and make

enhanced contributions to society. Through collaborating with other advocacy organizations and disability communities, SSAN wants to support, develop and strengthen self-advocacy throughout California and local regions.

- 2.2.3.** SSAN recognizes that in order to have the most impact in systems change advocacy, they will be a cross disability training network.

3. Guiding Principles

- 3.1.** SCDD is committed to supporting policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with I/DD, other disabilities, and their families. SCDD supports the effort of SSAN members, helping them to advocate, promote and implement SSAN's work, as it aligns with Goal 1 and Objective 2 of the SCDD State Plan and the mission of the State Council.
- 3.2.** The SCDD supports the efforts of SSAN members and assists them in advocating, promoting and implementing their goals so long as they align with the SCDD State Plan (especially Goal 1) or the mission of the Council. SCDD and SSAN recognize the importance of the following principles:
- 3.3.** SCDD needs to have open communication with SSAN and its members.
- 3.4.** SCDD needs to respect all SSAN members as qualified individuals to consider all matters before the SSAN, including policy positions and discussions, decision making processes and SSAN actions.

- 3.5. SSAN **needs to** respect the SCDD Self-Advocacy Coordinator and in return, the Self Advocacy Coordinator **needs to** respect SSAN members.
- 3.6. Goal 1 of the SCDD State Plan affirms SCDD's commitment to supporting self-advocacy.
- 3.7. SCDD **needs to** promote self-advocates in leadership roles in SSAN by providing them with the **knowledge, skills, and** training necessary to train other self-advocates to become leaders in their communities and across the state.
- 3.8. SSAN members will be leaders in their communities and advocate for people with disabilities.
- 3.9. SSAN members **need to** conduct themselves a professional manner at all times, adhering to all laws and rules of the State of California.

4. ROLES AND RESPONSIBILITIES OF SCDD AND SSAN

4.1. SCDD Responsibility Regarding SSAN Membership:

- 4.1.1. SCDD will recognize that SSAN membership has been established by the SSAN Bylaws and consists of (1) SCDD Regional Representatives and (2) representatives from organizations that serve and advocate for those within the disability community. **As a cross-disability training network, SSAN leadership and no less than 50% of its members will be individuals with I/DD.**
- 4.1.2. SCDD will assist SSAN in the recruitment process of the SSAN SCDD Regional Representative. An SCDD Regional Representative to SSAN is defined as a self-advocate within one of the 12 SCDD regional

offices' geographic areas. Each of the SCDD Regional Offices will facilitate the selection process of one (1) Regional Representative from their local I/DD community within the Regional Office's area. While each SCDD Regional Office tailors a set selection criterion to address the specific needs of their area, successful candidates for SSAN membership will possess leadership skills and be actively involved in their community. SCDD Regional Offices will review their Regional Representative choice every four years and make a recommendation to SSAN leadership.

4.2. SCDD General Responsibilities:

- 4.2.1.** SCDD will work with SSAN in the following areas, but not limited to: to develop and give training to self-advocates and those who want to become trainers and/or leaders about: self-advocacy, self-determination, person-centered planning and/or leadership. SSAN members will train other self-advocates in California and report to SCDD on the number of trainings and presentations that were given and how many people attended. SCDD will work with SSAN on a pre/post-test and satisfaction survey for trainings.
- 4.2.2.** The SCDD Self-Advocacy Coordinator will act as the main contact person between SSAN and SCDD staff. The Self-Advocacy Coordinator will provide support¹ and guidance in order to help SSAN achieve their goals.

¹ Support refers to giving help or assistance to self-advocates of SSAN as they seek to become better advocates.

- 4.2.3.** The SCDD Self Advocacy Coordinator will maintain communication with all SSAN members and work with SSAN leadership to review communication materials, including meeting agendas, meeting minutes, Chair updates, newsletter publications and quarterly meeting packets.
- 4.2.4.** The SCDD Executive Director will give final approval prior to the distribution and online posting of quarterly meeting packets. The Executive Director will also review any other materials that may have potential impact on SCDD. The Executive Director will provide feedback in a timely manner, allowing time for any changes to be made, if any.
- 4.2.5.** SCDD Regional Managers (or regional office CPSIs) will provide support² to their Region's SSAN Representative upon request as long as the request is reasonable. There will be one (1) SCDD Staff who provides direct support³ during SSAN quarterly meetings and assists in SSAN operations.
- 4.2.6.** At the request of SSAN, SCDD can provide training and support⁴ to the SSAN as a whole and its individual members on topics relevant to the independent living movement, self-advocacy, and leadership skills; so long as it reflects the mission, vision and purpose of SCDD and the SSAN vision statement and financial support is available.

² Support refers to providing SSAN members in their region with the tools and resources needed to be leaders in their community.

³ Refers to the regional manager who is assigned to assist the Self-Advocacy Coordinator with overseeing SSAN. Regional managers may provide logistical and technical support such as note taking and recording minutes during SSAN meetings.

⁴ Refers to resources and professional development.

4.2.7. SCDD will approve each SSAN quarterly meeting based on an agenda approved by the SSAN leadership. If the projected cost for an agenda item is beyond the SCDD budget limits, SCDD will inform SSAN leadership at least 14 days before the next SSAN meeting.

4.2.7.1. The SSAN leadership and members must submit any requests or changes to the SSAN meeting that may require additional funding at least 30 days before the next SSAN meeting.

4.2.8. SCDD will provide logistical support⁵, such as scheduling and teleconference lines for SSAN work groups and leadership meetings between SSAN's quarterly in person meetings.

4.2.9. SCDD reserves the right to set the budget for training and meeting expenses for SSAN.

4.2.9.1. SCDD will inform SSAN leadership of the SSAN budget.

4.2.9.2. SCDD staff will meet with SSAN leadership once a year to review the SSAN budget.

4.2.10. SCDD will provide logistical and technical assistance⁶ at no more than four (4) in person, two (2) day meetings. SCDD will take responsibility for arranging and coordinating SSAN meetings. SCDD will

⁵ Refers to scheduling meetings, creating a calendar of all SSAN quarterly and workgroup meetings. Logistical support also includes opening and operating the conference line(s) for workgroup meetings.

⁶ Refers to booking the hotel meeting rooms and working with hotel staff to set up the audio and visual aspects of the meeting (projector for the PowerPoint and captions).

undertake the responsibility of booking and funding hotel meeting rooms, lodging and transportation for meeting attendance. Facilitation and attendant services are available upon request.

- 4.2.11.** SCDD will provide regular in person and written policy briefings and updates a) at quarterly SSAN in person meetings and b) between these meetings on legislation or issue positions taken by the SCDD council members or legislation and issues as requested by the SSAN leadership or its members, regardless of SCDD's position, as long as staff is allowed to work on the issue(s) under the State of California rules, such as the rules that apply to staff work on candidate or ballot measure matters. SCDD will endeavor to provide these policy briefings or updates, either in person or written, in plain language as requested by the SSAN and SCDD.
- 4.2.12.** SCDD will provide SSAN with the resources on advocacy and the legislative process. SCDD cannot advise SSAN in a way that is partisan.
- 4.2.13.** SCDD will work with SSAN to update a yearly work plan for Goal 1, Objective 2 in the State Plan.

4.3. SSAN Responsibilities

- 4.3.1.** SSAN will develop trainings which relate back to Goal 1 of the SCDD State Plan and report back on the number of trainings and presentations that were conducted in between SSAN meetings.
- 4.3.1.1.** SCDD shall approve any training materials SSAN develops prior to their use.

- 4.3.2. SSAN members will report their activities and progress in the form of Member Action Reports.
- 4.3.3. As a project of SCDD, SSAN may advocate legislative and policy positions taken by the Council. SSAN may provide input to SCDD on legislation that is of interest to SSAN. SSAN may provide input on legislation the Council is considering, including after the bill introduction deadline in February and before the Council meeting in March.
- 4.3.4. Members of SSAN may not use SCDD resources to organize around a legislative issue that is not included in the SCDD Legislative Agenda. SSAN members may not support or oppose any candidate for office, political party, or ballot measure.
- 4.3.5. SSAN members will distribute SCDD materials to their communities and inform their cross-disability networks about SCDD publications and handouts related to, but not limited to, self-determination and person-centered planning.
- 4.3.6. SSAN will make sure that all member and community events associated with SSAN will relate to the missions of both SSAN and SCDD and be in accordance with Goal 1 of the SCDD State Plan and this Memorandum of Understanding.
- 4.3.7. SSAN will collaborate with other organizations and train other members within their own communities and networks on how to advocate for the needs of people with disabilities.

- 4.3.8.** SSAN is responsible for getting the word out regarding SSAN activities to the I/DD communities regarding upcoming self-advocacy trainings and information related to self-determination, person centered planning and changes that may affect the disability community in members' region(s) and across the state.
- 4.3.9.** SSAN will request technical assistance and logistical help from SCDD to plan the quarterly in person SSAN meetings within a reasonable amount of time, so that the SCDD staff can make arrangements in compliance with state regulations, policies and practices.
- 4.3.10.** SSAN Officers will develop a list of agenda goals or priorities at each quarterly in person SSAN meeting. SSAN leadership agrees to inform SCDD support staff⁷ of these agenda goals and priorities immediately so that they may begin to plan to support the SSAN.
- 4.3.11.** The SSAN leadership will request that SCDD present any policy or issue briefing or updates either in writing or in person at least 30 days before any meeting. This will apply to either a quarterly in person meeting or workgroup meeting.
- 4.3.12.** SSAN will conduct all meetings according to California's open meeting laws, using Robert's Rules of Order.

⁷ Self-Advocacy Coordinator and Regional Managers.

- 4.3.13.** SSAN will receive training on the Bagley-Keene Act every two (2) years and is expected to follow the Bagley-Keene Act.
- 4.3.14.** SSAN may create work groups to focus on issues of importance as they arise. SSAN work groups are expected to follow the rules set forth in this MOU and remain neutral and objective in their activities.

5. Reporting

- 5.1.** SSAN leadership agrees to report all of SSAN's activities and progress to the SCDD Self-Advocacy Coordinator and other concerned staff in a timely manner and respective of deadlines communicated by the SCDD staff. SCDD agrees to give SSAN three (3) months' notice of reports needed. SCDD will report on the SSAN's progress and activities to state and federal government agencies.
- 5.2.** SSAN is expected to produce a high quality, uniform quarterly newsletter, which highlights actions taken and issues of concern within the cross-disability community.
 - 5.2.1.** SCDD will work with SSAN in developing a report to collect information about training. Each year, this information must be given to the Administration on Intellectual and Developmental Disabilities (AIDD), the federal agency that provides funding to SCDD for its work. AIDD needs to know how many people were trained, if they were satisfied with the activity, and how much they believe they learned from each presentation. AIDD also wants to know if the people who attended were self-advocates, family

advocates or others who may be professionals or community members.

- 5.2.2.** Member action reports will be submitted at all SSAN meetings, in order to document the outcome of all community-based activities between meetings.
- 5.3.** Workgroups will also report progress at SSAN meetings, in the form of 5-minute updates.
- 5.4.** All of the above-mentioned items are to be included in the Annual Report, compiled by the Self-Advocacy Coordinator. The Self-Advocacy Coordinator will review the Annual Report with SSAN members at the end of each year.

6. SCDD Support

- 6.1.** SSAN is a project of SCDD, and SCDD recognizes the importance of supporting this project. However, this MOU does not guarantee that the SCDD will continue to fund SSAN. SSAN and its members should not expect funding from SCDD because of this document. The budget for SSAN is decided by SCDD. By agreeing to this MOU, SSAN and its members acknowledge this fact.

7. Termination and Review

- 7.1.** This MOU can end when either SSAN or SCDD decides to end it by providing 30 days advance notice. SSAN must have a majority vote in order to terminate. Termination must also be approved by SCDD.
- 7.2.** If this MOU is not approved by both SSAN members and SCDD then this agreement will not become active.

7.3. This agreement will be reviewed every three (3) years by both SSAN and SCDD. Every three years it must be approved by majority vote of SSAN members and SCDD Council members in order to stay in effect.

7.4. If SCDD Council members decide to offer a grant to a non-SCDD entity to carry out Goal 1 activities and a grant is awarded, this agreement will end. SSAN will receive at least a six month notice between SCDD's intention to award a grant and ending this agreement.

7.5. If SSAN decides by majority vote of its members to establish itself as an entity separate from the State of California, SSAN must find its own funding, and this MOU will no longer be effective. If SCDD decides not fund SSAN anymore, this agreement will end and SSAN members may decide to form a new group.

8. CHANGES TO THE MOU

8.1. Any proposed changes to the MOU must be submitted to both SCDD and SSAN for consideration. Any proposed changes must be approved by a majority of SSAN members and SCDD.

Contact Information

State Council on Developmental Disabilities
Executive Committee
Secretary
Address
Telephone
Fax
E-mail

Statewide Self Advocacy Network
Leadership
Secretary
Address
Telephone
Fax
E-mail

_____ Date:
(Partner signature)
(Partner name, organization, position)

_____ Date:
(Partner signature)
(Partner name, organization, position)

FEBRUARY 19, 2020

**AGENDA ITEM 9
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

OUT OF STATE TRAVEL RESTRICTION POLICY

SCDD Legal Counsel Adam Lewis will present an overview of changes to the Councilmember Out of State Travel Restriction Policy that comply with changes in state law. Pursuant to Gov. Code, § 11139.8, subd. (a)(5) and SCDD Policy #1-460, Iowa 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 policy with changes has been included in the packet for Committee members to review.

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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 out-of-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.

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 state-funded 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
11. Iowa

Please visit the Attorney General's prohibited state travel website at <https://oag.ca.gov/ab1887> 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.

FEBRUARY 19, 2020

**AGENDA ITEM 10
ACTION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

NOMINATING COMMITTEE PROCEDURES

Executive Director Carruthers will review member responsibilities and the current practices for convening the Nominating Committee of the Council.

Action Recommended

Recommend approval of the draft procedure to the full Council.

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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 11
ACTION ITEM

EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

Sponsorship Requests

Deputy Director of Administration Doug Sale will present sponsorship requests from the following organizations:

- A. Care Parent Network
- B. Family Voices of California
- C. ZMB Consulting Educational Center

A chart of year-to-date sponsorship awards has been included in the packet for reference.

Sponsorship application documents are also included in the packet for review.

Action Recommended

Approve the Sponsorship requests.

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Sponsorships Awarded for 2019/20

Name:	Event Date:	Amount Requested:	Amount Awarded:	Amount Invoiced:
Bay Area People First	10/18/19	\$900	\$900	\$900
Care Parent Network	10/26/19	\$1,500	\$1,500	\$0
San Diego Committee on Employment for People with Disabilities	10/22/19	\$1,500	\$1,500	\$1,500
Fetal Alcohol Spectrum Disorders Network	10/5/19	\$1,500	\$1,500	\$1,500
Developmental Disabilities Provider Network		\$1,500	\$1,500	
Disability Voices United	11/15-16, 2019	\$1,500	\$1,500	\$1,500
NICU Family Alliance	11/16/19	\$1,500	\$1,500	\$1,500
Totals:		\$9,900	\$9,900	\$6,900

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COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Care Parent Network.

AMOUNT: \$1,500.00

BACKGROUND: The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills.

ANALYSIS/DISCUSSION: The Autism Star Conference is a biennial conference for families of children with autism in the San Francisco Bay area, primarily Contra Costa and Alameda Counties. The goal of the conference is to provide support, training, advocacy, resources to parents, guardians, primary caregivers and other family members of children with autism. The information that family members receive from the talks, the resource packet that is provided to each participant (approximately 80 pages per packet), and the resource/vendor fair will help them to become more informed about autism and services and supports for individuals with autism. Family members will thus be able to make informed choices and decisions on behalf of their children with autism.

The conference program always emphasizes parents and family member's perspectives. Professionals who work with individuals with autism and developmental disabilities. The Conference has 3 breakout sessions, each session consisting of 3 different presentations. At least 1 of those speakers will be a consumer.

Almost all the attendees are expected to be family members of children with autism or other developmental disabilities. The conference is planned and advertised as an event for parents, primary caregivers and other family members of children with autism.

SCDD funds will be used to help defray the cost of translation of conference materials into Spanish and the cost of translators at the conference.

Family Voices of California received a SCDD sponsorships 2017, 2018, and 2019 for annual health summit. In 2019, they received funding that was used to defray the costs of translation of conference materials and Spanish interpreters.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Individuals with developmental disabilities, their families and their support and/or professional staff will increase their knowledge and skills so as to effectively access needed educational and/or community-based services through at least 225 trainings, conferences, workshops, webinars, and/or resource materials developed by the Council on topics such as rights under IDEA, rights under California's Lanterman Act etc. on an annual basis.

This conference fits into Goal 1- Californians with I/DD and their families reflecting the diversity of the state will have increased information and supports to advocate for civil and service rights to achieve self-determination, integration, and inclusion in all areas of community life.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2019-20 the Council has awarded \$9,900 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2019.

STAFF RECOMMENDATION: Approve Care Parent Network's request for sponsorship.

ATTACHMENTS(S): Care Parent Network's request for sponsorship.

PREPARED: Kristie Allensworth January 30, 2020



Request for SCDD Sponsorship

Request date: October 25, 2019

Requesting organization: Care Parent Network
1340 Arnold Dr. Suite 115
Martinez, CA 94553

Contact: Shital Agrawalla
925-313-0999 X 108
sagrawalla@careparentnetwork.org

Event: Autism Star Conference

Date: March 28, 2020 from 8:00 a.m. to 3:00 p.m.

Location: Contra Costa College
2600 Mission Bell Dr, San Pablo, CA 94806

Conference description:

The Autism Star Conference is a biennial conference for families of children (0 to 21 years old) with autism in the San Francisco Bay area, primarily Contra Costa and Alameda Counties. The goal of the conference is to provide support, training, advocacy, resources (“star”) to parents, guardians, primary Caregivers and other family members of children with autism. The information that family members receive from the talks, the resource packet that is provided to each participant (approximately 80 pages per packet), and the resource/vendor fair will help them to become more informed about autism and services and supports for individuals with autism. Family members will thus be able to make informed choices and decisions on behalf of their children with autism.

Conference presenters:

The conference program always emphasizes parents’ and family members’ perspectives. Professionals who work with individuals with autism and developmental disabilities. The Conference has 3 breakout sessions, each session consisting of 3 different presentations. The Presentations cover a wide area for Basics of Autism and they are listed below:

- Autism 101
- ABA Basics - Build, routine, summer break challenges and Travel tips
- ABA – Boundaries on Interpersonal Relationship
- IEP Basics
- IEP Goals: Academics and Socialization



- Managing Challenging Behaviors
- Planning for the Future: Financial planning/CalAbLE
- Limited Conservatorship and other options
- Certificate Vs. Diploma
-

Expected attendees:

Almost all of the attendees are expected to be family members of children with autism or other developmental disabilities. The conference is planned and advertised as an event for parents, primary caregivers and other family members of children with autism. Professionals may attend, but the conference is not targeted at them. In 2018, 150 people attended the conference, Parents were turned away due to space limitation. This Year we are expecting around 200 people. The committee is still working on all the specifics.

Outreach:

Outreach will be conducted by all planning partner agencies thru various mailing lists and websites. Save the date flyer will go out through all the network in November, with registration (via mail, Eventbrite) opening in mid-January.

Utilization of SCDD funding:

We are requesting SCDD funding in the amount of \$1500 to help defray the cost of translation of conference materials into Spanish and the cost of translators at the conference. A small event registration fee is charged (\$25 per person, or \$40 for two adults from the same family) to defray the cost of the venue and food provided to participants during the day-long conference. We make scholarships and child care stipends available to cover registration fees and child care to enable families to attend.

Past SCDD sponsorships and grants:

- Yes, The Autism STAR conference committee approved for \$990 from SCDD for the 2018 Conference.
- Yes, The Going to College with a Disability Conference was awarded a sponsorship of \$999 in 2017,2018,2019



Conference Sponsors/Major Contributors

Representatives from agencies serving Alameda and Contra Costa Counties partner for this conference. Agencies provide staff time and in-kind donations when possible to make the event a success. Planning committee members include family advocates and community volunteers as well as:

- Care Parent Network
- Developmental Disabilities Council of Contra Costa County
- La Familia
- Regional Center of the East Bay
- State Council on Developmental Disabilities, Bay Area Office
- Spectrum Center School and Programs

Recommendation from a family organization:

See letter of recommendation from Regional Center of the East Bay



Budget

Projected Expenses	<u>Amount (\$)</u>
Venue – Contra Costa College (in kind donation)	0
CCC tech support (4 hrs @ \$40 per hr)	160
CCC maintenance support for set up and clean up (4 hrs @ \$40 per hr)	160
Table rental for resource fair (\$20 per table)	400
Printing conference materials (in kind donation from Spectrum center school and program conference partner)	0
Supplies (folders, labels, paper, pens, name tags, signs, etc.)	180
Food (continental breakfast, box lunches, etc.)	3000
Translation of conference materials (flyers, forms, PowerPoints, resource pages, etc.)	800
Translation services at conference (3 translators for 3 hrs @\$100 per hr)	900
Child care stipends (to allow parents to be able to attend conference)	600
TOTAL PROJECTED EXPENSES	\$6200
PROJECTED FUNDING SOURCES	
Estimated income from Autism Star Conference Community Sponsors	1400
Estimated income from registration fees (100 individuals @ \$25 each, 20 families @\$40)	3300
TOTAL PROJECTED INCOME	\$4700
AMOUNT THAT WE ARE REQUESTING FROM SCDD for translation expenses	\$1500

Thank you for your consideration.

Submitted by:

Shital Agrawalla

Shital Agrawalla

Family Support Specialist, Care Parent Network

925-313-0999 x 108, sagrawalla@careparentnetwork.org

Regional Center of the East Bay

October 22, 2019


State Council on Developmental Disabilities
3831 N. Freeway Boulevard, Suite 125
Sacramento, CA 95834

Dear Sponsorship Committee,

I am writing this letter in support of a sponsorship for the 2020 Autism Star Conference to be held on March 28, 2020 at Contra Costa College in San Pablo, CA. Regional Center of the East Bay (RCEB) has always supported individuals with developmental disabilities and their families to achieve success and participate in their communities. This conference is put on by parents for parents, guardians, and caregivers of children ages birth through age 22 who are diagnosed with Autism.

This sponsorship would allow for funding of translation and interpretation services needed to include a diverse range of families interested in this conference. RCEB takes pride in hosting and supporting events, such as this conference, that promote diversity, equity, and outreach to Individuals and families in emerging and isolating communities. Finding out a child is diagnosed with Autism and learning how to best meet that child's needs is a process many of RCEB's families experience. Speakers and workshops will help parents, guardians, and caregivers navigate this process and leave with resources that can help with day to day activities. I believe this conference will greatly benefit the children and youth we serve at RCEB.

Thank you,



Elvia Osorio-Rodriguez, M.A.

Associate Director of Children Services Regional Center of
the East Bay

san Leandro (Main office): 500 Davis Street Suite IOO San Leandro CA 94577 Tel: 618.6100 Fax: 510 678.4100
Concord: 1320 Willow Pass Road Suite 300 Concord CA 94520 Tel: 925 691.2300 Fax: 925 674.8001 Website:
www.rceb.org



Sponsorship Request Application Checklist

The checklist below will help you identify the information needed to complete the sponsorship request application. We suggest you print this page to use while you gather information for the sponsorship application.

To allow sufficient time for processing and review, we recommend that sponsorship requests be submitted at least 3 months before an event. Please submit this checklist with the sponsorship request application.

Information Checklist

- X Name of your Company/Organization
- X Name of Project/Event/Program
- X Project/Event Date
- X Contact Name
- X Contact Email, Address and Phone Number
- X Amount of Funding Requested
- X Approximate Total Cost of Project/Event
- X The answer to this question: How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized.
- X Event/Program Objectives
- X Target Audience: The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members.
- X The answer to this question: How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers?
- X A list of other sponsors/major contributors.
- X The answer to this question: How you will conduct outreach to increase consumer and family involvement in the conference?
- X Have you included a complete and total budget, including the amount you are requesting (\$1,500 limit), details on the amount and sources of other funds solicited or obtained?

- X Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received?
- X Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy?

Attention:

Mail sponsorship applications to:
State Council on Developmental Disabilities
3831 N. Freeway Boulevard, Suite 125
Sacramento, California 95834

Submit via email to: kristie.allensworth@scdd.ca.gov

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COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: Family Voices of California (FVCA).

AMOUNT: \$1,500.00

BACKGROUND: The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills.

ANALYSIS/DISCUSSION: Family Voices of California is requesting a sponsorship for the 2020 Family Voices of CA Annual Health Summit. This annual event provides the opportunity for families and consumers with special needs to hear from State Administration representatives, legislators, staff, and advocates about critical health policy issues that affect their children and communities.

The key objectives for 2020 are:

- Participants will learn about the value of individual advocacy and its potential to impact health policy decisions.
- Participants will learn about healthcare financing, and the impact of state and federal funding on their ability to access treatment and care.
- Families and providers will learn about the proposed changes to Medi-Cal program.
- Youth/young adults with disabilities will learn about transition of care from pediatric to adult care and how to become a self-advocate in that process as well as current issues facing consumers with developmental disabilities in CA.

They are expecting 225 attendees at the 2020 Health Summit - 150 of whom will be consumers and/or family members (English and Spanish speakers). Other attendees include State administration, advocacy groups, Insurers, Regional Center staff and Family Resource Center staff from around the state.

They are planning for 3 plenary panels and 3-4 breakout sessions with at least 20 speakers. At least 7 of those speakers will be consumers.

SCDD funds will be used to pay for Spanish translation and simultaneous interpretation of sessions/discussions during the full day conference.

Family Voices of California received a SCDD sponsorships in 2011, 2012, 2013, 2016, 2018, and 2019 for annual health summit. In 2019, they received funding that was used to defray the costs of meeting room rental costs and meeting materials.

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Individuals with developmental disabilities, their families and their support and/or professional staff will increase their knowledge and skills so as to effectively access needed educational and/or community-based services through at least 225 trainings, conferences, workshops, webinars, and/or resource materials developed by the Council on topics such as rights under IDEA, rights under California's Lanterman Act etc. on an annual basis.

This conference fits into Goal 4- The Council and its federal partners will increase knowledge and awareness for people with I/DD and their families about the availability of and access to health and public safety-related services and supports.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2019-20 the Council has awarded \$9,900 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2019.

STAFF RECOMMENDATION: Approve Family Voices of California's request for sponsorship.

ATTACHMENTS(S): Family Voices of California's request for sponsorship.

PREPARED: Kristie Allensworth January 30, 2020

**Alpha Resource Center
of Santa Barbara**
4501 Cathedral Oaks Road
Santa Barbara, CA 93110
(805) 683-2145
info@alphasb.org

**Eastern Los Angeles Family
Resource Center**
1000 South Fremont Ave.
Suite 6050, Unit 35
Alhambra, CA 91803
(626) 300-9171
info@elafr.org

Family Resource Navigators
291 Estudillo Ave
San Leandro, CA 94577
(510) 547-7322
elenc@fmoakland.org

**Support for Families of
Children with Disabilities**
1663 Mission Street, Suite 700
San Francisco, CA 94103
(415) 282-7494
info@supportforfamilies.org

**FAMILY VOICES OF
CALIFORNIA**
1663 Mission Street,
Suite 700
San Francisco, CA 94103
(415) 282-7494

info@familyvoicesofca.org
www.familyvoicesofca.org

January 22, 2020

State Council on Developmental Disabilities
Attention: Kristie Allensworth

Re: Request for Sponsorship: 2020 Family Voices of CA Health Summit

Dear Kristie:

I am writing on behalf of Family Voices of California (FVCA) to request \$1,500.00 for sponsorship support for the FVCA 2020 annual Health Summit to be held March 15-17, 2020 at the Holiday Inn in Sacramento. The approximate total cost for the Health Summit is \$51,000.

This annual event provides the opportunity for families and consumers with special needs to hear from State Administration representatives, legislators, staff, and advocates about critical health policy issues that affect their children and communities. This year we will again be actively involving the youth and young adult consumers with developmental disabilities in the Summit. As described in the attached materials, consumers will participate on presentation panels and round table discussions. SCDD sponsorship funds will be used to defray the cost for Spanish interpretation and translation of materials for the meeting. SCDD funds will not be used for any legislative activities.

Outreach about the Health Summit is conducted through the FVCA Executive Council Member Agencies (CMAs), monthly webinars, FVCA website and monthly news digests. Each CMA is responsible for identifying several family representatives of children and youth with special health care needs, inviting them to the Summit and arranging for the support they need to attend.

For 2020 we would like to increase the number of families and professionals and hope to have many California Counties represented. With your help, we can do this and make a difference for children and youth with special health care needs. We are requesting a sponsorship of a \$1,500 from SCDD and have attached an event budget that lists other committed and projected funders. Sponsors will be prominently recognized in program materials, outreach on the Family Voices of California website, and in follow-up materials and publications.

Thank you for considering this sponsorship request!

Sincerely,



Pip Marks
Project Director
Family Voices of California

East Los Angeles

FAMILY RESOURCE CENTER

November 6, 2019

State Council of Developmental Disabilities
507 21st Street, Suite 210
Sacramento, CA 95811

Dear Council members of SCDD:

Eastern Los Angeles Family Resource Center (ELAFRC) supports the sponsorship of Family Voices of California (FVCA) by the State Council on Developmental Disabilities (SCDD). Family Voices of CA has a rich history of preparing self-advocates and families to understand and engage in the service delivery system. Through attendance of the 18th annual Health Summit and Legislative Day, families and youth will be side by side with providers, policymakers, advocates, state agencies, insurers, and other stakeholders. Together they will identify and address challenges that affect California's children and youth, to be better prepared as self-advocates and be able to provide informed input to improve and/or develop services that remain flexible in supporting the changing needs of families.

If you have any questions, please don't hesitate to contact me via email at ybaptiste@elafrc.net or by phone at (626) 300-9171.

Thank you,

Yvette O. Baptiste, Ph.D.
Executive Director
Eastern Los Angeles Family Resource Center

1. a. The name, date, location and description of your event/conference;

Family Voices of California

2020 Family Voices of CA Annual Health Summit

March 15-17, 2020

Holiday Inn, 300 J Street, Sacramento

This annual event provides the opportunity for families and consumers with special needs to hear from State Administration representatives, legislators, staff, and advocates about critical health policy issues that affect their children and communities.

Contact:

Pip Marks, Project Director, FVCA

pipmarks@familyvoicesofca.org

415-282-7494 ext. 123

1663 Mission Street, suite 700, San Francisco, CA 94103

Event Objectives:

FVCA's key objectives for 2020 are:

- Participants will learn about the value of individual advocacy and its potential to impact health policy decisions.
- Participants will learn about healthcare financing, and the impact of state and federal funding on their ability to access treatment and care.
- Families and providers will learn about the proposed changes to Medi-Cal program
- Youth/young adults with disabilities will learn about transition of care from pediatric to adult care and how to become a self-advocate in that process as well as current issues facing consumers with developmental disabilities in CA.

b. How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized;

There will be a specific track for teens and young adults with special health care needs and developmental disabilities. These sessions will be addressing the current issues facing this vulnerable population in California. There will be opportunities for consumers with developmental disabilities to speak on a panel and/or give input at round table discussions.

SCDD funds will be used to pay for Spanish translation and simultaneous interpretation of sessions/discussions during the full day conference.

- c. How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers;**

Attached are the agenda's – one for general sessions and one for the youth track. We are planning for 3 plenary panels and 3-4 breakout sessions with at least 20 speakers. At least 7 of those speakers will be consumers.

- d. The number and type of expected attendees (i.e. teachers, providers administrators, etc.), including how many of those attendees are expected to be consumers and family members;**

We are expecting 225 attendees at the 2020 Health Summit - 150 of whom will be consumers and/or family members (English and Spanish speakers). Other attendees include State administration, advocacy groups, Insurers, Regional Center staff and Family Resource Center staff from around the state.

- e. How you will conduct outreach to increase consumer and family involvement in the conference;**

Outreach about the Health Summit is conducted through the FVCA Executive Council Member Agencies (CMAs) and FVCA Advisory Committee, monthly webinars, FVCA website, posts on Social Media and monthly news digests. Each CMA is responsible for identifying several family representatives of children and youth with special health care needs and developmental disabilities, inviting them to the Summit and arranging for the support they need to attend

- f. A complete and total budget, including the amount you are requesting (\$1500 limit), details on the amount and sources of other funds solicited or obtained;**

Budget attached

- g. A list of other SCDD sponsorships and grants you have previously requested and/or received;**

2011, 2012, 2013, 2016 and 2018 Health Summits – received \$999 sponsorships. For 2019, we received \$1500 from SCDD

- h. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.**

Letter of recommendation attached

- 2. During the event, provide acknowledgement that consumer and family**

participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.

SCDD will be acknowledged on all Health Summit promotional materials.

2020 HEALTH SUMMIT BUDGET

PROJECTED REVENUE	AMOUNT
Lucile Packard Foundation for Children's Health	\$ 10,000.00
California Children's Hospital Association	\$ 5,000.00
McCune Foundation (Alpha Resource Center)	\$ 3,500.00
Valley Children's HealthCare	\$ 2,500.00
Children's Hospital Los Angeles	\$ 2,500.00
CenCal Health Plan	\$ 2,500.00
CalOptima	\$ 2,500.00
Lucile Packard Children's Hospital	\$ 2,500.00
Healthplan of San Mateo	\$ 2,500.00
Pediatric Day Health Care Coalition	\$ 2,500.00
Central CA Alliance for Health	\$ 2,400.00
Other Donations (professionals) EVENTBRITE	\$ 2,000.00
Children's Specialty Care Coalition	\$ 1,500.00
PHRMA	\$ 1,500.00
Partnership Health Plan of CA	\$ 1,500.00
Tri-Counties Regional Center	\$ 1,500.00
State Council on Dev. Disabilities (SCDD)	\$ 1,500.00
Disability Rights California	\$ 1,000.00
Miller Children's Hospital	\$ 800.00
Together We Grow	\$ 800.00
AAPCA	\$ 500.00
TOTAL REVENUE	\$ 51,000.00

PROJECTED EXPENSES	AMOUNT
Health Summit and Leg. Day Stipends for families	\$ 3,000.00
Childcare	\$ 1,500.00
Project Leadership Alumni	\$ 9,000.00
Translation/Interpretation	\$ 2,000.00
Meeting room rental and catering	\$ 17,500.00
Food outside hotel during Summit and Leg Day	\$ 1,500.00
Travel	\$ 7,000.00
Lodging	\$ 7,000.00
Meeting AV	\$ 1,500.00
Meeting supplies	\$ 1,000.00
TOTAL EXPENSES	\$ 51,000.00

Monday, March 16 – open to all

7:30 - 8:30AM	Registration and Continental Breakfast
8:30 – 8:45AM	Welcome and Overview of Summit -Yvette Baptiste, Executive Director, East LA Family Resource Center Summit Day Facilitators: Catherine Blakemore, Disability Rights California Kausha King, Parent and FVCA Project Leadership Graduate
8:45AM-9:15AM	KEYNOTE Address: Michelle Baass , Undersecretary of the California Health and Human Services Agency
9:15AM- 10:45AM	Plenary 1: Medi-Cal Healthier California for All (CalAIM) and the changes in Medi-Cal for Children with Special Needs Panel Moderator: Mira Morton, California Children’s Hospital Association Panelists: <ul style="list-style-type: none"> Alison Beier, Parent Advocate, FVCA Project Leadership Graduate Chris Perrone, California HealthCare Foundation Mike Odeh, Director of Health Policy at Children Now
10:45AM-11:00AM	Break
11:00AM-12:30PM	Plenary 2: Behavioral Health and CYSHCN Panel Moderator: Ann Hall, parent Advocate <ul style="list-style-type: none"> Magaly Carranco, self-advocate Kim Lewis, National Health Law Program Ann Kuhns, California Children’s Hospital Association
12:30AM-1:30PM	Lunch
1:30PM - 1:45PM	Transition to breakouts
1:45PM - 2:45PM	Breakout Session 1 <ul style="list-style-type: none"> Dental care and CYSHCN: Dr. Ben Meisel, Katie Schlageter, Larene Pare and Koleen Biegacki, parent advocates Durable Medical Equipment for CYSHCN: Alicia Emanuel, NHeLP, Anna Leach Proffer, DRC, Katty Perea parent advocate Telehealth and access to care for CYSHCN: Dr. Jim Marcin (UC Davis); Mei Kwong, Children’s Partnership/ Telehealth Coalition, Parent. CCS and WCM: Laurie Soman; Jacqui Knudsen, Parent Regional Centers of CA: Amy Westling, Daniel Savino, parent advocate

2:45PM - 3:00PM	Break and Transition to next Breakout
3:00PM – 4:00PM	Breakout Session 2 Same as above
4:00PM -4:15PM	Resettle in general session room
4:30PM – 5:00PM	Keynote Address –Assembly Member Buffy Wicks
5:00PM-5:30PM	Closing Remarks Legislative Day Information Evaluations

Monday, March 16 YOUTH TRACK (FOR TEENS AND YOUNG ADULTS ONLY)

8:30 – 9:00AM	Welcome Introductions and Objectives for the Day Scott Barron , Peer Advocate, Office of Clients’ Rights Advocacy, Disability Rights California Brittnee Gillespie Attorney/Clients' Rights Advocate, Disability Rights California Lynda Karl – Parent, LEND graduate
9:00 – 9:30AM	Keynote Speaker: Dani Anderson, CIL Ventura
9:30AM-10:45AM	Possible Topic Areas: Person-Centered Planning Activity Emotional Aspects of Transition Based on: “The key to building self-esteem: transition to adulthood”
10:45AM-11:00AM	Break
11:00AM – 12:30PM	Possible Topic Areas: Voting Rights Hands off My Money Post-transition medical and post-transition employment/education Mental Health/Self Care
12:30 – 1:30PM	Lunch

1:45 – 2:15PM

Keynote Speaker: Charis Hill

2:15 – 4:15

Possible Topic Areas:

Voting Rights

Hands off My Money

Post-transition medical and post-transition employment/education

Mental Health/Self Care

Youth return to Main Room with General Session

Tuesday, March 17

6:30 – 7:30AM

Continental Breakfast

7:30 – 8:30AM

Hotel Checkout and travel to Capitol. Meet in CDA at the Capitol

8:30 – 9:30AM

Plenary: Why Your Voice Counts and Building Relationships with your Legislators

9:30 – 1:00PM

Visits to Legislative Representatives

18th Annual Health Summit and Legislative Day

Sunday, March 15– Tuesday, March 17, 2020
Holiday Inn, 300 J Street, Sacramento

Sunday, March 15 – for family members and family advocates

12:00 – 1:00PM

Registration

1:00 – 1:30PM

Welcome and Overview

Elaine Linn – Project Manager, Family Voices of California

2:45 – 3:15PM

Moving from Individual to Systems Advocacy

Ali Barclay – Family Engagement Manager, FVCA

3:15 – 4:00PM

Storytelling for Impact

Group Activity

4:00 – 4:45PM

Enhancing Advocacy through Social Media

4:45 – 5:25PM

Preparing for Legislative Visits

Regional Team Planning

5:25 – 5:30PM

Closing



Sponsorship Request Application Checklist

The checklist below will help you identify the information needed to complete the sponsorship request application. We suggest you print this page to use while you gather information for the sponsorship application.

To allow sufficient time for processing and review, we recommend that sponsorship requests be submitted at least 3 months before an event. Please submit this checklist with the sponsorship request application.

Information Checklist

- X Name of your Company/Organization
- X Name of Project/Event/Program
- X Project/Event Date
- X Contact Name
- X Contact Email, Address and Phone Number
- X Amount of Funding Requested
- X Approximate Total Cost of Project/Event
- X The answer to this question: How this event/conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized.
- X Event/Program Objectives
- X Target Audience: The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many of those attendees are expected to be consumers and family members.
- X The answer to this question: How many presenters or panelists will participate in the event and what number of the presenters or panelists will be consumers?
- X A list of other sponsors/major contributors.
- X The answer to this question: How you will conduct outreach to increase consumer and family involvement in the conference?
- X Have you included a complete and total budget, including the amount you are requesting (\$1,500 limit), details on the amount and sources of other funds solicited or obtained?

- X Have you included a list of other SCDD sponsorships and grants you have previously requested and/or received?
- X Have you included a letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy?

Attention:

Mail sponsorship applications to:
State Council on Developmental Disabilities
3831 N. Freeway Boulevard, Suite 125
Sacramento, California 95834

Submit via email to: kristie.allensworth@scdd.ca.gov

COUNCIL AGENDA ITEM DETAIL SHEET

ISSUE: ZMB Consulting Educational Center.

AMOUNT: \$1,500.00

BACKGROUND: The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills.

ANALYSIS/DISCUSSION: ZMB Consulting Educational Center will be offering six (6) IEP Clinics in targeted locations to maximize equitable outreach in each county served by the North Bay Region of SCDD. IEP Clinics will cover the following:

- Brief Review of IDEA Regulations & Purpose
- Review Purpose of the IEP
- Discuss & Review Navigation of the IEP Process
- Review Parents Procedural Safeguards
- Review & Provide Available Resources of Support

These IEP Clinics will serve to educate, prepare, and empower families to make informed decisions to ensure their child's IEP is being implemented as written. Course content will be written using "plain language" and will be available for translation per request in the available languages. Each clinic will be 3 hours in length and time will be allotted for families to ask questions to the instructor. Families will leave with an IEP Clinic Binder with all course content and materials will also be given electronically. For those families who are unable to attend the clinics in person will be able to view the clinics online using an "On-Demand" platform. If location permits for wi-fi access, the clinics will be "live" streamed to ensure maximum capacity and access to the clinics.

Dr. Zoe Bartholomew, Ed. D. will be the only presenter. SCDD funds will be used to pay for the instructor fees.

ZMB Consulting Educational Center has not received any SCDD sponsorships or grants.

They are expecting up to 20 participants in-person/unlimited for online stream or on-demand feature

COUNCIL STRATEGIC PLAN GOAL/OBJECTIVE: Individuals with developmental disabilities, their families and their support and/or professional staff will increase their knowledge and skills so as to effectively access needed educational and/or community-based services through at least 225 trainings, conferences, workshops, webinars, and/or resource materials developed by the Council on topics such as rights under IDEA, rights under California's Lanterman Act etc. on an annual basis.

This conference fits into Goal 1- Californians with I/DD and their families reflecting the diversity of the state will have increased information and supports to advocate for civil and service rights to achieve self-determination, integration, and inclusion in all areas of community life.

PRIOR COUNCIL ACTIVITY: Since the beginning of FY 2019-20 the Council has awarded \$9,900 in funds for sponsorship requests. The Council allocates \$25,000 per fiscal year for sponsorships. The fiscal year began July 1, 2019.

STAFF RECOMMENDATION: Approve ZMB Consulting Educational Centers' request for sponsorship.

ATTACHMENTS(S): ZMB Consulting Educational Centers' request for sponsorship.

PREPARED: Kristie Allensworth January 30, 2020

SCDD Sponsorship Grant

October 24, 2019

IEP CLINICS

-Serving Solano, Napa, & Sonoma Counties-

Contact Information

Dr. Zoe Bartholomew, Ed. D.

zoe@zmbconsulting.com

707-750-5775 Office

www.drbehave.org Website

Section 1

Applicant Name: ZMB Consulting Educational Center

Founder: Dr. Zoe Bartholomew, Ed.D.

Proposed Clinic Dates:

1. Solano: February 5th & 19th
2. Napa: March 4th & March 18th
3. Sonoma: A

Proposed Locations of Service:

1. Solano- Vallejo & Vacaville
2. Napa- St. Helena & Napa
3. Sonoma- Santa Rosa & Glen Ellen

Description of Event:

We will be offering 6 IEP Clinics in targeted locations to maximize equitable outreach in each county served by the North Bay Region of SCDD. IEP Clinics will cover the following:

- Brief Review of IDEA Regulations & Purpose
- Review Purpose of the IEP
- Discuss & Review Navigation of the IEP Process
- Review Parents Procedural Safeguards
- Review & Provide Available Resources of Support

These IEP Clinics will serve to educate, prepare, and empower families to make informed decisions to ensure their child's IEP is being implemented as written. Course content will be written using "plain language" and will be available for translation per request in the available languages. Each clinic will be 3hrs in length and time will be allotted for families

to ask questions to the instructor. Families will leave with an IEP Clinic Binder with all course content and materials will also be given electronically. For those families who are unable to attend the clinics in person will be able to view the clinics online using an “On-Demand” platform. If location permits for wi-fi access, the clinics will be “live” streamed to ensure maximum capacity and access to the clinics.

Number of Presenters: 1 Instructor

Projected Number of Participants: up to 20 participants in-person/unlimited for online stream or on-demand feature

Projected Participant Type: Parents, Family Members, Service Providers, Consumers, or any other direct IEP team member who would like to participate

Proposed Outreach: Social Media, Emails, Flyers, & any other means of marketing available

<u>Budget</u>	Item	Rate	# of Clinics	Total Cost
#				
1	Instructor	\$250	6	\$1500.00
2	Rental (Location)	In-Kind	6	\$0.00
3	Marketing/Advertising	In-Kind	6	\$0.00
4	Workshop Materials (Printing & Supplies)	In-Kind	6	\$0.00
6	Streaming/On-Demand	In-Kind	6	\$0.00
T	Grand Total	\$250		\$1500.00

Other Sponsorships & Grants: None

Recommendation Letter (Parent Leader):

Nicole Neff
Dr. Zoe Bartholomew
636 Sparrowhawk Dr.
Vacaville, CA 95687
May 20, 2019

State Council on Developmental Disabilities
Grant Assessor
3831 North Freeway Blvd. #125
Sacramento, CA 95834

Dear State Council on Developmental Disabilities:

Dr. Zoe Bartholomew has been a tremendous advocate for our Special Needs families over the past 5 years with our Solano County, Parents Empowering Parents, Special Needs Support Group. Her extensive education and work experiences make her an excellent candidate to receive grant funding to provide IBP clinics, in both English and Spanish, to our local community.

Dr. Bartholomew has assisted PEP with our Local Child Care Council, which resulted in the creation of the one stop shop disability resource website for Solano County residents - www.SolanoCares.org. She has given multiple trainings to our parents so that they can become better advocates for our children and their services, however not all of our parents have had the accessibility to attend. By providing IBP clinics in both English and Spanish, as well as in every city in Solano County, she will be able to open the doors for those who have had transportation and language barriers.

The majority of special needs parents need assistance with advocating for our children to receive an appropriate education and the IBP meetings/process can be very over-whelming. Dr. Bartholomew can provide the tools to parents as she is an expert in her field, especially with being a former Special Needs Teacher. I implore you to choose Dr. Bartholomew as your Grant recipient, as she will provide invaluable information that will reach the underserved population in Solano County!

If you would like additional information about Dr. Bartholomew, you can telephone me at 707-685-4142.

Sincerely,

Nicole Neff

Curriculum Vitae

Dr. Zoe Bartholomew, Ed.D.

551 Cambridge Dr. • Benicia, CA 94510
Phone: 707-853-9874 • Fax: 707-750-5761 • E-Mail: zoe@zmbconsulting.com

Education

Ed. D., Educational Leadership, University of Phoenix 2014	2006-
M.S., Marriage, Family, Child Therapy, University of Phoenix 2006	2003-
B. S., Human Development: Emphasis on Early Childhood & Adolescent, Howard University 1999	1995-

Experience

• City of Berkeley, Parks & Recreation Division, Recreational Leader, Berkeley, CA	1993-1998
• Prince Georges School District, Autism Unit: Preschool, Support Staff, Cheverly, MD	1998-2000
• Vallejo City Unified School District, Resource Specialist & Severely-Handicapped Teacher, Vallejo, CA	2000-2003
• Benicia Unified School District, Autism Specialist Teacher & Behavior Intervention Specialist, Benicia, CA	2003-2005
• Solano County Office of Education, Behavior Intervention Specialist, Fairfield, CA	2005-2009
• ZMB Consulting, Owner & Behavior Consultant, Benicia, CA	2004-Present
• City of Benicia, Open Government Commission, Commissioner, Benicia, CA	2014- 2021
• Crisis Prevention Institute, Senior Level Instructor, Sacramento, CA	2003-2019
• Project Aspie, Adviser & Presenter, Birmingham, United Kingdom	2017-Present
• Stanford University STEP Program, Lecturer, Palo Alto, CA	2018-Present
• Alder Education & University of Pacific, Instructor, Stockton, CA	2019-Present

Lectures/Trainings (Conducted by ZB)

<ul style="list-style-type: none"> Special Purpose Assistant Roles & Responsibilities Training, Benicia School District 2003
<ul style="list-style-type: none"> Classroom Management Strategies Training, Benicia Unified School District 2003
<ul style="list-style-type: none"> Home Behavior Management Strategies Training, Benicia LAC 2003
<ul style="list-style-type: none"> Prevention the Key to a Successful Classroom Training, Solano County Office of Education. 2006
<ul style="list-style-type: none"> Where Do We Begin? Home Behavior Management Strategies Training, 2006 Fairfield Koinonia Foster Family Services
<ul style="list-style-type: none"> Classroom Management & Student Behavior: Team Approach Training, 2006 Solano County Office of Education
<ul style="list-style-type: none"> Approaches to Learning Training, Solano County Office of Education 2007
<ul style="list-style-type: none"> Intervention Strategies for Transportation Training, Fairfield-Suisun 2007 School District & Solano County Office of Education Bus Drivers
<ul style="list-style-type: none"> Autism Classroom Schedule & Lesson Planning Training, 2007 Solano County Office of Education
<ul style="list-style-type: none"> School Violence Prevention Lecture, Touro University 2007
<ul style="list-style-type: none"> Adult Behavior Support Plans, Touro University 2007
<ul style="list-style-type: none"> Behavior Management Training, Alameda County Schools 2008 Special Education Department
<ul style="list-style-type: none"> How to Prevent Crisis Situations? Training, Pace Solano 2008
<ul style="list-style-type: none"> Verbal Intervention Training, Pace Solano 2008
<ul style="list-style-type: none"> Age-Appropriate Activities Training, Pace Solano 2008
<ul style="list-style-type: none"> Rational Detachment Training, Pace Solano 2008

<ul style="list-style-type: none">• Special Purpose Assistant Roles & Responsibilities Training, Benicia School District 2003
<ul style="list-style-type: none">• Contingency Systems Training, Pace Solano 2008
<ul style="list-style-type: none">• Behavior Management Training, Pace Solano & PSI Napa 2008
<ul style="list-style-type: none">• 1:1 Assistant Roles & Responsibilities Training, 2009 Calistoga-Joint Unified School District
<ul style="list-style-type: none">• Participation & Engagement Training, Pace Solano 2009
<ul style="list-style-type: none">• Behavior Support Plan Training, Calistoga-Joint 2009 Unified School District
<ul style="list-style-type: none">• Adult Autism Home Program Lecture, University of Phoenix 2009
<ul style="list-style-type: none">• Crisis Prevention Lecture, University of Phoenix 2009
<ul style="list-style-type: none">• Behavior Management Training, Calistoga-Joint 2010 Unified School District
<ul style="list-style-type: none">• Behavior Management Training, Carrington-Brown Group Home 2010
<ul style="list-style-type: none">• Prompting & Fading Procedures Lecture, Touro University 2010
<ul style="list-style-type: none">• TEACCH & Direct Instruction Lecture, Touro University 2010
<ul style="list-style-type: none">• Spectrum Disorders, Napa Parks & Recreation Department 2011
<ul style="list-style-type: none">• Modeling, Request, & Contingent Imitation Lecture, Touro University 2012
<ul style="list-style-type: none">• Time Delay Lecture, Touro University 2012
<ul style="list-style-type: none">• Classroom Management Training, Benicia Unified School District Child Development Unit 2012

<ul style="list-style-type: none">• Special Purpose Assistant Roles & Responsibilities Training, Benicia School District 2003
<ul style="list-style-type: none">• Documentation, Data Collection, & Behavior Management Tips, Cypress School 2014
<ul style="list-style-type: none">• Behavior Management, ApEX Mentoring Program 2014
<ul style="list-style-type: none">• De-Escalation & Crisis Communication, A Bright Future, Inc. 2014
<ul style="list-style-type: none">• Behavior Support Plan Implementation, A Bright Future, Inc. 2014
<ul style="list-style-type: none">• Minimizing & Managing Maladaptive Behaviors, Summit Professional Education 2014
<ul style="list-style-type: none">• Integrated Adaptive Skills Program Presentation, DISES Conference, Braga, Portugal 2014
<ul style="list-style-type: none">• Waiting Tasks & Fostering Independence, Cypress School Staff 2014
<ul style="list-style-type: none">• Home Behavior Management Tips, Vallejo Community Advisory Committee 2014 for Special Education
<ul style="list-style-type: none">• Barrier In Meeting The Needs of Special Education Students: A Qualitative 2015 Case Study, ABAI Conference, Kyoto, Japan
<ul style="list-style-type: none">• Behavior Management Training, Old Adobe Developmental Services (OADS) 2015
<ul style="list-style-type: none">• Disability Vs. Ability Training, Open To Public Event, Hosted By 2015 Dr. Zoe Bartholomew
<ul style="list-style-type: none">• Target Behaviors Training, Open to the Public Event, Hosted By 2015 Dr. Zoe Bartholomew
<ul style="list-style-type: none">• Home Behavior Management Tips, Cypress School Parents 2015
<ul style="list-style-type: none">• Data Collection Training, Cypress School, Petaluma, CA 2015

<ul style="list-style-type: none">• Special Purpose Assistant Roles & Responsibilities Training, Benicia School District 2003
<ul style="list-style-type: none">• Behavior Management Training, Residential Group Home Staff, Vallejo, CA 2015
<ul style="list-style-type: none">• Fostering Independence Training, Cypress School Parents, Petaluma, CA 2016
<ul style="list-style-type: none">• IASP Program Model, International Conference for Autism, Phoenix, AZ 2016
<ul style="list-style-type: none">• Navigating Through The Available Resources For Individuals With Disabilities, 2016 Vallejo Unified School District CAC (Parents Group, Vallejo, CA
<ul style="list-style-type: none">• Navigating Through The Available Resources For Individuals With Disabilities, 2016 Parents Empowering Parents (Parents Group, Fairfield, CA
<ul style="list-style-type: none">• Behavior Management Training (2-day), Cypress School Staff, Petaluma, CA 2017
<ul style="list-style-type: none">• IEP Clinics (6), CA State Council Developmental Disabilities, Parents, Vallejo, CA 2017
<ul style="list-style-type: none">• Customized Behavior Management Trainings (9), Inclusion Specialized Programs, 2017 Napa, CA
<ul style="list-style-type: none">• Behavior Management Trainings (2), Solano In-Home Support Services, 2017 Vallejo & Fairfield, CA
<ul style="list-style-type: none">• Customized Behavior Management Trainings (3), Solano Family & Children Services, 2017 Fairfield, CA
<ul style="list-style-type: none">• Parent Behavior Management Trainings (2), Child Start, Inc., Vacaville & Vallejo, CA 2017
<ul style="list-style-type: none">• Creating an Enriched Environment, Solano County ECE Conference, Fairfield, CA 2017
<ul style="list-style-type: none">• Responding to Behaviors, Cypress School Staff, Petaluma, CA 2017

<ul style="list-style-type: none">• Special Purpose Assistant Roles & Responsibilities Training, Benicia School District 2003
<ul style="list-style-type: none">• Building Relationships with Your Staff, Families, & Community Partners, Association of California School Administrators Leadership Summit, San Jose, CA 2017
<ul style="list-style-type: none">• Understanding Challenging Behaviors: Early Learning & Care of Children with Special Needs, Solano County Office of Education, Fairfield, CA 2017
<ul style="list-style-type: none">• Top 5 Practical Approaches to Autism Spectrum Disorder, Project Aspie, Birmingham, UK 2017
<ul style="list-style-type: none">• Behavior Management Strategies, PreK2C, Fairfield, CA 2017
<ul style="list-style-type: none">• Basic Behavior Intervention, Napa Valley Unified School District, Napa, CA 2017
<ul style="list-style-type: none">• Your Role & Responding to Behaviors, Millennium Child Development Center, Vacaville, CA 2017
<ul style="list-style-type: none">• De-Escalation & Crisis Communication Training, Inclusion Specialized Programs, Napa, CA 2017
<ul style="list-style-type: none">• IEP Clinics (3) Expanded Version, ZMB Consulting, Benicia, CA 2017
<ul style="list-style-type: none">• Customized Behavior Management Trainings (3), Inclusion Specialized Programs, Napa, CA 2018
<ul style="list-style-type: none">• Customized Behavior Management Trainings (3), Solano Family & Children Services, 2018 Fairfield, CA
<ul style="list-style-type: none">• Overcoming Barriers in the Workplace for Individuals with ASD, Birmingham, UK 2018
<ul style="list-style-type: none">• Behavior Management Trainings (2), Solano In-Home Support Services, Vallejo & Fairfield, CA 2018
<ul style="list-style-type: none">• Behavior Intervention in Childcare & Early Learning Strategies, Solano County Office of Education 2018

Webinars (Platform Training Venue, Presented By ZB)

- Age-Appropriate Activities For Adults 2015
- Behavior Management Training 2015
- Choices Training 2015
- Imitation & Time Delay Training 2015
- Classroom Management Trainings 2015

Research Experience

- Dissertation- "Barriers In Meeting The Needs of Special Education Students: A Qualitative Case Study 2009-2014

Publications

- Integrated Adaptive Skills Program, Library of Congress 2011
- Basic Principles Of Behavior Management Strategies For Individuals With Disabilities Library of Congress 2014
- Dr. B's Weekly Blog, www.zmbconsulting.com 2014
- Barriers of Meeting the Needs of Special Education Students: A Qualitative Case Study, ProQuest & Google Scholar 2014
- Minimizing & Managing Maladaptive Behaviors in Children & Adolescents, Summit Professional Education 2014
- Balancing Act, Simply Inspirational for Women in Business Journal, 2015, Volume IV 2015
- IASP Program Model, International Conference on Autism Journal 2016
- Special Needs Childcare Professional Development Legislative Bill, Assemblyman Frazier, State of California Legislative Office 2016
- BEHAVE, iBooks/Paperback, ZMB Publishing, Library of Congress 2017
- Behavior Management Manual, ZMB Publishing, Library of Congress 2017

Teaching Experience

- Resource Specialist, Vallejo Middle School, Vallejo, CA 2000-2001
- Severely-Handicapped Teacher, Mare Island Elementary, Vallejo, CA 2001-2003
- Crisis Prevention Institute, Benicia Unified School District & Solano County Office of Education 2005-2009

- Senior Level Crisis Prevention Institute Instructor (CPI), Solano County Office of Education 2004–2009
- Adjunct Faculty, Touro University, Vallejo, CA 2008–Present
- Lecturer, Stanford University, Palo Alto, CA 2018–Present
- Instructor, Alder Education & University of Pacific, Stockton, CA 2019–Present

Professional Development (Attended by ZB)

- Preschool Autism Program, Cheverly, MD 1999
- Inside Out: What Makes the Person with High Functioning Autism or Asperger's Tick, San Francisco, CA 1999
- Lovaas Discrete Trial Training, Cheverly, MD 1999
- IEP Forms & Procedures, Vallejo, CA 2000
- Writing Measurable Goals & Objectives, Vallejo, CA 2000
- Success For All Reading Program, Lake Tahoe, CA 2001
- Conflict Resolution Training, Vallejo, CA 2001
- Metacognition Training, Vallejo, CA 2002
- Conduct Disorders in Children, Sacramento, CA 2002
- Applied Behavioral Analysis, Benicia, CA 2003
- BEST: Building Positive Behavior Supports in Schools, Fairfield, CA 2003
- Integrated Play Group (IPG) Training, Benicia, CA 2003
- Preventing Discipline Problems Series (For Children ages 3-8), Fairfield, CA 2003
- Reframing Discipline Series, Fairfield, CA 2003
- Section 504 Training, Benicia, CA 2003
- ABC Disorders: Asperger's Syndrome, Bi-polar, & Conduct Disorders, Oakland, CA 2004
- Students with Anger Problems, Sacramento, CA 2004
- Cultural Awareness Training, Benicia, CA 2004
- CPI Training for Trainers, San Diego, CA 2005
- SEACO Curriculum Training, Fairfield, CA 2005
- Effective Behavior Management, Fairfield, CA 2005
- Oppositional Defiant Disorder Training, Oakland, CA 2005
- Group work with Children of Battered Women, Fairfield, CA 2006

• Preschool Autism Program, Cheverly, MD	1999
• ADHD Training, Oakland, CA	2006
• BICM Certification Training, Fairfield, CA	2007
• Applied Physical Training: CPI/IANICICI, San Francisco, CA	2007
• What is Autism Spectrum Disorders, Fairfield, CA	2007
• Behavior Disordered Youth, Sacramento, CA	2007
• SCERTS Model, Fairfield, CA	2007
• Asperger's Training, Sacramento, CA	2007
• CALTPA: Program Assessor Training, Vallejo, CA	2008
• Preschool BASICS Training, Fairfield, CA	2008
• Discipline of Students with Special Needs, Sacramento, CA	2008
• Senior Level CPI Instructor Training, San Francisco, CA	2009
• PENT Forum, Sacramento, CA	2009
• Autism & Nutrition, Sacramento, CA	2009
• Solano SELPA Inclusion Summit, Fairfield, CA	2014
• DISES: Embracing Inclusive Approaches, Braga, Portugal	2014
• Mental Illness & Intellectual Disability: Guidelines for First Responders, Fairfield, CA	2014
• Superior Court of Napa County and AOC Supervised Visitation Training, Napa, CA	2014
• Crisis Prevention Institute Instructor Recertification, Sacramento, CA	2015
• ABAI Conference, Kyoto, Japan	2015

Affiliations/Memberships

• California Applied Behavioral Analysis Association (CALABA)	2005-Present
• CALABA Political Action Committee (PAC)	2010-Present
• California State Senate Select North Bay Regional Autism Taskforce (NBART)	2010-Present
• Sweetwater Spectrum Residency Review Committee	2012-Present
• University of Phoenix SAS Doctoral Alumni Engagement Committee	2012-Present

• California Applied Behavioral Analysis Association (CALABA	2005-Present
• Benicia Open Government Commission	2014-Present
• Crisis Prevention Institute Senior Level Instructor	2014-2018
• Solano County Local Childcare Planning Council	2015-2019
• Solano County Children's Alliance	2015-2019
• California Regional Advisory Council-Developmental Disabilities	2016-2020
• The Association of California School Administrator, Equity Partner	2016-Present

Program Designs

- **DELTA:** 2006
Dynamic Education Linked to Achievement, Fairfield-Suisun School District & Solano County Office of Education
- **Pace Solano Curriculum & Grouping Design:** 2008
ALL Sites, Pilot Site: Georgia, Vallejo, CA
- **Behavior Management Training Program:** 2008
North Bay Regional Center Home Program (048), Vallejo, CA
- **Adaptive Skills Program:** 2008
North Bay Regional Center Home Program (605), Vallejo, CA
- **Integrated Adaptive Skills Program (IASP):** 2010
North Bay Regional Center After-School Program (605) in Partnership with Napa Parks & Recreation, Napa, CA

Computer Skills

- Microsoft Office: Word, Excel, Powerpoint, Access, Publisher, Project
- SEIS: Special Education Database used in California Public Schools
- Website Design: Using templates (Wix.com)
- PC & Mac Literate: Using both systems & programs

Expert Skills

- Conducting Functional Analysis Assessment (FAA)
- Conducting Functional Behavior Assessment (FBA)
- Designing Behavior Intervention Plan (BIP)
- Designing Behavior Support Plan (BSP)
- Implementing BIP & BSP

- Direct Instruction (Training)
- Various Data Collection Methods & Systems
- Program Design
- Project Development & Management
- Application-Based Instruction (Training)
- Developing & Implementing Individualized Education Plan (IEP)
- Facilitation & Support for Individualized Education Plan (IEP) Meetings
- Business Development & Administration

Communication Skills

- Reflective Listening skills
- Engaging the audience
- Presenting clear & simple information
- Using nonverbal language
- Using visual supports
- Staying on topic

FEBRUARY 19, 2020

**AGENDA ITEM 12
INFORMATION ITEM**

**EXECUTIVE COMMITTEE
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

CONFLICT OF INTEREST WAIVER REQUEST RENEWAL

SCDD Legal Counsel Adam Lewis will present a conflict of interest waiver renewal request for North Los Angeles County Regional Center board member Lillian Martinez. Documentation for this request has been included in the packet for review.

Action Recommended

Approve the Conflict of Interest waiver renewal request.

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COUNCIL AGENDA ITEM DETAIL SHEET - RENEWAL

ISSUE: Regional Center Conflict of Interest (COI)

BACKGROUND: Codified in Welfare and Institutions (W&I) Code sections 4500 et seq., the Lanterman Act requires regional centers to submit conflict of interest statements and proposed resolution plans to the Department of Developmental Services (DDS) and the Council.¹ The Director of DDS may waive conflict of interest requirements of a contracting agency (i.e., a regional center) with approval of the State Council.²

The Council is being presented with information reviewed under the existing SCDD criteria and process approved by the Council. This approach provides for staff analysis of regional center conflict of interest issues.

Lillian Martinez, Board Member, North Los Angeles County Regional Center:

Lillian Martinez is currently the Secretary of the Board of the North Los Angeles County Regional Center (NLARC). Ms. Martinez's daughter, Amaris, is a respite worker for Libertana, a NLARC vendor. In that capacity, Amaris provides services to her brother, who is a NLARC consumer. Information regarding the NLARC Board's recruitment and appointment process is available at <https://www.nlacrc.org/home>.

The Council previously approved a waiver request for Ms. Martinez on February 12, 2019. A waiver was also approved in 2017.

DISCUSSION:

Conflict of Interest: Department of Developmental Services (DDS) Regulation³ 54520 provides in part that a conflict of interest exists when the board member, or a family member of a regional center board member, holds any of the below positions for a provider:

- (1) a governing board member;
- (2) a board committee member;
- (3) a director;

¹ Welf. & Inst. Code § 4626, subd. (f).

² Welf. & Inst. Code § 4628.

³ DDS' current regulations are published at California Code of Regulations, title 17, § 50201 et seq.

- (4) an officer;
- (5) an owner;
- (6) a partner;
- (7) a shareholder;
- (8) a trustee;
- (9) an agent;
- (10) an employee;**
- (11) a contractor;
- (12) a consultant;
- (13) a person who holds any position of management; or
- (14) a person who has decision or policy making authority.

Ms. Martinez's conflict of interest arises because her daughter is a respite worker for a NLARC vendor.⁴ To address the conflict, Ms. Martinez re-submitted the following Conflict of Interest Resolution Plan (Plan):

1. Ms. Martinez will have no interaction as a board member with any matter that might impact Libertana, and specifically she will recuse herself from any vote on any matter that could impact Libertana.
2. Ms. Martinez will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Libertana.
3. Ms. Martinez will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Libertana or any actions creating policy or approaches that would impact Libertana and other respite vendors.
4. Ms. Martinez will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service authorizations for Libertana and other respite vendors.
5. Ms. Martinez will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to

⁴ Cal. Code Regs., title 17, § 54520(a)(10).

Special Incident Reports from or about Libertana and other respite vendors.

6. Ms. Martinez will not create, review, or in any way participate as a board member in, any corrective action plans for Libertana and other respite vendors.
7. Ms. Martinez will not participate as a board member in any discussions, recommendations, action or resolution of any complaints pertaining to Libertana and other respite vendors.
8. Ms. Martinez will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Libertana and other respite vendors.
9. Ms. Martinez will not as a board member access vendor files or other information the regional center maintains about Libertana and other respite vendors, either electronic or hard copy form.
10. Ms. Martinez shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to Libertana and other respite vendors. Instead, these tasks will become the responsibility of the other board members.
11. Ms. Martinez will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Libertana and other respite vendors.
12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Martinez has no involvement whatsoever in any action or business whatsoever involving or affecting Libertana and other respite vendors.

13. These restrictions only apply to Libertana and policies impacting other respite vendors. The bulk of Ms. Martinez's duties with regard to a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Libertana. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Martinez provides to the NLACRC Board.

The proposed Plan appears to mitigate concerns over a conflict of interest that could result based upon the respite services Ms. Martinez's daughter provides to a NLARC vendor. The two prior Plans for Ms. Martinez were approved by the Council and contained the same provisions to address the potential conflict. NLARC has advised that Ms. Martinez is a valued and productive member of the Board. Accordingly, the staff recommendation is to approve Ms. Martinez's waiver request.

STAFF RECOMMENDATION: Approve Ms. Martinez's waiver request.

ATTACHMENT: Ms. Martinez's COI reporting statement and Plan.

PREPARED BY: Legal Counsel Adam Lewis, January 31, 2020.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

October 28, 2019

Mr. Adam Lewis
State Council of Developmental Disabilities
3831 N. Freeway Blvd, Suite 125
Sacramento, CA 95834

RE: Resubmission of Board Member Conflict of Interest Resolution Plan – Lillian Martinez

Dear Mr. Lewis,

North Los Angeles County Regional Center is re-submitting and seeking re-approval on the attached Conflict of Interest Resolution Plan on behalf of our board member, Ms. Lillian Martinez. This Conflict of Interest Resolution Plan has been completed in accordance with Title 17, §54533, Present or Potential Conflict of Interest Identified, Proposed Conflict of Interest Resolution Plan Content, Timelines for Submission of Proposed Conflict of Interest Resolution Plan. Additionally, a copy of the plan will be forwarded to DDS and the State Council as required by §54534, Conflict Resolution Plan Review, Procedures.

If you have any questions regarding the attached correspondence, please contact me at (818) 756-6125.

Sincerely,

Michele K. Marra, SPHR, SHRM-SCP
Chief Organizational Development Officer

Enc:
Lillian Martinez - Conflict of Interest Resolution Plan

NOTIFICATION OF CONFLICT OF INTEREST,
AND
RE-SUBMISSION OF CONFLICT RESOLUTION PLAN

LILLIAN MARTINEZ – NLACRC BOARD MEMBER
NORTH LOS ANGELES COUNTY REGIONAL CENTER

I. Law Governing Conflicts of Interest

The prohibition against Regional Center employee or board member conflicts of interest has its origin in section 4626 of the Welfare & Institutions Code. Subsection (d) of said section 4626 provides: “The department shall ensure that no regional center employee or board member has a conflict of interest with an entity that receives regional center funding....”

That general prohibition is explained in more detail in Title 17 of the California Code of Regulations, section 54520 “Positions Creating Conflicts of Interests for Regional Center Governing Board Members and Executive Directors,” which provides in pertinent part:

(a) A conflict of interest exists when a regional center governing board member...or family member of such person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations....:

- (1) a governing board member
 - (2) a board committee member
 - (3) a director
 - (4) an officer
 - (5) an owner
 - (6) a partner
 - (7) a shareholder
 - (8) a trustee
 - (9) an agent
 - (10) an employee
 - (11) a contractor
 - (12) a consultant
 - (13) a person who holds any position of management
 - (14) a person who has decision or policy making authority.
- (Emphasis added.)

Section 54505 states that: “Business Entity, Entity or Provider” means any individual or business venture from whom or from which the regional center purchases, obtains or secures goods or services to conduct its operations.”

Further, Section 54533 states:

- (a) When a present or potential conflict of interest is identified for a regional center board member, executive director, employee, contractor, agent, or consultant, the present or potential conflict

shall be either eliminated or mitigated and managed through a Conflict Resolution Plan, or the individual shall resign his or her position with the regional center or regional center governing board.

II. Potential Conflict of Ms. Martinez

Lillian Martinez is a Board Member at North Los Angeles County Regional Center (hereinafter "NLACRC" or "the Regional Center"). Ms. Martinez is a board member and the board's Secretary. She participates on the Nominating, Administrative Affairs and Executive committees. NLACRC Executive Director Ruth Janka confirms that Ms. Martinez is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Ms. Martinez's completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Ms. Martinez's daughter, Amaris Martinez, however, is a respite worker for her brother (a consumer of NLACRC) for Libertana, a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Ms. Martinez as defined by regulation. This document constitutes a re-submission of the disclosure of this conflict, a Conflict Resolution Plan to continue the elimination of any adverse consequences from this relationship, and a request for re-approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Ms. Martinez remain in her position on the NLACRC Board of Trustees, but limit her actions as a board member so that she in no way participates in any role whatsoever with regard to Libertana or any other vendor who provides respite services.

III. Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Martinez's duties and responsibilities as a board member and her daughter's role as a respite worker for Libertana.

A. Ms. Martinez's Duties as a Board Member

As a board member, Ms. Martinez regularly meets with other board members of NLACRC to create policy for the operation of the regional center. Policy is developed through recommendations from board committees and the Executive Director. Direct operation is delegated to the Executive Director who is hired by the board. Staff recommendations for policy initiation or modification go the Executive Director, who, in turn, refers them to the board and/or an appropriate board committee. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

Ms. Martinez's board member primary duties are as follows:

1. Attendance at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at the main NLACRC office in Van Nuys at 6:30 p.m.

2. Membership and attendance on at least one (1) board committee.

3. Because the regional center is funded under contract with the State of California, Department of Developmental Services, each member of the Board of Trustees is required to identify any potential conflict of interest as identified in Welfare and Institutions Code Sections 4626 and 4627.

4. A part of a board member's responsibility is to be an informed and active advocate member of the Board of Trustees, she is expected to attend a board orientation and/or board training scheduled during the first year on the board and attend one annual board retreat.

5. Visitation to NLACRC supported programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).

6. Ms. Martinez participates on the Nominating, Administrative Affairs and Executive committees.

Under the suggested Conflict Resolution Plan, Ms. Martinez will remain in her board position, but will be strictly regulated so that she has no role or involvement whatsoever with any matter that might conceivably impact Libertana, or a vendor that provides respite services.

B. Ms. Martinez's Duties as Secretary of the Board

The office of secretary is established in Article V, Section 8 of the bylaws of North Los Angeles County Regional Center. The secretary shall be a member of the Board of Trustees and elected by the Board of Trustees. The term of office shall be one (1) year with no limitation on the number of terms. The secretary shall serve on the Executive Committee. A copy of the Secretary Responsibilities is attached as **Exhibit C**. The secretary shall:

1. Review the minutes, taken by the secretary to the executive director, at meetings of the Board of Trustees, and sign the original copy of the minutes.

2. Maintain a log or record of actions taken in executive session and transfer this record to his/her successor.

3. Sign the original copy of the bylaws when revisions are made.

4. Perform such other duties as may be prescribed by the Board of Trustees and the bylaws.

C. Amaris Martinez's Duties at Libertana

Libertana is a service provider to NLACRC that provides the following services:

1. Home Health Agency - respite care for medically fragile consumers: CHHA, LVN, & RN levels.
2. In-Home Respite Services - non-medical respite care
3. Personal Assistance - support consumer's caregiver in cases where an extra person is needed to assist the consumer with activities of daily living.
4. Speech Pathology
5. Physical Therapy
6. Occupational Therapy

As a respite worker for Libertana, Ms. Martinez provides respite services solely to her brother who a NLACRC consumer.

IV. Conflict Resolution Plan

The Regional Center and its Executive Director, Ruth Janka, have concluded that Ms. Martinez provides great value to the Board of NLACRC. After consideration of the totality of the circumstances and a careful review of the facts, the Executive Director believes it is in the best interests of the Regional Center to re-submit a Conflict Resolution Plan to continue the mitigation and/or elimination of any adverse consequences from this relationship and seek re-approval of this plan by DDS.

Initially, the first step in the Conflict Resolution Plan is to allow Ms. Martinez to remain in her position on the Board of Trustees, but to cease any activity or action that might in any way impact Libertana. This will eliminate any instance in which Ms. Martinez would have to vote, give her opinion, analyze, assess the performance of, or take action for or against Libertana, and would eliminate any possible action by Ms. Martinez to recommend Libertana or other similar available respite services.

The second part of the plan is to insulate Ms. Martinez from any involvement whatsoever with the generic type of provider like Libertana. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact Libertana and all other respite vendors. Any duties that potentially relate to Libertana or generic policies applicable to such a vendor represent a small portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members. Like other board members, Ms. Martinez develops policy through recommendations from the Executive Director, and thus works with numerous vendors on a variety of services.

Further, as the Conflict Resolution Plan details below, when any matter arises with regard to Libertana or other respite vendors, she will agree not to be involved in the discussion of the matter, the presentation of options to the Board, or the decision or vote on such matter. NLACRC will require Ms. Martinez to abstain from discussion with, or involvement in

the matter, and require the other board members to take all such actions, including appropriate description of options, recommendations, analysis and ultimate decision and vote.

The Regional Center and Ms. Martinez's Conflict Resolution Plan for this conflict of interest is as follows:

1. Ms. Martinez will have no interaction as a board member with any matter that might impact Libertana, and specifically she will recuse herself from any vote on any matter that could impact Libertana.

2. Ms. Martinez will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Libertana.

3. Ms. Martinez will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Libertana or any actions creating policy or approaches that would impact Libertana and other respite vendors.

4. Ms. Martinez will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service authorizations for Libertana and other respite vendors.

5. Ms. Martinez will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Libertana and other respite vendors.

6. Ms. Martinez will not create, review, or in any way participate as a board member in, any corrective action plans for Libertana and other respite vendors.

7. Ms. Martinez will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to Libertana and other respite vendors.

8. Ms. Martinez will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Libertana and other respite vendors.

9. Ms. Martinez will not as a board member access vendor files or other information the regional center maintains about Libertana and other respite vendors, either in electronic or hard copy form.

10. Ms. Martinez shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to Libertana and other respite vendors. Instead, these tasks will become the responsibility of the other board members.

11. Ms. Martinez will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Libertana and other respite vendors.

12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Martinez has no involvement whatsoever in any action or business whatsoever involving or affecting Libertana and other respite vendors.

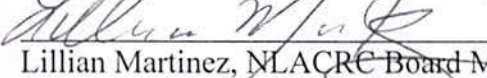
13. These restrictions only apply to Libertana and policies impacting other respite vendors. The bulk of Ms. Martinez's duties with regard to a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Libertana. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Martinez provides to the NLACRC Board.

14. NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.

V. Request Re-Approval of Conflict Resolution Plan

For the reasons provided above, and in accordance with the Conflict Resolution Plan set forth above, North Los Angeles County Regional Center hereby requests that DDS re-approve the Conflict Resolution Plan in this matter.

Respectfully submitted,

By: 
Lillian Martinez, NLACRC Board Member

Date: 10.13.2019

By: 
Elena Burnett, NLACRC Board President

Date: 10.30.19

By: 
Ruth Janka, Executive Director, NLACRC

Date: 10.30.19

Reset Form

CONFLICT OF INTEREST REPORTING STATEMENT **DS 6016 (Rev. 08/2013)**

The duties and responsibilities of your position with the regional center require you to file this Conflict of Interest Reporting Statement. The purpose of this statement is to assist you, the regional center and the Department of Developmental Services (DDS) to identify any relationships, positions or circumstances involving you which may create a conflict of interest between your regional center duties and obligations, and any other financial interests and/or relationships that you may have. In order to be comprehensive, this reporting statement requires you to provide information with respect to your financial interests.

A "conflict of interest" generally exists if you have one or more personal, business, or financial interests, or relationships that would cause a reasonable person with knowledge of the relevant facts to question your impartiality with respect to your regional center duties. The specific circumstances and relationships which create a conflict of interest are set forth in the California Code of Regulations, title 17, sections 54500 through 54530. You should review these provisions to understand the specific financial interests and relationships that can create a conflict of interest.

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer. If the regional center identifies a conflict involving you, it will be required to prepare a conflict resolution plan. Some relevant definitions have been provided in the footnotes to assist you in responding to this statement.

You are required to file this Reporting Statement within 30 days of beginning your employment with the regional center or from the date that you are appointed to the regional center board or advisory committee board. You are then required to file an annual Reporting Statement by August 1st of every year while you remain employed with the regional center or while you are a member of the regional center board or advisory committee board. You must also file a Reporting Statement within 30 days of any change in your status that could result in a conflict of interest. Circumstances that can constitute a change in your status that can require you to file an updated Reporting Statement are described below in footnote one.

A. INFORMATION OF REPORTING INDIVIDUAL

Name: Lillian A. Martinez Regional Center: North Los Angeles County

Regional Center Position/Title: ☒ Governing Board Member ☐ Executive Director
☐ Vendor Advisory Committee sitting on Board ☐ Employee
☐ Contractor ☐ Agent ☐ Consultant

Reporting Status: ☒ Annual ☐ New Appointment (date): _____
☐ Change of Status¹

If a change in status, date and circumstance of change in status:

1. Please list your job title and describe your job duties at the regional center.

Member of the Board of Trustees.

¹ Change of status includes a previously unreported activity that should have been reported, change in the circumstance of a previously reported activity, change in financial interest, familial relationship, legal commitment, change in regional center position or duties, change in regional center, or change to outside position or duties. See California Code of Regulations, title 17, sections 54531(d) and 54532(d).

EXHIBIT A

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

2. Do you or a family member² work for any entity or organization that is a regional center provider or contractor?
☒ yes ☐ no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity.

Libertana Home Health-Respite, plus.

3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? ☒ yes ☐ no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.

Libertana Home Health- Respite, plus, my daughter Amaris Martínez Gonzalez, provides respite care for my adult son/consumer at NLACRC

4. Are you a regional center advisory committee board member? ☐ yes ☒ no -- If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers? ☐ yes ☒ no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.

5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest? ☐ yes ☒ no -- If yes, please explain.

² Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brother-in-laws, sister-in-laws, son-in-laws and daughter-in-laws. See California Code of Regulations, title 17, sections 54505(f).

³ For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54528.

<input type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member⁴? [Note: Governing board members do not have to answer "yes" to this question if the financial benefit would be available to regional center consumers or their families generally].
☒ yes ☐ no -- If yes, please explain.

Please see answer to question #3 above.

7. Are you responsible for negotiating, making,⁵ executing or approving contracts on behalf of the regional center? ☒ yes ☐ no -- If yes, please explain.

I approve contracts along with other board members.

8. Do you have a financial interest in any contract⁶ with the regional center? ☐ yes ☒ no -- If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? ☐ yes ☐ no -- If yes, please explain.

9. Do any of your family members have a financial interest in any contract with the regional center? ☒ yes ☐ no
 If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? ☐ yes ☒ no
 If yes, please explain.

Please see my answer to question #3 above.

⁴ Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

⁵ California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

⁶ For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.

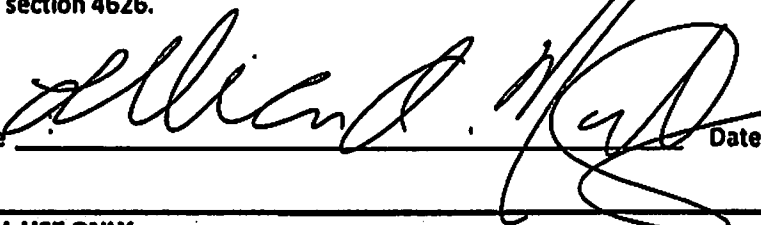
<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?
☐ yes ☒ no – If yes, please explain.

11. Your job duties require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers? ☐ yes ☒ no – If yes, please explain.

B. ATTESTATION

I Lillian A. Martinez (print name) HEREBY CONFIRM that I have read and understand the regional center's Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center's Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center's designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626.

Signature  Date 7-26-2019

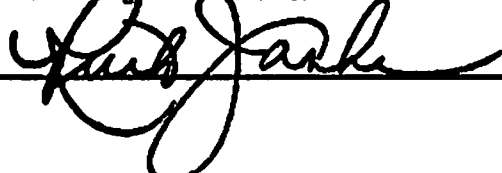
INTERNAL USE ONLY

Date this Statement was received by Reviewer:

The reporting individual ☒ does ☐ does not have a ☒ present ☐ potential conflict of interest

Signature of Designated Reviewer

Date Review Completed



8-7-19

**North Los Angeles County Regional Center
Board of Trustees Policy**

Board Member Responsibilities

The role of the Board of Trustees of the North Los Angeles County Regional Center (NLACRC) is to make policy for the operation of the regional center. Policy is developed through recommendations from board committees and the executive director; direct operation is delegated to the executive director who is hired by the board. Staff recommendations for policy initiation or modification go to the executive director who, in turn, refers them to the board and/or an appropriate board committee.

Your responsibility as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

- Attendance at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at the main NLACRC office in Van Nuys at 6:30 p.m.
- Membership and attendance on at least one (1) board committee.
- Because the regional center is funded under contract with the State of California, Department of Developmental Services, each member of the Board of Trustees is required to identify any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627.
- As part of a board member's responsibility to be an informed and active advocate member of the Board of Trustees, it is expected to attend a board orientation and/or board training scheduled during the first year on the board and attend one annual board retreat.
- Visitation to NLACRC supported programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).

[policy.bd.bdmbr.resps] Adopted 01-13-93